

SOME JEWEL BASICS

Treasurer's Meetings 3/28/24

HOW TO VOID A CHECK

- Make General Journal Entry...
- Make Manual Remittance...
- Void a Check...**
- Write Checks...
- Transfer Funds...
- Reconcile Bank Statement...
- Reports and Graphs...



NextStep: **Start New Offering**

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

Florida Conference of SDA
Friendly SDA Church - December, 2018
Yolanda Acevedo, Treasurer

Last offering: 1/12/19
Last check #1046, written 1/9/19

Void a Check



Time Period

Last 3 Months Only
 Show All Checks

Sort Order

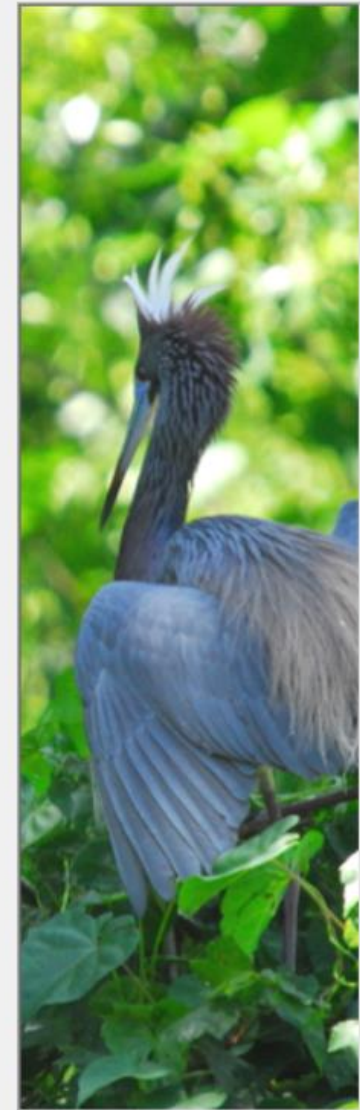
Date
 Check #
 Payee
 Amount
 Memo

1. Choose a Check:

Date	Check #	Payee	Amount	Memo
01/17/19	-697	Camporee chosen	390.00	pathfinders camporee 2019
01/17/19	-696	Sams club	13.46	kitchen supplies cups ,plates
01/15/19	-695	Sams club	-21.68	the church orden was mix with the customer behind
01/15/19	-694	Staple's Office Supply	-10.69	return emvelope
01/15/19	-693	City of Plant City	362.58	January bill
01/09/19	-692	Sam Club Store	115.24	kitchen supplys and toilet papers
01/09/19	1046	Gilberto	285.00	january
01/09/19	-691	Staple's Office Supply	56.98	adding machine ,staples,bonds rolls
01/09/19	-690	Post office	30.00	stamps
11/29/18	1037	Florida Conference of SDA	0.00	to the tithe eft

2. Enter Memo:

Date	Memo
08/21/19	Void check #-697 on 01/17/19



Void a Check



Time Period

Last 3 Months Only
 Show All Checks

Sort Order

Date
 Check #
 Payee
 Amount
 Memo

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01/09/19	-690	Post office	30.00	stamps
11/29/18	1037	Florida Conference of SDA	0.00	to the tithe eft
07/30/18	-651	Plant City SDA Church	2,210.08	To transfer balance for old to new checking
06/25/18	-650	Florida Conference Association	3,193.42	may payroll
06/08/18	15681	Kiwi Nursery Service	285.00	6/18 yard
06/04/18	-649	Frontier (was Verizon)	127.07	may
06/04/18	-648	City of Plant City	330.12	may water bill
06/01/18	1570	Earnhardt, William	200.00	may 2018
05/31/18	-645	Frontier (was Verizon)	127.40	april
05/30/18	-647	Frontier (was Verizon)	200.00	april

2. Enter Memo:

Date	Memo
08/21/19	Void check #1046 on 01/09/19



JewelAuditor



**You are about to void check #1046,
written on 01/09/19
to Gilberto
for \$285.00**

**Because this check's accounting period is closed,
a correcting entry will be made in the current accounting period.**

Is this correct?

Yes

No

ON THE RECONCILIATION

- If the original check and the voiding were made on the same month, Jewel will just zero -0- out the item.
- If the original check was written on a closed month, Jewel will create a negative deposit as the following example.

Checks Written and Bank Fees			More Checks...
<input type="checkbox"/>	09/02/22	#-494 Double Tree by Hilton	314.14 ▲
<input type="checkbox"/>	02/29/24	#-666 Double Tree by Hilton	-314.14

- Check them both on your next reconciliation to remove them from the reconciliation screen. They net to zero.

HOW TO PRINT RECEIPTS

And More

Choose a Report



Reports

- Financial Summary
- Monthly Budget
- Contribution
- Deposit
- Check
- Transfer/Allocation
- Contribution Statistics
- Income/Expense
- Balance Sheet

Misc.

- Account Journal
- Receipts
- Bank Reconciliation

Lists

- Names
- Accounts

Comparisons

- Monthly Expense
- Annual

Graphs

- Graphs

Taxes

- Form 1099 Payments





Select Donors



Donors

All

Single

Range


Starting Donor ID or Name

[First Donor]

Ending Donor ID or Name

[Last Donor]



 Select Donors



Donors

All Single Range

Starting Donor ID or Name

Faithful, Rita - 3 Laurelcherry Ct. ▼

Ending Donor ID or Name

[Last Donor] ▼



Receipts

Donors... Single Donor: Faithful, Dennis and Charlotte

Dates: Last calendar year (2017) 01/01/17 To 12/31/17

Summary (selected) Detail

Copy to Clipboard Print Copies: 1 Close

Receipts

Faithful, Dennis and Charlotte

Contribution Summary:
 Tax-deductible contributions:

Tithe	1,090.00
Church Budget	1,675.00
Bereavment	150.00
Bible Worker	<u>1,475.00</u>
Tax-deductible Total	4,390.00

Contribution Detail:

Date	Amount	Check #
01/07/17	100.00	#1147
01/07/17	100.00	#4102
01/28/17	100.00	#4104
01/28/17	200.00	#1091
02/25/17	85.00	cash
02/25/17	100.00	#4166
03/11/17	200.00	#1104
03/18/17	100.00	#1105
04/15/17	200.00	#1107
04/15/17	100.00	#4172
04/22/17	100.00	#1106
05/06/17	100.00	#4172
05/06/17	200.00	#1109
05/13/17	100.00	#1110
05/20/17	50.00	#446
06/03/17	100.00	#4179
06/03/17	200.00	#1112
06/17/17	100.00	#1113
06/17/17	5.00	cash
06/24/17	50.00	#1117
07/01/17	100.00	#2202
07/01/17	200.00	#1116
08/05/17	100.00	#4186
08/05/17	200.00	#1120
08/12/17	100.00	#1124
09/02/17	100.00	#866

Donors...

Single Donor: Faithful, Dennis and Charlotte

Receipts

Dates:

Last calendar year (2017)

01/01/17

To 12/31/17

Summary
Detail

Copy to Clipboard

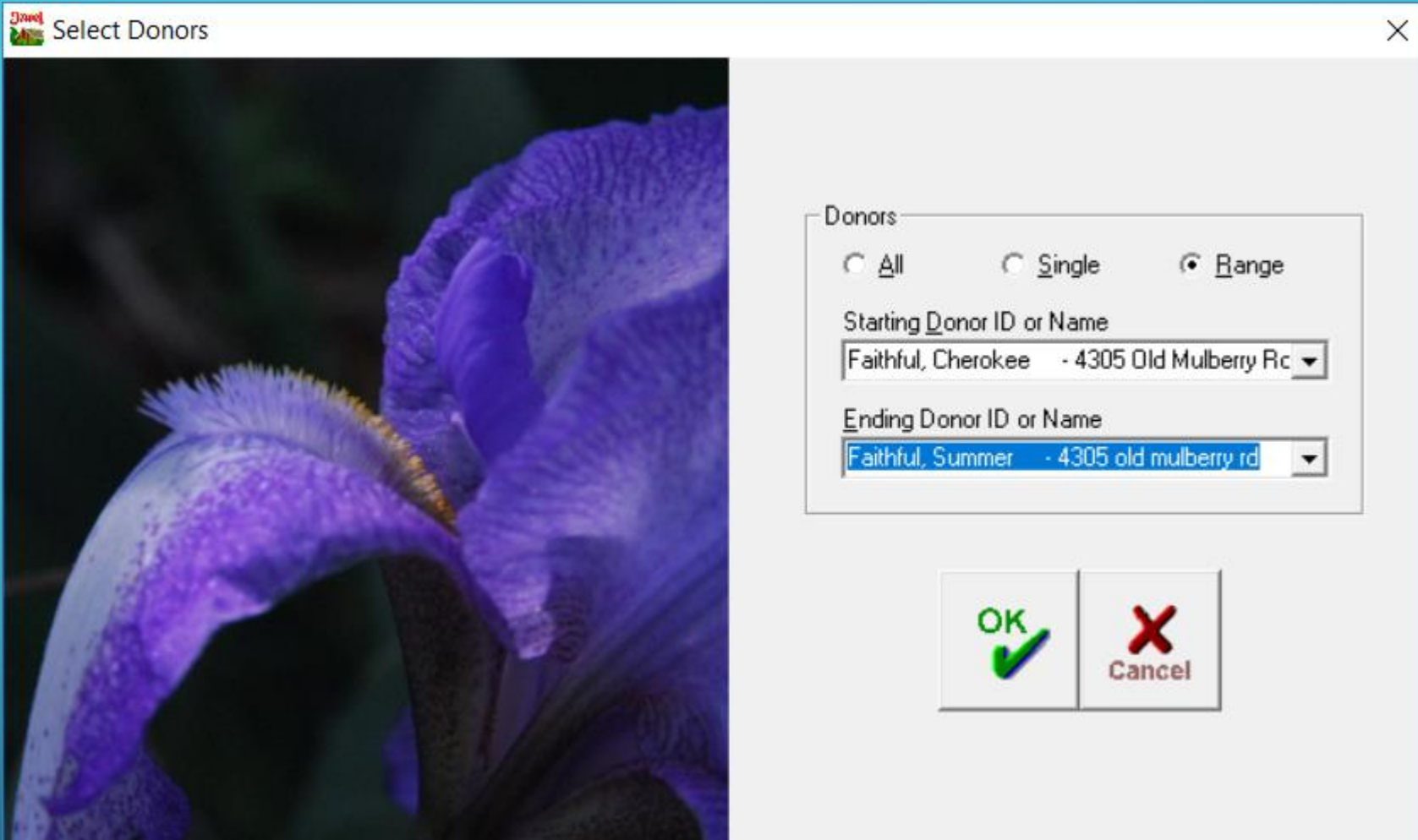
Copies

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Print



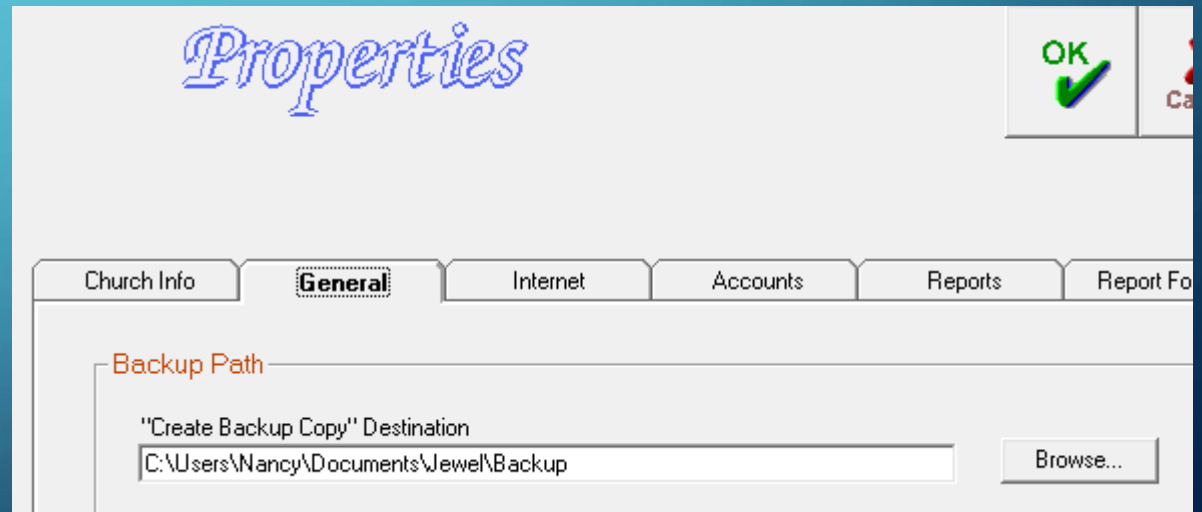
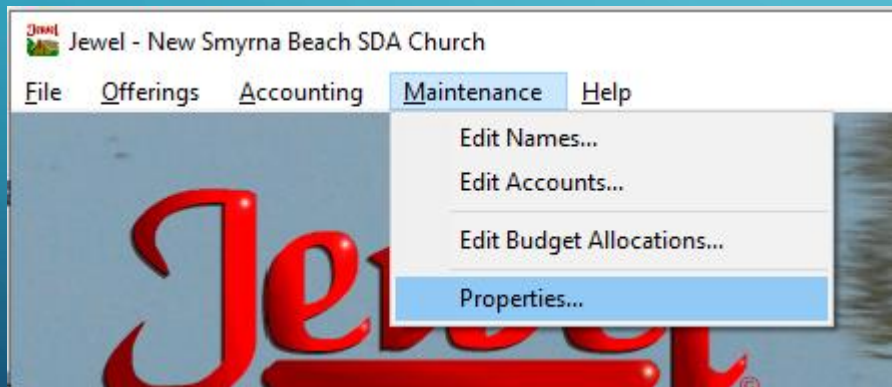
Account	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Monthly Totals
Faithful, Dennis and Charlotte						
Month of January, 2017						
Tithe	50.00			50.00		100.00
Church Budget	100.00			100.00		200.00
Bible Worker	<u>50.00</u>			<u>150.00</u>		<u>200.00</u>
Weekly Totals	200.00			300.00		500.00
Month of February, 2017						
Tithe				40.00		40.00
Church Budget				95.00		95.00
Bible Worker				<u>50.00</u>		<u>50.00</u>
Weekly Totals				185.00		185.00
Month of March, 2017						
Tithe		50.00	50.00			100.00
Church Budget		50.00	50.00			100.00
Bible Worker		<u>100.00</u>				<u>100.00</u>
Weekly Totals		200.00	100.00			300.00
Month of April, 2017						
Tithe			50.00	50.00		100.00
Church Budget			100.00	50.00		150.00
Bible Worker			<u>150.00</u>			<u>150.00</u>
Weekly Totals			300.00	100.00		400.00
Month of May, 2017						
Tithe	50.00	50.00				100.00
Church Budget	100.00	50.00	50.00			200.00
Bible Worker	<u>150.00</u>					<u>150.00</u>
Weekly Totals	300.00	100.00	50.00			450.00
Month of June, 2017						
Tithe	50.00					50.00
Church Budget	100.00		5.00			105.00
Bereavment			100.00	50.00		150.00
Bible Worker	<u>150.00</u>					<u>150.00</u>
Weekly Totals	300.00		105.00	50.00		455.00
Month of July, 2017						
Tithe	50.00					50.00
Church Budget	100.00					100.00
Bible Worker	<u>150.00</u>					<u>150.00</u>



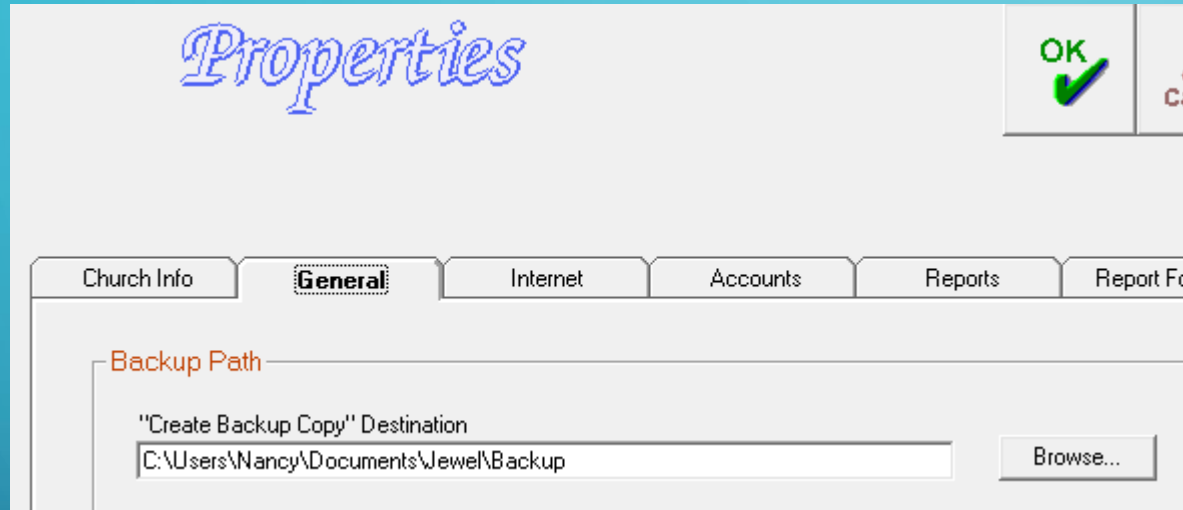
HOW TO BACKUP FILES

FIRST, HAVE THE CORRECT SETUP FOR THE BACKUP

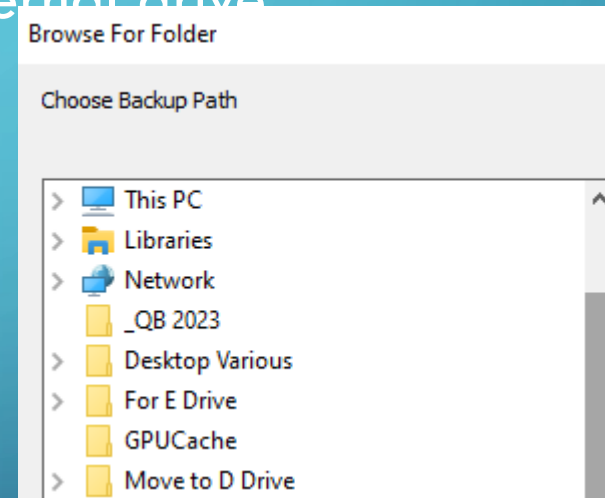
- Insert your flash drive on the external slot.
- Maintenance / Properties / General Tab

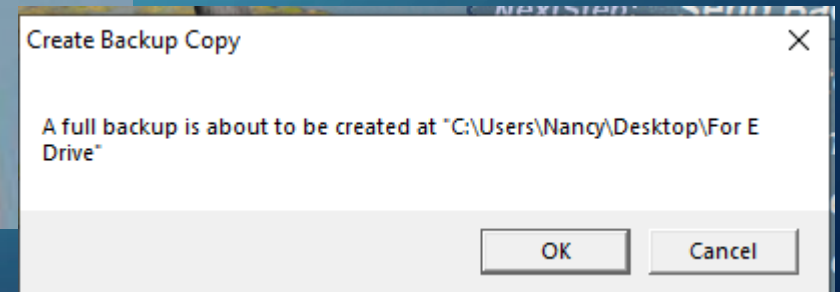


FIND AND SELECT YOUR EXTERNAL DRIVE (BROWSE)

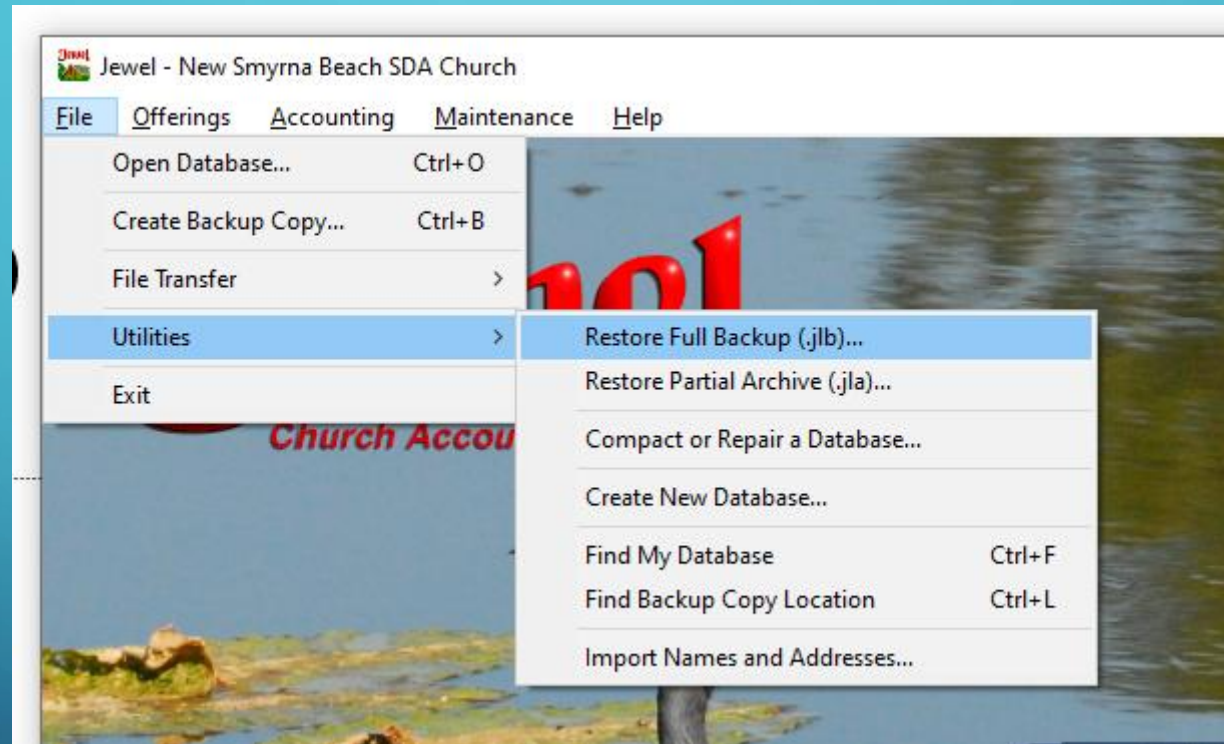


external drive



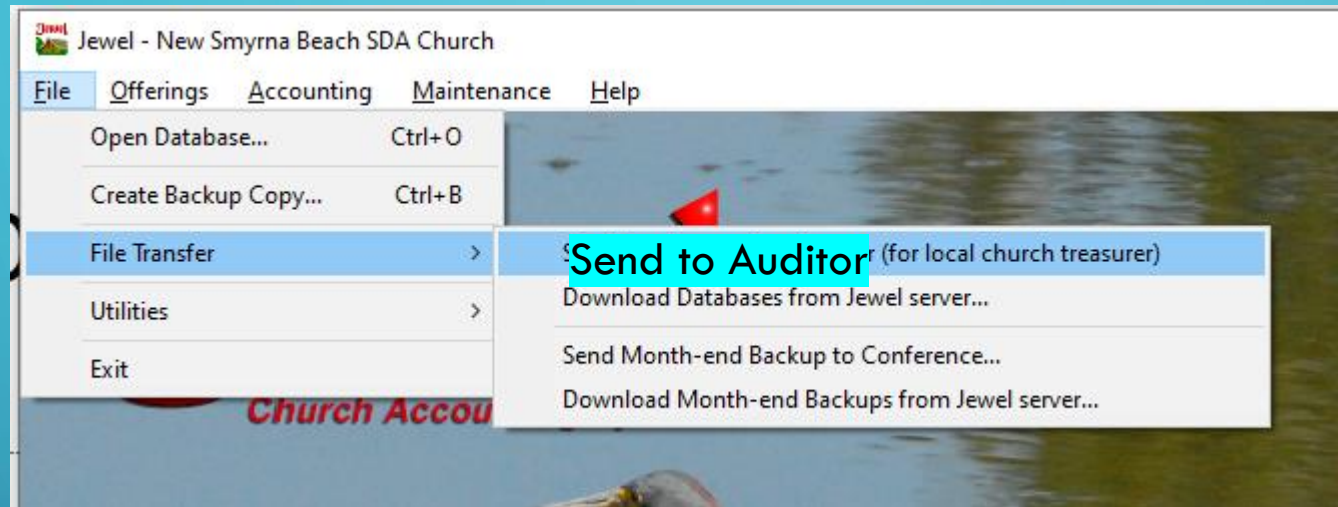


TO RETRIEVE YOUR BACKUP COPY



HOW TO SEND/RECEIVE YOUR DATA TO AUDITOR

File / Utilities / Send to Auditor



- File / Utilities / Receive from Auditor

