Printing giving for a single person for a single fund Ministry Platform

You can select a single person or multiple.

1. Open Ministry Platform.
2. Click **Contributions** and choose **Donors**.
3. Find the person for whom you want to run the report.
4. Put a check box next to the person or persons for whom you wish to print this report.
5. Click the reports button in the upper right corner and choose the report entitled **Selected Donor Donation Listing.**
6. Fill out the form (see below)
   a. Enter a date range to include on the report:

      Donations From: This is the **start** date

      Donations To: This is the **end** date.

   b. Choose **All Statement Headers** from the **Statement headers** drop down list.
   c. Select your congregation from both these fields

      Accounting Company

      Congregation

   d. From the **Select Specific Programs** drop list,

      Choose **Select All** to show all giving   OR

      Check specific programs to only show those transactions (For example CSA)

   e. Leave **Hide Detail** set to **No**.
   f. If printing this report for multiple people, set **Add Page Break by Donor** to **True**.
7. Click the **View report** button.
8. Click the **diskette** button and choose **PDF**.
9. Print as you would any other PDF.

Donations From			Donations To			View Report
Statement Header			Accounting Company	* All Companies		
Congregation			Select Specific Programs			
Hide Detail	No		Add Page Break by Donor	○ True ● False		