



USER GUIDE

Download Transection Reports

07-JANUARY 2019

INFORMATION TECHNOLOGY AUTHORITY (ITA)
KNOWLEDGE OASIS MUSCAT, KOM 3 SECOND FLOOR



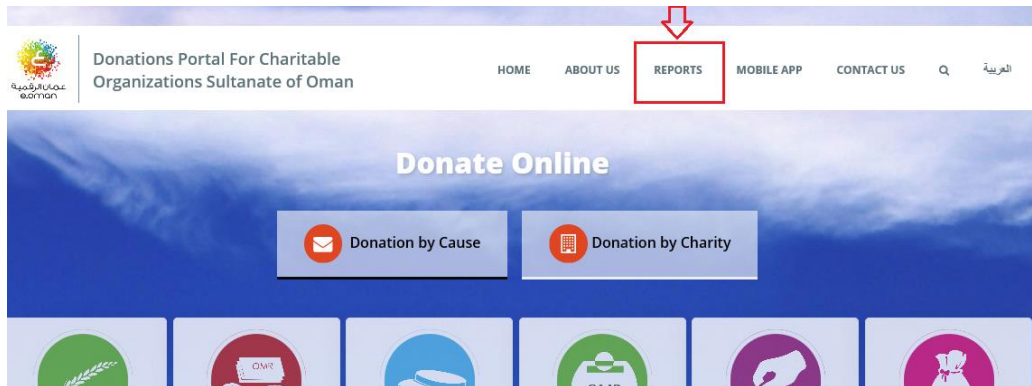
هيئة تقنية المعلومات
سلطنة عمان
Information Technology Authority
Sultanate of Oman

Download Reports User Guide

This document shows how easy it is to download reports from donate.om

Step 1

Browse www.donate.om and click reports tab.



Step 2

- Select Date from
- Select Date To
- Select Charity
- Click Button to Generate Report

[Detail Report](#)

SUMMARY REPORT

Available from 1st Oct 2018 onwards till to date.

Date From *

Date To *

Charity *

2 8 4 6

Type above characters here

Step 3

Report Result Page shows transection detail.

Click appropriate button to download report.

Alternatively, go back and select different report dates.

« Go Back

Detail Report

Export to Excel Export to Word Export to PDF Print

Al Rahma Association for Motherhood and Childhood

Date From: 6/1/2019 To: 7/1/2019

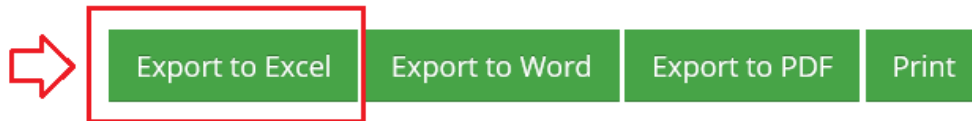
Currency: OMR

Transaction Status: Approved

No.	Settlement Details	Transactions	Gross Amount	Bank Fee	Net Amount
1	Sadaqa	5	74.740	0.740	74
2	Sadaqa Jariya Ongoing Charity	5	47.470	0.470	47
3	Waqf Endowment	3	12.120	0.120	12
4	Sadaqa for Orphans Care	3	72.720	0.720	72
5	Sadaqa for Family Care	1	1.010	0.010	1
6	Help for People with Special Needs	1	50.500	0.500	50
7	School Uniform OR 12 per Student	1	40.400	0.400	40
8	Sadaqa Animal Sacrifice Thabiha OMR 44 per each	1	44.440	0.440	44
	Grand Total	20	343.400	3.400	340.000

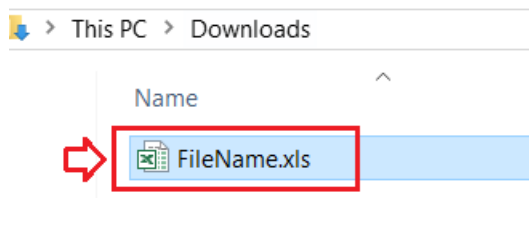
Step 4

To download report in Microsoft Excel format, click “Export to Excel” button.



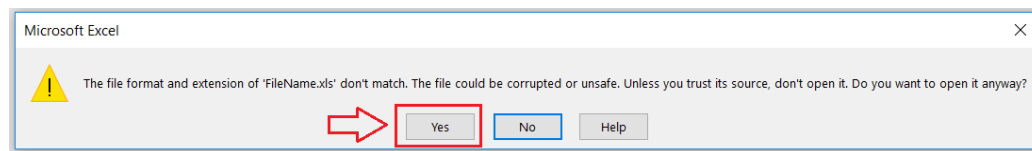
Step 5

“Double Click” to open file in Microsoft Excel 2007 format.



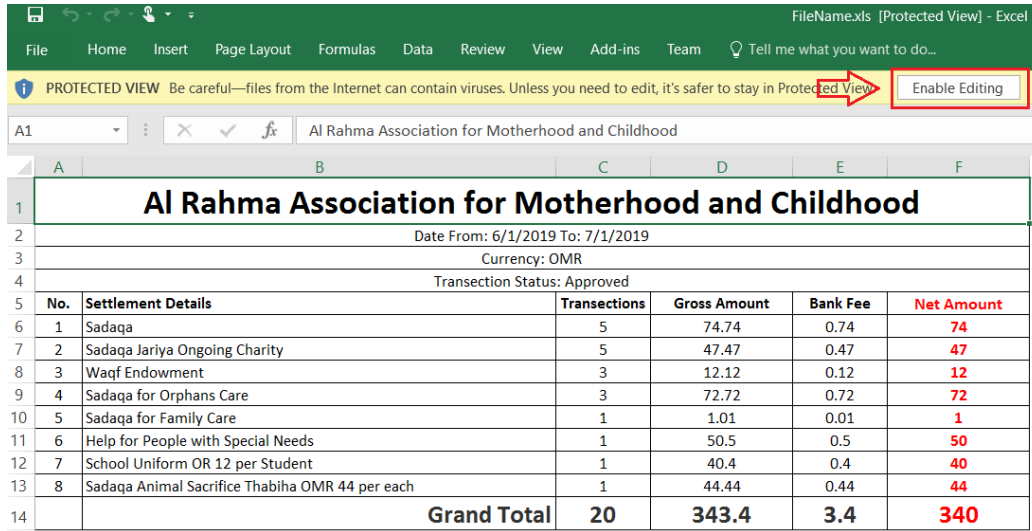
Step 6

Click “Yes” button at prompt to open report in Microsoft Excel 2007 format.



Step 7

Click “Enable Editing” button.



File: FileName.xls [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Team Tell me what you want to do...

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

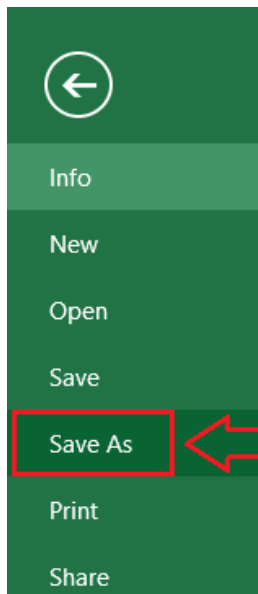
A1 Al Rahma Association for Motherhood and Childhood

Al Rahma Association for Motherhood and Childhood					
Date From: 6/1/2019 To: 7/1/2019					
Currency: OMR					
Transaction Status: Approved					
No.	Settlement Details	Transactions	Gross Amount	Bank Fee	Net Amount
1	Sadaqa	5	74.74	0.74	74
2	Sadaqa Jariya Ongoing Charity	5	47.47	0.47	47
3	Waqf Endowment	3	12.12	0.12	12
4	Sadaqa for Orphans Care	3	72.72	0.72	72
5	Sadaqa for Family Care	1	1.01	0.01	1
6	Help for People with Special Needs	1	50.5	0.5	50
7	School Uniform OR 12 per Student	1	40.4	0.4	40
8	Sadaqa Animal Sacrifice Thabiha OMR 44 per each	1	44.44	0.44	44
Grand Total		20	343.4	3.4	340

Step 8 – Optional

To “Save” Microsoft Excel sheet – Office 2013/2016 .xlsx format.

Click File “Save As” button.



Step 9 – Optional

Select “Save as Type” Microsoft Excel sheet .xlsx format. And click “Save”.

