

Accessing Accounting Report:

- 1. Go to 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. Click on Accounting Report
- 6. Go to the Filter Report section and select Use All Dates
 - a. If you have questions about your check, select the 2 week payment period from the drop down menu
 - b. If you would like to view a specific date range or the entire campaign total, select **Use All Dates**
 - c. Click **Download Data** if you would like to export the data into an Excel document that you can sort and save/print
 - d. Click **Get Report** if you would like for the data to appear within the browser window

	edit profile log out
My ActiveGiving HQ Customize My Webpage Send Emails View Reports Track Offline Donations Fundraising Tips	
Donation Report Fundraiser Report Accounting Report	
Donation Accounting Report	
September 24, 2012	
Campaign - ActiveGiving Sample Campaign www.active.com/donate/ActiveGivingTEST	
This report reflects donations that were received before 9/24/12 5:30:00 PM PDT . It may not include your most recent ransactions	
Donation Summary	Filter Report
	Please select your filter criteria:
To run this report and view the desired information:	Payment Period: Choose Payment Period 🔹
 Select date range in the fields to the right. Select "Donation Type" 	- OR -
3. Click "Get Report"	Start Date: 09/24/2012
	End Date: 09/24/2012
	- OR -
	Use All Dates: 🔲 🛶
	Donation Types: Online 👻
	Download Data Get Report

NOTE: 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.

WHAT'S YOUR ACTIVE?