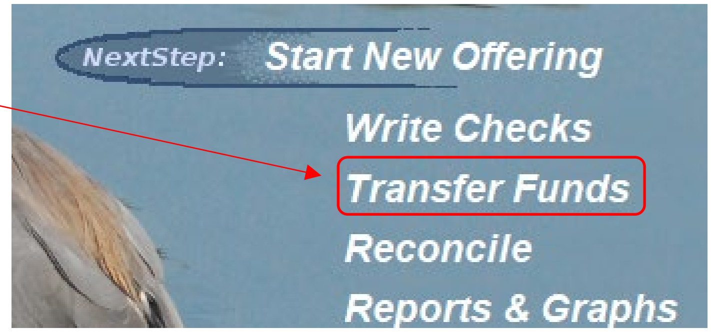
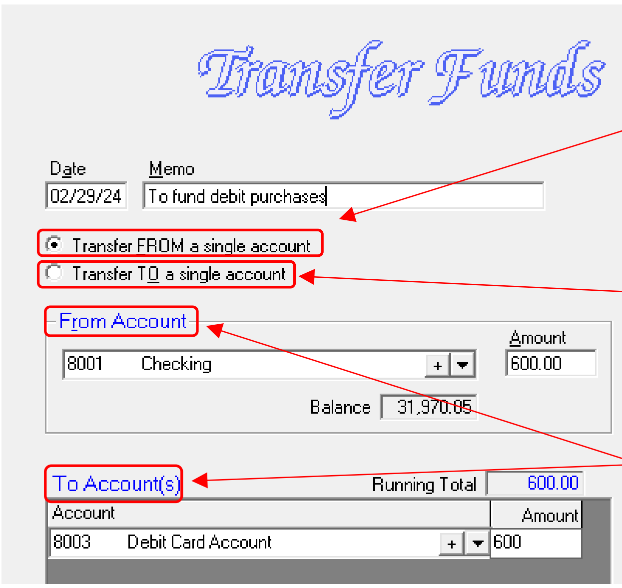
Transfer Funds – What It is and How to Use It
Create, Edit, Delete and Reverse

The “Transfer Funds” tool in Jewel provides a clean, simple way to record money that is being moved between Bank Accounts or between Local Funds, and it is found on Home Page, beneath “Write Checks.”





“Transfer Funds” gives options to “Transfer FROM a single account” into multiple accounts, as in the monthly budget allocations.

It also gives the option to “Transfer TO a single account” from multiple accounts, as in a year-end transfer to reclaim excess Church Budget funds.

Depending on which you choose, A transfer gives you options for “From Account(s)” and “To Account(s),” so you can move money, as needed, between bank accounts, or between local funds.

Here is an example, showing a database with balances in both “Checking” and” Savings.” The “Total Bank Accounts” “Ending Balance” is $211,136.16.

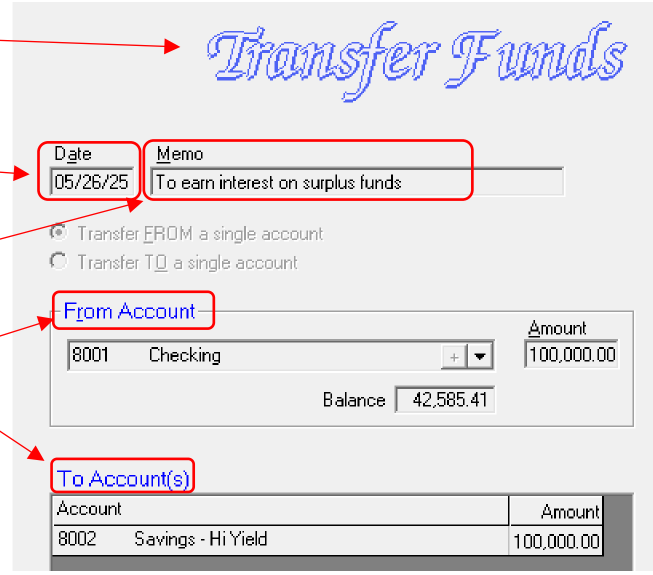
ID	Account	Begin. Bal.	Deposits	Checks	Transfers	Ending Bal.
8001	Checking	134,481.48	19,380.94	11,277.01		142,585.41
8002	Savings - Hi Yield	68,550.75				68,550.75
	***** Total Bank Accounts	203,032.23	19,380.94	11,277.01	0.00	211,136.16

And here is the Financial Summary **after** a transfer of $100,000 from checking to savings.

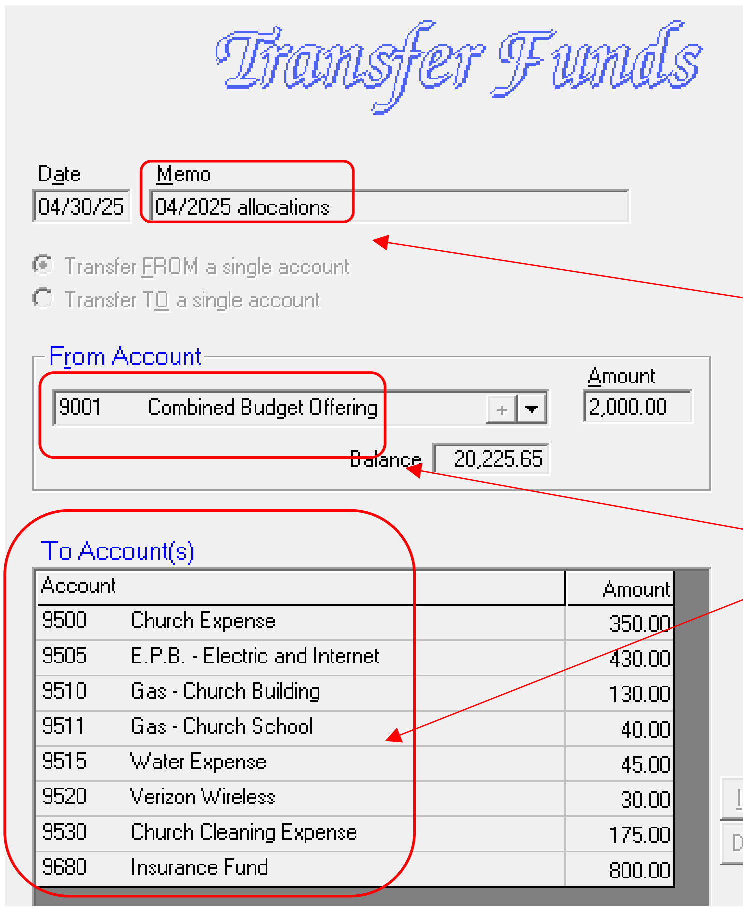
ID	Account	Begin. Bal.	Deposits	Checks	Transfers	Ending Bal.
8001	Checking	134,481.48	19,380.94	11,277.01	-100,000.00	42,585.41
8002	Savings - Hi Yield	68,550.75			100,000.00	168,550.75
	***** Total Bank Accounts	203,032.23	19,380.94	11,277.01	0.00	211,136.16

Note that the Total Bank Account Ending Balance has not changed. It still holds at $211,136.16. But the “Checking Ending Balance” is $100,000 less and “Savings Ending Balance” is $100,000 more. And the report clearly shows, in the “Transfers” column, what has taken place. *(Tutorial #8090)*

This is what this “transfer” in Jewel looks like.



- ✓ The date is the date of the actual transaction.
- ✓ The memo tells why the transfer was made (*Tutorial #7150)*
- ✓ The “From Account” and “To Account” shows in Jewel what has actually taken place at the bank.

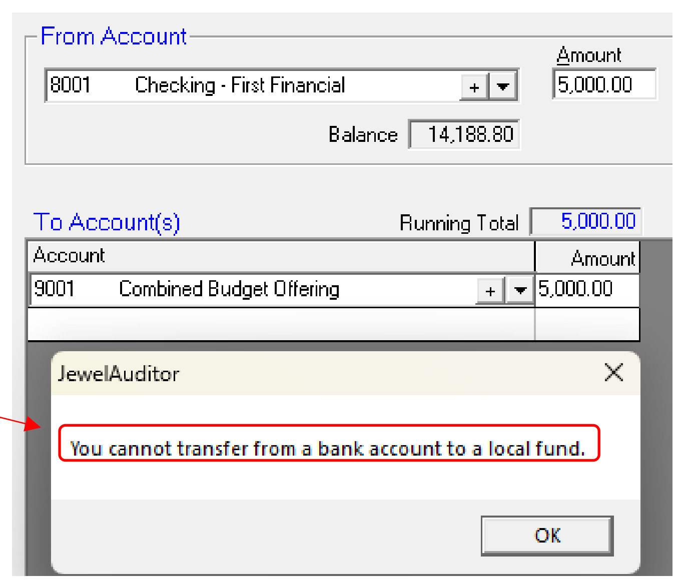


This transfer tool can also be used to record transfers between local Funds, not just bank accounts. An example is monthly “Budget Allocations.” *(Tutorial #4030)*

Once they are set up, Jewel takes a pre-determined amount every month from “Combined (Church) Budget” and transfers it into multiple local funds. *(Tutorial section #4000)*

It is important to remember that you can record a transfer between bank accounts, or a transfer between local funds, but “Transfer Funds” will not record a transfer between a bank account and a local fund. *(Tutorials #8100, 8102)*

A bank account is real money, local funds are just numbers on paper. You cannot make a transfer between them.



How to complete a successful and accurate transfer. A transfer from one bank account to another has two parts.

1) Move the money – the real, actual money by transferring it online or at the bank.
2) Record, in Jewel, what has already actually happened, using "Transfer Funds."

In that order.

- If you record it in Jewel because you intend to transfer it, then forget to make the actual transfer, you run the risk of overdrawing a bank account, and your reports to the church board are inaccurate.
- If you actually move money from one bank account to another, but forget to enter the transfer in Jewel, you might forget and do it twice, which could bank problems, and your reports to the church board are inaccurate.

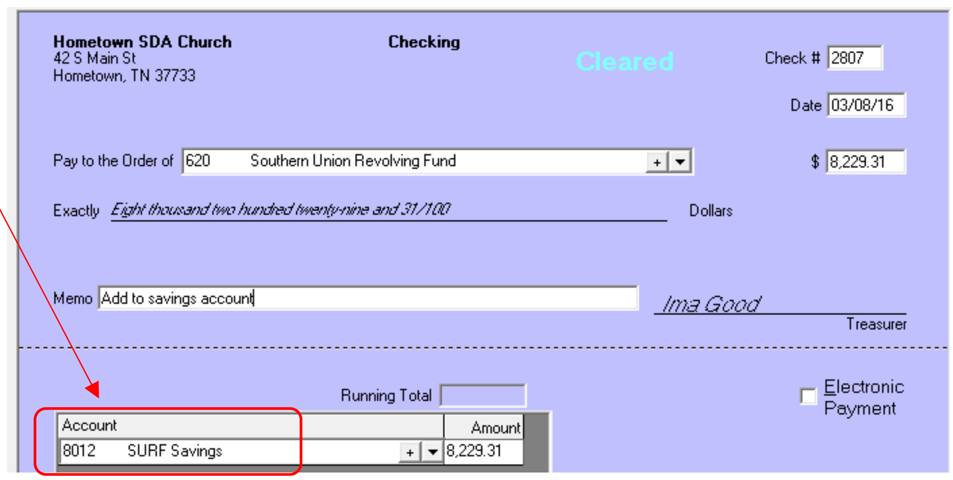
Of course, no rule would be complete without an exception, so here it is.

Creating a transfer when you have to write a check. When you are writing an actual check in order to make a transfer between accounts (example: mailing a check to the Revolving Fund, since they don't accept electronic transfers) you can write the check in Jewel in such a way as it creates a transfer, not a payment, since you are moving that money, not spending it. Once that is done, you do not need to use "Transfer Funds." This check, written correctly, is all you need. *(Tutorial #4610)*

You do this by entering, in the "Account" line, the destination bank account, rather than entering a local fund.

This is so unusual, that Jewel will inform you that you are creating a transfer and ask if you are sure that is what you want to do. And you can click on "Yes."

Tutorial #4610 can help you with the reconciliation of this unusual "check/transfer."



Editing or Deleting an existing Transfer.

There may be a time when you realize you made a mistake on a transfer. If the month has not yet been closed, it is easy to edit it.

1. Find the transfer you wish to edit.

NOTE: *The easiest way to find a recent transfer is to click on "Transfer Funds" on home page and then use the red "Previous" arrow until you locate the correct transfer.*

If it is not recent, locate it in Jewel on a Check or a Deposit Report, and click on it.

Let's say you accidentally entered $10,000 instead of $100,000 from the example on page 1.

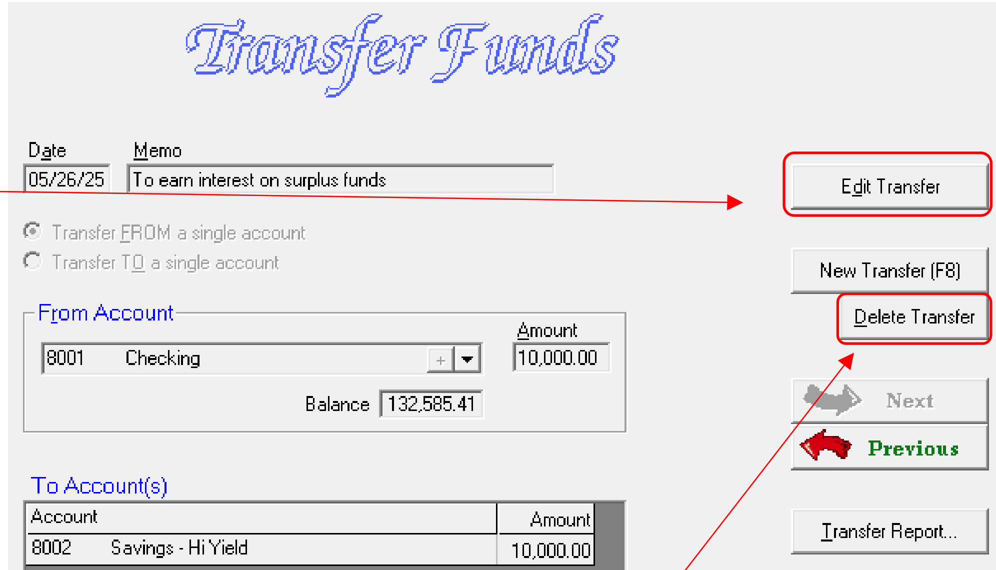
2. Click on "Edit Transfer."

3. Change what you wish to change

- Date
- Memo
- From Account or Amount
- To Account(s) or Amount

All is changeable during the "Edit."

4. Click on the green "OK √" in the top right to save and leave.



To use the "Delete Transfer" option (which can only be used on transfers dated in the current month), locate it and click on "Delete Entry." Poof, it is gone.

To Reverse an incorrect Transfer created in a previous month, here are simple instructions.

- Find the extra Transfer. Take a picture of it with your phone to make sure you create an exact reversal.
- Click on "New Entry" right there on the same screen. Date it in Jewel's current month.
- Swap the "From" and "To" accounts, reversing the original entry. Post the same amounts.
- Memo: "To reverse 7/8/22 (or the date of the phone picture) entry error."
- Verify with your phone picture. Click Ok.
- Click off both the original and the reversal during reconciliation. If done correctly, they will cancel each other out.

***NOTE:** Some treasurers try to create a Transfer using the "General Journal Entry." It is possible, but awkward and a lot more work, in addition to possibly making a mess and being confusing on the "Financial Summary" so it is not recommended. (Tutorial #8190)*

For more JEWEL BASIC PROGRAM FEATURES tutorials, see section 7000 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 8/26/2025