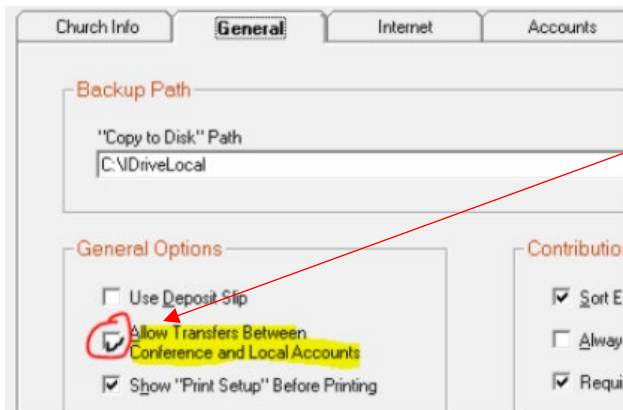


Transferring Local Funds to a Conference Fund To Send it In with a Remittance

1) Follow these instructions EXACTLY as they are written, step by step, in the order that they are written.



2) Go to Jewel Home Page/Maintenance/Properties/General Tab. Under “General Options”, find “Allow Transfers Between Conference and Local Accounts” and click on the little box beside it. (unless it is already checked, in which case leave it checked.) You want it to be checked.

3) Click on the green “OK v” to save and leave that screen.

4) Go to Jewel Home Page/Transfer Funds and fill in all the lines/boxes one at a time, using the following instructions.

- A. **Date:** Current Date
- B. **Memo:** "To send funds for Ukraine" (for example).
- C. Click on the little box to the right of the memo line that says **“Transfer To/From Conference Funds”**
- D. **From Account:** 8221 - Local Ukraine offering (for example) Should be a local fund.
- E. “From Account” - **Amount:** \$2,000.00 (for example)
- F. **To Account:** – 31042 – Ukraine (for example) Should be a Conference fund.
- G. “To Account” - **Amount:** \$2,000.00 (for example)

5) Click on “OK v” to save and leave. A warning message will appear, but just click “Yes.” Then another popup box will say “Transfer Has Been Recorded”.

6) Go back to Jewel “Home Page/Maintenance/Properties/ General Tab.” Under “General Options”, find “Allow Transfers Between Conference and Local Accounts” and unclick the little box beside it. You want that little box to be empty. Blank. Unchecked.

7) Click “OK v” to save and leave.

The “Local Fund” you transferred from should now have a zero ending balance. The account balance should now show up in the “Conference Funds” section at the bottom of your Financial Summary and will be automatically remitted with the next month’s remittance.

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