



# Q-Tips



## November 2015

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We had a full class last week at the Quicken In-Service Training! The next scheduled class is Wednesday, April 20, 2016. Sign up early so you will have a seat!

This month's Q-Tips are a few reminders regarding issues that are still occurring in the monthly reports. As always, please don't hesitate to give me a call if you have a question.

- The monthly Quicken Report and electronic Monthly Activity Detail (D) Report are due in Financial Services by the 17<sup>th</sup> day of each month
- When voiding a check in Quicken, be sure to include a V in the check number: 1234V
- Please do not use 'apostrophes' or "quotation marks" in Quicken
- When entering a Donation/Gift/Sponsorship in Quicken, begin the Payee field with GIFT-then enter the name of the person/entity
- Be sure to write the receipt numbers that are included in each deposit on the deposit slip
- Include the yellow copies of the official CES pre-numbered receipts that correspond with each deposit in your monthly report
- Do not add org number or county name to the check number in the NUM field
- Do not enter DEPACC on your deposit entries in Quicken – it is no longer needed
- Please include the org number with the County Name on the Finance 401
- An official CES pre-numbered receipt if required for any funds deposited in the depository account
- When entering Deposits in Quicken, be sure to enter the NAME of the person or entity from whom the funds were received in the Payee field. Please do not enter Deposit as the Payee.
- If a deposit is for a group event, enter the Name of the Event-list attached (i.e. PAT Participants-list attached) and be sure to attach the list of persons paying (how much each paid and check # or cash)
- Enter the date the deposit is recorded at the bank, not the date(s) on the receipt (unless the deposit is made the same day)



Happy  
Thanksgiving