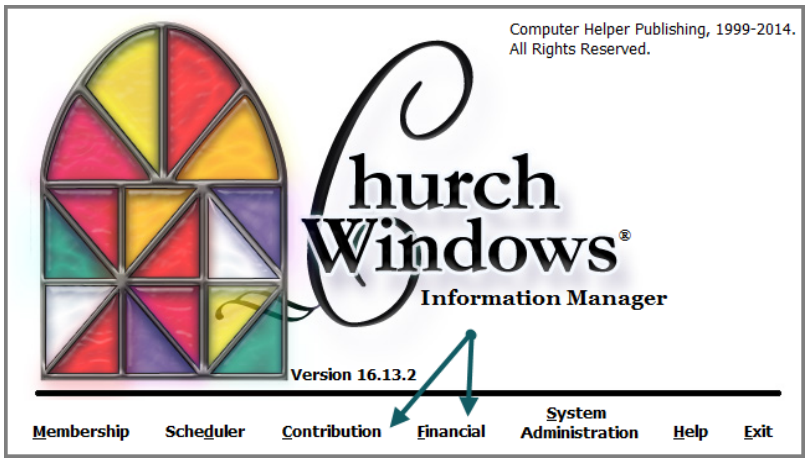
JULY TECH TIPS

Getting Closer: Version 17 Coming Soon



If your opening Church Windows screen says either of these two titles – Financial and/or Contributions - you will not be able to install the version 17 update. YOU MAY STILL CONTINUE TO USE Church Windows Contribution and Financial; you just won't be able to install any more updates to the program.

To take advantage of the wonderful new Membership reporting features and other new things, you must convert to Accounting and Donations. If you are on the Update and Support program, you already own them. There is no additional charge! You simply pick a time and click the convert button on your screens.

★ The first thing to do is to make certain that you are on the most recent version of Church Windows. As shown in the screenshot above, that is **Version 16.13.2**.

Here are helpful resources for you to read and view in preparation for the conversions and resources available after converting as you learn to use the modules.

Converting to Accounting

If you own the Financial module, you must convert to Accounting before you can convert to Donations.

- **Attend a User Group Webinar on converting to Accounting:** TUESDAY, JULY 1- 2:00 PM EST – Convert to Accounting from Financial. Click to register for the webinar.
- **If you can't attend the webinar, you can view the Accounting Preview Movie within your own Church Windows program:** Click Financial, Special Functions, View Accounting Preview Movie.
- **If you can't view the movie from within your Church Windows program, you can view the movie on our website.** Click to view the Accounting Preview Movie.

View Documents on preparing to convert to Accounting: Click each link to view website documents that deal with Accounting Transition.

- Part 2: Converting to Accounting is a detailed walk-through of items to review before converting, the steps involved in converting, and reviews the Chart of Accounts screen in Accounting.
- Financial to Accounting Conversion Movie visually walks through the steps in converting from Financial to Accounting.

Converting to Donations

If you own the Financial module, you must have already converted to Accounting before you can convert to Donations.

- **Attend a User Group Webinar on converting to Donations:** THURSDAY, JULY 10 - 2:00 PM EST – Convert to Donations from Contributions. Click to register for the webinar.
- **If you can't attend the webinar, you can view the Donations Preview Movie within your own Church Windows program:** Click Contribution, Special Functions, View Donations Preview Movie.
- **If you cannot view the movie at the church, you can view it on our website.** Click to view the Donations Preview Movie.
- **View Documents on preparing to convert to Donations:** Click each link to view the website documents that deal with converting to Donations:
  - Contributions to Donations Conversion Preparation Document is a detailed walk-through of items to review before converting, changes to note after converting and the steps involved in converting.
  - Contributions to Donations Conversion Movie visually walks through the steps in converting from the old Contributions module to Donations.

Changes in Creating Labels after Converting to Donations

Once you convert to the Donations module, how you create labels changes. Click to go to the Church Windows Support Blog and the topics in Membership and Donations that show label creation.

Resources available after converting to Accounting and/or Donations

Accounting

Follow each link below to the documents on the website.

1. **Conversion Transition**: Click each link to view the remaining website documents on using Accounting after converting from Financial.
   a. Part 1: Financial to Accounting Quick Reference Guide compares steps from the old Financial module to steps in Accounting.
   b. Part 3: Transactions & Corrections is a workbook for using Accounting.
   c. Part 4: Other Accounting Info is a workbook for using Accounting.

d. First Bank Reconciliation after converting to Accounting is good information on the first reconciliation in Accounting after converting.**Support Blog:** View and print the many articles on the Church Windows Support Blog that provide information on using this module. At the top the Support Blog screen, click the word *Accounting* to view and/or print the many articles available on using Accounting. Be sure to also click on and view the Older Posts on Accounting.

2. **Training:** Click this link to go to the Training tab on our website to view the training materials and options available on Accounting.

Donations
Follow teach link below to the documents on the website.

1. **Conversion Transition:** Click to view the remaining two website articles on using Donations after converting from Contributions.
   a) Contributions to Donations Quick Reference Guide compares steps from the old Contributions module with steps in Donations.
   b) Donations: Handling Duplicate Givers helps you locate and remedy givers who may appear two or more times in Donations.

2. **Support Blog:** View and print the many articles on the Church Windows Support Blog that provide information on using the Donations module. At the top of the Support Blog screen, click the word *Donations* to view and/or print the many articles available on using Donations. Be sure to also view the Older Posts on Donations.

3. **Training:** Click this link to go to the Training tab on our website to view the training materials and options available on Donations.

If you have any questions, please call us at 1.800.533.5227 and a technician will gladly answer them.