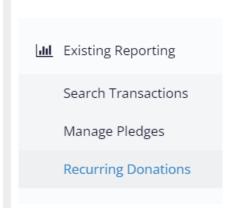
Recurring Donation Reporting

Last Modified on 08/22/2023 7:05 am PDT

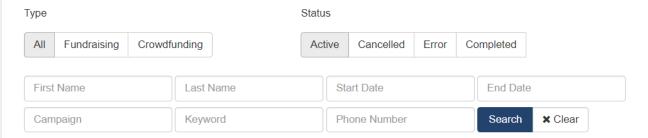


From the left navigation, click Existing Reporting > Recurring Donations

Select one or more filters and click Search:

- **Type:** Choose Recurring donations generated from Text to Donate or Crowdfunding activities or both.
- **Status:** Search for Active recurring donations, cancelled recurring donations, recurring donations with an error, such as an expired card, or all three.
- More filters: You can look up an individual donor by name or phone number, a specific date range or amount, and/or a specific keyword or campaign.

Recurring Donations



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

The recurring donations report is also where you find a **Cancel button** to cancel the recurring donation should the donor request that. **More on Canceling here.**

Click the blue **Export** button to download all of this information as an Excel .CSV file.

