



Steps to View Your Organization's Donation Details

1. Navigate to **columbusfoundation.org** and click the “**Login**” button on the top right-hand corner.



2. Input your Username and Password or click “**Forgot Username**” or “**Forgot Your Password**” if you are unable to recall your login information.

LOG IN TO MANAGE YOUR GIVING

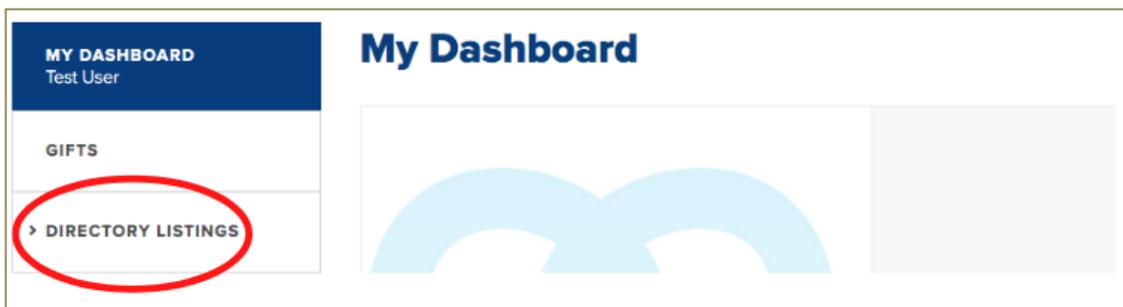
STUDENTS: [Log in to your Scholarship Application.](#)

John Q. Person

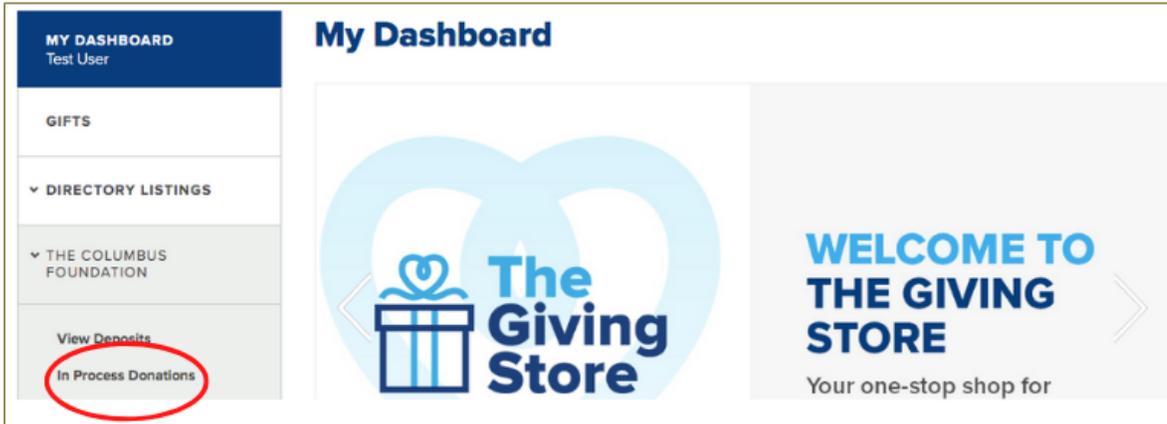
LOGIN

[Register or Forgot Username?](#)
[or Forgot Your Password?](#)

3. On your Dashboard, click “**Directory Listings**” on the left-hand side toolbar. If you are managing more than one nonprofit, select the appropriate organization and open the cascade menu.



4. Click on **“In Process Donations”** to review pending donations that have been made to your organization in real-time.

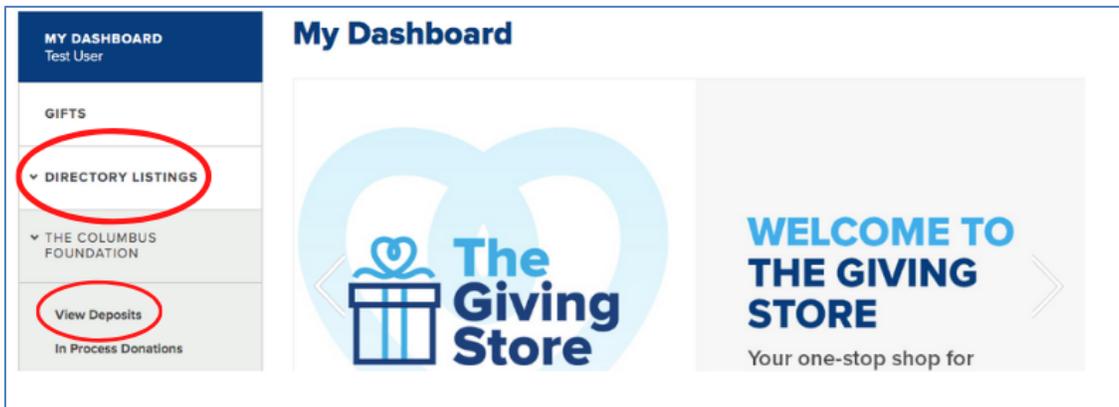


5. You may display and sort **“In Process Donations”** by date, donor name, type, and amount. This real-time preview includes donations made by Credit Card, ApplePay, GooglePay, PayPal, and Donor Advised Fund. Donations are subject to change and should NOT be recorded by your organization until fully processed and deposited electronically or issued by check.

IN PROCESS DONATIONS

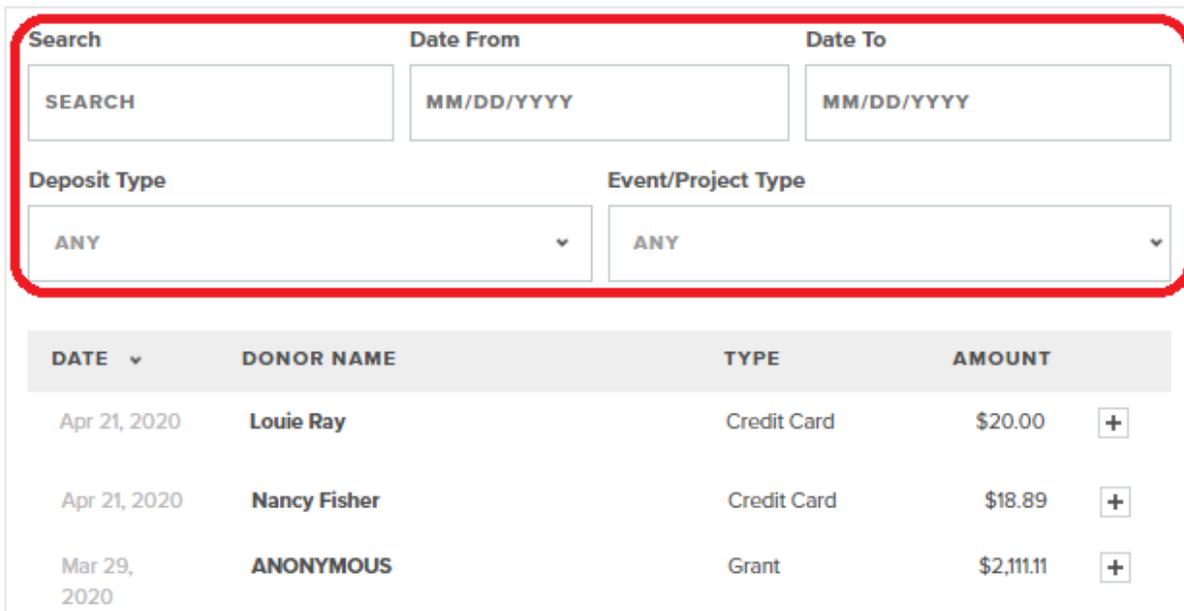
DATE	NAME	TYPE	AMOUNT
Apr 21, 2020	Nancy Fisher	Credit Card	\$20.00
Mar 29, 2020	Anonymous	Grant	\$2,111.11

6. To view contributions deposited into your organization’s bank account, select **“View Deposits”** under the appropriate organization in your left navigation menu.



7. When you land on the “**View Deposits**” page you may search or sort by donor name, donation date, type, event, or amount.

ELECTRONIC DEPOSITS



DATE	DONOR NAME	TYPE	AMOUNT	
Apr 21, 2020	Louie Ray	Credit Card	\$20.00	+
Apr 21, 2020	Nancy Fisher	Credit Card	\$18.89	+
Mar 29, 2020	ANONYMOUS	Grant	\$2,111.11	+

8. Click expand “+” next to the donation amount on “**View Deposits**” to view acknowledgement details, special instructions as provided by the donor, event, and the transfer date. Gifts and grants may be deposited into your organization’s bank account electronically. Checks sent to your organization by mail are NOT displayed.



Nov 28, 2017  Joyce Ray Credit Card \$25.00 

DETAILS
555 Main Street
Anytown, Ohio 43215

DONOR EMAIL
nonprofits@columbusfoundation.org

Better Together
A Season of Hope at the YWCA Family Center

TRANSFER DATE
Dec 06, 2017

 This donation supported a Better Together project.

Note: The Foundation has issued a tax receipt for all donations received through The Giving Store and sent special notifications for gifts made in honor, in memory, or on behalf of someone.

9. Click “**Load More**” to view all donations or “**Export**” your search results, including acknowledgement details, into an Excel spreadsheet or CSV file at the bottom of the page.

Total	\$377.18
EXPORT	

Please contact The Giving Store team at nonprofits@columbusfoundation.org with questions.