

5. From the toolbar, do one of the following:

- Click  to print the report.
- Click  to save the report.

Active Giving Report

1. Display the **My Active Online Giving** page (Figure 15).
2. Select the **Print Active Giving Report** link.

A PDF of your report displayed. The PDF toolbar appears at the bottom of the window.

3. From the toolbar (see Figure 19), do one of the following:

- Click  to print the report.
- Click  to save the report.

Start → Giving History Reports - For TAX PURPOSES

Note

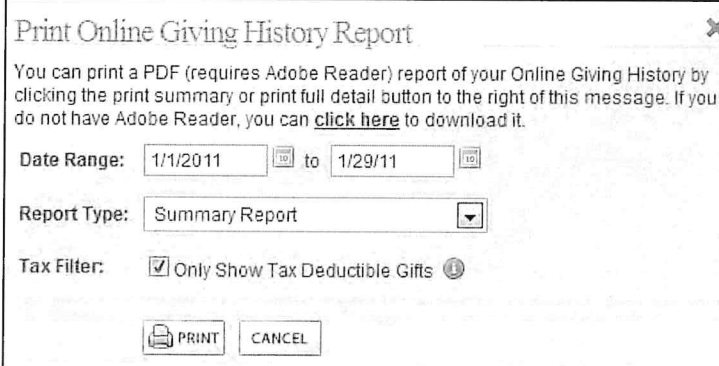
To print a history report, you need to have Adobe Reader installed on your PC or laptop computer. To obtain the latest version of Adobe Reader, go to <http://get.adobe.com/reader/>.

To print a report of your giving history:

1. Display the **My Online Giving History** page (Figure 17).

All of your contribution records are displayed.

2. Click  to display the **Print Online Giving History Report** window, as shown in Figure 20:



Print Online Giving History Report

You can print a PDF (requires Adobe Reader) report of your Online Giving History by clicking the print summary or print full detail button to the right of this message. If you do not have Adobe Reader, you can [click here](#) to download it.

Date Range: 1/1/2011 to 1/29/11

Report Type: Summary Report


Tax Filter: Only Show Tax Deductible Gifts

PRINT CANCEL

Figure 20. Print Online History Report Window

Online Giving

User Guide for Donors

3. In the **Date Range** fields, click  and then use the calendar to select a date range for the report.
4. Select the type of report that you want to print:
 - **Summary Report:** displays a summary of contribution amounts for all gifts (see Figure 21).
 - **Full Detail Report (Tax Purposes):** displays detailed information for each contribution made during the date you specified in Step 3.
5. The **Only Show Tax Deductible Gifts** is checked by default. When checked the report shows tax deductible contributions only. If desired, clear this box.

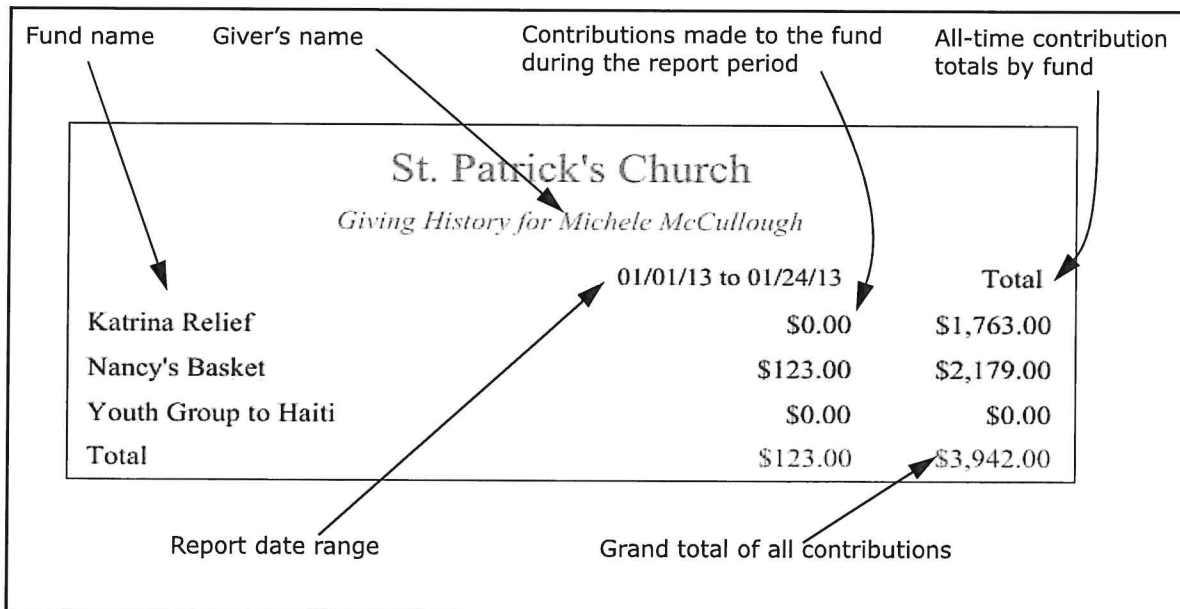
6. Click .

A PDF of your report displayed. The PDF toolbar appears at the bottom of the window.

7. From the toolbar (see Figure 19), do one of the following:

- Click  to print the report.
- Click  to save the report.

Figure 21 shows an example of a summary report. This report shows the giver's total contributions made to each fund during the selected report period (January 1, 2010 to December 31, 2010), all-time contributions to each fund, and a grand total of contributions made to all funds.



Fund name	Giver's name	Contributions made to the fund during the report period	All-time contribution totals by fund
St. Patrick's Church <i>Giving History for Michele McCullough</i>			
		01/01/13 to 01/24/13	Total
Katrina Relief		\$0.00	\$1,763.00
Nancy's Basket		\$123.00	\$2,179.00
Youth Group to Haiti		\$0.00	\$0.00
Total		\$123.00	\$3,942.00

Figure 21. Summary Report of Total Contributions

Figure 22 shows a full detail report for all contributions given during the specified period (January 1, 2011 to December 31, 2010). This report includes tax deductible contributions only.

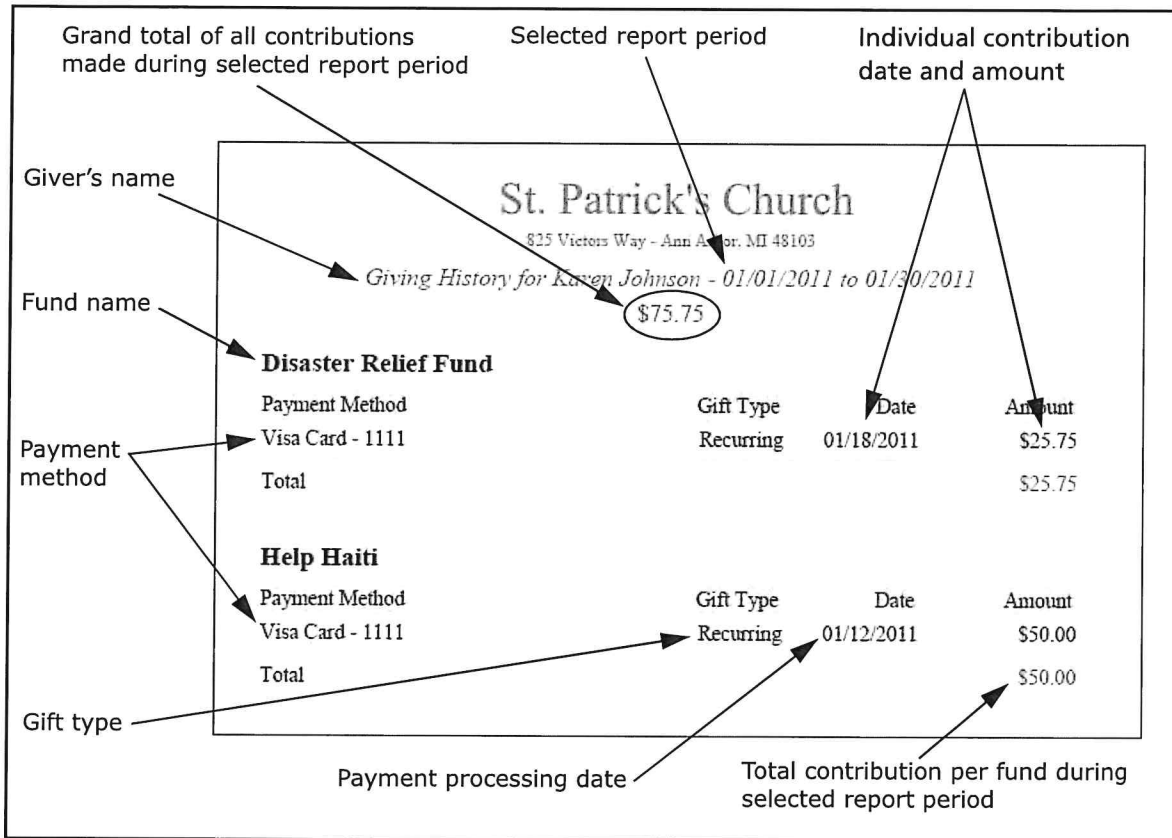


Figure 22. Full Detail Report (for Tax Purposes)

Contribution Details Report

1. Display the **My Online Giving History** page (Figure 17).
2. Select the link for the name of the gift. For example, Offering.

Contribution details for the gift are displayed:

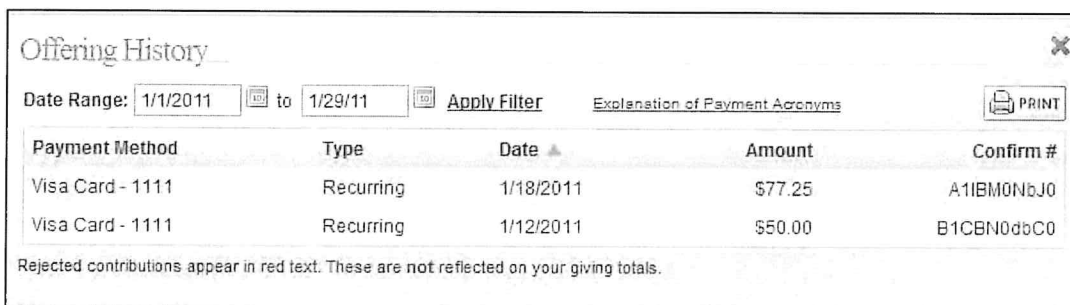



Figure 23. Contribution Details



3. In the **Date Range** fields, click  and then use the calendar to select a date range for the report. Then, select the link **Apply Filter** to view a list of contributions for the date range you specified.

An updated report is displayed.

4. Click  .

A PDF of your report displayed. The PDF toolbar appears at the bottom of the window.

5. From the toolbar (see Figure 19), do one of the following:

- Click  to print the report.
- Click  to save the report.