

Year End Tips and Tricks

The end of the year is a busy, crazy time for you. We know, because it's a busy, crazy time for us as well. Most folks operate on a fiscal year that coincides with the calendar year, which means that it's time for everyone to close their accounting year.

We've created this guide to help you through all things year-end related. Here you will find articles, tips, tricks, answers, and most importantly, relief. Hopefully, most of your year-end questions and concerns can be addressed here. If you can't find the solution to your problem on this page, please contact us through our [contact page](#), or by calling us at **(800) 486-1800**.

Please bear in mind that there will be a substantial increase in our call volume during this time. We respond to calls on a first come-first served basis, so we will assist you as soon as we can. Included below are answers to some of the most common issues we've seen year-to-year, so there's a good chance you won't have to wait.

Without further delay, on to the articles!

General Troubleshooting

There are a few basic maintenance and troubleshooting tips included in the [General Troubleshooting](#) document. These apply all through the year, as well as the year-end.

How Do I Close the Accounting Year?

This is the most common question we get at the end of the year. As a result, we've put together a thorough walkthrough. [It can be found here](#).

Tax Information

A listing of Federal and State revenue sites is available in our Knowledge Base here: www.powerchurch.com/support/pr/

Contributions

How do I print Contribution Statements?

From the PowerChurch Main Menu:

Contributions > Reports - Contributions > All Contribution Statements > click Run

Follow on-screen prompts

Need to know more about Contribution Statements?

In one of our e-mail newsletters, we thoroughly documented the process of generating Contribution Statements and what options are available to you.

[PowerChurch Software Newsletter - Year End 2011](#)

In Closing (pun intended)...

These articles detail most of the more common questions we are asked during January and February. If you've found the answer you need, then great! If not, you can contact us through the [Contact Page](#), or by calling us at **(800) 486-1800**. Please note, you will need to have an active support contract. If you don't, you can subscribe for 6 months of unlimited tech support for only \$124. Otherwise, a single tech call is \$30.

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