



AAUW California Fund Report November 17, 2022



Data the Report Contains

- **AAUW ID** - Member ID
- **Account Name** - Member name
- **Produce Name** - Name of the Fund where the donation was made
- **Amount** - The amount of the donation
- **Transaction Date** - The date the the donation was credited. *This may be different than the date that you submitted it.*
- **Branch Name** - Your Branch Number and Name

AAUW ID	Account Name	Product Name	Amount	Transaction Date	Branch Name
1234568	Name 1	9110-AAUW Greatest Needs Fund	\$20.00	6/16/2022	CA00XX-Branch Name
1234569	Name 2	4450-Education & Training Fund	\$14.00	6/20/2022	CA00XX-Branch Name
1234570	Name 2	4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
1234571	Name 3	4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
1234572	Name 4	9110-AAUW Greatest Needs Fund	\$60.00	6/21/2022	CA00XX-Branch Name
1234573	Name 5	4450-Education & Training Fund	\$30.00	6/21/2022	CA00XX-Branch Name
1234574	Name 6	4450-Education & Training Fund	\$20.00	6/21/2022	CA00XX-Branch Name
1234575	Name 7	4450-Education & Training Fund	\$25.00	6/21/2022	CA00XX-Branch Name



Known Report Issues

- Dual Members - Donations from members who belong to multiple branches are listed on all branch reports.
- Some transactions seem to be duplicated.
- Unintended Recipients
 - Reports were sent to current and immediate past branch leaders.
 - State leaders are listed on the report.
 - Sandi Gabe Marsha Swails
 - Roli Wendorf Dianne Owens



How To Remove State Leaders From The Report

1. Highlight the row you want to remove.
2. Right click and delete.

Product Name	Amount	Transaction Date	Branch Name
-AAUW Greatest Needs Fund	\$20.00	6/16/2022	CA00XX-Branch Name
-Education & Training Fund	\$14.00	6/20/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
9110-AAUW Greatest Needs Fund	\$60.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$30.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$20.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$25.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$20.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$50.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
4450-Education & Training Fund	\$30.00	6/21/2022	CA00XX-Branch Name

How To Find The Total Branch Donations

1. Place your cursor in the last cell in the amount column
2. Choose "Sum"
3. Press enter to select the column or adjust the cells

The screenshot shows the Microsoft Excel interface. The 'Home' ribbon is active, showing options for Clipboard, Font, Alignment, and Number. The active cell is D58. The 'AutoSum' dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions... A red circle with the number '1' is positioned over the empty cell D58, and a red circle with the number '2' is positioned over the 'Sum' option in the dropdown menu.

A	B	C	D	E	F
1234618	Name 49	9110-AAUW Greatest Needs Fund	\$50.00	6/28/2022	CA00XX-Branch Name
1234619	Sandra Gabe	4504-Dianne Owens Honorary Fund	\$51.00	7/17/2022	CA00XX-Branch Name
1234620	Roli Wendorf	9110-AAUW Greatest Needs Fund	\$50.00	7/25/2022	CA00XX-Branch Name
1234608	Marsha Swails	9110-AAUW Greatest Needs Fund	\$100.00	8/1/2022	CA00XX-Branch Name
1234567	Dianne Owens	9110-AAUW Greatest Needs Fund	\$100.00	8/15/2022	CA00XX-Branch Name
			3		

`=SUM(D2:D57)`
SUM(number1, [number2], ...)

How To Find The Total Donations By Member

- Sort by account name or account ID
 1. Choose column
 2. Choose sort
- Subtotal on amount column
 3. Choose Subtotal
 4. Choose the column
 5. Choose "Sum"
 6. Choose the column to total
 7. Choose OK

AAUW ID	Account Name	Product Name	Amount	Transaction Date	Branch Name
1234567	Dianne Owens	9110-AAUW Greatest Needs Fund	\$100.00	8/15/2022	CA00XX-Branch Name
1234608	Marsha Swails	9110-AAUW Greatest Needs Fund	\$100.00	6/21/2022	CA00XX-Branch Name
1234608	Marsha Swails	9110-AAUW Greatest Needs Fund	\$100.00	8/1/2022	CA00XX-Branch Name
1234568	Name 1	9110-AAUW Greatest Needs Fund	\$20.00	6/16/2022	CA00XX-Branch Name
1234578	Name 10	4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name
1234579	Name 11	4450-Education & Training Fund	\$15.00	6/21/2022	CA00XX-Branch Name

Subtotal

At each change in: AAUW ID

Use function: Sum

Add subtotal to: Amount

Replace current subtotals

Page break between

Summary below data

Remove All OK Cancel



Linking together for our mission.