Batch Reporting for Recurring Transactions

Last Modified on 12/05/2025 3:36 pm EST

Note: Available to Org admins only.

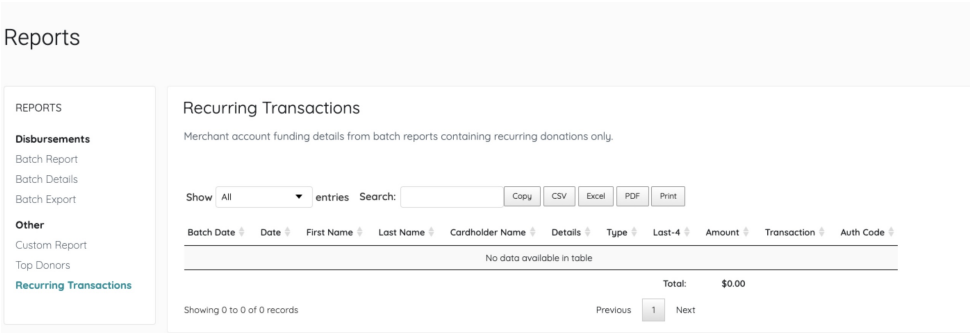
Review merchant account funding details from batch reports containing completed recurring donations only.

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.



Note: Donors who elect to cover processing fees on recurring donations will cover the credit card fee for the initial donation. All subsequent recurring processing fees will be covered by the organization.