

**Data Export Format Specification for
Donor Recognition Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	CampaignNumber	Text	20		Campaign number
2	CampaignName	Text	100		Campaign name
3	CampaignStartDate	Date	10	mm/dd/yyyy	Start date of the campaign
4	CampaignEndDate	Date	10	mm/dd/yyyy	End date of the campaign
5	OrganizationName	Text	50		Organization name
6	OrganizationNumber	Text	15		Organization number
7	CompanyName	Text	50		Company name
8	CompanyAccountNumber	Text	10		Company account number
9	CompanyLevelName	Text	50		Donor's company level name
10	RecognitionProgramName	Text	50		Name of the Recognition Program
11	RecognitionProgramStartDate	Date	10	mm/dd/yyyy	Start date of the recognition program
12	RecognitionProgramEndDate	Date	10	mm/dd/yyyy	End date of the recognition program
13	DonorGroupName	Text	100		Donor group name
14	DonorGroupLabel	Text	50		Donor group label
15	DonorIdentifier	Text	50		Donor identifier
16	NamePrefix	Text	8		Donor's name prefix
17	FirstName	Text	50		Donor's first name
18	MiddleName	Text	50		Donor's middle name
19	LastName	Text	50		Donor's last name

Field #	Field Name	Data Type	Maximum Length	Format	Description
20	NameSuffix	Text	4		Donor's name suffix
21	HomeEmailAddress	Text	80		Donor's home email address
22	DonorHomeAddress1	Text	100		Donor's home address line 1
23	DonorHomeAddress2	Text	100		Donor's home address line 2
24	DonorHomeCity	Text	50		Donor's home address city
25	DonorHomeState/Province	Text/Text	2/200		Donor's home address state
26	DonorHomeZipCode/Postal Code	Numeric/Text	5/10		Donor's home address zip code
27	DonorHomeZipCodeExt	Numeric	4		Donor's home address zip code extension
28	DonorHomeCountryCode	Text	2		Donor's home address country
29	DonorHomePhoneNumber	Numeric	15		Donor's home phone number
30	WorkEmailAddress	Text	80		Donor's work email address
31	DonorWorkAddress1	Text	100		Donor's work address line 1
32	DonorWorkAddress2	Text	100		Donor's work address line 2
33	DonorWorkCity	Text	50		Donor's work address city
34	DonorWorkState/Province	Text/Text	2/200		Donor's work address state
35	DonorWorkZipCode/Postal Code	Numeric/Text	5/10		Donor's work address zip code
36	DonorWorkZipCodeExt	Numeric	4		Donor's work address zip code extension
37	DonorWorkCountryCode	Text	2		Donor's work address country
38	DonorWorkPhoneNumber	Numeric	15		Donor's work phone number
39	DonorCustomField1Description	Text	50		Description of data provided in DonorCustomField1
40	DonorCustomField1	Text	50		Donor specific data as described by DonorCustomField1Description

Field #	Field Name	Data Type	Maximum Length	Format	Description
41	DonorCustomField2Description	Text	50		Description of data provided in DonorCustomField2
42	DonorCustomField2	Text	50		Donor specific data as described by DonorCustomField2Description
43	DonorCustomField3Description	Text	50		Description of data provided in DonorCustomField3
44	DonorCustomField3	Text	50		Donor specific data as described by DonorCustomField3Description
45	DonorCustomField4Description	Text	50		Description of data provided in DonorCustomField4
46	DonorCustomField4	Text	50		Donor specific data as described by DonorCustomField4Description
47	DonorCustomField5Description	Text	50		Description of data provided in DonorCustomField5
48	DonorCustomField5	Text	50		Donor specific data as described by DonorCustomField5Description
49	DonorCustomField6Description	Text	50		Description of data provided in DonorCustomField6
50	DonorCustomField6	Text	50		Donor specific data as described by DonorCustomField6Description
51	DonorCustomField7Description	Text	50		Description of data provided in DonorCustomField7
52	DonorCustomField7	Text	50		Donor specific data as described by DonorCustomField7Description
53	DonorCustomField8Description	Text	50		Description of data provided in DonorCustomField8
54	DonorCustomField8	Text	50		Donor specific data as described by DonorCustomField8Description
55	PaymentTotalValue	Currency	18	#.00	Estimate value of the base donation based on data provided by the donor
56	AddOnTotalValue	Currency	18	#.00	Estimate value of add-on donations based on data provided by the donor
57	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
58	Opt-In	Text	1		

Field #	Field Name	Data Type	Maximum Length	Format	Description
59	FunctionalHierarchyLevelCode	Text	20		
60	FunctionalHierarchyLevelName	Text	50		
61	CoordinatorHierarchyCode	Text	20		
62	CoordinatorHierarchyLevelName	Text	50		

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.