

Church Windows TechTips

MAY 2005 TECH TIP

NEW CONTRIBUTION BATCH FEATURES

CHURCH WINDOWS 2005 will soon arrive at your church. Install the program update as quickly as possible to take advantage of the wonderful new features it contains.

TRACK CONTRIBUTIONS BY SERVICE, NOT ONLY BY DATE!

Church Windows 2005 now facilitates tracking your contributions by different batches on a date. If you have an early and a late service, you can now track the contributions that came into the individual services and use the SAME date for both batches! Tracking contributions by services is optional.

Click **CONTRIBUTION, ENTER CONTRIBUTIONS**. Click the down-arrow in the **BATCH CODE** box. Church Windows comes to you with codes already in place for an **EARLY** service and a **LATE** service. You may rename these descriptions as you like – perhaps you'd like to change the description to read 8:30 Service and 10:30 Service. You may add more codes/descriptions for other services, and you may delete the current codes/descriptions and add all new ones. You may have as many Batch Codes as you need.

Before starting the contribution batch, click the **BATCH CODE** down-arrow and select the code for the service you are posting. When finished posting a Sunday date for one service, come back and enter the contributions for the other service(s).

Batch Codes do not affect the Deposit Slip or Post Contributions to Financial. Both work as a single date and have no knowledge of batch codes. We recommend that you enter and post all contributions for a given date to the Contribution file and THEN post the contributions for that date to the Financial module.

REPORTS FROM CONTRIBUTIONS CAN NOW INCLUDE BATCH TOTALS

- 1) **GIVING SUMMARY:** if set to include the Batch Total and the Account Totals, the report lists each batch code title (Early Service or Late Service, for example) and gives the total dollars given to each account in that batch plus the total dollar amount taken in for that service/batch. After listing all the batch information, a grand total for that giving date is included.
- 2) **LOG REPORT:** Run the report for a given Sunday and have it include Batch information. Sequence the report by envelope number and the entries will include the batch information. You can also sequence the report by Batch Code (Early shown before Late) and, within the batch, by envelope number or by name. Total dollar amounts will be shown for each batch and a grand total for the date.

CORRECT THE BATCH DATE OR BATCH CODE BEFORE POSTING TO CONTRIBUTIONS

If you notice that you have the wrong date on a contributions batch, you can correct the date by clicking the **CORRECT DATE** button. The **CORRECT BATCH DATE BEFORE POSTING** screen will open. Enter the correct date and/or Batch Code and click OK. If you do not catch the date or batch code error until after you click Post, a confirmation screen will appear giving the date and batch code used. You may edit them before clicking to post the batch.

CORRECT THE BATCH DATE OR CODE AFTER POSTING

If you have already posted a batch to Contributions and discover that you used the wrong date or batch code, go to Contribution, **CORRECT BATCH DATE AFTER POSTING**. Click the date that was used and key in the new date or batch code and click OK.

CHURCH WINDOWS 2005 has lots of new features. Put the CW 2005 CD into the CD ROM drive, and allow it to auto start. On the opening screen, click

WHAT'S NEW IN THIS VERSION. Enjoy your 2005 program!

Don't forget, Service Releases are issued periodically throughout the year. On a regular basis, go the www.churchwindows.com , click on DOWNLOADS, then on CHURCH WINDOWS or on CHURCH WINDOWS PAYROLL. If you have provided us with your email address, we will email you a notice when a service release is available. Keep your program current by downloading the most recent Service Release.