

How to Print your Giving Statement using CCB

- Login at www.yourchurch.ccbchurch.com.
- Click on your name in the top right corner.
- Click on “Profile.”
- Click on the “Financial” tab.
- Click on “giving Statement” under “Printable Statements.”
- Adjust the options to suit your preferences.
 - Type
 - It is set to default on “Family” giving. This will include all gifts from all members of the family on giving on one statement.
 - If you want to know yours specifically, change the preference to “Individual.”
 - Date Range
 - To get the year to date statement, click the “Quick Date Range” button and select “Year to Date.*” The Quick Date Range has a large selection of options beyond Year to Date.
 - To select a specific date range, click the “Custom Date Range” button and set the preferred date range.
 - Tax Deductible
 - You can select “Both Deductible & Non-Deductible,” “Deductible Only,” or “Non-Deductible Only.”
 - If you click “Both Deductible & Non-Deductible,” the report will list each gift and then a summary of both types on the right.
 - Include Pledge Information
 - There is a check box to show pledges on giving statement. We haven’t started using the pledges function, so you can leave the box unchecked.
- Click “Run Report.”

*Year to Date reflects fiscal year, not church year. The fiscal year starts January 1.