

## View Recent Gifts

- 1) From the Berkshire Taconic website (<http://www.berkshiretaconic.org>) click on “Donor Login” on the top right of the screen:



- 2) You will then be prompted to log in to the account. Enter your user ID, password and click “Sign On”

**DONORCENTRAL SIGN ON**

User ID                      Password

[Forgot Your Password?](#)

- 3) Once you are logged in to your account you will automatically be taken to the homepage. Click on the “Fund Summary” tab at the top of the page:

Home **Fund Summary** Recommend a Grant Forms FAQ Help/Contact Us

- 4) On the Fund Summary tab, scroll down the page until you come to “Gifts.” From here you can view the gifts that have come into the fund:

Total fund balance as of 2/1/2016 <sup>1</sup> \$146,305.86 [Detail](#)

Spendable balance as of 2/2/2016 <sup>2</sup> \$11,829.37

Fund Statement <sup>3</sup> ▲

Select a range  
10/01/2015 - 12/31/2015 ▼

View Fund Statement\*  
 Email Fund Statement

Gifts are listed below the Grants and Fund Statement

Gifts

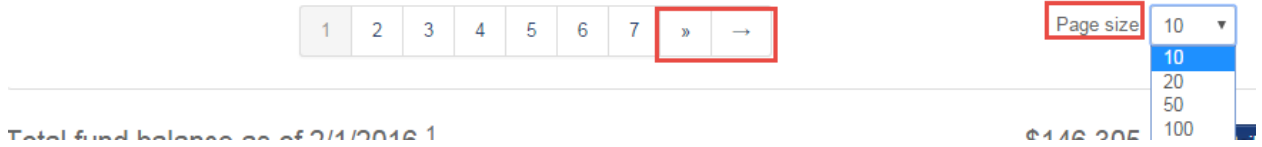
Total amount of gifts into the fund

\$117,675.88 ▲

Date ▼	Description	Gift amount	Non-gift amount	Donor
11/20/2015	Cash Gift	\$3,000.00	\$0.00	██████████
10/12/2015	██████████	\$1,000.00	\$0.00	██████████
3/2/2015	██████████	\$213.00	\$0.00	██
3/2/2015	██████████	\$210.00	\$0.00	██

If you have any questions or need additional information, please contact Jennifer Lilienthal at [jlilienthal@berkshiretaconic.org](mailto:jlilienthal@berkshiretaconic.org) or by phone at (413) 429-8408

- 5) You can use the arrows to scroll through the gifts by page. You can also change the page size from viewing 10 gifts to 20, 50 or 100 per page.

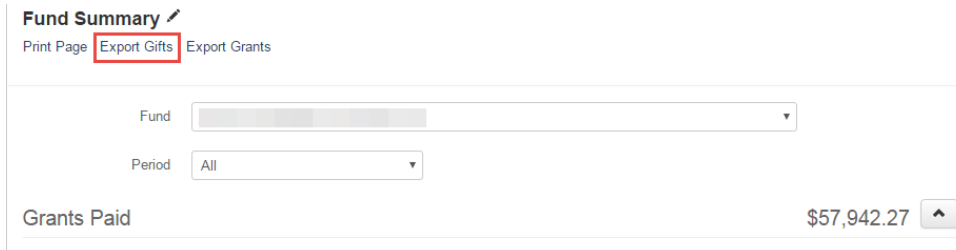


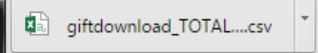
- 6) If there are non-gifts (event admission, raffle tickets, etc.) to the fund, scroll further down the page. The next table is for Non Gifts:

Non Gifts \$6,314.46

Date ▼	Description	Gift amount	Non-gift amount	Grantee
12/8/2014	Cash Gift	\$0.00	\$800.00	[REDACTED]

- 7) You can export grants into an excel document for further analysis by clicking “Export Gifts” which will begin the download.



- 8) Once the download is complete open the excel file  giftdownload\_TOTAL....csv
- 9) From here you can sort or filter by gift date, amount or even donor

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