

# Search Transactions

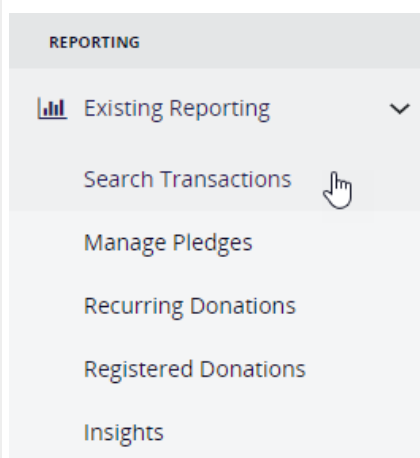
Last Modified on 09/26/2023 12:38 pm PDT

Your organization can access donation and donor information in real-time and export a report of donations and donor information that you have collected in your various activities. You can include multiple types of donations in one report while filtering certain dates, keywords, and even the last four digits of the payment method.

To export a report of donor information:

## Filter with the Report Builder

Click **Existing Reporting** > **Search Transactions**





Choose the **Transaction Types** of the donations you would like to see by selecting **Credit Card**, **Paypal**, **Matching Donations**, **Offline** or **Non-Payment**. You can also filter by **Billing Status**.

## Search Transactions

Report Builder   Saved Reports

**Transaction Type**

<input checked="" type="checkbox"/> Credit Card	<input checked="" type="checkbox"/> Paypal	<input type="checkbox"/> Matching Donations	<input type="checkbox"/> Offline 	<input type="checkbox"/> Non Payment 
<input checked="" type="checkbox"/> Collected	<input checked="" type="checkbox"/> Collected	<input type="checkbox"/> Collected		
<input checked="" type="checkbox"/> Pending	<input type="checkbox"/> Refunded	<input type="checkbox"/> Pending		
<input type="checkbox"/> Refunded				
<input type="checkbox"/> Voided				

To further filter the results, check the **Date Information** box and choose a date filter option or enter a custom **Start Date** and/or **End Date**.

Date Information

Today Last 7 Days Last 30 Days This Month Last Month This Year Last Year Custom

Start Date: 05/29/2022 End Date: 06/04/2022

Under **Activities**, you can filter by Campaign, Keyword and Form. If you choose a specific campaign, then to further filter by a Keyword, you will only see those keywords within that selected campaign.

Activities

Campaign: [dropdown] Keyword: [dropdown] Form: [dropdown]

Select a campaign to filter by its keywords. Select a campaign and/or keyword to filter by its forms.

In Contact Information, you can look for a specific supporter by **Name, Email, or Phone**. You can also find them with the **Last 4 on Credit Card** field found in the **Payment Information** section below,

Contact Information

First Name: Kim Last Name: Bryant Email: [input]  
Phone: [input]

In Payment Information, you can filter to only show your larger donors, for example, by searching only for donations of a **Minimum Amount**, or a range by including the **Maximum Amount**.

Payment Information

Minimum Amount: \$ [input] Maximum Amount: \$ [input] Last 4 On Credit Card: [input]

Click **Search**.

## Search Results Screen

Search Criteria (click to toggle) Save Report Edit Search Export

01/01/2022 - 12/31/2022 (365 Days)

Total Amount	Transactions
\$5,335.00	41

Search Options  
Transaction Type: Credit Card (Collected, Pending), Paypal (Collected), Matching Donations (Collected, Pending), Offline (Collected), Non Payment (Completed)

Below your **Search Criteria** you will find the Report you just generated. By default, it will show

- Transaction Date
- Donor Full Name
- Collected Amount
- Frequency
- Email
- Phone
- Activity Details
- Source
- Transaction

This is what you will get in your exported report.

If the information doesn't look right, such as you entered an incorrect date range or the wrong campaign, then you can click the **Edit Search** button in the upper right. Clicking this button will retain any search criteria you have entered so you can quickly change an item.

If you want to start your search over, you could just go to Reporting > Search Transactions again, or you can click the **Back to Search Transactions** breadcrumb link in the upper left to clear any search criteria you entered and start fresh.

## Modify Report Data (Manage Columns)

To change the report information to download and view, click the **Manage Columns** button on the right.

Select all the information in the transactions like Address and **added Form Elements**.

It is always recommended to add more items than you think you may need, so you can then evaluate their worth with the data showing in your reports.

The screenshot shows a user interface for selecting report columns. On the left, the 'Available Columns' panel contains a search box with the placeholder text 'Start typing to filter columns'. Below the search box, columns are listed under two categories: 'Account' (Account, Account ID, Account Plan, Account Plan Price, Fee Rate, NPO Name, Parent Name) and 'Activity' (Campaign name, Form, Form ID, Form Name, Form Payment Type, Form Type, Keyword, Shortcode). A 'Select All' button is located at the bottom of this panel. On the right, the 'Selected Columns' panel shows a list of selected fields: Transaction Date, Donor Full Name, Collected Amount, Frequency, Email, Phone, Activity Details, Source, and Transaction Status. This panel includes up and down arrows for reordering. A 'Save and Apply' button is at the bottom right of the interface.

Select the fields you'd like in your report using the right and left arrows. If needed, change the order of selected items using the Up and Down buttons.

The Available Columns are grouped to make finding the desired fields easier. Any user generated fields that have been added to your forms from the [Add Form Elements](#) options will be listed at the bottom of the list.

You can also search for the desired field by typing its label in the search box at the top.

Next, click **Save and Apply**.

The columns at the bottom of the Search Results screen will show you your updated columns.

## Exporting your Report

On the Search Results page, once you have your desired columns selected, click the Export button in the upper right. A **CSV spreadsheet** containing requested information will download within about 30 seconds in your browser.

If the report is very large or possible other reasons why it would take longer than thirty seconds to process and download, the report will be queued. It will let you know it is taking longer, and when ready, you can download it from Reporting > Download Center.

For extra information and specific reporting options for Crowdfunding and Peer-to-Peer Fundraising, [click here](#).

## CRM Import Process

1. Download and open the Excel CSV file from your GiveSmart Fundraise export.
  2. Sort and organize relevant columns.
  3. Import relevant fields into your CRM.
-