

CLOSING THE YEAR

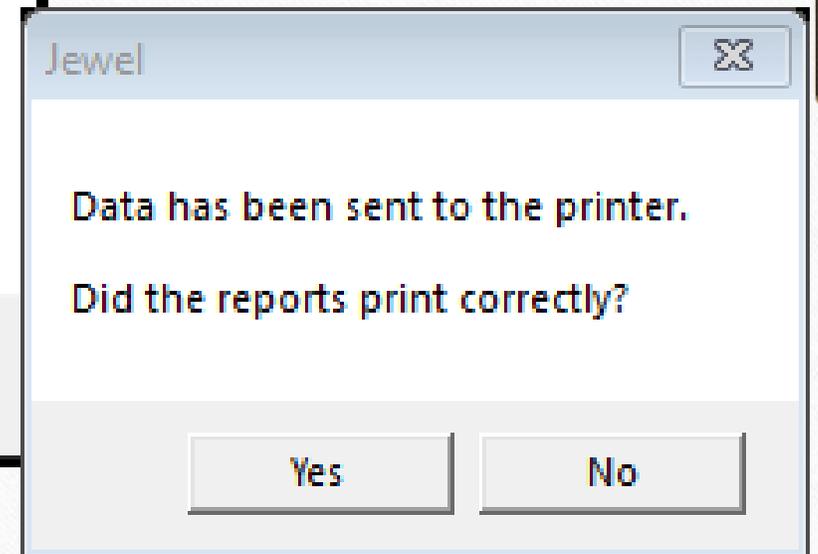
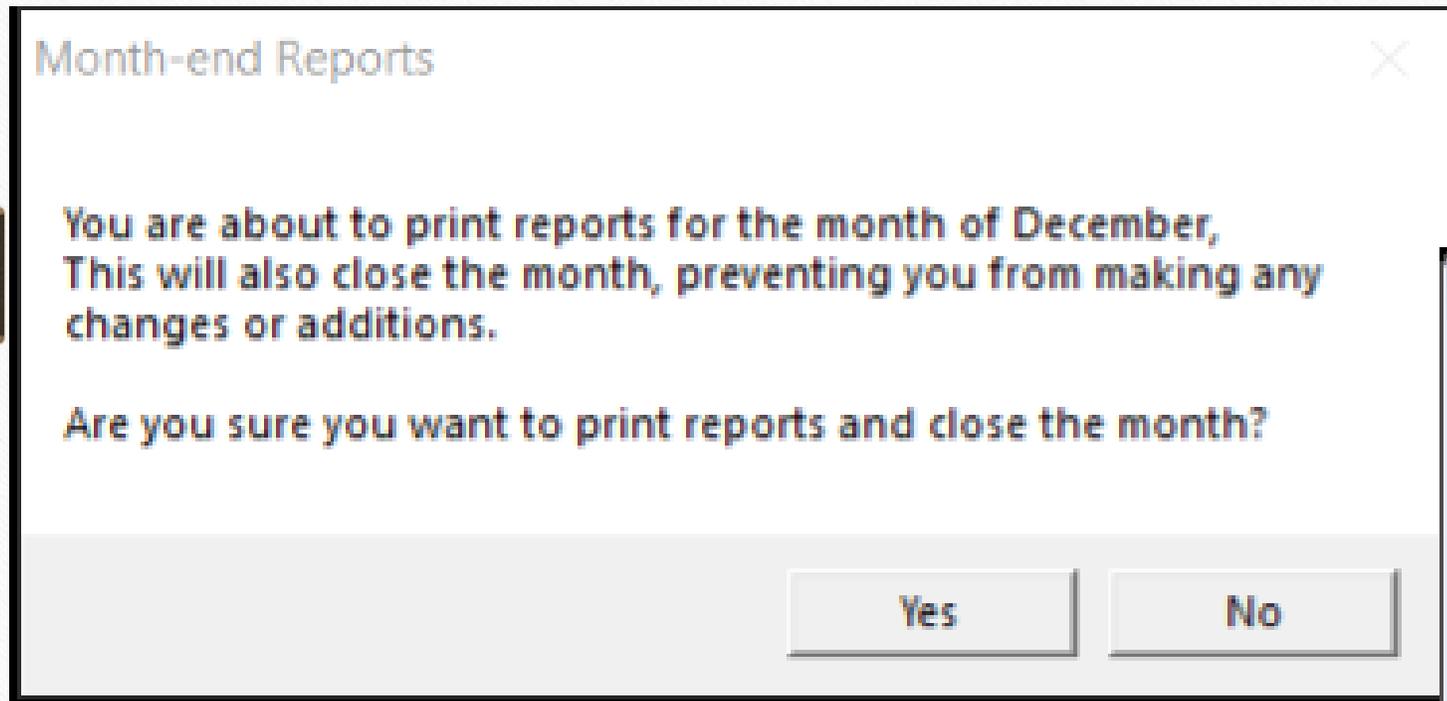
USING JEWEL ACCOUNTING PROGRAM

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

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

*Please verify Adventist Giving 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”



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

Choose Form 1099 Payments

Dates: This calendar year-to-date (2023) 01/01/23 To 12/31/23 1099 Payment Report...

OK Cancel

Vendors

Vendor Name	1099 Paid	Total Paid
Construction, Company	0.00	7,364.65
AC Company	0.00	1,450.00
Jose Plumbing	0.00	652.00
Central California Conference of SDA	0.00	600.00
PG E	0.00	455.00
School Subsidy	0.00	200.00
From CCC, Pastor	0.00	115.36
Zoom	0.00	100.00

Payments

Vendor: Construction, Company

Select All Clear All 1099 Total 0.00

1099	Date	Chk#	Memo	Account	Amount
<input type="checkbox"/>	2/1/2023	1215	Deposit as per Contract #9865 - Parking L	Building Fund	5,000.00
<input type="checkbox"/>	3/31/2023	1218	Deposit as per Contract #9865 - Parking L	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

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

NextStep: Print Receipts

Write Checks

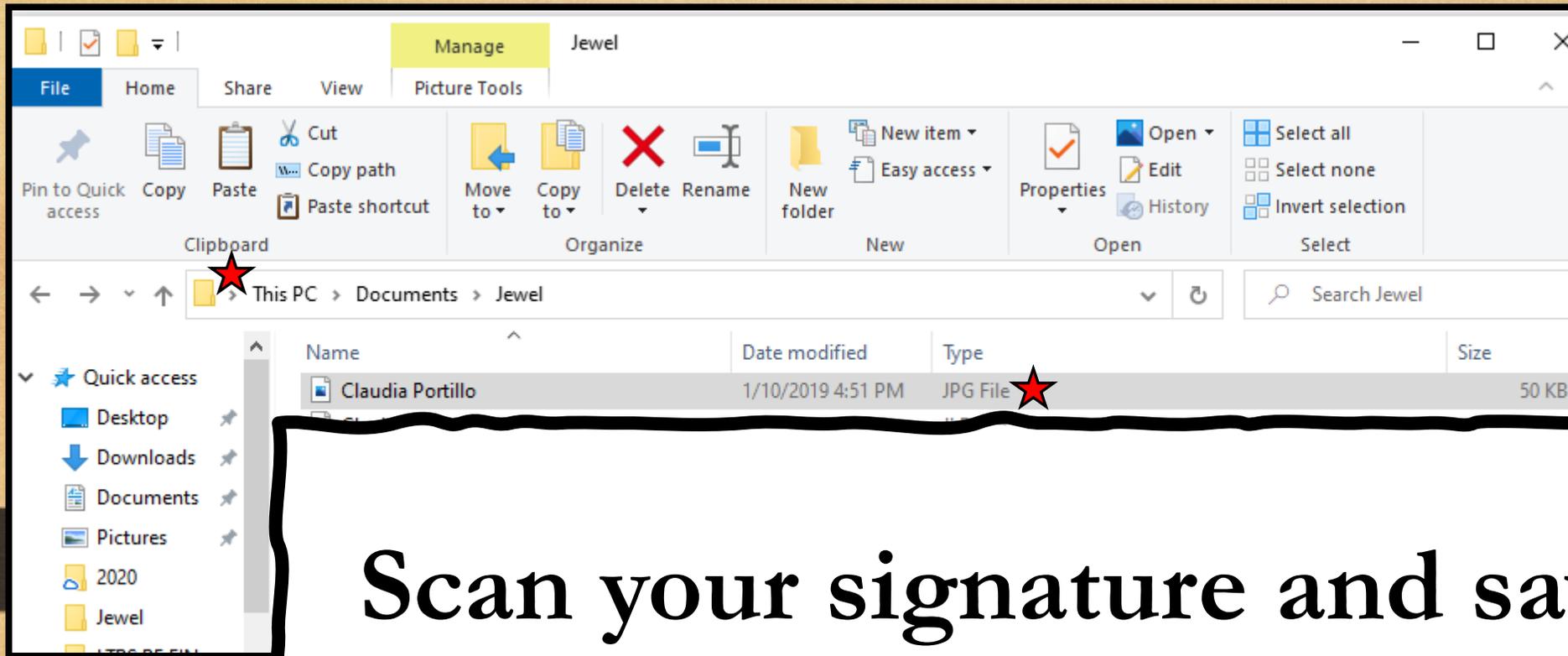
Transfer Funds

Reconcile

Reports & Graphs

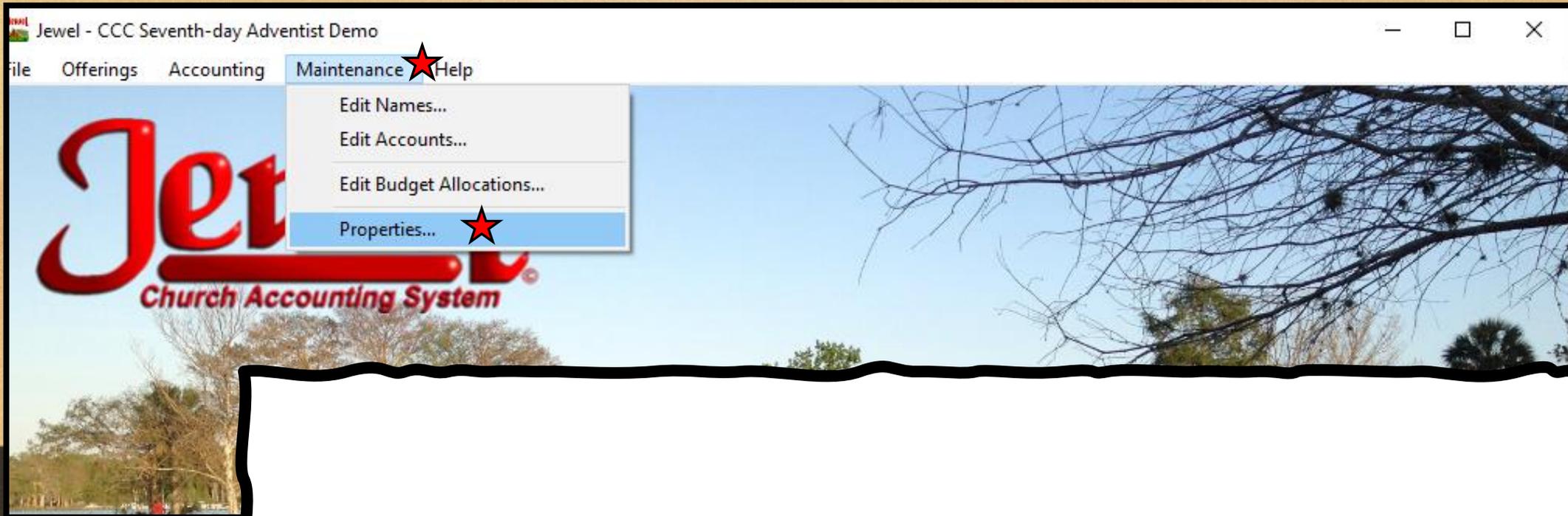
HOW TO INSERT
YOUR SIGNATURE

IN JEWEL

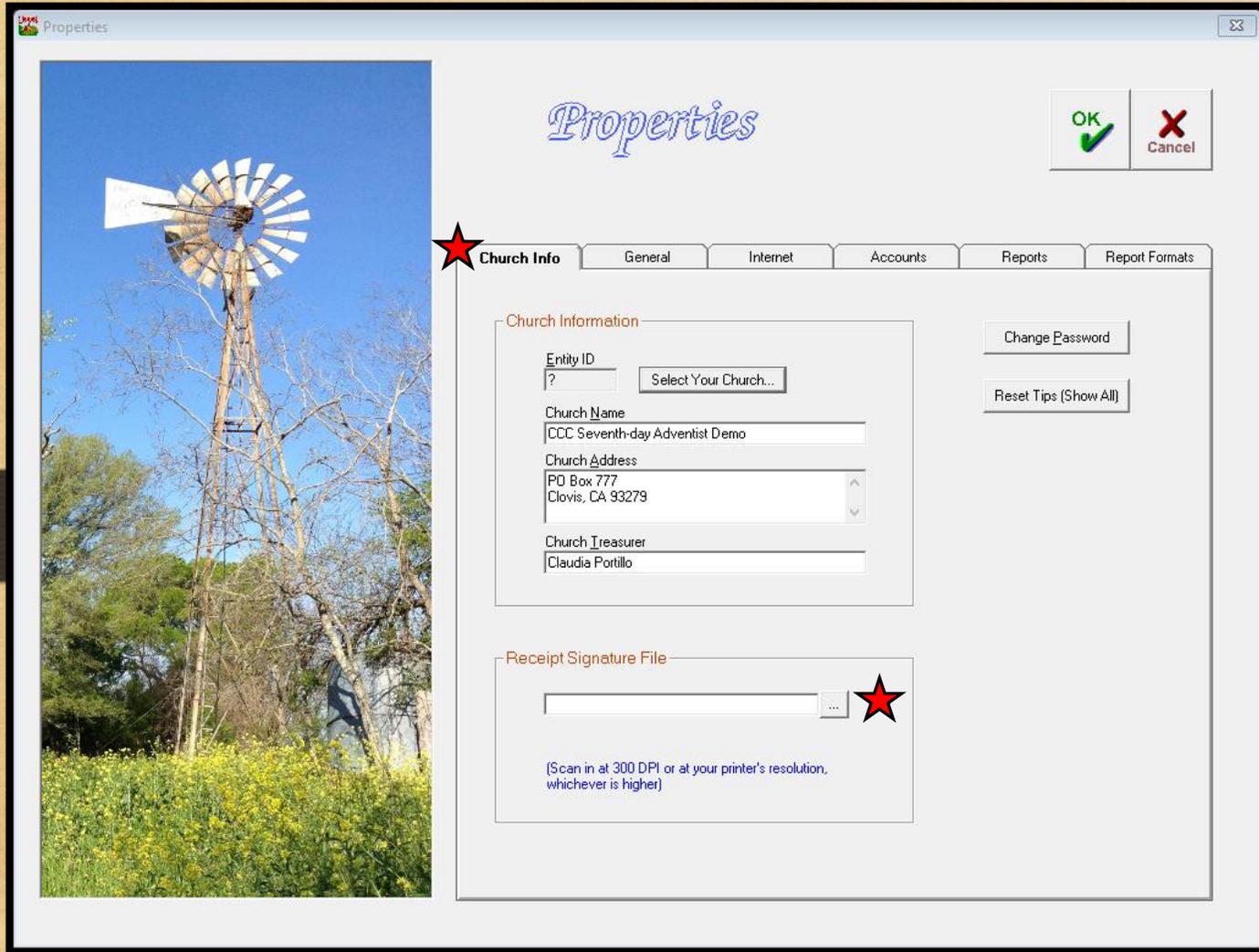


**Scan your signature and save the
BMP or JPG file in the Jewel
directory**

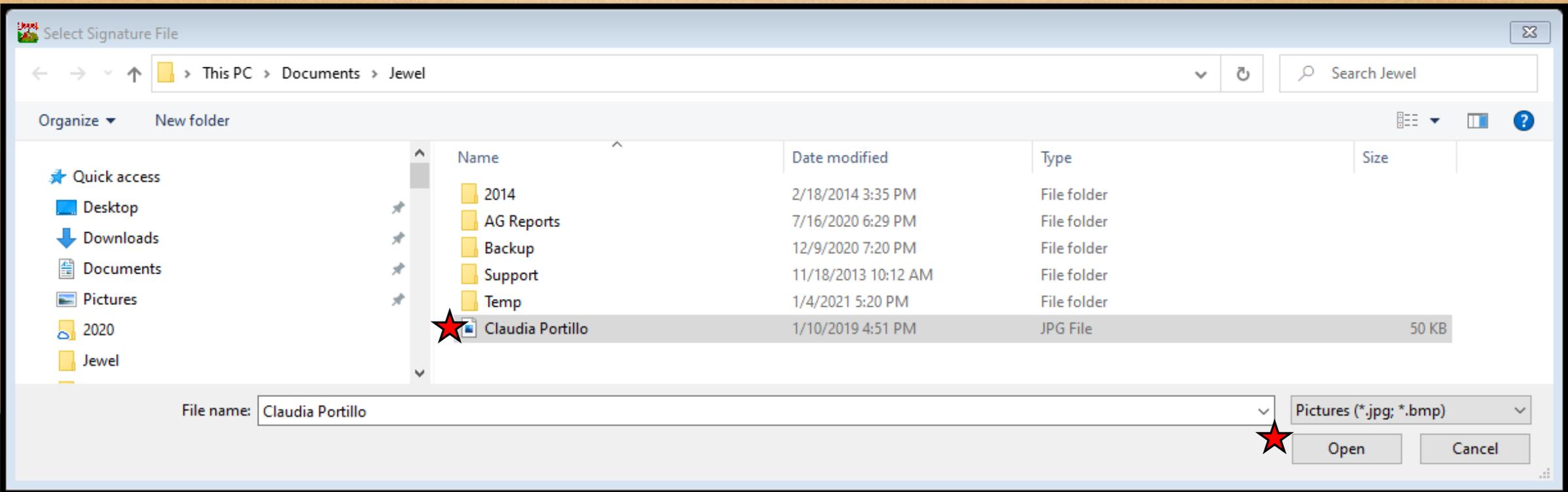
“This PC – Documents – Jewel”



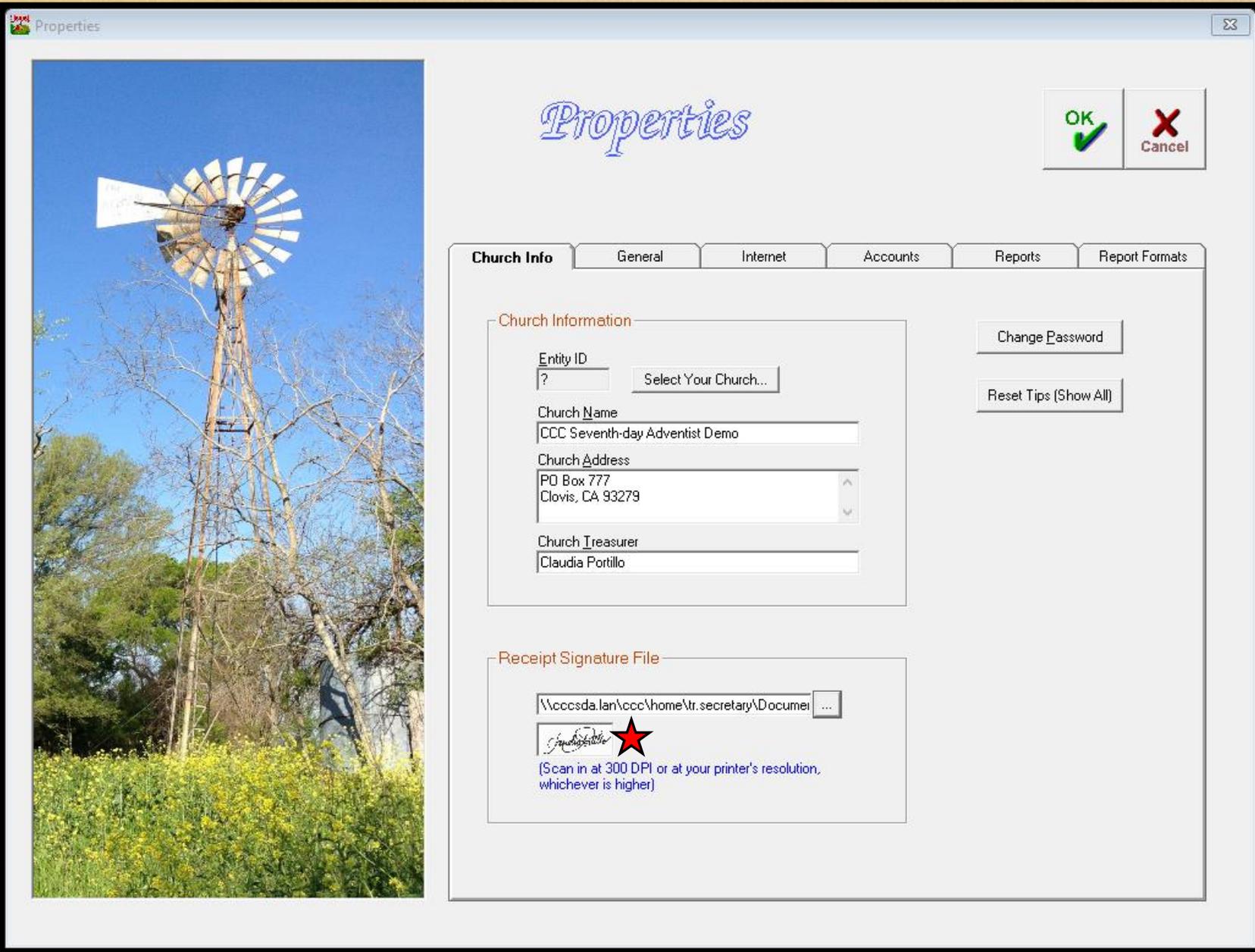
**In Jewel – Select
“Maintenance”
Then “Properties”**



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.



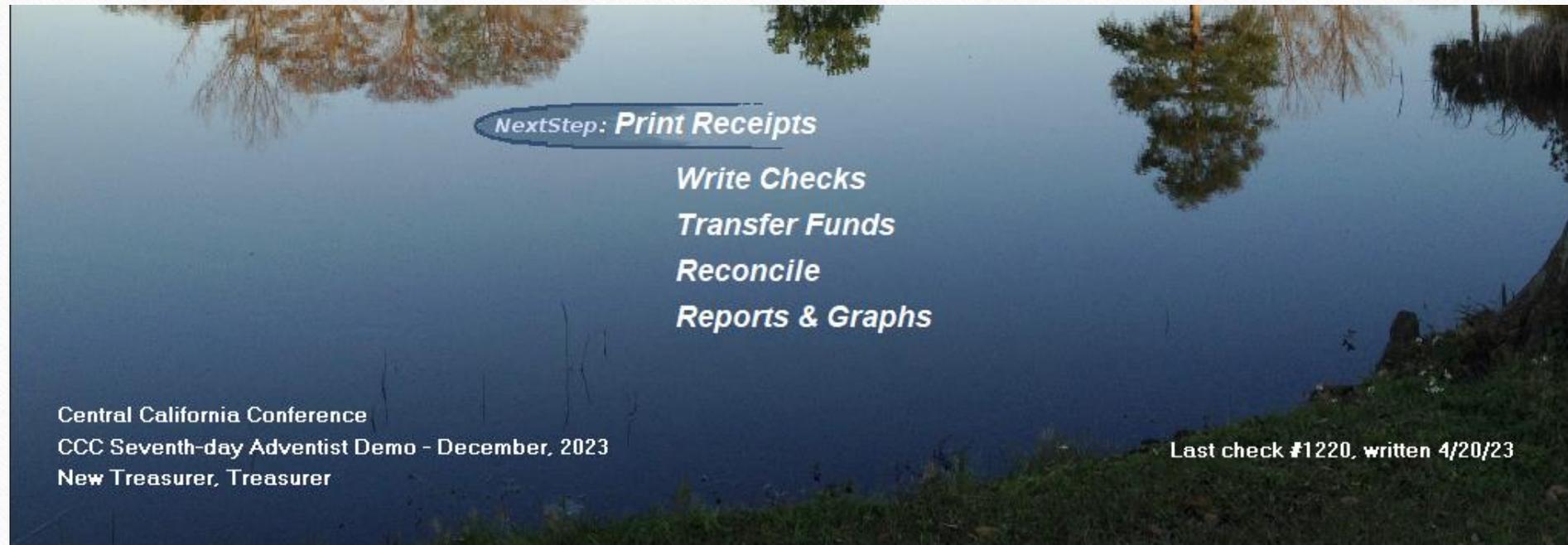
Claudia Portillo, Treasurer

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

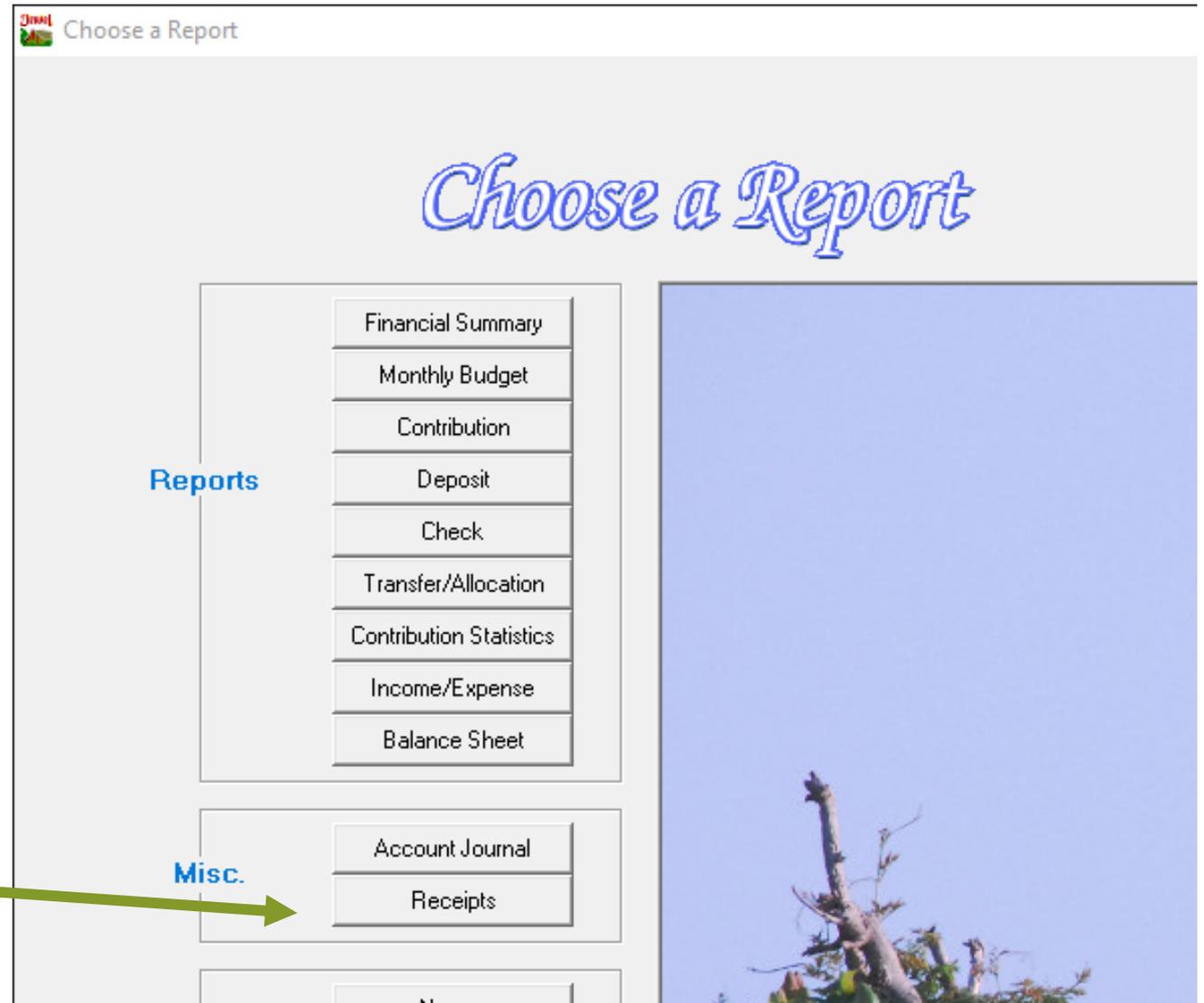
Account	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Monthly Totals
Month of January, 2020						
Tithe	150.00	150.00	150.00	1,000.00		1,450.00
Conference Evangelism	50.00	50.00	50.00			150.00
Church Budget	100.00	100.00	100.00	1,000.00		1,300.00
Weekly Totals	300.00	300.00	300.00	2,000.00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

**Your
signature
should
appear in all
Detail
Receipts.**

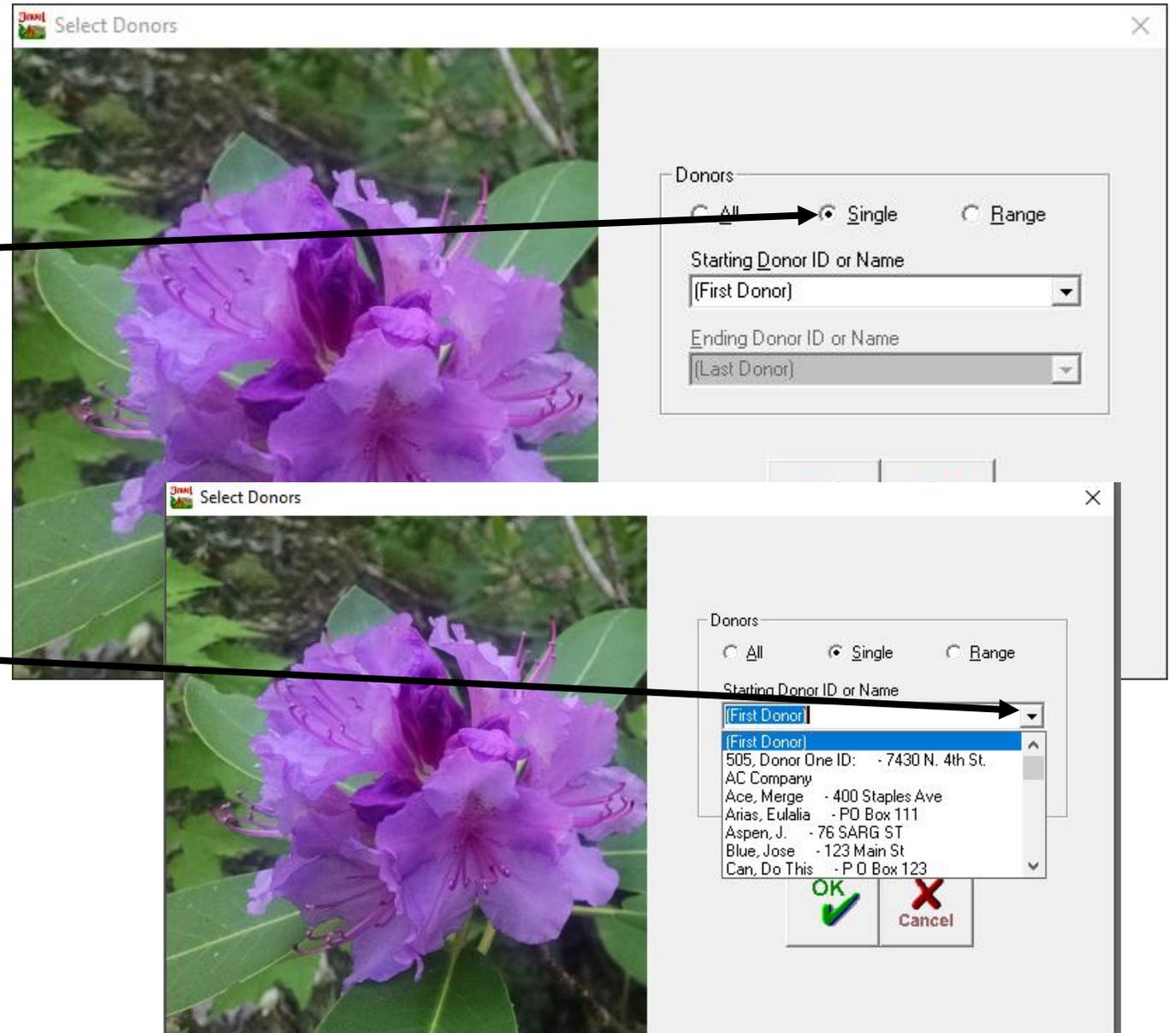
To print a test receipt to make sure your signature and the watermarked paper are placed correctly, select “Reports & Graphs”



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.

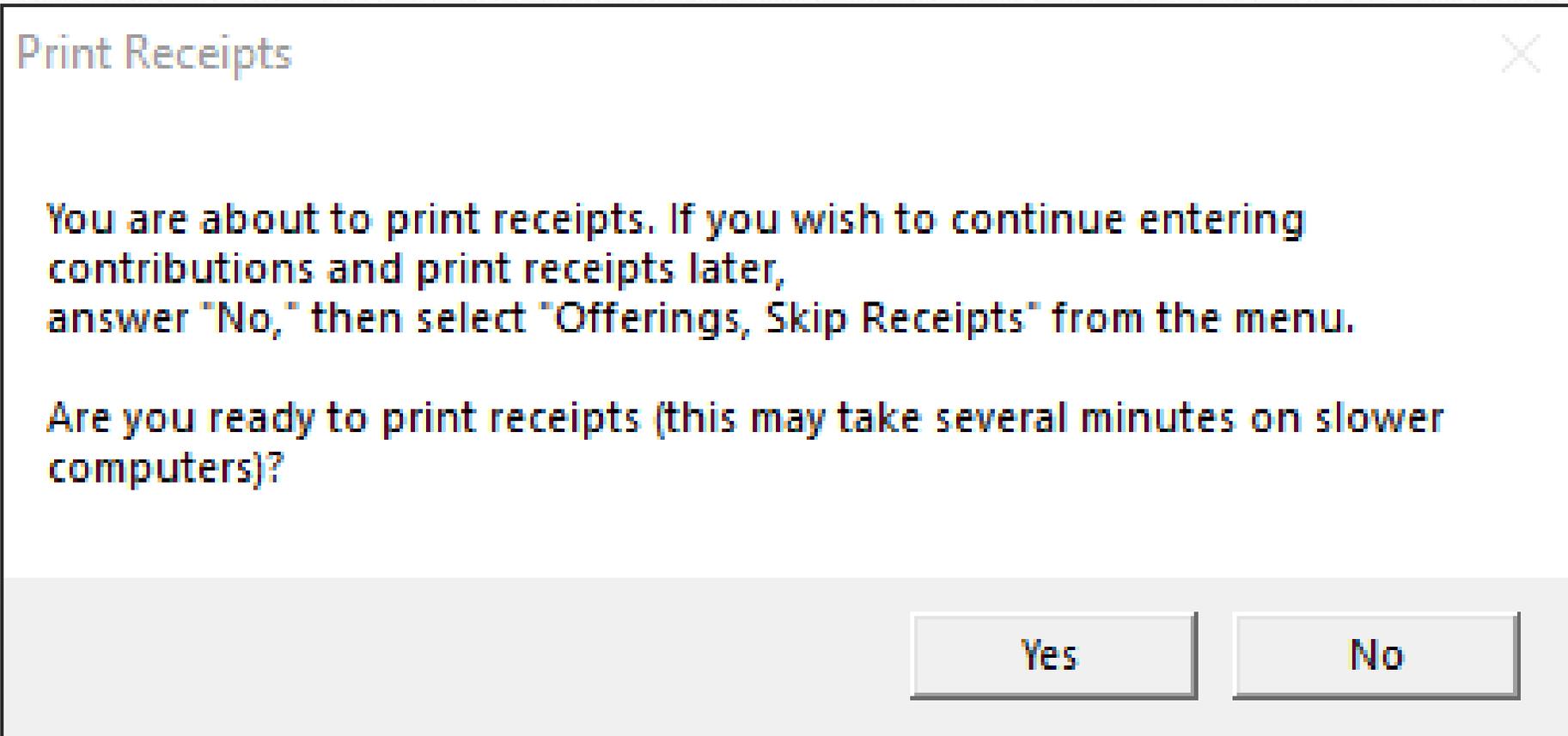


Claudia Portillo, Treasurer

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

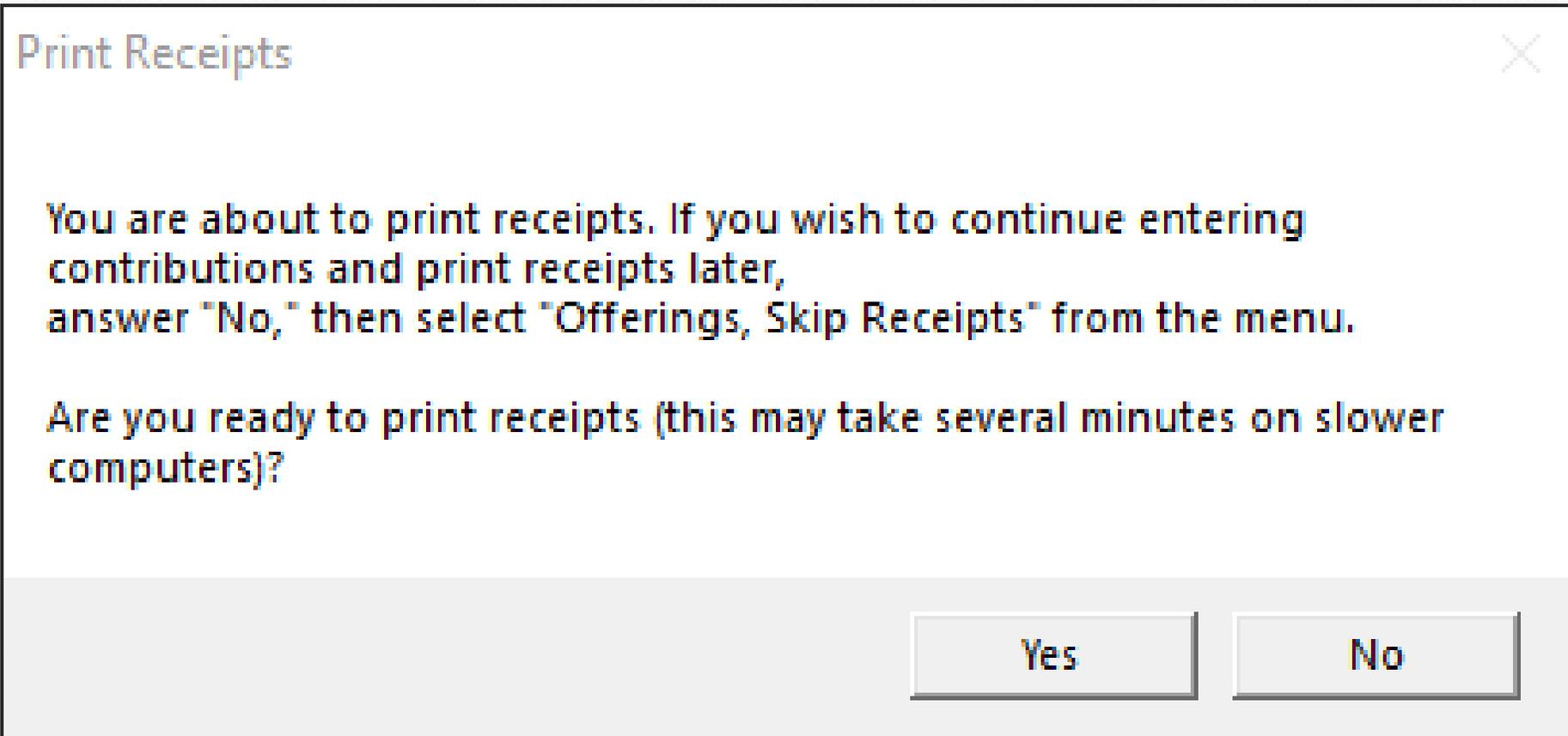
Account	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Monthly Totals
Month of January, 2020						
Tithe	150.00	150.00	150.00	1,000.00		1,450.00
Conference Evangelism	50.00	50.00	50.00			150.00
Church Budget	100.00	100.00	100.00	1,000.00		1,300.00
Weekly Totals	300.00	300.00	300.00	2,000.00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

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



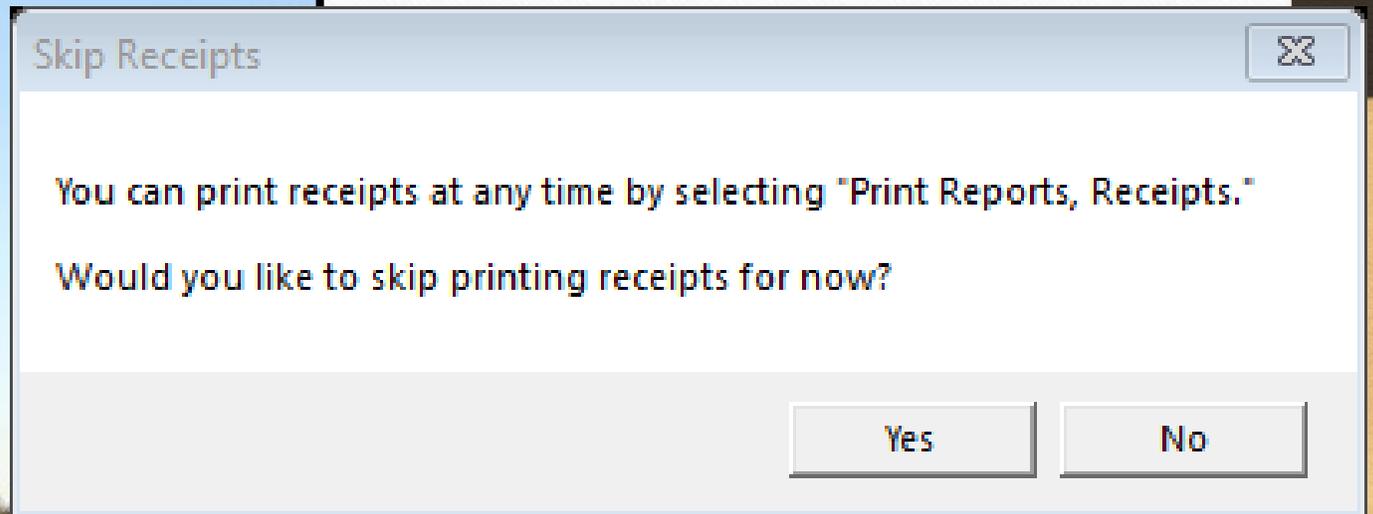
If you are ready, click “Yes”

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



If you are not ready yet, click “No”

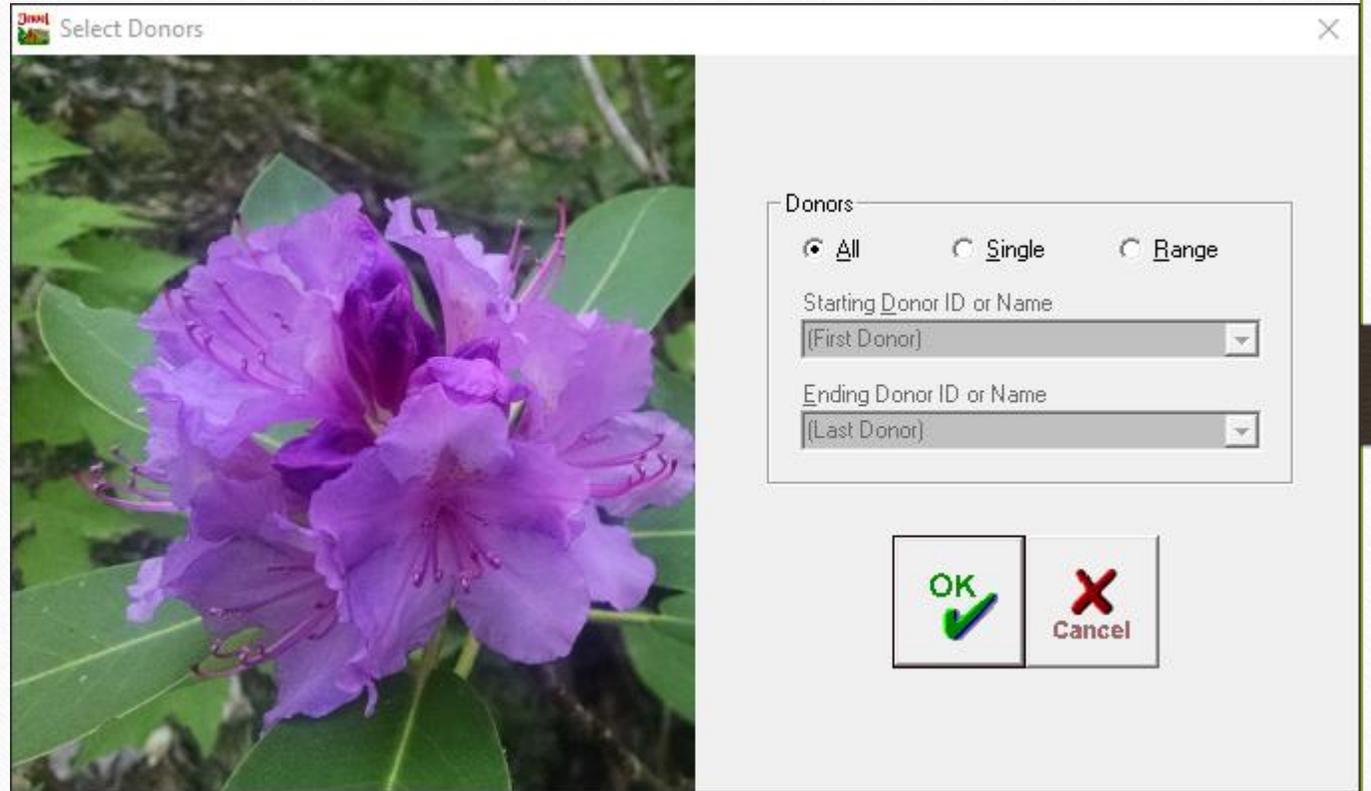
From the top menu select “Offerings” then “Skip Receipts...” and click “Yes”



-
- **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

Dates: Last calendar year (2022) 01/01/22 To 12/31/22

Summary
 Detail

This month-to-date (December)
 Last month (November)
 Last quarter (Jul, Aug, Sep 2023)
This calendar year-to-date (2023)
 Last calendar year (2022)
 Previous calendar year (2021)
 All

Church Budget	5,000.00		
Tax-deductible Total	5,000.00		

Contribution Detail:

	Date	Amount	Check #
	12/17/22	5,000.00	cash
Total		5,000.00	

Ace, Merge

Contribution Summary:

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

Contribution Detail:

	Date	Amount	Check #
	12/17/22	20,000.00	cash
Total		20,000.00	

Aspen, J.

Contribution Summary:

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

Contribution Detail:

	Date	Amount	Check #
	12/30/22	6,800.00	cash
Total		6,800.00	

Receipts

Donors... All Donors

Dates: This calendar year-to-date (2023) 01/01/23 To 12/31/23

Summary
Detail

Copy to Clipboard
Print
Copies: 1
Close

Account	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Monthly Totals
Dalila Bukele						
Month of January, 2023						
Tithe			500.00			500.00
Weekly Totals			500.00			500.00
Period Totals			500.00			500.00
Contribution Summary:						
Tax-deductible contributions:						
Tithe	500.00					
Tax-deductible Total	500.00					
Check Summary:						
	Date	Amount	Check #			
	01/15/23	500.00	#10569264			
Total Checks		500.00				
Doe, Jane						
Month of January, 2023						
Church Budget	157.80					157.80
Weekly Totals	157.80					157.80
Period Totals	157.80					157.80
Contribution Summary:						
Tax-deductible contributions:						
Church Budget	157.80					
Tax-deductible Total	157.80					
Check Summary:						
	Date	Amount	Check #			
	01/07/23	157.80	#444			
Total Checks		157.80				
God, Knows						
Month of January, 2023						
Conference Faith Advance	50.00					50.00
Camp Meeting Evangelism	100.00					100.00
Church School Subsidy	50.00					50.00
Building Fund	100.00					100.00
Weekly Totals	300.00					300.00
Period Totals	300.00					300.00

Click on
“Detail”

Then Print.

**Please email us your question
auditassist@cccsda.org**