

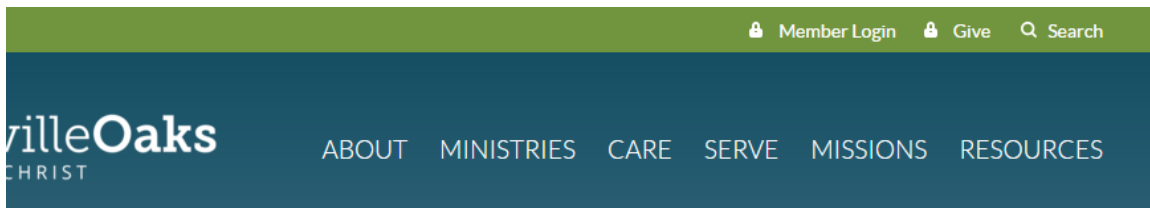


Generating a Giving Statement for a Single Individual or Family

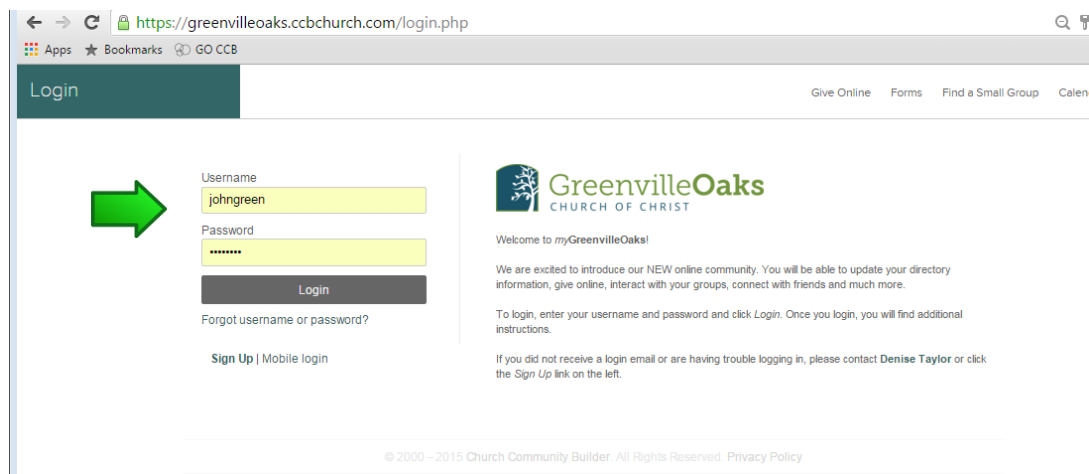
Giving Statements can be generated from your individual profile in *myGreenvilleOaks*, our online database. These statements are generated when there are transactions associated with your profile. If there are no transactions within the date range selected, no statement will be generated.

Please follow the instructions below to print your Giving Statement.

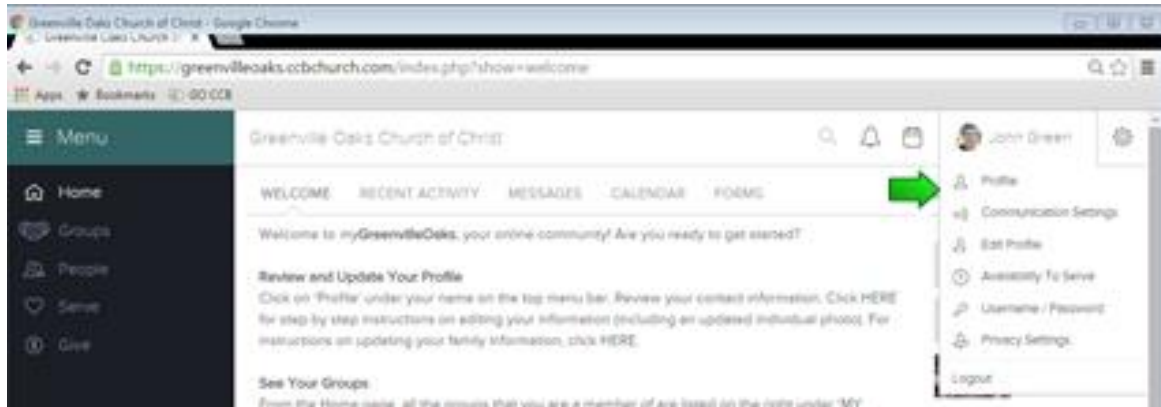
- 1 Go to greenvilleoaks.org and click on 'Member Login' at the top right.



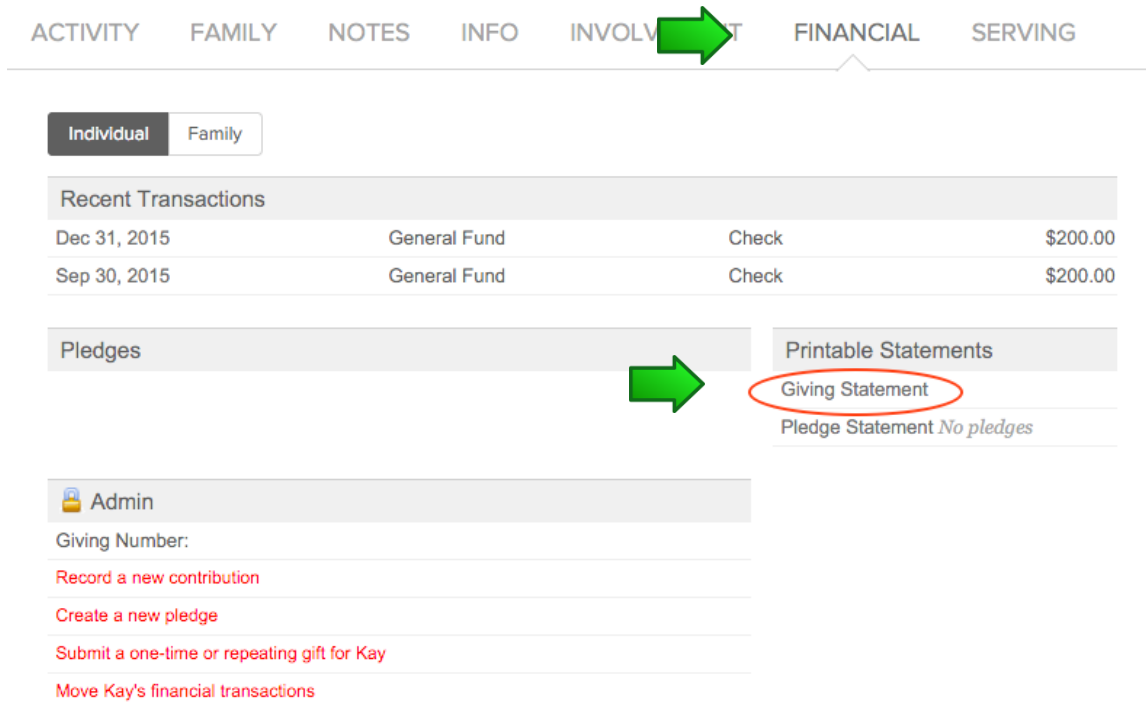
- 2 Login to *myGreenvilleOaks*.



- 3 Access your profile by clicking on your name in the upper right corner.



- 4 Click the 'Financial' tab; then click on 'Giving Statement.'



- 5 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.

For your Annual Giving Statement, select 'Last Year' from the drop down menu.

Giving Statements

You can print giving statements for families or individuals.

Family

Date Range

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

Last Year

Custom Date Range

From - To

Cancel Run Report

- Tax Deductible: Choose which transactions to include based on their tax deductible status: tax deductible, non-deductible, or both.
- Click 'Run Report.'

Giving Statements


Last Year

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

Cancel Run Report

- You can now print or download your Giving Statement.

If you have questions about your contributions or problems printing your Giving Statement, please contact Claire Fittz at Claire@greenvilleoaks.org or call 972-727-2359.