

Reversing a duplicate Adventist Giving offering from a previous, closed month

Once a month has been closed and reports have been printed and submitted to and accepted by the board, offerings should be reversed, not deleted. So if you discover that you entered an offering twice in a month(s) that is already closed, you will need to reverse it. This is how to do it.

Tip: For an Adventist Giving duplicate, import the offering again, then edit it by entering a minus in front of all numbers in the import, starting with “Edit Deposit Slip.” Starting there first will keep you from losing the check numbers when you edit each envelope individually.

To start, do an “Import from a file” into Jewel.

Note: If, during the import process, unmapped names show up that you have to map, you will need to check, at the end, that your mapping was the same as the original offering. Otherwise one donor may get credit for the donation and another may be given a reversal to an offering they didn’t give in the first place.

Once you are on the “Make Deposit” screen, you will start the reversal process.

Make Deposit

Deposit Info

Offering Date	# Envs Entered	Cash	0.00
06/01/21	6	Checks	1,053.00
		Total	1,053.00

Deposit Date: 06/01/21
Memo: AdventistGiving deposit for May 15 2021

Bank Account for Deposit: 8002 United Bank Checking

ID	Account	Amount
1	Tithe	568.00
	Conference Funds	568.00
8200	Church Budget	285.00
9000	Ministry - Children's	50.00
9300	Mortgage Fund - Fellowship Hall	150.00
	Local Funds	485.00
	Deposit Total	1,053.00

Trial Deposit...

Trial Contribution Report...

Make Corrections...

Once you have imported successfully and are at the “Make Deposit” screen, it is time to start reversing. Click on Make Corrections.

Next, click on Edit Deposit Slip

Contribution Entry

Current Offering Edit

Offering Date	Offering Total (from deposit slip)	# Envs Entered
06/01/21	1,053.00	6

Edit Deposit Slip...

Deposit

Offering Date: 06/01/21 Deposit Date: 06/01/21

Bank Account for Deposit: 8002 United Bank Checking

Deposit Slip

Coins

1c = \$0.00
 5c = \$0.00
 10c = \$0.00
 25c = \$0.00
 50c = \$0.00
 \$1 = \$0.00

\$0.00

Bills

\$1 = \$0
 \$2 = \$0
 \$5 = \$0
 \$10 = \$0
 \$20 = \$0
 \$50 = \$0
 \$100 = \$0

\$0.00

Checks

Amount	Check #
-400.00	7135132
-35.00	7146753
-13.00	7192869
-210.00	7148871
-315.00	7189713
-80.00	7150951

-\$1,053.00

And on the "Deposit Slip" screen, change all check amounts to minus amounts, one by one, until the total checks equals the negative amount of the original deposit.

Once it does, click the green OK checkmark.

Envelope

Donor ID or Name: 357 Wood, Paul and Treva

Cash: + Check: 80.00 = Env. Total: 80.00 Check #: 715095

Running Total:

Account	Amount
1 Tithe	30.00
8200 Church Budget	50.00

Buttons: Cancel Edit, New Envelope (F8), Delete Envelope, Next, Previous

On each envelope, change all dollar amounts to minus numbers.

Envelope

Donor ID or Name: 357 Wood, Paul and Treva

Cash: + Check: -80.00 = Env. Total: -80.00 Check #: 715095

Buttons: Edit Envelope, New Envelope (F8), Delete Envelope, Next, Previous

Account	Amount
1 Tithe	-30.00
8200 Church Budget	-50.00

You will need to click on "Edit Envelope" to make the changes.

Then click "Previous" and edit the next envelope, one by one, until all are finished.

Envelope

Donor ID or Name
 106 Anderson, Jerome/Renee - 10945 City Pond

Cash + Check = Env. Total Check #
 + -400.00 = -400.00 713513

Account	Amount
9000 Ministry - Children's	-50.00
8200 Church Budget	-200.00
9300 Mortgage Fund - Fellowship Hall	-150.00

Edit Envelope

New Envelope (F8)

Delete Envelope

Next

Previous

When you have finished the final envelope (the red previous arrow will turn gray), put your cursor in the last offering box amount and click enter on your keyboard.

Jewel will then give you this message.

Click yes.

Envelope

Jewel

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

Yes No

Cancel Edit

New Envelope (F8)

Delete Envelope

Next

Previous

Account	Amount
9000 Ministry - Children's	-50.00
8200 Church Budget	-200.00
9300 Mortgage Fund - Fellowship Hall	-150.00

Make Deposit

Deposit Info

Offering Date	# Envs Entered	Cash	0.00
06/01/21	6	Checks	-1,053.00
		Total	-1,053.00

Deposit Date	Memo
6/1/2021	Reversing 5/15/21 dup AG deposit [LLM]

Bank Account for Deposit
8002 United Bank Checking

ID	Account	Amount
1	Tithe	-568.00
	Conference Funds	-568.00
8200	Church Budget	-285.00
9000	Ministry - Children's	-50.00
9300	Mortgage Fund - Fellowship Hall	-150.00
	Local Funds	-485.00
	Deposit Total	-1,053.00

Trial Deposit...

Trial Contribution Report...

Make Corrections...

On the Make Deposit page, edit the memo to say "Reversing xx/xx/xx dup AG deposit." Your auditor would leave their initials. You don't need to. 😊

Finally, click on the green OK in the top right corner to make the deposit and close. And you are done!

