



April 2022 Tech Tips

Current Church Windows version 23.21.2 / Payroll 2022 SR3

Backing Up

Unfortunately, we have recently heard from many customers who have suffered data loss that a regular backup routine could have prevented. Please remember to regularly make backups of your data using the Backup function within Church Windows (Administration -> Backup.) Back up often to prevent possibly having to re-enter data! While a third-party backup provider is often helpful for system backups, some of our customers who have lost Church Windows data found that, unfortunately, their third-party backup was not functioning as expected. Even if your data is hosted on Church Windows Web, a secondary backup never hurts.

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

Payroll

Before running your first quarterly 941 statements for 2022, ensure you are current and have installed the latest service release or SR3. Once the government makes the newest 941 form available, we create a patch you can download and install to add it to the program. Service Release Three (SR3) can be found on our [Current Updates](#) page.

Security Check

As new staff takes over positions at the church, set up a new login for each user. Many areas in the different Church Windows modules track who posted an entry. We recommend a unique login for employees and staff to have a good audit trail. At least one person should have access to the security screens, or even two, so there is a backup. Work your way through all the different tabs for the modules, and determine what access should be allowed. When a login is no longer needed, you cannot delete the login, but you can make it inactive. This preserves your audit trail and makes the login invalid if anyone attempts to log in with those credentials. [Here](#) you can find a document and video about Church Windows Security.



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Vanco News

How to Attract New Members to Your Church (and Connect with Them)

Every church leader wants to add to their attendance numbers, whether those worshipers are in-house on Sunday or online. The solution? You can create the perfect church newsletter with Vanco. Vanco, an integrated eGiving partner of Church Windows, provides churches with a free guide to find things like...

- The best ideas & practices
- Newsletter examples for great inspiration
- Free templates
- And much more

[Download Now](#)

Donations Tips

When answering an email to support, we often find that the questions and answers might benefit all our users. Here are a few common questions about Donations and marking individuals as Gives with Family.

1. Are there advantages to linking families (husband & wife) in donations?

Linking individuals in a family within the Membership module will automatically combine any individual giving into one Donation Statement. This is very useful when the donors prefer one statement.

2. Is it an advantage when issuing year-end statements? Do the statements print as Mr & Mrs vs. Jack & Jill?

The advantage is one statement with all the individual giving combined rather than a statement for each individual. When marked Gives with Family, the statement will print using the Mailing Label name from the Membership record.



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3. Once linked, what procedure should be done when a spouse passes?

If individuals are marked Gives with Family, and one individual passes, you can mark that individual as Inactive on their Membership record. This will prevent the individual from appearing on reports and such unless you specifically ask for inactive individuals. As long as other individuals are marked Gives with Family, you will still be able to enter donations and print a statement for all the giving.

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 by calling 800-533-5227 and verifying your current contact information.



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