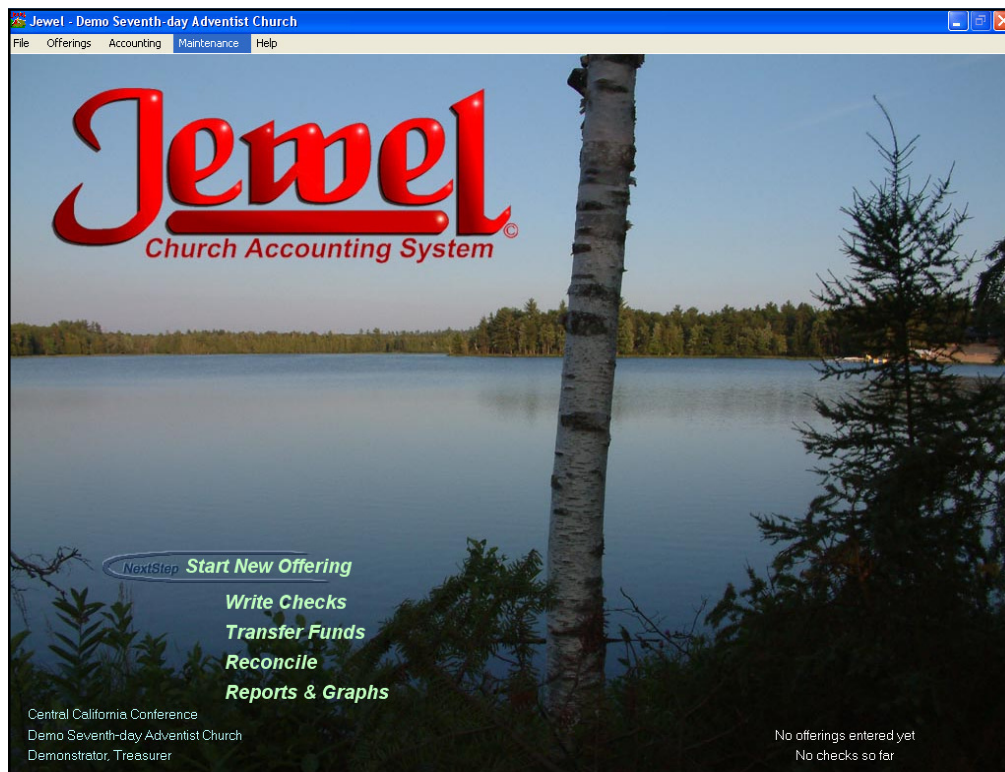


Central California Conference of Seventh-day Adventists

Church Treasurers
Training Session

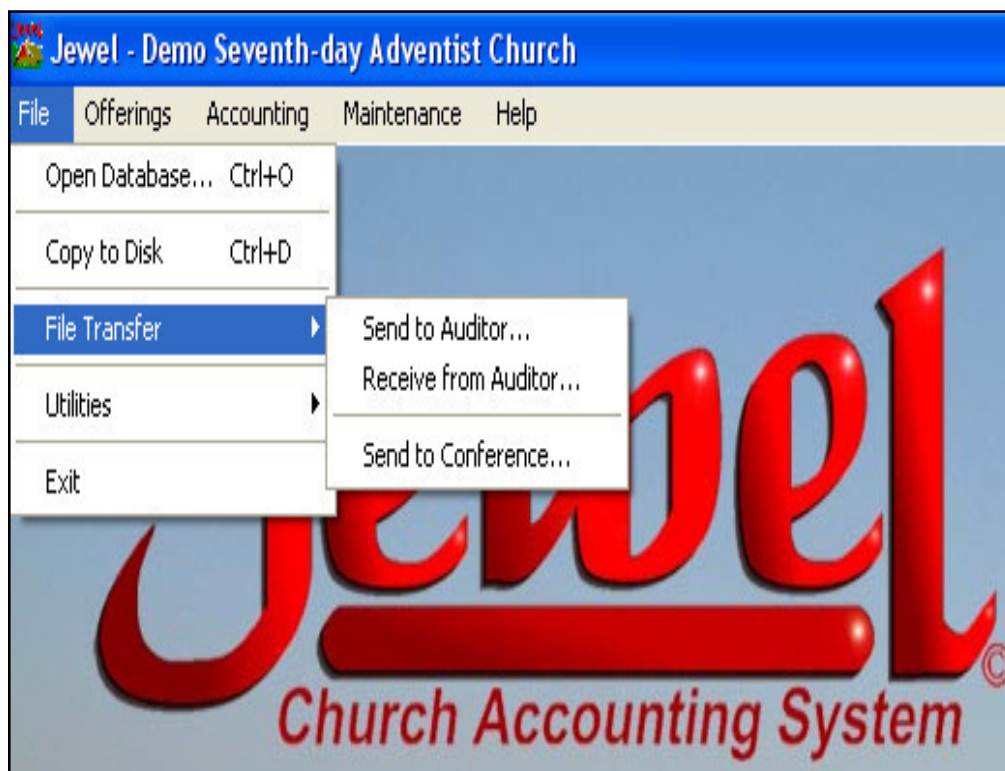
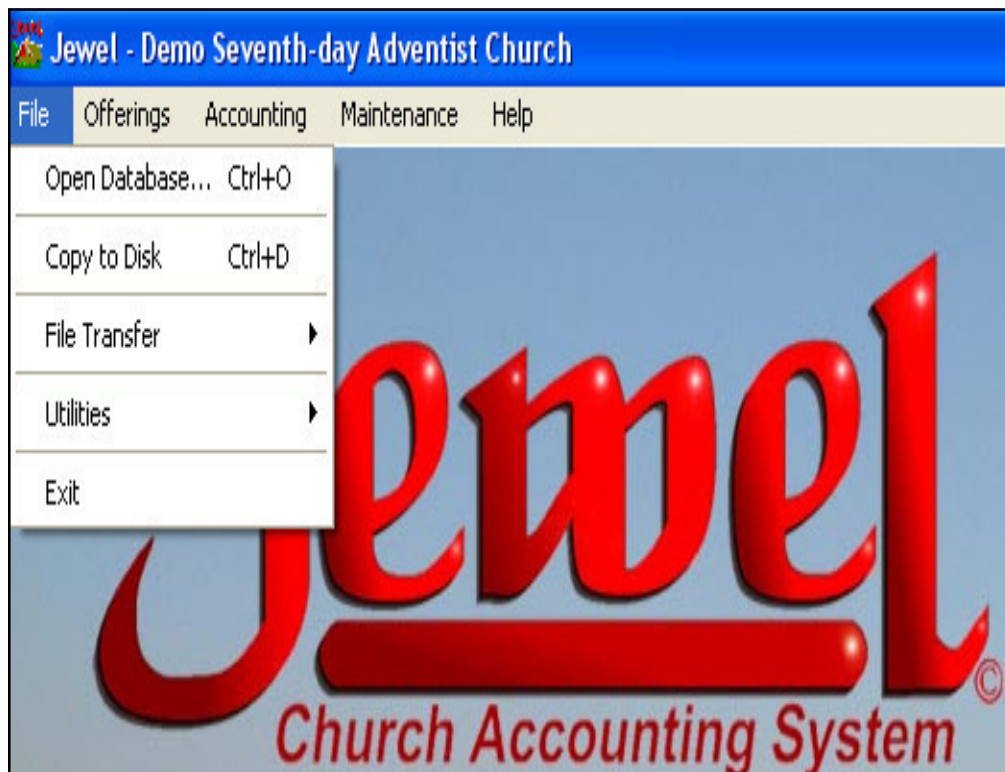
WELCOME
Please Sign-In

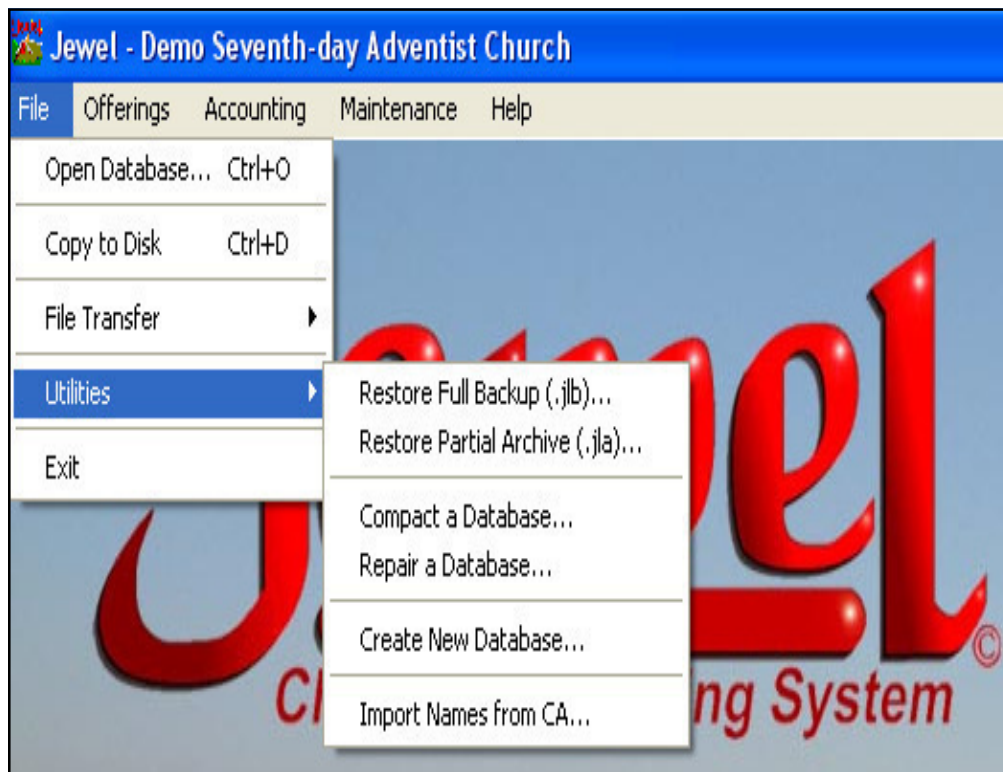
JEWEL 4.0
MAIN SCREEN



JEWEL 4.0

FILE MENU



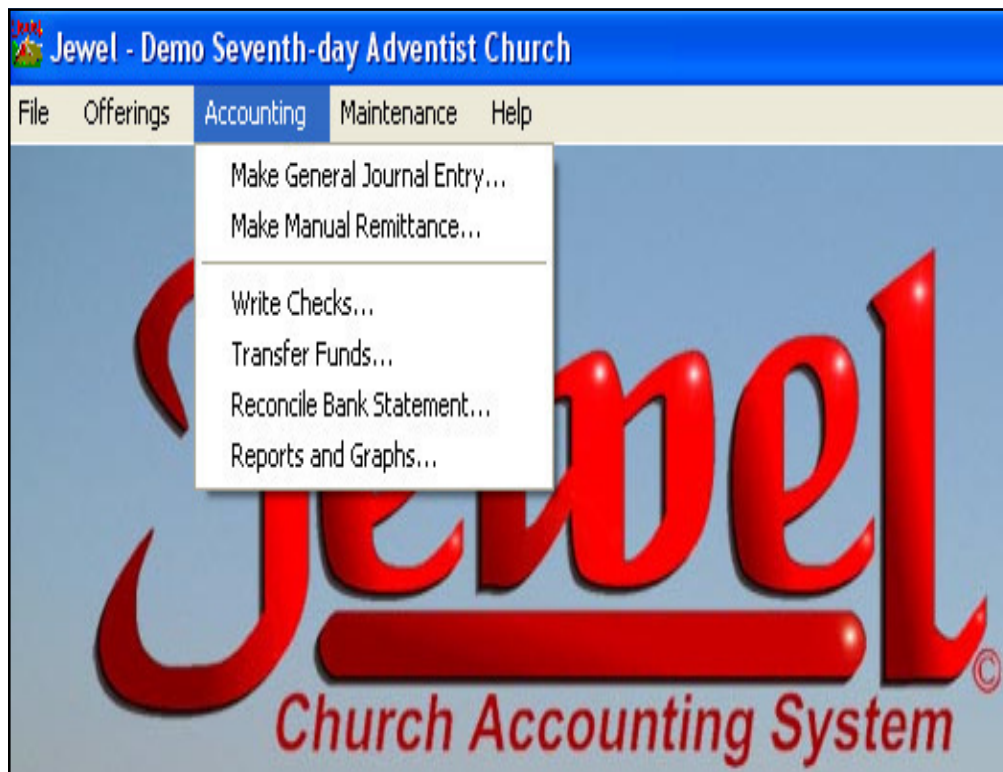


JEWEL 4.0

OFFERINGS MENU



JEWEL 4.0
ACCOUNTING MENU



JEWEL 4.0
MAINTENANCE
MENU



Edit Names

- “Show Active Status” allows you to activate or inactivate names (this does not eliminate the names)
- Use “Combine Names” to eliminate duplicate names
- Each Name added can be both a Donor and a Vendor
- Check if they should get a receipt or not

Edit Accounts

- Enter routing number, bank account number and ck sequence if printing checks from JEWEL 4.0
- Do not edit accounts 999.8 Void Checks, and 999.9 Beginning Balance
- When adding an account:
 - Make sure the proper Type is selected
 - Decide if the account will be Tax-Deductible or not
 - If you want to Allow Posting to the account, or
 - If it will be a Sub-Account

Edit Budget Allocations

- The monthly budgeted amounts are entered by account
- The budget can be entered as a dollar amount or as a percentage, or a combination thereof
- The percentages entered must total 100%
- The budget can be adjusted during the year if necessary

Properties

Church Info Tab

- Select Church Entity ID
- You may link a file with your scanned signature, to save time signing receipts at year end
- You may protect your file with a Password

The screenshot shows a software window titled "Properties" with a blue header bar. Below the header, there are "OK" and "Cancel" buttons. The main area has a tabbed interface with "Church Info" selected. The "Church Info" tab contains the following fields:

- Entity ID:** A dropdown menu with the text "Select Your Church..."
- Church Name:** A text field containing "Demo Seventh-day Adventist Church"
- Church Address:** A text field containing "12345 Test St. Clovis, CA 93612"
- Church Treasurer:** A text field containing "Demonstrator"

There is a "Change Password" button to the right of the "Church Information" section. Below this, there is a "Receipt Signature File" section with a file selection button (indicated by "..."). At the bottom, a note reads: "(Scan in at 300 DPI or at your printer's resolution, whichever is higher)".

General Tab

-Enter the path for your monthly backup. A backup cannot be made directly to a CD Rom.

-Check “Sort Envelopes by Order Entered”

-Check “Require Check Numbers for Contributions”

-“Use Deposit Slip” does not have to be checked

-Enter the first month of your Fiscal Year

-Determine what accounts will be zeroed out at Year End

Properties

Church Info **General** File Transfer Accounts Reports Report Formats

Backup Path

"Copy to Disk" Path
c:\Program Files\Jewel\

Options

☒ Sort Envelopes by Order Entered
☒ Always Show Donor Address
☒ Require Check Numbers for Contributions
☒ Use Deposit Slip
☒ Allow Transfers Between Conference and Local Accounts
☒ Show "Print Setup" Before Printing
☒ Print New Checks
☒ Using Preprinted Checks
(Use when "Pay to Order Of" and Check # are already printed)
☒ Print Memo on Check

Fiscal Year & Closing Dates

Fiscal Year Begins in January

At Year-End Closing, Zero Out:
☒ All Sub Accounts
☐ Budget Sub Accounts Only
☐ No Sub Accounts

OK Cancel

File Transfer Tab

-Check the box next to “Electronic Transfer of Month-end Reports”

-Make sure there is information in the boxes labeled ‘Reports’ and ‘Auditor.’ (See Jewel File Transfer Process Feature handout).

Properties

Church Info General **File Transfer** Accounts Reports Report Formats

☒ Electronic Transfer of Month-end Reports
☐ Enforce Conference Account Mapping

ACH Funds Transfer

☐ Enable ACH Transfers to Conference
 Routing #
 Bank Account #

Reports

Host Name
ftp.jewelsda.com
 User Name
cencal1
 Password
cedars
 Directory
☒ Disable Passive Connect

Auditor

Host Name
ftp.jewelsda.com
 User Name
cencal2
 Password
member
 Directory
☒ Disable Passive Connect

OK Cancel

Accounts Tab

- Make sure the proper bank accounts are listed as: “Default Deposit Account” and “Default Checking Account”
- You may enter the “Default Account Order for Contributions” from the Tithe Envelope used at the church

Banking Information

Default Deposit Account: 3 Checking Accounts

Default Checking Account: 3 Checking Accounts

Remit To: Ital California Conference of SDA - PO Box

Currency

Currency Type: \$ Dollars
(Symbol is set in Control Panel, Regional Settings)

Default Account Order for Contributions

Account	Amount
80.01 Tithe	(ignored)
82.6 Conference Advance	(ignored)
100 Church Budget	(ignored)

Buttons: Insert, Delete

Reports Tab

- You may change the number of reports you want to print automatically – weekly, monthly, annually
- You may add reports to the list of Monthly Reports. PLEASE DO NOT DELETE ANY REPORTS FROM THE LIST.

Select Automatic Reports

Monthly Reports: [Dropdown]

Report Type	Time Period	Copies
Contribution Report - Detail	Last month	1
Deposit Report	Last month	1
Checks Written Report	Last month	1
Transfer/Allocation Report	Last month	1
Financial Summary	Last month	2
Financial Summary	This fiscal year	2

Copies to Print: 1 [Dropdown] ☐ All Reports

Buttons: Add..., Delete

Report & Check Calibration

Horizontal Nudge: [0] Left ☒ Right 1/16 inch = 90 1/8 inch = 180 1/4 inch = 360

Vertical Nudge: [0] Up ☒ Down

Print a Calibration Test Page

Print Jobs

Pages per Print Job: 20
(Try a lower number if you are receiving "out of memory" errors while printing.)

JEWEL 4.0

HELP MENU



START NEW OFFERING





WRITE CHECKS

Write Checks

OK

Cancel

3

Checking Accounts

Balance

100.00

Demo Seventh-day Adventist

12345 Test St.

Clovis, CA 93612

Check #

0001

Date

03/29/08

Pay to the Order of

\$

Exactly

Dollars

Memo

Demonstrator

Treasurer

Running Total

Account

Amount

Electronic Payment

New Check (F8)

Next

Previous

Check Report...

Print Checks

Print this Check

Remit to Conference

OK

Cancel

3

Checking Accounts

Balance

225.00

Demo Seventh-day Adventist

12345 Test St.

Clovis, CA 93612

Check #

0001

Date

03/29/08

Pay to the Order of

399 Central California Conference of SDA - PO Box 770

\$

125.00

Exactly

One hundred twenty-five and 00/100

Dollars

Memo

01/2008 Conf. Remittance

Demonstrator

Treasurer

Running Total

Account

Amount

Electronic Payment

Map Accounts...

Edit Check

New Check (F8)

Next

Previous

Check Report...

Print Checks

Print this Check

NOTE: Click on Cancel if you want to write other checks before making your remittance.

TRANSFER FUNDS

Transfer Funds

OK Cancel

Date Memo
03/29/08

☐ Transfer To/From Conference Funds Cancel Edit


☒ Transfer FROM a single account
☐ Transfer TO a single account

From Account Amount
+ - Balance

To Account(s) Running Total
Account Amount
+ -

Insert
Delete

New Transfer (F8)
Delete Transfer
Next
Previous
Transfer Report...



BANK RECONCILIATION

Bank Reconciliation - 12/2007

Bank Reconciliation

Print

Deposit Report...

Check Report...

General Journal Entry...

OK

Cancel

Checking Account: 3 Checking Accounts

Balance Per Bank:

Ending Date: 12/31/07

Beginning: 100.00

Ending:

Deposits and Interest Earned

More Deposits...

Checks Written and Bank Fees

More Checks...

Balances

Bank Ending Balance	0.00
Cleared Ending Balance	100.00
Difference	-100.00

Add Entry

Deposits and Interest Earned

Checks Written and Bank Fees

Acct. #	Account Name	Income	Expense
03/23/08			

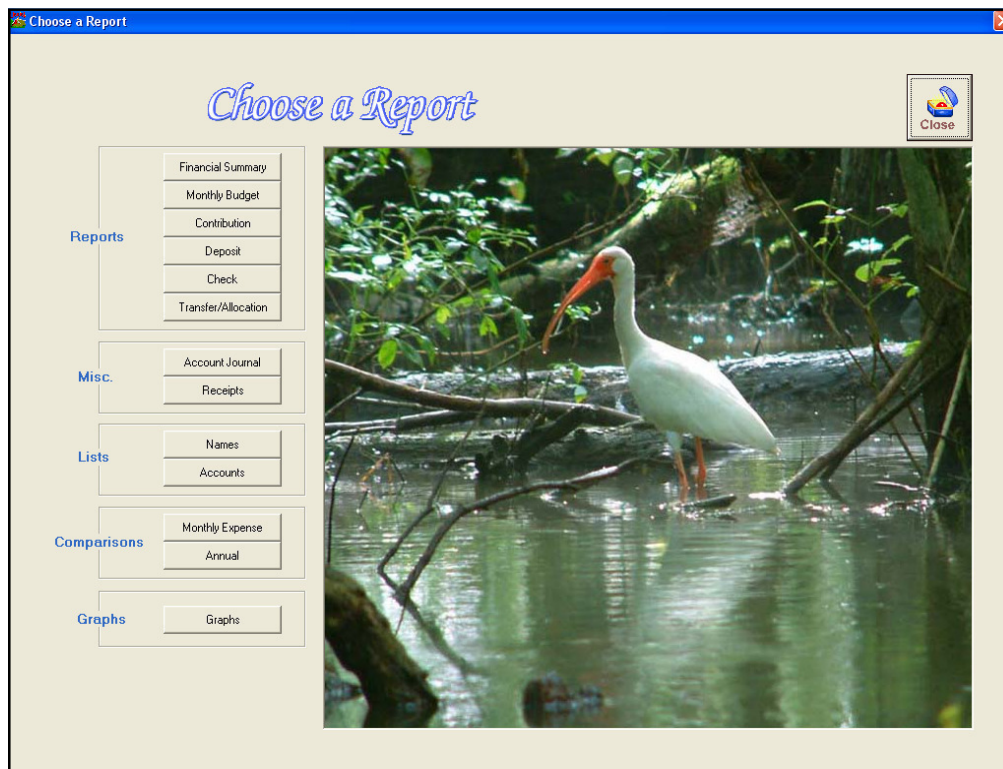
Date: 03/23/08

Memo:

New Entry

Add Entry

REPORTS & GRAPHS



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

JEWEL COMPUTER REPORTS

TO CONFERENCE IF NOT USING FTP

BANK RECONCILIATION

FINANCIAL SUMMARY MONTHLY

FINANCIAL SUMMARY YTD

TRANSFER/ALLOCATION REPORT

CHECKS WRITTEN REPORT

DEPOSIT REPORT

CONTRIBUTION REPORT

MONTHLY TO CCC

REMITTANCE CHECK & PRINTOUT

**M
O
N
T
H
L
Y**

TREASURER'S FILE

BANK RECONCILIATION

FINANCIAL SUMMARY MONTHLY

FINANCIAL SUMMARY YTD

TRANSFER/ALLOCATION REPORT

CHECKS WRITTEN REPORT

DEPOSIT REPORT

CONTRIBUTION REPORT

WEEKLY

TRIAL CONTRIBUTION REPORT

SAVE PAPER AND POSTAGE COST AT MONTH END BY USING THE *JEWEL FILE TRANSFER PROCESS FEATURE!*

- Open Jewel, go into Maintenance, Properties, File Transfer, and make sure that the following information is in the computer:

The screenshot shows the 'Properties' window with the 'File Transfer' tab selected. The window contains the following sections:

- Electronic Transfer of Month-end Reports:**
 - ☒ Electronic Transfer of Month-end Reports
 - ☐ Enforce Conference Account Mapping
- ACH Funds Transfer:**
 - ☐ Enable ACH Transfers to Conference
 - Routing #:
 - Bank Account #:
- Reports:**
 - Host Name:
 - User Name:
 - Password:
 - Directory:
 - ☒ Disable Passive Connect
- Auditor:**
 - Host Name:
 - User Name:
 - Password:
 - Directory:
 - ☒ Disable Passive Connect

Once you have verified that this information is in your computer as it appears above, press OK. During the month end process, after backing up your data, the computer will prompt: "Send to Conference." **Make sure you are connected to the Internet**, select "Send to Conference" and the file will be transferred over the internet to the server, where the auditors will be able to retrieve the data.

Note: Please remember to send a detailed print-out of your remittance check to the Accounting Department along with the remittance check.

If you need help or have questions, please call 559-347-3145 or 559-347-3146 and we will be happy to assist you.

Make Corrections To Contribution Entry

Overview

When a mistake in the same month is found after entering contributions, it can easily be fixed by editing the offering where the problem occurred. Once a month is closed, however, you must use correcting entries to fix mistakes made in that month. The following functions will correct mistakes where a contribution has been entered for the incorrect donor or incorrect account.

Zero Deposits

1. Click the **NextStep** button when it reads "Start New Offering."
2. Enter the date one day after the last offering deposit.
3. Do not enter a deposit total. Click **OK**.
4. Select the donor whose offering needs correction.
5. Enter negative cash or check amount.
6. Select the accounts to be corrected and enter negative amounts.
7. Now select the donor who made the contribution and enter the offering as usual. Make Deposit.

Negative Deposits

1. Click the **NextStep** button when it reads "Start New Offering."
2. Enter the date one day after the last offering deposit.
3. Enter a negative deposit total. Click **OK**.
4. Select the donor whose offering needs correction.
5. Enter negative cash or check amount.
6. Select the accounts to be corrected and enter negative amounts. Make Deposit.

Zero Envelopes

1. During any deposit choose the donor whose accounts need correcting.
2. Select the accounts for which you want to subtract contributions and enter the negative amounts.
3. Select the correct accounts and enter the contributions as usual.

Negative Envelopes

1. During any deposit choose the donor whose contribution was incorrectly credited.
2. Enter negative cash or check total.
3. Select the accounts for which you want to subtract contributions and enter the negative amounts.

INSTALLATION OF JEWEL

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

INSTALLING JEWEL

Insert Jewel CD in the CD drive and follow prompts

START-UP PROCEDURES (You can access the HELP menu by pressing F1 at any time)

1. Enter Church Name (Keep it short - 10 to 20 characters)
2. Click "OK"
3. Click "Add Accounts"
4. Read the Tip regarding accounts to be added
5. Click "OK"
6. Edit Accounts Screen:
Click on "Checking Accounts" in left hand listing
Click the Edit "Checking Accounts" box
Key in 3.1 for Checking Account ID
Fill in the bank information:
 Name of bank, click "Enter"
 Address of bank, click "Enter"
 Account Number, click "Enter"
 Click on "Add New Accounts" button

Click on "Savings Accounts" in left hand listing
Click the Edit "Savings Accounts" box
Key in 4.1 for Savings Account ID
Fill in the bank information:
 Name of bank, click "Enter"
 Address of bank, click "Enter"
 Account Number, click "Enter"
 Click on "Add New Accounts" button
7. Adjust Conference Funds – *(See Offering Account List for Church Remittance attached)*
8. Click "Local Funds" - (many local funds are provided but ok to add additional accounts)
 Assign ID number
 List Name of Account
 Click "Add New Account" button
9. While in the editing process, you may wish to remedy a cumbersome situation regarding Sabbath School Funds. The CD is designed for the Regular Sabbath School Offering and the 13th Sabbath Offering as 81.03 and 81.04 respectively. The problem arises when dealing with the local Sabbath School Expense offering, account 450. As it is now, it is listed merely as "Sabbath School". When posting and entering the "Sa" or "Sab" one is automatically sent to #81.04. So as to differentiate between the Conference and the Local Sabbath School offerings, we suggest that you edit 450 "Sabbath School" to "SS Expense" then click "Add New Account" button.

You may change account name Community Services/Dorcas to Dorcas, as well

When all accounts have been added, click on any existing account name to highlight it, and then click on the “Finished Adding Accounts” button.

10. NextStep “Beginning Balances”

Insert Date - First of the month

Click “Bank Account” tab

In the Bank Account section

Key in “3.1 Checking” and “Enter”

Fill in the Checking account Beginning Balance and “Enter”

(Your cursor is now at the second line)

Key in “4.1 Savings” and “Enter”

Fill in the Savings Account Beginning Balance and “Enter”

(In the amounts, must use decimals but no need for commas)

NOTE: in the upper right hand corner of the screen where it says Beginning Balance, the total listed under Bank Accounts is the total of the checking and savings accounts combined.

Click “Local Funds” tab

In the Local Funds section

Key in the Name of the Local Fund account and “Enter”

Fill in the Beginning Balance of that account and “Enter”

Continue to enter all of your local funds. The total of the local funds will equal the total of the bank accounts as displayed in your Beginning Balances Window (upper right portion of the screen.) Click “OK”. The program will prompt you to confirm the beginning balances, click “YES”, it will also prompt you to print a copy of the Beginning Balances, click “YES”. This is your first report on file.

11. NextStep “EDIT NAMES”

(Users of the Church Accountant program click on “Import Names from CA” and follow prompts)

Treasurers that use the manual bookkeeping system or are users of any software other than Church Accountant must do the following:

NOTE: The ABC and CCC and VOID are already entered.

Click “Add New Name”, then “Enter” (An ID number will be assigned automatically)

You are now ready to enter Donors Names:

First Name, then “Enter”

Last Name, then “Enter”

Address, then “Enter”

Home Phone, and/or Work Phone, “Enter”

When information is correct, click “Add New Name”

For adding “Loose Offering” or “No Name” - Click down to **Last Name** box and type “Loose Offering” or “No Name”
Remove check mark from “Get Receipt”

12. NextStep is to add Vendors’ names – they are also entered in the Edit Names screen. If the program takes you back to the main screen click “ADD NEW NAMES” to return to the “Edit Names” screen.

The ID number will be automatically assigned, then “Enter”

Enter VENDOR name in **Last Name** Box

IMPORTANT: Remove check mark from “Get Receipt” and from “Donor”

Check mark will automatically go down to “Vendor”

Click “Add New Name” and continue to enter other vendors.

When all vendors have been entered click “Finished Adding Names”

NOTE: A name can be setup as both a donor and a vendor, by checking all three boxes - Donor, Vendor and Get Receipt.

To **print** out a listing of the names of the donors and vendors, click “Print Reports” button in the lower right hand portion of the main screen. In the Choose Report screen select “NAMES” and Print. Select “ACCOUNTS” to print out a listing of accounts.

13. NextStep “Set Properties”

PROPERTIES SCREEN

(Under the Church Info Tab)

Select your Church Entity ID

The Church Name will appear on the screen (this info will appear on your receipts/checks/reports)

Key in Address, “Enter”

Key in Treasurer’s Name, “Enter”

You may link a file of your scanned signature, to print on Contribution Receipts at Year-end

- Click the box next to “Receipt Signature File”
- Locate the signature file (must be saved on computer, not on removable disk or device)

(Under the General Tab)

Enter the path for your monthly backup. A backup cannot be made directly to a CD Rom.

Check “Sort Envelopes by Order Entered”

Check “Require Check Numbers for Contributions”

“Use Deposit Slip” does not have to be checked

Enter the first month of your Fiscal Year

Determine what accounts will be zeroed out at Year End

(Under the File Transfer Tab)

Check the box next to “Electronic Transfer of Month-end Reports”

Make sure there is information in the boxes labeled ‘Reports’ and ‘Auditor.’ (See *Jewel File Transfer Process Feature* handout).

Important!

(Under the Accounts Tab)

- Select the bank account to be used as your **default** Deposit account from the drop-down list, and “Enter”
- Select the bank account to be used as your **default** Checking account from the drop-down list, and “Enter”
- You may enter the “Default Account Order for Contributions” from the Tithe Envelope used at the church

Click “**Finished Setting Properties**” button

INSTALLATION OF JEWEL UPGRADE

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

INSTALLING JEWEL

Insert Jewel CD in the CD drive and follow prompts

(You can access the HELP menu by pressing F1 at any time)

1. Adjust Conference Funds – *(See Offering Account List for Church Remittance attached)*

2. NextStep “Set Properties”

PROPERTIES SCREEN

(Under the Church Info Tab)

Select your Church Entity ID

The Church Name will appear on the screen (this info will appear on your receipts/checks/reports)

Key in Address, “Enter”

Key in Treasurer’s Name, “Enter”

You may link a file of your scanned signature, to print on Contribution Receipts at Year-end

- Click the box next to “Receipt Signature File”
- Locate the signature file (must be saved on computer, not on removable disk or device)

(Under the General Tab)

Enter the path for your monthly backup. A backup cannot be made directly to a CD Rom.

Check “Sort Envelopes by Order Entered”

Check “Require Check Numbers for Contributions”

“Use Deposit Slip” does not have to be checked

Enter the first month of your Fiscal Year

Determine what accounts will be zeroed out at Year End

(Under the File Transfer Tab)

Check the box next to “Electronic Transfer of Month-end Reports”

Make sure there is information in the boxes labeled ‘Reports’ and ‘Auditor.’ *(See Jewel File Transfer Process Feature handout).*

Important!

(Under the Accounts Tab)

- Select the bank account to be used as your **default** Deposit account from the drop-down list, and “Enter”
- Select the bank account to be used as your **default** Checking account from the drop-down list, and “Enter”
- You may enter the “Default Account Order for Contributions” from the Tithe Envelope used at the church

Click **OK**