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

Login — cornerstonefellowship.ccbchurch.com

Give Online   Forms   Find a G
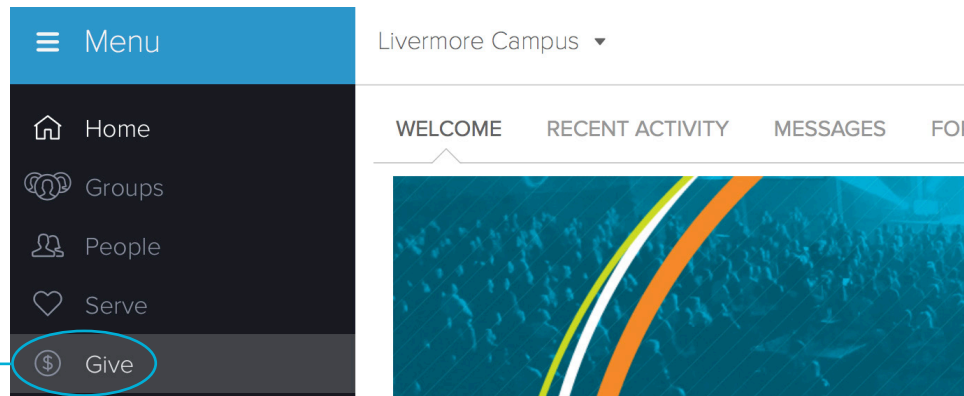
Username

Password

Login

Forgot username or password?

Sign Up | Mobile login

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4 From your home page:
Click the **"Give"** on the left side of screen

☰ Menu   Livermore Campus ▾

⌂ Home   WELCOME   RECENT ACTIVITY   MESSAGES   FO

Groups

People

Serve

$ Give

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

GIVE   SCHEDULES / HISTORY

Individual   Family   Giving Statement

REPEATING GIFT SCHEDULES   Show Active ▾

Campus   Designation   Amount   Next   Frequency

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.

×

Giving Statements

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

CORNERSTONE
FELLOWSHIP

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