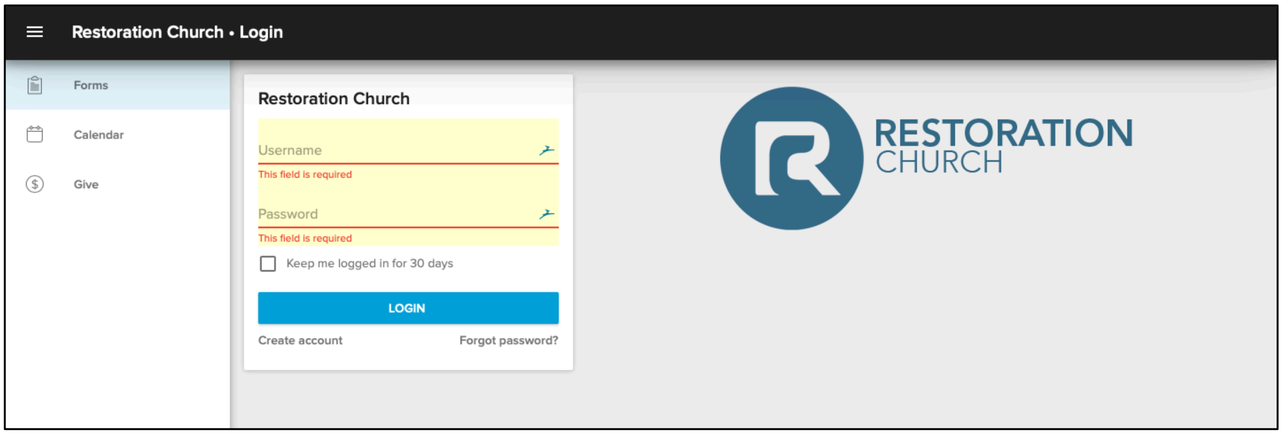
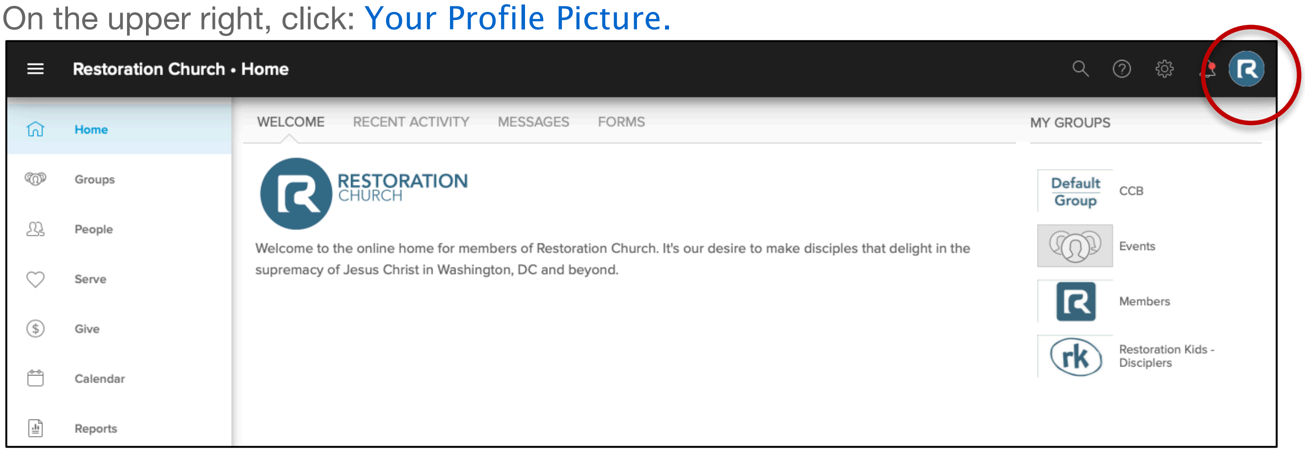
Viewing/Printing Financial Giving Statements

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

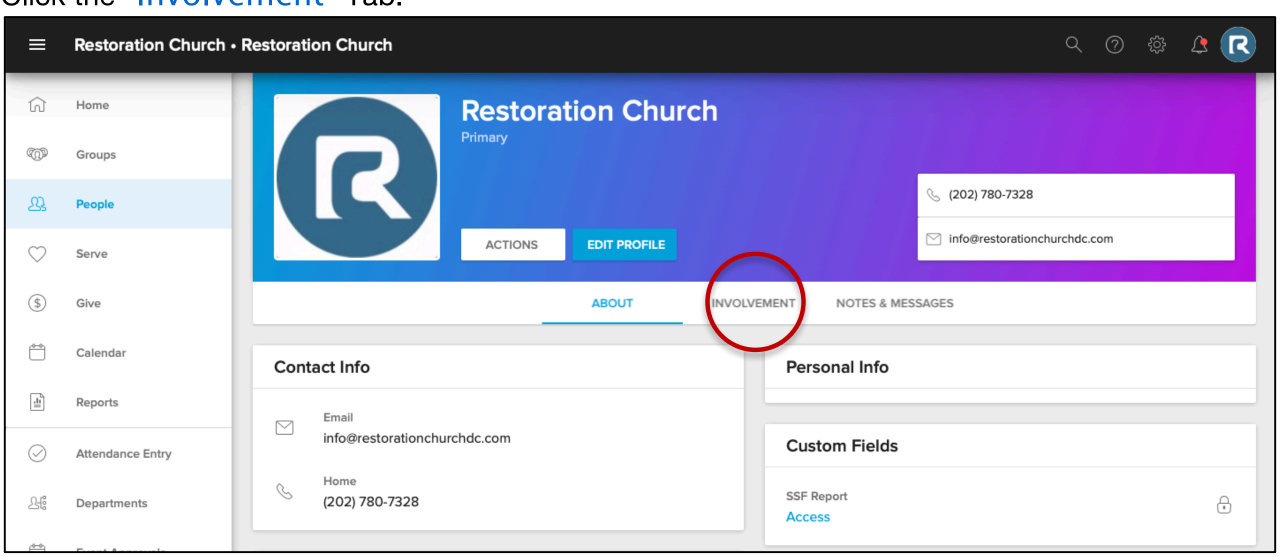
NOTE: You should have received an automated email with a username & password. If you did not, click 'Sign Up' and complete the information. You will receive an email with login information.



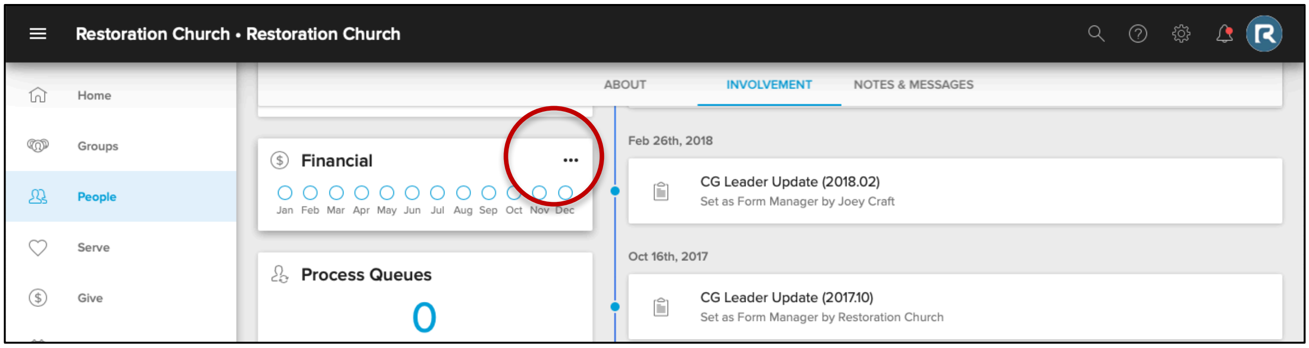
On the upper right, click: Your Profile Picture.



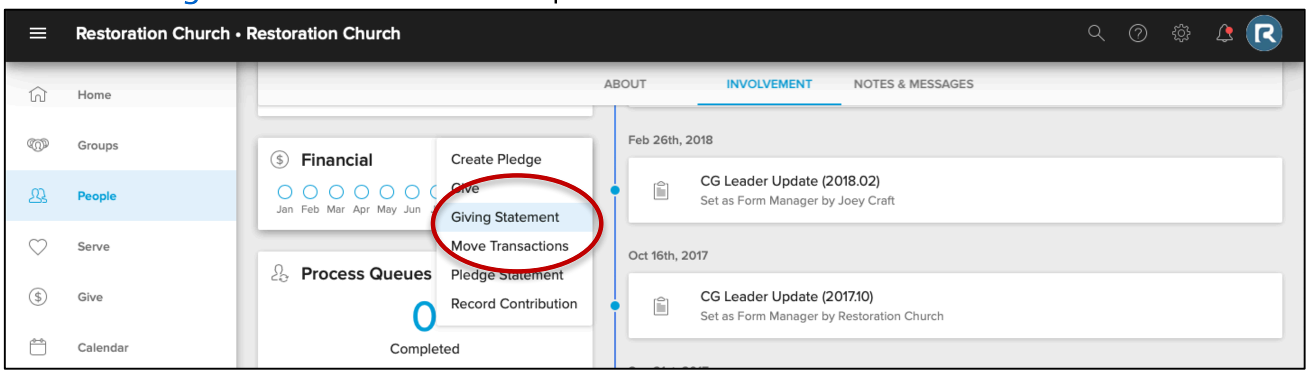
Click the "Involvement" Tab.



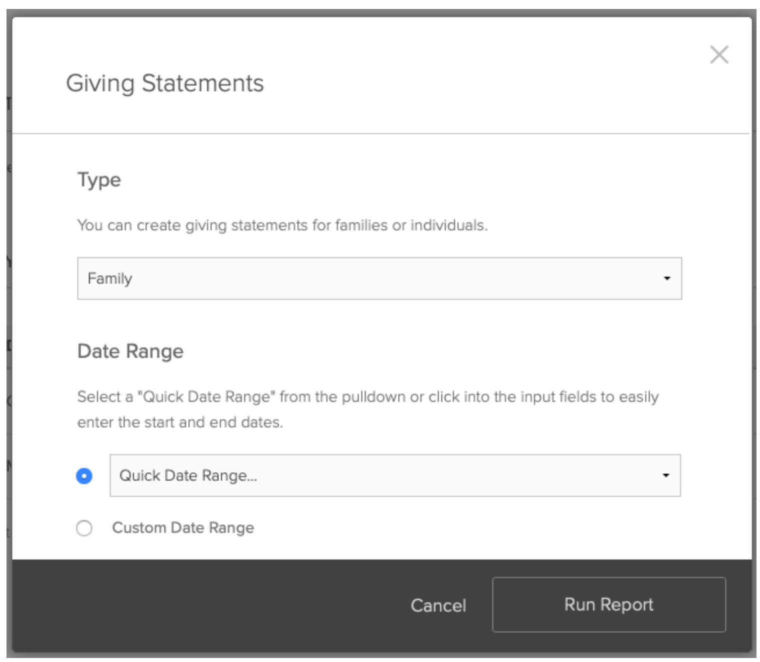
Scroll down to the "Financial" section and click on the "…"



Select "Giving Statement" from the drop down menu.



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.
- **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.