

Nineteen Things You Can Learn to Do Yourself

NOTE: As you know, Jewel doesn't allow you to go backwards to fix mistakes, so if you find a mistake, you sometimes need auditor help. I say sometimes, because there are things that you can fix on your own, even from previous months, if you know how, or want to learn how. Things like:

- Adjusting checks from a previous month when the amount is wrong (*Tutorial #3560*) (*Video 6.8*)
- Adjusting offerings from a previous month when there is an error in the totals (*Tutorial #3570*) (*Video 6.8*)
- Canceling an unfinished offering (*Tutorial #7020*)
- Editing checks in the current month – amount, payee, posting account(s) (*Tutorial #3600*) (*Video 6.7*)
- Editing/Deleting General Journal Entries in the current month (*Tutorial #7120*)
- Editing offerings in the current month – totals, donor name, posting account(s) (*Tutorial #3600*) (*Video 6.7*)
- Editing Statement Frequency Settings (*Tutorial #3660*)
- Editing transfers and allocations in the current month (*Tutorial #7270*)
- Handling an NSF check from current or previous months (*Tutorial #7170*) (*Video 6.13*)
- Manage Adventist Giving local offering categories envelope (*Tutorial #3090*)
- Preventing fraud in your church's finances (*Tutorials #5530, 5550*) (*Videos 5.1, 5.2 and 5.3*)
- Reconciling previous months when you have fallen behind (*Tutorial #3650*)
- Researching the history of an inactive local fund to help decide what to do with it (*Tutorial #8120*)
- Reversing duplicate deposits (*Tutorial #3590*)
- Undoing the last bank rec to fix your Adjusted Bank Balance on the Bank Rec Report (*Tutorial #3680*)
- Updating budget allocations (*Tutorial #4030*)
- Using the Account Journal to get information on individual local funds (*Tutorial #7010*)
- Using the Jewel back door to return to Start New Offering if you haven't remitted yet (*Tutorial #7250*)
- Voiding checks and reversing duplicate voids both old and new (*Tutorial #7290*) (*Video 6.12*)

Look at you, becoming more extraordinary all the time!

For more tutorials on JEWEL INFORMATION & PROCESS HELPS, see section 8000 on the gccsda.org auditor webpage