

How to Avoid Creating Duplicate Payments

Whether or not you actually pay the same bill twice, accidentally recording the same payment twice in Jewel not only inflates the expense totals on your reports, making them inaccurate, but results in an outstanding item on your bank reconciliation page, which will sit there until it is voided or reversed.

Inaccurate and takes time to fix? Sounds like something we want to avoid! Here are several ways.

- 1) If you are recording checks into Jewel from a paper checkbook,** make a little mark on each check that you have entered, so you don't enter it again accidentally.
- 2) When reconciling,** be on the alert for duplicates (*Tutorial #3640*) so they can be voided (*Tutorials #7290*) before you close the month.
- 3) If you are ready to enter a check but you are not sure if you have already entered it,** look for it in the Jewel "Check Report."
 - ✓ Go to: Reports and Graphs/Check.
 - ✓ Up in the top left corner under "Dates," choose the month in which you might have written the check.
 - ✓ Search for it. In the box labeled "Sort Order," you can sort by date, check number, payee or account.
 - ✓ If you wish, you can widen the date range, just to make sure. Include last month and this month.
- 4) For Local Payroll ACH payments,** using our "Payroll Calendar" (*Tutorial #1160*) and "Payroll Tips for Treasurers" (*Tutorial #6620*) will make it easy to avoid duplicates.
 - ✓ Date each payroll withdrawal with the exact day that it comes out of your checking account—always on a Friday.
 - ✓ The payroll check memo line should always include the correct date range that is being paid by that check.
 - ✓ Create a new "Vendor" or "Payee" name to use just for payroll. Call it "Payroll – GCC" and use it every time instead of "Georgia-Cumberland Conference." This will make it easier to find duplicates because they won't be mixed up with the remittance checks.
 - ✓ Use the "Check Report," sort by payee and see which payroll payments and dates have already been entered.
- 5) Auto-pay payments and Debit Purchases** are best entered during reconciliation (*Tutorial #3610*), as long as you are reconciling before you close the month. This avoids duplicates and incorrect withdrawal dates.

If you regularly reconcile after you close (only in certain special circumstances), follow these tips.

- ✓ Enter the payment from the bill that comes in the mail. Write the "Due Date" of the bill as the date of your electronic check. That is the date that will most likely be on your statement. Then when you reconcile, you will be able to see clearly which payment you need to check off.
- ✓ Become familiar with your auto-pays. And before you close a month, glance at the check report for that month and make sure they are all there. Make a list that you can double check if needed.
- ✓ Use the memo line to fill in the date range or month of the bill. "Feb, 2024 electric payment" or "payment for 2/25/24 – 3/25/24" This will help you identify bills already paid.

Writing two checks for the same payment is not the end of the world, but if you have to stop what you are doing to fix it or contact your support person, and if you have to wait for them to fix it, it can mean the difference between closing now or a delay of a few hours or days.

For more tutorials on JEWEL INFORMATION & PROCESS HELPS, see section 8000 on the gccsda.org auditor webpage