

Overview of Steps to Close the Year in Jewel

1) The Month

- Finish December just like any other month by following the Next Step button: Checks, Deposits, Remittance, Allocations, Reconcile.

NOTE: *Reconciling December before you close will ensure that your year-end reports are accurate.*

If you are not making any end-of-year transfers, say yes to print reports and skip ahead to step 2. To make transfers before closing, use the following instructions:

- The next step after Reconcile is "You are about to print reports and close the month. Click "No."
- Go to Financial Summary and print a copy of the December report. Then create a YTD report and print it as well, to include in your report to the board. This way you will have reports that show the December transactions, before the end-of-year transfers change them.
- Next, make any end-of-year transfers that your board has authorized you to make, using "Transfer Funds." (*Tutorial #8220*)
- Go back to the Financial Summary and verify that it looks the way it is supposed to. Fix any errors you find.
- Click "Yes" to print reports and close the month as usual.

2) The Year

- Jewel then asks if you are ready to close the year.
- You click "Yes," a single report prints out—a financial summary that is titled "Financial Summary for the fiscal year ending Dec. 31, 2023." Usually just one page.

3) 1099s

- As soon as you tell Jewel that the report printed correctly, the 1099 screen will pop up.
- If you have not already gone down through the list of 1099 payments and chosen your 1099 vendors, now is the time to do it. (*Tutorial #6520, 6530*)
- Once you are done choosing possible vendors, you will click "OK." The pop-up box will ask if you are finished with the 1099 payments list.

NOTE: *Jewel does not file the 1099s for you. It just helps you identify potential vendors.*

4) Receipts

- If you click "Yes," it will take you directly to Jewel home page, and "Print Receipts" will be the next step button. (*Tutorial #7080*)
- If you are ready to print receipts, load your printer and go for it!
- If you are NOT ready to print receipts, follow the instructions on the pop-up box to move past this step so you can come back later.

NOTE: Just make sure you come back later - but not too much later. You should start handing/sending the donor receipts out by the 2nd Sabbath of the new year.

If you choose to skip receipts temporarily, the “back-up data” button will be your next step, followed by sending the month-end backup to the conference.

Once you follow those steps, your next step button will say “Start New Offering” and the bottom left corner of home page will say “January” of the new year.

Happy New Year!

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

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