

## CLOSING THE YEAR

USING JEWEL ACCOUNTING PROGRAM

Please remember to **reconcile** all church bank accounts using the bank statement that covers deposits through **December 31**.

All\* deposits, except AdventistGiving with the cutoff date of 2023/12/31, and the Sabbath 12/30/2023, should be cleared before closing the year.

\*Please verify AdventistGiving and the church bank account to confirm that the offering deposits for December 30 and 31, 2023, **do not include any non-sufficient-funds donations.**

If you are ready to close the month, click “Yes” and if the reports printed correctly press “Yes”

### Month-end Reports

You are about to print reports for the month of December, This will also close the month, preventing you from making any changes or additions.

Are you sure you want to print reports and close the month?

Yes

No

Jewel

Data has been sent to the printer.

Did the reports print correctly?

Yes

No

You will see one of the following boxes based on how your properties are set in Jewel.

When the Church voted to zero out all subaccounts, please read the message before selecting “Yes” or “No”.

Fiscal Year & Closing Dates

Fiscal Year Begins in

At Year-End Closing, Zero Out:

- All Sub Accounts
- Budget Sub Accounts Only
- No Sub Accounts

Year-end Reports

You are about to print fiscal year-end reports and close the year.

The year-end balance of each sub account will be posted into its parent.

(If you wish to change which sub accounts will be posted, click "No," then change the settings in "Maintenance," "Properties.")

Are you sure you want to print reports and close the year?

Yes No

When the Church voted to zero out all budget subaccounts only. Read the message before selecting “Yes” or “No”.

Fiscal Year & Closing Dates

Fiscal Year Begins in

At Year-End Closing, Zero Out:

- All Sub Accounts
- Budget Sub Accounts Only
- No Sub Accounts

Year-end Reports

You are about to print fiscal year-end reports and close the year.

The year-end balance of each budget sub account will be posted into its parent.

(If you wish to change which sub accounts will be posted, click "No," then change the settings in "Maintenance," "Properties.")

Are you sure you want to print reports and close the year?

Yes No

When the Church voted to carry the ending balances to next year. Read the message before selecting “Yes” or “No”.

Fiscal Year & Closing Dates

Fiscal Year Begins in

At Year-End Closing, Zero Out:

- All Sub Accounts
- Budget Sub Accounts Only
- No Sub Accounts

Year-end Reports

You are about to print fiscal year-end reports and close the year.

No sub accounts will be posted or zeroed out.

(If you wish to change which sub accounts will be posted, click "No," then change the settings in "Maintenance," "Properties.")

Are you sure you want to print reports and close the year?

Yes No

“Choose Form 1099 Payments” window will appear.

Just click OK

| Vendor Name                          | 1099 Paid | Total Paid |
|--------------------------------------|-----------|------------|
| Construction Company                 | 0.00      | 26,346.55  |
| ABC Company                          | 0.00      | 1,450.00   |
| Jose Plumbing                        | 0.00      | 652.00     |
| Central California Conference of SDA | 0.00      | 600.00     |
| FG E                                 | 0.00      | 455.00     |
| School Subsidy                       | 0.00      | 200.00     |
| From CCC, Pastor                     | 0.00      | 115.36     |
| Zoom                                 | 0.00      | 100.00     |

| 1099 | Date      | Check Memo                                      | Account       | Amount   |
|------|-----------|---|---------------|----------|
| 1099 | 2/1/2023  | 1215 Deposit as per Contract #9895 - Parking Li | Building Fund | 5,000.00 |
| 1099 | 3/31/2023 | 1218 Deposit as per Contract #9895 - Parking Li | Building Fund | 2,364.65 |

Finished Choosing Payments?

Are you finished choosing Form 1099 payments?

If yes, you will continue to Print Receipts.



Yes

No

The “Finished Choosing Payments?” window will appear.

Click Yes

Jewel - CCC Seventh-day Adventist Demo



“Print Receipts” will be the Next Step.  
You may insert your signature to save time.

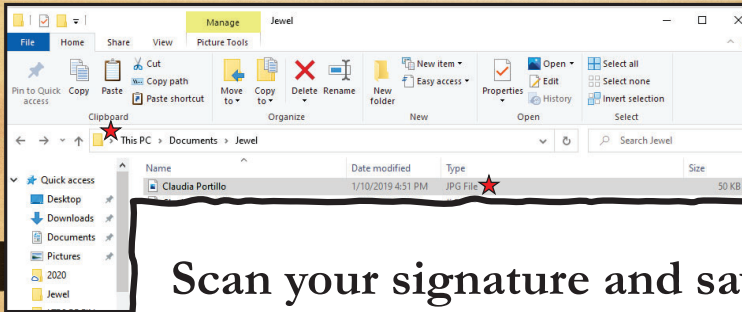
NextStep: **Print Receipts**

- Write Checks
- Transfer Funds
- Reconcile
- Reports & Graphs

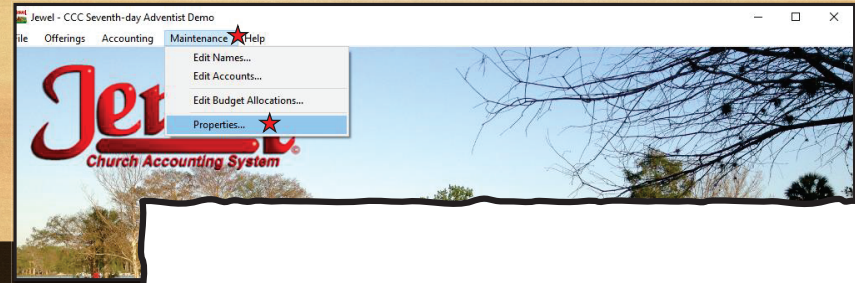
Central California Conference  
CCC Seventh-day Adventist Demo - December, 2023  
New Treasurer, Treasurer

Last check #1220, written 4/20/23

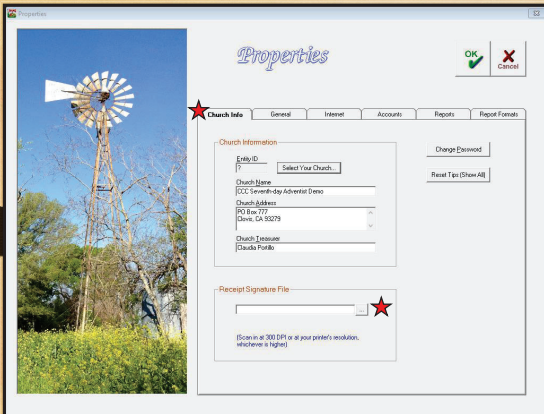
HOW TO INSERT  
YOUR SIGNATURE  
IN JEWEL



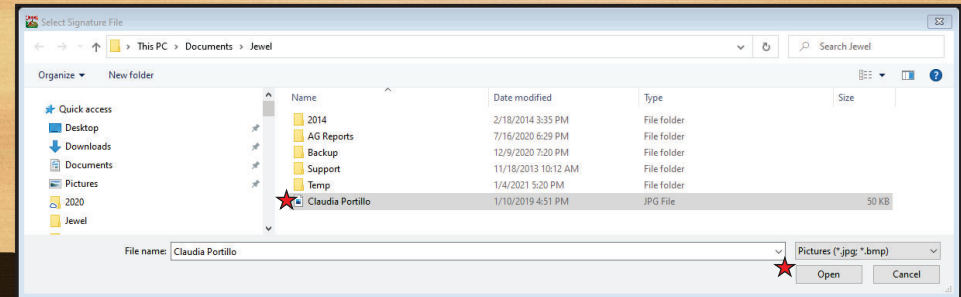
Scan your signature and save the BMP or JPG file in the Jewel directory  
“This PC – Documents – Jewel”



In Jewel – Select  
“Maintenance”  
Then “Properties”



In the “Church Info” tab, click the “...” button at the end of the Receipt Signature File box and select your signature file.



Select the signature file and click “Open”

Your signature should appear in the box

**Receipt - Detail (Page 1)**  
For the period from Jan. 1, 2020 to Dec. 31, 2020

CCC Seventh-day Adventist Demo  
PO Box 777  
Clovis, CA 93279

Deductible items on this receipt represent a tax-deductible contribution for which the organization has provided no goods or services other than intangible religious benefits to the donor.

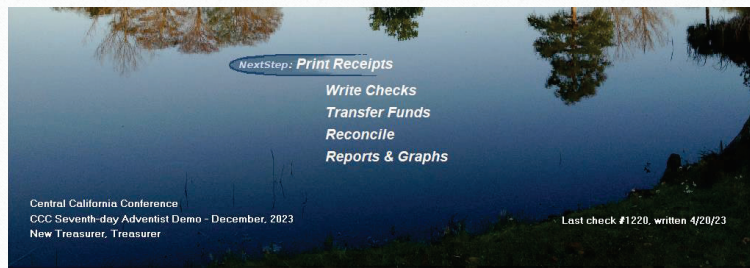
Claudia Portillo, Treasurer

Donor One ID: 505  
7430 N. 4th St.  
Fresno, CA 93720

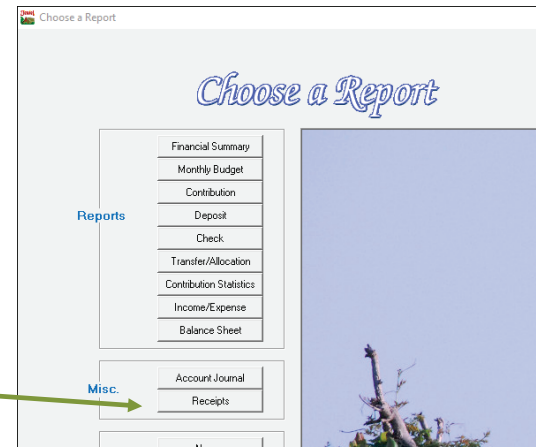
| Account                       | First Week    | Second Week   | Third Week    | Fourth Week     | Fifth Week | Monthly Totals  |
|-------------------------------|---------------|---------------|---------------|-----------------|------------|-----------------|
| <b>Month of January, 2020</b> |               |               |               |                 |            |                 |
| Title                         | 150.00        | 150.00        | 150.00        | 1,000.00        |            | 1,450.00        |
| Conference Evangelism         | 50.00         | 50.00         | 50.00         |                 |            | 150.00          |
| Church Budget                 | 100.00        | 100.00        | 100.00        | 1,000.00        |            | 1,300.00        |
| <b>Weekly Totals</b>          | <b>300.00</b> | <b>300.00</b> | <b>300.00</b> | <b>2,000.00</b> |            | <b>2,900.00</b> |
| <b>Month of March, 2020</b>   |               |               |               |                 |            |                 |
| Title                         | 250.00        |               |               |                 |            | 250.00          |
| Church Budget                 | 250.00        |               |               |                 |            | 250.00          |
| <b>Weekly Totals</b>          | <b>500.00</b> |               |               |                 |            | <b>500.00</b>   |
| <b>Month of May, 2020</b>     |               |               |               |                 |            |                 |
| Title                         |               |               | 250.00        |                 |            | 250.00          |
| Church Budget                 |               |               | 250.00        |                 |            | 250.00          |
| <b>Weekly Totals</b>          |               |               | <b>500.00</b> |                 |            | <b>500.00</b>   |

Your signature should appear in all Detail Receipts.

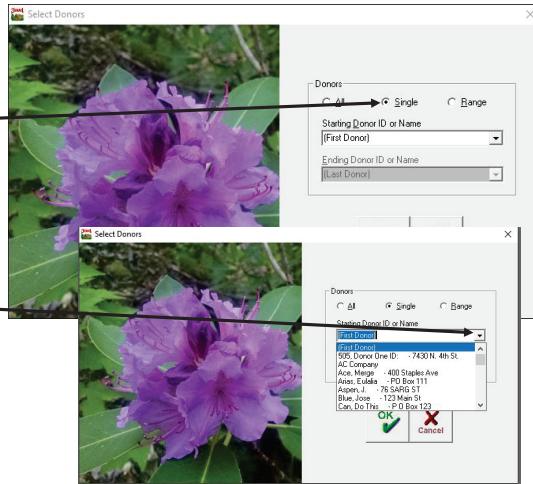
To print a test receipt to make sure your signature and the watermarked paper are placed correctly, select "Reports & Graphs"



From the Choose a Report window, click "Receipts"



Select  
 “Single” and  
 select any  
 name in the  
 “Starting  
 Donor ID or  
 Name.”  
 Click OK



**Receipt - Detail (Page 1)**  
 For the period from Jan. 1, 2020 to Dec. 31, 2020

CCC Seventh-day Adventist Demo  
 PO Box 777  
 Clovis, CA 93279

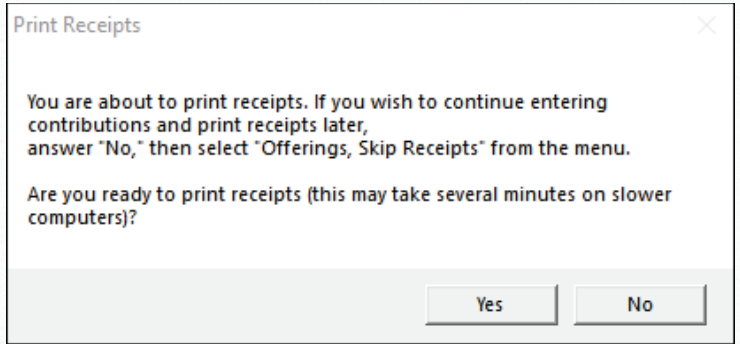
Deductible items on this receipt represent a tax-deductible contribution for which the organization has provided no goods or services other than intangible religious benefits to the donor.

*Claudia Portillo*  
 Claudia Portillo, Treasurer

Donor One ID: 505  
 7430 N. 4th St.  
 Fresno, CA 93720

| Account                       | First Week    | Second Week   | Third Week    | Fourth Week     | Fifth Week | Monthly Totals  |
|-------------------------------|---------------|---------------|---------------|-----------------|------------|-----------------|
| <b>Month of January, 2020</b> |               |               |               |                 |            |                 |
| Tithe                         | 150.00        | 150.00        | 150.00        | 1,000.00        |            | 1,450.00        |
| Conference Evangelism         | 50.00         | 50.00         | 50.00         |                 |            | 150.00          |
| Church Budget                 | 100.00        | 100.00        | 100.00        | 1,000.00        |            | 1,300.00        |
| <b>Weekly Totals</b>          | <b>300.00</b> | <b>300.00</b> | <b>300.00</b> | <b>2,000.00</b> |            | <b>2,900.00</b> |
| <b>Month of March, 2020</b>   |               |               |               |                 |            |                 |
| Tithe                         | 250.00        |               |               |                 |            | 250.00          |
| Church Budget                 | 250.00        |               |               |                 |            | 250.00          |
| <b>Weekly Totals</b>          | <b>500.00</b> |               |               |                 |            | <b>500.00</b>   |
| <b>Month of May, 2020</b>     |               |               |               |                 |            |                 |
| Tithe                         |               |               | 250.00        |                 |            | 250.00          |
| Church Budget                 |               |               | 250.00        |                 |            | 250.00          |
| <b>Weekly Totals</b>          |               |               | <b>500.00</b> |                 |            | <b>500.00</b>   |

If the Receipt  
 is correct, then  
 you may print  
 the Receipt-  
 Detail.



If you are ready, click “Yes”

Please note that if you are  
 not ready to print the  
 receipts, you may skip this  
 step and print them later.

### Print Receipts

You are about to print receipts. If you wish to continue entering contributions and print receipts later, answer "No," then select "Offerings, Skip Receipts" from the menu.

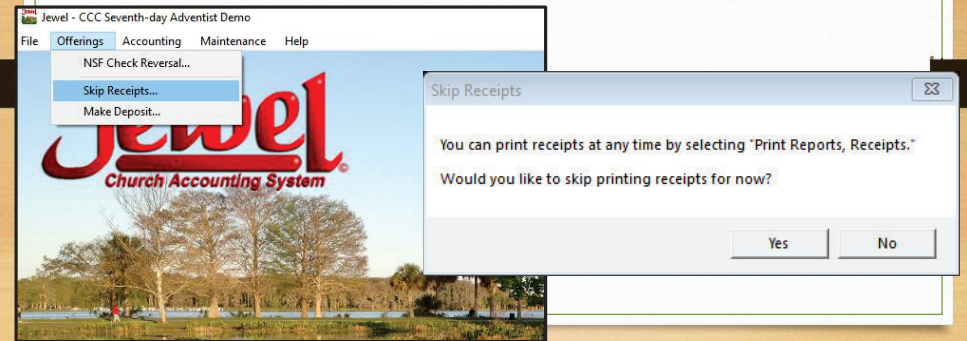
Are you ready to print receipts (this may take several minutes on slower computers)?

Yes

No

If you are not ready yet, click "No"

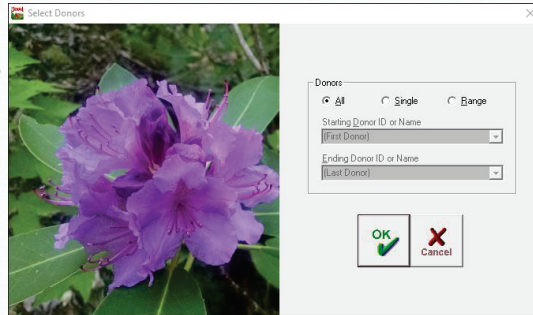
From the top menu select "Offerings" then "Skip Receipts..." and click "Yes"



- You may continue to  
Create Back Up Data  
Send backup to Conference

Once you are ready to print the receipts, click "Reports & Graphs" from the main menu, then "Receipts"

Select "All"  
and click  
OK



Make sure to  
select the correct  
calendar year, or  
enter dates from  
01/01/23 to  
12/31/23

| Receipts                          |          |           |          |
|-----------------------------------|----------|-----------|----------|
| Donors: All Donors                |          |           |          |
| Date:                             | 01/01/22 | To        | 12/31/22 |
| Summary                           |          |           |          |
| Digital                           |          |           |          |
| Last calendar year (2022)         |          |           |          |
| This month-to-date (December)     |          |           |          |
| Last month (November)             |          |           |          |
| Last quarter (Jul, Aug, Sep 2022) |          |           |          |
| <b>This calendar year (2022)</b>  |          |           |          |
| Previous calendar year (2021)     |          |           |          |
| All                               |          |           |          |
| Church Budget                     |          | 5,000.00  |          |
| Tax-deductible Total              |          | 5,000.00  |          |
| <b>Contribution Detail:</b>       |          |           |          |
|                                   | Date     | Amount    | Check #  |
| Total                             | 12/17/22 | 5,000.00  | cash     |
| -----                             |          |           |          |
| <b>Acc. Merge</b>                 |          |           |          |
| <b>Contribution Summary:</b>      |          |           |          |
| Tax-deductible contributions:     |          |           |          |
| Church Budget                     |          | 5,000.00  |          |
| Local Evangelism                  |          | 5,000.00  |          |
| SS Expense                        |          | 5,000.00  |          |
| Building Fund                     |          | 5,000.00  |          |
| Tax-deductible Total              |          | 20,000.00 |          |
| <b>Contribution Detail:</b>       |          |           |          |
|                                   | Date     | Amount    | Check #  |
| Total                             | 12/17/22 | 20,000.00 | cash     |
| -----                             |          |           |          |
| <b>Aspen, J.</b>                  |          |           |          |
| <b>Contribution Summary:</b>      |          |           |          |
| Tax-deductible contributions:     |          |           |          |
| Church School Subsidy             |          | 1,000.00  |          |
| Vacation Bible School             |          | 800.00    |          |
| Vacation Reserve                  |          | 5,000.00  |          |
| Tax-deductible Total              |          | 6,800.00  |          |
| <b>Contribution Detail:</b>       |          |           |          |
|                                   | Date     | Amount    | Check #  |
| Total                             | 12/30/22 | 6,800.00  | cash     |

Click on  
"Detail"

Then Print.

| Account                       | First Week | Second Week | Third Week | Fourth Week | Month Total |
|-------------------------------|------------|-------------|------------|-------------|-------------|
| <b>Della Biale</b>            |            |             |            |             |             |
| <b>Month of January, 2021</b> |            |             |            |             |             |
| Title                         |            | 500.00      |            |             | 500.00      |
| Weekly Totals                 |            | 500.00      |            |             | 500.00      |
| Period Totals                 |            | 500.00      |            |             | 500.00      |
| <b>Contribution Summary:</b>  |            |             |            |             |             |
| Tax-deductible contribution:  |            |             |            |             |             |
| Title                         |            | 500.00      |            |             | 500.00      |
| Tax-deductible Total          |            | 500.00      |            |             | 500.00      |
| <b>Check Summary:</b>         |            |             |            |             |             |
|                               | Date       | Amount      | Check #    |             |             |
| Total Checks                  | 01/15/21   | 500.00      | #15560354  |             |             |
| <b>Doe, Jane</b>              |            |             |            |             |             |
| <b>Month of January, 2023</b> |            |             |            |             |             |
| Church Budget                 |            | 152.80      |            |             | 152.80      |
| Weekly Totals                 |            | 152.80      |            |             | 152.80      |
| Period Totals                 |            | 152.80      |            |             | 152.80      |
| <b>Contribution Summary:</b>  |            |             |            |             |             |
| Tax-deductible contributions: |            |             |            |             |             |
| Church Budget                 |            | 152.80      |            |             | 152.80      |
| Tax-deductible Total          |            | 152.80      |            |             | 152.80      |
| <b>Check Summary:</b>         |            |             |            |             |             |
|                               | Date       | Amount      | Check #    |             |             |
| Total Checks                  | 01/01/23   | 152.80      | 8444       |             |             |
| <b>Girl, Emma</b>             |            |             |            |             |             |
| <b>Month of January, 2023</b> |            |             |            |             |             |
| Conference Faith Advance      |            | 50.00       |            |             | 50.00       |
| Camp Meeting Evangelism       |            | 100.00      |            |             | 100.00      |
| Church School Candy           |            | 50.00       |            |             | 50.00       |
| Building Fund                 |            | 100.00      |            |             | 100.00      |
| Weekly Totals                 |            | 300.00      |            |             | 300.00      |
| Period Totals                 |            | 300.00      |            |             | 300.00      |

Please email us your question  
[auditassist@cccsda.org](mailto:auditassist@cccsda.org)