

LGL Data Dictionary

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The following fields may be imported into LGL.

Main Constituent Info

Constituent type	Organization or individual
Prefix	The prefix/salutation (for example: Mr. or Mrs., etc.)
First name	The constituent first name
Middle name	The constituent middle name or initial
Last name	The constituent last name
Suffix	The suffix (for example: Ph.D., M.D., or J.D., etc.)
Maiden name	The constituent's maiden name, if applicable
Salutation	The preferred salutation for the constituent
Addressee	The name for use on an envelope/label, or in an address block at the top of the letter
Alt. salutation	The alternate/formal salutation for a constituent
Alt. addressee	The alternate addressee value
Spouse/partner name	The name of the constituent's spouse or partner
Spouse/partner first name	During importing, the value from this field writes into the Spouse/partner name field. For new records, it can also be used to generate the Salutation and Addressee fields.
Spouse/partner last name	During importing, the value from this field writes into the Spouse/partner name field. For new records, it can also be used to generate the Salutation and Addressee fields.
Marital status	The constituent's marital status
Honorary name	The constituent's honorary name
Annual report name	The annual report name for the constituent (For use in an annual report)
Employer/Organization	The name of the organization or employer (For individual constituents, this is the employer. For organization-type constituents, it will be the organization name.)
Job title	The constituent's job title
Birthday	The constituent's birthday
Assistant name	The assistant name for the constituent
Gender	The constituent's gender (male or female)
Full Name	During importing, the value from this field is parsed and written into the fields: Prefix, First Name, and Last Name. For new records, it is also used to generate the Salutation and Addressee fields.
Last, First	During importing, the value from this field is parsed and written into the fields: First Name and Last Name. For new records, it is also used to generate the Salutation and Addressee fields.
LGL constituent ID	Unique ID created by LGL for each constituent (only include this if you're editing an existing constituent)
External constituent ID	An external ID used to uniquely identify a constituent record

Other Constituent Info

Deceased?	A yes/no flag to indicate if the constituent is deceased
Deceased date	The constituent's deceased date
Date added	The date the constituent was added to LGL
Nicknames	The constituent nickname
Spouse/partner nickname	The constituent spouse's nickname
Gives anonymously?	A flag indicating whether or not a constituent is anonymous
Background Info	

Constituent Relationship

Relationship from	The relationship from one constituent to another
Relationship to	The relationship back to a constituent from another

Constituent Category

Contact type	Primary, Spouse/Partner, or any other contact type value. New values will be auto-created
Capacity	Values are custom - system will match or add any value you enter here. Only one value can be set
Groups	Values are custom - system will match or add any values you enter here. Multiple values can be added by separating them with semicolons or commas
Interest level	Values are custom - system will match or add any value you enter here. Only one value can be set

Stewards	Values should correspond to emails or names of current/active LGL users
Primary steward	Value should correspond to emails or names of current/active LGL Users. Will be set to Primary
Acknowledgment Preference	Values are custom - system will match or add any value you enter here. Only one value can be set here
Communication Tags	Values are custom - system will match or add any values you enter here. Multiple values can be added by separating them with semicolons or commas
Giving Status	Values are custom - system will match or add any values you enter here. Multiple values can be added by separating them with semicolons or commas

Email Address Info

Email address	The email address for a constituent: test@test.com
Email type	The email address type: Home, Work, or Other
Email preferred?	The email address is preferred
Inactive/invalid email?	The email address is not current or valid
LGL email ID	Unique ID created by LGL for each email address record

Phone Number Info

Phone number	The phone number. Formatting is flexible and extension info should be included as relevant
Phone type	The phone number type: Home, Work, Mobile, Fax, Assistant, Skype, and Other
Inactive/invalid phone?	The phone number is not current or valid
Phone preferred?	The phone number is preferred
LGL phone ID	Unique ID created by LGL for each phone number record

Mailing Address Info

Street	The full street value for an address. Can include line breaks
Address line 1	The first address line. Use instead of Street if easier/more appropriate
Address line 2	The second address line. Use instead of Street if easier/more appropriate
Address line 3	The third address line. Use instead of Street if easier/more appropriate
City	The address city value
State/province	The address state or province value
Postal/ZIP code	The address postal or ZIP code value
Country	The address country
County	The name of the county this address is in
Address type	The type of address: Home, Work, Other
Full/formatted address	The full mailing address, to be parsed into individual pieces
City, state, zip	City, State, and Zip/Postal code in one field, to be parsed into individual fields
Inactive/invalid address?	The Mailing address is not current or valid
Seasonal from	The seasonal start date for a mailing address. The year is not important, but it must be valid date
Seasonal to	The seasonal end date for a mailing address. The year is not important, but it must be valid date
Address preferred?	The mailing address is preferred
LGL address ID	The unique ID created by LGL for each address record

Website Info

Website/URL	The website URL
Website type	The type of website

Gift/Pledge Goal Info

Gift type	The type of gift. Can be Gift, In Kind, Pledge. Other values are: In Honor of, In Memory of, Matching, or Installment, but each of these requires the presence of a parent gift ID or external parent gift
Campaign name	The campaign name for the gift. Matching is done by name, but new values will be created if they are not present
Fund name	The fund name for the gift. Matching is done by name, but new values will be created if they are not present
Gift appeal name	The appeal name for this gift. Matching is done by name, but new values will be created if they are not present
Gift event name	The event name for the gift
Gift category	The gift/goal/pledge/in kind category name. Matching is done by name, but new values will be created if they are not present
Team member	The LGL team member responsible for the gift/pledge/goal

Gift note	The gift/goal/pledge/in-kind note
LGL gift ID	Unique ID created by LGL for each gift (only include this if you're editing an existing gift)
External gift ID	An external ID used to uniquely identify a gift; for example, to reconcile with an accounting database
LGL parent gift ID	Unique ID created by LGL for a pledge or other related gift
External parent gift ID	Unique external ID created by client for a pledge
JOB ID	A general purpose ID that can be used for any purpose - value must be provided

Gift Info

Gift amount	The amount of the gift, in-kind donation, pledge, or other type of gift
Gift date	The date the gift was given
Deductible amount	The tax-deductible amount for the gift. Applies to regular and in-kind gifts
Deposited amount	The amount actually deposited
Deposit date	The date the gift was deposited
Payment type	The gift payment type name
Check/reference No.	The check number for a gift
Ack. mailing template	The mailing template to be used for acknowledging this gift
Ack. Mailing Date	The date on which an acknowledgment was sent. For import purposes (importing historical acknowledgment information). An Ack. mailing template must also be supplied.
Gift is anonymous?	A flag indicating whether or not a gift is anonymous

Pledge Info

Installment due date	The goal due date
Payment amount	The payment amount for pledge installments
Pledge amount	The amount pledged
Pledge start date	The first payment date
Payment interval	The payment interval for a pledge. Possible values are: W (weekly), B, (biweekly, M (monthly), Q (quarterly), S (semiannual), Y (yearly)
Write-off amount	The amount of the write-off
Write-off date	The write-off date (used in case of a pledge write-off, in conjunction with the write-off amount)
Auto-generate installments?	Auto-generate pledge installments for this pledge, based on the start date, interval, total pledged, and payment amount
Force gift batch?	Ensure the creation/assignment to a gift batch. Use values: 1, Yes, or True to activate. Default is "No".

Goal Info

Goal Name	The name of a goal
Ask amount	The goal ask amount
Projected amount	The goal projection amount
Projected minimum amount	The goal minimum amount
Goal date	The goal ask date
Goal status	The goal status name. Matching is done by name, but new values will be created if they are not present

Event Info

Attended?	Yes/no value indicating whether or not the constituent attended the event
Inv. notes	Invitation notes
RSVP status	Invitation RSVP status: Unknown, Invited, Maybe, Yes, and No
Inv. attendee count	The number of attendees (including the invitee)
Inv. guest names	The additional guest names
Date attended	The date of attendance, for multi-attend events
Gen. event name	The event name for an invitation
Event segment name	The segment name for an invitation
Inv. team member	The team member assigned to this invitation
Is a guest?	Is this invitation for a guest record? An invitation for the primary must be imported as well.
Guest First Name	The guest's first name
Guest Last Name	The guest's last name

Appeal Info

Gen. appeal name	The name of the appeal for this appeal request
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Appeal segment name	The segment name for this appeal request
Appeal segment code	The segment code for this appeal
Appeal ask amount	The ask amount for this appeal request
Appeal status	The status of this appeal request: Open, Called, Considering, Declined, and Donated are possible values
Appeal team member	The team member assigned to this appeal request

Class Year Info

Class affiliation	The type of class-year affiliation. Values are custom and will be created if they do not exist
Class affiliation grad. year	The year of the class affiliation
Class affiliation note	A note describing the class-year affiliation

Education Info

School name	The name of the school attended (past or present)
School type	The type of the school attended (past or present). Possible values are: Elementary, High School, College, Graduate, Other
School graduation year	The graduation year for the school
School focus/major	The focus/major for the school
School degree	The degree for a school

Membership Info

Membership end date	The end date for a membership entry
Membership level	The membership level for a membership entry. Matching is done by name, but new values will be created if they are not present
Membership note	Membership notes for a membership entry
Membership start date	The start date for a membership entry

Volunteer Info

Vol. category	The volunteering category name for the submitted volunteer hours
Vol. commitment	The name of the volunteer commitment. This will be used to try to match an existing commitment, if present
Vol. date	The date of the volunteering
Vol. end date	The end date of the volunteering. Leave blank if the same as the start date
Vol. hours	The number of hours volunteered
Vol. description	The description of the volunteer hours
LGL vol. time ID	The LGL volunteer time ID

Vol. Commitment Info

LGL vol. commitment ID	The LGL volunteer commitment ID
Vol. comm. name	The name of the volunteer commitment to be created
Vol. comm. start date	The start date of the volunteer commitment
Vol. comm. end date	The end date of the volunteer commitment
Vol. comm. hours	The committed hours
Vol. comm. description	The volunteer commitment description

Task Info

Task name	The name of the task
Task description	The task description
Task due date	The task due date
Task type	The type of task
Task completed date	The task completion date
Task is complete?	The status of the task: Yes/No
Task owner	The LGL team member responsible for completing the task
LGL task ID	The LGL task ID
Send reminder?	A flag to determine whether to send notifications

Contact Report Info

Contact rpt. name	The name of the contact report
Contact rpt. type	The contact report type
Contact rpt. date	The original date of the contact report

Contact rpt. text	The body/text of the contact report
Contact rpt. team member	The team member who created this contact report
LGL Contact rpt. ID	The LGL contact report ID

Notes Info

Note type	The note type name. Matching is done by name, but new values will be created if they are not present
Note date - original	The original date of the note
Note text	The text of the note
LGL note ID	Unique ID created for each Note in LGL