July 2023 Tech Tips
Current Church Windows v24.22.3

Second Quarter Review

With the end of the second quarter approaching, this may be a good time to review the data in your program. It's also a great time to review payroll for accuracy.

- Ask employees to look at pay stubs and review their deductions, allowances, and taxes withheld.
- Run a Taxable Earnings Report for anyone with allowances or non-tax deductions to ensure they are reported appropriately to each taxing authority.
- In Accounting, check your bank reconciliation, review your Balance Sheet, the Treasurer's Report, and the accounts in your Chart of Accounts for accuracy.
- In Donations, print and have donors review their Donation statements to ensure their address is correct and that all family members are connected if giving together. Make sure any pledges appear correctly on the statement.
- In Membership, print a report of All Info and have members review it for accuracy.

Free Training Webinars

Church Windows provides free, live training webinars every month on a number of different subjects. Here attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Changes

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to backup your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)