General Donations Report

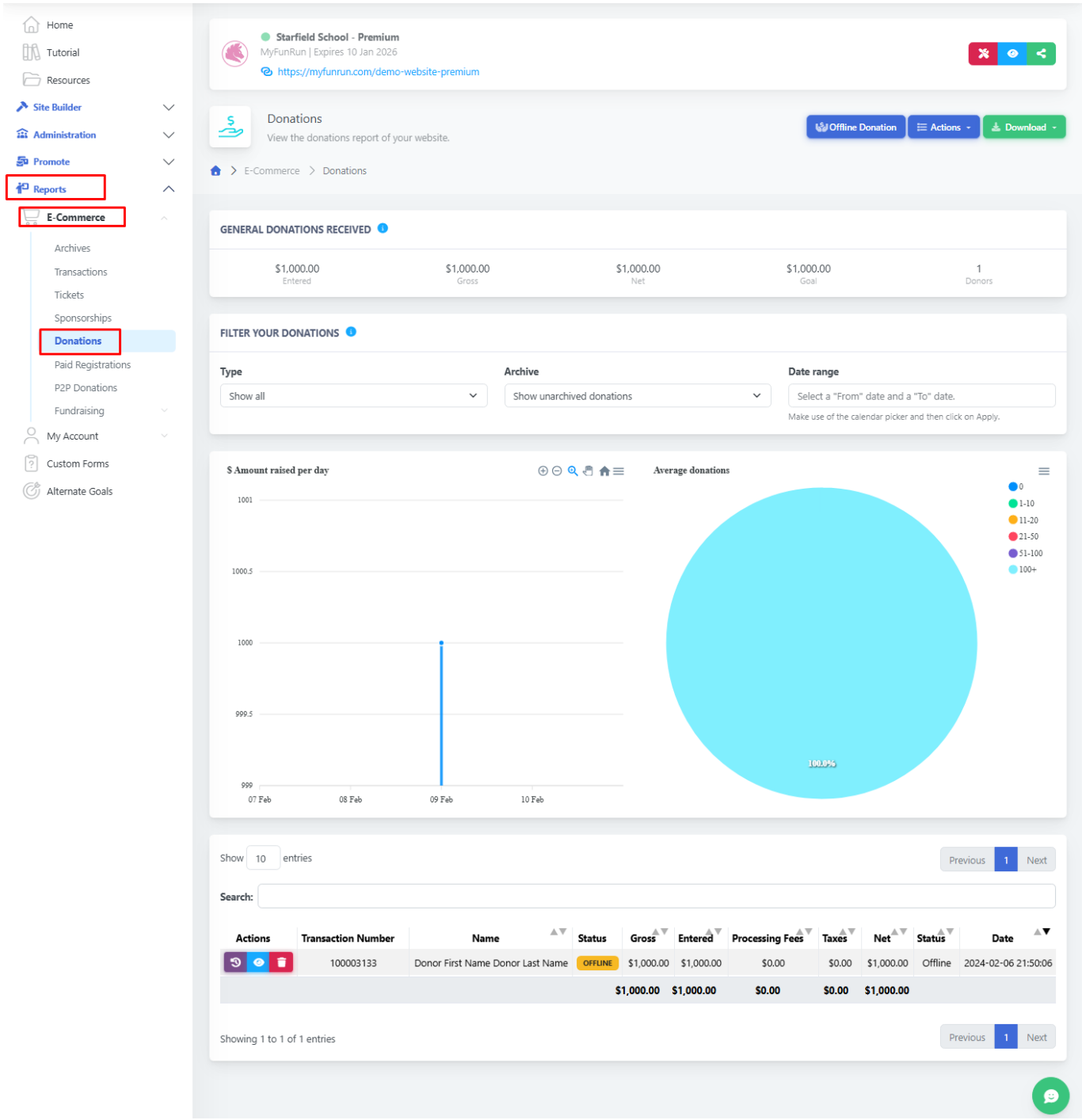
Category: Transactions Report
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Reading Time: 2 min

The **General Donations Report** contains a list of all general donations received (online and offline).

General donations are donations that made to the school (or organization), and these donations are not linked to any participant or team. **Donations made to specific participants, classes, grades or teams can be found in the Ecommerce-> P2P Donations report** (Peer to Peer).

By default, this report includes all transactions (online and offline). You can filter the report to view only online transactions or only offline transactions by using the "Type" dropdown. The report can also be filtered by date range.

Visit **Reports → E-Commerce → Donations**.



You can also click on any transaction to see more details. If someone made several purchases at once, you'll see all of them together. From here, you can also **archive** a transaction or **download a PDF** with its details.

To view the transaction history, click the **purple history** icon. To view transaction details, click the **blue eye** icon, or archive them in the red bin icon.

If you click on the **blue eye** icon, you are able to edit the transaction and assign the transaction to another fundraiser!

You can re-assign it to a fundraiser, or grade, class, another team, etc.

To add an offline sponsorship, learn more here.

You can **download** the transactions in **CSV**, **XLSX**, or **XLS** format, or Archive all of the transactions.