



**churchwindows**  
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## June 2022 Tech Tips

*Current Church Windows version 23.21.2/ Payroll 2022 SR3*

### **Payroll 941 Error and Service Release 4**

The government has made changes to the second-quarter 941 tax form. Payroll 2022 SR4 containing the updated 941 form will be available on our website once released. To prevent customers from sending the incorrect form, the current 941 function in Payroll gives an error. While waiting for the updated second-quarter form, you can use the Pay Period Deductions Report to see totals.

DESKTOP CUSTOMERS: We will notify you by email when the update is available on the [Download Current Updates](#) page of the website.

WEB CUSTOMERS: As usual, updates are installed for you. We will forward an email to notify you know when the update will be installed for you.

PLEASE VERIFY THE OPENING PAYROLL SCREEN DISPLAYS PAYROLL 2022 SR4 BEFORE PRINTING 2ND QUARTER 941s.

### **Vanco News**

#### **Your Complete eGiving Questionnaire**

Vanco, an integrated eGiving partner of Church Windows, has created a [questionnaire](#) to ensure your church is making the most of your eGiving opportunities. Is your church accepting all gifts and donations online? Successful churches make the most of their online payment provider. It's not just giving! You can use Vanco and Church Windows together to accept rental fees, seasonal gifts, classes, events, and fundraisers. Download our eGiving questionnaire and discover where your church is excelling at accepting payments and where you can do even better.

[Get the questionnaire.](#)



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## Advance Groups/Classes and School Grades

It might be an excellent time to advance your groups/classes and school grades in Church Windows now that summer is here. Within the Membership module, there is a function to move the students within selected groups/classes to the next level. There is also a separate function to advance the school grade field on the individual records.

[Advance Groups/Classes and School Grade](#)

## 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](mailto:info@churchwindows.com) with your current contact person and email address or calling 800-533-5227 and verifying your current contact information.

## 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. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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



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