

Church Windows TechTips

APRIL 2005 TECH TIP

APRIL ODDS AND ENDS

1) PAYROLL 2005 SR-1

An update to the Payroll 2005 program is now available on the website. Go to www.churchwindows.com and click **DOWNLOADS**. Then select **CHURCH WINDOWS PAYROLL**. The file is available to download as a single click Internet install, a download to your hard drive or to 3 floppy disks. If you download the file to the hard drive, download the file under My Documents. When the download is finished, go to My Documents and double-click on the "exe" file to begin the install. If you download the file to floppy disks, be certain to label the disks as Payroll 2005 SR 1 Disk 1, Payroll 2005 SR-1 disk 2, and Payroll 2005 SR-1 Disk 3. Put disk 1 in the A drive, double-click on the MY COMPUTER icon, go to the A drive and double-click on the "exe" file to begin the install.

This update contains the new, two-page 941 form needed for use in 2005 and the updated W-4 form. It adds a feature In Calculate Adjustment for third-party sick pay. It also includes the new Iowa tax tables. Be sure to download this update!

If you are using the program over a network, the update must be installed on the server and system files installed on each workstation accessing payroll.

2) CHURH WINDOWS 2005

Coming soon is the new, updated Church Windows 2005 with many new features! Support customers can watch the mail for your CD and non-support customers can watch for the notice that the updated version is available for purchase. You will want to install the update as soon as you get it! Be sure to BROWSE THE CD to find out what is new in this release.

3) BACKING UP YOUR DATA.

This all-important task should be assigned and done on a very regular basis. Our phrase is this: "Back up as often as you do not want to re-do what you just did." You can back up all the Church Windows data files by leaving the default setting at MEMBERSHIP, CONTRIBUTION, FINANCIAL. You can also back up by module: MEMBERSHIP AND CONTRIBUTION are backed up together; Financial can be backed up by itself by choosing FINANCIAL ONLY. You can back up to different locations: On the BACKUP DATA screen, when you click the BROWSE button, you can navigate to back up your data to a folder on your hard drive, a floppy drive, a zip drive or a removable USB Flash drive. To back up to a CD, use the BROWSE button to save your data to a folder on your hard drive and then use your CD burning software to copy that file to a CD. Should you need to restore that data, you can go to RESTORE DATA, browse to the CD and then to the file and restore from there. Remember to take the most recent backup home with you!

4) Easter is over and Vacation Bible School is not yet here!

Perhaps this is a good time for you to review your groups and classes and your skills and interests categories for updating. Begin by opening **MEMBERSHIP**, clicking on the **GROUPS/CLASSES** icon or on the **SKILLS/INTERESTS** icon. Click **ADD ITEM TO RECORD:** that opens up the list of groups/classes or skills/interests. Click **PRINT ITEMS**. Form a committee to review the lists, analyzing which items can be deleted and which new ones need to be added. Consider reorganizing the lists to put them into a more workable grouping.

Before deleting any item, consider these points:

- a) Print out a list of everyone who has that group/class or skill/interest on their record. Is it important to keep the history of that group/class or skill/interest? If so, do you want to leave it on the system in Church Windows, or do you merely want to keep a printed copy of the information for historical purposes?
- b) If you decide to delete groups or classes, have you recorded attendance for those groups/classes? If you delete a group or class, you will lose the attendance information. Again, if that is OK, perhaps you should print out attendance reports for each group or class before deleting it.
- c) If you want to reorganize the groups/classes list, begin by getting out the Church Windows 2004 Installation CD. Put it in the CD ROM drive and it will auto-start. Click **NEW ITEM/MINI MOVIES**. Watch the movies on setting up your groups and classes to see the hierarchical setup you can use with Church Windows Groups and Classes. Using a hierarchical structure in your groups and classes makes it easy to do a mailing or a report.

5) CHURCH WINDOWS 2005 TRAINING

Don't forget, Church Windows' training classes for 2005 are under way! Check the website under **TRAINING** to look at the classes being offered in your area. Classes are a great way to meet other Church windows users and to learn about the newest features in Church Windows. See you at one of our classes!