

All private and corporate donor fields, and contact fields are always populated. Gift information and profile data is dependent on the type of Q-Xpress selections made during the file build. This format is for letters and labels.

Q-Xpress View Field	Description
Merge File Name	
FundraisingNumber	Donor Number
SortField	Company Name, Last Name, First Name, Middle
Activity Code	Active, Inactive, Permanently Inactive, Not for Fundraising
IsEReceipt	
OnceYear	Yes / No
SharedData	Yes or Blank for No
Newsletters	Yes / No
ToWhom	
ToWhom2	
Title	
Department	
CompanyName	
Adr1	
Adr2	
Adr3	
Adr4	
Adr5	
Adr6	
Greeting	
RecognizedAs	

LinkField	
Nee Field	
LanguageName	Language Preference defaults to Preference in Organization Defaults when blank on master record
Export to CMS	CMS Export Yes / No
Summary Donor	Shared Summary Donor ... only if different from Donor Number
Significant Other	Donor Number of Significant Other where one exists
SuppressMail	Suppress Mail value if a Significant Other Yes / No
Salutation	
LastName	
FirstName	
Initial	Middle Name
Designation	
PhoneType1	
PhoneNumber1	
PhoneType2	
PhoneNumber2	
PhoneType3	
PhoneNumber3	
PhoneType4	
PhoneNumber4	
Email Type 1	** Should be the Primary Email for all communications
Email1	
Email Type 2	
Email2	
DemographicCode	

DemographicDesc	
ProfileDescription	Used when accessing lists by Quality, Donor Interest, Membership, Donor Recognition, Volunteer Interest, Volunteer Recognition, Volunteer Accreditation. For selections with a private donor Acquisition Name, the profile Description lists the name in First Name, Last Name order for letters and lists.
ProfileDescDate	Populated where the fields above have a date associated with them
Achievement Major	Achievement Major
Achievement Institution	Achievement Institution
Achievement Date	Achievement Date
SolicitationDate	Last Solicitation Date
Last Modified By	User ID who created the file
Last Modified Date	Date the file was created
OptionalInfo	Optional Information
ApartmentNo	Apartment Number
BuildingNo	Building Number
BuildingName	Building Name
Address	Street Name
POBox	PO Box
City	
Province	
PostalCode	
Country	

Campaign	9 Character coded value
CampaignDesc	
Voided	Yes / No
IsCharitable	Yes / No
BatchNumber	
Receipt Type	Charitable or Non-Charitable
ReceiptNumber	
ReceiptedDate	
ReceivedDate	
PaymentMethod	
Amount	
BreakOutCode	10 character Breakout Code
BreakoutDescription	Breakout Description One
BreakoutDescription2	Breakout Description Two
RegistrationAmount	
TicketNumber	
ReceiptMessage	Receipt Notes
ChequeNumber	
AcquisitionNo	Donor Number
AcquiredBy	Name of Company, if private: Last Name, First Name
MailingList	
LetterDesc	*** Letter Field***
TotalPledged	Used for Pledge Q-Xpress Selections
PaidtoDate	Used for Pledge Q-Xpress Selections
RenewalDate	Membership Renewal
Adults	Membership No. of Adults

Children	Membership No. of Children
NotificationName	First Name listed in the Notification Tab
NotificationRelation	Relationship of the First Name listed in the Notification Tab
Notification Total Donations	Total Amount
Year	Not Used
Ticket Sales	
Label Count	Mailing Labels value from the Private & Corporate Master records
Donation Count	Number of Donations in a given time period when Accumulated donations are requested from the Donor Profile
Is Receipted	Yes / No
Deceased	Yes /No
Gift in Kind	
Team Ref	
Employer Name	
Age	Birthday request
First Year Volunteered	
Last Year Volunteered	
First Year Donated	
Last Year Donation	
Donation Category	From the Campaign Master
Volunteer Region	Description
Volunteer Status	