How can we view offline donations?

You can generate a report of offline donations by following the steps below:

- Go to *Reports > Transaction & Activity Reporting*
- Choose Report Type = *All Transaction Records*
- Set the Date filter to your desired range
- Click *Add Filter*:
  - Filter: *Transaction Source*
  - Parameter: *Is*
  - Value: *Manual Payment-Offline*
    - Optional: To include manual payments added through the mobile app, click "Add Another Value" and choose the value "Manual Payment-Offline (app)"
- Hit *Generate Report* to view offline donations.