November/December 2017 Tech Tips

Welcome 2018 – New Year Resources

The holidays and New Year preparations are upon us. The End-of-Year and New Year start often bring increased support calls in January. Due to this increase, we have extended January hours. We also have many resources on our website to help you move into the new year in Church Windows. We advise saving this month's tech tips to your favorites so you can access this handy list of free documents and movies to assist in making your transition to 2018 a smooth one.

January extended hours – EST

9am – 8pm Monday – Thursday

9am – 5pm Friday

10am – 1pm Saturday

[New Year Prep & Help page](#)

Documents and movies specific to the different modules are available on the New Year Prep & Help page. And we also have a myriad of free movies and documents available at any time. If you have a question after support hours, make sure you look at our New Version Resources page and Support Center to see if you can find an answer to your question.

[New Version Resources](#)

[Support Center](#)

Payroll

Remember, Payroll requires two tasks to move into the new year, in this order: install version 2018 coming in late December, then run the end-of-year procedure (Sys Admin, End of Year Procedure.) Both of these tasks should be completed before printing your W-2s or running your first 2018 pay.

In Church Windows Payroll 2018 you will find expanded free electronic filing capabilities for your state returns. We have included the federal SSA file generation for a long time but have now modified various state files so that the same SSA file can be submitted to the state. We are no longer supporting Nelco Wage Filer for W-2 filing (a for fee service). However, you can still submit your 941s and 944s with their service, for a fee. Filing year end W-2s with the Social Security Administration is an easy and free electronic filing option.

First you will need to register with the SSA Business Services Online, this can be done online or by phone. Here is the website for detailed information on both options: Social Security Business Services Online.

Under the Business Services Online Hours of Operation section, you can click on the "+" sign in front of *For Employers* and access their Registration and Services Handbook, a Registration Video and other useful information."

Many states have lower threshold requirements for filing of W-2s electronically than what the federal government requires. States may require separate registration for electronic filing; check with your state tax department. You may file electronically with the state and submit paper copies to the federal government if you submitted 250 or fewer W-2s for 2016.

Conversion

If you have not yet converted from the older Contributions and/or Financial modules to the newer Donations and/or Accounting modules, it is best to convert when you are under less pressure to get end-of-year tasks complete, and when you will have more time to get comfortable with the new software at a relaxed pace. January is typically not a good time for anyone to take on something new, and the conversion to Donations and Accounting can happen at any time during the year, because the information from Contribution and Financial all converts into Donations and Accounting seamlessly.

Changes

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/or contact information for your church. This can be done by emailing info@churchwindows.com

with your current contact person and email address, or call 800-533-5227 and verify current contact information.

Backing up

Remember to regularly make backups of your data. 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.

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Church Windows Desktop Backup

Church Windows Web & General Backup Information

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