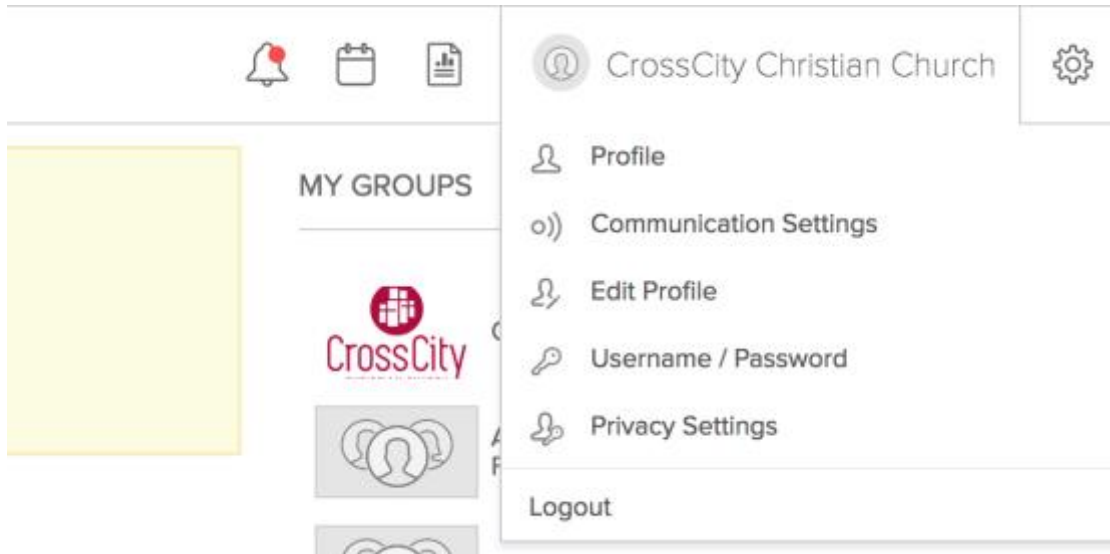


# Generating and Printing your Giving Statement

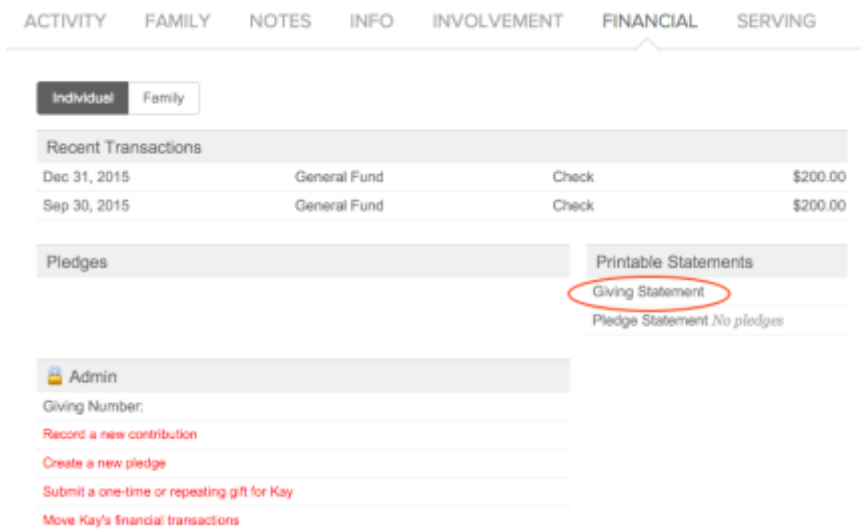
First Login to myCrossCity at: <https://crosscity.ccbchurch.com/>

Once you have logged in, in the top right hand corner click on your Name and the following menu will come up (see picture below). Click the Profile link to view information in your profile.



When you click this link you will be directed to your individual profile page. Once you are in your profile you will click on the Financial tab.

Select Giving Statement.



Once that screen opens... Under Type you will leave the first drop down on Family. Under Date Range... select the Quick Date range arrow drop down and choose Last Year. Under Tax Deductible... leave that to show Both Deductible and Non-Deductible. Under Include Pledge Information check the box next to Show pledges on Giving Statement. Last, Click...Run Report.

### Giving Statements

**Type**  
You can print giving statements for families, individuals, or groups.

Family

**Date Range**  
Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Last Year 1/1/14 — 12/31/14

**Tax Deductible**  
You can print giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible

**Include Pledge Information**  
You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow.

Show pledges on giving statement

Cancel Run Report

This screen will open when you select Run Report. This is where you will print your giving statement.

### First Congregational Church Giving Statement

4 Jan 1, 2012 - Dec 31, 2012 as of Nov 20, 2012

Date	Payment Type	Note	Category	Amount	TD
Apr 10	Cash		103 - Events	\$15.00	
Sep 18	Check -	1	General Fund	\$100.00	X
Sep 24	Check -		General Fund	\$100.00	X
Sep 24	Check -		General Fund	\$80.00	X
Oct 8	Check - 006262		General Fund	\$80.00	X
Oct 8	Check - 2709		General Fund	\$220.00	X

Summary	
<b>Tax Deductible</b>	2
General Fund	\$500.00
<b>Total</b>	<b>\$500.00</b>
<b>Non-Deductible</b>	
103 - Events	\$15.00
<b>Total</b>	<b>\$15.00</b>
<b>Pledges</b>	
3	
<b>Building Fund 2009-2012</b>	
Given This period	\$0.00
Amount Pledged	\$5,200.00
Given All-time	\$500.00
<b>Balance</b>	<b>\$4,400.00</b>