

March 2019

Quicken Quirks

Lucky for you! Your Quicken Quirks this month includes new information added to the Quicken manual and handy tips you should be familiar with.

I appreciate all of the patience and hard work with all of the recent changes. I hope that you have been *lucky* enough to get your reports balanced and submitted to Box on the 1st attempt. The reminders below are regarding some issues that I continue to see in the monthly reports.

- ***Naming Files in BOX:*** Each file that you upload to BOX should begin with your Org#, followed by two digit year, & the two digit month. Examples: 42141902D (D file), 42141902 Financial Reports (Monthly Reports), and 42141902-2019-03-17 (backup file).
- ***Voiding Checks:*** In the previous version of Quicken, in order to void a check you would enter a deposit entry to offset the expense from the check. If you are voiding a check from a previous month, this same process should be done. If you are voiding a check in the current month, all you have to do is right click, and void the transaction. Quicken will return the amount back to your balance. Refer to pages 21 & 22 of the updated Quicken manual for screenshots of what a voided transaction will look like.
- ***Reimbursement checks:*** If a check must be written to a customer due to a program being cancelled or the participant can no longer attend, include in the memo that it is a reimbursement for participation fees.
- ***Gifts Received:*** When funds are received that are to be allocated as a sponsorship or a donation, the word GIFT should be written before the donor's/entities name. It allows us here at Extension to know that those funds should be allocated to a different account versus where all your other depository money goes. Also remember that if the donation is over \$250, form MSC 400 needs to be completed and sent to LRSO. Check out an example below on how Gifts should be entered into Quicken.

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| DEP | GIFT- Carl Cash | | Sponsorship | | | 200 00 | 200 00 | 200 00 |
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As always, feel free to call or email me with any questions or concerns.

Rashauna