

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 prefix/salutation (for example: Mr. or Mrs., 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 any other address block the top of the letter
Alt. salutation	The alternate/formal salutation for a constituent
Alt. Addressee	The alternate addressee value
Spouse name	The name of the constituent's spouse or partner
Spouse first name	The first name of the constituent's spouse or partner
Spouse last name	The last name of the constituent's spouse or partner
Marital status	The constituent s marital status
Honorary name	The consituent s honorary name
Annual report name	The annual report name for the constituent. For use in your annual report
Organization name	The organization name. 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	The complete constituent name, to be parsed into first name, last name, addressee etc.
Last, First	The constituent name in Last Name, First Name format, to be parsed into the first and last name 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
Nickname	The constituent nickname
Spouse nickname	The constituent spouse s nickname
Background Info	

Constituent Relationship

Relationship from Const. #1	The relationship from one constituent to another
Relationship to Const. #1	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 here
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 here
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

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
Phone Preferred?	The phone number is preferred.
Inactive/Invalid Phone?	The phone number is not current or valid.
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
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
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.
Address preferred?	The mailing address is preferred.
Inactive/Invalid Address?	The Mailing address is not current or valid.
LGL Address ID	The unique ID created by LGL for each address record

Website Info

Website/URL	The website url.
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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.
Appeal Name	The appeal name for this gift. Matching is done by name but new values will be created if they are not present.
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

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 number The check number for a gift
Mailing template The mailing template to be used for acknowledging this gift
Send acknowledgment? Yes/no value to indicate if this gift should be added to the acknowledgment queue.

Pledge Info

Payment amount The payment amount for pledge installments.
Payment The payment interval for a pledge. Possible values are: W (weekly), B, (biweekly, M (monthly), Q (quarterly), S (semiannual), Y (yearly)
Pledge amount The amount pledged.
Pledge start date The first payment date
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)

Goal Info

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
Event Name The event name for an invitation
Segment Name The segment name for an invitation

Appeal Info

Appeal Name The name of the appeal for this appeal request
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.

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.

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.

Membership Info

Membership Start Date The start date for a membership entry.
Membership End Date The end date for a membership entry.
Membership Note Membership notes 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.

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. Hours The number of hours volunteered.
Vol. Description The description of the volunteer hours.

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
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

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.