



March 2016 Tech Tips

Payroll

1. The **Payroll 2016 SR 1 Update** containing the **2016 941 form** will be available on the Church Windows website towards the end of March. **It is essential to install** this update before sending in the 2016 First Quarter 941.
2. Before installing **Payroll 2016 SR1**, make certain a copy of the 941 reports for all 2015 quarters has been printed. Click to open **Payroll**. Click **Sys. Admin.** and then **System Profile**. Set the **Payroll** year back to **2015**. Click **Reports, Tax Reports, Quarterly 941 Form**.
3. It's also a good idea to print off the three **History** reports for the year 2015. If you are not already in the year 2015, click to open **Payroll**. Click **Sys Admin** and then **System Profile**. Set the **Payroll** year back to **2015**. Click **Reports, History** report. Print each one.

Accounting

As the first quarter of 2016 ends, now might be a good time to make sure you do not have any bills listed as outstanding. To do this, go to **Accounting > Transactions > Pay Bills > Quick Pay > View Outstanding Bills**. Below are links to a document and movie that explain how to determine what to do with outstanding bills and how to mark them paid.

[Outstanding Bills with a Zero Balance Document](#)

[Marking Bills Paid Movie](#)

Often we read something our Church Windows users might find relevant. Our accountant found this article on Fraud Prevention that is worth a read!

[From AICPA Insights - 4 Tips to Prevent Fraud at Faith-Based Organizations](#)

Donations

Donation Statements have been sent, but undoubtedly there will be a few donors calling at the last minute frantic to complete their taxes, but who cannot locate their giving statement.



To print a giving statement for 2015, there is no year to turn back. Instead go to the Giving Statement and select the date range you would like to see on the statement.

Two of the most common statement issues are a statement not printing, and couples or families getting separate statements, but who would like their giving combined on one statement.

To make sure a statement prints for a donor, go to **Manage Givers** and on the **Name** tab make sure **Receives Statement** is checked. To make sure that the donor's giving is all on one statement, go to **Manage Givers** then the **Giver #** tab. Make sure **Gives With Family** is checked for each family member.

Membership

Version 18 Attendance Entry

All entry can be done using your keyboard.

- Press the **Tab** key to move through the fields.
- Use the **Arrows** to move through drop-down lists or the grid of people.
- Press **Enter** to select an item.
- Click **Options** to change the appearance of the attendance grid.
- Press the **Space Bar** to check someone present once selected.
- You can even click on the **Column Headers** and drag and drop them to change the order of the columns.

Backing up

Don't forget to regularly make backups of your data. Back up often to prevent possibly having to re-enter data! [More information regarding backing up your data can be found here.](#)

