

**Data Import Format Specification for
Designation Distribution Activity Records**

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Transaction Number	Text	50	Y ¹
2	Standard Account Code	Text	10	Y
3	Distribution Identifier ^A	Text	50	Y
4	Amount Paid	Currency	10	Y
5	Distribution Payment Type ^B	Numeric	1	Y
6	Payment Number	Text	50	Y
7	Payment Date	Date	8	Y
8	Pay Through Organization Number	Text	6	N
9	Distribution Activity Custom Field 1 Value	Text	255	N
10	Distribution Activity Custom Field 2 Value	Text	255	N
11	Distribution Activity Custom Field 3 Value	Text	255	N
12	Distribution Activity Custom Field 4 Value	Text	255	N

^A Distribution Identifier must be unique by Distributor. This is used to uniquely identify a distribution activity.

^B Valid values for Distribution Payment Type are:

- 1 - Check
- 2 – EFT

¹ Transaction Number can be a user-defined transaction number or an existing away transaction number. If you use the OPPS transaction number, you must include the full transaction number (i.e. all 25 characters).

Other Notes

- The file format is "tab delimited", indicating that all fields should be separated by a tab character.
- Field Names may be included as the first row of the file, the first row of the file is optional.
- DO NOT include any formatting characters (for example, 12/15/1999 should be written as 12151999).
- Fields are not required, unless specified in the Required Field column or in the footnotes.

- Distribution ID refers to a globally unique identifier created by the distributor. If you attempt to import two records with the same Distribution ID, the first record will be accepted, the second rejected.

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