

Explore Donations

<i>Speech</i>	<i>Cursor Actions</i>
Explore Donations gives you a quick overview of past donations, making it easy to look for patterns, and compare past months and years.	
Start by opening the Donations list, which is under Fundraising.	Show console. Expand fundraising. Click donations.
Click to expand Analyze and Report, and choose Explore.	Expand Analyze and report. Click Explore.
First, define the starting month of your fiscal year. For this example, we are going to set April as the beginning of our fiscal year.	Choose “April” in First Month In Year drop-down menu.
Sumac then gives you an overview of your donations by year.	
Click to expand a year, and get a month by month breakdown of your donations.	Expand the year 2010
In this list. When you click to select something, Sumac adds it up and shows the total in the status bar at the bottom of the window.	select month “April.” Point to info bar.
Perhaps you want to look at donations made in the first quarter of a year.	
Select the first three months The status bar shows total donations for the first quarter of the fiscal year.	Select 3 months. Point to info bar.
You can also click to expand each month to see individual donations along with the donor’s name.	Expand April. Point to donation amount and donor name.
You can then double click any donation to view Its details.	Double click on a donation.
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