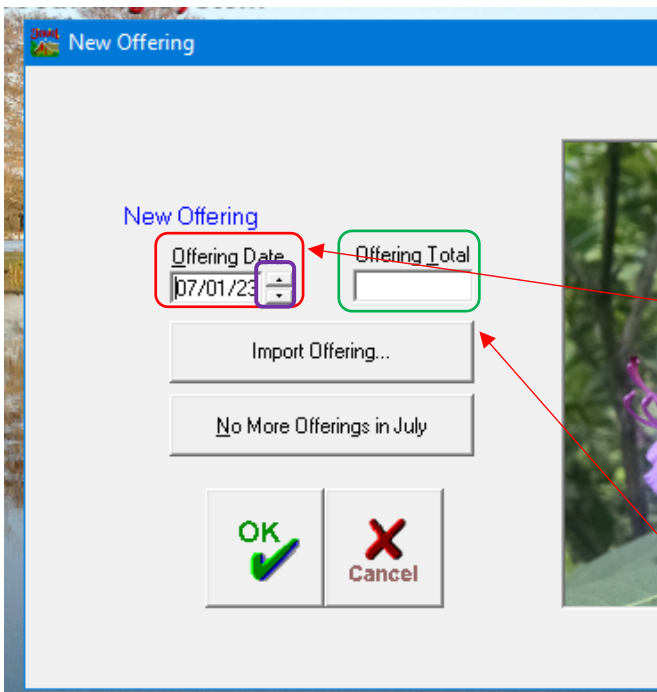
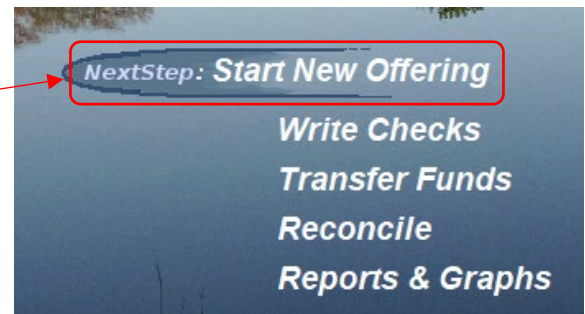


How to Enter Offerings into Jewel

- Each weekly offering should be entered into Jewel separately, dated with the Sabbath date that it was collected. If two Sabbath offerings were combined at the bank, contact me for assistance.
- Time Saving Tip: In all Jewel date fields, you don't have to enter the slashes. Just enter the month and day (four digits) and press "Enter" on your computer keyboard and Jewel will complete the date. Example: to achieve June 1, 2023 you enter 0601 and press enter. Jewel creates 06/01/23. 1014 becomes 10/14/23. 0201 becomes 02/01/23.
- If you receive notice from the bank that a donor check was returned for "NSF - Not Sufficient Funds" there is a Jewel procedure to follow. (Tutorial #7170) You will find it under "Offerings" on the top bar of Jewel home screen. If for any reason you have trouble with it, do not make a manual adjusting entry. Contact me for assistance.
- Create separate tithe envelopes giving the totals for "Church – Loose Offering" and "Sabbath School – Loose Offering" as well as any Children's Offering. If someone turns in a check without an envelope, make one up for it, with the donor name, amount and check number. Every part of the deposit should have an accompanying tithe envelope, and the total of all the tithe envelopes should match the total of the deposit to the bank.

All through the month, offerings are entered into Jewel using the next step "Start New Offering." If your "Next Step" does not say "Start New Offering" contact me for assistance.



Once you click on "Start New Offering," you will see this box on your screen. If yours is different, contact me for assistance.

The "Offering Date" should be the Sabbath date of the offering you are entering. You can use the up and down arrows (in purple, to the right of the date) to bring it to the correct date, or you can just manually edit it.

The "Offering Total" that you enter will be the total of the counted offering that was taken to the bank and deposited. If your screen has no box to enter an offering total, contact me for assistance.

Once the Offering Date and Offering Total are correct, click on the green OK checkmark to enter the envelopes.

Take a moment to look at the "Contribution Entry" screen below. You will find these features.

"Current Offering" gives the offering date and total that you entered on the previous screen, plus a little box where you can click to edit the date or total if you discover you entered either of them incorrectly. It also tells you how many envelopes from this offering have been entered. It also tells you how many

The screenshot shows the 'Contribution Entry' screen. At the top, the title 'Contribution Entry' is in a stylized blue font. Below it, there's a section labeled 'Current Offering' with a sub-label 'Edit'. This section contains three fields: 'Offering Date' (04/08/23), 'Offering Total' (100.00), and '# Envs Entered' (0). A red box highlights these three fields. To the right of this section is a button labeled 'Cancel This Offering'. A red arrow points from the text 'The "Cancel This Offering" box only shows if no envelopes have been entered. Once an envelope has been entered, that box disappears. (Tutorial #7020)' to this button. Below the 'Current Offering' section is a large section labeled 'Envelope'. This section contains several fields and buttons. At the top is a 'Donor ID or Name' field with a dropdown arrow. Below it are four fields: 'Cash', 'Check', 'Env. Total' (0.00), and 'Check #'. There are also buttons for 'Cancel Edit', 'New Envelope (F8)', and 'Delete Envelope'. At the bottom, there's a 'Running Total' field and a table with 'Account' and 'Amount' columns. A red box highlights the entire 'Envelope' section. A red arrow points from the text 'This part of the screen is for entering individual donation "Envelopes." You can use your mouse to navigate between fields or just press the "Enter" key on your computer keyboard when you are ready to move to the next field or box.' to the 'Envelope' section.

The "Envelope" section contains the following:

"Donor ID or Name." As you enter the first few letters of the name, Jewel will auto-fill the rest. If there are multiple donors with the same last name you can scroll through them to find the correct first name using the up and down arrow buttons on your computer keyboard.

If the name doesn't appear when you start entering it, use the little plus sign on the far right to go to your "Names" list and search for it.

This is a close-up screenshot of the 'Envelope' section. It shows the 'Donor ID or Name' field with a dropdown arrow. A red box highlights this field. A red arrow points from the text 'If the name doesn't appear when you start entering it, use the little plus sign on the far right to go to your "Names" list and search for it.' to the dropdown arrow. Below the field are the 'Cash', 'Check', 'Env. Total' (0.00), and 'Check #' fields. There are also buttons for 'Cancel Edit', 'New Envelope (F8)', and 'Delete Envelope'. At the bottom, there's a 'Running Total' field and a table with 'Account' and 'Amount' columns.

If you are sure it is a new name, (Tutorial #8020) enter it in the Donor ID or Name box with the last name first and a comma in between the last name and the first name.

Jewel will give you a message asking if you want to add this new name. Click "Yes."

This takes you to the "Edit Names" screen and the new donor name is already filled in.

If you have received a check with a mailing address, it is a good idea to enter it in Jewel, in case you need to mail them a donor receipt at the end of the year.

Once you are finished, just click on the green "OK v" at the top right of the Edit Names screen and Jewel will bring you back to Contribution Entry where you can continue entering the donation.

Enter the total of your first envelope in the correct box, depending on whether the donation was given in cash or check.

If you choose "Check," Jewel will request the "Check Number." (Tip: always write the check number on the tithe envelope during the verification process)

Envelope

Donor ID or Name

Cash + Check = Env. Total 0.00 Check #

Running Total

Account	Amount

The "Account" field is where you post the offering to the appropriate fund. Tithe, Church Budget, etc.

Enter the account, then press the "Enter" key to move to the "Amount" field where you will enter the amount that was donated to that particular account. If the envelope contains more than one account, pressing "Enter" on your keyboard will give you another line to fill in.

NOTE: If the donor has written in something that you don't have in Jewel, like "Pink Carpet for Sanctuary," don't create a new local fund to post the donation. Only the board can give that authorization. For instructions on how handle it, watch video #4.2 – The Care and Feeding of Local Church Funds." (<https://www.gccsda.com/auditing/10963>)

Also, If you cannot read the donor's writing or their addition is incorrect, don't guess. Contact the donor and ask their wishes.

Once the amounts you are entering to add up correctly, that envelope will disappear and Jewel will give you a new envelope.

On this new envelope, Jewel will autofill with another donor name, but it will not usually be the one you need next. It will be highlighted in blue, so just ignore it and start typing the last name of the next donor envelope you have in your stack of tithe envelopes.

Envelope

Donor ID or Name
 110 Smith, John

Cash + Check = Env. Total 0.00 Check #

Running Total

Account	Amount

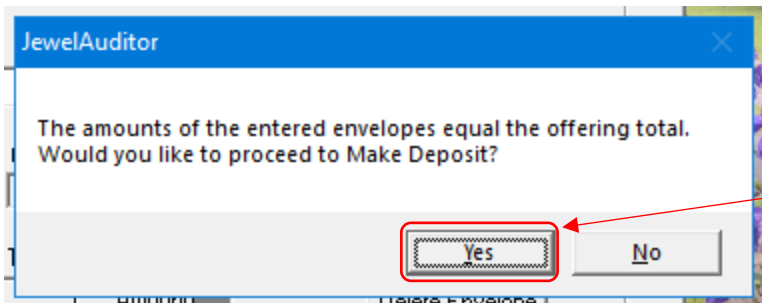
Envelope

Donor ID or Name
 107 10

Cash 2.00 + Check = Env. Total 2.00 Check #

Account	Amount
10000 Tithe	2.00

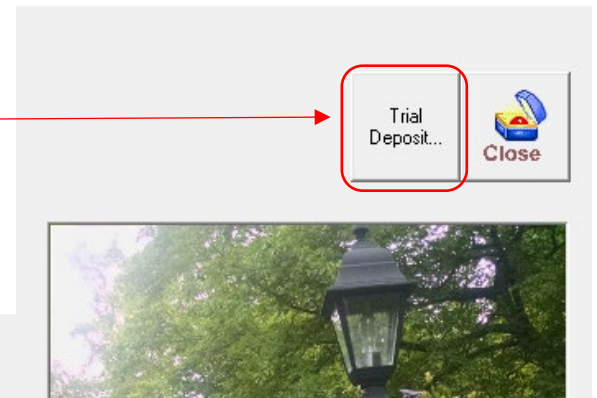
There are options along the right side for editing envelopes, creating new envelopes, deleting envelopes, and arrows to move backwards and forwards between already entered envelopes.



Once you have entered all the envelopes, if the totals match, you will see this message.

Click on "Yes," which takes you to the "Make Deposit" screen, where you will click on the green OK in the top right corner and that deposit is finished.

If you have entered all the envelopes but the above message does not appear, you can click on "Trial Deposit" (up in the top right corner next to the "Close" button) to find your problem.



Trial Deposit

Donor Name	Cash	Checks	Total
1	0.00	50.00	50.00
10	2.00	0.00	2.00
10	46.00	0.00	46.00
Totals	48.00	50.00	98.00

Print

Offering Date
04/08/23

Offering Total
100.00

Envelope Total
98.00

Difference
2.00

Trial Contribution Report...

Make Corrections...

The Trial Deposit will give you a list of the envelopes you have entered so you can go back through them to catch any errors, and also tells you how far off you are.

Once you figure out your problem, you can click on "Make Corrections" to go back to the envelopes and fix the envelope with the problem.

Once the numbers match, Jewel will again ask you if you are ready to "Make Deposit" and you can finish.

Corresponding videos: 2.3 – Accuracy in Posting and Dating. Find at <https://www.gccsda.com/auditing/10963>

2.4 – Consistency in the Use of Accounts

4.2 – The Care and Feeding of Local Church Funds

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

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
Created by Linda McCabe. Edited 8/26/2025*