



September 2018

CW Current Version 21.18.0/Payroll 2018SR3

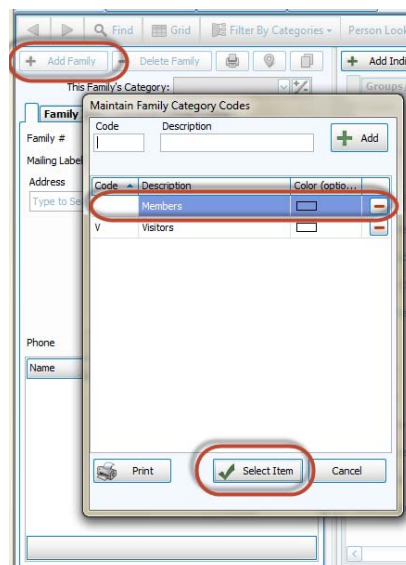
Last Quarter

We are in the final quarter of 2018. Here are a few things you might need to review in each module. Since the program is very flexible, you might have other fields or reports you check in addition to these.

- Membership – Advancing school grades, advancing groups/classes, printing an all information report for members to check over for corrections or changes.
- Donations – review Giving Statements and Pledge Reports.
- Accounting – review the Balance Sheet and Treasurer’s Report.
- Payroll – review an informative copy of W2s.

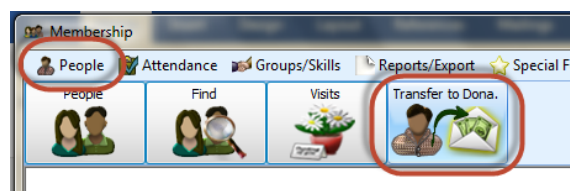
Membership

Within Membership your family and individual records are stored within the **People** area. If you are adding a new record, you first must add the family on left side. When you click **Add Family**, you must first select the family category. A pop-up prompts you to pick the Family category. Highlight the category in which you would like the family and click Select Item. Now continue adding your family and individuals.



New Features

Did you know with Version 21 you can now transfer individuals from Membership to Donations or from Donations to Membership? This feature is great. Now that one-time visitor





you added to Donations who has joined the church can now be transferred to the Membership files with a few clicks. Or you can transfer a Member to Donations.



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. Be prepared for severe weather or emergencies, and be sure to have a backup off site in case something happens to the church or computer.

[Church Windows Desktop Backup](#)

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

