

Navigating the Contribution Details

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Donor Management System

After adding a single or multiple Contributions, you can see all of their details for your reference.

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Finding the Contribution Details

1. Visit the **Contributions Tab** and
2. Search for the Contribution you wish to view
3. Select the Contribution's **Amount** to see its Details

The screenshot displays the 'Contributions' tab in the Donor Management System. The interface includes a search bar, navigation tabs, and a table of contribution records. The 'Amount' column is highlighted with a red box, and a tooltip提示 'Click on the donation amount to view its details' is visible at the bottom.

Received	Name	Amount	Fund	Campaign	Source	Method	Status	Receipt No.	Thanked
<input type="checkbox"/>	March 1st, 2023 09:41 AM Noboru K	\$50.00 (Recurring)	2023	Monthly Giving Webinar	DMS Manual	Cheque	Completed		✓
<input type="checkbox"/>	March 1st, 2023 09:19 AM Alex Fergie	\$100.00	General Fund		DMS Manual	Cheque	Completed	WELL00000913	✓
<input type="checkbox"/>	March 1st, 2023 01:52 AM Noboru K	\$1.00	2023	Monthly Giving Webinar	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		-
<input type="checkbox"/>	March 1st, 2023 01:51 AM Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		-
<input type="checkbox"/>	February 28th, 2023 06:30 PM Nicole Lam	\$250.00	General Fund		DMS Manual	Cheque	Completed	WELL00000912	✓
<input type="checkbox"/>	February 28th, 2023 03:40 PM Lucas Froese	\$50.00	General Fund		DMS Manual	Cheque	Completed	WELL00000911	✓

Click on the donation amount to view its details

Contribution Detail Fields

You will then be directed to the **Contribution Details** page where you can see all the information from that Contribution.

Wellness Avenue

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DMSCA DMSCA

Contributions from Celina A Bernal Quezada

Edit Not Eligible For Receipt Cancel

Contribution Details

From	Celina A Bernal Quezada
Fund	Fitness
CH Fund Name	Fitness Initiative
Total Amount	\$ 25.00
Net Amount	\$ 24.06
Fee Amount	\$ 0.94
Fees covered	-
Disbursed on	
Advantage Amount	\$ 0.00
Description of advantage	-
Received	May 31st, 2022 12:13 PM
Received Into	Deposit Bank Account
Status	Completed
Method	CH - Credit Card
Source	CanadaHelps
Custom Question	What flowers you want us to send to your mom?
Custom Answer	Tulips
Online Campaign	Help mothers in Ukraine and get a bouquet for your mom
Transaction ID	CH+0008479743
Receipt Number	R4160105

Contribution details

Image Instructions:

- **From:** Contact's full name associated with the Contribution.
- **Fund:** which Fund this Contribution was added to.
- **Total Amount:** Net Amount + Fee Amount + Advantage Amount.
- **Net Amount:** Total Amount – Fee Amount
- **Fees covered:** applicable for CanadaHelps donations only. If your CanadaHelps donor has decided to cover the CanadaHelps transaction fee during their donation, this field will be checked on.
- **Disbursed on:** applicable for CanadaHelps donations only, to document if/when the contribution has been disbursed from CanadaHelps to your charity.
- **Advantage Amount**

- **Description of advantage**
- **Received:** the date when the Contribution was made and/or added.
- **Received Into:** where the monetary funds of the Contribution were deposited into (e.g. Bank Account, Payment Processor, etc.).
- **Status:** the Status of the Contribution as *Pending, Cancelled, Failed* or *Completed*.
- **Method:** the Payment method for this Contribution (e.g. Credit Card, Cash, etc.)
- **Source:** the source associated with the Contribution when it was originally imported into the DMS (e.g. Historical Data Import).
- **Custom Question/Custom Answer:** If your CanadaHelps donation form includes a [custom question](#) and an answer is provided from the donor.
- **Transaction ID:** for Credit Card payments only.
- **Invoice Reference:** for Credit Card payments only.
- **Campaign Group:** the Campaign Group the Contribution is associated with.
- **Online Campaign:** the Campaign the Contribution is associated with.

Contribution Details Page: Actions

From this page, in addition to reviewing all information about the Contribution, you can also perform a few actions:

- [Editing the Contribution](#)
 - [Issuing a Single Tax Receipt](#)
 - [Deleting the Contribution](#)
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