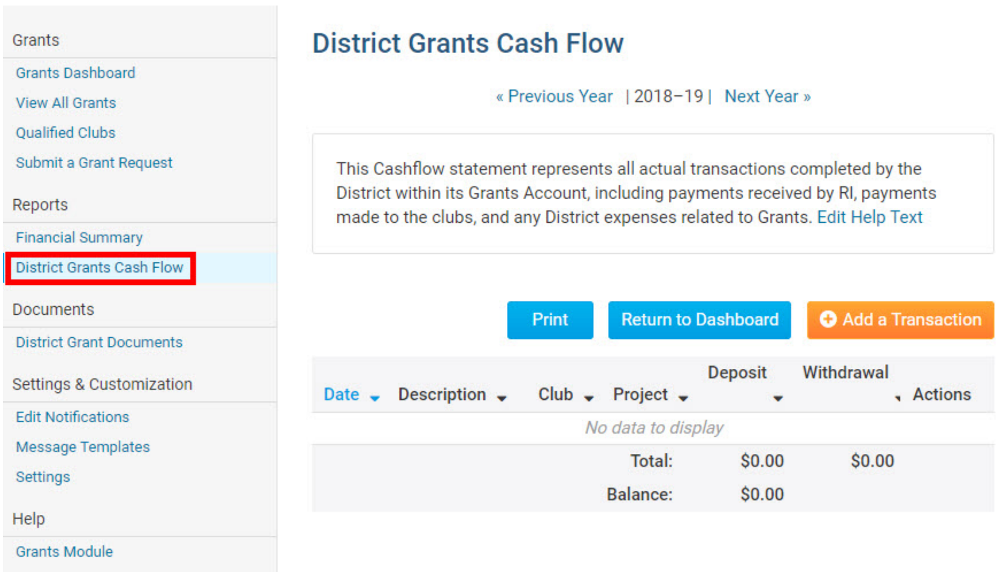
ClubRunner

How do I add transactions to the district Grants cash flow report?

Michael C. - 2021-03-22 - Grant Management Guides

The District Grants Cash Flow report can be used to track all actual transactions made by the District within their Grants account. This can include payments received by Rotary as well as payments made to any Clubs and any other District expenses.

1. Select the **Grants** tab from the menu bar near the top.
2. Select the **District Grants** link from the menu bar directly below.
3. Select the **District Grants Cash Flow** link from the menu on the left.



4. Select the **Add a Transaction** button.

5. Enter the transaction information such as:
   - Date
   - Description
   - Amount
   - Payment Type
   - Is this transaction is associated with a project
   - Project

6. Once done, click the **Create** button.