

Paperless Statements

The Parish Giving Scheme (PGS) is working towards paperless statements.

Providing an email address when you register as a PGS statement receiver lets you access and download your monthly statement online. You can do this by securely logging into the PGS website at www.parishgivingscheme.org.uk.

When you registered as a PGS statement receiver you should have received a welcome email or letter. If you have current donations you should receive an email from admin@parishgivingscheme.org.uk on or around the 10th of the month advising you that an account has been created for you on www.parishgivingscheme.org.uk. This email will contain your username and password; please do not try to reply to this email.

If you have not received or cannot locate this email please call us on **01452 835595** or email info@parishgivingscheme.org.uk.

We hope that you are able to log on to the website and access your monthly statement online. There are a few key features detailed below regarding the current functionality that we would like to make you aware of:

- The statement for the current month is published on 10th of each month and at this point it will override the previous month's statement. There are now 6 months of statements available to view at one time.
- Online statements will not detail manual back-dated/refunded Gift Aid adjustments.
- If applicable, PGS will notify you, the statement receiver, by email with any manual adjustments made to donor's gifts and/or Gift Aid and PGS will post out a paper statement for your records if required.

Your statement is listed in Contact ID order and will contain data for the current month, the calendar year and the tax year. Donor information for any annually or quarterly donations will be listed. No gift amounts will show in the months that the donations are not collected but will be shown in the calendar and tax year columns for continuity.

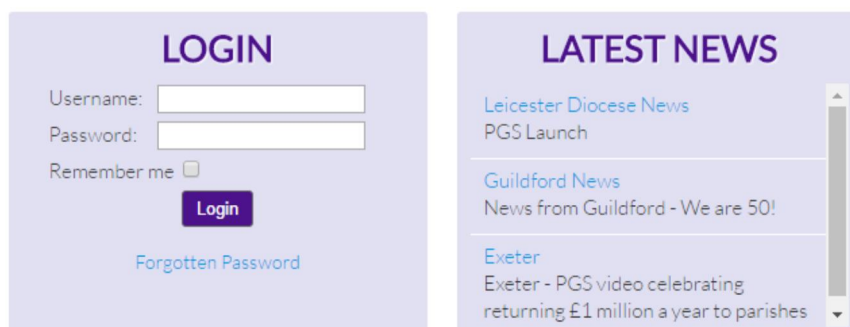
How to access your parish statement online

Once you have received an email from admin@parishgivingscheme.org.uk informing you of your username and password please go to the PGS website at www.parishgivingscheme.org.uk. This will take you to the home page where you will see the login area on the bottom left hand side of the page under the Guidance notes.

Enter the username and login details provide to you on the email (See example below).

[Login - Guidance notes](#)

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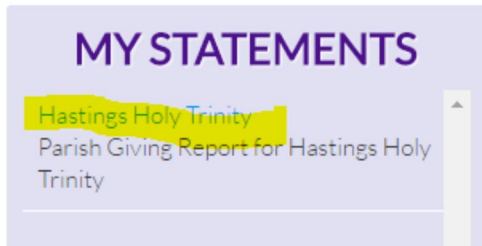


The screenshot shows two side-by-side panels. The left panel is titled 'LOGIN' and contains a form with fields for 'Username:' and 'Password:', a 'Remember me' checkbox, a purple 'Login' button, and a link for 'Forgotten Password'. The right panel is titled 'LATEST NEWS' and features a vertical scrollable list of news items: 'Leicester Diocese News PGS Launch', 'Guildford News News from Guildford - We are 50!', and 'Exeter Exeter - PGS video celebrating returning £1 million a year to parishes'.

Once you have logged in successfully you should see a welcome message (see example below)

To inform the PGS of changes please see 'Con

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Click on the name of your Parish name and you should see the following message appear in the middle of the page (see example below)

My Statements

Exeter

Horrabridge

Horrabridge

Parish Giving Report for Horrabridge

Generated 08/07/2016

Here are the files we have for your parish. Please download the:

You are permitted up to ten downloads per day.

6 Files found for Horrabridge

Download Your File Here for 07 / 2016

Download Your File Here for 06 / 2016

Download Your File Here for 05 / 2016

Download Your File Here for 04 / 2016

Download Your File Here for 03 / 2016

Download Your File Here for 02 / 2016

Click on '**Download Your File Here**' and an Excel file will be displayed at the bottom of your screen, (see example below) ready for you to view, download and/or print. It will also download to your downloadqfiles.



Please also let us know if you have any feedback or questions. Thank you for your support.

Statement Printing

Open download

Enable editing

This file originated from an Internet location and might be unsafe. Click for more details.

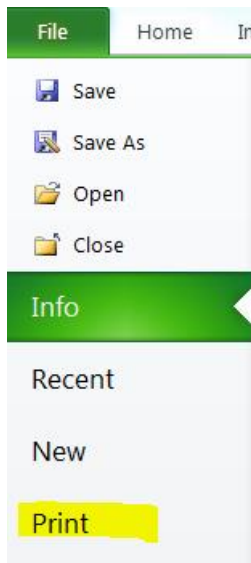
Enable Editing

'Select All' (Ctrl A)

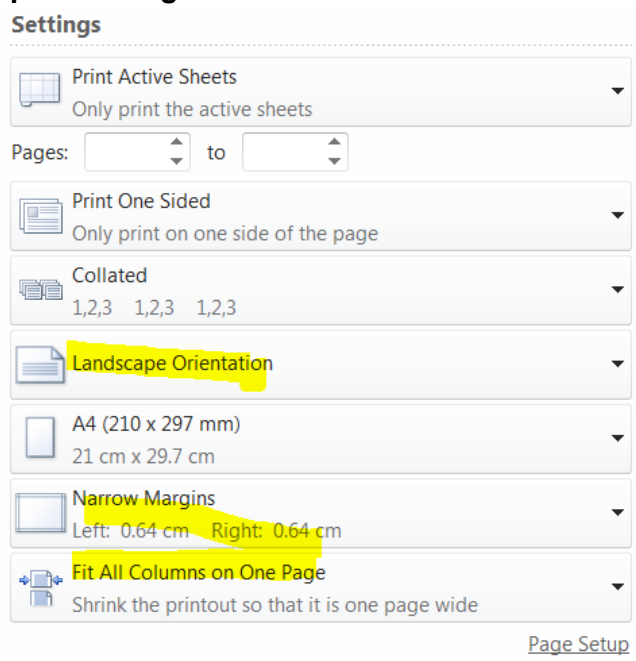
Change the font size to 12 or 14

Go to 'File'

Select 'Print'



Open 'Settings'



Select 'Landscape Orientation'

Select 'Fit All Columns on One page'

Select 'Narrow Margins'

Your statement should now be printed on one or more pages depending on the number of donors you have listed. Some software may differ from the examples shown.


To print part of the Statement

Select the print area needed i.e from the parish name to the total of the current month and drag down the page to the Joiners and Leavers.


Go to 'File'
Select 'Print'


Open 'Settings'


Settings


 **Print Selection** ▼
Only print the current selection


Pages: to


 **Print One Sided** ▼
Only print on one side of the page

 **Collated** ▼
1,2,3 1,2,3 1,2,3

 **Portrait Orientation** ▼

 **A4 (210 x 297 mm)** ▼
21 cm x 29.7 cm

 **Narrow Margins** ▼
Left: 0.64 cm Right: 0.64 cm

 **Fit All Columns on One Page** ▼
Shrink the printout so that it is one page wide

[Page Setup](#)

Select 'Print Selection'
Select 'Narrow Margins'
Select 'Fit All Columns on One Page'