

# JULY 2020 FEATURE RELEASE FOR WESHARE

## WeShare Features Update

WeShare is excited to announce three new transfer reports available for administrators in the new WeShare admin panel! Admins now have the ability to easily download Summary and Detailed reports in PDF formats and WeShare transfer reports as a CSV.

## Pulling a Summary, Detailed, or WeShare Transfer Report

1. Login to new admin panel
2. Left side navigation
3. Click on Reports
4. Select Report Type: Transfer Report
5. Enter a Date Range
6. Click Run Report
7. In the Action Column, find Export Closing Period activity
8. Click the Exporting icon
9. Choose the desired report to download

## Summary PDF Report

ACCOUNT	TRANSACTION TOTALS	
Name Sprint 2007 edit	05/15/2020 - 05/18/2020	\$0.00
Total Transferred	05/18/2020 - 05/19/2020	\$0.00
	05/19/2020 - 05/20/2020	\$0.00
	05/20/2020 - 05/21/2020	\$68.45
	05/21/2020 - 05/22/2020	\$0.00
	05/22/2020 - 05/26/2020	\$73.38
	05/26/2020 - 05/27/2020	\$0.00
	05/27/2020 - 05/28/2020	\$393.50
	05/28/2020 - 05/29/2020	\$166.45
	05/29/2020 - 06/01/2020	\$0.00
	06/01/2020 - 06/02/2020	\$0.00
	06/02/2020 - 06/03/2020	\$0.00
	06/03/2020 - 06/04/2020	\$5.41
	06/04/2020 - 06/10/2020	\$68.45
	06/10/2020 - 06/11/2020	\$0.00
	06/11/2020 - 06/12/2020	\$0.00
	06/12/2020 - 06/15/2020	\$0.00
	<b>Transfer Amount</b>	<b>\$775.64</b>

## Detailed PDF Report

GIVING OPPORTUNITY		PAYMENT SOURCE TOTALS	
Name	Type	QTY	Total
Capital Campaign	ACH Payments Total	1	\$5.00
Transfer Amount	ACH Insufficient Funds	0	\$0.00
\$4.92	ACH Fees	1	\$0.08
	ACH Return Fees	0	\$0.00
	Credit Card Payments	0	\$0.00
	Credit Card Chargebacks	0	\$0.00
	Credit Card Fees	0	\$0.00
	<b>Gross Transaction Amount</b>		<b>\$5.00</b>
	<b>Transaction Fees</b>		<b>\$0.08</b>
	<b>Net Transaction Deposit</b>		<b>\$4.92</b>
	<b>Transfer Amount</b>		<b>\$4.92</b>

## WeShare CSV Report