

May 2015

“Q” Tips

*First, I would like to say that it was nice to meet some of you at the Support Staff Conference! Each of you should have received a Financial Services Tips & Reminders Sheet at the meeting, but I would like to go over these again for this month's Q-Tips.*

1. The Quicken Manual has been updated! Please go to the Financial Services webpage, click on Quicken and check it out. There are also some great video tutorials if you have a few minutes to watch.
2. As a reminder, the monthly Financial Report and electronic Monthly Activity Detail (D) Report are due in Financial Services by the 17<sup>th</sup> day of each month – please be aware that this is being monitored.
3. Please do not include copies of checks written, receipts for money spent, invoices, etc. (expenditure documentation) to Financial Services with your monthly Financial Report; however, this information should be maintained in your monthly file.
4. Please do not use apostrophes (') or Quotation Marks (") in Quicken. Forget proper grammar when making entries in Quicken – the files will not load in Banner if an apostrophe or quotation mark is located in any field. CORRECT: Orama, Sams Club INCORRECT: O'rama, Sam's Club
5. Make sure the AOS and Staff Chair sign and date the Finance 401 before it is submitted to Financial Services. I receive several each month that have the AOS name typed in—we need an original signature.
6. When entering checks, please do not add your org number or county name to the check number in the Num field – any information other than the check number has to be manually deleted before the information can be loaded in Banner.
7. When entering a Donation/Gift/Sponsorship in Quicken, begin the entry in the Payee field with GIFT- then enter the name of the person/entity. Donation reports are created in Banner based on the GIFT notation in the Quicken files. Your assistance is appreciated for assuring these reports are accurate. CORRECT: GIFT-Metropolitan Bank, GIFT-Farm Bureau INCORRECT: Donation from Metropolitan Bank, Farm Bureau Sponsorship
8. NEVER use the Split button feature in Quicken. Your reports will not be accurate if you use this feature.
9. PLEASE attach the yellow copy of the pre-numbered receipts that correspond with each deposit with your monthly Financial Reports. As many of you know, I will be asking for them if you don't! ☺
10. You no longer need to enter DEPACC on your deposit entries in Quicken.

*\*\*Thank you for including your Org number with your County Name on the Finance 401!\*\**

As always, I am here if you have any questions!



*Janice*