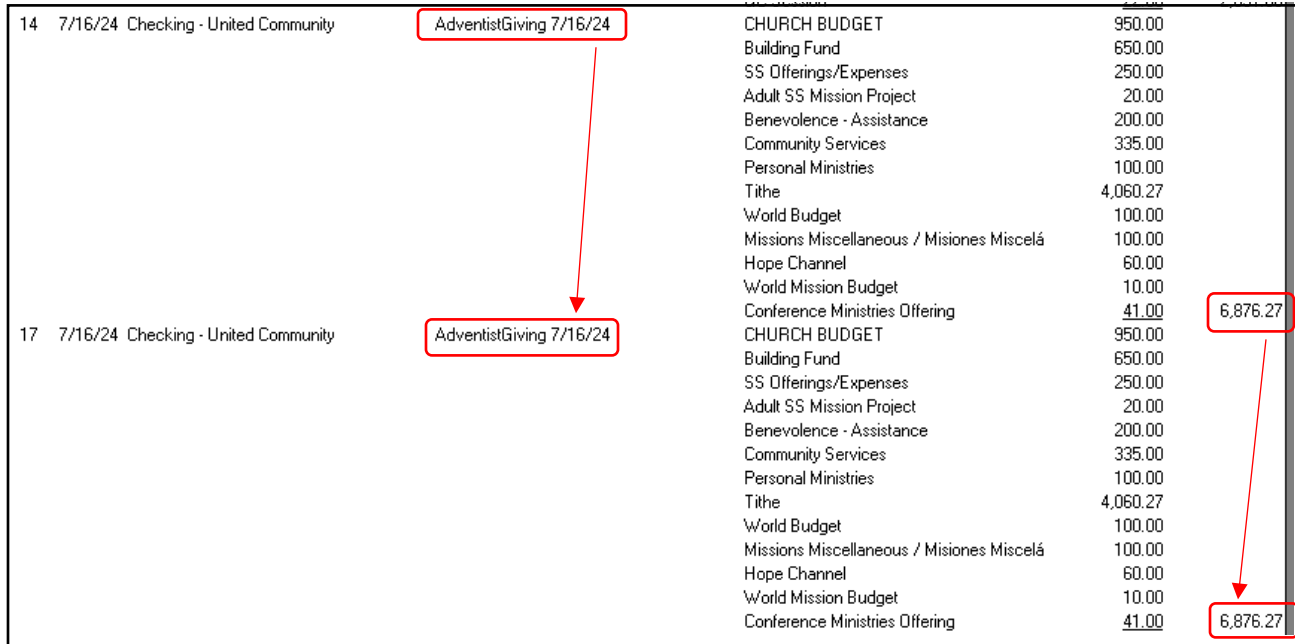


How to Avoid Creating Duplicate Offerings

Duplicate offerings are a bit of a hassle. They inflate your Deposit Report, your Financial Summary, your donors end-of-year receipts and sometimes your Remittance check to the Conference. To fix all those things, you can't just void or delete them – they have to be reversed, envelope by envelope, often by an auditor. (*Tutorial #3590*)

This is how it might look on your deposit report.



14	7/16/24	Checking - United Community	AdventistGiving 7/16/24	CHURCH BUDGET	950.00	
				Building Fund	650.00	
				SS Offerings/Expenses	250.00	
				Adult SS Mission Project	20.00	
				Benevolence - Assistance	200.00	
				Community Services	335.00	
				Personal Ministries	100.00	
				Tithe	4,060.27	
				World Budget	100.00	
				Missions Miscellaneous / Misiones Miscelá	100.00	
				Hope Channel	60.00	
				World Mission Budget	10.00	
				Conference Ministries Offering	41.00	6,876.27
17	7/16/24	Checking - United Community	AdventistGiving 7/16/24	CHURCH BUDGET	950.00	
				Building Fund	650.00	
				SS Offerings/Expenses	250.00	
				Adult SS Mission Project	20.00	
				Benevolence - Assistance	200.00	
				Community Services	335.00	
				Personal Ministries	100.00	
				Tithe	4,060.27	
				World Budget	100.00	
				Missions Miscellaneous / Misiones Miscelá	100.00	
				Hope Channel	60.00	
				World Mission Budget	10.00	
				Conference Ministries Offering	41.00	6,876.27

It is also possible that the duplicate could be posted to a different month, where it would be a bit harder to locate.

In addition to the fact that unnecessary time has been spent entering the exact same thing twice, a duplicate offering means that now those envelopes have to each be entered again in order to be reversed. Like I said, somewhat of a hassle. 😊

Creating a system to avoid creating duplicate offerings in the first place is worth the effort.

Here are some tips:

- ✓ Create a system that reminds you when you have already posted an offering. Maybe a colored checkmark on the corner of the tithe envelope verification sheet – something that will stand out to you.
- ✓ Learn how to find your Deposit Report in Jewel (Reports and Graphs/Deposit), and check it often for duplicates. If you are ever unsure, go look. If Jewel gives you a message that you deposited that same amount recently, don't ignore it. Check it out. Also, good offering memos and dates can help catch duplicates. (*Tutorial #7070*)
- ✓ Especially for Adventist Giving, learn which deposits belong in which month, date each deposit correctly, and be very vigilant about it. (*Tutorial #3010*) Check the previous month deposit report as well if you are not sure if you have doubled up.
- ✓ Jewel will warn you if you have already imported an Adventist Giving offering. And it will tell you if you are entering an offering that is the same date or amount of one already entered. Don't ignore that warning.

How do you know if you have already duplicated an offering? You will see a deposit at the top of the “Deposits and Interest Earned section on your bank reconcile page that does not go away. (This was on a 2024 database, so was obviously not going to show up on a future bank statement.)



Deposits and Interest Earned				More Deposits...
☐	06/30/23	AdventistGiving 6/30/23	14,555.37	

It is normal to have one or two deposits left over that do not reach the bank by the end of the current month, but if you have one that is more than 30 days old, it is nearly always a duplicate. If you see one like that, contact me and I will help identify it.

If it is a duplicate, *Tutorial #3590 has instructions on how to reverse duplicate offering,s if you want to try to do it yourself.* You may be due a credit on your next month’s remittance, and reversing the duplicate is the way to get it back.

For more tutorials on JEWEL INFORMATION & PROCESS HELPS, see section 8000 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*