

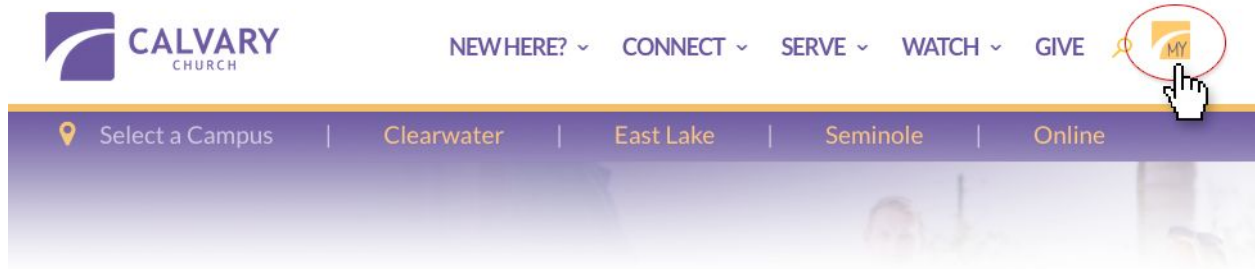
Calvary Church

How to Print Your Giving Statement



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1.) Go to Calvary.us and click on the yellow *MyCalvary Icon* at the top right of the page



2.) Login with your “**username and password**” (If you do not have an account click [sign up](#) to create a new account)

Username

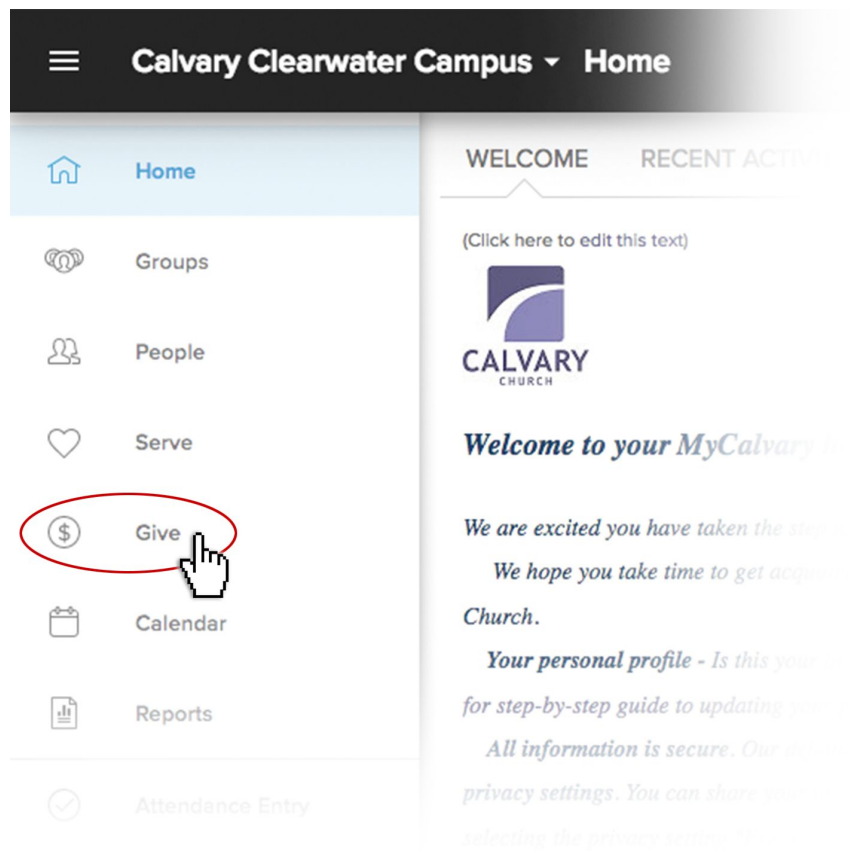
Password

Keep me logged in for 30 days

[Forgot username or password?](#)

[Sign Up](#) | [Mobile Preview](#)

3.) Once logged in, click on **Give** on the left panel of the page



4.) Select “Schedules and History” and choose from “Individual or Family” and then click **Giving Statement**



5.) Choose the “date range” from the dropdown menu for your statement

The image shows a software interface for creating giving statements. The window is titled "Giving Statements" and has a close button in the top right corner. Under the "Type" section, there is a dropdown menu currently set to "Family". The "Date Range" section contains a list of options: "Last Month", "Last 4 Weeks", "Two Months Ago", "Last 12 Months", "This Year", "This Year - Qtr 1", "This Year - Qtr 2", "This Year - Qtr 3", and "Last Year". The "Last Year" option is highlighted in blue, and a mouse cursor is pointing at it. The background of the window shows a dark footer with the text "Clearwater Campus" and "Clearwater Operating Budget".

Giving Statements

Type

You can create 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 Month
- Last 4 Weeks
- Two Months Ago
- Last 12 Months
- This Year
- This Year - Qtr 1
- This Year - Qtr 2
- This Year - Qtr 3
- Last Year

Clearwater Campus Clearwater Operating Budget

6.) Scroll further down and choose the type of report you want to run under “**Tax Deductible**” Dropdown menu. Next select “**Show pledges on giving statement**” under “**Include Pledge Information**” and then click **Run Report**

The screenshot shows a web interface for "Giving Statements". At the top, there is a "Quick Date Range..." dropdown menu and a "Custom Date Range" radio button. Below this is the "Tax Deductible" section, which includes a yellow highlighted box with the text: "You can create giving statements for tax deductible gifts, non-deductible or both." Inside this box is a list of three options: "Both Deductible & Non-Deductible", "Deductible Only" (which is selected with a green checkmark and highlighted in green), and "Non-Deductible Only". Below the "Tax Deductible" section is the "Include Pledge Information" section, which contains the text: "You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow." Underneath this text is a yellow highlighted box with a checked checkbox and the text "Show pledges on giving statement". At the bottom of the interface, there are two buttons: "Cancel" and "Run Report". The "Run Report" button is circled in red, and a hand cursor is pointing at it. The footer of the page shows "Clearwater Campus" and "Clearwater Operating Budget".

7.) To print, click on the printer icon in the upper right corner, or right-click and choose Print. If you need assistance, please call the finance office at 727-441-1581.

(727) 441-1581 | www.calvary.us

