

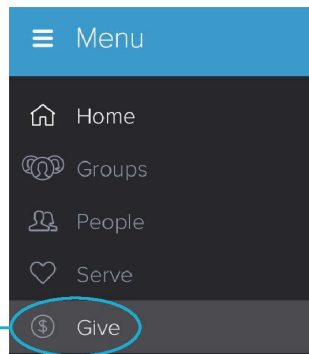
# GIVING STATEMENTS

# MyCROSSROADS

- 1 Open a browser and visit [crossroadsgrace.ccbchurch.com](https://crossroadsgrace.ccbchurch.com)
- 2 Enter your **username** and **password**
- 3 Click **“Login”** button

A screenshot of the login page. A blue box labeled 'Login' is positioned above the form. Three blue arrows point from the 'Login' button in the blue box to the 'Login' button in the form, the 'Username' input field, and the 'Password' input field. The form contains fields for 'Username', 'Password', and a 'Login' button. Below the form are links for 'Forgot username or password?' and 'Sign Up | Mobile login'.

- 4 From your home page:  
Click the **“Give”** on the left side of screen



- 5 Click on the **Schedules/History** Tab  
Here you can view repeating gifts and giving history.  
To run a giving statement, click on the **Giving Statement** button

A screenshot of the 'SCHEDULES / HISTORY' page. The page has a header with 'GIVE' and 'SCHEDULES / HISTORY'. Below the header are two tabs: 'Individual' and 'Family'. A 'Giving Statement' button is circled in blue. Below the tabs is a section titled 'REPEATING GIFT SCHEDULES' with a 'Show Active' dropdown menu. At the bottom is a table with the following columns: Campus, Designation, Amount, Next, and Frequency.

Campus	Designation	Amount	Next	Frequency
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6 You can then 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. Family statements produce a combined report for Primary Contact and Spouse and include transactions from Children and Other family members on a separate sheet.

**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.

**Click Run Report:** If you are generating a Family 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.

That's all there is to it. Thank you for your generosity and being "All In" in reaching the east bay and the world.

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### Giving Statements

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**Type**

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.

Quick Date Range...

Custom Date Range

From - To

**Tax Deductible**

You can print 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

