

### Accessing Accounting Report:

1. Go to [www.active.com/donations](http://www.active.com/donations)
2. Enter your username and password, click **Continue**
3. Select the campaign from the drop down menu at the top of the page



4. Click on the **View Reports** tab at the top of the page
5. Go to the **Filter Report** section and select **Use All Dates** or select specific date range
  - a. Click **Download Data** if you would like to export the data into an Excel document that you can sort and save/print
  - b. Click **Get Report** if you would like for the data to appear within the browser window

### 3 Reports to Choose From:

**Donation Report:** lists all donor information, such as donation amount & date

- Specifies whether the donation was made to a certain fundraiser
- Lists the donors' names and to which fundraiser the donation was made to – if this field is blank then it was a straight donation made to the main donations page (not to a fundraiser)
- Can select specific dates or all dates to get report; can search for specific donors or search all by leaving fields blank

**Fundraiser Report:** lists all fundraiser activities & amounts collected

- Lists out each fundraiser's total amount raised
- Select **Use All Dates & Get Report** to get a full report of all fundraising activity
  - You can sort this report by clicking on the header (i.e.: Name, Total etc)
- Click on the fundraiser's name to get his/her specific fundraiser summary report
  - Will show each donation made to that specific fundraiser
  - Lists donor names & amounts

**Accounting Report**: lists the amount of donations made through the entire donation campaign, divides it out by check payment period

- For questions about a check select a specific 2 week payment period (in the scroll bar)
- Select **Use All Dates** to see an entire campaign total
- Can choose to get a report from either online donation, offline donations or all donations
- The **Donation Summary** chart shows the total contributions received with the breakdown of the amount of online & offline donations and the amount deducted for the processing fees.

### **Accessing Team Fundraising Reports**

If you have fundraising teams you will have 2 additional reports available to you. Follow Steps 1 – 4 to access these reports.

**Teams Report**: lists out all of your fundraising teams

- Shows how much money each team has raised
- Lists the number of donations received
- You can click on a specific team name and see more detailed information
- Click **Download Data** to export the data into an Excel document

**Comprehensive Fundraising Report**: lists out each fundraiser (individuals & team members), along with the fundraising teams

- This breaks down the number of donations received & total amount raised per team and/or individual
  - Page type:
    - Individual = individual fundraiser
    - Member = team members (part of team)
    - Team = team captain (in charge of team's page, lists team's total raised)
- Go to the **Filter Report** section and select **Use All Dates** or select specific date range
  - Click **Download Data** if you would like to export the data into an Excel document that you can sort and save/print
  - Click **Get Report** if you would like for the data to appear within the browser window