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.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>TYPE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 21, 2020</td>
<td>Nancy Fisher</td>
<td>Credit Card</td>
<td>$20.00</td>
</tr>
<tr>
<td>Mar 29, 2020</td>
<td>Anonymous</td>
<td>Grant</td>
<td>$2,111.11</td>
</tr>
</tbody>
</table>

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**

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.

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.

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