

How to print one giving statement at a time

Giving Statement

The screenshot shows the 'Giving Statements - Column' window with the following settings highlighted by numbered callouts:

- 1:** Date Range selection, with 'From: JAN 1 2008' and 'To: DEC 31 2008' entered.
- 2:** All checkboxes under the 'Events' section are selected.
- 3:** All checkboxes under the 'Giving Funds' section are selected.
- 4:** 'Current Code' is selected under 'Giving Unit Selection', with 'From: 101' and 'To: 101' entered.
- 5:** The 'Print' button at the bottom right of the window.

Open Giving Statement report (Reports > Contributions > Statements > Giving Statement-Column in our example).

1. Set your date range.
2. Select ALL Events
3. Select the appropriate Giving Funds
4. Select Current Code and then put the Giver's Code for the person you want to print.
5. Click Print.