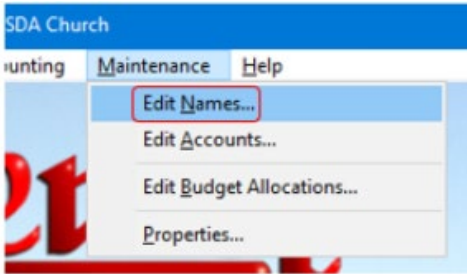


Duplicate Names – How to Avoid Creating Them

If you click "Maintenance" on the top bar of the home screen of Jewel and then click "Edit Names," you will see a long list of names of people and businesses.

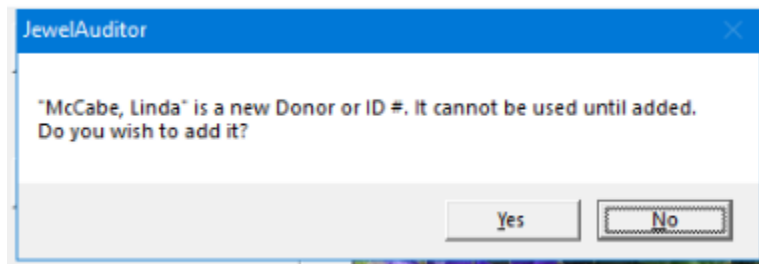


This is where Jewel keeps a record of everyone who has donated to your church and everyone who has been paid by your church. Take a minute to look at the list. Hopefully it doesn't have a lot of misspellings and duplicate names in it. If it does, we can work on it down the road. Do not make any changes to the list for now.

To close out and leave, click on "Cancel" in the top right corner.

There is a common mistake having to do with this "Names" list that all treasurers make when they first start.

Let's say you are entering an offering (remember, last name first) and you type in a donor name and Jewel says:



You are sure that McCabe, Linda is a regular donor. Maybe you have misspelled the name. Maybe the previous treasurer has misspelled the name. But for whatever reason, Jewel says "McCabe, Linda" is not there so if you click on "Yes" and move on, you have probably just created a duplicate name.

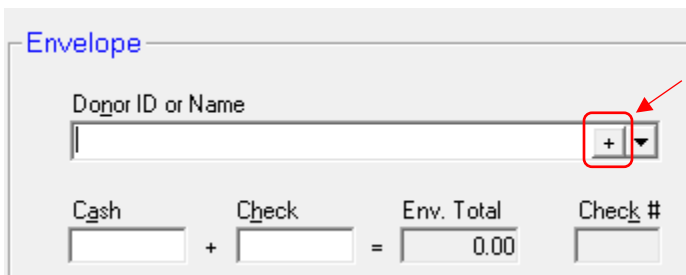
No-o-o-o-o-o!

Duplicate names can cause problems in a number of ways down the road.

So every time this message pops up (for either a donor *or* when writing a check) unless you *know* that the donor is brand new or that the church has *never* written a check to this vendor, click "No."

Then do the following:

1) Delete the name you tried to enter, leaving the donor line blank. (Make sure you do this)



2) Click on the little plus (+) sign that is on the right end of the "Donor ID or Name" box.

This will take you directly to the “Edit Names” page, where you can now search to see where “McCabe, Linda” went! (I have blocked out the other names for privacy.)

The names are in alphabetical order, and donor names are supposed to be entered last name first, so scroll down and find the one you are looking for and click on it.

Eventually, you can learn how to edit these names if they have been misspelled, but don't try to do that until you learn a bit more. Just find the one you need and click on it, then click on the green “OK v” in the top right corner.

That should take you back to the donor envelope and the donor name should be present. Like this:

And if you are just starting out as a new treasurer, and usually are not sure if a donor name is new, make it a practice of saying “No” every time when Jewel says it is a new name. Then go find out if it really is or not. You will quickly become acquainted with your “Names” list this way.

When you are paying bills and writing checks, you will run into the same thing. If Jewel says “This vendor is new” when you know they are not, click on the plus sign and go searching.

You won't believe how many spellings of various Conferences I have seen in church names lists! C'mon, treasurers, even if you are barely voted in, if Jewel tries to tell you that your Conference is new and needs to be added, you know that it is *not* a new vendor! You are misspelling it somehow! ☹

(More info on “Edit Names,” see Tutorial #7100)

Find more “JEWEL INFORMATION AND PROCESS HELPS” tutorials in section 8000 of 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*