



March 2023 Tech Tips

Current Church Windows version 24.22.2

Payroll and Aatrix

To ensure you have the most current tax forms and updates, you should always use the current version of the Church Windows software. The quarterly 941 form for 2023 will appear in your Tax Reports list once Aatrix releases it, which will be in time for the first quarter filing deadline. To find the amounts for your periodic 941 deposit, use the Pay Period Deductions report for that period; there is a line on that report which shows the 941 deposit amount for the period selected.

Hop into Easter with Vanco's Easter Giving Toolkit and Webinars!

Vanco's Easter giving toolkit features Easter-themed templates and graphics with faith-based messaging to inspire your members and guests. [Click here](#) to download the kit today. Register for one of our upcoming webinars, where you'll receive best practices for the three actionable steps you can take to get ready for Easter. [Save your seat](#) and [register by clicking here!](#) Don't miss out on this opportunity to make a meaningful impact with your Easter campaigns. Vanco's support team is here to help if you have any questions or need assistance at 1.800.675.7430 or cs@vanco.com. May your Easter be blessed with hope and joy.

After Updating to Version 24

After confirming that the Payroll data has been integrated successfully into Church Windows, you can either delete the Payroll icon from the Desktop or uninstall the old Payroll program from the computer. If you want to verify figures, run a *History Report* for the entire year. Be sure to include Terminated or Archived Employees. Run the reports in the original and new Payroll after the conversion.

- Go to the original *Payroll*
- Click *Reports*
- Choose *History Report Federal Taxable Earnings Withholdings and Net Pay Detail Report*
- Click *Next*
- Click *Next*
- *Pay Period 01/01/2022 thru current*, choose *Report Style Individual history report*
- Click *Next*.
- Run the same report in the new *Payroll* by going to *Reports/Export*
- Choose *Fed Tax Earn, WH & Net Pay-Employees*
- Click *Next*
- Choose *Terminated or Archived Employees*
- Click *Print*.



IRS News

The IRS recently released final regulations amending the filing rules for W-2, 1099 returns, and other documents. The e-file threshold has officially been lowered from 250 to 10 forms in Tax Year 2023 (to be filed in 2024). This regulation includes the total for all aggregated forms filed.

Church Windows Support and Training

We truly appreciate and thank you for your patience during the unprecedented call volume we experienced this January. We are still working our way through your emails and calls. In the meantime, we suggest checking our [Resource Center](#) for answers. We have posted documents and videos with directions, and the resolution in the Resource Center as issues have appeared. We have also started our [Live Training Webinars](#) again, so check out the topics and sign up for what might help you.

Emails and Changes

To ensure that you receive updates, news, tech tips, and other relevant information from Church Windows, please take a moment to ensure we have the current email and contact information. You can update your contact information by emailing info@churchwindows.com with your present contact person and email address or by calling 800-533-5227 to verify your 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](#)

