



October 2023 Tech Tips

Current Church Windows version 24.22.4

End of Year Prep

With the end of 2023 fast approaching, it might be a good time to review your Church Windows database to ensure an easy transition into the new year.

- In Membership, print out an All Information report for your members to review for corrections and additions.
- In Donations, send a statement for the entire year so donors can review them for errors.
- In Accounting, review balance sheet, treasurer's report, bank recs, and outstanding bills.
- In Payroll, review reports for accuracy. Reconcile your 941s to your W-2s so you can clear up any problems before the end of the year.

You'll Fall in Love with This Fee-Free Promotion!

Spend this fall stewardship season telling the story of your church and helping your members embrace online giving with help from Vanco. Vanco is offering churches **free one-on-one implementation services** and **ONE MONTH of no processing fees** on up to \$50,000!

Here's how your church can get started!

1. Sign up with Vanco before the end of October
2. Receive free one-on-one implementation to help you build and launch your giving program.
3. Pay no processing fees on gifts up to \$50,000 in total, received in January.

Let Vanco help you have a strong holiday season and an even stronger start to 2024 with this fall promotion. [Request a demo](#) today to learn more!

[Request a demo](#)

New IRS Rule for Employers

Employers with ten or more contractors/employees must file electronically going forward according to new regulations from the IRS, published February 23, 2023.

[More Information on IRS.gov](#)

Free Training Webinars

Church Windows provides free, live training webinars every month on a number of different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Changes

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to backup your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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

