

General Journal Entry – Create, Edit, Delete, Reverse

If you click on “Accounting” on the top bar of the home page of Jewel, you will find “Make General Journal Entry.”

General Journal Entries are used for deposits that are not donations, such as:

- ✓ Purchase refunds
- ✓ Rental or Fundraiser income
- ✓ Conference subsidies for things like Evangelism (*Tutorial #6030*) and Vacation Bible School (*Tutorials #6070*)
- ✓ Hope for Humanity Reversion checks (*Tutorial #6040*)
- ✓ Construction loans from the conference or revolving fund
- ✓ Adjustments to a previous month deposit that didn’t match the bank statement (*Tutorial #3570*)
- ✓ Interest income (*Tutorial #3630*)

General Journal Entries are used for expenses that are not purchases or payments, such as:

- ✓ Bank fees such as for paper statements, cash counting charges or NSF returned check fees (*Tutorial #7170*)
- ✓ Adjustments to a previous month check that didn’t match the bank statement (*Tutorial #3560*)

SUMMARY: General Journal Entries are not to be used during reconciliation for forgotten checks, electronic payments or purchases like utilities or payroll. They are also never to be used for donor offerings.

If you find a withdrawal or an electronic payment on the bank statement that is missing in Jewel, stop and enter it using “Write Checks,” found on the bottom right of the bank rec screen.

If you find a donor offering that is missing in Jewel but you have already remitted, contact your support person for assistance.

General Journal Entries do not have their own monthly reports like Transfers have.

They appear on either the monthly “Deposit Report” or the monthly “Check Report,” depending on which of these buttons is clicked when you created the Journal Entry.

If a deposit is showing up on the Check Report or a payment is showing on the Deposit Report, use “Edit Entry,” correct the circle button and then click “OK ✓” to save and leave.

Another useful feature of a General Journal Entry is that everything on it can be easily “Edited” or even “Deleted,” as long as the month has not been closed.

To delete, if it is in the current month and uncleared, click on “Delete Entry.” Poof, it is gone.

To Reverse an incorrect General Journal Entry created in a previous month, here are simple instructions.

- Find the extra General Journal Entry. Take a picture of it with your phone to make sure you create an exact reversal.
- Click on “New Entry” right there on the same screen. Date it in Jewel’s current month.
- Change the amounts in “Income” to “Expense” or vice versa, reversing the original entry. Post to the same Accounts.
- Memo: “To reverse (the date on the phone picture) entry error.”
- Verify with your phone picture that everything is correct.
- Click Ok.
- Click off both the original and the reversal during reconciliation. If done correctly, they will cancel each other out.

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
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