

# Modifying Columns on Reports

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## Donor Management System

In addition to [filtering Reports](#), you can also modify the report Columns to obtain even more detailed metrics.

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## Which Reports can I add Custom Columns to?

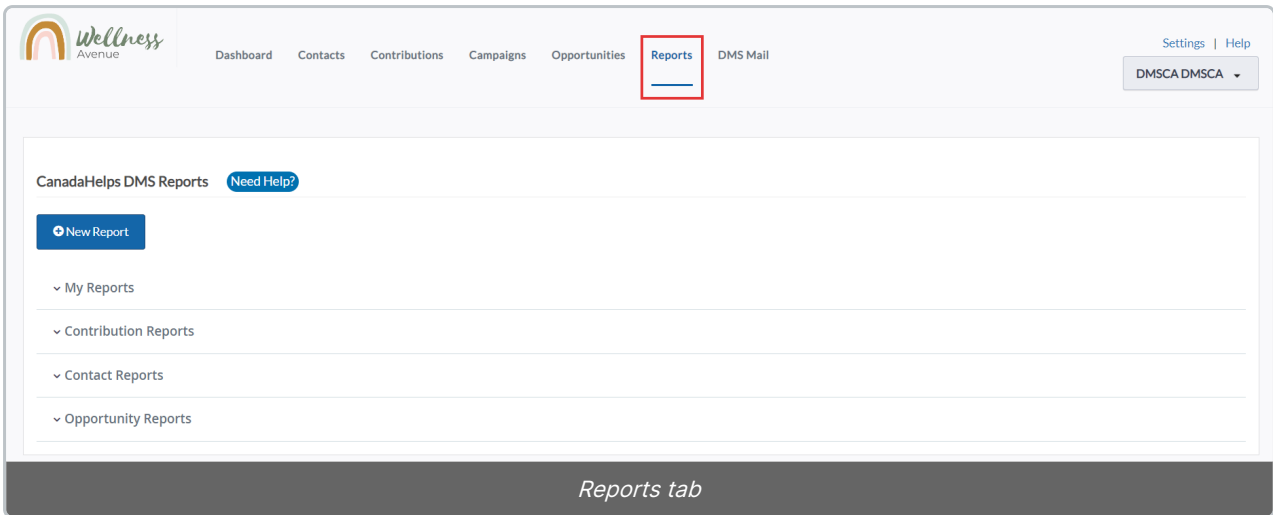
Columns can be modified for any report, however, the selection of Columns will vary depending on the report type and the metrics that are being used. Explore the Reports tab to find the report with the columns you need.

The purpose of a **column** is to display additional data in your custom Report, allowing you to see data that otherwise wouldn't have been available in your default Contacts or Contributions tabs.

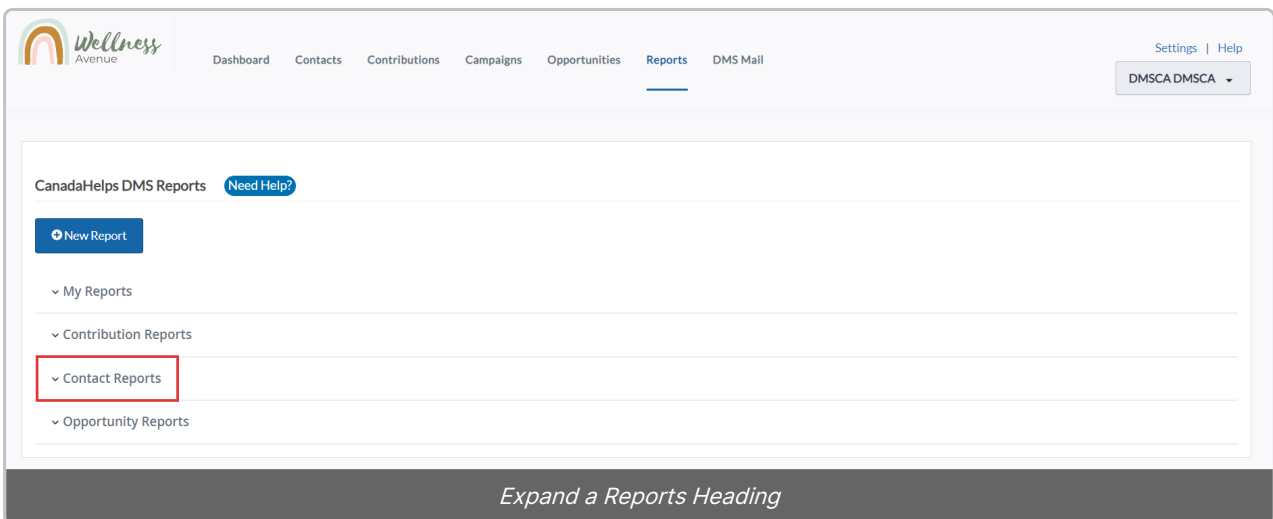
Alternatively, try **Advanced Searching** for [Contacts](#) or [Contributions](#) to segment the information you need and **export** your [Contact](#) or [Contribution](#) results to a .csv file.

## Adding Custom Columns to Reports

1. Visit the **Reports Tab**.
2. On the next page, you will see a list of our Standard Reports, organized by the following sections.
  - [Contribution Reports](#)
  - [Contact Reports](#)
  - [Opportunity Reports](#)
  - [New Report Button](#)



3. **Select the Report Section** to view the expanded list of Report options, or select the blue New Report button to view additional customizable Report templates.



4. **Select one** of the Reports in order to view the available columns.

Wellness Avenue

Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings | Help

DMSCA DMSCA

CanadaHelps DMS Reports [Need Help?](#)

[New Report](#)

My Reports

Contribution Reports

Contact Reports

Custom Contact Reports

<b>Contact Report (Detailed)</b>	All Contacts	<a href="#">View Results</a> <a href="#">More</a>
Activity Report	All Activities excluding Contributions	<a href="#">View Results</a> <a href="#">More</a>
New Email Replies	All new email Replies	<a href="#">View Results</a> <a href="#">More</a>
Relationship Report	All Relationships between Contacts	<a href="#">View Results</a> <a href="#">More</a>

Opportunity Reports

[Select a Report](#)

5. Select the **Columns** tab on the top left. You will see a list of available Custom Columns to choose from. Some Reports also have Custom Columns on expandable sections; click to expand.

**Note:** Available Columns will vary depending on the Report you are viewing.

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Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings | Help

DMSCA DMSCA

Contact Report (Detailed)

**Columns** Filters

<input checked="" type="checkbox"/> [x] Contact Name	<input type="checkbox"/> Contact Prefix	<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Nick Name
<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Contact Source	<input type="checkbox"/> Postal Greeting
<input type="checkbox"/> Email Greeting	<input type="checkbox"/> Contact Type	<input type="checkbox"/> Contact Subtype	<input type="checkbox"/> Gender
<input type="checkbox"/> Birth Date	<input type="checkbox"/> Contact Job title	<input checked="" type="checkbox"/> Organisation Name	<input type="checkbox"/> Contact identifier from external system
<input type="checkbox"/> Do Not Email	<input type="checkbox"/> Do Not Phone	<input type="checkbox"/> Do Not Mail	<input type="checkbox"/> Do Not Sms
<input type="checkbox"/> Do Not Trade	<input type="checkbox"/> No Bulk Emails (User Opt Out)	<input type="checkbox"/> Deceased	<input type="checkbox"/> Preferred Language
<input type="checkbox"/> Current Employer	<input type="checkbox"/> Modified Date	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Phone
<input checked="" type="checkbox"/> Phone Extension	<input checked="" type="checkbox"/> Supplementary Address Field 1	<input checked="" type="checkbox"/> Supplementary Address Field 2	<input checked="" type="checkbox"/> City
<input checked="" type="checkbox"/> Street Address	<input checked="" type="checkbox"/> Province	<input checked="" type="checkbox"/> Country	
<input checked="" type="checkbox"/> Postal Code			

Summary Fields

<input checked="" type="checkbox"/> Total Lifetime Contributions	<input checked="" type="checkbox"/> Amount of last contribution	<input type="checkbox"/> Date of Last Contribution	<input type="checkbox"/> Date of First Contribution
<input type="checkbox"/> Largest Contribution	<input type="checkbox"/> Count of Contributions		

Privacy Email opt-in

Email Opt-in

[Refresh results](#)

[Pick and choose your Report columns from those available](#)

6. When your preferred Columns have been **checked on**, select **Refresh Results** at the bottom to see the updated Report.

7. You can also **save and export** these Reports with the selected Custom Columns or **filter** the Reports further.

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## Highly Customizable Reports

The following Reports are commonly used and have a large number of columns and **filters** available:

Contribution Reports

**Contributions (Detailed)**

**Repeat Contributions**

Contributions for Bookkeeping

Contributions for Bookkeeping (Detailed)

Contact Reports

**Contact Report (Detailed)**

Activity Report

Activities (Detailed)

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