

## Year End Contribution Report Instructions

Membership Plus Program

Go to:

- Reports
- Report Generator
- Contribution Reports
- Receipts
- Contribution Statement Detail
- Table:

Options	Filter Sort	Format	Preview
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### Options

1. Check box
2. Enter \$250 where \$
3. Include all contributions

### File/Sort

Check 'Include All' in the Include Members box

### Format

Margins: Left margin 0.3, Rt margin 0.2, top margin 0.8, bottom margin 0.8

### Format Options

Check – 'start a new page at each group change: SORT NAME'

Report Header/Footer

Check the following: Show organization address in heading

Show page numbers

Include extra footer text – here you would click on footer and type your contact information i.e. phone# and e-mail address so members have some one to contact for questions.

Preview

Check 'Limit Report to this date range. Move date range to 'last year'

Click on preview – it may take several minutes to process the data

These instructions can be used for doing the quarterly pledge reports as well. Just set the date range for the time period desired and click on 'select' to choose the individual record to pull up and print. You will have to print each pledging member individually. I set the contribution amount to \$0 for the quarterly reports.