

**Data Export Format Specification for
Company Donation Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	DonorIdentifier	Text	50		Donor identifier
2	EmployeeNumber	Text	14		Donor's employee number
3	SSN	Numeric	9		Donor's social security number
4	NamePrefix	Text	8		Donor's name prefix
5	FirstName	Text	50		Donor's first name
6	MiddleName	Text	50		Donor's middle name
7	LastName	Text	50		Donor's last name
8	NameSuffix	Text	4		Donor's name suffix
9	DonorGroupName	Text	100		Donor group name
10	DonorGroupLabel	Text	50		Donor group's label
11	CompanyPayPeriodCode	Text	10		Donor's company pay period code
12	CompanyPayPeriodName	Text	50		Donor's company pay period name
13	SalaryTypeCode ^A	Numeric	1		Company pay period type
14	AnnualPayPeriodCount	Numeric	5		Number of pay periods for the company pay period
15	PaymentTypeCode ^B	Numeric	1		Payment type code
16	FrequencyTypeCode ^C	Numeric	1		Frequency type code
17	DonationAmount	Numeric	18		Donation amount specified by donor
18	PaymentAmountTypeCode ^D	Numeric	1		Amount type of the donation

Field #	Field Name	Data Type	Maximum Length	Format	Description
19	PaymentTotalValue	Currency	18	#.00	Estimate value of the base donation based on data provided by the donor
20	AddOnTotalValue	Currency	18	#.00	Estimate value of add-on donations based on data provided by the donor
21	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
22	DateCreated	Date	10	mm/dd/yyyy hh:mm:ss tt	Date and time the donation was created
23	BillingStartDate	Date	10	mm/dd/yyyy	Date the billing should start for the donation
24	ReportLabel	Text	50		Label attached to the donation (donor group label for online donations and batch label for batch (qppi) donations)
25	PayrollLabel	Text	100		Custom label associated with payroll ask quesiton

^A Values for SalaryTypeCode include:

- 0 – None
- 1 – Salary
- 2 - Hourly

^B Values for DonationTypeCode include:

- 1 – Payroll Deduction
- 2 – Credit Card
- 3 – Debit Card
- 4 – ACH (Electronic Check)
- 5 – Cash
- 6 – Check
- 7 – Direct Bill
- 8 – Stock
- 9 – No Donation
- 10 – PayPal

^c Values for FrequencyTypeCode include:

- 1 – One-time
- 2 – Monthly
- 3 – Quarterly
- 4 – Semi-annual
- 5 – Per Pay Period

^d Values for DonationAmountTypeCode include:

- 1 – Dollars
- 2 – Percent of Salary
- 3 – Hours / pay period
- 4 – Additional dollars
- 5 – Dollars / pay period
- 6 – Dollars / Day
- 7 – Cents / Day
- 8 – Bonus dollars
- 9 – PTO hours

Other Notes

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma character as a field delimiter.
- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.