Tips for Posting Multiple Purchases on One Check

If a single check is written to reimburse several receipts, posting the details to Jewel from the "Check Request" form can take time. I used to spend a lot of time pre-calculating how much to post to each local fund, then I learned how to shorten the process.

Let's say that someone has made eight purchases for the church, and when they turn in their Check Request Form for reimbursement, it looks something like this. Eight lines, eight totals.

Store/Vendor	Items Purchased	Account to Charge	Amount
Walmart	Kitchen supplies		37.74
Amazon	Wires for Computer		26.42
Kroger	Food for fellowship meal		123.46
Staples	Copy Paper		16.40
Walmart	Paper Towels		4.72
Amazon	Toner Cartridge		63.91
Ace Hardware	Cleaning Supplies		38.88
Staples	Envelopes		44.21

Note: *It is important that each line of the "Check Request" Form contains the information from just one of the attached receipts (attaching them in date order is optimal), and that the "Amount" column contains the total of each individual receipt. They should not add several receipts together and put them on one line.*

It is, however, not necessary that the person requesting the reimbursement fill in the "Account to Charge" column, since they may not know the names of the accounts. If they are a ministry leader and can specify "Pathfinders" or "Women's Ministries" that would be helpful. But if they enter an account that you know is not the correct account, it is ok for you to post it differently and correctly.

Running Total 355.74

Account		Amount
8510	Supplies - Kitchen/Custodial	37.74
8420	Equipment Purchase/Repair	26.42
8434	Fellowship Meal Fund	123.46
8480	Office Exp/Postage/Bank Fees	16.40
8510	Supplies - Kitchen/Custodial	4.72
8480	Office Exp/Postage/Bank Fees	63.91
8510	Supplies - Kitchen/Custodial	38.88
8480	Office Exp/Postage/Bank Fees	44.21

You can get your calculator out and total the numbers in "Office" or "Supplies" if you wish, but there is an easier way.

As you post to the "Accounts" on the bottom section of the check, simply enter each line in Jewel just the way it is on the check request form. Even if there are multiple "Office Supplies" receipts, for example, enter them one by one in the order that they appear on the check request. Jewel will total them up for you when you click on OK.

After you enter each line individually into Jewel, before you click "OK √", it will look like the illustration above. Note that this exactly matches the lines in the above Check Request form. Eight lines, eight totals that match the Check Request Form.

Account		Amount
8420	Equipment Purchase/Repair	26.42
8434	Fellowship Meal Fund	123.46
8480	Office Exp/Postage/Bank Fees	124.52
8510	Supplies - Kitchen/Custodial	81.34

But <u>after</u> you click “OK √”, this is what it will look like, since Jewel automatically combines the totals in the matching accounts. You don’t have to spend time doing it.

If a single receipt contains purchases for several different local funds, you can break it into parts as you post the check in Jewel. Let's say that the Kroger receipt contained $100.00 for the fellowship meal and $23.46 for an appreciation gift. You would create a line that says:

Fellowship Meal Fund -- $100.00

Then create a line that says:

Flowers/Gifts/Appreciation -- $23.46

Then move to the next receipt.

If you choose to calculate it on your own and enter only the totals for each local fund, use a separate sheet of paper and don't enter your calculations on the Check Request form. I have seen them get fairly messy, which is not good for an original document.

My goal is to help you learn the easiest way to do things, bringing order from chaos and calm from confusion, shortening your work time and reducing your stress!

Don’t you feel better already?!