## **Viewing/Printing Financial Giving Statements**

Open a web browser window on your computer. Go to: **rcdc.ccbchurch.com**. Login with your username & password.

NOTE: You should have received an automated email with a username & password. If you did not, click 'Sign Up' and complete the information. You will receive an email with login information.

≡	Restoration Church	Login
Ê	Forms	Restoration Church
<u> </u>	Calendar	
\$	Give	This field is required
		Password Pas
		Keep me logged in for 30 days
		LOGIN
		Create account Forgot password?

## On the upper right, click: Your Profile Picture.

≡	Restoration Church •	Home	٩		
ធ	Home	WELCOME RECENT ACTIVITY MESSAGES FORMS	MY GROUPS	6	1
<i>(</i> 0)	Groups	Welcome to the online home for members of Restoration Church. It's our desire to make disciples that delight in the supremacy of Jesus Christ in Washington, DC and beyond.	Default Group	ССВ	
<u>9</u> 2	People			Events	
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\$	Give		rk	Restoration Kids -	
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# Click the "Involvement" Tab.

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$\heartsuit$	Serve	ACTIONS EDIT PROFILE	_
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الله الله	Reports	Email	
$\oslash$	Attendance Entry	info@restorationchurchdc.com Custom Fields	
	Departments	Home         SSF Report           (202) 780-7328         Access	ð

### Scroll down to the "Financial" section and click on the "..."

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ធ	Home		ABOUT INVOLVEMENT NOTES & MESSAGES	J
(Q)»	Groups	§ Financial	Feb 26th, 2018	
뫄	People	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	CG Leader Update (2018.02) Set as Form Manager by Joey Craft	
$\bigcirc$	Serve		Oct 16th, 2017	
\$	Give		CG Leader Update (2017.10)     Set as Form Manager by Restoration Church	

#### Select "Giving Statement" from the drop down menu.

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ណ៍	Home	ABOUT INVOLVEMENT NOTES & MESSAGES	
Ô	Groups	Financial     Create Pledge	
뫄	People	Jan Feb Mar Apr May Jun Giving Statement	
$\bigcirc$	Serve	Move Transactions Oct 16th, 2017	
\$	Give	Record Contribution Record Contribution	
Ë	Calendar	Completed	

Select the appropriate options for the statement.

- **Type**: Leave this set to Family if generating a family statement, or change to Individual if you wish to generate a statement only for the individual you are viewing. Family statements produce a combined report for Primary Contact and Spouse and include transactions from Children and Other family members on separate sheets.
- **Date Range**: This will determine which transactions to include in the statement based on the post date set for the transaction.

Giv	ing Statements	×
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You	can create giving statements for families or individuals.	
Fa	mily -	
Da	te Range ect a "Quick Date Range" from the pulldown or click into the input fields to easily	
ente	er the start and end dates.	
0	Quick Date Range	
0	Custom Date Range	
	Cancel Run Report	

- **Tax Deductible**: Choose which transactions to include based on their tax deductible status: tax deductible, non-deductible, or both.
- Pledge Information: Not applicable.

Click "Run Report" If you are generating a Family's giving statement, all gifts attributed to the Primary Contact and Spouse will appear on one statement, while any gifts attributed to a Child or Other family member will appear on a separate statement for each Family member that gave.