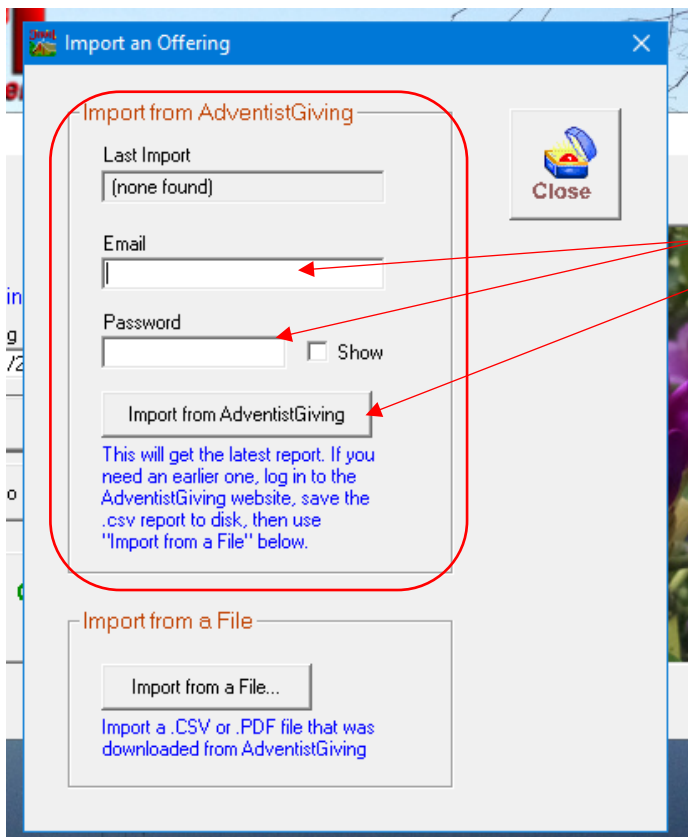
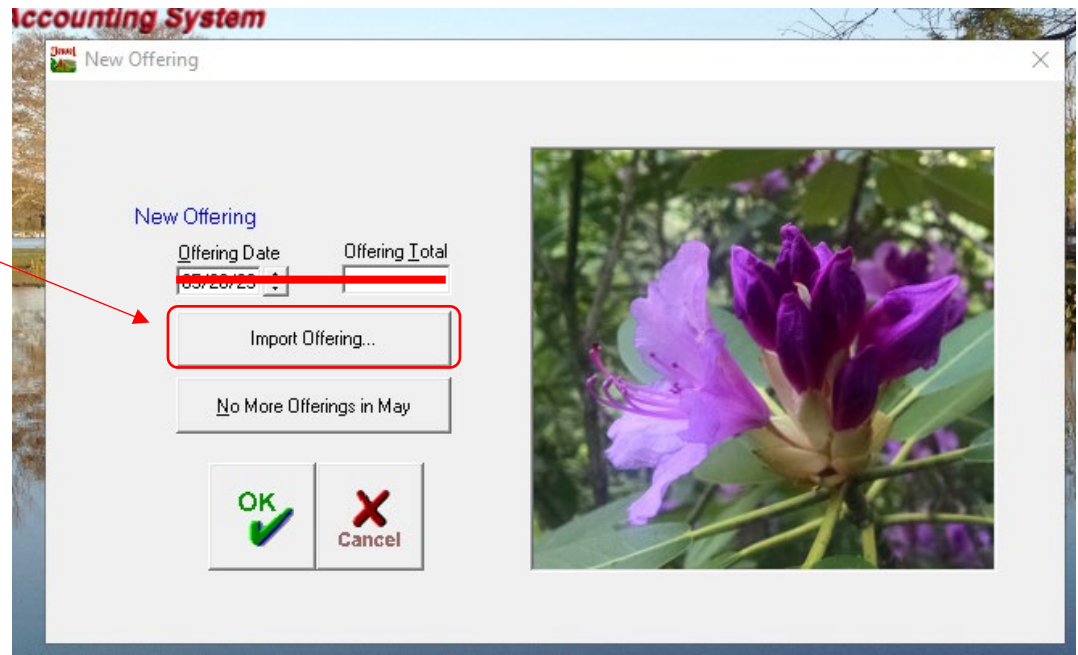


Adventist Giving - Direct Import Instructions

- ✓ This method will only import the most recent report.
- ✓ New reports are usually posted within 24 hours of the cutoff date.
- ✓ If you are behind, and need a previous report, use the "IMPORT FROM A FILE" Method. (Tutorial #3060)

Click on "Start New Offering"
in Jewel

In the screen that appears,
ignore the date and amount
boxes and click on "Import
Offering."



In the "Import from AdventistGiving" box, enter your email and password. Then click the "Import from AdventistGiving" button.

Note: this will only import the most recent report from your Adventist Giving "Generate Reports" page. If you need an earlier one, you will need to use the "Import from a File" instructions. (Tutorial #3060)

This brings you to the screen where Adventist Giving donations and Jewel accounts meet to compare notes and ensure that the donor's wishes are being followed.

The account the donor chose in AG is on the left. The account in Jewel where it has been posted is on the right.

Import Offering from AdventistGiving

Date: 5/15/2023

Offering Total: 19,015.51

OK Cancel

Accounts 1 not mapped

AdventistGiving	Jewel	Amount
77101 ACS South Georgia Building Fund	8720 Adventurers	1.00
8720 Adventurers	8720 Adventurers	1.00
77500 Atlanta Adventist Academy Worthy	77500 Atlanta Adventist Academy Worthy	1.00
9430 Building Fund (future)	9600 New Building Fund	1,598.95
8200 Church Budget	8200 CHURCH BUDGET	3,305.79
77951 Cohutta Springs	7951 Cohutta Springs	1.00
9060 Community Service	9060 Community Center - Local Funds	41.00
77994 Conference Camper Funds	77994 Conference Camper Funds	1.00
77550 Conference Disaster Donations	7550 Conference Disaster Donations	1.00

Map Account...

Donors

AdventistGiving	Jewel	Amount
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When an account is in black letters, it means that this account has already been mapped. Each time a donor gives to that account, Jewel posts it, based on previous mapping.

When an account is in red letters (like Account #77101 above), it means that account needs to be mapped. Maybe no one has donated to this fund yet.

NOTE: For detailed mapping instructions, see Tutorial #3070. But here are the basic steps.

1. Click on the red account and then click on "Map Account" on the right side of the screen.
2. If this is a new account that you do not have in Jewel, click on "New Jewel Account" in the lower right of the mapping screen that appears. On the "Edit Accounts" screen that appears, click on OK and you are done.
3. If this is an account that you already have in Jewel, enter the account name in the "Existing Jewel Account" "Account Name" box. Once the account appears, click "OK v."

Once mapping is completed, the line will change from red to black.

Adventist Giving donors also are compared and mapped on this screen. (This is not shown here, for privacy reasons.) Use the same method. Red donors need to be mapped or added. Donor names in black are already mapped. (Tutorial #3070 can assist with more detail)

Once all accounts and names are black, click on the green "OK v." This takes you to the "Make Deposit" page.

Make Deposit - 05/15/23

Make Deposit

Deposit Info

Offering Date: 05/15/23 # Envs Entered: 34 Cash: 0.00 Checks: 19,015.51 **Total: 19,015.51**

Deposit Date: 05/15/23 Memo: AdventistGiving 5/15/23

Bank Account for Deposit: 8001 Checking

ID	Account	Amount
7338	Worthy Student Fund - GCA	1.00
7550	Conference Disaster Donations	1.00
7951	Cohutta Springs	1.00
77101	ACS S GA Building Fund	1.00
77210	Georgia-Cumberland Ministries (Co	51.00
77500	Atlanta Adventist Academy Worthy	1.00
77555	Samaritan Center - CFC Chattanooga	31.00
77994	Conference Camper Funds	1.00
	Conference Funds	13,965.77
7320	Conference Elementary Schools	1.00
8200	CHURCH BUDGET	3,305.79
8600	New Building Fund	1,598.95
8720	Adventurers	1.00
9020	Evangelism - Locally Funded	1.00
9060	Community Center - Local Funds	41.00
9110	SS Expense - Local Funds	1.00
9502	Piano Fund	100.00
	Local Funds	5,049.74
	Deposit Total	19,015.51

Trial Deposit...

Trial Contribution Report...

Make Corrections...

Take a moment to verify:

1. Do these two totals match? 99% of the time they will. But if they don't, it is probably a mapping error and you will need to contact me right then to fix it.

If you don't catch it at this step, you will find it when you are trying to reconcile and it will take a lot longer to fix then. And, by then, your remittance will have been submitted incorrectly.

It takes 2 seconds to check it. Do it every time.

If the totals match, you can click on the green "OK v" in the top right and you are done!



For more tutorials on ADVENTIST GIVING, see section 3000 on the gccsda.org auditor webpage.

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
Created by Linda McCabe. Edited 8/22/2025*