

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.

District Grants Cash Flow

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This Cashflow statement represents all actual transactions completed by the District within its Grants Account, including payments received by RI, payments made to the clubs, and any District expenses related to Grants. [Edit Help Text](#)

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Date	Description	Club	Project	Deposit	Withdrawal	Actions
No data to display						
Total:				\$0.00	\$0.00	
Balance:				\$0.00		


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



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

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

Details

Date:  *

Description:

Amount: *

Payment Type: Withdrawal (payment) Deposit *

Is this transaction associated with a project? Yes No

Project: ▼ *

Cancel

Create