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What kind of reports can we pull?

You can display a variety of reports with Donarius:

- A report of the total donations grouped in various ways.
- A detailed report for each donor which shows how much they gave on each date, with one donor per page
- A detailed report which shows every date and how much each donor gave on each date
- A report of the total donations for each donor
- A bank deposit report which can be used when depositing checks and cash
- A list of donors
- A summary of all tax receipts/year-end statements issued

Each of the above has several options for who is to be included in the report, how to sort it and the format to show it in. More details about each report are below. To see all the options or reports with actual data, download a demo version of Donarius and display reports with your own data.

Total Donations

When showing a report of the donations for a date range, they can be grouped by day, week, month, quarter or year. You can choose which donation *categories* to include in the report and whether to show the *categories* in columns or vertically. This report is always in date order.

To show the total donations, click on **Reports**, choose **Donations by Date**, then select **Total all Donors**.

Detailed Report for Each Donor

The donations for each donor in a given date range, can be shown so that when it is printed there is one donor per page. You can show each donor's name with or without their address, envelope# or donor#. As above, you can choose which *categories* to include and how to format them.

To show a report for each donor, click on **Reports**, choose **Donations by Date**, then select **One Donor per Page**.

A query about one specific donor can also be generated.

Detailed Report for Each Date/Donor

A detailed report of each donation in a date range can be run, showing each date, followed by the donations on that date. As above, you can choose which *categories* to include and how to format them.

To show a detailed report, click on **Reports**, choose **Donations by Date**, then select **Each Donation for all Donors**.

Total Donations for Each Donor

You can show a report of the total given by each donor in a given date range. E.g. you can show the total donated in the current year for each donor. You can show each donor's name with their envelope# or donor#. The donors can be sorted in a variety of ways: by name, env#, donation amount and more. As above, you can choose which *categories* to include and how to format them.

To show this report, click on **Reports** and choose **Donations by Donor**.

Each of the above four reports also have the option of including only certain donation amounts, *donor types, donor characteristics, payment methods* or *service times*.

Memorizing a Report

Each of the above reports can be memorized so that the settings used for them will be automatically selected. E.g. You want to do a report for certain categories, sorted in a given way, or formatted in a certain way.

Donor List

When creating a list of donors, you can choose all of them or only specific donors. You can:

- Choose those that have a given *donor type*
- Include or exclude a given *donor characteristic*
- Select those with a birthday, start date or last donation date in a given range
- Select only those who use an *envelope number*

The donors can be sorted by name, by *donor type* or by the date they were added.
You can show each donor's name with or without their address, envelope# or donor#.

To show a donor list, click on **Donors** and choose **View Donor List**.

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Tax Receipt/Year-end Statement Summary

After issuing tax receipts/year-end statements you can do a report of them sorted in receipt# order with a total at the bottom. The report also shows whether the receipt was a 1-time receipt or a yearly one. It indicates whether a receipt was for a 'gift in kind' or a 'gift with advantage'. The report also shows if a receipt was printed or emailed to the donor. In Canada, when receipts are corrected they are given a new receipt#. This report shows which receipts have been replaced by corrected ones.

Glossary

donor type	each donor is assigned a type such as member, visitor, business, church, etc.
donor characteristic	a characteristic is something about a donor that can be true or false e.g. is part of the choir or a committee, has a certain position such as elder, usher or Sunday school teacher
category	each donation is given for a certain purpose such as the General Fund, Building Fund, Missions, etc.
payment method	each donation is given using a method such as cash, check, credit card, online payment, etc.
service time/location	each donation is given at a certain service time (AM/PM) or location

Sources:

https://www.donarius.com/Help/donor_list.htm (Accessed Aug 20, 2026)

https://www.donarius.com/Help/1gjw0jl.htm (Accessed Aug 20, 2026)

https://www.donarius.com/Help/receipt_sum.htm (Accessed Aug 20, 2026)