



Hours of Operation: (Eastern)

Monday - Thursday 9 am - 6 pm

Friday 9 am - 5 pm

January Extended Hours:

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

Close Accounting Year (Prevents Changes to Accounting Year)

Church Windows Accounting allows you to switch between years so that you can post, correct, or even reverse transactions.

If you want to prevent any of these changes from taking place in an accounting year that has been established in the software and is now finished, you may “close the year.” You cannot make **any** changes to the data in a closed year, but you are able to view and print transactions and reports (except Bank Reconciliation reports).

If you plan to have an audit done on the year, we recommend that you do NOT close the year until after the audit is done in case the auditor recommends additional entries.

To close a year:

- Make a backup *Administration>Backup*.
- Click *Special Functions>Manage Years*.
- Click to select *Close Accounting Year* (Prevents further changes to Accounting year).
- The Close Accounting Year screen opens. If the desired accounting year does not show in the *Select Accounting Year to Close* box, click the drop-down arrow and select the desired year to close.
- Click OK.
- The system will display the following message: *‘You will not be able to add or change accounts, budgets, or transactions to this year after it is closed. Are you sure you wish to close Account Year XX/XX/XXXX thru XX/XX/XXXX?’*
- Click Yes to close the accounting year or click No to cancel the closing.