

Writing Checks that are Dated in a Future Month

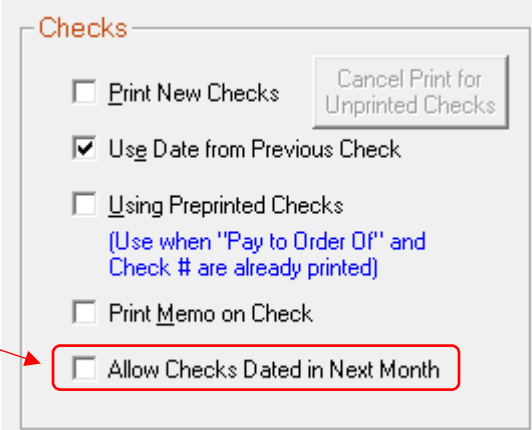
Jewel is designed to allow the treasurer to work within the current month only. With one exception.

NOTE: *If you write your checks from a paper checkbook, there is no need to use this feature.*

If you print your checks from Jewel, you may need to print a check in the next month before you have had time to close the current one. Here are instructions.

If you go to Maintenance/Properties/General Tab, you will find a setting that enables you to create a check, dated in the next month.

Click the box, click on the green “OK ✓” to save and leave, and write the check!



Checks

☐ Print New Checks

☒ Use Date from Previous Check

☐ Using Preprinted Checks
(Use when "Pay to Order Of" and Check # are already printed)

☐ Print Memo on Check

☐ Allow Checks Dated in Next Month

Cancel Print for Unprinted Checks

Note, however, that check will not show up on the current month check report. If you create it and then try to go find it, it will not be there.

If you want to see it, you will need to change the date range of the “Check Report” to include the next month, then you will see it. And once you close the current month and are into the next month, it will show up on the Check Report.

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

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
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