

## 5. Reports

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Detailed, on-demand reporting is essential to managing your grant efforts. GrantWave lets you prepare a wide range of reports to communicate your efforts, from a list of this month's grant activities to current board members and much more. A comprehensive library of reports keeps you ready for presentations, board meetings, and interviews with funders, as well as helping you plan and prepare your future grant efforts.

- Choose from a wide variety of instant reports on board members, grants by program or organization, funded grants, pending grants, and more.
- Prepare many reports in the time it used to take to prepare one report. Since reports are pulled from information in one central location, you no longer have to dig through multiple hard-copy files to find the information you need.
- Present professional results by formatting the report directly in GrantWave; formatting includes font size and type, margins, italics and underlining, and other options.
- Export reports to Microsoft Word and Microsoft Excel for easy storage and integration into other documents.

The screenshot shows a dialog box titled "Grant Filter Conditions" with the instruction "Please specify the filter conditions you want to apply on the current report...". The dialog is organized into several sections:

- Grant Source:** Radio buttons for "Active Grant", "All Grants", and "Selected Grant(s)".
- Grant:** Fields for "Number" (with "to" and "AND" options), "Type", and "Status" (set to "Completed").
- Amount:** Fields for "Request Amount" (with "more than" and "less than" options) and "Awarded Amount" (with "more than" and "less than" options).
- Date Range:** Fields for "Creation" (05/25/2004) and "Due" (05/29/2004).
- Checkboxes:** A vertical list of checkboxes for "Revised", "Submission", "Request", "Awarding", "Review", "Expiration", and "Completion", all of which are checked.

At the bottom, there are "Cancel", "Apply", and "OK" buttons.