How to Download Giving Statements

Follow these easy steps to download your giving statement for tax purposes.

- 1) Log into My Cornerstone HERE
- 2) Click on the "Giving" tab in the left hand menu bar



3) Click on "Schedules/History"

Home	← My Giving
People	GIVE SCHEDULES / HISTORY PLEDGES
Groups	
Events	• One time gift
Check-In	Gift Amount
Schedules & Plans	Choose Designation Giving Amount
Giving	Cancel Continu
Forms	
Communication	

4) Click on "Giving Statement" button

My Giving				
GIVE SCHEDULES / H	IISTORY PLEDGES			
Individual Family		_	→ (I	Giving Statement
REPEATING GIFT SCHEDU	JLES			Show Active 🔹
Designation	Amount	Next Frequency	Rem Last Msg	
No matching records found				
GIVING HISTORY				

5) Set your Date Range and then Click the "Run Report" Button

Home	← My Givi			
People	Giving Statements	×		
Groups	You can create giving statements for families or individuals.			
Events	Family			
Check-In	REPEATI Date Range			
Schedules & Plans	Designa Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.		Rem	Last Msg
Giving	No mate			
Forms	Custom Date Range GIVING O1/01/2020 - 12/31/2020			
Communication				
Reports & Metrics	Jan 11,			