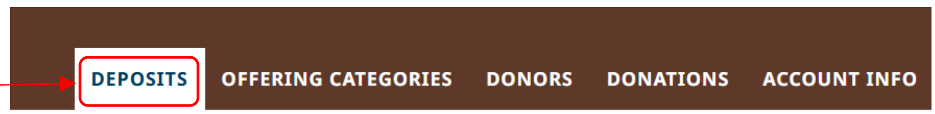
Adventist Giving - Manual Entry Instructions
(Not an Import Method)

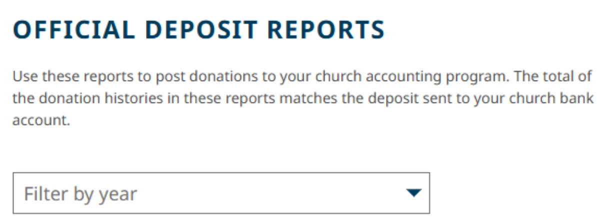
- ✓ This method is used to enter the offerings on the deposit report manually, one donor envelope at a time.
- ✓ This method is slower than either of the “Import” methods, but it works well if just one or two of your members are using Adventist Giving.
- ✓ This method may be preferred by treasurers who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

First, read the “AG – Overview and Fundamentals” *(Tutorial #3010)* so you know which report you need to print. Then follow these eight steps.

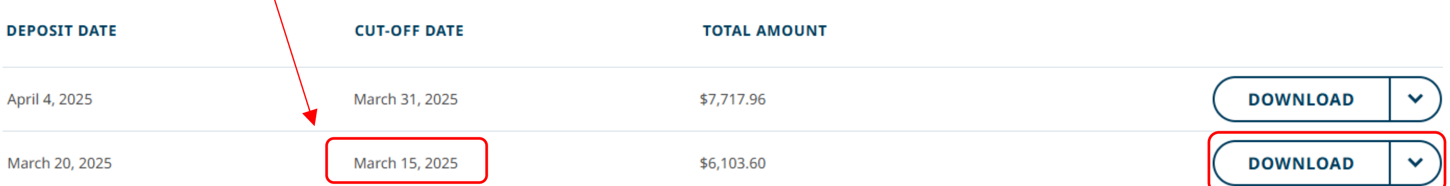
1) Log in to your church’s Adventist Giving account. *(Tutorial #3020)*

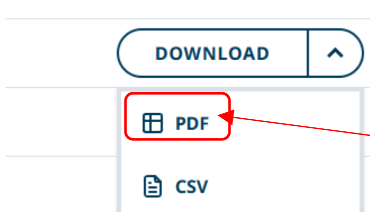
2) Click on “Deposits.”





3) Find the report you need to enter into Jewel, based on the Cut-Off Date.



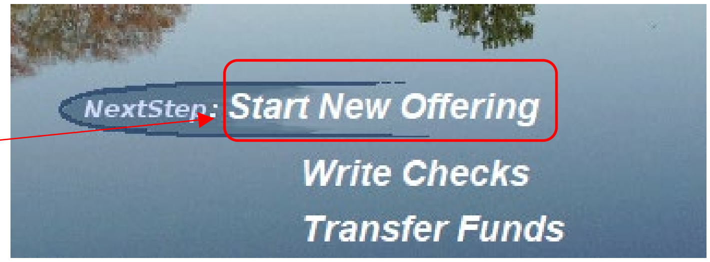


3) Click on Download

4) Click on PDF

5) Print the report for your records

4) **Open Jewel and click on "Start New Offering.**



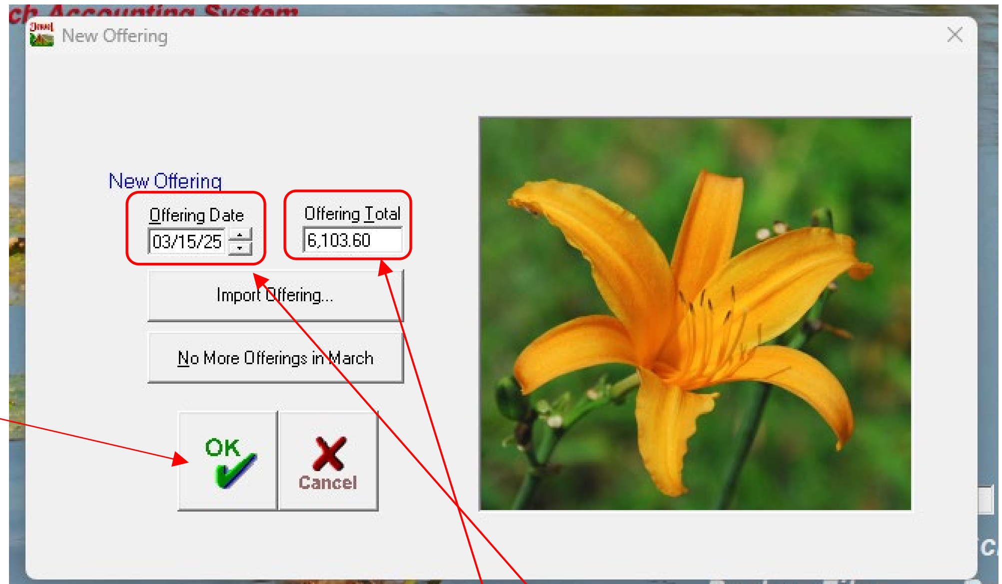
5) Enter the Offering Date and Offering Total in Jewel.

Find them in the top section of the report that you just printed.

Use the "Cutoff Date" and the "Received" Total.

Then click on "OK √."

NOTE: *If there is anything in the "Reversed" column, use Tutorial #3100 to make a correct deposit entry.*



Official Deposit Report

SDA Church

Deposit Date: 03/20/2025
Cutoff Date: 03/15/2025

Category		Received	Reversed
Tithe/Diezmo/Dime	$	4,370.60	-
	$	124.00	-
	$	185.00	-
	$	29.00	-
	$	134.00	-
	$	78.00	-
	$	100.00	-
	$	118.00	-
	$	500.00	-
	$	140.00	-
	$	140.00	-
	$	170.00	-
	$	15.00	-
Totals	$	6,103.60	-

Note: Yours will look a bit different. The church name and account names have been changed to protect privacy.

If there are any amounts in the "Reversed" column, you will need *Tutorial 3100* to assist you in your entry.

6) Enter each Individual donation "envelope" which will be divided by dotted lines in the Adventist Giving report. *(A fictional name and address have been used in the following envelope to protect privacy.)*

OFFERINGS:

Name: Jeff and Jess Jameson

Address: 987 Packaway Drive

Code	Description	Amount
10000	Tithe/Diezmo/Dîme	$400.00
77500	Atlanta Adventist Academy Worthy Student	$10.00
9500	Church Expense	$70.00
9001	Combined Budget	$50.00
9600	Community Services	$30.00
77320	Conference Elementary Schools	$10.00
77205	Conference Evangelism	$20.00
9650	Evangelism - Local	$50.00
20400	Hope for Humanity (Ingathering)	$10.00
9710	Poor Fund	$50.00
9100	Sabbath School Expense	$40.00
77555	Samaritan Center - CFC Chattanooga Area	$20.00
20100	World Budget / Presupuesto mundial / Budget mondial	$40.00
		Total: $800.00

For: Jeff and Jess Jameson

Paid by: Jeff and Jess Jameson on 03/07/2024 11:23:32 AM EST

Transaction ID: 13051545; Transaction Status: captured

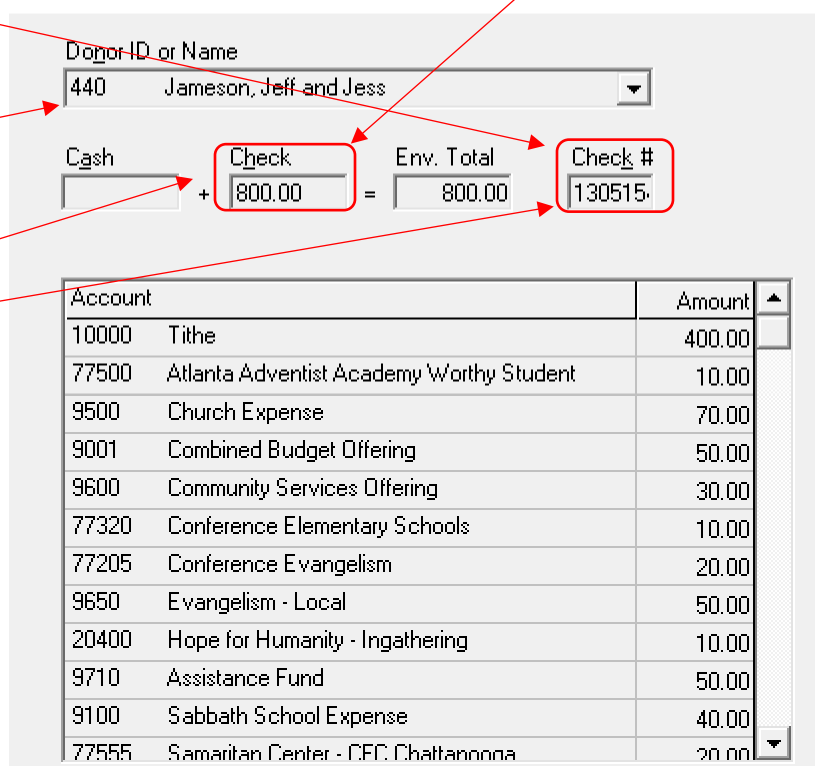
This envelope above, entered into Jewel, would look like this.

Use the name in the "Paid By" line as the Donor Name in Jewel.

The envelope total is entered as a check.

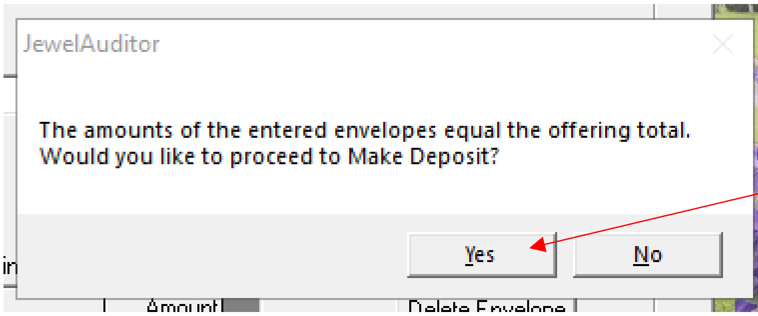
The Check # is the "Transaction ID" from the report.

(If you have questions about Jewel offering envelope entry, read Tutorial #7180)



Do the same with each envelope, one by one, until you have entered them all.

If a donor gives more than once on the same report, create a separate Jewel “envelope” for each donation.



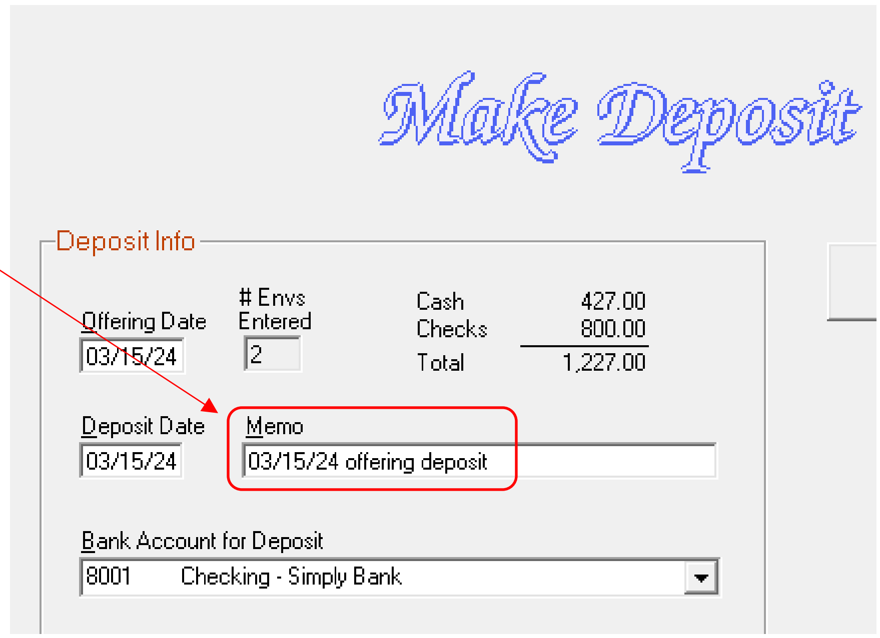
Once all the envelopes are correctly entered, you should see this message.

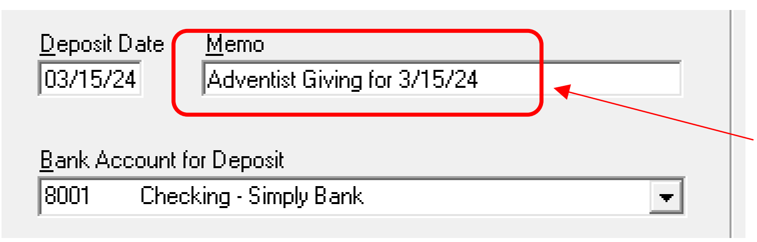
Click on “Yes.”

7) On the “Make Deposit” page, edit the Memo.

This is what Jewel will create as the default memo.

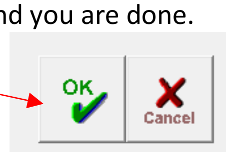
Editing the memo will give greater clarity to the Deposit Reports. *(Tutorial #7070)*





Change it to say “Adventist Giving for xx/xx/xx” (the cutoff date of the report you are entering.)

8) Click the green “OK √” in the top right corner and you are done.



For more tutorials on ADVENTIST GIVING, see section 3000 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 8/22/2025