

Canceling an Unfinished Offering in the Current Month

If you have started an offering and then for some reason you don't want to finish it, **as long as you have not yet clicked on "Make Deposit"** you can cancel it on your own.

Note: If you have clicked on "Make Deposit," it is too late to cancel this offering. You will need to ask for assistance.

This box will tell you how many envelopes you have already entered.

1) On the Contribution Entry page, click "Delete Envelope" on every envelope that has been entered, one at a time. You can use the "Next" and the "Previous" arrows to access each envelope.

Once all the envelopes are deleted, the "Cancel This Offering" button will appear and you can click on it.

Your "Next Step" button should again say "Start New Offering."

For more tutorials on JEWEL PROGRAM BASIC FEATURES, see section 7000 on the gccsda.org auditor webpage