RUNNING GIVING STATEMENTS ON CORNERSTONE CENTRAL

1. Open a browser and visit cornerstonefellowship.ccbchurch.com
2. Enter your **username** and **password**
3. Click **"Login"** button
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
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.

If you have any questions or problems please contact our Finance office at finance@cornerstoneweb.org or call (925) 447-3465 x5651.