

Data Fields in Patron Thank You Letter file

Note: In CiviCRM, “contribution” is a general term that also applies to corporate gifts, dues, and event fees. Since this file will contain records pertaining to a contribution given by an individual (not an organization), the terms “donor” and “donation” are used here. This file is always named PatronThanks.csv or PatronThanksM.csv

Column Name	Explanation of contents
Last Name _____	In CiviCRM, one individual is identified as the donor. This is the last name.
First Name _____	In CiviCRM, one individual is identified as the donor. This is the first name.
Addressee _____	This field is used for addressing envelopes and for concert booklet acknowledgments. This field may represent more than one person, e.g., ‘R. Stephen Warner & Anne Heider’ (ampersands are used to save space in the concert booklet.)
Street Address _____	Primary USPS Street Address for the donor.
Supplemental Address 1 _____	This field contains a P.O. Box when USPS mail is to be sent there, or rarely an apartment or unit number
City _____	City of the primary USPS address for the donor.
State _____	State of the primary USPS address for the donor.
Postal Code _____	ZIP Code of the primary USPS address for the donor.
Postal Code Suffix _____	+4 digits of the ZIP Code.
Total Amount _____	Dollar amount of the donation.
Financial Type _____	For a Patron Thank You, only ‘Donation’ will be shown here. (Other financial types we will use are: Donation DAF/QCD, Donation via Stock, Corporate Gift, Grant, Event Fees)
Date Received _____	The date that NSCS received the donation (This could be the postmark date, the date a check was picked up from the P.O. Box, the date the GM/President/Treasurer received the check/cash, or the date a notification email was sent to Computer Services).
Payment Method _____	This is usually Check, but sometimes we receive donations via PayPal.
Check Date _____	If the donation was by check, this is the date written on the check.
Honor/Remembrance prefix _____	If not blank, either ‘In honor of’ or ‘In memory of’
Honoree text _____	The name of a person honored, or a free form text describing who/what the donor wants to honor with the donation
Matching Gift? _____	Will a corporate gift be generated by this donation? (Yes or No)
Gift of stock? _____	Was this donation given as shares of stock? (Yes or No)
Anonymous Donation _____	Does the donor want to be listed as anonymous in concert booklets? (Yes or No)
Other Comments _____	Free form comment field, sometime redundant information with other columns
Soft Credit Amount _____	The amount to be credited to a specific NSCS Fund (i.e., DCYAA, Larson, or Gockel). This could be less than the Total Amount
Soft Credit For _____	The name of the NSCS Fund to be credited
Contact ID _____	The CiviCRM ID number for the individual who made the donation. (Reference only)
Contribution ID _____	The CiviCRM ID number for the donation itself. (Reference only)
Contribution Note _____	Additional text note field for this donation
Contribution Source _____	Specifies who/how Computer Services was notified of this donation
Email _____	Email address for the donor