



## Top Donor List Report

### **Purpose of this document**

The Top Donor List report provides a listing of the top X number of donors by their cumulative gross weight of donations. This document provides an overview of how to run the report.

*Ceres Object release 5.00.00 is required for the functionality described in this document.*

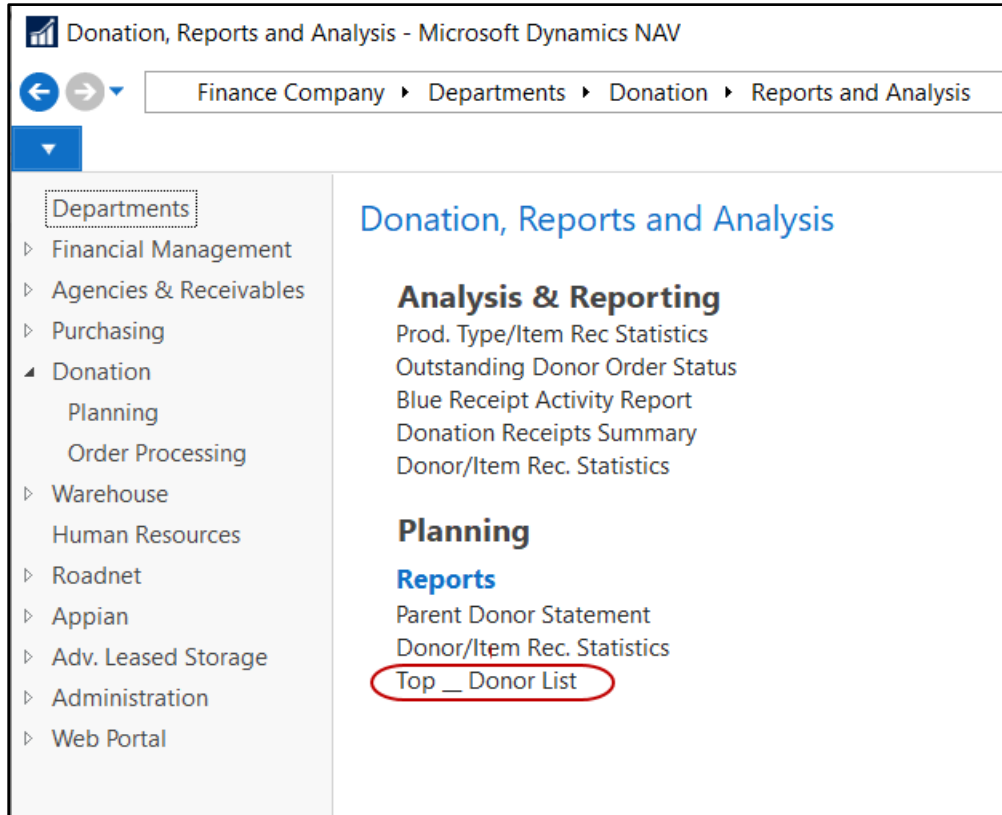
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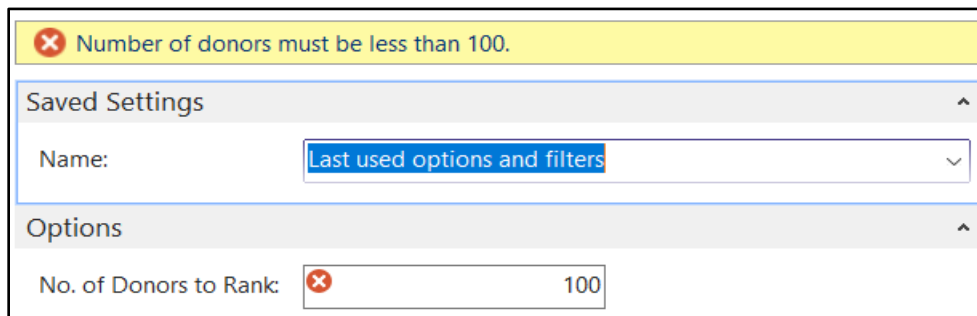
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## Running the Top Donor List Report

1. The Top Donor List report can be accessed from Departments → Donation → Planning → Reports → Top\_Donor List.



2. The Top\_Donor List Request Page will display where users can set filter criteria based on how they want to run the report.
3. On the Options Tab, enter the number of donors you would like to rank in the No. of Donors to Rank field. The report is limited to 99 donors. If you attempt to enter a number greater than 99 the below message will appear. Additionally, if the report is run with a zero (0) value in this field, it will default the number of donors to rank at 20.



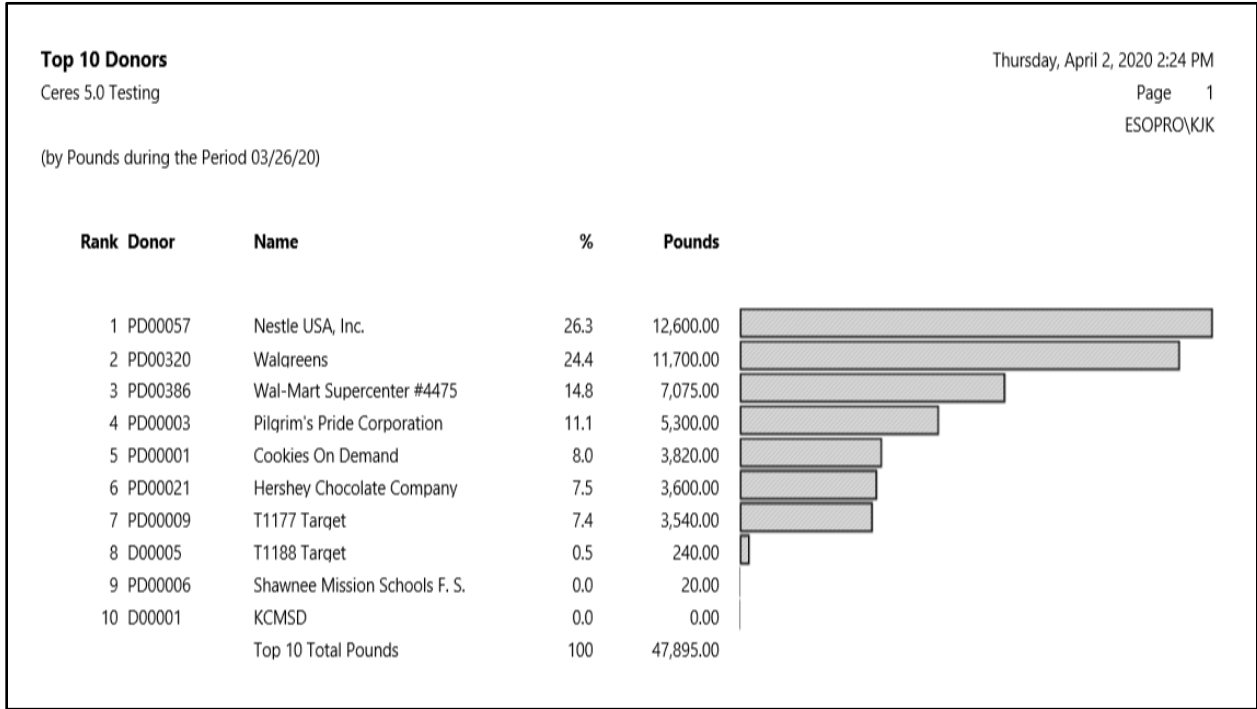
4. On the Donor Tab, set a Donor No filter and update the date range specified in the Date Filter field. Other filters can be set based on what you want to run the report.

The screenshot shows a software window titled "Edit - Top \_\_ Donor List". At the top right, there is a green status bar that says "Ceres 5.0 Testing" with a help icon. Below the title bar, there is a "Clear Filter" button with a funnel icon and a red 'X'. The main area is divided into three sections: "Saved Settings", "Options", and "Donor".

- Saved Settings:** A dropdown menu is set to "Last used options and filters".
- Options:** A text input field for "No. of Donors to Rank" contains the number "10".
- Donor:**
  - Show results:**
    - A filter is set to "Where No. is Enter a value." with a red 'X' icon.
    - A filter is set to "And Vendor Posting Group is Enter a value." with a red 'X' icon.
    - A filter is set to "And Responsible Person Code is Enter a value." with a red 'X' icon.
    - There is a "+ Add Filter" button.
  - Limit totals to:**
    - A filter is set to "Where Date Filter is 01/01/20..03/26/20" with a red 'X' icon.
    - There is a "+ Add Filter" button.

At the bottom right, there are three buttons: "Print...", "Preview", and "Cancel".

5. Click Print or Preview. Below is an example of the report.



### Related Topics

1. Donor Overview
2. Donation Order Overview
3. Food Drive Overview
4. Food Drive Enhancements