

Adventist Giving - Mapping Accuracy

Four Ways to Ensure That Your Mapping is Accurate

Accuracy matters. Whether in baking, construction, accounting or meeting someone at a certain place, "something like" is usually not good enough. And when dealing with mapping both Adventist Giving accounts and names, accuracy is all important.

When John Smith donates to "Tithe" and "ADRA" in a Sabbath envelope, but his donation is posted to John Small for "Church Budget" and "Local Community Services," it is a problem. But it is just one envelope, and the next time the treasurer will hopefully get it right. On the other hand, if a John Smith donation is mapped to John Small in Adventist Giving, from that day on, every time John Smith donates, it is automatically posted to John Small. And his donation to "Tithe" will always be posted to local "Church Budget." Which can add up to hundreds of dollars of inaccurate donations, posted to the wrong donor.

The upside is that once an Adventist Giving Donor or Account is mapped correctly, Jewel remembers and will post accurately from then on. And, fortunately for us, our intrepid Jewel programmer has made it easier than ever to import Adventist Giving donations into Jewel without errors.

NOTE: There are four ways to check the accuracy of your current mappings and to ensure accurate mapping in the future. They take just minutes, but can save hours in the long run. Not only will your accounts be mapped correctly, but importing will take less time, since error messages during import are almost always due to mapping irregularities. In addition, reissuing inaccurate end-of-year donor receipts won't be necessary.

Method #1) The 5-digit codes: There are around 290 difference conference, union, division and world codes available for donations in Adventist Giving. And some of them have similar names, which was confusing when it came to mapping. Examples are:

- "Women's Ministries Conference," "Women's Ministries NAD" and "Women's Ministries GC"
- "Conference Disaster Donations" and "Disaster and Famine Relief"

But now there is no longer a need to play "Guess which account the donor chose!"

5-digit conference codes.

AdventistGiving			Jewel			Amount
8100	Combined Budget	-->	8100	COMBINED BUDGET		1,808.00
77205	Conference Evangelism	-->	77205	Conference Evangelism		140.00
77338	A Worthy Student	-->	77338	Fund - Conference		100.00
9120	Dorothy Hughes Scholarship Func	-->	9120	Dorothy Hughes Scholarship Func		2,000.00
77210	Georgia-Cumberland Ministries (Co	-->	77210	Conference Ministries Offering		300.00
20400	Hope for Humanity (Ingathering)	-->	20400	Hope for Humanity - Ingathering		20.00

Now you can easily match each Adventist Giving code to the exact Jewel code, making it difficult to pick the wrong account when mapping. And if your local, codes in Adventist Giving don't match your local codes in Jewel, you can use *Tutorial #3090* to fix them.

Method #2) Reports & Graphs/Accounts: This screen lists all your Conference and Local Funds and shows where they have been mapped in Adventist Giving.

You can sort by ID# or alphabetically.

Take a few minutes and compare the Jewel and Adventist Giving "Account" columns.

ID	Account Name	(T=Tax-deductible, N=No)	Codes	AdventistGiving Account
10000	Tithe	T		Tithe/Diezmo/Díme
20100	World Budget	T		World Budget / Presupuesto mundial / Budget mondia
20101	Sabbath School - Missions	T		Sabbath School - Regular (World Missions) / Escuel
20102	Thirteenth Sabbath	T		Thirteenth (13th) Sabbath - Sabbath School / Decim
20103	Birthday-Thank	T		Sabbath School - Birthday-Thank / Escuela Sabáitic
20104	Annual Sacrifice	T		Local Church Budget

If you see one that is mapped incorrectly (such as this last one), click on it, which takes you to the "Edit Accounts" screen, click on "Edit" (top center) then on "Clear" (bottom center). That will "unmap" that fund. The next time someone donates to it, it will be red, and you will have a chance to map it again, correctly.

Method #3) Reports & Graphs/Names: This page tells you how Adventist Giving donor Names have been mapped to your Jewel donor Names. For privacy reasons, I can't show you an actual page, but check it out on your database. It works the same way as the "Accounts" list.

To make the search easier, I recommend clicking on "Donors Only."

ID	Name	(D=Donor, V=Vendor, R=)	Codes	Phone	Email Address	AdventistGiving Name
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Narrowing the column widths so the Jewel Names and the Adventist Giving Names are closer together is helpful as well.

If you find an error, write down the name of the donor and contact your support person so they can help you fix the mapping, because any previous donations that were mapped incorrectly will also need to be corrected.

Method #4) Remap during the import:

While you are importing, it is a good idea to take a few seconds to compare the two sides of the mapping chart. If you see an account that is mapped incorrectly, you can remap it right then.

AdventistGiving	Jewel	Amount
8820 Benevolence Fund	8820 Benevolence Fund	135.00
8300 Building Fund	8300 Building Fund	705.00
8200 Church Budget	8200 Combined Budget	1,362.36
77205 Conference Evangelism	77205 Conference Evangelism	40.00
33022 Haitian Union (IAD)	33022 Haitian Union	50.00
9400 Personal Ministries	9400 Personal Ministries	70.00
9600 SS Expense	21073 Spring Missions Appeal	93.00
20102 Thirteenth (13th) Sabbath - Sabba	20102 Thirteenth Sabbath	20.00

Even if the letters are not red, you can click on the incorrectly mapped line, then click “Map Account.”

This takes you to a screen where you can edit the existing mapping.

Find the “Account Code” that is listed on the Adventist Giving side.

Enter it into the “Existing Jewel Account Name” box.

When finished, click “OK ✓” to save.

You will be returned to the import mapping screen where you can see that the Adventist Giving account and the Jewel account now match. (for detailed instructions on mapping, see Tutorial #3070)

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33022 Haitian Union (IAD)	33022 Haitian Union	50.00
9400 Personal Ministries	9400 Personal Ministries	70.00
9600 SS Expense	9600 SS Expense - Local	93.00

NOTE: If your “Donation Codes” in Adventist Giving don’t match the Local Fund “ID Numbers” in Jewel, use Tutorial #3090 to fix them.

Find more “ADVENTIST GIVING” tutorials in section 3000 of the gccsda.org auditor webpage

This information has been brought to you by the Georgia-Cumberland Conference Audit Team
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