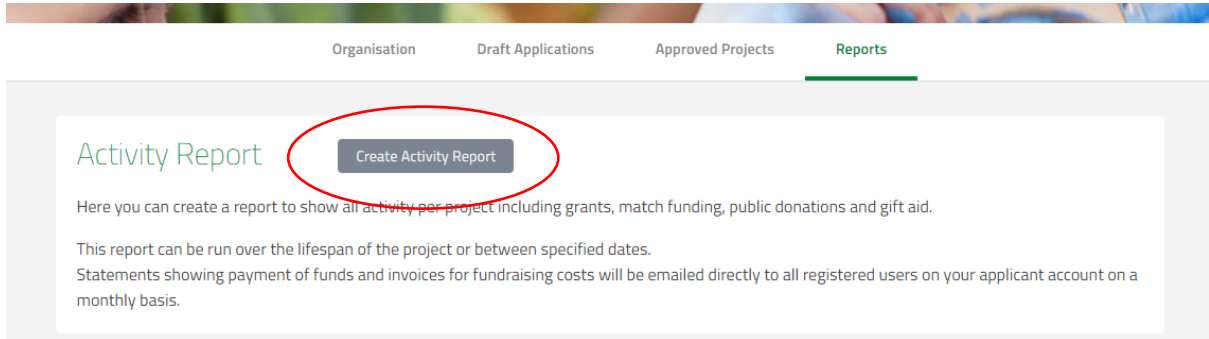
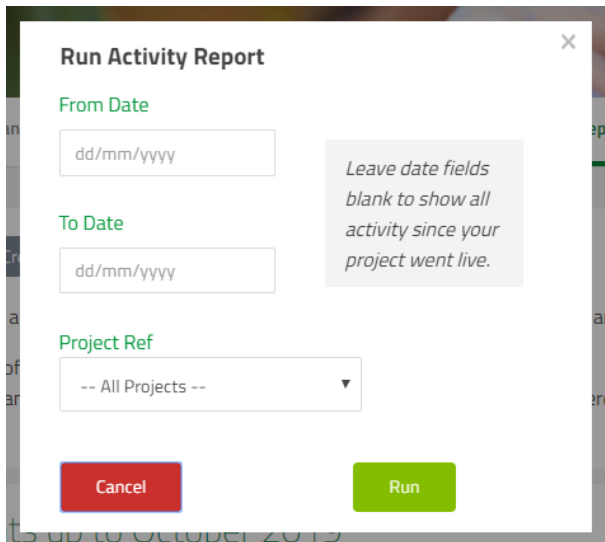


## Applicant Activity Report User Guide

Applicants on The Good Exchange can create and download an activity report that displays all transactions on live and successful projects. This functionality is accessed from My Dashboard > Reports > Create Activity Report



The report can be run between two separate dates or if the date fields are left blank it will run over all time. The report can be run on individual projects (select from the dropdown menu) or on All Projects (default).

A screenshot of the 'Run Activity Report' dialog box. The dialog has a title bar with a close button (X). It contains three input fields: 'From Date' with a placeholder 'dd/mm/yyyy', 'To Date' with a placeholder 'dd/mm/yyyy', and 'Project Ref' with a dropdown menu showing '-- All Projects --'. A grey text box next to the date fields says 'Leave date fields blank to show all activity since your project went live.' At the bottom, there are two buttons: a red 'Cancel' button and a green 'Run' button.

The generated report is an Excel spreadsheet containing two tabs. The first is a summary sheet and the second a detailed breakdown of all transactions.

[Sheet 1](#) – This gives summary figures for funding in the selected period.

Example sheet 1:

Applicant name	1st Wash Common Scout Group		
Account number	1038		
Report run	17/01/2020		
	Raised	Paid	Outstanding
	£	£	£
External Funding	0.00		
Public Donations	437.00	437.00	0.00
Matched Funding	437.00	0.00	437.00
Grants	5,000.00	5,000.00	0.00
Gift Aid	65.00	57.00	8.00
Grant Matching	5,000.00	0.00	5,000.00
<b>Total</b>	<b>£10,939.00</b>	<b>£5,494.00</b>	<b>£5,445.00</b>
<b>Payment Summary</b>			
Payment Reference	Date paid	£	
TE_Disbursement_2019-10-09T09:08:14.297.csv	09/10/2019	18,250.17	
TE_Disbursement_2019-10-25T09:02:46.550.csv	25/10/2019	73.00	
TE_Disbursement_2019-11-20T15:48:30.153.csv	20/11/2019	5,000.00	
TE_Disbursement_2019-11-20T16:40:45.747.csv	20/11/2019	25.00	
TE_Disbursement_2019-11-21T12:08:49.147.csv	21/11/2019	162.00	
TE_Disbursement_2019-12-10T10:47:40.733.csv	10/12/2019	243.00	
TE_Disbursement_2019-12-20T11:26:16.400.csv	20/12/2019	32.00	
TE_Disbursement_2020-01-15T17:24:08.733.csv	15/01/2020	32.00	
<b>Total paid</b>		<b>£23,817.17</b>	
<b>Contribution to fees</b>			
	Raised		
	£		
Public Donation	7.02		
Matched Funding	0.00		
Grant	0.00		
Matched Grant Funding	0.00		
<b>Total</b>	<b>£7.02</b>		

The definitions of the terms used are as follows:

- **External Funding** - funds raised outside of The Good Exchange and added to the project as 'Externally Raised Funds' or 'Amount Already Raised'
- **Public Donations** – all donations made during the selected time period
- **Matched Funding** – total of any match funding given by a funder against donations
- **Gift Aid** – gift aid that has been added to any eligible donations
- **Grant Matching** – total of any grant matching. This happens when a funder agrees to match grants given by another funder.

**Payment Summary** – this shows how much was paid, the date paid and the payment reference.

**Contribution to fees** – this shows any fee contributions made by donors (when making donations) and by funders when giving match funding, grants or grant matching.

## Sheet 2

The information contained in this second sheet is as follows:

1. **Project Number**
2. **Project Name**
3. **Type of Funds** – Donations, Gift Aid, Match Funding, Grant, Matched Grant
4. **Donor Name** – Name of donor is displayed unless the anonymous box has been ticked by the donor
5. **Donor Email** – the email address of the donor will be displayed if they are happy to share this with your organisation for the purposes of being thanked for their donation.
6. **Grant Offered Date** – the date the funder made an offer of a grant or match funding
7. **Funds Received Date** - this refers either to:
  - a. the date a donation has been made,
  - b. the date The Good Exchange receives any gift aid claimed back from HMRC
  - c. the date a funder pays match funding or grants to The Good Exchange
8. **Funder** e.g. Greenham Trust
9. **Scheme** -Funding scheme name e.g. Trust Top Up
10. **Grant Round** e.g. Spring 2020
11. **Ratio** of any match funding e.g. 1:1 (This would mean that every £1 donated would be matched by £1 by the funder). Other ratios are also possible e.g. 2:1
12. **Date Paid** – the date funds are disbursed to your organisation by The Good Exchange
13. **Item Payment Reference**
14. **Batch Payment Reference**
15. **Invoice** – the monthly invoice that this item is included in
16. **Amount**
17. **Contribution to fees** – if a donor or funder has offered to make a contribution towards the fee this amount will be shown here.
18. **Total**
19. **Status** – this refers to the status of the individual item and can be:
  - a. To Confirm (donation)
  - b. Confirmed (donation)
  - c. Removed (donation)
  - d. On query (donation currently queried by Good Exchange Accounts Team)
  - e. Donation to be confirmed (refers to Gift Aid on the donation)
  - f. Donation Removed (relates to Gift Aid – if the donation has been removed Gift Aid cannot be claimed)
  - g. Gift Aid to be Claimed
  - h. Gift Aid Claimed (claim in progress with HMRC)
  - i. Gift Aid Queried
  - j. Gift Aid Refused
  - k. Gift Aid Received
  - l. Gift Aid Removed
20. **Amount paid**
21. **Amount outstanding** – amount still to be paid

You may find it useful to download the report into Excel and apply filters to the column headers to allow you to filter by e.g. Type of Funds – example below shows all grants and matched grants.

The Good Exchange  
Activity Report  
From 01/11/2020 to 22/02/2021

Project Number	Project Name	Type of Funds	Donor Name	Donor Email	Funds Received date	Funder	Scheme	Grant Round
18560	Laptops for Lockdown Learning	Grant			2/5/2021	The Miss Lawrence Trust	Laptops for Lockdown Learning	Laptops for Lockdown Learning
18560	Laptops for Lockdown Learning	Grant			1/22/2021	Peter Baker Foundation	Laptops for Lockdown Learning	Peter Baker Grant Round January 2021
18560	Laptops for Lockdown Learning	Matched Grant			1/22/2021	Greenham Trust Ltd	Laptops for Lockdown Learning	Laptops for Lockdown Learning
18560	Laptops for Lockdown Learning	Matched Grant			1/22/2021	Greenham Trust Ltd	Laptops for Lockdown Learning	Laptops for Lockdown Learning
18560	Laptops for Lockdown Learning	Grant			1/22/2021	Greenham Trust Ltd	Laptops for Lockdown Learning	Laptops for Lockdown Learning
18560	Laptops for Lockdown Learning	Grant			1/14/2021	Englefield Charitable Trust	Laptops for Lockdown Learning	Laptops for Lockdown Learning Grant
18560	Laptops for Lockdown Learning	Matched Grant				Greenham Trust Ltd	Laptops for Lockdown Learning	Laptops for Lockdown Learning
18560	Laptops for Lockdown Learning	Grant				Sovereign Housing Association	Laptops for Lockdown Learning Appeal West Berkshire and	Laptops for Lockdown Learning Appeal in West Berkshire and North Hampshire

Type of Funds

Sort

By colour: None

Filter  
 By colour: None

Equals

And  Or

Equals

Search

- (Select All)
- Donation
- GiftAid
- Grant
- Matched Funding
- Matched Grant
- (Blanks)

Clear Filter

If you are interested in obtaining email addresses of donors who have supported your project(s) and are happy for you to contact them to thank them you should filter type of funds to show only 'Donations', email address will be displayed in the 'Donor Email' column if they have opted in for this purpose.

The Good Exchange  
Activity Report  
From 01/11/2020 to 22/02/2021

Project Number	Project Name	Type of Funds	Donor Name	Donor Email	Funds Received date
17994	Greenham Trust Coronavirus Emergency Appeal	Donation			2/22/2021
18560	Laptops for Lockdown Learning	Donation			2/19/2021
18560	Laptops for Lockdown Learning	Donation	Jane Doe	janedoe@gmail.com	2/19/2021
18560	Laptops for Lockdown Learning	Donation	Tabe		2/18/2021
18560	Laptops for Lockdown Learning	Donation			2/18/2021
18560	Laptops for Lockdown Learning	Donation			2/18/2021
17994	Greenham Trust Coronavirus Emergency Appeal	Donation			2/17/2021
18560	Laptops for Lockdown Learning	Donation			2/13/2021
18560	Laptops for Lockdown Learning	Donation			2/10/2021
17994	Greenham Trust Coronavirus Emergency Appeal	Donation			2/10/2021
18560	Laptops for Lockdown Learning	Donation			2/9/2021
18560	Laptops for Lockdown Learning	Donation			2/6/2021
18560	Laptops for Lockdown Learning	Donation			2/5/2021
18560	Laptops for Lockdown Learning	Donation			2/4/2021
18560	Laptops for Lockdown Learning	Donation			2/4/2021
18560	Laptops for Lockdown Learning	Donation			2/3/2021
18560	Laptops for Lockdown Learning	Donation			2/3/2021
18560	Laptops for Lockdown Learning	Donation			2/3/2021
18560	Laptops for Lockdown Learning	Donation			2/2/2021
18560	Laptops for Lockdown Learning	Donation			2/2/2021
18560	Laptops for Lockdown Learning	Donation			2/2/2021
18560	Laptops for Lockdown Learning	Donation			2/1/2021
18560	Laptops for Lockdown Learning	Donation			2/1/2021
18560	Laptops for Lockdown Learning	Donation			2/1/2021
18560	Laptops for Lockdown Learning	Donation			2/1/2021
18560	Laptops for Lockdown Learning	Donation			1/31/2021
18560	Laptops for Lockdown Learning	Donation			1/31/2021
18560	Laptops for Lockdown Learning	Donation			1/31/2021
18560	Laptops for Lockdown Learning	Donation			1/30/2021

Type of Funds

Sort

By colour: None

Filter  
 By colour: None

Equals

And  Or

Choose One

Search

- (Select All)
- Donation
- GiftAid
- Grant
- Matched Funding
- Matched Grant
- (Blanks)

To see all items included in an invoice for November 2019 select this date from the filtered dropdown menu under 'Invoice':

Date paid	Item Payment Reference	Batch Payment Reference	Invoice	Amount £	Contribution to fees £
10/12/2019	11823-2145814554	TE_Disbursement_2019-12-10T10:47:40.733.csv	November 2019		
10/12/2019	11823-563020215	TE_Disbursement_2019-12-10T10:47:40.733.csv	November 2019		
10/12/2019	11823-814765345	TE_Disbursement_2019-12-10T10:47:40.733.csv	November 2019		
10/12/2019	11823-93821060	TE_Disbursement_2019-12-10T10:47:40.733.csv	November 2019		

Sort A to Z  
Sort Z to A  
Sort by Color >  
Clear Filter From "Invoice"  
Filter by Color >  
Text Filters >  
Search  
 (Select All)  
 December 2019  
 November 2019  
 October 2019  
 (Blanks)

If there is no date in the Invoice field this means that this item has not yet been invoiced.