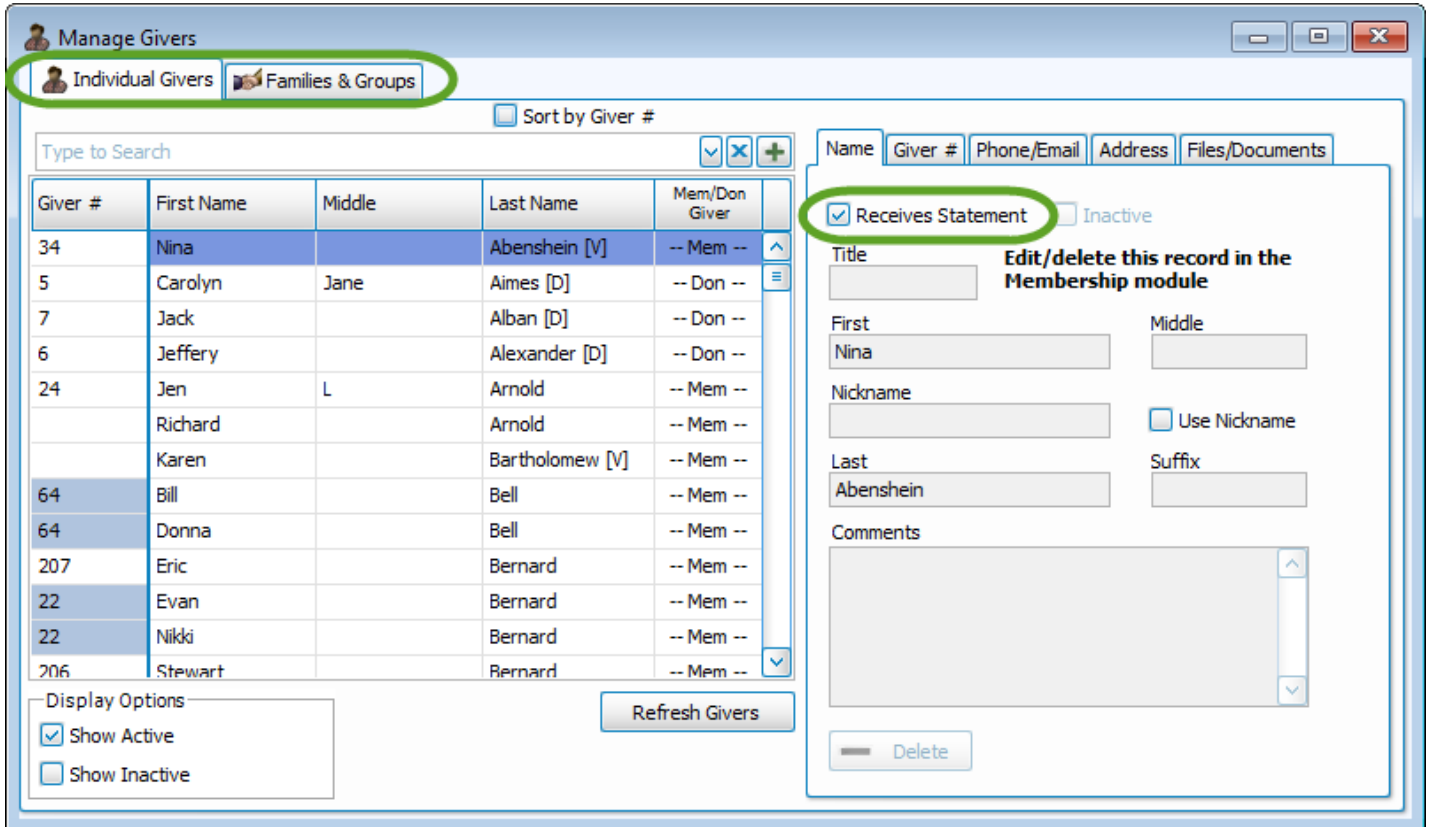


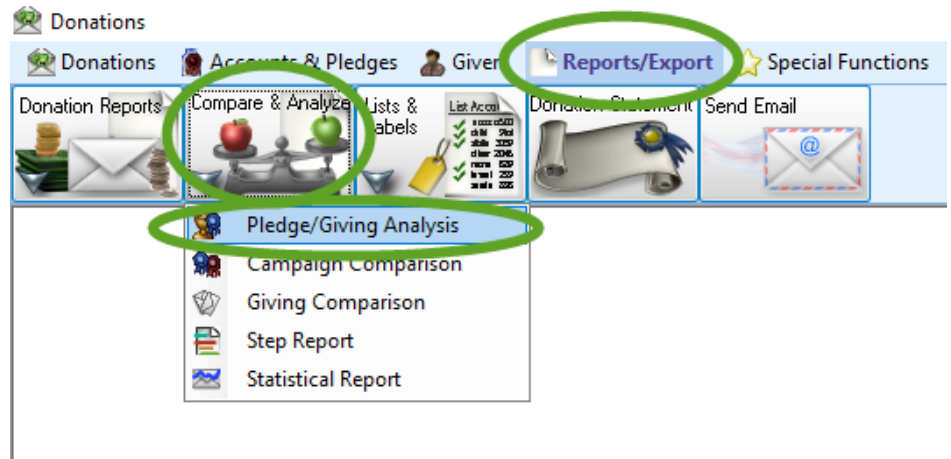


The *Receives Statement* box must be checked for people to receive their donation statements. Even if they have giving, this checkbox overrides it. Go to the *Manage Givers* screen on both the *Individual Givers* and the *Families & Groups* tabs to verify the *Receives Statement* box is checked.



Use *Reports* to print a list of the people who have the *Receives Statement* box unchecked so that you do not have to go through every record one-by-one.

To print a list, in Donations click *Reports/Export>Compare & Analyze>Pledge/Giving Analysis*:



Giving/Pledging tab - Select All in the both Giving – Include: and in the Pledging – Include: sections and select Does not Rec. Statement.

Pledge/Giving Analysis

Giving/Pledging **Givers*** Accounts Columns Sort (Giver) Fonts Additional Options

Giving - Include:

- All
- Only those who gave
- Only those with giving from [] to [] No upper limit
- Only those who did not give

AND

Pledging - Include:

- All
- Only those who pledged
- Only those with pledging from [] to [] No upper limit
- Only those who did not pledge

Those who:

- Have met all pledges
- Have not met all pledges

With pledge type(s):

- Flat Semi-Annual Monthly Bi-Weekly
- Annual Quarterly Semi-Monthly Weekly

Rec. Statement - Include:

- All
- Receives Statement
- Does not Rec. Statement

Gives w/ Family - Include:

- All
- Gives w/ Family
- Does not Give w/ Family

Date Range: 01/01/20 to 12/31/20 [-Yr +Yr]

Show giver totals Summary only

Starting Page # 1 Show long date and time

Export Data Export Report Print

Givers tab - Include... Membership Groups, Donations Individual Givers and Donations Group Givers.

Pledge/Giving Analysis

Giving/Pledging **Givers*** Accounts Columns Sort (Giver) Fonts Additional Options

Select a membership field, make selections and click Add Selection.

Type to Search []

Giver #

- Include those with # Include those without #
- Giver # Range: 1 to 9999999999
- Named Range: Type to Search []

Categories:

- Members
- Visitors [V]

Include...

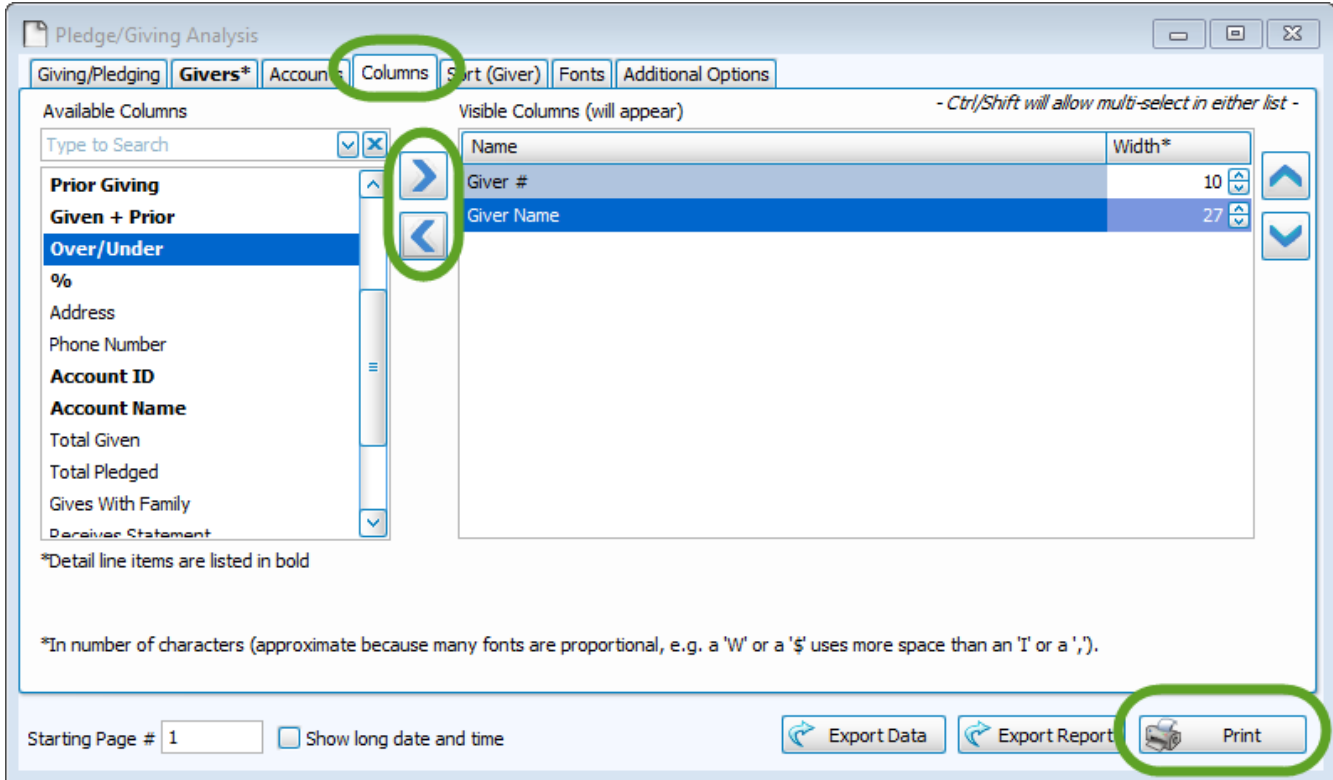
- Inactive
- Membership Groups
- Donations Individual Givers*
- Donations Group Givers*

* These are not limited by membership field selections.

Starting Page # 1 Show long date and time

Export Data Export Report Print

Columns tab - use the arrow buttons in the middle of the screen to move all of the fields except Giver or Giver Name and Giver # to Available Columns at the left side of the screen. Click Print:



Pledge/Giving Analysis

Giving/Pledging **Givers*** Accounts Columns Sort (Giver) Fonts Additional Options

Available Columns Visible Columns (will appear) - Ctrl/Shift will allow multi-select in either list -

Type to Search

Prior Giving

Given + Prior

Over/Under

%

Address

Phone Number

Account ID

Account Name

Total Given

Total Pledged

Gives With Family

Receives Statement

*Detail line items are listed in bold

*In number of characters (approximate because many fonts are proportional, e.g. a 'W' or a '\$' uses more space than an 'I' or a ',').

Starting Page # 1 Show long date and time

Export Data Export Report **Print**

Receives Statement is not checked for the list below.

41st Church of Anytown - Columbus OH	
Pledge/Giving Analysis: 01/01/20 - 12/31/20	
Monday, May 18, 20	
Giver #	Giver Name
24	Jen L. Arnold
35	Mr and Mrs Soloman Welch
75	Ms Ruth Smoot
202	Greysen P Miller
205	Anna R Parks
207	Eric Bernard
211	Lenny Oliver
217	Elementary Sunday School Class
218	Mike Smoot
500	Received Reimbursements
	1st & 2nd Grades SS
	3rd & 4th Grades SS
	5th & 6th Grades SS
	7th & 8th Gr Jr Hi Fellowship
	Ad Hoc Committee 2
	Adult Choir
	Richard Arnold
	Karen Bartholomew
	Bible Study
	Book Club