Lapsed donors are those who have donated to your organization in the past, but haven’t donated this year.

Two common lapsed donor reports are LYBUNT (donated Last Year But Unfortunately Not This year) and SYBUNT (donated Some Year But Unfortunately Not This year).

Here’s how we can create these reports on Flipcause:

**Step 1. Prepare your report & filters**

First, go to *Reports > Contacts* (also accessible from *Contacts > Contact Reporting*)

The key to pulling a lapsed donor report lies in filtering by *Last Contribution Date*:

- **For a LYBUNT report for 2018,** you want to grab everyone whose last contribution happened anytime in 2017. So for this case, you’ll add the following filter:
  
  - Filter: Last Contribution Date
  - Parameter: Is between

- **For a SYBUNT report for 2018,** you want to grab everyone who donated any time before 2018. In this case, you’ll add the following filter:
  
  - Filter: Last Contribution Date
  - Parameter: Is before
  - Value: January 1, 2018

Click *Generate Report*
Step 2. Drill down your data

Click Custom Report (a popup overlay will appear to allow you to pick the fields you want in your report).

LYBUNT for 2018:
If we are searching for those who have donated* in 2017 but not 2018, we will need the following fields:

- **First Name & Last Name** fields
- **Email** (and/or any other desired contact fields)
- **2017 Donations** (indicates # of times the donor donated in that specific year) and/or **2017 Donation Amount** (indicates the dollar amount the donor has donated in that specific year)
  
  - You may find that just because someone contributed in 2017, doesn't mean it was in the form of a donation, and in those cases the 2017 Donations and Amount fields will be zero, and you'll want to filter these people out manually if you're interested in donors specifically rather than general contributors.*
  
  - Because we already filtered only donors who did not donate in the current year 2018, we already know their 2018 Donations and Amount fields are zero and we
SYBUNT for 2018:
If we are searching for those who have donated* in previous years, but not 2018, we will need the following fields:

- First Name & Last Name fields
- Email (and/or any other desired contact fields)
- 2017 Donations and/or 2017 Donation Amount
- 2016 Donations and/or 2016 Donation Amount
- 2015 Donations and/or 2015 Donation Amount
- 2014 Donations and/or 2014 Donation Amount (as of this writing, this is the earliest year we have logged for donations in our database)
- Because we already filtered only donors who did not donate in the current year 2018, we already know their 2018 Donations and Amount fields are zero and we don't need these fields.

Once you have the fields you need, you can delete all extraneous fields.

Step 3. Export your report

Select "Send me the report via email (CSV format)", enter your email, and click Get Report. You will be emailed a link to download your generated CSV file.
Now you have a list of all donors who contributed at some point, but definitely didn’t do so this year. You have their names, contact information, and donation habits for targeting and outreach to motivate them to give again!

*Important Note: In Flipcause, “Contribution Amount” indicates any contributions, which includes all financial activity including donations, registration, online store, sponsorship, etc. With lapsed donor reports, it’s up to you which way to treat your contributors: filter by Donation activity specifically (donors), or filter by any financial contribution activity. If you’re looking for specifically donations, make sure to use the [YEAR] Donations and [YEAR] Donations Amount fields. If you’re looking for overall contributions, you’ll want to use the [YEAR] Contributions and [YEAR] Contribution Amount fields instead.

Other helpful fields you may also want to search for:

- **Last Contribution Date** - the date of the most recent contribution made by the donor (note: contribution includes all payment activity including donations, event registration, online store, and sponsorship)

- **Last Contribution Amount** - the $ amount of the most recent contribution made by the donor