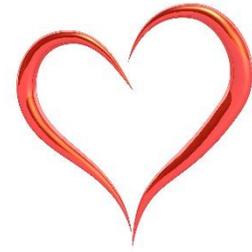




February 2017



Q-Tips

The reminders below are regarding some issues that I continue to see in the monthly reports.

- Correcting Previous Entries: Once you have submitted your monthly report to Financial Services, you should NEVER go back to make an entry, adjust an entry, or delete an entry for any time period other than the current month you are working in. If an entry or adjustment is made in a previous month after you have submitted your report to Financial Services, it changes the balance forward on your current month's Quicken reports and the adjusting transaction will not be uploaded in Banner.

However, there may be times that a previous entry needs to be deleted or changed (i.e., a check cleared for a different amount than what was recorded in Quicken). The correct way to make an adjustment in Quicken is by making an entry in the current month and reference the date of the original entry in the description or memo field.

Please contact the Quicken specialist in Financial Services with any questions about corrections to an entry made in a previous month.

- PCard Charges: When you receive a PCard receipt that has been coded to fund 13823, make the entry in Quicken in the appropriate account. PCard charges entered in Quicken will appear on your Outstanding Check List. When you receive the monthly Clearing Account Transfer email from me, please check to see if the PCard entries have already been entered in Quicken and if so, clear those entries. If the PCard charge has not been entered in Quicken, then make the entry with the date on the transfer email. There have been several instances of the PCard charges being entered again when the transfer email is received (sometimes in a different account in Quicken). Please take the extra few seconds to check – it will save you time in the long run.
- Deposit Dates: When a deposit is made, please be sure that the date entered in Quicken matches the date the bank actually records the deposit – not the date written on the deposit slip, or the date when you received the funds and wrote the receipt. Also, please remember to list the receipt numbers that are included with each deposit on the deposit slip.

I've enjoyed working with you! Best Wishes and Take Care!! ☺

Janice 