

Adventist Giving - Three Entry Methods Compared

Your donors have donated, Adventist Giving has prepared a Deposit Report for your church's Bank Account, and the money will soon be deposited to your church's checking account. Now what? How do the donations appear in Jewel?

NOTE: *There are three entry methods, each with advantages and drawbacks. We recommend importing the donations because of ease and accuracy, but you can decide which method you prefer.*

Here is a summary of the three methods.

1) Manual Entry: (Tutorial #3040)

- This method is used to enter the offerings on the deposit report, one donor envelope at a time.
- This method is slower than either of the "Import" methods, but it works well if you are new to Adventist Giving and if just a few of your members are using it.
- This method may be preferred by treasurers who prefer a simple, more familiar method.

2) Import Directly: (Tutorial #3050)

- This method imports the donations, saving you the time of entering each envelope separately.
- This is a relatively simple method
- This method will only import the most recent report, so timing is critical.
- The deposit report for each deposit must be imported before the next one arrives.

3) Import from a File: (Tutorial #3060)

- This method will import any deposit, even from previous months.
- This means that you can wait until the end of the month to import both monthly reports.
- This method downloads the report to your computer and imports it from there, rather than having Jewel connect directly with Adventist Giving.
- This method will sometimes import successfully when "Importing Directly" produces an error message.

If you like simple and familiar, have just a few donors and are willing to take the time to enter each envelope, then the **"Manual Entry"** might be for you. (Tutorial #3040)

If you like the convenience of entering your password in Jewel and you don't mind keeping one eye on the calendar to make sure you don't miss a deposit, then **"Importing Directly"** might be your friend. (Tutorial #3050)

If you have a church with lots of donors, you could use **"Import from a File."** Once set up, it is no harder to use, because you can log in and import both reports at once at the end of the month. (Tutorial #3060)

The instruction tutorials for each of the three methods are detailed and meticulous and have been successfully used by many treasurers.

Whichever method you choose, please follow the instructions carefully the first few times so that you don't miss anything. Once you learn the steps, offering entry will be simple.

Corresponding video: 7.4 – Three Import Methods Compared. Find at <https://www.gccsda.com/auditing/10963>

For more tutorials on ADVENTIST GIVING, see section 3000 on the gccsda.org auditor webpage.