



Everyone should have received the “Fiscal Year-End Instructions & Deadlines for County Quicken Accounts” email from Sam on May 24, 2016. PLEASE adhere to these deadlines – the County information must be uploaded into Banner BEFORE year-end reports can be compiled. Your cooperation and attention to these dates will be greatly appreciated. ☺

- Outstanding Checks: If a check’s date is over 60 days, you should be in contact with the Payee to see why the check has not been cashed. A Finance-226 form should be completed for any check that was never received, lost, or otherwise misplaced. Please refer to the February 2016 Q-Tips for detailed instructions on the completion of this form.
- Outstanding PCard Charges: Please review the PCard entries on your Outstanding Check List as well. Any charges over 60 days should be researched to verify the specific fund number that was entered and whether a duplicate entry may have been made.
- PLEASE remember to include the official CES receipts with your Quicken report.
- Each official CES receipt number should be listed ON the deposit slip and ATTACHED to the copy of the deposit slip that it goes with. It is very time-consuming to match the receipts to the deposit slips when the receipt numbers are not listed. I really do appreciate your cooperation with this.
- Please include any PAT sign-in sheets or lists that are referenced in Quicken as being attached.
- The sooner you can get your monthly report to me, the better. We are all working with a very short turn-around time at year-end and if you run into any problems, please let me know. I will be happy to help anyway I can.

*Thanks!*

*Janice* 