

Creating New Conference Accounts in Jewel During Sabbath Offering Entry
(Use Tutorial #3070 to Add New Conference Funds During Adventist Giving Entry)

First, check to see that you have the latest Jewel version. *To find out, go to Help/Check for Updates and say "yes" if there is a new update available.*

1) Go to Jewel Home Page/Maintenance (top bar)/Edit Accounts.

2) Click on "Add New Account."

The screenshot shows the 'Edit Accounts' window. The 'Type' dropdown menu is open, and 'Conference Fund (Tithe, etc.)' is selected. The 'Add New Account (F8)' button is highlighted with a red box. A red arrow points from the text 'The new account will automatically default to "Local Fund."' to the 'Local Fund (Church Budget, etc.)' option in the dropdown menu.

The new account will automatically default to "Local Fund."

3) To create a new Conference Fund, click to highlight "Conference Fund," just below "Local Fund."

4) In the box that appears, you will see all of the Conference and World funds already listed for you, in numerical order, with their 5-digit codes.

If you know the number or name, enter it, or a distinctive word from the name, in the search box, and various possibilities will appear.

The screenshot shows the 'Choose Account From Fund List' dialog box. The 'New Account Info' section has a search box. Below the search box is a list of funds with their IDs and names. The list is scrollable. A red arrow points from the text 'If you know the number or name, enter it, or a distinctive word from the name, in the search box, and various possibilities will appear.' to the search box.

ID	Name
10000	Tithe
10002	Tithe - Hispanic
20100	World Budget
20101	Sabbath School - Regular
20102	Sabbath School - Thirteenth Sabbath
20103	Sabbath School - Birthday-Thank
20104	Annual Sacrifice
20105	Missions Miscellaneous
20106	Mission Extension
20108	Disaster and Famine Relief
20111	Loma Linda University
20112	Andrews University

If the account you are searching for is a real account, it will show up here. If there are several account names that include the same word, they will all show up and you can choose the one you are looking for.

5) If “no matches are found,” click on “Update Fund List” and if the account you are looking for is new, it will now be added to the list of available codes so you can use it.

If there are still no matches, contact the donor and ask for clarity in their offering destination intent.

The screenshot shows a window titled "Choose Account From Fund List". Inside, there's a section "New Account Info" with a text input field containing "pentecost". Below the input field are two empty fields labeled "ID" and "Name". At the bottom of the search results area, a red box highlights the text "(No matches found)".

This screenshot shows the same window after a successful search. The "ID" field now contains "50150" and the "Name" field contains "Pentecost 2025". A red box highlights these two fields. Another red box highlights the "Update Fund List" button, which has a sub-label "Last update: 07/21/24". There are also "OK" and "Cancel" buttons at the top right.

NOTE: This date tells you the last time you updated the account list. If it has been awhile, update it so you will have access to any new funds that have been added.

6) Once the correct account appears, click on it and then click the green “OK v.”

7) This takes you back to “Maintenance/Edit Accounts” where the account has now been added. Click “OK v” to continue what you were doing.

NOTE: If the account is still not found when the Fund List is updated, it might be a retired or inactive fund and shouldn’t be added without verifying. Check with the AG Code Chart (Tutorials #3110, 3112). Still baffled? Contact me for assistance.

The screenshot shows a window titled "Edit Accounts" with a decorative blue script title. On the right are "OK" and "Cancel" buttons. The main area is titled "Account Info" with a dropdown menu showing "Edit 'Pentecost 2025'". Below this is a list of account types: "Bank Account (Checking, Savings)", "Liability (Mortgage or other loan)", "Conference Fund (Tithe, etc.)", and "Local Fund (Church Budget, etc.)". The "Conference Fund (Tithe, etc.)" option is highlighted. Below the list are fields for "ID" (containing "50150"), "Name" (containing "Pentecost 2025"), and "Memo". At the bottom, there is a checkbox labeled "Tax Deductible" which is checked. On the right side, there are buttons for "Add New Account (F8)" and "Delete Account". A small image of a tree with orange leaves is in the bottom right corner.

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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