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September 2022 Tech Tips

Current Church Windows version 23.21.2/ Payroll 2022 SR5

Project Helper & Payroll Helper

Do you have a large project in Church Windows or Payroll, but you never seem to have the time to complete it? Let Church Windows knowledgeable and professional technicians assist you. For more information and to receive a quote on the services that fit your needs, visit our [Project Helper](#) or [Payroll Helper](#) page.

Last Quarter

Since we are in the final quarter of 2022, here are a few things you might need to review in each module.

- Membership – advance school grades, advance groups/classes, and print an all-information report for members to check for corrections or changes.
- Donations – review Giving Statements and Pledge Reports.
- Accounting – review the Balance Sheet and Treasurer's Report.
- Payroll – review an informative copy of W2s.

Since the program is very flexible, you might have other fields or reports you check in addition to these.

Accounting - Opening 2023 and Working on Budgets

Did you know that you don't have to wait for the new year to open your new year in Accounting? That's right!

- You can open a new year at any time, but once you do that, be careful to ensure you are in the correct year when entering transactions.
- Did you know that you can find printable documents and recorded movies on the [New Year Prep & Help](#) website page? These guide you through all the steps to open a new year in the different CW modules. While the documents reference 2022, they still apply to opening any New Year.
- Later, if you are working between years and entering transactions in the 2022 year, you must update beginning balances in the 2023 year.
- If you add a new account to the 2022 year, it will automatically appear in the 2023 year.



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So, rather than waiting until January, when most churches are busy, busy, busy, you can open your new year now and start entering or editing your 2023 budgets and work between 2022 and 2023.

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 calling 800-533-5227 to verify your current contact information.

Backing Up

Unfortunately, many customers who suffer data loss could have prevented this with routine backups. Please remember to regularly make backups of your data using the Backup function within Church Windows (Administration -> Backup.) Back up often to prevent 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.

[Desktop & Web Backup Information](#)



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