Offertory Reports via Funds for thank you letters

1) First, log into ConnectNow and you will be at your typical homescreen:

2) Next, click on Offering and then on Reports in the upper tabs. Your screen will be similar to below:
3) On the right side, under the **Select Report** area, under the **Category** click on **Contributions** and under the **Report** section, click on **Contribution Statements**
4) First, select the report from the Fund list on the right side, then click **Next**

5) Under the Filters section, enter in the contribution starting and ending date, along with entering in a minimum of $0.01 to get all those people who have given. Check the Family Filters to make sure they are pulling those you wish.(as seen below) Click **Next**
6) In the **Template** area click on **Annual Fund** letter in the dropdown:
7) Next, in the **Givers** section, you will see a list of families that match your criteria. If you wish to select and print the report to all these families, click on the box to the left of the **Family Name** in the headers, otherwise, click on the specific family to print one or multiple specific letters.
8) Click View Statements to see the statement and print it out