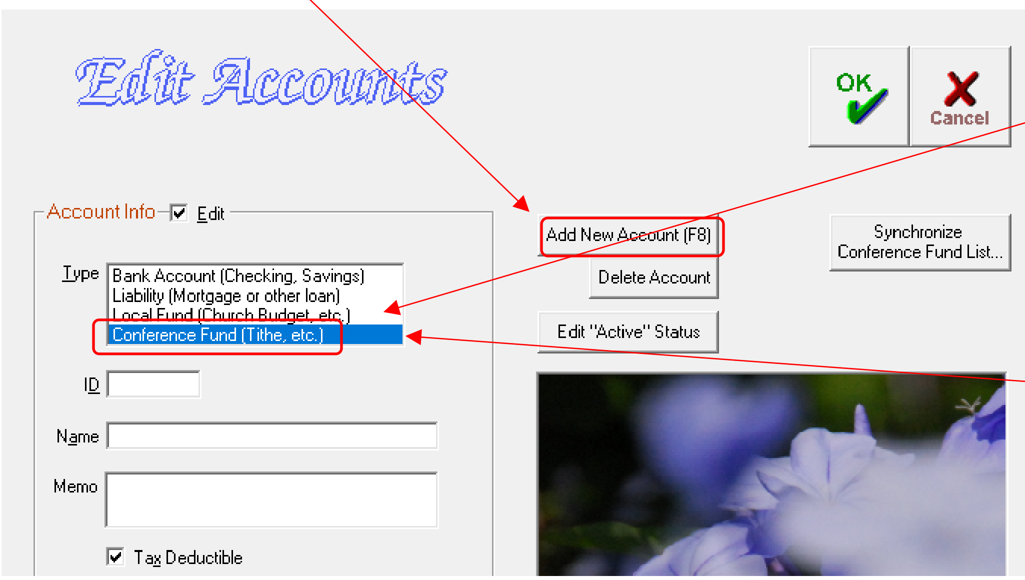
Creating New Conference Accounts in Jewel During Sabbath Offering Entry
(Use Tutorial #3070 to Add New Conference Funds During Adventist Giving Entry)

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."

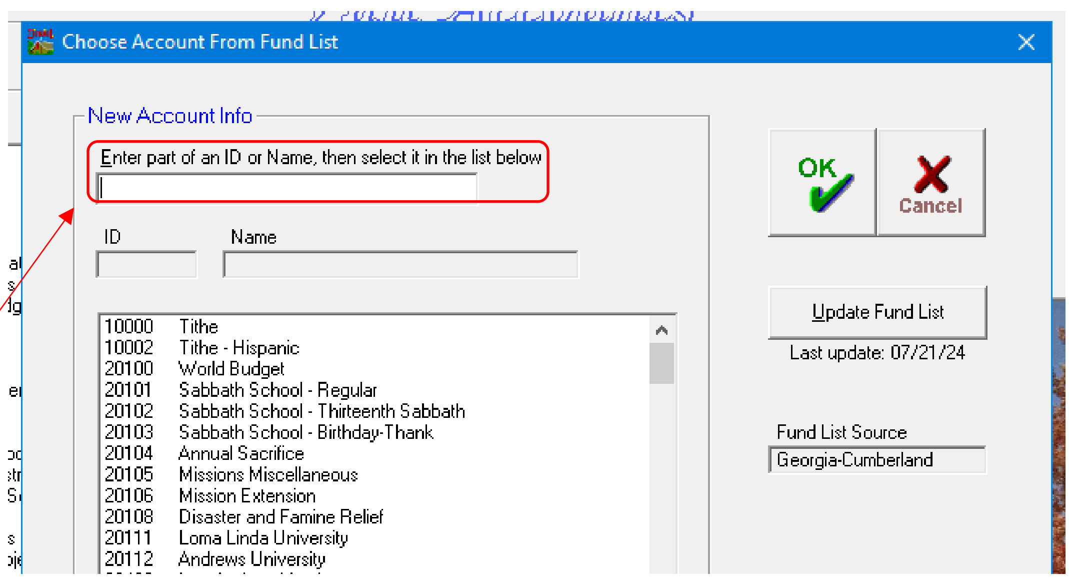


The new account will automatically default to "Local Fund."

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.

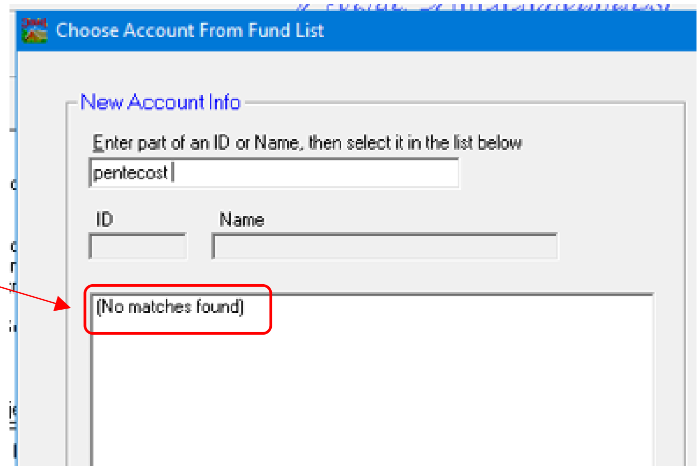
If you know the number or name, enter it, or a distinctive word from the name, in the search box, and various possibilities will appear.

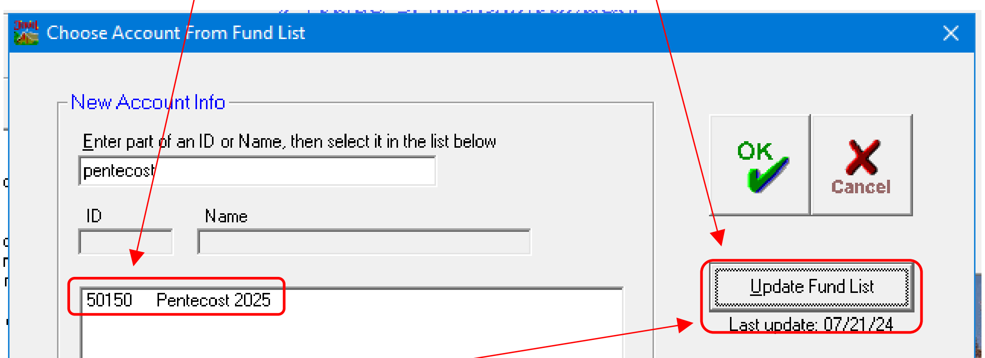


If the account you are searching for is a real account, it will show up here. If there are several account names that include the same word, they will all show up and you can choose the one you are looking for.

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.



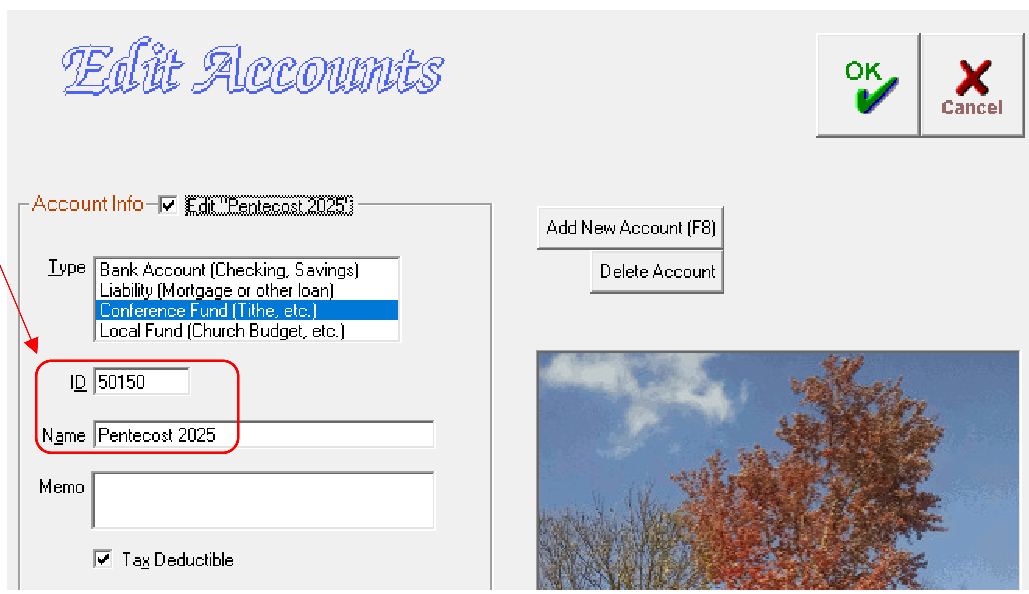


NOTE: *This date tells you the last time you updated the account list. If it has been awhile, update it so you will have access to any new funds that have been added.*

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

7) This takes you back to “Maintenance/Edit Accounts” where the account has now been added. Click “OK √” 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.*



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