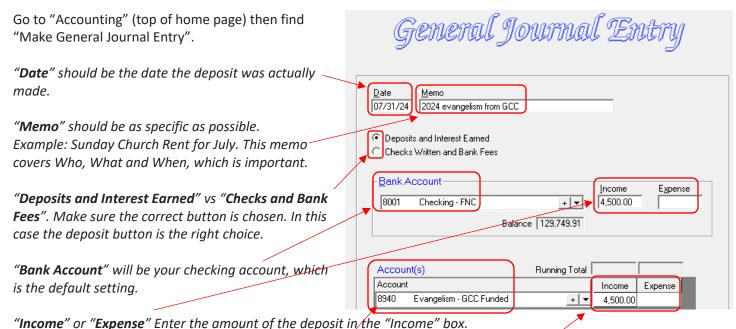
Entering Non-Offering Deposits in Jewel

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:



"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 V" to save and leave.

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