

**January Extended Hours: (Eastern)**

Monday - Thursday 9 am - 8 pm

Friday - 9 am - 5 pm

Saturday - 10 am - 1 pm

Regular Hours: (Eastern)

Monday - Thursday 9 am - 6 pm

Friday - 9 am - 5 pm

Support & Office Closed:

Thanksgiving - November 26th & 27th

Christmas - December 24th & 25th

New Years Day - January 1st

PLEASE NOTE: We close at 5 pm ET the day before a holiday.

Contribution EOY Instructions

In order to begin entering contributions for the New Year, you must first perform the Contribution End-of-Year Procedure. The EOY cannot be run until your computer clock reads a date that is after the last Sunday of the year. This year, that date is **December 27th**. It is a good idea to post your final contributions for the year before you perform the End-of-Year Procedure.

Once you have performed the End-of-Year Procedure, you can move freely back and forth between the years by clicking on *Contribution>Special Functions>Change to Different Contribution Year*. Click on the down arrow and select the starting month and the year in which you wish to work.

Year-end giving statements can be run any time after your final giving entries are made, either before performing the End-of-Year Procedure or after. If you run them after End-of-Year, you need to change the year back in the Change to Different Contribution Year screen. Any reports from a prior year can also be produced by changing the year back.

If you are also using the Accounting or Financial module, be cautious in editing data in a prior year once the End-of-Year Procedure has been run.

Note: If you are working on a fiscal or non-calendar year in Contribution, your end-of-year is not December! However, you can still run giving statements for the calendar year. Please keep these instructions handy for doing your end-of-year procedures and call the support line for help.

Things to do Before Running the End-of-Year:

- Repair & Rebuild Database. (See instructions on Page 5 of this document.)
- Make a data backup before doing these procedures.
- Delete envelope numbers for next year for those who should not have one.
- Re-assign envelope numbers for the New Year if you change envelope numbers.
- Print labels that include next year's envelope number.
- Enter next year's pledge information and any prepaid pledge amounts on the Next Year tab if you area church with people who pledge.

1. Make a backup of your data

Make certain all people are closed out of Church Windows, if you are on a network.

- Click *System Administration>Backup Data*.
- Select *Membership and Contributions Only*.
- Click *Browse* to select the location where you wish to store the data.
- Click *Start Backup*.

2. Delete envelope numbers for next year for those who should not have one

You may have members who have envelope numbers for the current year but should not be assigned an envelope number for next year.

- Click on *Contribution>Change Envelope #'s*. (Everyone on your network must be out of Church Windows to access this screen.)

The first column on this screen contains the current envelope number for everyone who has an envelope number. The second column is Next Year Envelope #.

- To exclude people for next year, delete the number in their Next Year Envelope # column leaving the column blank.
- When you have finished deleting next year envelope numbers for your selected contributors, click *Save*. These people will not receive an envelope number for next year.

If someone has pledged and/or given to a multi-year pledge that is still in effect, the system will not let you delete their number. Doing so would make total pledge numbers incorrect. What you can do instead is change their number to a high number - outside the range of your "box" numbers. Doing so would free up their current number for a person who is active in the church and contributing.

3. Assign new envelope numbers for next year

If you do not change numbers from year to year, you can skip this step! The system defaults to keeping the same number!

There are two ways to put in the new envelope numbers: change them manually in the Next Year Envelope # column on the Change Envelope #'s screen or use the Auto Reassignment of Envelope #'s function.

a) Change Envelope #'s (Individually)

- Click *Contribution>Change Envelope #'s*.
- Just as we did earlier, instead of making the "Next Year Envelope #" column blank, actually assign each person the number they should have for next year.
- If you have new people who should have a number for next year but don't have one for the current year, assign them each a current year envelope number outside your normal range of numbers by clicking on the "Assign" button at the top of this screen. Once they have a number in the current year, you can assign them the number they should have for next year.
 - Note that in Church Windows there is a button on the Change Envelope # screen titled List of Envelope #'s which can tell you what your unused numbers are!
 - Note that you can select a group of people and assign their numbers in a series by using the Reassign Selected button at the top of the screen.
- Click *Save* when finished.

b) Auto Reassignment of Envelope Numbers

This feature will automatically reassign all envelope numbers for next year. Do not use Auto Reassignment of Envelope #s if you use two or more ranges of numbers or you do not change numbers from year to year.

- Make certain that all other areas of Church Windows are closed and everyone else on the network is out of Church Windows.
- Click *Contribution>Special Functions>Auto Reassignment of Envelope #'s*.
- You can reorder the envelope numbers by Envelope #, which means in envelope number order (the person with envelope #1 this year will be envelope #1 again next year), or by Name, which means in alphabetical order. You can choose what number you wish to begin with.
- Click on *OK* to reassign the envelope numbers, or click *Cancel* to cancel this function.

If you have deleted the next year envelope number for anyone on the Change Envelope #'s screen, they will not be assigned a number using this function.

You may automatically reassign envelope numbers for next year as many times as you like BEFORE you perform the End-of-Year Procedure in Contribution. In fact, if you have run this procedure and don't like the results, you may run the Automatic Reassignment again, this time selecting "Same as current year" to return the next year envelope numbers to the same as the current year envelope numbers.

Print labels that include next year's envelope number

If you would like to print labels with next year's envelope numbers on them, perhaps to place on the new box of envelopes, you need to use the Membership module of Church Windows.

- Click on *Membership>Reports, Envelope # list*. (If you have changed the title of the Envelope # field, then the report name will reflect that change.)
- By putting a check mark in the Omit those without next year Envelope #'s box, you choose to omit people with blank numbers for next year.
- Sort by name, envelope number, next year envelope number or however you wish. Click *Next*. On the Report Format screen, select Labels and click *Next*. On the Label Options screen, select the size of label you use. Click the down arrow in the "Include" box and select *Envelope # - Next year* to show the number on the labels.
- Click *Next* to send these labels to the Preview screen where you may print them.

4. If you are a church with people who pledge, enter next year's pledge information and any prepaid pledge amounts on the Next Year tab.

If you are not a pledging church, skip this step.

As you receive your members' pledge commitments for next year, you may enter the information into the Enter/Edit Pledges screen on the Next Year tab.

- Click *Contribution>Enter/Edit Pledges*.
- Click on the *Next Year* tab. A person's pledge type for next year (weekly, monthly, etc.) can be different from the current year.
- If you receive a contribution along with the pledge that is to count toward the next year pledge, you need to enter that amount in the prepaid box on the Next Year tab. It also needs to be entered as a contribution within the current year, preferably to an account titled "Prepaid Pledges." (This giving account called Prepaid Pledges is not usually designated as a pledge account on the Identify Pledges screen and should not have a date in the title.)

You may still enter new pledge amounts after you run End-of-Year. You would just use the "Current year" tab instead.

Steps to Perform Contribution End-of-Year:

Once you have finished entering your last contribution batch for the year, it is time to run the End-of-Year Procedure.

Keep in mind that any contributions that come in after the last Sunday of the year but before January 1st or in an envelope postmarked on or before December 31st can be counted as contributions for that year. We recommend that they be entered as their own "batch" dated before year end. This batch will probably be in transit on your December bank statement, so it will be easy for you to mark it un-cleared when you do your Church Windows bank reconciliation in the Accounting or Financial module.

Step #1 - Repair and Rebuild the Database

- Exit Church Windows. Make sure everyone on the network is out of Church Windows. Re-enter Church Windows.
- Click *System Administration>Database Maintenance*. Click *OK*. The system will perform regular maintenance on itself.

Step #2 - Make a backup of the data

- Click *System Administration>Backup Data*.
- Select *Membership and Contributions Only*.
- Click *Browse* to select the location where you wish to store the data.
- Click *Start Backup*.

Step #3 - Perform the End-of-Year Procedure

The system will not let you run End-of-Year until after the last Sunday of your Contribution year.

- Click *Contribution>Special Functions>End of Year Procedure*.

This feature will perform six functions:

1. The year in the Contribution Profile screen will advance to the next year.
2. If you have assigned Next Year Envelope Numbers, then all Next Year Envelope Numbers will become the Current Year Envelope Numbers and be placed in the Individual Records in Membership.
3. If your organization uses pledges, then all next year pledges will become the current pledges and prepaids will show in the prepaid box for the current year.
4. Your current list of giving accounts will be carried over into the next year.
5. Giving account balances will be reset to zero dollars.
6. If you have a multi-year pledge that will continue into the New Year, the contributions from the current year will roll into the prepaid box for that pledge.

Step #4 - (optional) Change Giving Accounts

If you wish to make changes to the list of Giving Accounts for the New Year, make these changes immediately after you have run the End-of-Year procedure.

- Click *Contribution>Giving Accounts*. Now you can add/delete/edit accounts.

You may now begin entering contribution data for the New Year. Remember that you always have access to prior year information for reporting simply by changing the year back on the Change to Different Contribution Year screen. Care needs to be taken in editing data from a prior year.

It is a good idea to use the Church Windows Security feature to determine who can access the Change to Different Contribution Year screen.