

# How To Go Directly to the Giving Views Screen

Ver. 1.1

2/26/2019

1. Log in to Advance.
2. Click the **Go To** tool from the **Main Menu**.

ADVANCE

Clear Local Storage (TMS) | Purge Cache Chris Farris [Logout]

Home x

Home

Annual Fund  
Gift & Bio  
Alerts/Messages  
Change Password

Home Actions

You are logged on as **Mr. Christopher Farris** on the **ADVTRAIN** database. Welcome to Advance. Today is Tuesday, February 26, 2019.

Tasks (50402) Actions Help

Scheduled	Name	Task	Status
10/18/2018	[REDACTED]	& Ltd Co.	Solicitation Plan

Undergraduate Giving Statistics (100516) Actions Help

Last Fiscal Year This Fiscal Year

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3. Type **GVIEWS** in the **Application** box.

Application	ID	Mnemonic	Type
Ack Candidate List	160	ACKCL	
Ack Helper	162	ACKHU	Entity
Activities	2100	ACT	Entity
Add Organization	1201	ORGNEW	
Add Person	1200	ENTNEW	
Addresses	2101	ADDR	Entity
Admissions Volunteer Activities	2102	ADVOL	Entity
Affiliations	2103	AFFIL	Entity
Alerts	152	ALERT	Entity
Alerts and Messages	150	ALMSG	Entity
Allocation	80352	ALLOC	Allocation
Allocation (New)	80815	ALLOCNEW	
Allocation Alerts	152	ALLOCALT	Allocation
Allocation Assignments	80353	ALLOCA	Allocation
Allocation Beneficiaries	80354	ALLOCB	Allocation
Allocation Financials	80355	ALLOCF	Allocation
Allocation Notes	80356	ALLOCN	Allocation
Allocation Stewardees	80357	ALLOCS	Allocation
Allocation Tasks	80358	ALLOCT	Allocation
Appeals	330	APPEAL	Entity

4. Type the **Entity ID** of the donor you want to view in the **Open with ID** box.
5. Click the **Go** button.

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6. This will launch the **Giving Views** window.

**Giving Views** Actions Print

**Mr [REDACTED] #532188**  
Rec Type: Parent, Staff, More... 08/05/1970 (48)  
Degree  
PM Manager  
AAA: Annual Faculty Staff Northwest Arkansas Chapter  
Married to: [REDACTED] (FP)

**Views (80733)** Actions Help

Context	Name	Description
	Donor Totals - 5 Year Totals	Donor Totals - 5 Year Totals
	Donor Totals - 5 Year Totals Detail	Donor Totals - 5 Year Totals Detail
<b>A</b>	Donor Totals - By Year	Donor Totals - By Year
	Giving by Constituent	Giving by Constituent
	Giving by Constituent Hard Credit Last 5 FY	Gifts + Deferred Gifts + Outstan...
	Giving Totals	Giving Summary - Giving Totals

**Transaction List (90088) (1/16)** Actions Help

<b>Payment Type:</b> Payroll Deduct <b>Date:</b> 08/27/2018 <b>Receipt Date:</b> 09/05/2018 <b>Trans:</b> #0020833621 <b>Legal:</b> 10.00 <b>Credit:</b> 10.00	<b>Deposit Date:</b> Has Additional Donors <b>Type:</b> Pledge Payment (Primary Donor) Payment on Pledge #0020828096	<b>B</b>
<b>Gift Fee:</b> Yes <b>Class:</b> <b>Batch No:</b> 0000110105 <b>Donee:</b> Foundation <b>Operator:</b> advuser <b>Allocation:</b> KUAF (30003640, 30003640)	<b>School:</b> <b>Alloc Dept:</b> Journalism <b>Alloc Subdept:</b> KUAF Public Radio <b>Alloc School:</b> Fulbright College of Arts & Sciences	
<b>Payment Type:</b> Payroll Deduct <b>Date:</b> 07/27/2018 <b>Receipt Date:</b> 08/01/2018 <b>Trans:</b> #0020829204 <b>Legal:</b> 10.00	<b>Deposit Date:</b> Has Additional Donors <b>Type:</b> Pledge Payment (Primary Donor)	

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- A. Click on the fields in the **Views** box to change the output of the screen.
  - The current view is the **Transaction List**.
  - You can change to **Giving Totals, Giving by Constituent, One Line - Simple Transaction List**, etc.
- B. This is the output panel. The current view is set to **Transaction List**.
  - a. The form of the output is controlled by clicking around in the **Views** box.