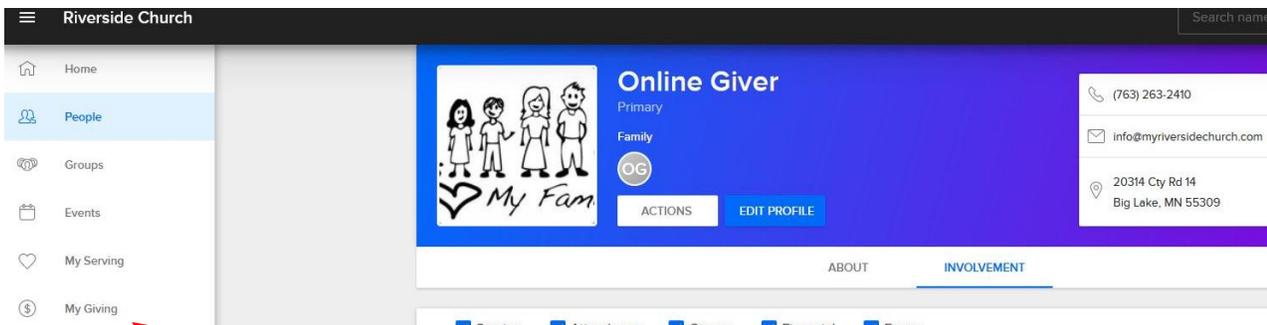
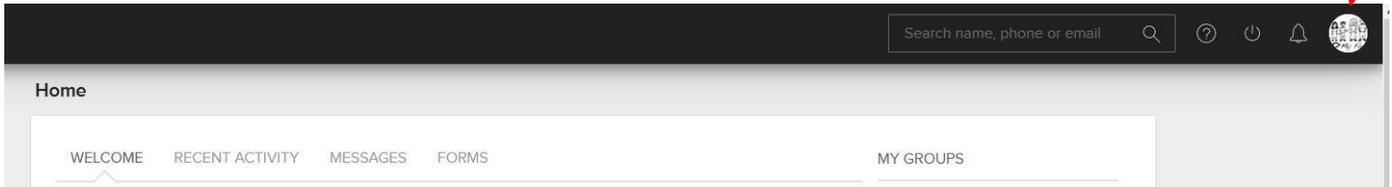


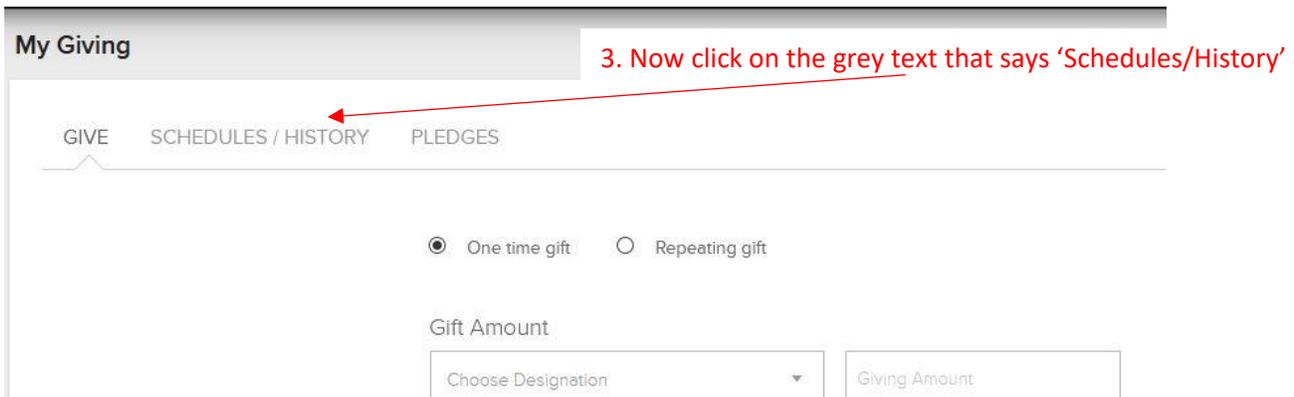
# How to Generate Your Personal Giving Statement

Riverside Church can generate and mail a giving statements to you if needed, but we also want you to know you can create one yourself anytime you choose! Here are the directions for printing your own giving statement once you are logged in:

1. To access your personal profile, click on the image in the upper right hand corner.



2. Next, click on the grey [My Giving](#) tab



3. Now click on the grey text that says 'Schedules/History'

And finally, on the black box that says, '[Giving Statement](#).'





# Giving Statements

## Type

1. Use the pull down to choose either generation of an individual statement, or one for the entire family's giving.

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...

2. Use the pull down for a quick date range, or the calendars in each box to select the starting date and ending date (the period of time) you want your statement to cover.

Custom Date Range

From  - To

## Tax Deductible

3. Use the pull down to select either 'both deductible & non-deductible' (will include ANY payment to Riverside, like books purchased, camp or class fees, etc.); for your charitable tax deductible giving ONLY, choose 'deductible only.'

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

4. Click the black box which says "run report."

That's it! If you have any further questions about how to use The Current or about your financial transactions at Riverside, please call our office at 763.263.2410.