Export Batch Reports across all Campaigns

Last Modified on 05/20/2022 12:41 am EDT

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

Running multiple fundraising campaigns simultaneously or looking to see the details for all batch dates for all campaigns run? Review the details of a batch date to identify which campaign generated the revenue, how much was raised and then funded into your account in each campaign, and an estimation of the processing fee per each campaign.

Locate

1. Go to **Org Hub** > **Reports.**
2. Select **Batch Export.**

Export

Download data related to credit card processing. Export includes transactions, processing fees, and service charges. Includes: Batch ID, Event ID, Event Name, Merchant Account, Batch Date, Date, First Name, Last Name, Cardholder Name, Details, Type, Last-4, Amount, Transaction, and Auth Code. Visit Batch Report to learn more.

- Select the beginning and ending date range.
- Click **Export.**