Online Financials Reports

Important: These reports are intended for use with Microsoft Internet Explorer. If you are using Internet Explorer 10, it may require "Compatibility View". Note that there are functionality issues with other browsers. If you use Safari, Firefox or Google Chrome you will need to download the reports for viewing.

1. Reports can be found at: http://www.missionsdoor.org/staff/
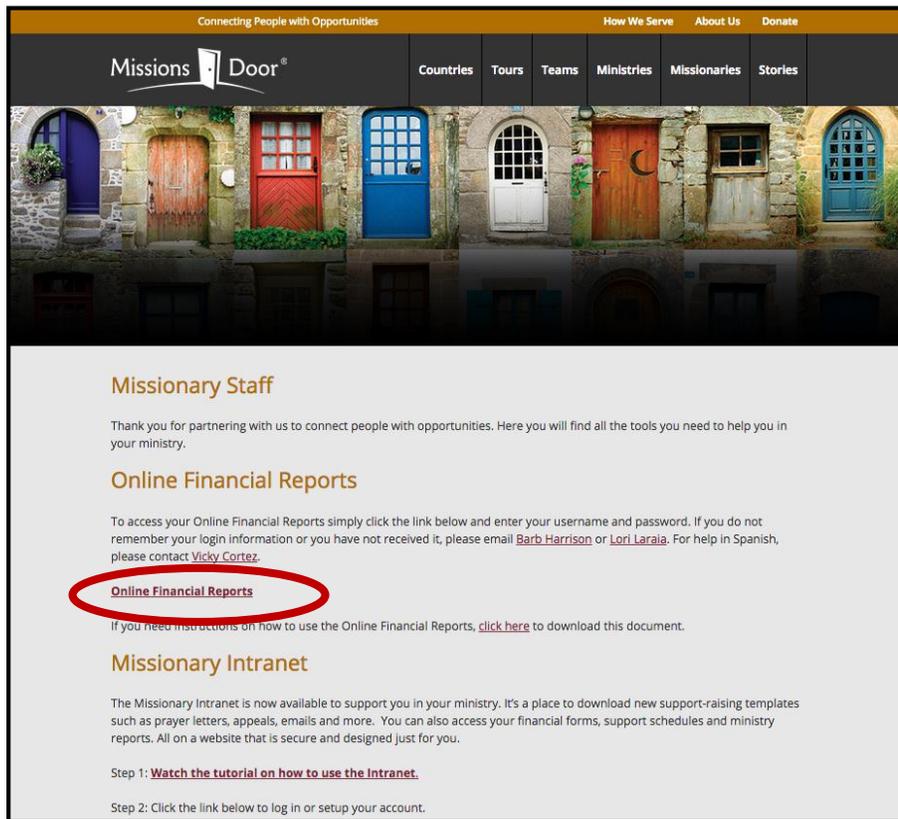
2. When you click on the **Online Financial Reports** link, you will be prompted to log in.
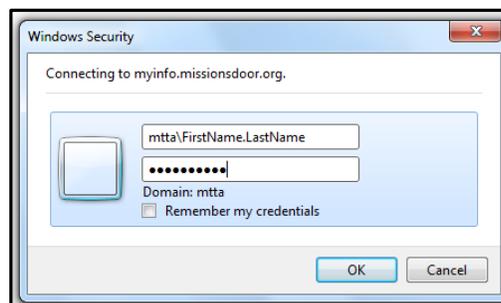
3. Your user name will be "mtta\firstname.lastname". Your password will be assigned to you by Missions Door.

4. After a few seconds as the system authenticates your user, you will be on the home page for the reports.
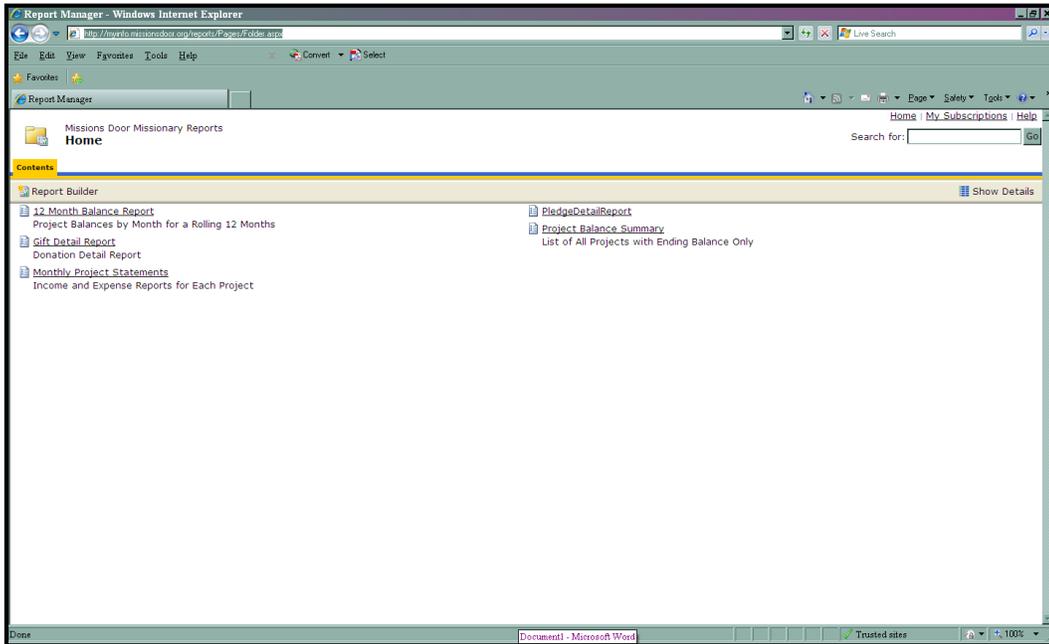
Navigating Reporting

The **Home page** is the main page listing each link to the different reports available.
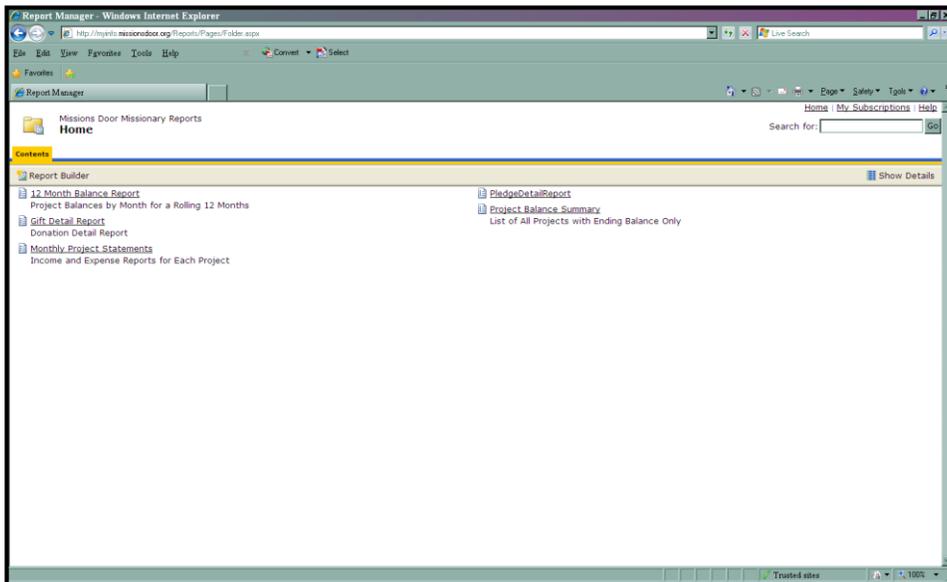
Some reports will require date information. Reports are generated new each time you open them. So it will take a few seconds to pull all of the data.
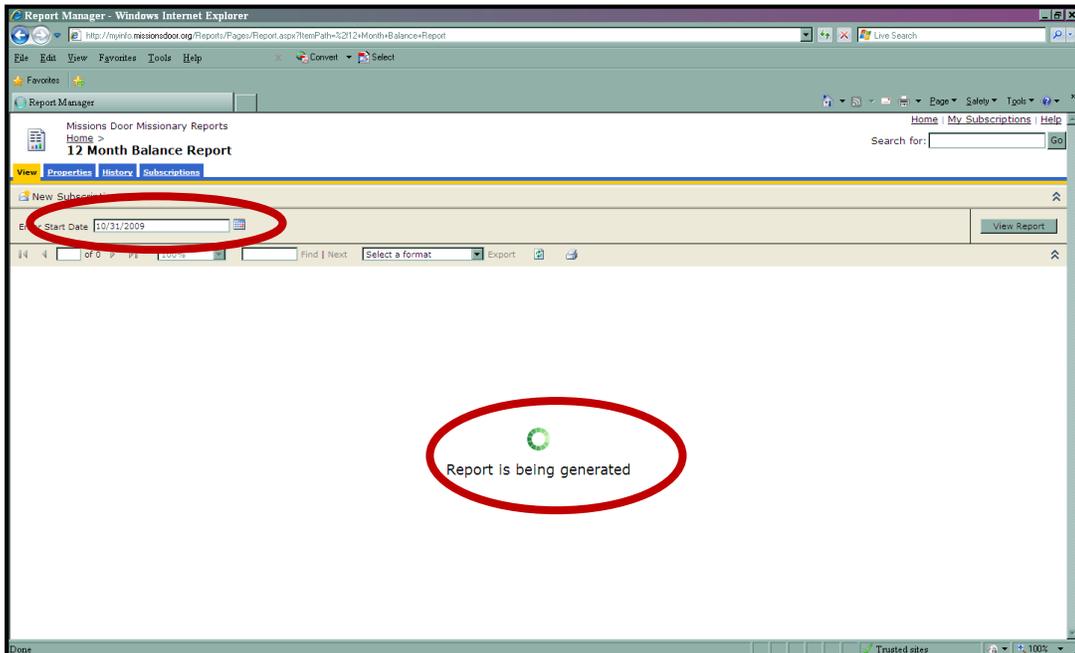
Some reports may be more than one page. Use the navigation arrows to go from one page to another and back. And the zoom can be used to view more information on a page if needed.

Note: If you are using Firefox, Safari or Google Chrome as your browser the navigation arrow functionality won't be available.
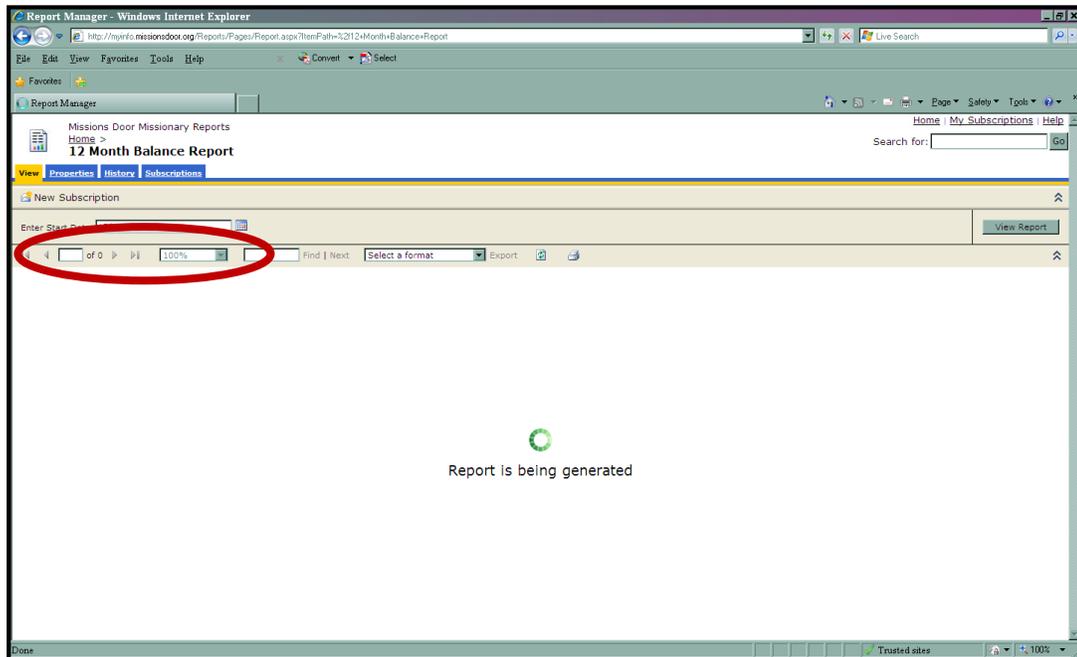
The **Find|Next** is a great tool if you are looking for specific information in the report.
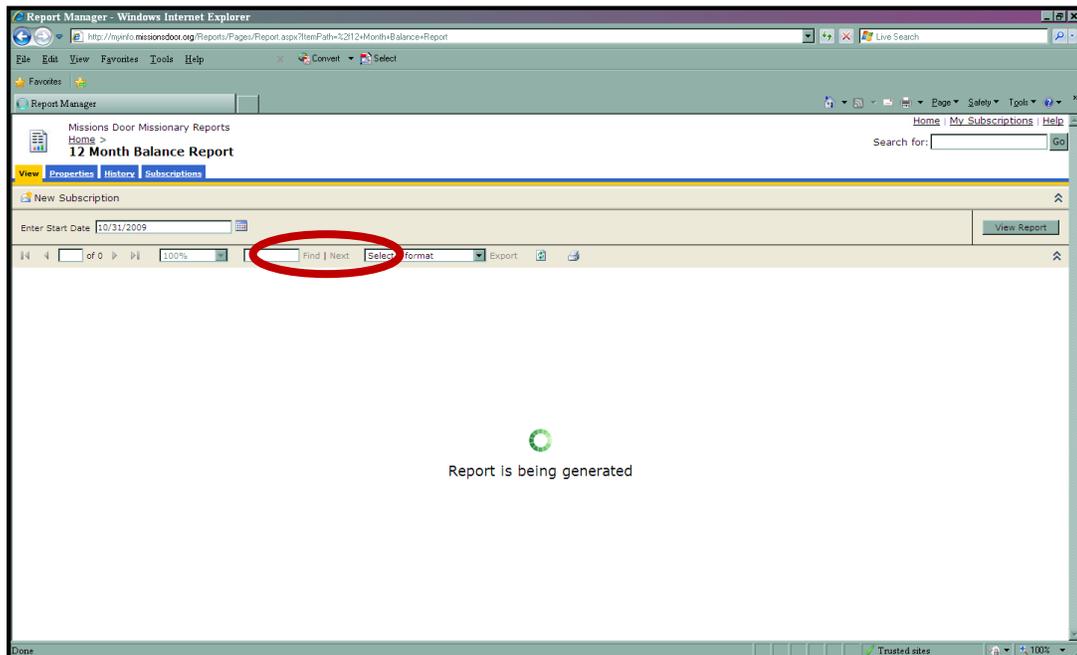
Each report can be printed or exported to a file to save. Recommended export formats are PDF and Excel. Since printer formatting can vary, we recommend exporting before printing.

Note: You will need to use this exporting tool to view all of the pages in your report if you use Firefox, Safari or Google Chrome
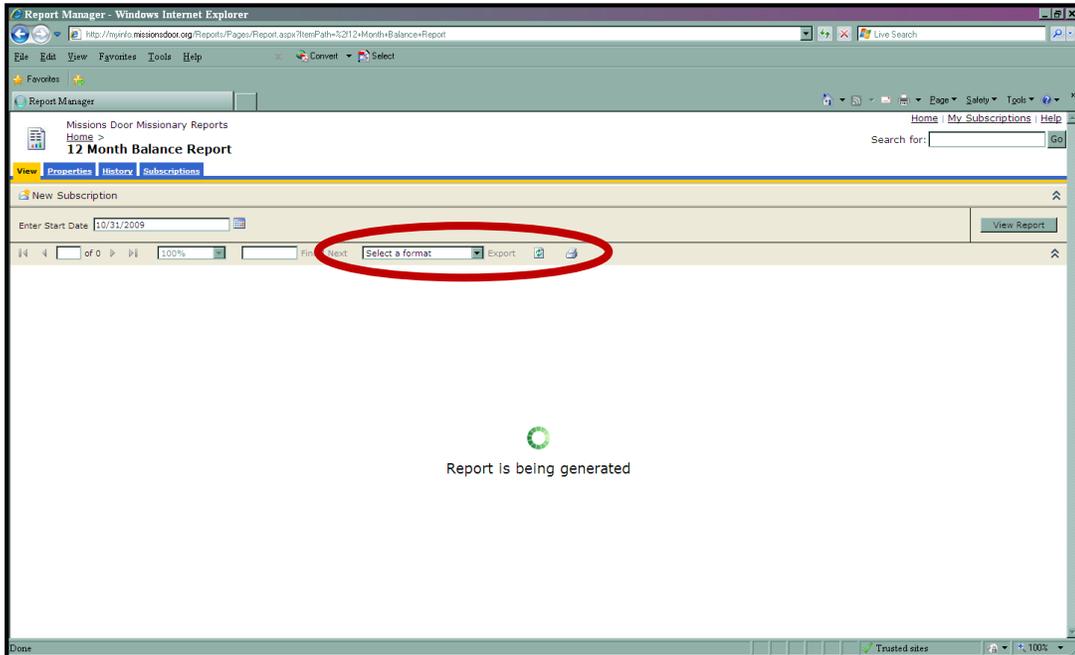
To go back to the main home page to run another report, simply click on the **"Home"** link in the upper left hand corner.
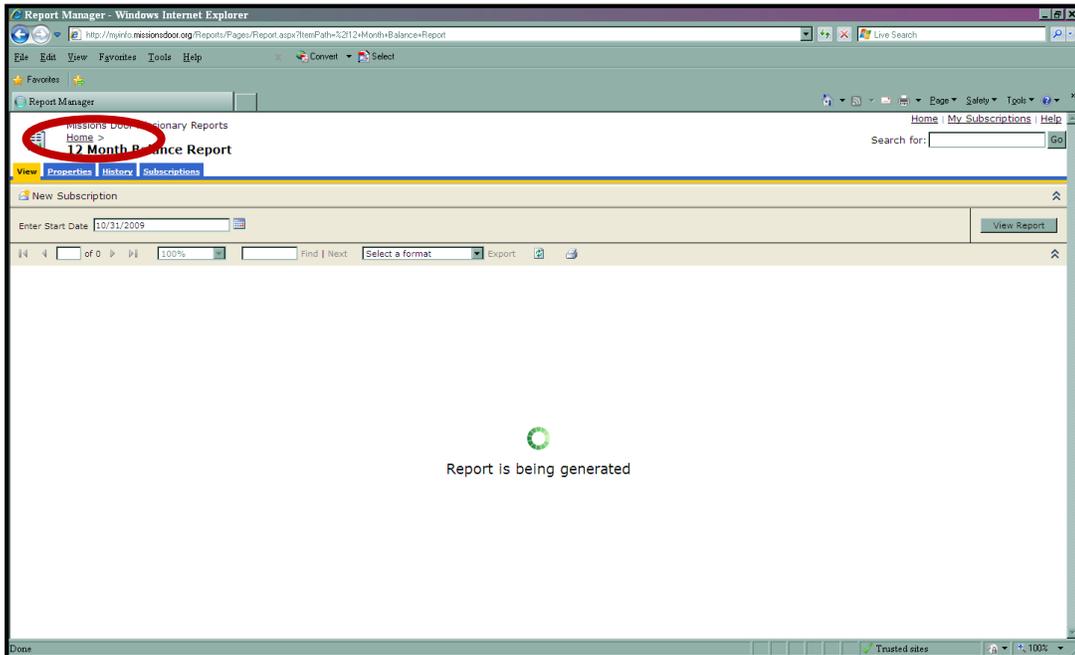
12 Month Balance Report

This report will list 12 months of ending balances for each project account.

1. Clicking on the **12 Month Balance Report** will give you a prompt to enter the start date.
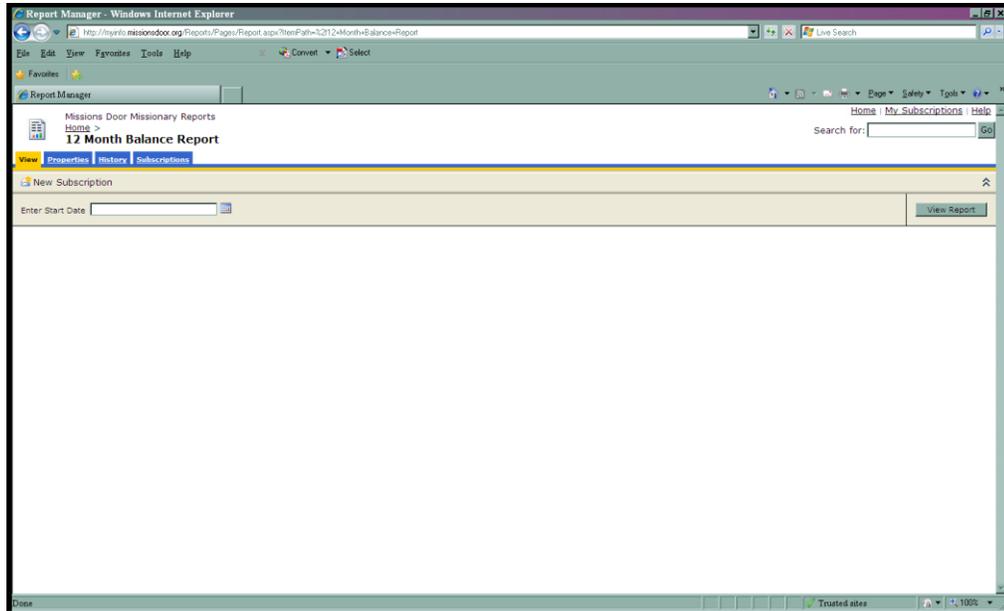
2. Enter the last date of the month for which you would like to see ending balances. For example, if you would like to see October 2015 and the 12 months prior to this, enter 10/31/2015.

3. Click "View Report". You will see 12 months of your project balances listed.

Gift Detail Report

The **Gift Detail Report** lists the donor name and address, date of gift, amount, and any reference information.

1. Clicking on the Gift Detail Report will prompt you for a Start Date and End Date
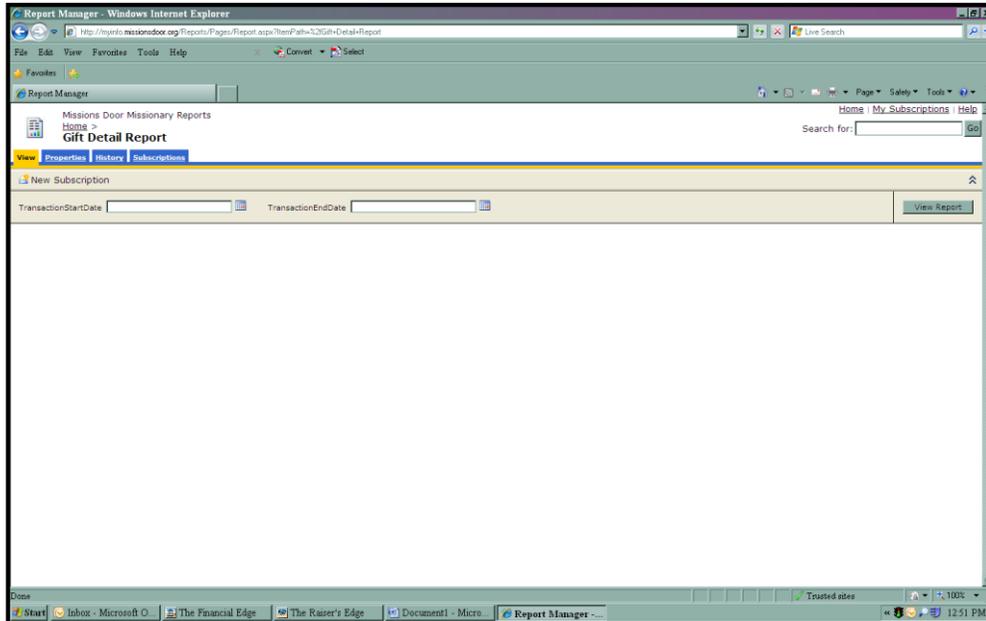
2. Enter the date range you want included in the report. For example if you wanted to list the donations for September 2015, enter 09/01/2015 for the start date and 09/30/2015 for the end date.

3. Click "View Report".

Monthly Project Statements

The Monthly Project Statement is one of the most important reports. You should review this report monthly for your support account balance.

It provides the income and expenses charged to the project account (e.g., support, support raising, or a special project). It will give you the ending balance for each of your accounts.

This report can only be run through the last month end date. For example, if today is 10/20/2015, this report will automatically end 09/30/2015.

The report will default to run the last prior month's report. But you can change the start date if you would like to view information prior to last month.

Project Balance Summary

This report is a summary that lists the current beginning and ending balances for each project.

The report will default to run the last prior month's report. But you can change the start date if you would like to view beginning balances prior to last month.

Revised: October 23, 2015