NOTE: *These instructions are only applicable if you are entering Adventist Giving donations* *manually*. *(Tutorial #3040) If you are* *importing* *the Adventist Giving donations into Jewel, Jewel and Adventist Giving will automatically enter the reversal correctly without any changes on your part.*

You may receive an email from Adventist Giving that looks something like this:

ADVENTISTGIVING
NORTH AMERICAN DIVISION

Electronic Check Was Denied

A donation (#12838260) of $500.00 to SDA Church made by on February 02, 2024 using electronic check has been denied by

Reason: Insufficient Funds

Please visit AdventistGiving to address this issue.

North American Division of the Seventh-day Adventist Church
9705 Patuxent Woods Drive,
Columbia, MD 21046, USA

There is no need to "visit AdventistGiving to address this issue." You will not find anything there that will help you.

Deposit Date: 03/06/2024
Cutoff Date: 02/29/2024

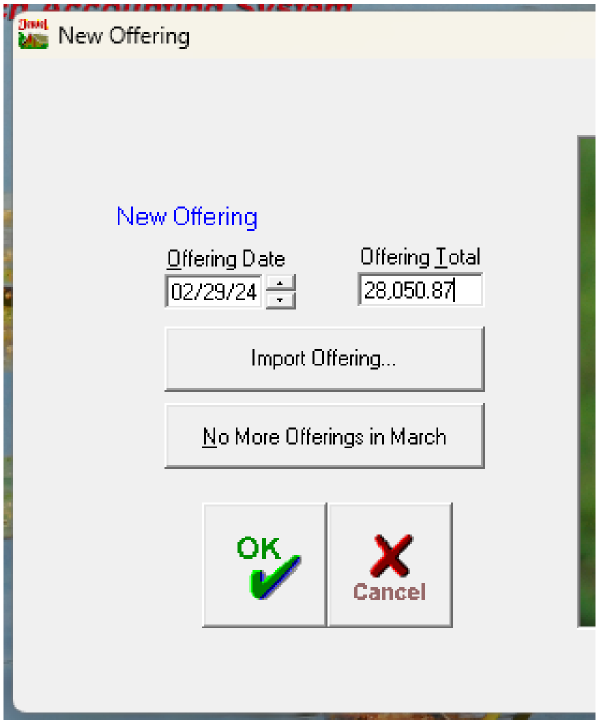
Category		Received		Reversed
Tithe/Diezmo/Dime	$	23,716.65	$	(200.00)
ACS South Georgia Building Fund	$	2.00		-
Advent House	$	203.00		-
Adventist World Radio (AWR) / Radio Adventista Mundial (AWR) / Radio Mondiale Adventiste	$	40.00		-
Atlanta Adventist Academy Worthy Student	$	2.00		-
Building Fund/Renovations/ Upgrade	$	27.00		-
Church Budget	$	2,867.22	$	(100.00)
Cohutta Springs	$	2.00		-
Compassion Outreach Fund	$	275.00		-
Conference Camper Funds	$	7.00		-
Conference Disaster Donations	$	2.00		-
Conference Elementary Schools	$	2.00		-
Conference Evangelism	$	28.00	$	(25.00)
Conference/GCA Worthy Student Fund	$	12.00		-
Georgia-Cumberland Ministries (Conf. Advance)	$	145.00		-
Good Samaritan Center	$	17.00		-
Health Ministries	$	2.00		-
Hope for Humanity (Ingathering)	$	3.00		-
KAS-Worthy Student	$	222.00		-
Knoxville Adventist School	$	533.00		-
Local Evangelism	$	212.00		-
Sabbath School Expense	$	27.00	$	(25.00)
Samaritan Center - CFC Chattanooga Area	$	2.00		-
World Budget / Presupuesto mundial / Budget mondial	$	102.00	$	(50.00)
Totals	$	~~28,450.87~~	$	~~(400.00)~~

Total deposits for the date(s) selected: $28,050.87

When there is an NSF in your report, your AG Transfer Report totals will have an amount in the "Reversed" column.

The "Totals" columns show what was donated and what was reversed.

The "Total deposits for the date(s) selected" is the amount you will enter in Jewel into the "Offering Total" box as you start entering the deposit. **Do not use the Total from the "Received" or "Reversed" columns.**

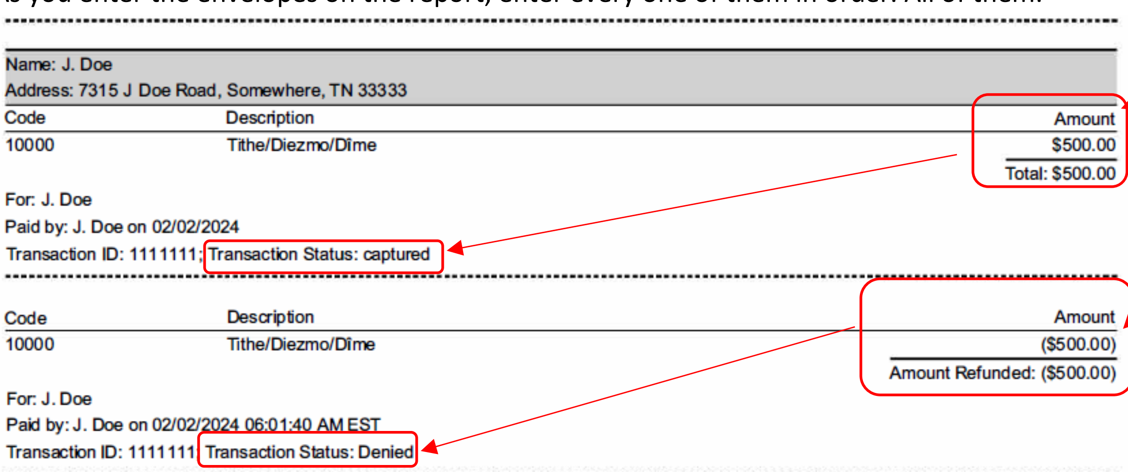


Once you enter the offering date (from the "Cutoff Date" on the report) and the "Offering Total" (from the "Total deposits for the date(s) selected" line), click the green "OK √" as you normally would.

Enter the envelopes one by one into Jewel. *(Tutorial #3040 for Manual Entry instructions)*

NOTE: *The solution to an NSF (returned check donation) in Adventist Giving when you are using Manual Entry is this:* ***Enter every envelope into Jewel.*** *Whether it is a donation or a reversal. Enter them all just as they appear. Individually. With the positive or negative numbers that they contain.*

As you enter the envelopes on the report, enter every one of them in order. All of them.



Name: J. Doe
Address: 7315 J Doe Road, Somewhere, TN 33333

Code	Description	Amount
10000	Tithe/Diezmo/Dîme	$500.00
		Total: $500.00

For: J. Doe
Paid by: J. Doe on 02/02/2024
Transaction ID: 1111111; Transaction Status: captured

Code	Description	Amount
10000	Tithe/Diezmo/Dîme	($500.00)
		Amount Refunded: ($500.00)

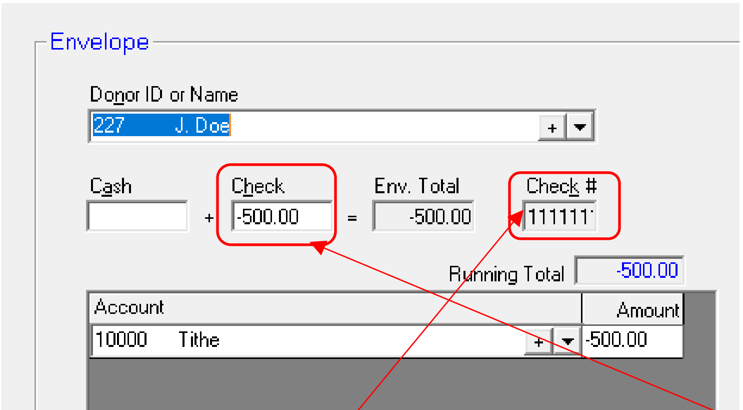
For: J. Doe
Paid by: J. Doe on 02/02/2024 06:01:40 AM EST
Transaction ID: 1111111; Transaction Status: Denied

Example: a February 2 donation was made.

On February 8, the bank returned it for insufficient funds. (Amounts in parenthesis are negative numbers)

Enter them both. One with positive numbers, the other with negative numbers.

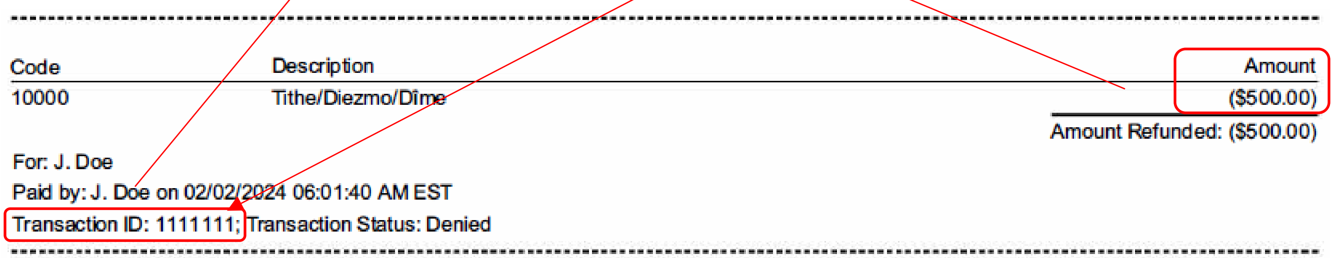
The **original donation** "envelope" will be entered into Jewel as usual, even if you know that it is going to be reversed. Enter it anyway. This way, the donation record and reversal will appear on the donor's receipt record at end-of-year.



The **second envelope** - the reversal - will be entered into Jewel like this:

"Check:" (500.00) in parentheses in Adventist Giving is the same as -$500.00 (using a minus to make it a negative number) in Jewel.

Use the "Transaction ID" as the check number.



Code	Description	Amount
10000	Tithe/Diezmo/Dîme	($500.00)
		Amount Refunded: ($500.00)

For: J. Doe
Paid by: J. Doe on 02/02/2024 06:01:40 AM EST
Transaction ID: 1111111; Transaction Status: Denied

Sometimes, as in this case, the donation and the reversal are on the same report.

Sometimes, the donation will be on one report and the reversal will be on the next report.

The solution is still the same.

When you get the email telling you that "An Electronic Check Has Been Denied," remember to:

- ✓ Always use the "Total deposits for the date(s) selected" when you enter an offering.
- ✓ Enter every envelope individually on that report, even the ones that contain reversals.

If deposit totals don't match and you have trouble when it is time to Reconcile, contact your support person.