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