



July 2025 Tech Tips

Current Church Windows v26.24.1

Second Quarter Review

With the end of the second quarter, this may be an excellent 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.
- Now is a great time to distribute the link below to employees so they can confirm that their federal tax withholding is on track for the year with this tool from the IRS.
 - [Tax Withholding Estimator | Internal Revenue Service](#)
- In Payroll, 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 Information and have members review it for accuracy.

Cyber Security Tip from Kloud9 IT:

The only thing you should use your company's workstation or PC for is...work! Never mix personal web surfing and social media with company devices. If you want to check your Hotmail account or Facebook page, do it during your lunch break and on your personal device. Over 100,000 Facebook accounts are hacked every day. If you're using a company device to access a compromised account, you're opening up a door to a hacker who can then get into your company's network via your e-mail or PC. Bottom line: don't use company PCs, devices, phones or Internet for personal use. One final note: make sure you set up multifactor authentication on your personal accounts. This will help reduce the chance of an attacker breaking into your social media account or your personal e-mail and using it to phish other people in your organization.

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 back up 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](#)

