

Simple Steps Through the Month in Jewel

All through the month:

- Enter all offerings (*Tutorial #7180*) and deposits (*Tutorial #7180*), including Adventist Giving. (*Tutorial section 3000*)
- Pay all bills – write checks (*Tutorial #7030*) and enter all of the current month withdrawals and electronic payments (*Tutorial #3610*) into Jewel.

NOTE: At any point during the closing, you can answer “No” to a “next step” question. Jewel will hold that next step so that when you come back, you can start there and pick up right where you left off.

Starting the Monthly Closing Process:

When you have entered the last offering for the month, and you are sure you are ready to move forward to closing the month, indicate to Jewel that you are ready to remit.

Look at the Next Step Button.

- If it says “Remit to Conference,” click on it and print or write the check.

Click “OK ✓” to move on.

If the Next Step Button says “Start New Offering” click on it.

- Select “No More Offerings in _____” (whatever month you are in will appear)
- Reminder box will pop up “Have you entered all the offerings in _____?”
- Click on “Yes.”

Remit to Conference: check will appear. Print or write the check. Click “OK” to move on.

Send Remittance Report: click on “Yes.”

Make Budget Allocations: a reminder box will appear. (*Detailed instructions are available – Tutorials section 4000*)

Click on “OK ✓.” (Or “No” if your church does not use this feature.)

Reconcile Bank Statement(s): (*Detailed instructions are available – Tutorials section 3500*)

Print Month End Reports: a reminder box will appear.

Say “Yes.” Reports will print.

Back Up Data: insert USB drive and back up data.

Send Backup to Conference: say “Yes.”

The month is closed and Jewel will now move to the next calendar month. The next step button will again say “Start New Offering.”

Corresponding video: 2.2 – Sequence in Posting, Reconciling, Closing. Find at <https://www.gccsda.com/auditing/10963>

For more JEWEL BASIC PROGRAM FEATURES tutorials, see section 7000 on the gccsda.org auditor webpage.