



SEPTEMBER 2015

Q-Tips



Autumn has officially arrived! I know I'm ready for some cooler weather and hopefully a little rain. ☺

This month I want to address a few things that are still occurring in some of the monthly reports.

- **Correcting Previous Entries:** Once you have submitted your monthly report to Financial Services, you should NEVER go back and 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 you will not balance. However, there may be times that a previous entry needs to be deleted or changed. 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 me 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 of the transfer. There have been several instances of the PCard charges being entered again when the transfer email is received. 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 appreciate each one of you and I do realize that Quicken is just one of your many duties. I am here to help you – I'm only a phone call or email away!

Janice

