



End of Year

Short End-of-Year &
New Year Prep for 2026

(Rev. 10/25)

January Extended Hours (Eastern)

Monday - Thursday 9 am - 7 pm
Friday - 9 am - 5 pm
Saturday - 11 am - 2 pm

Regular Hours (Eastern)

Monday - Friday 9 am - 5 pm

Support & Office Closed

Thanksgiving - November 27th & 28th
Christmas - December 25th & 26th
New Years - January 1st

Follow these easy steps for completing the end-of-year procedures.

We strongly recommend making a Backup before you start the End of Year process!

Note: to perform the End-of-Year Procedures in the various modules, you must be the only person on the network in Church Windows.

Membership:

Enhancements have eliminated the need for End of Year Procedures in versions 27, 26, 25, 24, 23, 22, 21, 20, 19 and 18.

To change the year forward for Attendance for versions earlier than Version 17.

1. *Membership>Special Functions>Settings.*
2. Enter in the new year's date in the Attendance box.
3. Click OK.

Donations:

Enhancements have eliminated the need for End of Year Procedures

Accounting:

1. Make a backup of your data: *Administration>Backup.*
2. Create the new Accounting Year:
 - a. Open *Accounting.*
 - b. Click *Special Functions>Manage Years>Setup new Accounting Year.*
 - c. Click *Create Next Accounting Year.*
 - d. Copy *Chart of Accounts* from current year including budgets, if you wish. To completely re-do the Chart of Accounts, select the option *Create empty Chart of Accounts.*
 - e. Click OK.
3. Enter or adjust budget figures if you wish. Click *Budgets.*

Note: It is **very important** to update the beginning balances in 2026 after making changes to 2025. Open *Accounting>Special Functions>Manage Years* and click on *Update beginning balances from prior Accounting Year ending balances.* Click Yes.

Payroll:

Church Windows Payroll Version 24 or later has eliminated the need for End of Year Procedures for Payroll.

Note: The 2026 Accounting Year must be created before the first Payroll of 2026 may be calculated.