



# **Red Cherries Accounting (Open Source)**

## **Donation Manager**

### **Donation Reports User Guide**

Version 1.0 Beta 2



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## Introduction

This user guide aims at giving you the information required to work with “Reports Section” of “Donation Manager”. This user guide can be downloaded from “Donation Reports Help” screen shown in **Figure 2** which is accessible from “Reports → Help” menu as shown in **Figure 1**.

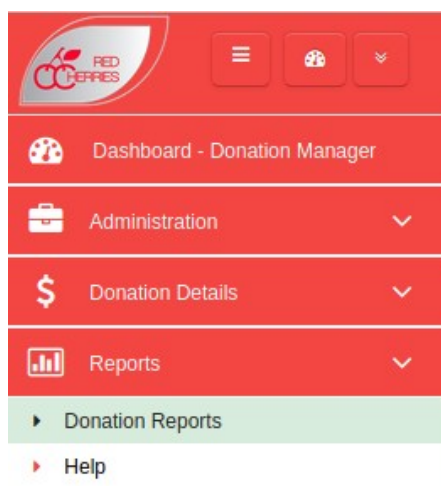


Figure 1

## Donation Reports Help

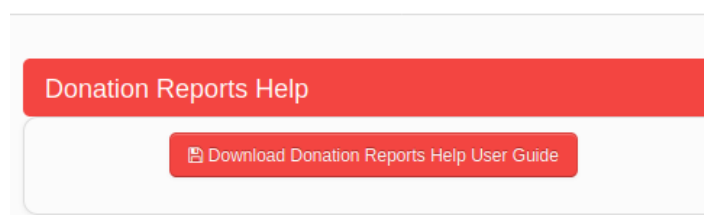


Figure 2



## Top Navigation Bar

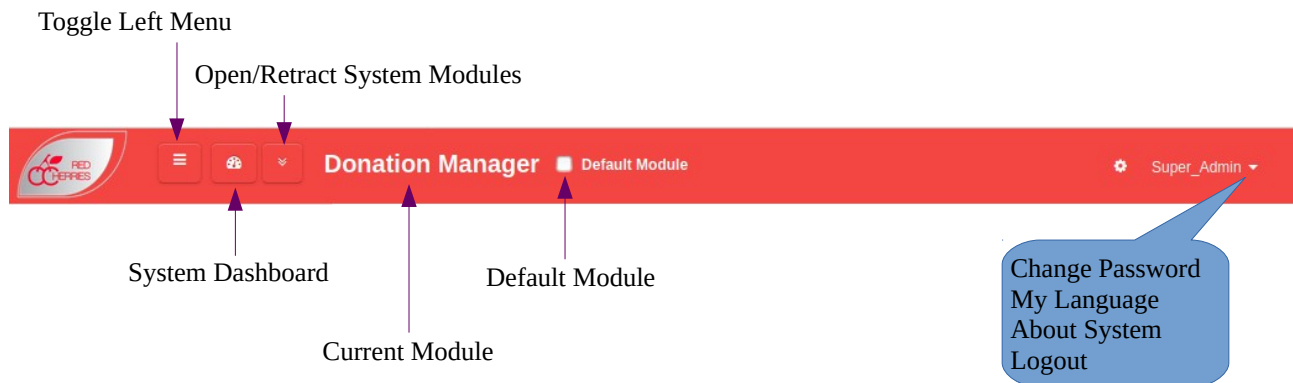


Figure 3

- **Toggle Left Menu** : Show/hide left menu
- **Open/Retract System Modules** : Open/retract system module dashboard. Previous screen preserves if user does not select any module.
- **System Dashboard** : Opens the system modules dashboard. Previous screen does not preserved.
- **Current Module** : Shows the current module that user has selected.
- **Default Module** : Selecting current module as default module will allow to go directly to that module on login to the system.



## Donation Reports

Donation Reports allows users to filter information of Donations received and to search Program Progress details. **Figure 4** shows a list of reports available under Donations Reports.

### Donation Reports

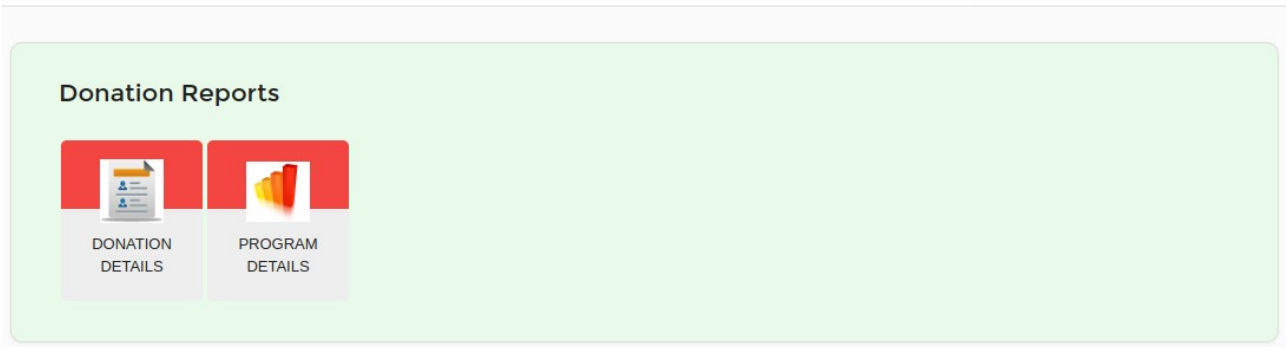


Figure 4



## Donation Details

Upon selecting “Donation Details” report from reports list shown in **Figure 4**, users can see a list of search filters available as shown in **Figure 5**.

- Without specifying any value for search filters, users can search information and system will show all Donations records.
- If users select a specific Program, the Location of the Program will be automatically selected and users cannot change Location.
- When searched, users can see report results as shown in **Figure 6**.
- Further users can print the report details.

Donation Details

From Date: [From Date] [Calendar Icon] To Date: [To Date] [Calendar Icon]

Program: [-- Select --] Location: [-- Select --] [Search]

[Print]

Figure 5

Donation Details : For Date Range From 2020-07-01 To 2020-07-07

Donor	Program Name	Location	Reference Number	Date	Amount
Barry	Entrance Road Construction Program	Headquarters	CD-4	2020-07-06	1,400.00
Bryan	Clolor Wash Administration Building	Headquarters	CD-3	2020-07-06	6,500.00
Clark	Entrance Road Construction Program	Headquarters	CD-5	2020-07-06	8,500.00
Colin	Entrance Road Construction Program	Headquarters	CD-7	2020-07-06	10,000.00
Paul	Clolor Wash Administration Building	Headquarters	CD-1	2020-07-06	5,300.00
Terry	Entrance Road Construction Program	Headquarters	CD-6	2020-07-06	6,500.00
Thomas	Clolor Wash Administration Building	Headquarters	CD-2	2020-07-06	3,500.00

Showing 1 to 7 of 7 entries

Donation Summary Details

Donation Grand Total

41,700.00

[Print]

Figure 6



## Program Details

Upon selecting “Program Details” report from reports list shown in **Figure 4**, users can see a list of search filters available as shown in **Figure 7**.

- Without specifying any value for search filters, users can search information and system will show all Programs detail as shown in **Figure 8**. Further, users can see Total Fund Available, Total Budget Estimated, Budget Deficiency Total, Activity Cost Total and Budget Variance Total for all projects.
- If users select a specific Program, the Location of the Program will be automatically selected and users cannot change Location.
- When searched by specifying a Program, users can see Program Activity details, Program Budget information and Program Progress information as shown in **Figure 9**.
- Further users can print the report details.

The screenshot shows a 'Program Details' search form. It has two dropdown menus: 'Program' and 'Location', both with '-- Select --' as the current selection. To the right of these is a red 'Search' button. Below the dropdowns is an orange 'Print' button.

Figure 7

The screenshot shows the 'Program Details : All Programs of All Locations' report. At the top, there's a red header bar with a dropdown for '10 records per page' and a 'Search:' input field. Below this is a table with the following data:

Program Name	Location	Fund Available	Budget Estimated	Budget Deficiency	Activity Cost Total	Overall Budget Variance
Entrance Road Construction Program	Headquarters	26,400.00	26,700.00	300.00	4,500.00	0.00

Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation links: 'Previous', '1', and 'Next'. Below the table is a 'Program Summary Details' section with five columns: 'Total Fund Available', 'Total Budget Estimated', 'Budget Deficiency Total', 'Activity Cost Total', and 'Budget Variance Total'. Each column has a corresponding value in a box: 26,400.00, 26,700.00, 300.00, 4,500.00, and 0.00. At the bottom left is an orange 'Print' button.

Figure 8



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Program Details : For Program : Entrance Road Construction Program And For Location : Headquarters

10 records per page										Search:	
Activity Name	Start Date	Finish Date	Activity Owner	Activity Budget	Activity Completion	Actual Start Date	Actual Finished Date	Activity Cost	Budget Variance		
Build Side Walls	2020-07-10	2020-07-31	Bryan	8,400.00	25%			4,500.00	0.00		
Lay Final Asphalt Layer	2020-08-12	2020-08-13	Bryan	7,800.00	0%			0.00	0.00		
Lay Stones and Harden the Ground Using Machines	2020-08-05	2020-08-10	Mark	4,500.00	0%			0.00	0.00		
Level the Ground Using Machines	2020-07-26	2020-08-07	Thomas	6,000.00	0%			0.00	0.00		
Showing 1 to 4 of 4 entries								Previous		1	Next

### Program Details

Fund Available	Budget Estimated	Budget Deficiency	Activity Cost	Budget Variance
26,400.00	26,700.00	300.00	4,500.00	0.00
Program Progress in Terms of Budget		Program Progress in Terms of Activity Completion		
17%		6%		

Print

Figure 9