

Closing the Month in Jewel

Are you ready to close the month? The conference tithes and offerings need to be remitted by the 10th of each month, so now is the time to start. Here are the steps so you can take them in order.

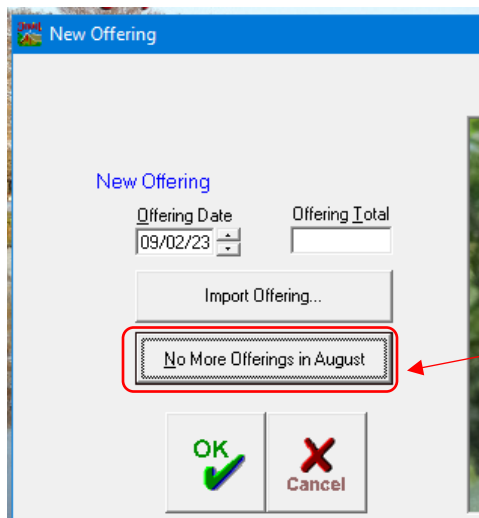
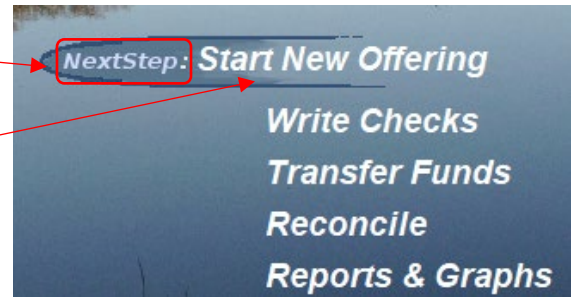
1) Enter all offerings. By now you should have all your Sabbath offerings and both Adventist Giving reports for the month (one for the 15th and one for the last day of the current month), entered into Jewel. If you would like to take a peek at your bank statement and compare it with your current *Deposit Report** to verify that you are not forgetting anything, go ahead. But don't reconcile yet. There are still a few more steps before we are ready to do that.

* To look at your *Deposit Report* click on *Reports and Graphs* and then choose *Deposit*.

2) Enter all checks & payments. Do you have all your checks and payments for the month entered into Jewel? If not, now is the time to do it. If you have questions, review the #2 New Treasurer Training email – Your Jewel Learner's Permit (Part 2).

Once steps 1 & 2 are completed, and you are ready to start the closing, the *Next Step* button is your guide. The *Next Step* button will always keep you on track by telling you where you are in the monthly process, and will lead you through each step.

Your Next Step button has said *Start New Offering* during this whole month and that means that you are still in the process of doing monthly things like offerings and checks.



3) No More Offerings. Once you have all your offerings and payments entered, you will need to tell Jewel that you are ready to close. You do this by clicking on *Start New Offering* and then clicking on the *No More Offerings in (whatever month you are in)* button.

4) One last chance. Once you click on *No More Offerings*, Jewel will respond with a question, giving you a list of offerings that have been entered. Once you have remitted, which is the next step, you won't be able to enter any more offerings. So Jewel wants you to make sure.

Carefully look at the dates, comparing with the calendar. Do you have all the Sabbath offerings entered? Do you have both Adventist Giving offerings for the month entered?

(If you find out later that you still need to add an offering, contact me and I can help you do it.)

Date	Memo	Offering Total
08/05	08/05/23 offering deposit	\$6,078.80
08/12	08/12/23 offering deposit	\$5,745.00
08/15	AdventistGiving 8/15/23	\$2,505.27
08/19	08/19/23 offering deposit	\$6,559.50
08/26	08/26/23 offering deposit	\$7,208.00
08/31	AdventistGiving 8/31/23	\$1,109.30

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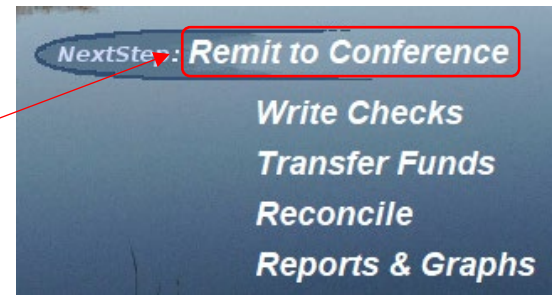
If you realize that one is missing, click on *No - Enter More Offerings*. This will return you to *Start New Offering* so you can enter it.

Once you are finished entering the offering, return to step 3.

Once they are all there and you are ready to move forward, click on *Yes- Continue to Month-End Closing*.

5) Are you ready to remit? Jewel responds with a new question. *Are you ready to write the conference remittance check?*

6) What if you are not sure? If, at any *Next Step*, you are not sure, don't hesitate to click on *No*. Jewel will save that *Next Step* until you come back to it. You can always come back and click on it when you are sure.

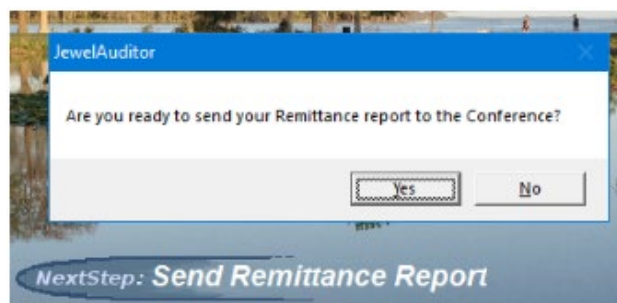


7) Ready to remit. Once you click *Yes* or click on the *Next Step - Remit to Conference*, Jewel creates the remittance check for you, using the totals from the offering envelopes you have entered.

You should never need to edit the remittance check or write a remittance check manually. If you believe that something on the remittance check is incorrect, contact me for assistance.

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8) Send Remittance Report.
Click *Yes*.



Make Budget Allocations

9) Budget allocations. If your church board has set up budget allocations, they will show here and all you do is click the green *OK* in the top right corner.

Date: 08/31/23 Memo: 08/2023 allocations

From Account

8200 PRESUPUESTO COMBINADO Amount: 1,632.97

Balance: 4,763.24

To Account(s)

Account	Amount	
8420 Asociacion Fee	300.00	\$
8480 Internet / Phone	162.97	\$
8490 Limpieza del Templo	520.00	\$
8530 Seguro Edificio	200.00	\$
8550 Utilities Expense	400.00	\$
8730 Evangelismo Infantil	50.00	\$

If your church has no allocations set up, the screen might show a zero amount. Click the green *OK* in the top right.

Date: 09/23/23 Memo: 09/2023 allocations

From Account

8100 CHURCH BUDGET Amount: 0.00

Balance: 42,971.31

To Account(s)

Account	Amount	

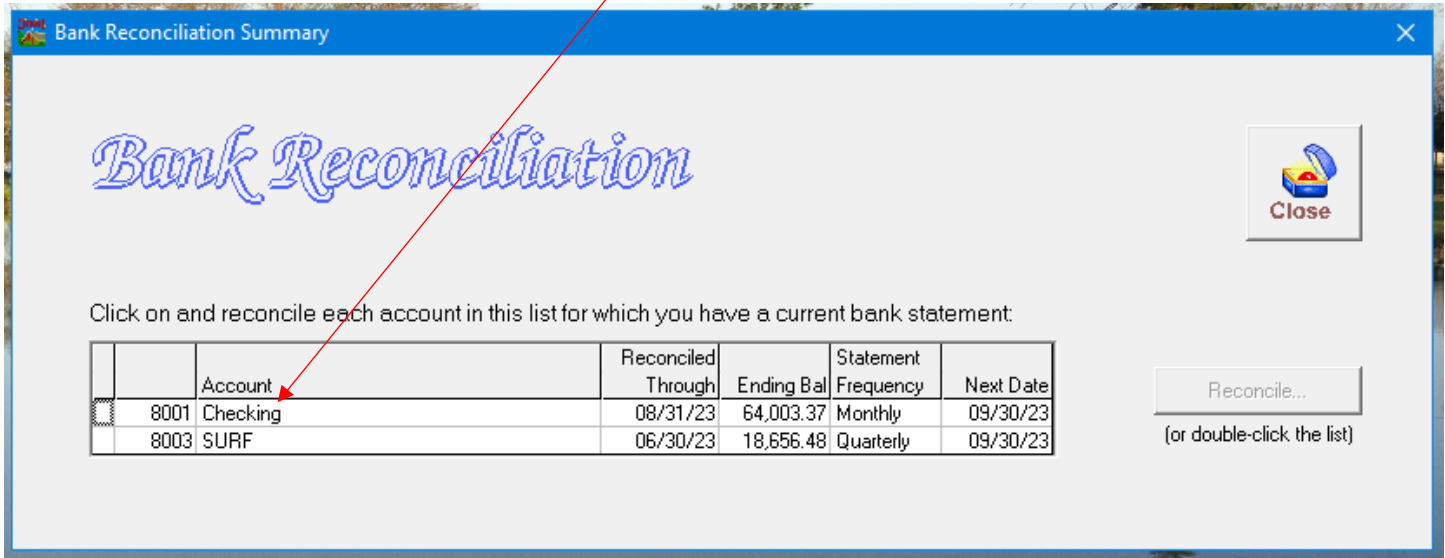
Or, if this message appears, click *No* to move forward.

JewelAuditor

Budget allocations have not been set up. Do you want to set them up now?

(Answering "No" will skip this month's allocation.)

10) Bank reconciliation. Double click on your checking account to access the Checking reconciliation page.



Bank Reconciliation Summary

Bank Reconciliation

Click on and reconcile each account in this list for which you have a current bank statement:

	Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
☐	8001 Checking	08/31/23	64,003.37	Monthly	09/30/23
☐	8003 SURF	06/30/23	18,656.48	Quarterly	09/30/23

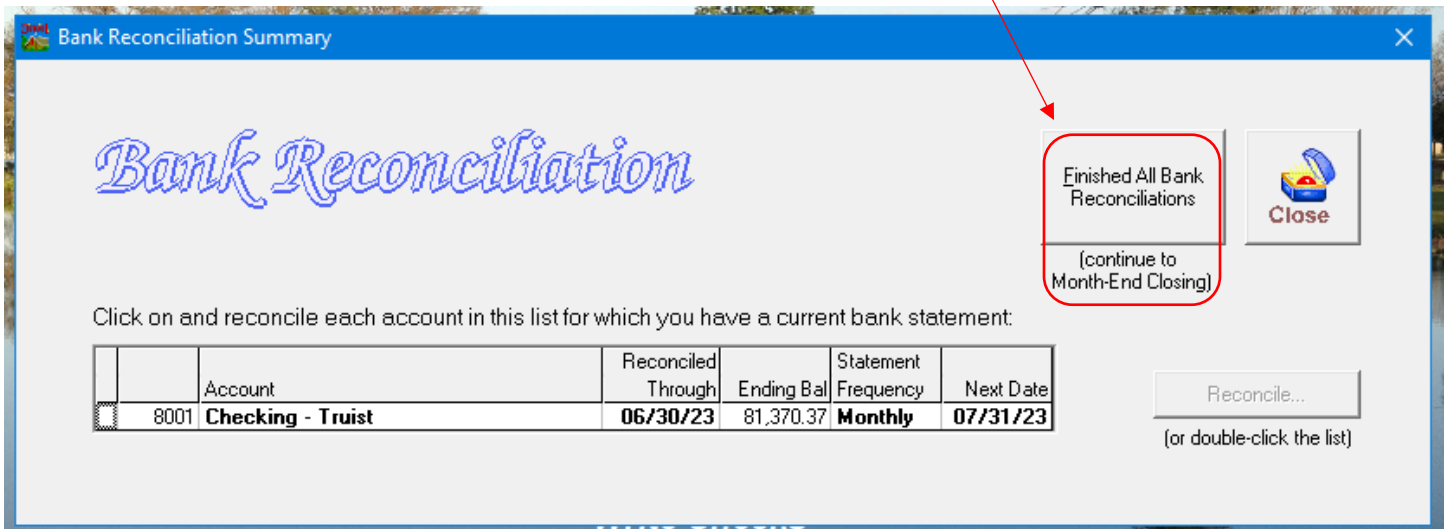
Reconcile...
(or double-click the list)

Close

Use the information that was sent in the previous training email (#12) to reconcile your checking account. Make sure to print a bank rec report. If you would like assistance, contact me.

If you have other accounts that should be reconciled, the same steps apply.

11) Finished with all bank reconciliations. Once you have finished reconciling all accounts and printing the Bank Rec Report(s), your *Next Step* will still say *Reconcile Bank Statements*. Jewel is waiting for you to indicate that you are ready to move forward, so to do this, click on that *Reconcile Bank Statements* to return to the bank reconciliation entry page. Then click on *Finished All Bank Reconciliations (continue to Month-End Closing)*.



Bank Reconciliation Summary

Bank Reconciliation

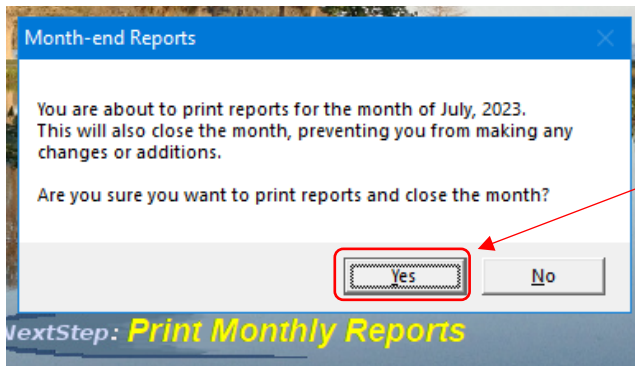
Click on and reconcile each account in this list for which you have a current bank statement:

	Account	Reconciled Through	Ending Bal	Statement Frequency	Next Date
☐	8001 Checking - Truist	06/30/23	81,370.37	Monthly	07/31/23

Reconcile...
(or double-click the list)

Finished All Bank Reconciliations
(continue to Month-End Closing)

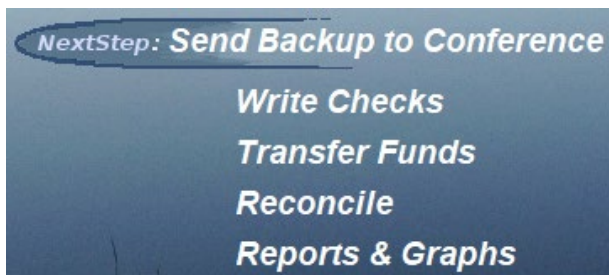
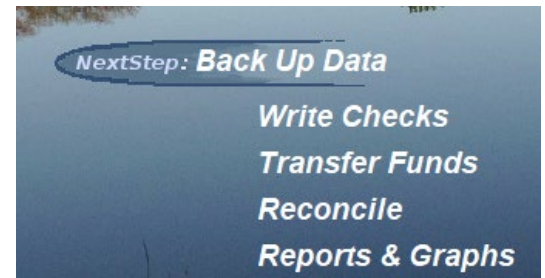
Close



12) Print monthly reports. Jewel will ask if you are sure you are ready to print reports and close. If you have followed all these instructions, click on Yes.

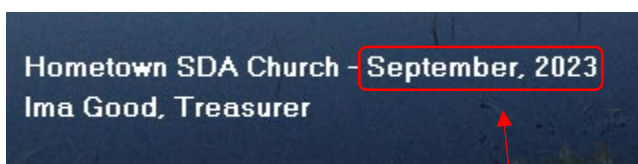
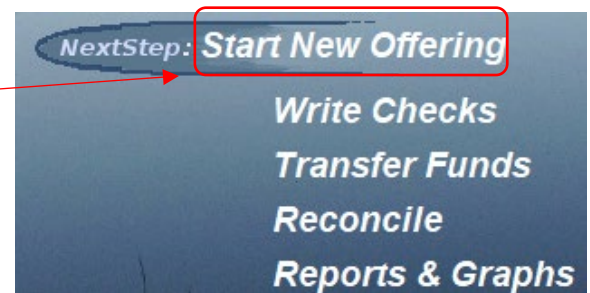
Have your printer set up and the reports will print. These are the reports that you give to your board at the next board meeting.

13) Back Up Data. Insert the backup USB drive that came with the computer. Follow the instructions to save a copy of your database. If you have any trouble, contact me.



14) Send Backup to Conference. This creates an off-site backup to a Jewel server in case of catastrophic loss such as fire or theft. Clicking this is the last step in closing the month.

Once the backup has been received by the Jewel server, the Jewel *Next Step* button will again say *Start New Offering* and you will have advanced to a new month.



Verify this new month by looking at the date in the bottom left corner of home page, next to the name of your church.

For more NEW TREASURER TRAINING tutorials, see section 2000 on the gccsda.org auditor webpage

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
Created by Linda McCabe. Edited 8/31/2025*