Batch Reporting for Recurring Transactions

> **Note:** Available to Org admins only.

Review merchant account funding details from batch reports containing completed recurring donations only.

Locate

1. Go to **Org Hub** > **Reports.**
2. Select **Recurring Transactions.**

Review

- Click on any of the headers to sort. Click the header twice to reverse sort.
- From the dropdown labeled **Show,** you have the option to show all, 10, 25, or 50 of the records.
- Select from Excel, CSV, or PDF to download or choose to Copy or Print.