

# How to View Your 2016 Giving Statement

DETAILS BELOW!

In order to view your giving statement for 2015, you will need to **activate your online profile** by creating or requesting a login. Visit the Cedar Ridge website, [www.crc.org](http://www.crc.org), and follow the link on the front page that says "Online Community Details Here." From there you can read more about our online community and follow the link to sign up.

Once you are logged in, click on "Profile" which appears in the drop-down menu underneath your name in the top right corner. Then, follow these steps to view your giving statement:

Click on the **"Financial" Tab**.

Select **"Family"** in order to view all financial gifts recorded for both you and your spouse. To view your gifts separately, select "Individual."

Under **"Printable Statements,"** click on **"Giving Statement."**

The screenshot shows the Cedar Ridge Community Church website interface. On the left is a dark sidebar menu with options: Home, Groups, People, Serve, Give, and More. The main content area displays the church's contact information: (301) 421-5949, cedarridge@crcc.org, and the address 2410 Spencerville Road, Spencerville, MD 20888. Below this is a navigation bar with tabs: ACTIVITY, FAMILY, INFO, INVOLVEMENT, FINANCIAL (circled in blue), and SERVING. Under the FINANCIAL tab, there are two sub-tabs: Individual and Family (circled in green). Below the sub-tabs are sections for 'Recent Transactions' and 'Pledges'. In the 'Pledges' section, there are three links: 'Printable Statements' (with an orange arrow pointing to it), 'Giving Statement' (with a red arrow pointing to it), and 'Pledge Statement No pledges'. On the right side of the page, there is a user profile dropdown menu with 'Profile' circled in yellow. Other options in the menu include Communication Settings, Edit Profile, Availability To Serve, Username / Password, Privacy Settings, and Logout. Below the menu is a section for 'Family' with an 'Edit family profile' link. At the bottom left of the page, there is a footer with system information: 'Modified on Jan 12, 2016 by the System', 'Created on Jan 11, 2016 by Sarah Burke', and 'Last logged in on Jan 19, 2016'.

(instructions continued on back)

A "Giving Statement" box will open up in which you will need to select the following:

Giving Statements

Type

You can print giving statements for families or individuals.

Family  
Individual

Date Range

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

Quick Date Range...  
Custom Date Range

Cancel Run Report

Under "Type," select "Family" or "Individual."

Quick Date Range...

Today  
This Week  
Month to Date  
Year to Date

Last 7 Days  
Last 14 Days

This Month  
Last Month  
Last 4 Weeks  
Two Months Ago  
Last 12 Months

This Year  
This Year - Qtr 1  
This Year - Qtr 2  
This Year - Qtr 3  
This Year - Qtr 4

Last Year  
Last Year - Qtr 1  
Last Year - Qtr 2  
Last Year - Qtr 3  
Last Year - Qtr 4

2 Years Ago  
3 Years Ago

Under "Quick Date Range", select "Last Year" from the drop down menu.

Giving Statements

Custom Date Range

From To

Tax Deductible

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

Deductible Only

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

Under "Tax Deductible," select "Deductible Only."

Once you have selected each of these, click "Run Report."

A screen will open up, showing you your year-end giving statement for 2016. From the right corner, you can use the icons to print or save your statement to your own files.

*If you need technical support or have any questions about the content of your giving statement, contact sarahb@crcc.org.*

To request a printed copy of your statement, email sarahb@crcc.org.

Cedar Ridge Community Church Giving Statement  
Sarah Burke

Nov 13, 2016 - Dec 31, 2016  
and 12/15/2016

Date	Payment Type	Note	Category	Amount TD	Summary
JAN 01	CHUR		General Fund	\$50.00	X
JAN 15	CHUR		General Fund	\$50.00	X
FEB 01	CHUR		General Fund	\$50.00	X
FEB 15	CHUR		General Fund	\$50.00	X
MAR 01	CHUR		General Fund	\$50.00	X
MAR 15	CHUR		General Fund	\$50.00	X
APR 01	CHUR		General Fund	\$50.00	X
APR 15	CHUR		General Fund	\$50.00	X
MAY 01	CHUR		General Fund	\$50.00	X
MAY 15	CHUR		General Fund	\$50.00	X
JUN 01	CHUR		General Fund	\$50.00	X
JUN 15	CHUR		General Fund	\$50.00	X
JUL 01	CHUR		General Fund	\$50.00	X
JUL 15	CHUR		General Fund	\$50.00	X
AUG 01	CHUR		General Fund	\$50.00	X
AUG 15	CHUR		General Fund	\$50.00	X
SEP 01	CHUR		General Fund	\$50.00	X
SEP 15	CHUR		General Fund	\$50.00	X
OCT 01	CHUR		General Fund	\$50.00	X
OCT 15	CHUR		General Fund	\$50.00	X
NOV 01	CHUR		General Fund	\$50.00	X
NOV 15	CHUR		General Fund	\$50.00	X
DEC 01	CHUR		General Fund	\$50.00	X
DEC 15	CHUR		General Fund	\$50.00	X
					<b>Total</b>
					\$950.00

Cedar Ridge Community Church  
2439 Spencerville Road  
Spencerville, MD 20868

Unless otherwise noted, no goods or services were received in return for these contributions.

Sarah Burke  
8239 Cambridge Court  
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**Thank you!**