

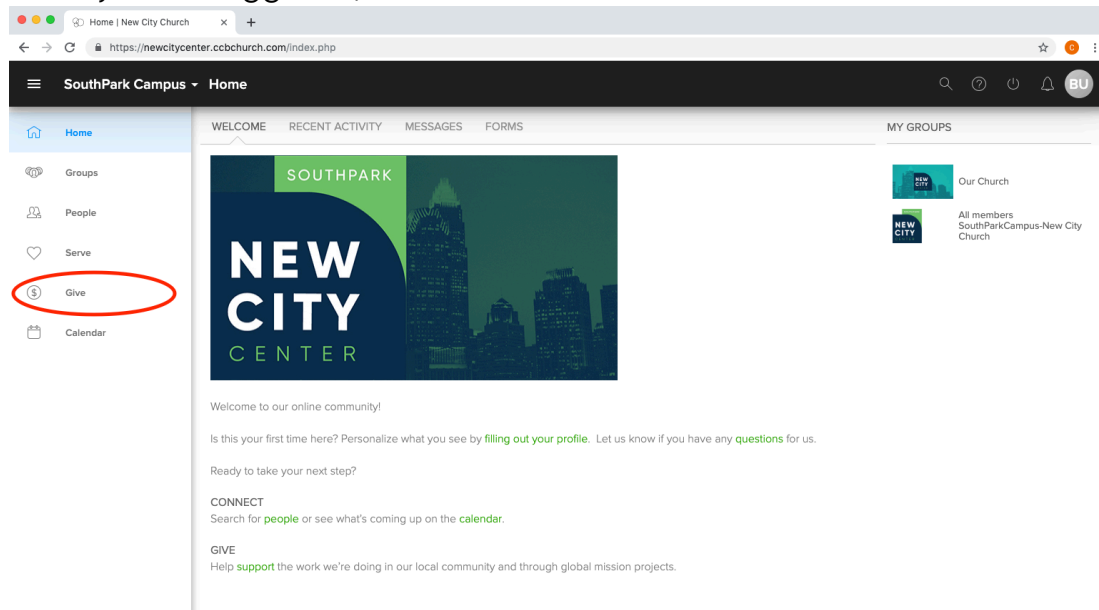
Finding Your Giving Statement on New City Center

Step 1

Make sure you've requested or been assigned a username and password for New City Center. If you have not, you can request a username and password [here](#). The instructions for setting up a profile are at the beginning of this document.

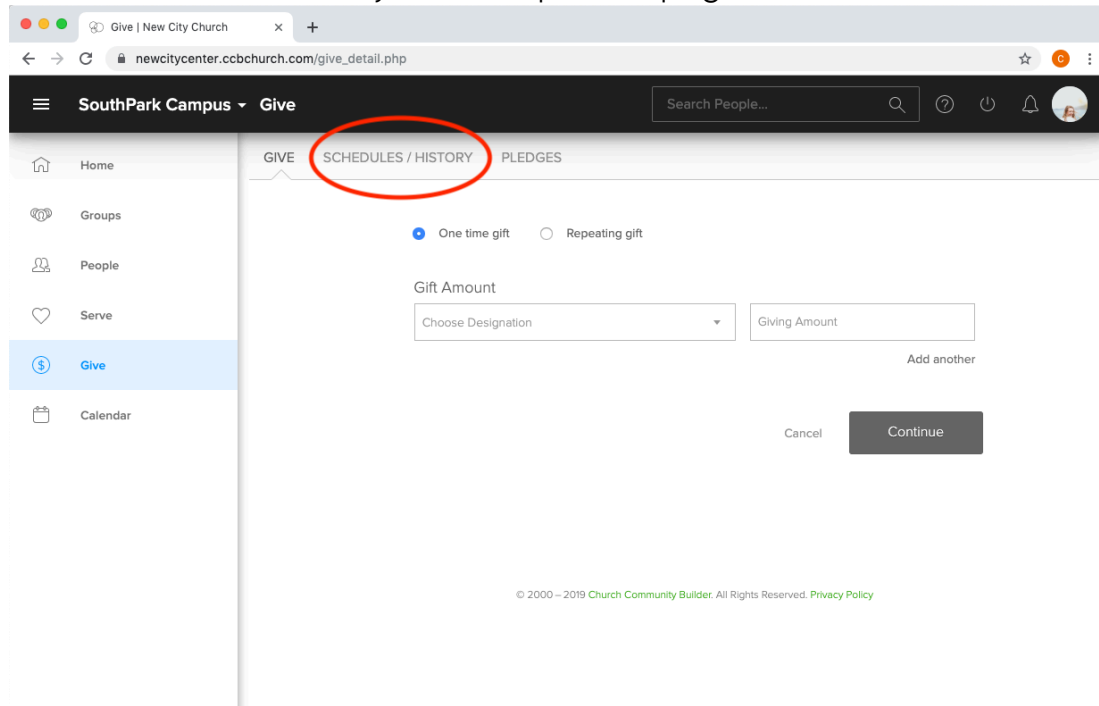
Step 2

Once you are logged in, click on the "Give" link in the menu on the left hand side.



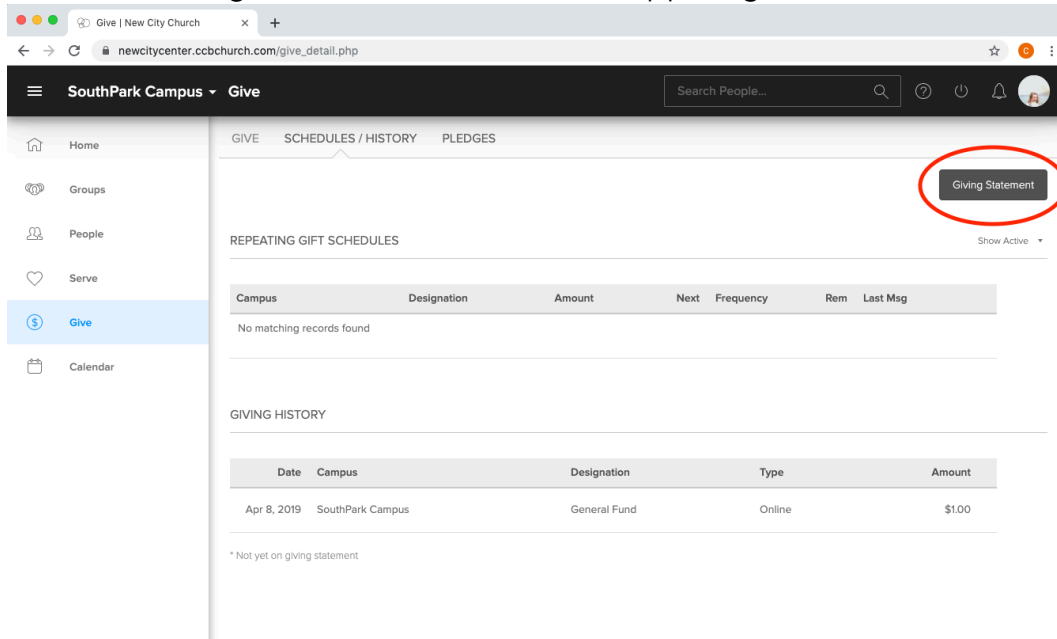
Step 3

Select "Schedules/History" at the top of the page.



Step 4

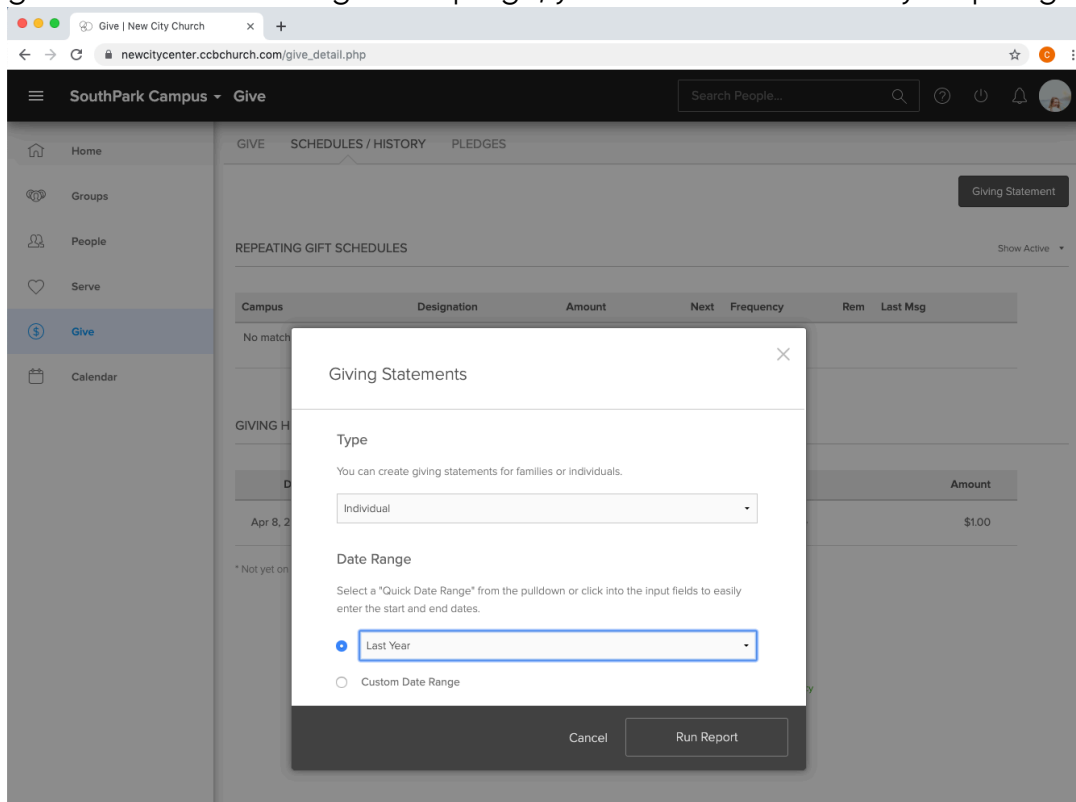
Click the "Giving Statement" button in the upper right.



The screenshot shows the 'Give' page for SouthPark Campus. The page has a dark header with a search bar and navigation icons. A sidebar on the left contains menu items: Home, Groups, People, Serve, Give (highlighted), and Calendar. The main content area has tabs for GIVE, SCHEDULES / HISTORY, and PLEDGES. A 'Giving Statement' button is circled in red in the upper right corner. Below the tabs, there are sections for 'REPEATING GIFT SCHEDULES' and 'GIVING HISTORY'. The 'REPEATING GIFT SCHEDULES' section has a table with columns: Campus, Designation, Amount, Next, Frequency, Rem, Last Msg. Below this table, it says 'No matching records found'. The 'GIVING HISTORY' section has a table with columns: Date, Campus, Designation, Type, Amount. It shows one record: Apr 8, 2019, SouthPark Campus, General Fund, Online, \$1.00. A note at the bottom says '* Not yet on giving statement'.

Step 5

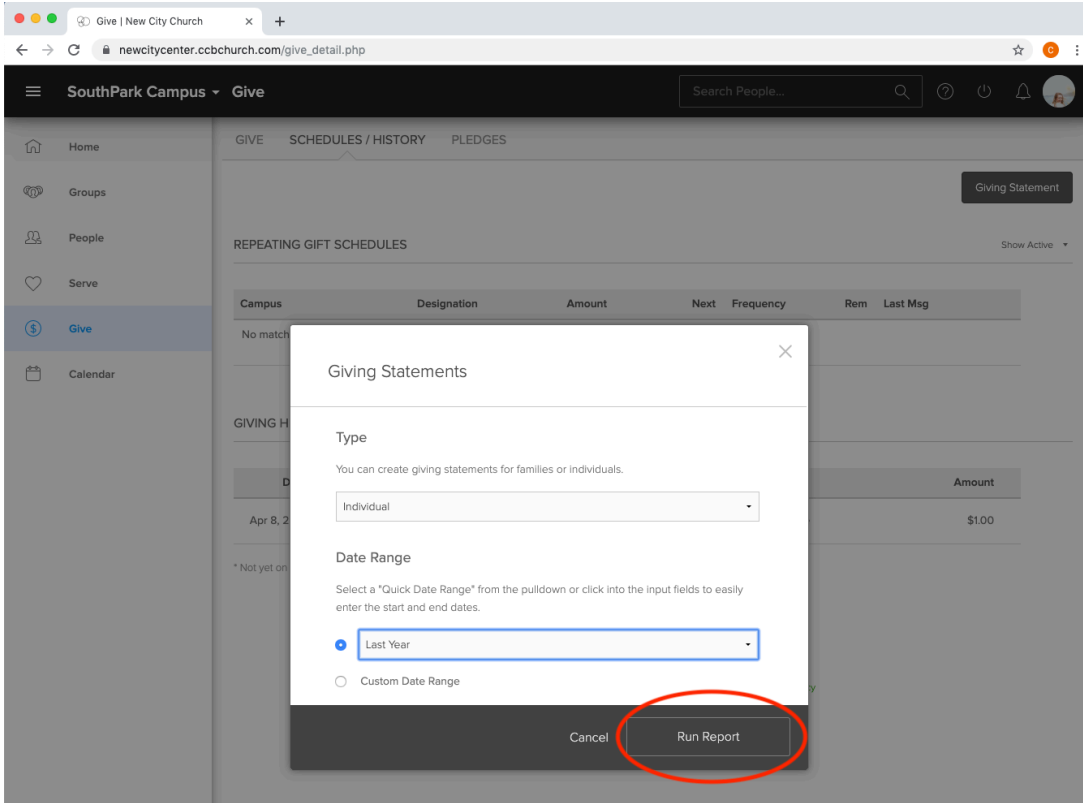
In the dialogue box that opens, you'll select the type of statement you want, the date range, and whether you want to include non-tax deductible payments (such as registration fees) as well as gifts. If we were running a campaign, you'd be able to select your pledge amounts as well.



The screenshot shows the 'Giving Statements' dialog box. The dialog box has a title bar with a close button. It contains two sections: 'Type' and 'Date Range'. The 'Type' section has a dropdown menu with 'Individual' selected. The 'Date Range' section has a radio button selected for 'Last Year' and another radio button for 'Custom Date Range'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Run Report'.

Step 6

Once you have set the parameters you are looking for, click "Run Report" in the lower right of the dialogue box. A PDF of your giving statement will be generated that you can save or print.



If you have any questions regarding giving at New City Church, please email finance@newcity.us or call the church office at 704-364-5913.