

Version 4.0

How can I get a list of all of the donations for a particular fund?

1. Click “Pledges/Receipts” on the Main Menu
2. Click the “Print Receipts” button at the bottom of the Donations column
3. Select your fund from the dropdown list. You can also enter a specific date range if you’d like.
4. Click “Preview,” “Print,” or “Export to Excel”

How can I get a list of all donations for a particular campaign?

1. Click “Reports” from the Main Menu
2. Select “Dues & Donations”
3. Scroll down the list until you find the report called “Donations, Dues and Inkind Gifts” – double click on that report
4. Uncheck “Dues” and “Inkind Gifts” at the top
5. Under the Campaigns section, choose “Selected Campaign” and then select the campaign from the dropdown list.
6. Click “Preview,” “Print,” or “Export to Excel”