



April 2023 Tech Tips

Current Church Windows version 24.22.2

Support Renewals

Church Windows software and support restructured to a new monthly subscription. This subscription offers three flexible choices for your Church Windows Updates & Support. Choose between: Standard, Deluxe, or Elite. Tailor your Monthly Subscription so that your church office staff and volunteers get the help that best fits your needs from our highly-experienced Church Windows Support Team. Our customizable pricing is based on the software platform type, modules owned, and the Support Tier selected. We are also excited to offer several new training options. If you are still on the old support plan, please wait to renew until close to your end date. Please do not mail in checks. All purchases are now made through the Church Windows website.

[Subscription Pricing](#)

Payroll and Aatrix

With the integration of Payroll into the main Church Windows program, we have partnered with Aatrix for all the tax forms and documents. You will no longer need to install a service release from Church Windows to update forms.

- Tax Forms are generated through our partner, Aatrix. You can e-file or print the forms on paper.
- Please download and install the Aatrix Form Installer/Updater on all computers that use Church Windows. The updater can be found at the bottom of our [Download Updates](#) page.
- If your church is using [Church Windows Web](#), the Aatrix Form Installer will be run for you!

While we are experts with Church Windows and will help as much as possible with the Aatrix side of the program, Aatrix customer support is best helping with their software. They can be reached at 800-426-0854 or support@aatrix.com.

Documents and Emailing

We often hear customers asking why we did not send them documentation regarding a change or update or why they did not receive the documentation for a webinar. We communicate through email, so if you receive the Church Windows update, please share them with the other staff. While the information might not be important for you, it might be important for another Church Windows user in your organization. And if you sign up for a webinar, we often include workbook pages to accompany the lessons. If there are documents for the webinar, these are included in your invitation email to print before the webinar. They are also available during the webinar as well.



Vanco News - Record Keeping

No matter the size of your congregation, accurate bookkeeping is essential for church operations. Church Windows provides tools for tracking a wealth of information, but your database is only as good as your input. Vanco and Religious Product News offer some great tips for perfect records.

[7 Steps to Perfect Church Giving Records](#)

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. Backing up often saves you from having to re-enter lost 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](#)

