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## **November/December 2018 Tech Tips**

*Current Church Windows version 21.18.2/Payroll 2018SR3*

### **Welcome 2019 – New Year Resources**

The holidays and New Year preparations are upon us. The End-of-Year and New Year 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 2019 a smooth one.

December – closed 12/24 & 25

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. You can reach support at 1-800-533-5227 or [support@churchwindows.com](mailto:support@churchwindows.com).

**[New Version Resources](#)**

**[Support Center](#)**



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## **Payroll News**

We are partnering with a new company, Tax Bandits, for electronic filing of tax returns. For customers who choose to use this service to file electronically, the cost is much less expensive than the previous vendor and we've found them to be much more responsive to customer questions. With this new feature, we estimate that Payroll 2019 will be released shortly after Christmas.

We sometimes hear from Payroll customers who go on vacation before Christmas, but need to calculate their first January payroll before they leave. If this describes you, and you need to calculate an early January pay before the Payroll 2019 update is available, you can do so. Just run the end of year procedure. You will get a message that the 2019 tables are not installed, do you want to use 2018 tables (answer yes) and a message that your state is not supported. You may then calculate a January pay and manually enter your estimated state withholding in Step 4 of Calculate Payroll by clicking Browse Pay. If you need assistance with this, or have questions, please call our support team at 800-533-5227.

## **Donations/Correcting a Posted Batch**

There are two locations where you can correct a posted batch.

1. Donations > Posted Batches – in the Posted Batches screen, you can correct the entire batch date, batch code, or reverse the entire batch.
2. Donations > Browse – if you need to correct a specific donation, or detail on a donation, then you would do that in Browse. Find and highlight the entry and then click Correct.

## **Partners**

Thank you to all the Church Windows Partners old and new! Church Windows functions alone, or can integrate smoothly with these partners. If you haven't taken a look at what these partners can do for your church, here's a brief description of each and a link to more information on our website.

- [Steeple Accounting Services](#) - Specializing in accounting, payroll and fraud prevention services for Church Windows customers! Mary Lou Turnbull, former senior trainer with Church Windows has launched Steeple Accounting Services to specifically assist with your bookkeeping and financial issues.



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- [Vanco Payment Services](#) - Specialized Electronic Payment & Donation Solutions! Vanco Payment Solutions provides electronic giving solutions that make it easy for church staff to import contribution data directly into Church Windows software.
- [Sprout Marketing](#)— Spread the word about your nonprofit’s mission, engage new supporters, fundraise in more ways online—do all this and more when you join Google for Nonprofits. Sprout Marketing is available to Church Windows clients to help utilize these free Google advertising dollars!
- [Lifetouch Photography](#) – Creating meaningful connections is an important step in building and growing your church community and helping you achieve your goal of fostering families that feel connected. Lifetouch partners with you and offers photography and church directory tools that build these connections - at no cost to your church.
- [TaxBandits](#)— TaxBandits was designed with you in mind - the small business owner managing their own finances, or the accountant growing his practice and managing multiple clients. TaxBandits offers the most simplified and streamlined, interview-style e-filing process that helps to keep your business moving in the right direction. Get started today and see why TaxBandits is the ultimate e-filing solution for small businesses, nonprofit organizations, and tax professionals.
- [Summit Hosting](#) - Improve communication with church members and prospective members! As a world-wide leader in cloud application hosting, Church Windows has partnered with Summit Hosting to a bring reliable, secure connection to Church Windows Web users.
- [Capterra Online Research and Reviews](#)— With more than 500K verified reviews published to the site, and thousands more added each month, Capterra now offers the most robust, user-driven perspective on software in the world.
- [KidCheck](#) - Help ensure safe tracking of church school, daycare, and Sunday school children with KidCheck! Because your child’s safety is their passion, and they believe every child has the right to grow and learn in a safe environment, and every parent should have peace-of-mind about the safety of their children, KidCheck now works with Church Windows for those who choose their services.
- [Constant Contact](#) - Improve communication with church members and prospective members! Constant Contact’s partnership with Church Windows gives churches incredible e-mail and online survey tools.



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- [Dynamic Systems](#) - Always great checks and forms that work perfectly with Church Windows! Dynamic Systems is the recommended check and forms provider for Church Windows users.
- [VOS: Virtual Office Systems](#) - More than just the Church Windows Web secure host! Virtual Office Systems (VOS) is a complete cloud access service provider: Email, Data Protection, Web Design, Web Hosting, and Hosted Programs!

### 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](mailto: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](#)



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