

# Access your Giving Statement

Start by going to <https://churchoftheharvest.ccbchurch.com> and click **Sign Up**. Enter your information and click Submit. If an email match is found in our system after you have entered and submitted your information, we will send you a login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.

If no email match is found, a message will be sent to the administrator, who can send you an email with your username and activation link.

Once you have successfully logged into our church's site please follow the steps below:

1. Click on your **Profile** at the top of the welcome page
2. Click on the **Financial** tab in your profile
3. Click the Giving Statement link to open or print the report

ACTIVITY FAMILY NOTES INFO INVOLVEMENT FINANCIAL

Individual Family

Recent Transactions

May 18, 2016	Events	Check
Dec 31, 2015	-split-	Check

*Events*

*Missions*

Pledges

Printable Statements

- Giving Statement
- Pledge Statement *No pledges*

Admin

Giving Number: 2

[Record a new contribution](#)

[Create a new pledge](#)

[Submit a one-time or repeating gift for Jamie](#)

[Move Jamie's financial transactions](#)

Once you are in the Giving Statement please select the appropriate options based on your needs.

- **Type**
  - **Family** - Generates a combined statement for primary contact and spouse and separate statements for any gifts given by Children or Other family members
  - **Individual** - Generates 1 statement for each person in the family that has given during the date range
- **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** - Includes a summary of all pledges set up for the individual or Family during the date range of the giving statement
- **Run Report**
- **Print**

That's all there is to it!

If you have any questions please call the church office at 913.393.9500. or email [info@churchoftheharvest.org](mailto:info@churchoftheharvest.org).

## Giving Statements



### Type

You can create giving statements for families or individuals.

Individual

### Date Range

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

Quick Date Range...

Custom Date Range

From - To

### Tax Deductible

You can create 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