

**Data Export Format Specification for
Negative Designation 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	WorkEmailAddress	Text	80		Donor's work email address
10	Gender ^A	Text	1		Donor's gender
11	PaymentTypeCode ^B	Numeric	1		Payment type code
12	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
13	StartDate	Date	10	mm/dd/yyyy	Billing start date for the donation
14	DateCreated	Date	10	mm/dd/yyyy	Date the donation was created
15	DateLastUpdated	Date	10	mm/dd/yyyy	Date the donation was last updated
16	NegativeDesignation	Text	1000		Text identifying the negatively designated agencies
17	DonorGroupName	Text	100		Donor group name
18	DonorGroupLabel	Text	50		Donor group label

^A Values for Gender are:

M - male

F - female

N – choose not to disclose
or no value provided

^B Values for PaymentTypeCode 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

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.