

Recurring Donation Reporting

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To retrieve a report of recurring donations, select Existing Reporting > **Recurring Donations**.

Adjust the filters at the top for *Type* or *Status*, and click **Search**:

- **Type:** Filter by recurring donations originating from either Fundraising or Crowdfunding activities.
- **Status:** Filter by Active, Cancelled, or recurring donations in an Error state (e.g. an expired card).
- **Optional Filters:** You can look up an individual donor by First and Last Name, Phone Number, and/or a specific keyword or campaign.

Recurring Donation Statuses

- **Active:** Indicates a Recurring Donation is in good standing.
- **Canceled:** A recurring donation that has been stopped in its cycle, either by the donor, admin, or the GiveSmart Support team.
- **Error:** A recurring donation that was not able to be billed at the scheduled recurring time. This can be due to a credit card decline or an expired card.
- **Completed:** For Recurring Donations set with a *Fixed Term* or *Pay Over Time* setting. For more information on the Recurring Payment Types, [click here](#).

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

Export a Recurring Donations Report

Click the blue **Export** button on the right-hand side to download a .CSV report.

Choose the desired columns you'd like to include in the report. Select Download when ready.

There are some notable columns that are unique to a recurring donations report such as First/Next Billing Date, Total given this year, Transaction count, etc.

