


# The Online Giving Report

The Online Giving feature displays the Online Giving Report. The report provides a list of online giving transactions. You can filter the report by the date. You must print this report and [import gifts into ACS Contributions](#) before closing the year.

You can import both member and [guest transactions](#) from Access ACS into ACS People Suite.

## To view the Online Giving Report

1. Point to **Reports**, then click **Online Giving Reports**.
2. Enter the date range in the **From** and **To** fields, or click  to select the dates from a calendar.
3. In the **Show** drop-down list, select to display **All**, **Members Only**, or **Guests Only** in the Online Giving report.
4. In the **Types** drop-down list, select to display **All Transactions**, **ACH Transactions**, or **CC Transactions** in the Online Giving report.
5. In the **Source** drop-down list, select from which source gifts are given from. Available options are **All**, **Online**, **Mobile**, and **Text**.
6. Click **Go**.
7. To print the report, click **Print**. The Print Preview page displays. On the Print Preview page, click **Print**. When the Print dialog box displays, click **Print**.
8. To export the report, click **Export**. Select to either open the file using Microsoft Excel or save the file to your computer, then click **OK**.



To sort the report, click any of the column headers. For example, to sort by Fund type, click **Fund**

## Related Topics

- [Online Giving Reports](#)
- [Event Reports](#)
- [Add and Edit Custom Reports](#)