



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

Follow these easy steps for completing the end-of-year procedures.

We strongly recommend making a Backup before you start the End of Year process!

Note: to perform the End-of-Year Procedures in the various modules, you must be the only person on the network in Church Windows.

Membership:

Enhancements have eliminated the need for End of Year Procedures in versions 21, 20, 19 and 18.

To change the year forward for Attendance for versions earlier than Version 17.

1. *Membership>Special Functions>Settings.*
2. Enter in the new year's date in the Attendance box.
3. Click OK.

Donations:

Enhancements have eliminated the need for End of Year Procedures

Accounting:

1. Make a backup of your data: *Administration>Backup.*
2. Create the new Accounting Year:
 - a. Open *Accounting.*
 - b. Click *Special Functions>Manage Years>Setup new Accounting Year.*
 - c. Click *Create Next Accounting Year.*
 - d. Copy *Chart of Accounts* from current year including budgets, if you wish. To completely re-do the Chart of Accounts, select the option *Create empty Chart of Accounts.*
 - e. Click OK.
3. Enter or adjust budget figures if you wish. Click *Budgets.*

Note: It is **very important** to update the beginning balances in 2019 after making changes to 2018. Open *Accounting>Special Functions>Manage Years* and click on *Update beginning balances from prior Accounting Year ending balances.* Click Yes.

Payroll:

1. Install Payroll 2019 when received. It is fine to install it in December, but definitely before the first pay of 2019.
2. Make a backup of Payroll data: *Sys. Admin.>Backup Data*.
3. Perform End-of-Year: *Sys. Admin.>End of Year Procedure*.
4. Install the Payroll Service Release before filing 1st Quarter 941.

Contributions - Version 16.13 and prior:

Perform after entries have been completed for the last Sunday of the year.

1. Perform *Database Maintenance* in *System Administration*.
2. Make a backup of Contribution data: *System Administration>Backup Data*.
3. Perform End-of-Year: *Contribution>Special Functions>End-of-Year Procedure*.

Financial - Version 16.13 and prior:

1. Make a backup of Financial data: *System Administration>Backup Data*.
2. Change the year to 2019: *Financial>Special Functions>Financial Profile. Type 012019 and 122019*. Click OK. If asked to initialize, answer Yes.
3. Copy your chart of accounts forward (including budget figures if you wish): *Financial>Account Setup>Chart of Accounts>Copy COA* enter in *01/2018*.
4. Put in budget figures if you wish: *Financial Account setup>Chart of Accounts>Budget* tab.

Note: It is **very important** to update the beginning balances in 2019 after making any changes to the 2018 year.

1. Back up the data. Click *System Administration>Backup Data*. Exit the program and reopen it.
2. Click *Financial>Account Setup>Chart of Accounts*. Click *Update Beg Bal* and click OK that you have backed up the data. Enter in *01/2018* and click OK.
3. Rebuild the Financial balances after updating the beginning balances: *System Administration> Database Maintenance*, click OK.