

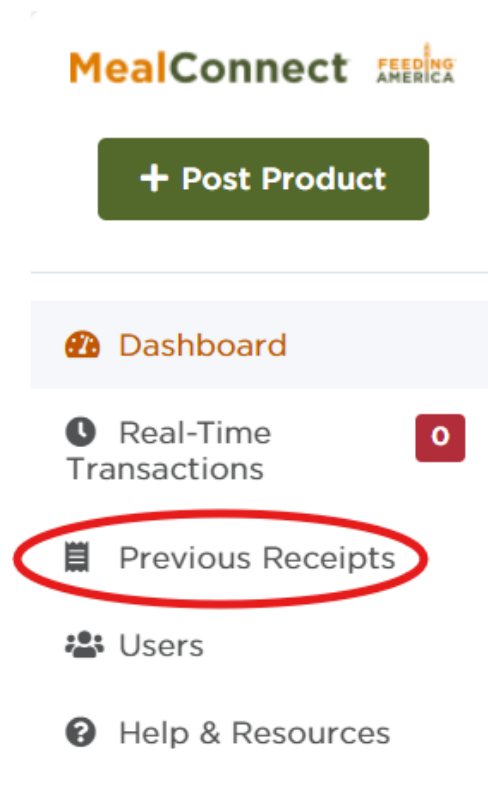
How to Pull Donation Reports in MealConnect

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Owned by: FSD Food Rescue Team

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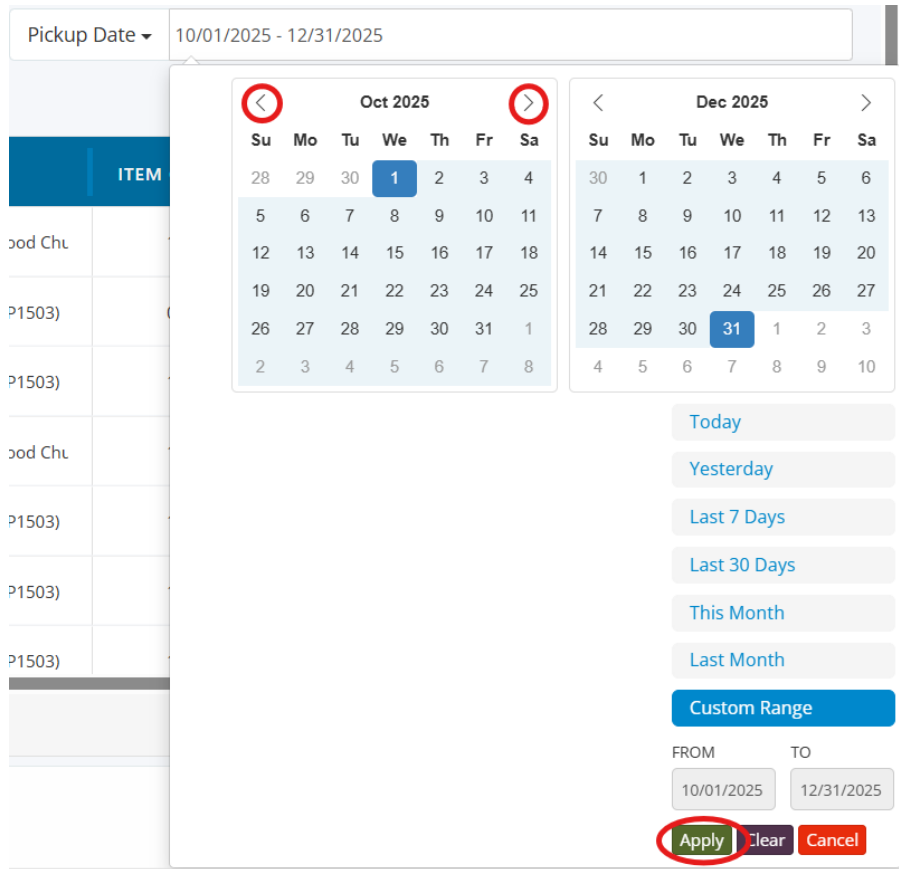
Purpose: To provide step-by-step guidance on how to pull donation reports from the MealConnect platform and how to calculate monthly donation totals.

1. Log into your MealConnect account: www.mealconnect.org → Login
If you do not have login credentials, please reach out to the FSD Food Rescue Team for assistance:
 - **Phone:** (858) 500-7807
 - **Email:** fooddonation@feedingsandiego.org
2. On the dashboard menu (left-hand side), go to “Previous Receipts”

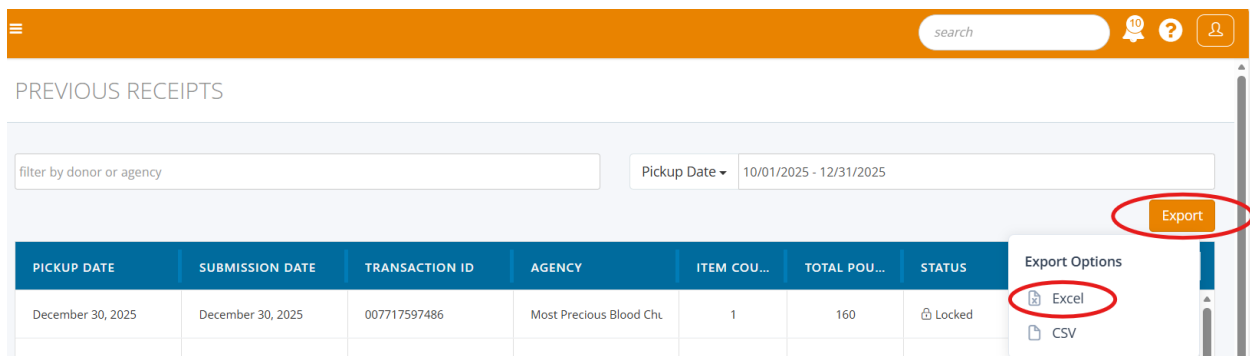


- Click inside the “Pickup Date” box and select the start date and end date for the data you need (your start/end dates will show up as blue boxes). Once you have your date range selected → click “Apply”

***TIP:** Use the little arrows next to the month/year to navigate through the months

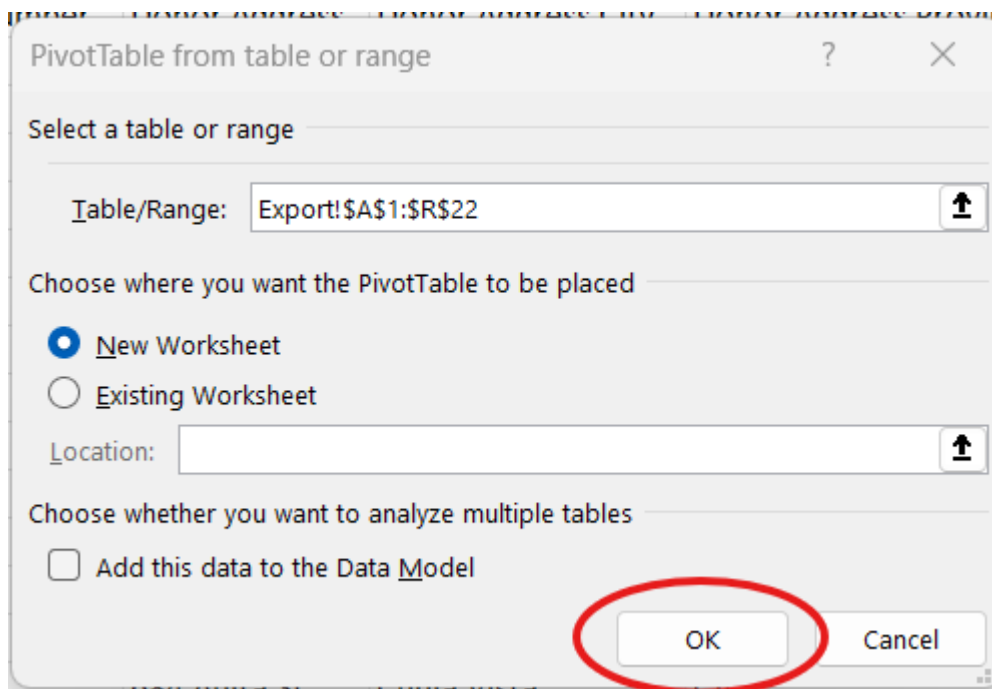
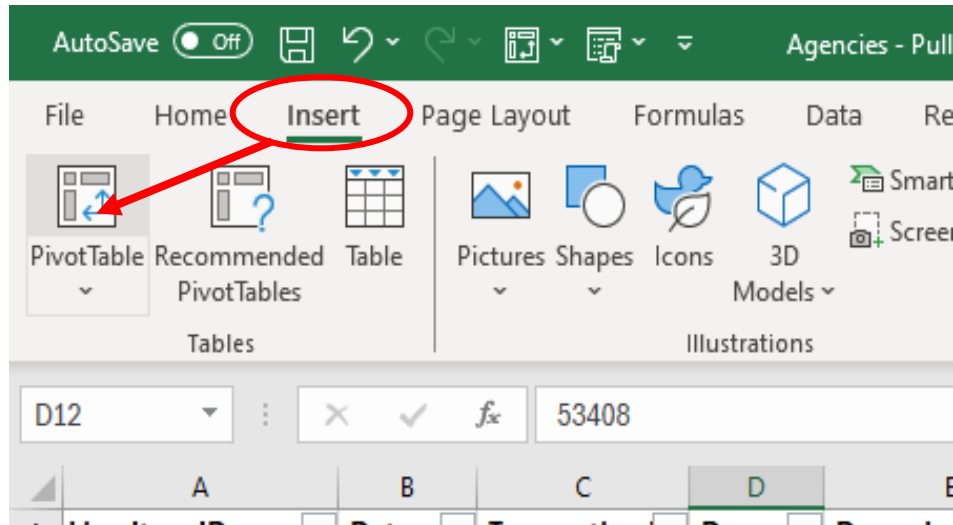


- To export the data, click on the Export button on the top right-hand side. **Note:** If you need to make formatting edits, you will need to save your file as an Excel workbook.

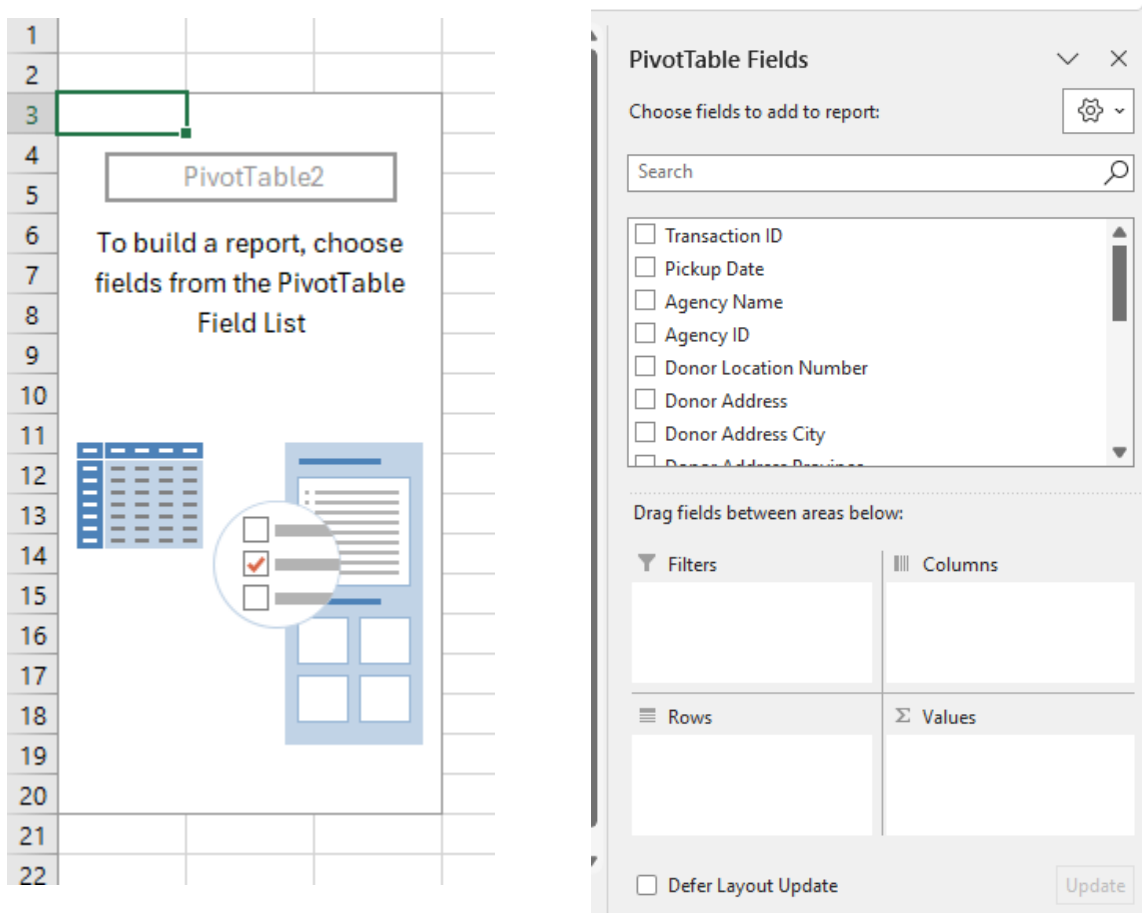


If you are pulling a report for multiple months and need monthly totals, please follow the instructions below.

1. Highlight all your data (including section headers)
2. Go to Insert → click on “Pivot Table” → a pop-up box will appear, hit “OK”



3. A different tab will open up (within the same report) and you should see a pivot table appear on the left side and the PivotTable Fields on the right (if not, click on the pivot table itself).



The image shows an Excel spreadsheet on the left and the PivotTable Fields task pane on the right. The spreadsheet has a pivot table named 'PivotTable2' with the following text: 'To build a report, choose fields from the PivotTable Field List'. Below this text are two icons: a grid representing a data table and a pivot table layout. The PivotTable Fields task pane is open, showing a list of fields to be added to the report. The fields are: Transaction ID, Pickup Date, Agency Name, Agency ID, Donor Location Number, Donor Address, Donor Address City, and Donor Address Business. Below the list are four sections: Filters, Columns, Rows, and Values. The 'Pickup Date' field is checked in the list, and the 'Total Pounds' field is checked in the Values section.

4. All the items listed on the PivotTable Fields represent the headers on your pounds report. We will need the following:
 - a. **Rows:** Pickup Date
 - b. **Σ Values:** Total Pounds
5. You can move these items in Rows and Values by either checking the box next to them or clicking on the header and dragging it into their respective sections. It should look like this when you are done:

PivotTable Fields [v] [x]

Choose fields to add to report: [gear icon]

Search [magnifying glass icon]

- Pickup Date
- Agency Name
- Agency ID
- Donor Location Number
- Donor Address
- Donor Address City
- Donor Address Province
- Donor Address Postal Code
- Total Pounds

Drag fields between areas below:

Filters	Columns
Rows	Values
Months (Pickup Date) v	Sum of Total Pounds v
Days (Pickup Date) v	
Pickup Date v	



Row Labels	Sum of Total Pounds
<10/1/2025	
Oct	2356
Nov	1411
Dec	1123
Grand Total	4890