Red Cherries Accounting (Open Source)

Donation Manager

Donation Reports User Guide

Version 1.0 Beta 1

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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**.
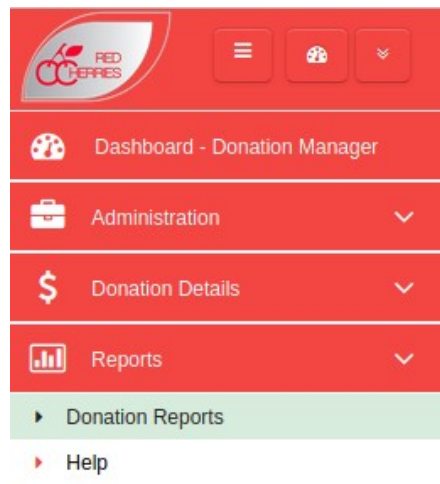

Figure 1

Figure 2

Top Navigation Bar

Toggle Left Menu

Open/Retract System Modules

Donation Manager ■ Default Module

⚙ Super_Admin ▾

System Dashboard

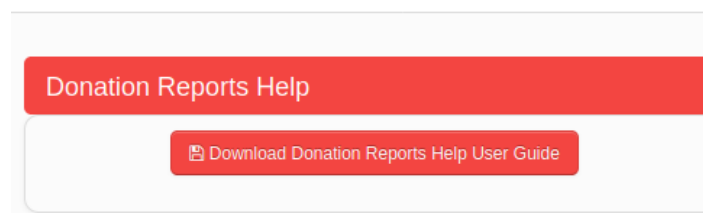Default Module

Current Module
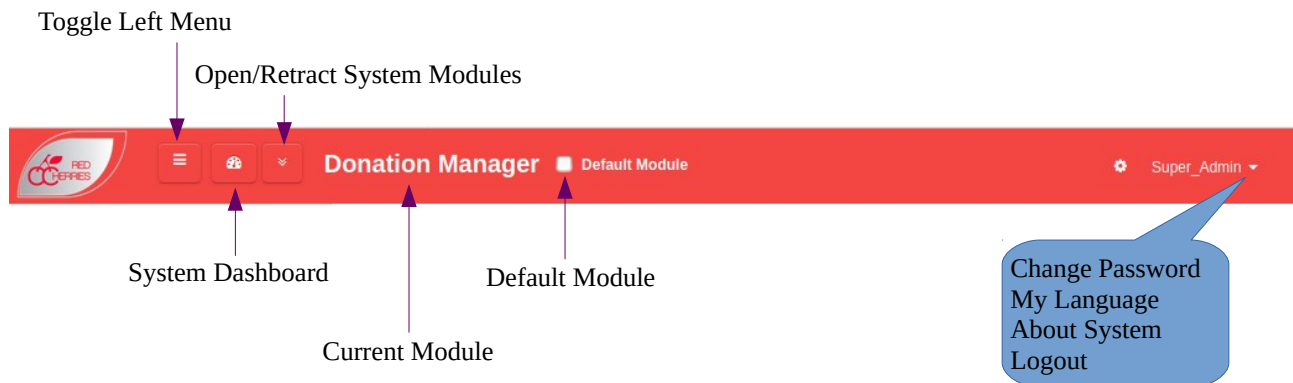
Change Password
My Language
About System
Logout

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.

Figure 4

4

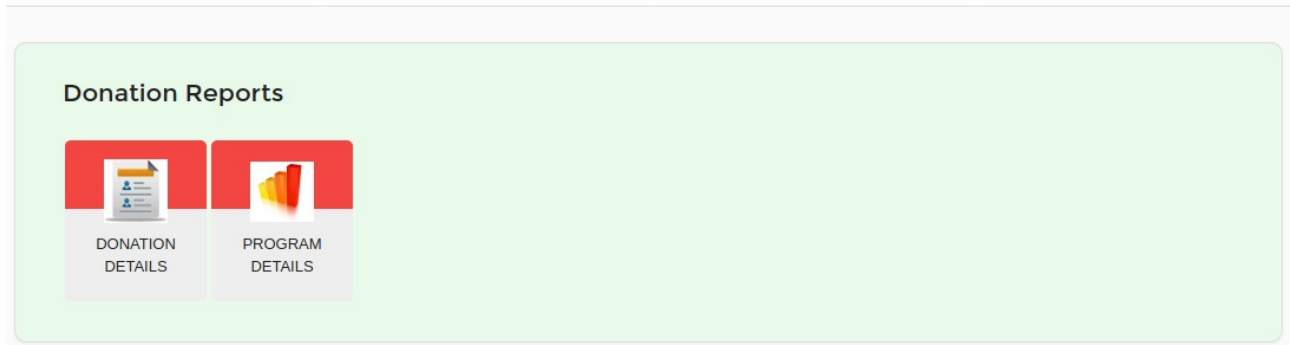## Donation Details

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.

Figure 5

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.

Figure 7

Figure 8

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

Activity Name	Start Date	Finish Date	Activity Owner	Activity Budget	Activity Completion	Actual Start Date	Actual Finished Date	Activity Cost	Budget Varience
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 Varience
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