



February 2021 Tech Tips

Current Church Windows version 22.19.6 / Payroll 2021 SR1

Accounting Tips

Closing an Accounting year is optional and not required. We do not recommend closing an accounting year until a professional audit is complete. In February, a frequent call is the January bank reconciliation not reconciling; this is often due to ending 2020 balances and beginning 2021 balances not matching. The solution is as simple as going to Accounting > Special Functions > Manage Years > Update Beginning Balances. This will bring any changes to the end balances of the prior year forward as your beginning balances for the current year. You can update the beginning balances as often as you find necessary.

Church Windows Review

Now that the January rush is over, perhaps it is a good time to slow down and review your Church Windows modules. Take a look at Payroll and verify that your settings and selections for your employees are correct. Print out Accounting reports and make sure your starting figures are accurate or accounts are showing in the right order or the right subtotals. Perhaps even in Membership, print off an All Information report for each family to confirm everything is current. Taking a little bit of time now for a brief overview of your data could eliminate future issues.

Frozen Screen

Do you ever get a frozen screen in Church Windows, or perhaps you click Print, and your report preview does not appear? If that occurs within the module, go to Special Functions > Settings and click on Reset All Screens to Default Size and Location. This can often correct your issue and save time waiting on a Church Windows tech to call back and assist you.

Free Training Webinars

Free webinars have resumed. Check the [Free Training Webinar](#) page for the current list of scheduled webinars. Our webinars cover various topics, are free, and last about twenty minutes with Q&A at the end. We do record these webinars and add them to the [Support Center](#).

Newly-Hired Employees using Church Windows

When an administrator is leaving and handing over Church Windows responsibility to a new administrator, here is a list of things that will be useful for the new administrator.

- Computer Helper Publishing/Church Windows support phone number and email address and support hours, available at the [Church Windows](#) website, www.churchwindows.com.
- The church customer number.



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MANAGEMENT SOFTWARE



- Current Church Windows version on the church computer(s). This is displayed on the opening screen of the program.
- The administrator's username and password for security, or we recommend setting up a new login/password for the new administrator within Church Windows security. Mark the old administrator inactive once they will no longer need access to the database.
- Link to the [Church Windows](http://www.churchwindows.com) website, www.churchwindows.com.
- The CWWeb username and password, CWWeb hosting company contact information – if applicable.
- Which computer is the server, if using on a network.

Emails and Changes

Church Windows utilizes Constant Contact to communicate important information to our users. **DO NOT UNSUBSCRIBE TO CHURCH WINDOWS EMAILS THROUGH CONSTANT CONTACT!** If you unsubscribe, you will not receive any of our emails, including updates and service releases. To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the current email and contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address, or call 800-533-5227 and verify current contact information.

Backing Up

Remember to make backups of your data regularly. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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

