

Entering Non-Offering Deposits in Jewel

There will be times that you need to deposit a check that is not an offering. Rental income is common, but it can be the annual evangelism check from the Conference, a rebate/refund, pathfinder dues, or proceeds from a fundraiser.

These are not donations, so they don't require a receipt. And if they are entered as offerings, they artificially inflate the total offering numbers from your church, so you should deposit non-offering checks separately from Sabbath offerings using a separate deposit slip. If you have several non-offering checks, you can deposit them all together, just not with any offerings.

In Jewel, we will enter them as "General Journal Entries." (Tutorial # 7120) Below is an example:

Go to "Accounting" (top of home page) then find "Make General Journal Entry".

"Date" should be the date the deposit was actually made.

"Memo" should be as specific as possible.
Example: Sunday Church Rent for July. This memo covers Who, What and When, which is important.

"Deposits and Interest Earned" vs **"Checks and Bank Fees"**. Make sure the correct button is chosen. In this case the deposit button is the right choice.

"Bank Account" will be your checking account, which is the default setting.

"Income" or **"Expense"** Enter the amount of the deposit in the "Income" box.

"Account" is asking for the local fund where you are posting this income.

Rent would be posted to "Rental Income" or something similar.

A refund would be posted to the same local fund as the original purchase.

The annual GCC evangelism allocation would be posted to Evangelism – GCC Funded

If the deposit is a combination of items, the total deposit amount would go onto the "Bank Account" line and then it would be divided up between "Worthy Student" "Rent" or whatever else, in the local account section.

"Income" or **"Expense"** The income box would again be used

Click on the "OK ✓" to save and leave.

Any deposit that is not a donation requiring a donor receipt should be entered as a General Journal Entry.

General Journal Entry

Date	Memo
07/31/24	2024 evangelism from GCC

☒ Deposits and Interest Earned
☐ Checks Written and Bank Fees

Bank Account	Income	Expense
8001 Checking - FNC	4,500.00	

Balance 129,749.91

Account(s)	Running Total	Income	Expense
Account			
8940 Evangelism - GCC Funded		4,500.00	

For more JEWEL BASIC PROGRAM FEATURES tutorials, 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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