



**churchwindows**  
MANAGEMENT SOFTWARE



## **DECEMBER 2016 TECH TIPS**

### **New Year – New Look**

Take a look at our new website! It is completely redesigned to be simpler and more streamlined. The address is still [www.churchwindows.com](http://www.churchwindows.com), and the content is still greatly the same, but it is easier to navigate. Navigate using the 3 main areas of Investigating, Beginning or Support Center, or click on the items at the top to see all three menus. Enjoy!

### **Welcome 2017 – End-of-Year Resources**

The holidays and End-of-Year are upon us. With the End-of-Year comes an increase in support calls in January. Due to this increase, we have extended January hours. Also, we have many resources on our website to help you move into the new year in Church Windows. You might want to print out or save this month's tech tips to your favorites, so you can access this handy list of documents and movies, available for free, to assist in making your transition to 2017 a smooth one.

If you have not yet converted from the older Contributions and/or Financial modules to the newer Donations and/or Accounting modules, it is best to convert when you are under less pressure to get end-of-year tasks complete, and when you will have more time to get comfortable with the new software at a relaxed pace. January is typically not a good time for anyone to take on something new, and the conversion to Donations and Accounting can happen at any time during the year, because the information from Contribution and Financial all converts into Donations and Accounting seamlessly.

January extended hours – EST

9am – 8pm Mon – Thurs

9am – 5pm Fri

10am – 1pm Sat

[New Year Prep & Help page](#)

More 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. So, if you have a question after support hours, make sure you look at our Version Resources page and Support Center to see if you can find an answer to your question.



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### [New Version Resources](#)

### [Support Center](#)

If you have a little free time for some live training, we do offer Free, User Webinars every month except January. Sessions are specific-topic, only 15-20 minute sessions! Check out the topics, and sign up!

### [Free, User Webinars](#)

## **Payroll**

- Employer's W-2s for the government need to be post marked by 1/31/2017 this year.
- Payroll 2017 is planned for release before December 15<sup>th</sup> – for those on support, watch your email for the link to the new version. You can install Payroll 2017 now and still work in 2016.
- In January, we will release SR1. If you are using Nelco wage filer to submit W-2s, you will need to install this update. This is expected to be released in mid-January.
- Not all states will publish the new 2017 tax tables by the time of release of Payroll 2017. Please check the January SR1 for more states updated tables.
- There will be a service release in March that will include the updated 941 forms.

## **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](#)

