

Batch Preferred file formats : (Delimiters: Pipe, TAB and semicolon) or Excel

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 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_LINE 1	Yes		Donor or prospect's primary address-first line
9 (Col I)	ADDRESS_LINE 2			Donor or prospect's address - second line if needed
10 (Col J)	ADDRESS_LINE 3			Donor or prospect's address - third line if needed
11 (Col K)	CITY	Yes		Donor or prospect's primary address - city

Field Order	Field Name	Required	Recommended	Description
12 (Col L)	STATE	Yes		Donor or prospect's primary address -
13 (Col M)	ZIP	Yes		Donor or prospect's primary address - zip
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 - phone
20 (Col T)	ADDRESS_LINE1			Donor or prospect's last known place of business - address first line
21 (Col U)	ADDRESS_LINE2			Donor or prospect's last known place of business - address second line if needed
22 (Col V)	CITY 1			Donor or prospect's last known place of business - city

Field Order	Field Name	Required	Recommended	Description
23 (Col W)	REGION 1			Donor or prospect's last known place of business - state abbreviation
24 (Col X)	POSTAL_CODE 1			Donor or prospect's last known place of business - zip
25 (Col Y)	POSTAL_CODE_FOUR1			Donor or prospect's last known place of business - plus four only of zip + 4
26 (Col Z)	COUNTRY 1			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 - zip
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

Field Order	Field Name	Required	Recommended	Description
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
36 (Col AJ)	GENDER			Donor or prospect's gender
37 (Col AK)	IC_FLAG		Yes	Inner circle flag
38 (Col AL)	SPOUSE_CLIENT_UID			Your unique ID number for the spouse if needed
39 (Col AM)	SPOUSE_CLIENT_UID2			Secondary ID for the spouse if need
40 (Col AN)	SPOUSE_COUNTESY			Spouse's name prefix
41 (Col AO)	SPOUSE_FIRST_NAME			Spouse's first name
42 (Col AP)	SPOUSE_SECOND_NAME			Spouse's middle name or initial
43 (Col AQ)	SPOUSE_LAST_NAME			Spouse's last name
44 (Col AR)	SPOUSE_SUFFIX			Spouse's name suffix
45 (Col AS)	SPOUSE_PHONE			Spouse's primary phone number

Field Order	Field Name	Required	Recommended	Description
46 (Col AT)	SPOUSE_EMAIL			Spouse' email address
47 (Col AU)	SPOUSE_AGE			Spouse's age
48 (Col AV)	SPOUSE_BIRTH_DATE			Spouse's date of birth
49 (Col AW)	SPOUSE_GENDER			Spouse's gender
50 (Col AX)	SP_BUSINESS_NAME			Spouse's last known place of business - name
51 (Col AY)	SP_BUSINESS_TITLE			Spouse's last known place of business - title
52 (Col AZ)	SP_BUSINESS_PHONE			Spouse's last known place of business - phone
53 (Col BA)	SP_ADDRESS_LINE1			Spouse's last known place business - address first line
54 (Col BB)	SP_ADDRESS_LINE2			Spouse's last known place of business - second line if needed
55 (Col BC)	SP_CITY			Spouse's last known place of business - city
56 (Col BD)	SP_REGOIN			Spouse's last known place of business - state abbreviation
57 (Col BE)	SP_POSTAL_CODE			Spouse's last known place of business - zip

Field Order	Field Name	Required	Recommended	Description
58 (Col BF)	SP_COUNTRY			Spouse's last known place of business - Country
59 (Col BG)	CLIENT_ATTRIBUTE1			Field for your use in segmenting the results
60 (Col BH)	CLIENT_ATTRIBUTE2			Field for your use in segmenting the results
61 (Col BI)	CLIENT_ATTRIBUTE3			Field for your use in segmenting the results
62 (Col BJ)	CLIENT_ATTRIBUTE4			Field for your use in segmenting the results
63 (Col BK)	CLIENT_ATTRIBUTE5			Field for your use in segmenting the results
64 (Col BL)	CLIENT_ATTRIBUTE6			Field for your use in segmenting the results
65 (Col BM)	CLIENT_ATTRIBUTE7			Field for your use in segmenting the results
66 (Col BN)	CLIENT_ATTRIBUTE8			Field for your use in segmenting the results
67 (Col BO)	CLIENT_ATTRIBUTE9			Field for your use in segmenting the results
68 (Col BP)	CLIENT_ATTRIBUTE10			Field for your use in segmenting the results
69 (Col BQ)	CLIENT_ATTRIBUTE11			Field for your use in segmenting the results

Field Order	Field Name	Required	Recommended	Description
70 (Col BR)	CLIENT_ATTRIBUTE12			Field for your use in segmenting the results
71 (Col BS)	CLIENT_ATTRIBUTE13			Field for your use in segmenting the results
72 (Col BT)	CLIENT_ATTRIBUTE14			Field for your use in segmenting the results
73 (Col BU)	CLIENT_ATTRIBUTE15			Field for your use in segmenting the results