



# April 2016



## Q-Tips

---

Below is a link to the updated County Quicken Account Monthly Checklist form on our webpage. This form includes the outline of the documents that should be included in the Quicken Report you send to Financial Services each month.

<http://www.uaex.edu/support-units/financial-services/docs/Quicken%20End%20of%20Month%20checklist.pdf>

The monthly Quicken report should be submitted to Financial Services in the following order:

1. Monthly Reconciliation Form (Finance 401)  
The person reconciling the form and the Staff Chair signatures are required.
2. Depository Account Bank Statement  
The original bank statement should remain in the County file and a copy submitted with the monthly report.
3. Quicken Account Balance as of Previous Month Report (B)
4. Quicken Monthly Activity Detail Report (D)
5. Quicken Outstanding Check List Report (OS)
6. Copy of the Monthly Transfer Email(s) received from Financial Services  
These are the emails for the Arvest and Clearing Account Transfers. Also include copies of any Miscellaneous Debit or Credit Transfers you receive.
7. Yellow copies of the official CES Pre-Numbered Receipts ATTACHED to each corresponding deposit slip.  
If you do not have triplicate deposit slips, please make a copy of the deposit slip and attach the corresponding receipts. Also, PLEASE REMEMBER to list the receipt numbers on the deposit slip.
8. Please do not send any expenditure documentation with your monthly report.  
This includes copies of checks written, copies of invoices paid, PCard receipts, PCard reports, etc. All expenditure documentation should remain in the monthly Quicken file in the County Office.
9. Documentation for Deposits  
A copy of each deposit slip along with the corresponding yellow copies of the official CES Pre-Numbered Receipts, must be included with the monthly report submitted to Financial Services (see number 7 above).

As a reminder, the monthly Quicken report AND the email with the Monthly Activity Detail (D) Report in tab-delimited format, are due in Financial Services no later than the 17<sup>th</sup> of each month.

Thanks for all you do and feel free to contact me if you have any questions. Thanks!

*Janice*