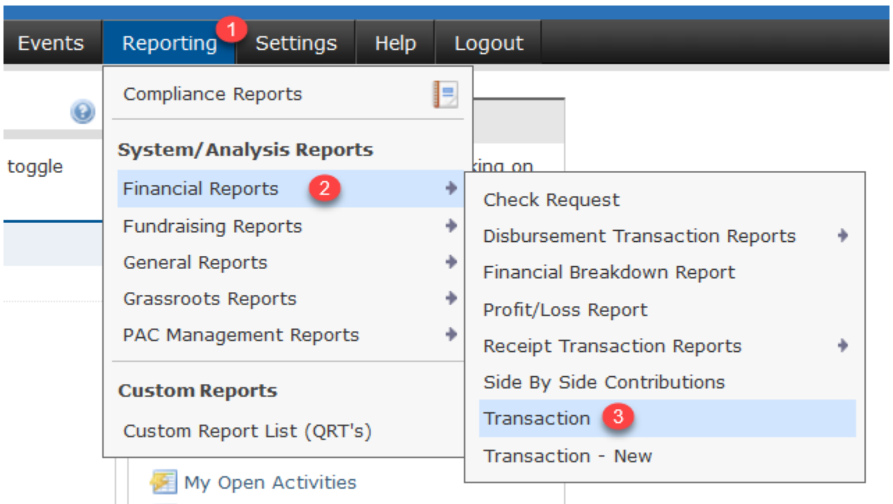
TRANSACTION REPORT

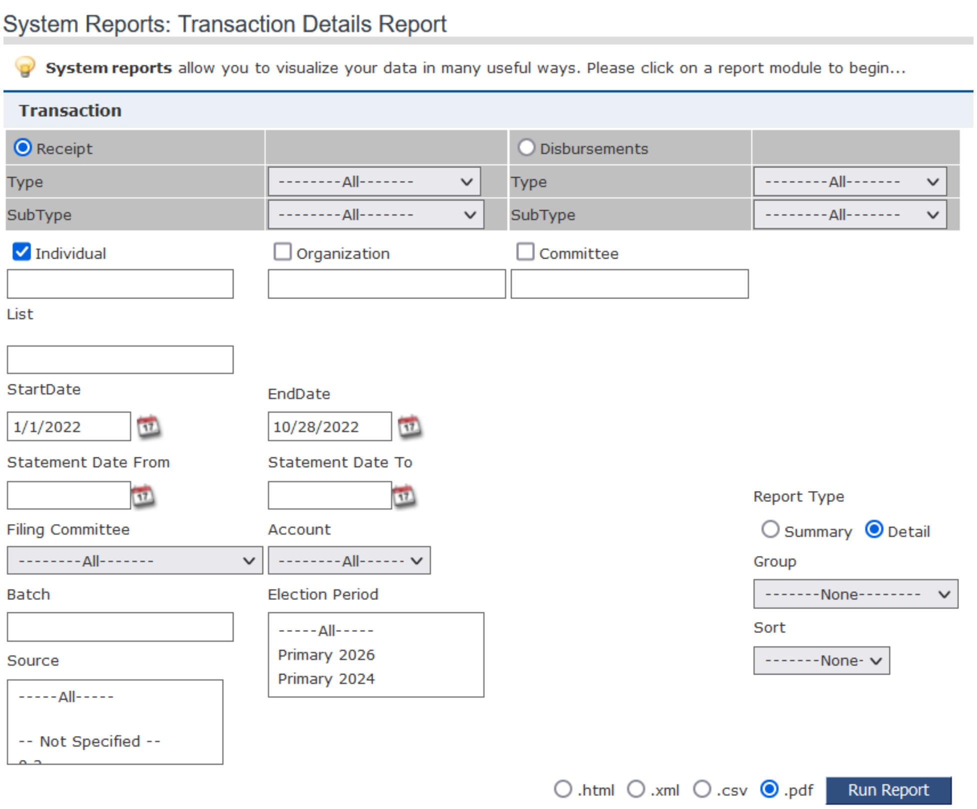
Transaction Report

To view a detailed report of a batch, individual, or organization, follow these instructions.

Go to Reporting > Financial Reports > Transaction.



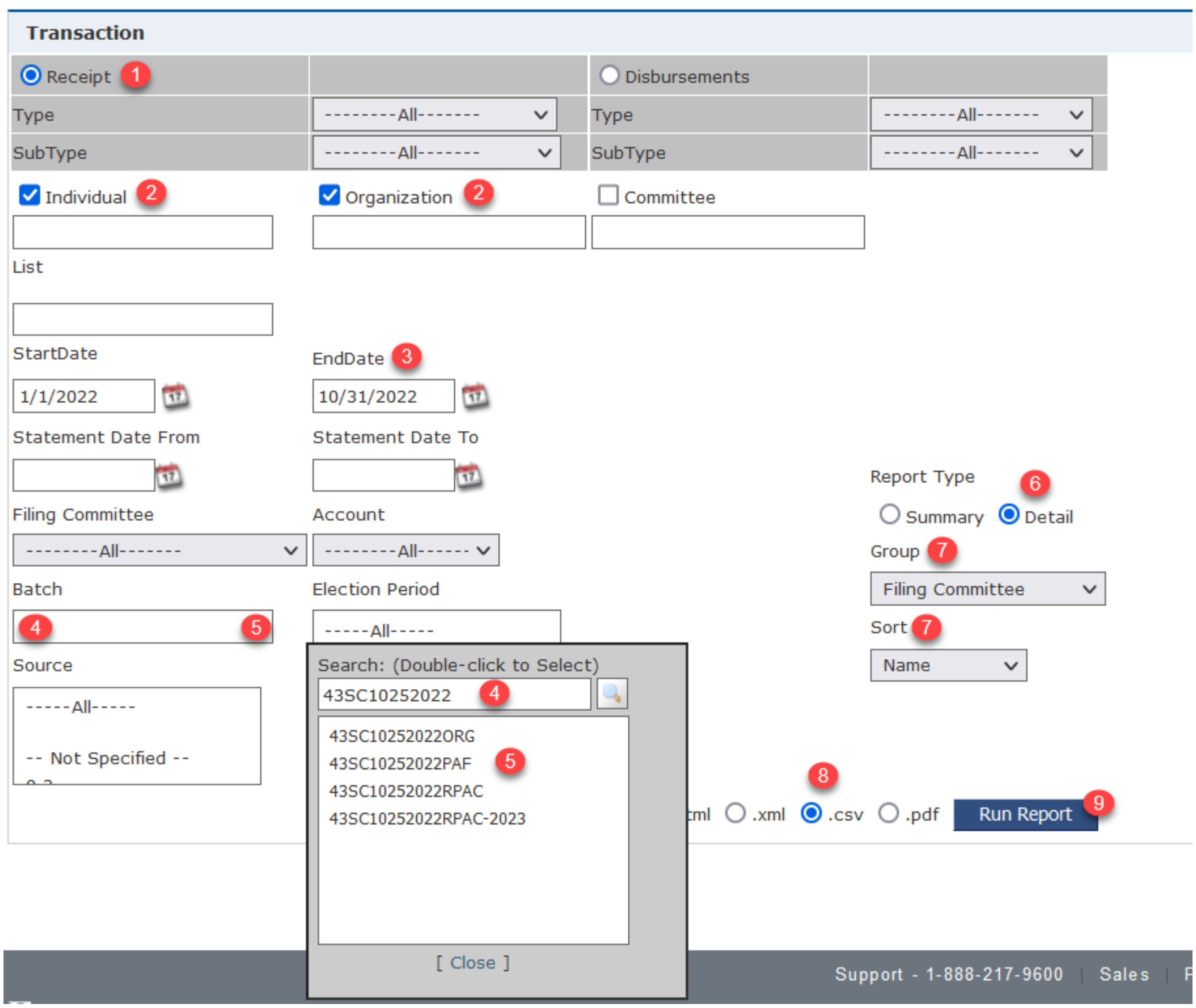
This will bring you to the System Reports: Transaction Details Report screen.



Revised 10/05/2023

To pull a detailed report of a batch:

1) Select the radio button for Receipt.
2) Check the boxes for Individual and Organization so both types of receipts will be searched.
3) Move the EndDate out a few days to include future Transfer Dates. You can leave the start date as is.
4) Click in the box under batch, it will pop up a separate window. In the blank box at the top of the pop-up window, type the batch name or the first part of the batch name and click the magnifying glass to search batches with the name or partial name you entered. The list of batches will appear.
5) Select your batch from the list and it will populate in the Batch box on the main screen.
6) Under Report Type, on the right side of the screen, select the radio button for Detail.
7) You can choose how you would like the report to display by choosing the Group and Sort options under Report Type. These can be left blank, but Group by Filing Committee and Sort by Name are commonly used, as are Group by Name and Sort by Name.
8) Choose how you would like to receive your report. .CSV and .PDF are most used.
9) Click Run Report



To pull a detailed report of an Individual or Organization:

1) Select the radio button for Receipt.
2) Check the box for Individual **or** Organization.
3) Click in the box under Individual or Organization. A search box will pop up. Enter the individual or organization. Click the magnifying glass to find them.
4) Select the Individual or Organization from the list and it will populate in the box on the main page.
5) Move the EndDate out a few days to include future Transfer Dates. You may need to back date the start date. For example, if you are searching a recognition year, keep in mind, sometimes contributions are received with dues toward the end of the prior year.
6) Under Report Type, on the right side of the screen, select the radio button for Detail.
7) You can choose how you would like the report to display by choosing the Group and Sort options under Report Type. These can be left blank, but Group by Filing Committee and Sort by Name are commonly used, as are Group by Name and Sort by Name.
8) Choose how you would like to receive your report. .CSV and .PDF are most used.
9) Click Run Report