

January Extended Hours (Eastern)

Monday - Thursday 9 am - 8 pm

Friday - 9 am - 5 pm

Saturday - 10 am - 1 pm

Regular Hours (Eastern)

Monday - Thursday 9 am - 6 pm

Friday - 9 am - 5 pm

Support & Office Closed

Thanksgiving - November 24th & 25th

Christmas - December 26th

New Years - January 2nd

PLEASE NOTE: We close at 5 pm ET on November 23rd

Close Accounting Year (Prevents Changes to Accounting Year)

Church Windows Accounting allows you to switch between years so that you can post, correct, or even reverse transactions.

If you want to prevent any of these changes from taking place in an accounting year that has been established in the software and is now finished, you may “close the year.” You cannot make **ANY** changes to the data in a closed year, but you are able to view and print transactions and reports (except Bank Reconciliation reports).

If you plan to have an audit done on the year, we recommend that you do **NOT** close the year until after the audit is done in case the auditor recommends additional entries.

To close a year:

- Make a backup *Administration>Backup*.
- Click *Accounting>Special Functions>Manage Years*.
- Select *Close Accounting Year (Prevents further changes to Accounting year)*.
- The Close Accounting Year screen opens. If the desired accounting year does not show in the *Select Accounting Year to Close* box, click the drop-down arrow and select the desired year to close.
- If there are *Outstanding Bills*, a screen will appear to ask if you still want to close the year. If you close the year, you will no longer be able to mark those bills as paid.
- Click *OK*.
- The system will display the following message: ‘*You will not be able to add or change accounts, budgets, or transactions to this year after it is closed. Are you sure you wish to close Account Year XX/XX/XXXX thru XX/XX/XXXX?*’
- Click *Yes* to close the accounting year or click *No* to cancel the closing.