

File Specifications for Florida Import Option
Contribution Records

A	B	C	D	E	F	G	H	I
EntityType	Organization	LastName	FirstName	MiddleName	Suffix	Address	City	State
I, B, D, E, F, P, O, S	Text	Text	Text	Text	Text	Text	Text	Text
I		Washington	George	A.	Jr.	123 Mt. Vernon Rd., Suite 2	Jacksonville	FL
R	O	O	O	O	O	R	R	R
1	75	65	30	20	10	75	30	2

ROW 1 = Field/Column

ROW 2 = Field Description

ROW 3 = Data Format

ROW 4 = Sample Data

ROW 5 = Required/Optional for Importer to work. Some "Optional" fields are REQUIRED for reporting purposes.

ROW 6 = Maximum field size (in number of characters). Anything beyond that will be truncated.

The first row of the file must be a Header row. No other rows may be used for anything other than records (i.e., no notes or totals)
Fields are Tab Delimited.

Change Log:

03/31/08	Original release
09/30/09	Combined Address fields new DS-DE specs - CTBFL version 5.0. 16 > 17 fields. Field sizes changed.
07/13/12	Changed row 1 to Alpha rather than numbers to make it easier to use with a spreadsheet
03/28/13	Updated Contributor Type codes in Column A

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J	K	L	M	N	O	P
ZipCode	Occupation	TypeOfContrib	InKindDescription	Date	Amount	SpecialElect
00000-0000	Text	CHE, CAS, INK, INT, LOA, DUE, REF	Text	MM/DD/YYYY	0.00	0 - 11
12345-6789	Retired	INK	Yard sign material	12/25/2005	250.00	0
R	O	R	O	R	R	R
10	30	3	40	10		2