MEMBER BUSINESS SOLUTIONS | FEEDING AMERICA

Top Donor Report

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Purpose of this document

This document was designed to provide an overview of the Top Donor Report.
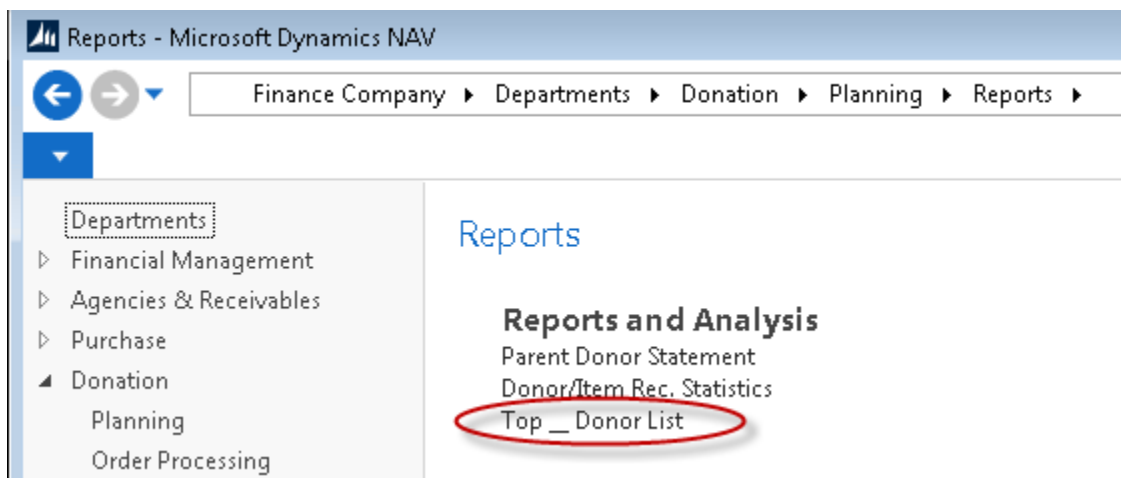
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Purpose

A new Top Donor List report was created that provides a listing of the top 'x' number of donors by their cumulative gross weight of donations.

Ceres Object release 4.00.00 is required for the updated version of this report.

Accessing the Top Donor List Report

1. The Top Donor List report can be accessed from Departments → Donation → Planning → Reports → Top Donor List

2. The Top Donor List report request page will be displayed where users can set filter criteria on how they want to run the report. A description of the fields follows:

No. of Donors to Rank – Enter the number of donors you would like to rank. The report is limited to 99 donors and will present the error "Number of donors must be less than 100" if you attempt to enter a number greater than 99. Additionally, if the report is run with a zero value in this field it will default the number of donors to rank at 20.

Show Results Section – The report is based on the Donor so any standard filtering field may be selected to refine the donors for whom you would like to include in the evaluation of the report. Standard fields you can filter by are:

1. No.
2. Vendor Posting Group (this applies as Donor Posting Group)
3. Responsible Person Code

Limit Totals To Section – Filters can be added to this section to specify limiting criteria for the gross weight calculation. Set a Date Filter to limit the report to a set date range.

Preview of the Report

1. You can print or preview the report by clicking on the Print or Preview button.

Top _ Donor List

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Top 20 Donors
JTC Test

(by Total Pounds)

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Rank	Donor	Name	%	Pounds	
1	PD00005	DBJ Vending	44.9	302,627.50	
2	PD00001	Cookies On Demand	21.3	143,614.50	
3	PD00002	Club Demo Services	12.9	87,000.00	
4	PD00007	Bush Brothers & Company	7.1	47,915.50	
5	PD00004	Pfizer Consumer Healthcare	4.7	31,650.00	
6	PD00006	Shawnee Mission Schools F. S.	4.3	29,152.75	
7	PD00320	Walgreens	2.1	14,160.00	
8	PD00003	Pilgrim's Pride Corporation	0.8	5,210.00	
9	PD00009	T1177 Target	0.6	3,900.00	
10	FD00001	Olivia Ferthers	0.2	1,500.00	
11	FD00026	All Systems	0.2	1,346.00	
12	PD00386	Wal-Mart Supercenter #4475	0.2	1,260.00	
13	PD00027	Aramark	0.2	1,200.00	
14	PD00010	T1821 Target	0.1	1,000.00	
15	PD00398	Wal-Mart Supercenter #35	0.1	856.00	
16	PD00384	Wal-Mart Supercenter #2855	0.1	521.00	
17	PD00364	Walgreens	0.1	500.00	
18	FD00004	Girl Scouts of Mid-Continent Council	0.0	100.00	
19	FD00002	Rock Bottom Foundation	0.0	0.00	
20	FD00003	VA Hospital	0.0	0.00	
		Top 20 Total Pounds	100	673,513.25	

Related Topics:

1. Donor Overview
2. Donation Order Overview
3. Food Drive Overview
4. Food Drive Enhancements