

JEWEL 4.0 – MONTHLY DATA ENTRY

(This is a step-by-step guide compiled to assist CCC Church Treasurers. A manual can be printed for comprehensive instructions.)

FROM JEWEL MAIN SCREEN

“Start New Offering”

Verify date of first Sabbath of the month

Type the Offering (deposit) Total. Click “OK”

Screen: “Contribution Entry”

Post from Tithe Envelopes

Key in Last Name, “Enter”

If all cash, enter in Cash Box

If all by Check, enter amount in Check Box, “Enter” Key in Check #, “Enter”

*(Tip: To use the Check # feature of NSF Checks, you **MUST** enter the Check #.)*

When the program detects that you have completed all contribution entries it will display:

“The amounts of the envelopes entered equal the offering total. Would you like to proceed to Make Deposit?” Click YES.

Select “Trial Contribution Report” and Print report for your file. Close report screen.

(Make sure that the report is printing in the order in which the envelopes were entered. If it is not printing in that order, go to Maintenance, Properties, General and check the box next to “Sort Envelopes by Order Entered”)

Click OK to Make the Deposit.

***Continue to enter contributions for each Sabbath. At the end of the month, the program will detect that it is the last Sabbath for the month and will ask, “Is the current deposit the last offering for the month?”

Click YES. When the system prompts “Are you ready to remit to the Conference?” Click **NO**. *(The reason for this is that you wish to post the other checks in check number order with the Remittance check being the last check of the month.)*

FROM JEWEL MAIN SCREEN

Click **“Write Checks”**

Edit the date for each check

Insert the correct beginning check number

Fill in the blanks

Click “New Check”

Continue to enter all checks for the month

Click “Cancel” to leave “Write Checks” screen

(If checks are issued manually, you may use a printout of the check on regular paper as a Paid Out Voucher to attach the supporting documentation for the disbursement.)

FROM JEWEL MAIN SCREEN

NextStep **“Remit to Conference”** The system will calculate the remittance check.

Click “Print This Check” then “Print Checks” ***(Send printout with Remittance Check)*** Click the OK.

Click **“NO”** to budget allocation if the church does not have a budget for the year.

If a budget was entered the system will display the Transfer Funds screen with the budget allocations for the month. Click OK to process.

Click “**NO**” to: “You are about to print reports for the month”
(DO BANK RECONCILIATION **BEFORE** PRINTING REPORTS)

FROM JEWEL MAIN SCREEN

Click “**Reconcile**” on the bottom left hand side of the screen

Bank Reconciliation Screen

Enter the last day of the month that is being reconciled

Enter “Ending Balance” from Bank Statement

✓ Click the box next to the every item on the screen that appears on the bank statement
(Please note that there might items left on the screen that have not cleared the bank.)

To enter **bank charges and interest**:

Click “New Entry”

Key in Local Fund Account

Enter the amount in either the “income” or “expense” window

Edit the “Date”

Write an explanation for the entry in the “Memo Line”

Click either Deposit and Interest Earned or Checks Written and Bank Fees

Click “Add Entry”

If there is an **NSF check** on the bank statement that was not previously processed:

Click on Cancel

The system will ask if you want to “Save the work you have done so far” click YES

On the Main Screen, select Offerings, NSF Check Reversal

Find the check to be reversed on the screen and click on it to highlight it

Enter the bank charges in the bottom portion of the screen

Enter the account – Bank Charges

Enter the amount of the bank charges in the Expense box

Click OK

Review the message that appears on the screen and if correct say YES, otherwise repeat this process.

Go back to Reconcile find the NSF entry in the Deposits section of the screen and click on the box next to it.

When the “Difference” is zero. Click “OK,” “Print” copy for your files. *(You only need to print one copy if you are submitting your reports via FTP at month end).*

FROM JEWEL MAIN SCREEN

NextStep “**Print Monthly Reports**”

Do backup by inserting a diskette and follow the prompt.

Thank you so much for doing a splendid job in carrying your responsibilities as Treasurer of your local church. We truly appreciate good bookkeeping.

CCC Auditing Staff