



How to download financial reports

1. Log in via Enthuse

2. Use 'Accounts' tab



3. To download a report of all donations made to your group click 'Payments'



4. To see and download the payments into an Excel spreadsheet, click 'Export'

Filter start Date: Payment Type: start Date: Payment Type: Gift Aid Option: K All Sift Aid Option: K All Search: Search Exact match: By: Date Name Email Postcode Reference Code Payment ID Schedule ID Supporter ID <</td> Previous Page: 1 of 52 Page(s) (1291 Items) Next >> Export

What each report shows:

- Payments all donations made to your group
- Schedules all recurring donations set up to your group
- Supporters contact details for people who have made donations to your group