

breakdown

What the report shows: Details of allocated gifts, listed by grant payment date.

The initial report shows the breakdown of your last grant. If you would like to view breakdowns of other grants made to you, then please select the required date from the 'select grant date' dropdown menu. The grant date is the date the payment arrived in your bank account. You can view the breakdown of all grants made within the last 6 months.

Select grant date Show extra columns
 Project

General funds, Building Fund

- (Select All)
- General funds
- Building Fund

Projects: To obtain details of specific projects you can select from the 'Project' dropdown menu

Select grant date Show extra columns
 Project

Giver, Amount, Type, Short ref

- (Select All)
- Giver
- Giver title
- Giver forename
- Giver surname
- Amount
- Type
- Reference
- Short reference
- Allocation date
- Project
- Details
- Payroll giver
- Giver postcode
- Giver No.
- Old Giver No.
- Grant date

The report automatically shows the following details:

Giver, Amount, Type (this is the type of allocated gift, i.e. voucher, regular etc.), **Short reference** (this is the first part of the allocated gift reference), **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), **Project** (if you have set up a project this column will show which project the allocated gift was intended for), **Details** (this may include additional information, such as a reference).

You can also choose to see the following:

Giver title, Giver forename, Giver surname, Reference (this is the full allocated gift reference), **Payroll giver** (if the gift received has originated from a giver who pays into their giving account via a payroll giving scheme then 'Y' will appear), **Giver postcode, Giver No.** (the Giver's unique reference), **Old Giver No.** (the Giver's previous reference), **Grant date** (the date the grant was received into your bank account).

Report example:

breakdown

Allocated gifts included in grant(s) dated 10/12/2009 for project(s) General funds; Building Fund

Giver ↕	Amount ↕	Type ↕	Short reference ↕	Allocation date ↕	Project ↕	Details ↕
Jones Peter	£30.00	Voucher	00485636	03/12/2009		
Brown Joan	£50.00	Voucher	00485666	03/12/2009		
McDonald Ronald	£25.00	Voucher	00485682	03/12/2009		
Anonymous	£30.00	Regular	00485717	03/12/2009		
Green Theresa	£60.00	Regular	00485724	03/12/2009		
Green Theresa	£100.00	One-off	00485725	03/12/2009		
Smith Jane	£20.00	One-off	00485726	03/12/2009		
McDonald Ronald	£2,000.00	One-off	00485728	03/12/2009		
Jones Peter	£100.00	One-off	00485634	03/12/2009	Building Fund	
Anonymous	£35.00	Voucher	00485681	03/12/2009	Building Fund	
Brown Joan	£80.00	One-off	00485727	03/12/2009	Building Fund	
						£2,530.00