

PROCEDURE FOR PRINTING STATEMENTS

End of year statements for everyone will be mailed prior to January 31 for all contributors. Quarterly statements will be mailed during the first week after the quarter ends.

Directions for printing statements

1. Open Contribution Manager
2. Select Report Manager
3. Select Contribution statements.
4. Select desired date range.
5. Select Families.
6. Select Detailed Statement or any other item or choices on the menu depending upon needs.
 1. Select Preview - This will give you an opportunity to see if this is the report you desire to print. If not, repeat beginning at step 3.
7. Select Print
8. Fold and place in left hand window envelopes.
9. Close Contribution Manager.

Printed Statements

Open Servant Keeper

Select Report Manager

Select Details Statements (or other desired outcome)

Choose desired date range. 1st quarter, etc or full year
or any period desired.

Select families

Select Print

Preview will appear and you will be able to see if you have achieved the
desired result.

Print statements.

Fold and place in left hand envelopes for mailing.