

allocated gift details

What the report shows: Details of allocated gifts, broken down by type (regular, one-off, reclaimed tax and voucher).

Date from/Date to: This report automatically shows the last months allocated gifts, although you can review from 1st January 2007. When inputting the date manually (without using the calendar), click view report twice.

Type: The report automatically shows each type of allocated gift. You can select the type you wish to view by using the dropdown menu.

Projects(s): The report will automatically show the allocated gifts made to each project, if you have any set up. However, you can un-tick the projects you do not wish to see.

Date from: 10/11/2009 Date to: 10/12/2009 View Report

Type: regular, one-off, voucher Project(s): General funds, Building Fund

Show columns: **Date, Amount, Giver, Type, De** Search by giver (surname first, no commas)

Search by reference

1 of 1 100% Find | Next Select a format Export

Allocation date, Amount, Giver,

- (Select All)
- Allocation date
- Amount
- Giver
- Type
- Details
- Reference
- Grant date

Show columns: The report will automatically show the following:

Allocation date, (the date the gift was allocated into your recipient account; this will be different from the date the grant was transferred into your bank account), **Amount**, **Giver**, **Type**, **Details** (additional information, such as a reference. If you have set up a project this column will also show which project the allocated gift was intended for), **Reference** (this is the full allocated gift reference), **Grant date** (the date the grant was received into your bank account).

If you do not wish to see or export all this information, simply un-tick the boxes you do not wish to see.

Date from: 10/11/2009 Date to: 10/12/2009 View Report

Type: regular, one-off, voucher Project(s): General funds, Building Fund

Show columns: Date, Amount, Giver, Type, De Search by giver (surname first, no commas)

Search by reference

1 of 1 100% Find | Next Select a format Export

Search by giver: If you would like to view all the allocated gifts in a given period requested by one giver then type their name and click on 'View Report'.

Search by reference: If you have all or part of a transaction reference you can search the report for the corresponding allocated gift.



Report example:

allocated gift details



Account:	20110804	Type(s):	Regular gift; One-off gift; Voucher
Date from:	03/11/2009	Project(s):	General funds; Building Fund
Date to:	03/12/2009	Total amount:	£2,530.00

Allocation date	Amount	Giver	Type	Details	Reference	Grant date
03/12/2009	£100.00	Peter Jones	One-off gift	Building Fund	00485634/00N0-00	17/12/2009
03/12/2009	£50.00	Joan Brown	Voucher		00485666/00Y0-00	17/12/2009
03/12/2009	£35.00	Anonymous	Voucher	Building Fund	00485681/00Y0-00AN	17/12/2009
03/12/2009	£25.00	Ronald McDonald	Voucher		00485682/00Y0-00	17/12/2009
03/12/2009	£30.00	Peter Jones	Voucher		00485636/00Y0-00	17/12/2009
03/12/2009	£100.00	Theresa Green	One-off gift		00485725/00N0-00	17/12/2009
03/12/2009	£20.00	Jane Smith	One-off gift		00485726/00N0-00	17/12/2009
03/12/2009	£80.00	Joan Brown	One-off gift	Building Fund	00485727/00N0-00	17/12/2009
03/12/2009	£2,000.00	Ronald McDonald	One-off gift		00485728/00N0-00	17/12/2009
03/12/2009	£60.00	Theresa Green	Regular gift		00485724/01D0-01	17/12/2009
03/12/2009	£30.00	Anonymous	Regular gift		00485717/01D0-01AN	17/12/2009
Total amount:	£2,530.00					