

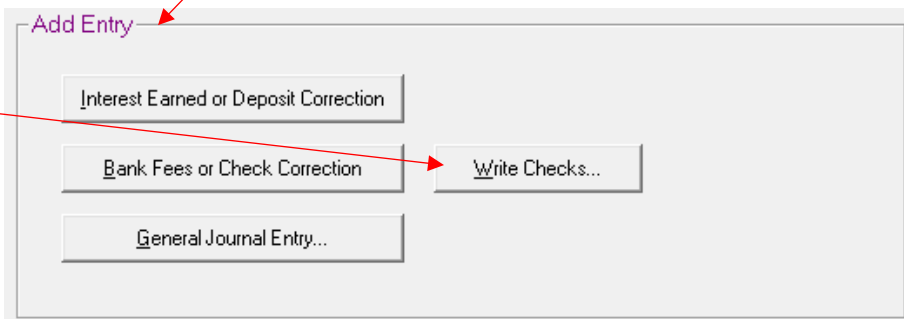
Add Entry – When and How to Use, During Reconcile

On the bottom right corner of the Jewel “Reconcile” page there is an “Add Entry” box: The links in this box can be used during reconciliation. If yours looks different, go to Home Page/Help/Check for Updates and get the latest Jewel version.

Use “Write Checks” to enter **payments such as forgotten checks, debit purchases or utility bills** that are on autopay. (Tutorials #7030, 3610)

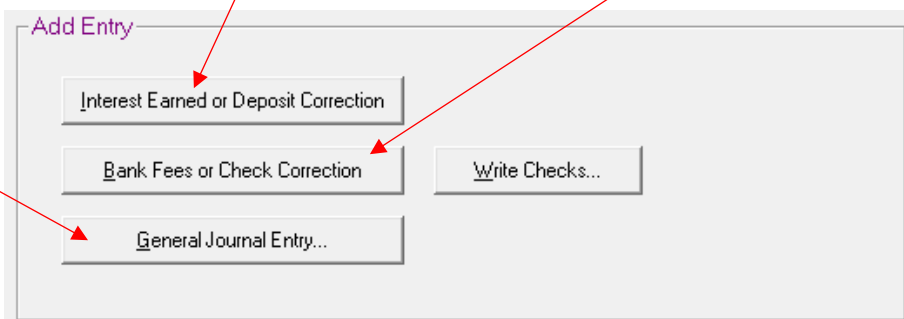
Always use “Write Checks” instead of a “General Journal Entry” for all purchases or payments, for these reasons:

- “General Journal Entries” do not have a payee line and a place for a check number. This limits your search options when needing to find a particular name or check.
- Duplicate entry errors are much more common when “General Journal Entries” are used rather than checks.
- “General Journal Entries” cannot be voided like checks can. Reversing them takes more time.



Adjustments to checks or deposits from a previous month can be made using “Interest Earned or Deposit Correction” or “Bank Fees or Check Correction.” (Tutorials #3560, 3570)

Use “General Journal Entry” to enter **non-offering deposits** such as rental income, refunds and checks from the Conference. (Tutorial #7160)



Donor offerings should always be entered using “Start New Offering,” so your donors can receive a tax-receipt. If you have accidentally skipped an offering deposit but the “Start New Offering” button is not available, contact your support person for assistance.

Corresponding video: 6.5 – Simple Bank Rec. Find at <https://www.gccsda.com/auditing/10963>

For more tutorials on BANK RECONCILIATIONS, see section 3500 on the gccsda.org auditor webpage.