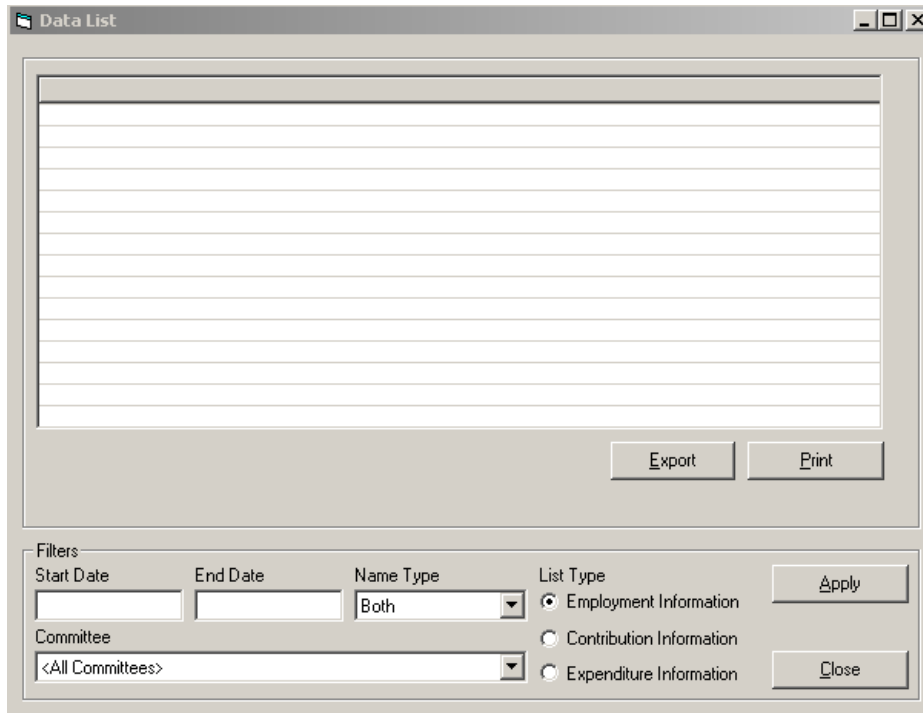


Print Data Lists

You can print a list of contributions or expenditures to assist you with reconciling your reports to your bank account.

To run a data list select Reporting→Data Lists. This opens a Data List screen.



Use the filters to select the required data.

- **Start Date** and **End Date** can be used to give you a specific period of time.
- **Name Type** can be narrowed down to Individuals, Organizations or Both.
- The **Committee** field will be used by those users that manage multiple committees. If you wish to get a data list for only one committee, you should select that committee from your list. Otherwise, leave this at the default of All Committees and you will get information for all committees in your database.
- Select the **List Type**. “Employment Information” will give you a list of all contributors with their Job Title/Profession and Employer Name/Specific Field. You can use this list to highlight missing occupation information. “Contribution Information” will return a list of all contributions entered for the specific period of time. “Expenditure Information” will return a list of all expenditures entered for the specific period of time.

Once you have selected your filters, select “Apply.” The data list will appear in a new window.

You can then either Print the report, or Export the report to a .csv file. If you export to a .csv file you can then import this data into an excel spreadsheet and manipulate it to suit your needs.

You can either print the report, or export the report to a .csv file. If you export to a .csv file, you can then import this data into an Excel spreadsheet to suit your needs.

Name	Street 1	Street 2
JANE BROWN	PO BOX 123	
JANE BROWN	PO BOX 123	
POSTMASTER		
JANE STEFFENS	PO BOX 123	
JANE STEFFENS	PO BOX 123	
TEST TEST WRONG		
TEST TEST WRONG		

Export Print

Filters

Start Date: 01/01/2010 End Date: 04/17/2010 Name Type: Both List Type: Employment Information Contribution Information Expenditure Information Committee: <All Committees>

Apply Close