


# Recurring Donation Reporting

Last Modified on 08/22/2023 7:05 am PDT

 Existing Reporting

Search Transactions

Manage Pledges

Recurring Donations

From the left navigation, click **Existing Reporting > Recurring Donations**

Select one or more filters and click **Search**:

- **Type:** Choose Recurring donations generated from Text to Donate or Crowdfunding activities or both.
- **Status:** Search for Active recurring donations, cancelled recurring donations, recurring donations with an error, such as an expired card, or all three.
- **More filters:** You can look up an individual donor by name or phone number, a specific date range or amount, and/or a specific keyword or campaign.

## Recurring Donations

Type

All Fundraising Crowdfunding

Status

Active Cancelled Error Completed

First Name	Last Name	Start Date	End Date
Campaign	Keyword	Phone Number	<b>Search</b> ✕ Clear

For each donor, you'll be able to see:

- The frequency of a donor's recurring donation
- Next billing date
- First billing date
- Number of transactions completed
- Total given so far this year
- Total remaining to be given this year

The recurring donations report is also where you find a **Cancel button** to cancel the recurring donation should the donor request that. [More on Canceling here.](#)

Click the blue **Export** button to download all of this information as an Excel .CSV file.

# Recurring Donations



[Export](#)

Type

All Fundraising Crowdfunding

Status

Active Cancelled Error Completed

Name	Frequency	Next Billing Date	First Billing Date	Transactions Completed	Amount	Phone	Total given this year	Total remaining this year	Type	Status	Action
	Monthly	03/03/2021 17:42	02/03/2021 17:42	0	\$25.00		\$0.00	\$250.00	Fundraising	Active	