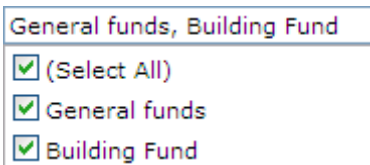
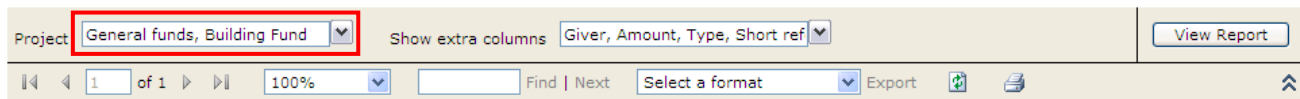
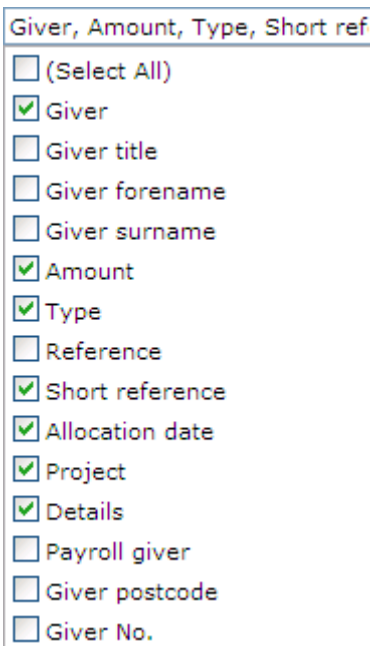
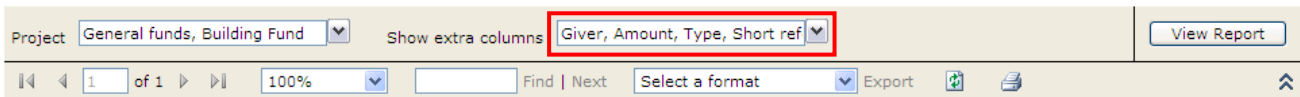


on the way

What the report shows: Details of allocated gifts, which are in the process of being sent from your Stewardship account to your bank account.



Projects: To obtain the details of your available balance for specific projects you can select the relevant project from the 'Project' dropdown menu. The report automatically shows allocated gifts to all projects.



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 is 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).

Report example:

on the way



Payments created but not yet paid

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