

Notice: While logged in to Realm, it is recommended to perform the following steps <u>on a desktop computer</u> and <u>NOT</u> a mobile device or tablet.

Steps:

1. Click on "Giving."

Jans & Leeb FROM THE HEART CHURCH MINISTRIES	Tasks
🕏 Community	Disorder (A)
Communications ~	Select All
Events	000 Miles
Groups ~ Directory	000 / mh
Pathways	•

2. Click on "Year to date."

FROM THE HEART CHURCH MINISTRIES®	Giving		1	
🕸 Community				
Communications ~	+ Give Reset Filters	Giving Scheduled	σŢ	
Events		9		
Giving	\$212.00	D 3		
Groups ~	Gift Date 💌	Gift Type/Ref#	Fund	Amount
Directory	01/07/2020	Cash	TUESDAY BIBLE STUDY	\$6.00
Pathways	01/07/2020	Cash	TUESDAY BIBLE STUDY	\$6.00
	01/07/2020	Mobile : Debit Card	TITHES & OFFERINGS	\$200.00

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3. Click on the drop down menu.

Joan & Level FROM THE HEART CHURCH MINISTRIES	Giving	
< 🗊 Community		
Communications ~	+ Givo Giving Scheduled T e	
Events	Gitt Date Range	~
Giving	01/01/2020 m until 01/09/2020	
Groups 🛩		
Directory	Filter or Clear Filters	
Pathways	TOTAL AMOUNT TOTAL GIPTS \$212.00 3	
	Gift Date * Gift Type/Ref# Fund Amount	
	01/07/2020 Cash TUESDAY BIBLE STUDY \$6.00	
	01/07/2020 Cash TUESDAY BIBLE STUDY \$6.00	
	01/07/2020 Mobile : Debit Card TITHES & OFFERINGS \$200.00	

4. And select "Last Year".

Jave 2: Leyb FROM THE HEART CHURCH MINISTRIES.	Giving		
Community			
Communications 🐱	+ Give Giving Scheduled	T e	
Events	Year to Date	Select funds	~
Giving	Year to Date Quarters		
aroups 👻	This Month		
Directory	ast Year		
Pathways	Last 42-Months Last Month		
	Last 30 Days	-	Amount
	01/07/2020 Cash	TUESDAY BIBLE STUDY	\$6.00
	01/07/2020 Cash	TUESDAY BIBLE STUDY	\$6.00
	01/07/2020 Mobile : Debit Card	TITHES & OFFERINGS	\$200.00

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5. Click on "Filter".

FROM THE HEART CHURCH MINISTRIES#	Giving
🏶 Community	
Communications ~	+ Give Giving Scheduled 🝸 👼
-	Gift Date Range Fund
Events	Last Year Select funds
Giving	01/01/2019 until 12/31/2015 III
Groups ×	lincluded
oroops	
Directory	Filter Dr Clear Filters
Directory	Filter or Clear Filters
Directory Pathways	TOTAL AMOUNT TOTAL GIFTS \$212.00 3
Directory Pathways	Filter TOTAL AMOUNT TOTAL GIFTS \$212.00 3 Gift Date ~ Gift Type/Ref# Fund Amount
Directory Pathways	Filters TOTAL AMOUNT TOTAL GIFTS \$212.00 3 Gift Date ~ Gift Type/Ref# Fund Amount 01/07/2020 Cash TUESDAY BIBLE STUDY \$6.00
Directory Pathways	Filters TOTAL AMOUNT TOTAL GIFTS \$212.00 3 Gift Date * Gift Type/Ref# Fund Amount 01/07/2020 Cash TUESDAY BIBLE STUDY \$6.00 01/07/2020 Cash TUESDAY BIBLE STUDY \$6.00

6. Click on the print icon.

Joans & Level FROM THE HEART CHURCH MINISTRIES	Giving		
< 🍪 Community Communications 🗸 Events	+ Give Giving Scheduled ' Reset Filters Last year Nondeductible	1	
Giving Groups ~	\$6,800.50 57	Fund	Amount
Directory	12/31/2019 Mobile : Debit Card	TITHES & OFFERINGS	\$200.00
Pathways	12/24/2019 Mobile : Debit Card	TITHES & OFFERINGS	\$200.00
	12/17/2019 Online : Debit Card	TITHES & OFFERINGS	\$200.00
	12/10/2019 Online: Card	TITHES & OFFERINGS	\$200.00
	12/03/2019 Online : Visa *** 3597	TITHES & OFFERINGS	\$200.00
	11/26/2019 Online : Visa *** 3597	TITHES & OFFERINGS	\$200.00

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7. Click on "Print".

FROM THE HEART CHURCH MINISTRIES	Giving		It is recomm	nended t
Community	+ Give Giving Scheduled	T D	CIVING NUMBER	
			Shared with	
	\$6,800.50 57		Print Giving Statement	thods
Groups 🐱	Gift Date * Gift Type/Ref#			
lirectory	12/31/2019 Mobile : Debit Card	TITHES & OFFERINGS	Comment Add a comment to the giving statement	
	12/24/2019 Mobile : Debit Card	TITHES & OFFERINGS		
	12/17/2019 Online : Debit Card	TITHES & OFFERINGS	300 characty	
	12/10/2019 Online: Card	TITHES & OFFERINGS	Print or Cancel	
	12/03/2019 Online : Visa ***3597	TITHES & OFFERINGS	\$200.00	
		TITLICS F.	8200.00	

8. The report will begin to generate.

haw 2 Carl		It is recommended to follow the steps while
	+ Own Giving Scheduled Giv	ving Statement
	ResetFibers Lastyear Hundeflactible	
	\$6,800.50 57	
		Hang tight, your report is generating
	12/01/2019 Mobile : Debit Card	A large list might take a while. When it's ready, we'll drop it off in Recent Report History.
	12/24/2019 Mobile : Debit Card	-
	12/17/2019 Online: Debit Card	
	12/10/2019 Online Card	4
	12/03/2019 Online: Visa ***3597	
	11/26/2019 Online: Visa ***3597	
	11/19/2019 Online: Vise ***2597	webual or Cose
	11/30/2019 Online: Visa *** 3597 Tit	THES.6. \$200.00

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9. Once report has generated, click on "Download."

From the Heart Church Ministries 4949 Allentown Rd Suitland , MD 20746-3934	Giving Statement 01/01/2019 to 12/31/2019 All Funds Giving number: 123456
Joe Public 4949 Allentown Road Suitland, MD 20746	

10. A PDF of the statement will download. Check your download folder for the statement.

TROM THE HEART ORUTON MUNISTREES			It is recommended to follow the steps while
	• Over Guing Scheduled	Giving Statement	
	Acost Filters Last year Hondeductible		
		You may see a Print icon below or via hover. If no	ot, click "Download" to print, Recommended browsers for printing
	\$6,800.50 57		
	12/31/2019 Mobile : Debit Card		
	12/24/2019 Mobile : Debit Card	From the Heart Church Misistries 4949 Allerstown Rd Suitland, MD 20746-3934	Giving Statement
	12/17/2019 Online: Debit Card		Group Humber, Leaves
	12/10/2019 Online Card	Joe Public 4949 Allentown Road	
	12/03/2019 Online : Visa ***3597	Sultano, MD 20746	
	11/26/2029 Online Visa 774097		
PDF downloading Check your downlo folder.	ads 11/1 Colline : Vite ***3597	Downlast or Caro	
	11/10/2019 Online: Max ***3597	TITHES & \$200.00	
· /			

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