



End of Year

Short End-of-Year & New Year Prep for 2023

(11/22)

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

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 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 2023 after making changes to 2022. Open *Accounting>Special Functions>Manage Years* and click on *Update beginning balances from prior Accounting Year ending balances.* Click Yes.

Payroll:

Once Church Windows Version 24 is installed, enhancements have eliminated the need for End of Year Procedures for Payroll.

Note: The 2023 Accounting Year must be created before the first Payroll of 2023 may be calculated.