

Field Order	Field Name	Required	Recommended	Description
1 (Col A)	CLIENT_UID	Yes		Your unique ID number for the donor or prospect
2 (Col B)	CLIENT_UID2			Secondary ID for the donor or prospect if needed
3 (Col C)	COURTESY			Donor or prospect's name prefix
4 (Col D)	FIRST_NAME	Yes		Donor or prospect's first name
5 (Col E)	MIDDLE_NAME			Donor or prospect's middle name or initial
6 (Col F)	LAST_NAME	Yes		Donor or prospect's last name
7 (Col G)	SUFFIX			Donor or prospect's name suffix
8 (Col H)	ADDRESS_LINE1	Yes		Donor or prospect's primary address - first line
9 (Col I)	ADDRESS_LINE2			Donor or prospect's primary address - second line if needed
10 (Col J)	ADDRESS_LINE3			Donor or prospect's primary address - third line if needed
11 (Col K)	CITY	Yes		Donor or prospect's primary address - city
12 (Col L)	STATE	Yes		Donor or prospect's primary address - state abbreviation
13 (Col M)	ZIP	Yes		Donor or prospect's primary address - zip

Field Order	Field Name	Required	Recommended	Description
14 (Col N)	PLUS_FOUR		Yes	Donor or prospect's primary address - plus four only of zip+4
15 (Col O)	COUNTY			Donor or prospect's primary address - county
16 (Col P)	COUNTRY			Donor or prospect's primary address - country
17 (Col Q)	BUSINESS_NAME		Yes	Donor or prospect's last known place of business - name
18 (Col R)	BUSINESS_TITLE			Donor or prospect's last known place of business - title
19 (Col S)	BUSINESS_PHONE			Donor or prospect's last known place of business - title
19 (Col S)	BUSINESS_PHONE			Donor or prospect's last known place of business - phone
20 (Col T)	ADDRESS1_LINE1			Donor or prospect's last known place of business - address first line
21 (Col U)	ADDRESS1_LINE2			Donor or prospect's last known place of business - address second line if needed
22 (Col V)	CITY1			Donor or prospect's last known place of business - city
23 (Col W)	REGION1			Donor or prospect's last known place of business - state abbreviation
24 (Col X)	POSTAL_CODE1			Donor or prospect's last known place of business - zip

Field Order	Field Name	Required	Recommended	Description
25 (Col Y)	POSTAL_CODE_FOUR1			Donor or prospect's last known place of business - plus four only of zip+4
26 (Col Z)	COUNTRY1			Donor or prospect's last known place of business - country
27 (Col AA)	ADDRESS2_LINE1			Donor or prospect's any additional address - first line
28 (Col AB)	ADDRESS2_LINE2			Donor or prospect's any additional address - second line if needed
29 (Col AC)	CITY2			Donor or prospect's any additional address - city
30 (Col AD)	REGION2			Donor or prospect's any additional address - state abbreviation
31 (Col AE)	POSTAL_CODE2			Donor or prospect's any additional address - zip
32 (Col AF)	PHONE_NUMBER			Donor or prospect's primary phone number
33 (Col AG)	CLIENT_EMAIL			Donor or prospect's email address
34 (Col AH)	CLIENT_AGE		Yes	Donor or prospect's age
35 (Col AI)	CLIENT_BIRTH_DATE		Yes	Donor or prospect's date of birth

Field Order	Field Name	Required	Recommended	Description
36 (Col AJ)	GENDER			Donor or prospect's gender
37 (Col AK)	CLIENT_GRADUATE_DATE		Yes	Donor or prospect's graduation date
38 (Col AL)	CLIENT_GIFT_AMOUNT		Yes	Sum of amounts of all gifts given by donor or prospect
39 (Col AM)	CLIENT_TOTAL_NO_GIFTS		Yes	Count of all gifts given by donor or prospect
40 (Col AN)	CLIENT_LARGEST_GIFT_AMOUNT		Yes	Amount of largest gift given by donor or prospect
41 (Col AO)	CLIENT_LARGEST_GIFT_DATE		Yes	Date of prospect or donor's largest gift
42 (Col AP)	CLIENT_FIRST_GIFT_AMOUNT		Yes	Amount of first gift given by donor or prospect
43 (Col AQ)	CLIENT_FIRST_GIFT_DATE		Yes	Date of prospect or donor's first gift
44 (Col AR)	CLIENT_LAST_GIFT_AMOUNT		Yes	Amount of last gift given by donor or prospect
45 (Col AS)	CLIENT_LAST_GIFT_DATE		Yes	Date of prospect or donor's last gift
46 (Col AT)	CLIENT_TOTAL_YEARS_GIVING		Yes	Count of consecutive years donor has given to your organization

Field Order	Field Name	Required	Recommended	Description
47 (Col AU)	IC_FLAG		Yes	Inner Circle flag
48 (Col AV)	SPOUSE_CLIENT_UID			Your unique ID number for the spouse if needed
49 (Col AW)	SPOUSE_CLIENT_UID2			Secondary ID for the spouse if needed
50 (Col AX)	SPOUSE_COURTESY			Spouse's name prefix
51 (Col AY)	SPOUSE_FIRST_NAME			Spouse's first name
52 (Col AZ)	SPOUSE_MIDDLE_NAME			Spouse's middle name or initial
53 (Col BA)	SPOUSE_LAST_NAME			Spouse's last name
54 (Col BB)	SPOUSE_SUFFIX			Spouse's name suffix
55 (Col BC)	SPOUSE_PHONE			Spouse's primary phone number
56 (Col BD)	SPOUSE_EMAIL			Spouse's email address
57 (Col BE)	SPOUSE_AGE			Spouse's age
58 (Col BF)	SPOUSE_BIRTH_DATE			Spouse's date of birth
59 (Col BG)	SPOUSE_GRADUATE_DATE			Spouse's graduation date
60 (Col BH)	SPOUSE_GENDER			Spouse's gender

Field Order	Field Name	Required	Recommended	Description
61 (Col BI)	SP_BUSINESS_NAME			Spouse's last known place of business - name
62 (Col BJ)	SP_BUSINESS_TITLE			Spouse's last known place of business - title
63 (Col BK)	SP_BUSINESS_PHONE			Spouse's last known place of business - phone
64 (Col BL)	SP_ADDRESS_LINE1			Spouse's last known place of business - address first line
65 (Col BM)	SP_ADDRESS_LINE2			Spouse's last known place of business - address second line if needed
66 (Col BN)	SP_CITY			Spouse's last known place of business - city
67 (Col BO)	SP_REGION			Spouse's last known place of business - state abbreviation
68 (Col BP)	SP_POSTAL_CODE			Spouse's last known place of business - zip
69 (Col BQ)	SP_COUNTRY			Spouse's last known place of business - country

Field Order	Field Name	Required	Recommended	Description
70 (Col BR)	CD_FLAG			Major Donor flag
71 (Col BS)	CLIENT_PLANNED_GIVING_FLAG			Planned Giving flag
72 (Col BT)	CLIENT_ATTRIBUTE1			Field for your use in segmenting the results
73 (Col BU)	CLIENT_ATTRIBUTE2			Field for your use in segmenting the results
74 (Col BV)	CLIENT_ATTRIBUTE3			Field for your use in segmenting the results
75 (Col BW)	CLIENT_ATTRIBUTE4			Field for your use in segmenting the results
76 (Col BX)	CLIENT_ATTRIBUTES5			Field for your use in segmenting the results
77 (Col BY)	CLIENT_ATTRIBUTE6			Field for your use in segmenting the results
78 (Col BZ)	CLIENT_ATTRIBUTE7			Field for your use in segmenting the results
79 (Col CA)	CLIENT_ATTRIBUTE8			Field for your use in segmenting the results
80 (Col CB)	CLIENT_ATTRIBUTE9			Field for your use in segmenting the results

Field Order	Field Name	Required	Recommended	Description
81 (Col CC)	CLIENT_ATTRIBUTE10			Field for your use in segmenting the results
82 (Col CD)	CLIENT_ATTRIBUTE11			Field for your use in segmenting the results
83 (Col CE)	CLIENT_ATTRIBUTE12			Field for your use in segmenting the results
84 (Col CF)	CLIENT_ATTRIBUTE13			Field for your use in segmenting the results
85 (Col CG)	CLIENT_ATTRIBUTE14			Field for your use in segmenting the results
86 (Col CH)	CLIENT_ATTRIBUTE15			Field for your use in segmenting the results