# Accessing Accounting Report:

1. Go to [www.active.com/donations](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
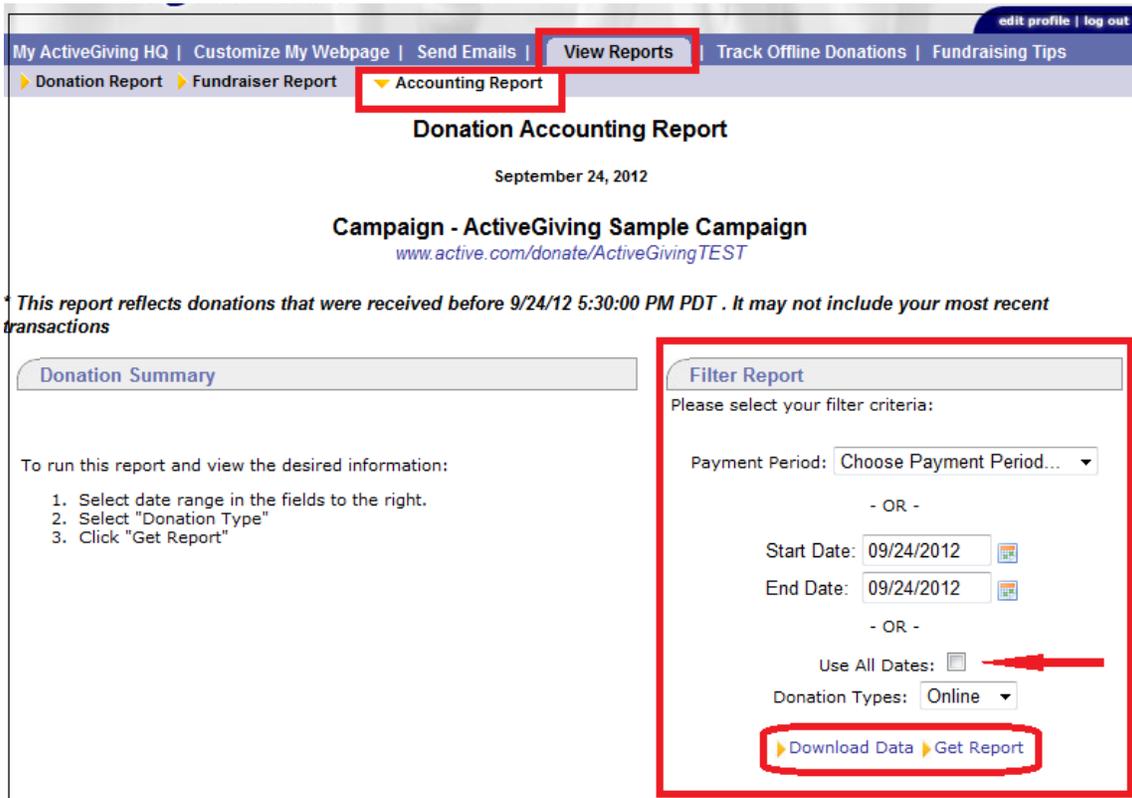


   **NOTE**: The **Donation Summary** chart shows the total contributions received with the breakdown of the amount of online & offline donations and the amount deducted for the processing fees.