



April 2018

Payroll

IRS recommends that employers ensure that employees check their Federal withholding.

Employers should remind employees to check their withholding and do a “paycheck checkup” following changes from the Tax Cuts and Jobs Act. Using the Withholding Calculator is the best way for employees to check that they aren’t having too much or too little tax withheld from their paychecks.

[Withholding Calculator - IRS Website](#)

If you have any employees who would like to change their W-4 information as a result of this “paycheck checkup,” you may print a new W-4 from the Payroll program (Reports -> Tax Reports -> W-4 Form.) Payroll version 2018 SR3 contains the newest version of this form. Any changes as a result of a new W-4 can then be made on the Federal tab of that person’s Employee File (Data Setup -> Employee File.) It might also be a good time to check reports over all modules for accuracy!

Learning Tools

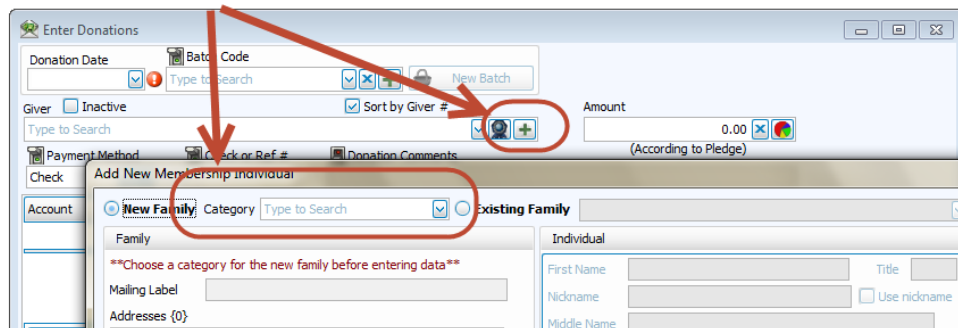
New to the program? Just converted or upgraded to the latest module and need help learning all the fantastic features? We have different learning tools to suit every learning style. We offer free documents, videos and even live webinars to help you learn Church Windows. The New Version Resources page will also list documents and movies for the most current version of Church Windows. We also offer Live Web Training, ICT or Training Workbooks for sale. The best place to see all the options is under Beginning on our website –

www.churchwindows.com. You can also click on the magnifying glass in the upper right on any page of our website, and type in a key word to search the site.



Donations

When in Enter Donations, you can add a new Membership record without exiting the screen. If you click the plus sign at the end of the Giver field and select *Add Membership Individual*, then a new screen appears. You must first select the Category for the new Individual/Family, and then the screen allows you to add more information.



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.

[Church Windows Desktop Backup](#)

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