

Deposit Dates and Memos Simplified

Since deposits are coming from many more sources than they used to, sometimes it is hard to know how to enter them, date them and identify them. These simple rules will give your reports consistency and clarity.

Offering Date	# Envs Entered	Cash	11.00
10/16/21	1	Checks	0.00
		Total	11.00
Deposit Date	Memo		
10/16/21	10/16/21 offering deposit		

If it is a **Sabbath offering**, use the date of the Sabbath that it was collected. Jewel will create the memo automatically.

Note: Churches that have Mission Groups that are turning in separate offerings each week can edit the memo to indicate the source, something like this: "10/16/21 MG offering"

Adventist Giving deposits should be dated either the 15th of the month or the final day of the month. If you import, Jewel will create the memo automatically.

If you enter manually, edit the memo on the "Make Deposit" page to indicate the source of the deposit. (Tutorial #3040)

Offering Date	# Envs Entered	Cash	11.00
10/15/21	1	Checks	0.00
		Total	11.00
Deposit Date	Memo		
10/15/21	Adventist Giving for 10/15/21		

Offering Date	# Envs Entered	Cash	11.00
10/13/21	1	Checks	0.00
		Total	11.00
Deposit Date	Memo		
10/13/21	10/13/21 donations by mail		
Deposit Date	Memo		
10/06/21	10/06/21 mobile deposit		

All other offering deposits, whether deposited physically at the bank by you or by the donor, or by mobile deposit from home, should be dated the actual date of the bank deposit. The memo line in Jewel on the "Make Deposit" page can be edited to indicate the source of the deposit.

If you use mobile deposit and only one check at a time is deposited, create separate deposits in Jewel, one for each check. Each deposit in Jewel should exactly match the amount of a deposit on the statement.

Deposits that are not donations should be entered in Jewel using a General Journal Entry. Examples of these would be rental income, refunds, Pathfinder dues, program fees, fundraiser income or Evangelism allocations from the conference. Their "Date" should match the deposit date at the bank, and their memo should clearly state the origin of the funds. (Tutorial #7160)

Following these tips will make reconciling faster and easier and will add clarity to your deposit report.

General Journal Entry	
Date	Memo
10/27/21	2022 Evangelism Allocations from GCC
Date	Memo
10/20/21	Pathfinder dues and Camporee fees
Date	Memo
10/28/21	November rent from Unity Church

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