



October 2016 Tech Tips

Accounting - Opening 2017 and Working on Budgets

You do not have to wait until the new year to open your new year in Accounting and begin entering or editing your 2017 budget? That's right!

So, rather than waiting until January when most churches are busy, busy, busy, you can open your new year now and start entering or editing your 2017 budgets and work between 2016 and 2017.

You can view printable documents and recorded movies on the [New Year Prep & Help](#) website page that guide you through all the steps for opening a new year in the different CW modules.

- If you are working between years and you enter transactions in 2016, then you must update beginning balances in 2017.
- If you add a new account to 2016, it will automatically appear in the 2017. If you posted money to the new account in 2016, then in 2017 you still need to update beginning balances to bring the balance forward.
- You can open a new year at any time, but once you open a new year, you must be careful to make sure you are in the correct year when entering transactions.

Payroll - Prepare Now for Year End Payroll Tax Filing

The deadlines for filing the Form W-2 with the Social Security Administration and the Form 1099-MISC with the Internal Revenue Service are changing next year.

Starting in 2017, for the 2016 reporting year, both the W-2 and 1099-MISC recipient copies need to be submitted by January 31, whether by paper or electronic filing. That is months earlier than previous years and promises to increase both workloads and stress levels for companies and their accountants alike.

Historically, filers have been required to provide both W-2 and 1099-MISC forms to their recipients by January 31. However, in the past they were not required to submit the forms to the Social Security Administration or the IRS until February 28 for paper forms or March 31 for e-filing.



If you are planning on filing 941s electronically, you need to have a PIN from the IRS. There is no cost for the PIN but it does take about 6 weeks before you can use the number. A PIN is not required for filing W-2s.

- 1) Apply through Nelco Wage Filer (Instructions Here or Search "NELCO" on the Church Windows Blog - <http://www.churchwindows.com/blog/>)
- 2) Receive and return within 10 business days the IRS acknowledgement Statement of Receipt for the PIN (this is a 10 digit number).

Many states have relatively low thresholds for electronic filing requirements. Most of the states provide the ability to file through state taxation web site but it may require re-entry of data. Maine requires all W-2s and 1099s to be filed electronically. Minnesota requires electronic filing at a threshold of ten (10) W-2s or 1099s. The following states all require electronic filing at twenty-five (25) W-2s and/or 1099s: Alabama, Connecticut, District of Columbia, Maryland, Rhode Island, and Vermont.

Checking the W-2s now will prevent headaches at the end of the year.

Print **informational copies of the W-2s** for all employees and **Form W-3**. Although the data on the form will be 2016 data, the forms will print with the year 2015 on them. That's OK; you are looking at them for information only. The forms will be updated to the 2016 forms in the annual December release of Church Windows Payroll.

Inspect the W-2s:

- Does each W-2 contain the social security number and address for the employee?
- Look at the amount in box 1: is this approximately $\frac{3}{4}$ of the annual amount budgeted for the employee?
- If the criteria for Federal and State wages are the same, does the amount in box 1 agree with the amount in box 16? If the criteria are different, are the amounts different?
- If you have employees who participate in a dependent care program, is there an amount in box 10?
- Do amounts that are required to be stated separately show up in box 12 with the appropriate code?
- Is box 13 marked for those employees participating in a retirement plan?
- If box 14 is used, does it provide the information expected?

Make a list of any items that need to be investigated or corrected.

Importing Donations

In Donations you can import Donations into the program with just a few clicks using an export file from a variety of online giving companies. However, if you do not use one of the companies in the



list, then you might still be able to import online giving into Donations. If the online giving can create an export file that is in a text format, you can import your Donations into the program. The text file must be comma or tab delimited. The first row must be column headers, and the file must contain columns for date, giver, account and amount of the donation.

DPI Settings

If you are not seeing buttons or portions of a screen in Church Windows, you might need to adjust your computer's DPI settings. To do this in Windows 10, in the lower left type DPI in the search field. Select Display Settings. On the display settings screen there should be a slider bar for changing the size of the text, apps and other items. This should be set to 100%. If it is set higher or lower, then items might not display properly in Church Windows. If you need to make items on your screen larger or smaller, you can adjust your resolution, and this will not affect buttons and screens in Church Windows displaying properly.

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.

[More information regarding backing up your data can be found here](#)

