How can I get a list of all my gifts or donations for a year?

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Symptom

• You need a report of all donations given to your library over a specific year.

Applies to

• WMS Acquisitions

Resolution

You can get this list and a total for the items through the Order Items list. To do so, follow these steps:

1. Go to WorldShare > Acquisitions > Orders > Order Items
2. Select the Order Number index
3. Enter PO-<year you want the report for> (ex. PO-2020) in the search box
4. Set the Order type filter to Gift/Donation

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