

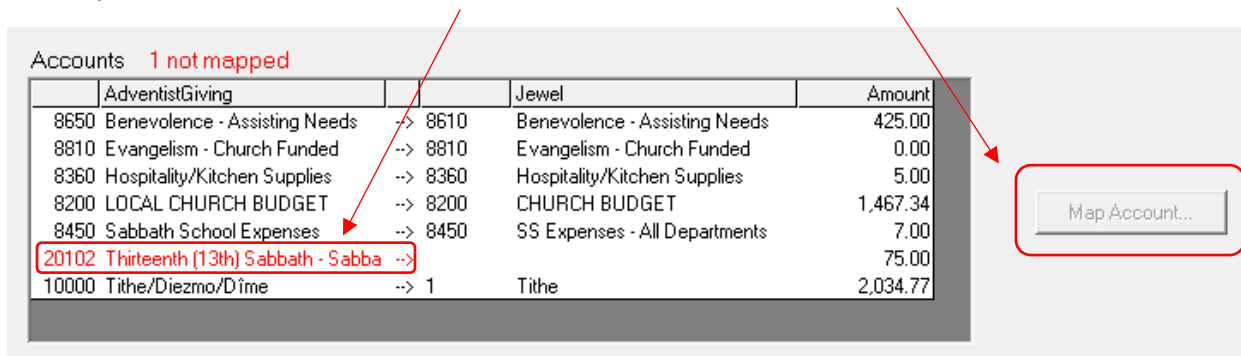
Adventist Giving – Mapping Accounts and Names Meticulous Mapping is Mandatory

NOTE: Make sure that you have the latest Jewel version. To find out, click on Help/Check for Updates and say “yes” if the message tells you there is a new update that you do not have.

“Mapping” is what we do to ensure that the Adventist Giving donations are posted to the correct donor name, and that the donor’s intentions for their donations are followed. Every donor and every fund must be mapped the first time it is used in Adventist Giving. After that, Jewel remembers that mapping. Mapping correctly is important, because Jewel will also remember incorrect mapping, which can result in donations being posted to the wrong donor or destination, months or even years later.

Creating and mapping in Jewel is so easy and takes just seconds. In fact, it will take you much longer to read and follow this the first time than it will take to actually do it once you get the hang of it. Unmapped funds and names will show up in Jewel in red during the import process.

1) Log in and import your report. When you reach the mapping page, if there is a red account, click on it and then click on “Map Account.”



Accounts 1 not mapped

AdventistGiving		Jewel	Amount
8650 Benevolence - Assisting Needs	-->	8610 Benevolence - Assisting Needs	425.00
8810 Evangelism - Church Funded	-->	8810 Evangelism - Church Funded	0.00
8360 Hospitality/Kitchen Supplies	-->	8360 Hospitality/Kitchen Supplies	5.00
8200 LOCAL CHURCH BUDGET	-->	8200 CHURCH BUDGET	1,467.34
8450 Sabbath School Expenses	-->	8450 SS Expenses - All Departments	7.00
20102 Thirteenth (13th) Sabbath - Sabba	-->		75.00
10000 Tithe/Diezmo/Díme	-->	1 Tithe	2,034.77

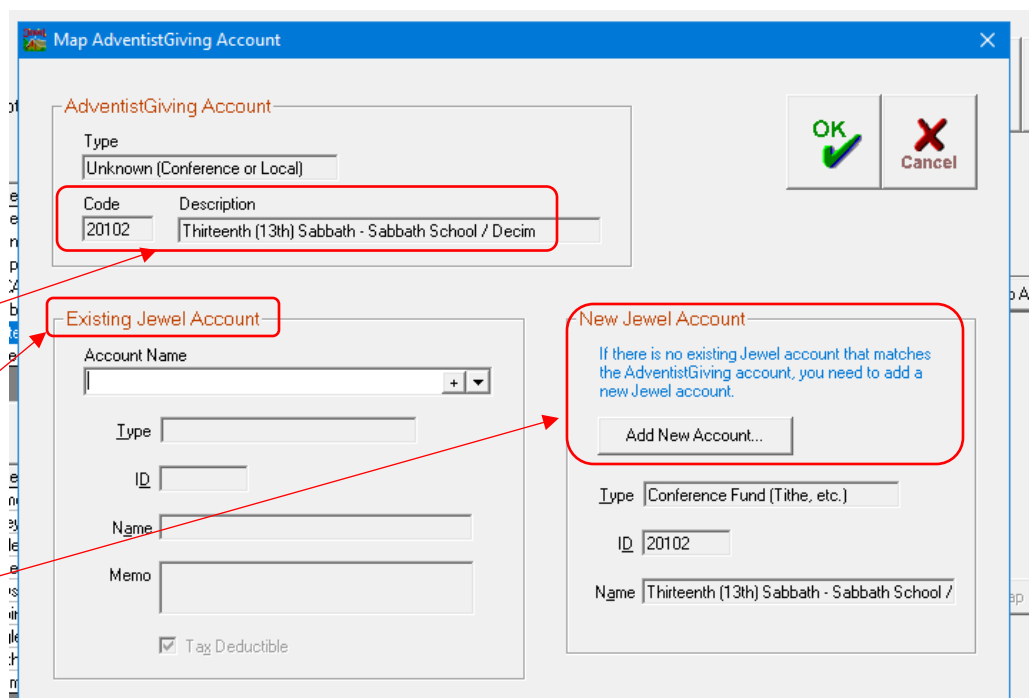
Map Account...

2) This brings you to a mapping screen which is divided into three sections, where Adventist Giving and Jewel get together to compare notes.

A) The account you need to map

B) The place to map it if it is an “Existing Jewel account”

C) A quick way to add an account into Jewel if it is not already there.



Map AdventistGiving Account

AdventistGiving Account

Type: Unknown (Conference or Local)

Code	Description
20102	Thirteenth (13th) Sabbath - Sabbath School / Decim

Existing Jewel Account

Account Name: []

Type: []

ID: []

Name: []

Memo: []

☒ Tax Deductible

New Jewel Account

If there is no existing Jewel account that matches the AdventistGiving account, you need to add a new Jewel account.

Add New Account...

Type: Conference Fund (Tithe, etc.)

ID: 20102

Name: Thirteenth (13th) Sabbath - Sabbath School /

3) If the unmapped (red) account is an account that you know is already in Jewel (for example, a local fund)

Locate the Adventist Giving account code. (Using the code and not the name will result in more accuracy)

Enter that code into the “Existing Jewel Account Name” box.

Since that code is already in Jewel, the name of the account will appear.

All Local Fund “Donation Codes” in Adventist Giving should match “ID Numbers” in Jewel, so locating them should be easy. If yours are not matching, use Tutorial #3090 to set it up so they are the same, making this step easier.

Click the green “OK ✓” in the top right corner to save and leave.

The screenshot shows the 'Map AdventistGiving Account' dialog box. The 'AdventistGiving Account' section has 'Type' set to 'Unknown (Conference or Local)', 'Code' set to '9000', and 'Description' set to 'Church Budget'. The 'Existing Jewel Account' section has 'Account Name' set to '9000 Church Budget', 'Type' set to 'Local Fund (Church Budget, etc.)', 'ID' set to '9000', 'Name' set to 'Church Budget', and 'Memo' is empty. The 'Tax Deductible' checkbox is checked. The 'OK' button with a green checkmark is highlighted with a red box and an arrow pointing to it from the text instructions.

That account will now be black instead of red, which tells you that the mapping was successful.

The screenshot shows the 'Map AdventistGiving Account' dialog box. The 'AdventistGiving Account' section has 'Type' set to 'Unknown (Conference or Local)', 'Code' set to '20102', and 'Description' set to 'Thirteenth (13th) Sabbath - Sabbath School / Decim'. The 'Existing Jewel Account' section has 'Account Name' set to '20102 Thirteenth (13th) Sabbath - Sabbath School / Decim', 'Type' set to 'Conference Fund (Tithe, etc.)', 'ID' set to '20102', 'Name' set to 'Thirteenth (13th) Sabbath - Sabbath School /', and 'Memo' is empty. The 'Tax Deductible' checkbox is checked. The 'Add New Account...' button is highlighted with a red box and an arrow pointing to it from the text instructions.

4) If the unmapped (red) account has a 5-digit code (meaning it is a conference code) and you are not sure if you have it in Jewel, click on “Add New Account.”

This takes you to Jewel's "Edit Accounts" screen.

The new account (#20102) has been added automatically as a Conference Fund.

You don't need to edit anything on this screen.

Just click the green "OK v" to save and leave.

This returns you to the Adventist Giving Mapping Screen where the account should now be correctly mapped (black).

RECAP: To create and map a new a conference account in Jewel while importing, click on "Add New Account," then click the "OK v" on the next two screens, and in just seconds, it is done.

5) What if that account is already in Jewel?

If, when you go through the "Add New Account" process, Jewel tells you that you already have that account

Click OK on the message, then click Cancel on "Edit Accounts."

Which brings you back to the mapping page.

Find the Adventist Giving Code

and enter it into the Existing Jewel "Account Name" box.

That should bring up the Conference Fund (in Jewel) that you are looking for.

Clicking "OK v" will take you back to the AG mapping page where the new account should now be showing as mapped.

Map AdventistGiving Account

AdventistGiving Account

Type: Unknown (Conference or Local)

Code: 77210

Description: Georgia-Cumberland Ministries (Conf. Advance)

Existing Jewel Account

Account Name: 77210 Conference Ministries Offering

Type: Conference Fund (Tithe, etc.)

ID: 77210

Name: Conference Ministries Offering

Memo:

Tag Deductible: ☒

New Jewel Account

If there is no existing Jewel account that matches the AdventistGiving account, you need to add a new Jewel account.

Add New Account...

Type: Conference Fund (Tithe, etc.)

ID: 77210

Name: Georgia-Cumberland Ministries (Conf. Advance)

OK Cancel

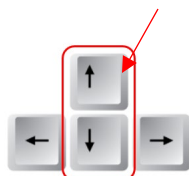
6) Mapping names: Once there are no more red (unmapped) funds, move ahead with the mapping of the names.

Let's say that, in the list of names, Linda McCabe is red. You will click on the name in red and then click on "Map Donor." There are three sections on the screen that appears.

7) Existing Jewel donor: Let's say that you believe that this donor is already in Jewel. The best way to find out is to start entering her last name in the "Existing Jewel Donor" section of the screen that appears.

If the full name pops up as you are entering the last name, then you can just click "OK v" and Jewel will map that Jewel donor to that Adventist Giving name.

8) Multiple donors with the same last name: If there are 13 McCabes in your Jewel donor list, and the McCabe that pops up is not Linda, use the up and down arrow keys on your keyboard to scroll through all the McCabes until you get to "Linda." Then click "OK v."



Import AdventistGiving Donor

AdventistGiving Donor

Name: Linda McCabe

Paid By: Linda McCabe

Address: 1869 County Rd 561 Athens, TN 37303

Existing Jewel Donor

Donor Name: McCabe, Linda

Address:

ID: 305

New Jewel Donor

ID: (100 or above is recommended)

First Name:

Last Name:

Address:

9) New Jewel Donor: For the sake of illustration, let's say that there is no donor by that name in Jewel. Typing in the last name gives no response on the "Donor Name" line.

Click on "New Jewel Donor" and Jewel will both create it for you in Jewel and map it correctly in one easy step.

Click the green "OK ✓" in the top right corner and continue on to map other donors until there are no more red donors.

10) Once all red "Accounts" and "Donors" have changed to black on the mapping page, click the green "OK ✓" which will take you to the "Make Deposit" screen where you can finish the import as usual.

NOTE: once you map an account or a name in Jewel, you generally won't have to map it again, and there will be months where little or no mapping is required.

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*