

**Hours of Operation: (Eastern)**

**Monday - Thursday 9 am - 6 pm**

**Friday 9 am - 5 pm**

**January Extended Hours: (Eastern)**

**Monday - Thursday 9 am - 8 pm**

**Friday 9 am - 5 pm**

**Saturday 10 am - 1 pm**

**Support Lines & Offices Closed:**

**Thanksgiving – November 22nd & 23rd**

**Christmas Eve & Day – December 24th & 25th**

**New Years Day – January 1st**

## Accounting EOY Instructions/Opening a New Year

In the Accounting module of Church Windows, you can begin working in the new year at any time. There is no actual end-of-year procedure; instead, you open the new year. Opening a new year in Accounting is a quick and easy process. We have included those instructions in the beginning of this document. However, we have also included some information that you may want to read and consider. Items include – changing and entering budgets, getting rid of previously paid invoices, and changing your chart of accounts.

Accounting data from all years is kept active and available for you to review and report on at any time. You may easily open a new year and begin working in it (projecting budgets, etc.) long before the current year is finished. You can then move back and forth between the years, continuing to record transactions in the current year while working to get the next year ready.

*\*Before opening your new year in Accounting, please make sure that all invoices that have already been paid are actually marked as paid. To do this go into Pay Bills, click on Quick Pay, View Outstanding Bills. You will see a screen of Accounts Payable Vendors/Payees. If there is an amount due but under the Account Balance is a \$0.00 amount, this outstanding invoice will need to be manually marked as paid. Go to Transactions, click Browse in the year the invoice was posted. Click the Change Year, Filter & Sort button, enter the name of the vendor in the account field and limit the screen to Bill transactions and uncheck Show Paid (to the left), click OK. Highlight the transaction, click Correct, click the “Mark as Paid” button and click on the payment that was made for the bill. Save the correction. This marks the invoice as Paid and should no longer show up.*

*If you know that you will be adding new Balance Sheet accounts (assets, liabilities, and fund balances) to the new year Chart of Accounts, we recommend that they be added to the old year Chart of Accounts before opening the new year and copying over the Chart of Accounts. Should you decide you do not need them after all, they can be deleted if they have no balance and no transactions.*

### **Step # 1 – Make a backup of your data**

- Make certain all people are closed out of Church Windows if you are on a network.
- Click *Administration>Backup*.
- Select *All Data (Membership, Scheduler, Donations, Accounting)*.
- Click *Browse* to select the location where you wish to save the data.
- Click *Begin Backup*.

### **Step # 2 - Create the new Accounting Year**

- Open *Accounting*.
- Click *Special Function>Manage Years>Setup new Accounting Year*.
- Click *Create Next Accounting Year* (new accounting year is shown)
- Copy Chart of Accounts from \_\_\_\_\_ (current year)
- Include budgets, if you wish. To completely re-do the Chart of Accounts, select the option *Create empty Chart of Accounts*.
- Click *OK*.
- To enter or adjust Budget figures, click *Budgets*.

**Note:** After opening the new year, it is **very important** to update the beginning balances in the new year if you go back and make changes to the old year. Open *Accounting>Special Functions>Manage Years* and click on *Update beginning balances from prior Accounting Year ending balances*. Verify the date range and respond to the question.

### **Closing the year**

While Church Windows does give you the flexibility to work between months and years, there should be a time when the decision is made that the year is finished and no additional changes should be made in the past. From an accounting standpoint, once you have printed your reports and finalized your bank reconciliation, no further transactions including voiding checks should be done to a past period. The Accounting module allows you to officially 'close' the year so that no further changes may be made to the data in that year. You will be able to print reports for that year at any time (except Bank Reconciliation reports). **If you are going to have an audit of the books performed, we recommend that you do not close the year until the audit has been completed.**

In Accounting to close a year

- Open *Accounting*.
- Click *Special Functions>Manage Years*.
- Click on *Close Accounting Year* (Prevents further changes to the Accounting Year).
- Select the account year to close and click *OK*.

### **Additional Accounting Information**

#### **New Budget Figures for the Income and Expense Accounts**

When you copied the Chart of Accounts into the new year, or if you kept the check mark in copy budget amounts, then last year's budget figures will exist in the new year. If you do not need to make changes to those amounts, then you do not need to do anything else.

If there are changes, you need to make to the budget for the upcoming year, or if you unchecked the check mark to copy budget amounts over, then you need to enter or adjust budget figures.

In Accounting:

- Click the *Budget* icon on the Image Map.
- Click the *plus/+* sign beside either the Total Income subtotal or the Total Expense subtotal.
- If you see subtotals, click the *plus/+* sign beside the subtotal to view the accounts are that need budgets/adjustment.
- Click to highlight the appropriate account and check the Budgeted box (if not already checked). To the right, click the type of budget (for example annual). Enter budget amount and click the budget type again.
- Once on the Budget screen, click the *F1* key on the keyboard to read more information on entering the budget.

### Budget Projection

Here in the new year, you may also use the budget tools provided for you in Church Windows. The Budget Development/Analysis/Reporting tool will help you analyze your existing and previous budgets. This can be used in both the current year and the new year.

The Budget Projection tool may be used to create your budget. Doing so will automatically enter the budgets on the accounts and will overwrite existing budget figures. This should only be used in the new year.

In Accounting:

- Click the menu word *Budgets*.
- Click the *Budget Projection* button.
- Once on the Budget Projection screen, click the *F1* key on the keyboard to read information on projecting a budget.

### Working in the New and Old Years in Accounting

You can easily toggle back and forth between the two years until you are finished with the old year.

In Accounting to return to the prior year:

- Click *Special Function>Manage Years*.
- Click *Change to another Existing Year*.
- Click to select the year and click *OK*.

**Note:** It is **very important** to update the beginning balances in the NEW year after making changes to the old year. If you return to the prior year and enter transactions or make changes, you should then update the new year balances for the Asset, Liability, and Fund Balance accounts by bringing forward the correct beginning balances from the end of the old year. To verify if *Update Beginning Balances* is necessary, print a Balance Sheet with year to date balances for the old year. Then print a Balance Sheet with beginning balances for the new year (to add the YTD and Beginning Balance to the Balance sheet, click on the Columns tab). Compare the year to date balance and the beginning balance on the Balance Sheets, they should match. If they do not, *Update Beginning Balances* in the new Accounting year.

### In Accounting:

- Make certain you are in the current year. If not, the Image Map screen displays the year in the upper right side of the screen.
- From the Image Map screen, click *Special Function>Manage Years>Update beginning balances from prior Accounting Year ending balances*.

With this procedure, Church Windows will look for any account numbers in the Assets, Liabilities and Fund Balances in the new year that match account numbers in the previous year. For these matching accounts, it will take the previous year's ending balance and enter it as the current year's beginning balance. Income and expense accounts will always start the year with zero balances. After bringing the adjusted balances forward, print a Balance Sheet from the Reports section of the program. On the Columns tab, select to include Starting Balance and Year to Date to verify that you are in balance for the beginning of the year.

### Changing the Chart of Accounts

It is very easy in the Accounting module to edit account numbers and/or the number of digits and decimals in your numbers in the new year.

If you are changing only a few accounts:

- Open *Accounting*.
- Click the *Manage Accounts* icon.
- Find the account on the *Tree View* tab.
- Right-click on the account and left-click on *Edit \_\_\_\_*, (with the space representing the name of the account).

If you will be changing many accounts:

- Open *Accounting*.
- Click *Special Functions>Change Account Number Structure*.

**Note:** Editing or deleting an account or changing the account structure in the current year does not change the Chart of Accounts in prior years. If you open the new year and add new Balance Sheet accounts (assets, liabilities and fund balances), you will need to manually enter balances by using Journal Entry transactions.

### Balance Sheet Report

The Church Windows Balance Sheet is a report that lists the total of your Assets compared with the total of your Liabilities and Fund balances. The formula for being in balance is **Total Assets = Total Liabilities + Total Fund Balances**. It is important that you have a balanced Balance Sheet. You will want to be certain that your ending balances in December are in balance and that you are still in balance in the new year.