




## QUICKEN “Tips”

### *December*

1. EMAIL tab-delimited (formerly ftp) files to me each month.
2. Do not use the “split” button when income or expenses need to be shared by separate accounts. Enter the “split” amounts as separate entries in each account – use same date, same check #/DEP or OTH, and explain in your description line, mention total deposit/check amt.
3. Do not use quotation marks in Quicken – even if the payees name is O’Malley or Bokker’s – please forget grammar – OMalley and Bokker is correct entry. Do not add Org #'s to check column or in description.




4. Hard Copies that are to be mailed each month include:

- Signed Finance 401 – please include org # with county name
- Bank Statement (copy)
- Account Balance Report
- Monthly Activity Detail Report
- Outstanding Check List Report
- Yellow duplicates (or copies) of receipts and deposit slips
- Sign-in sheet copy to verify receipt/deposit of grouped event funds

On a regular monthly basis - you do NOT need to send copies of every check, email message from us, invoice paid, etc.

We no longer use or need the Depository Activity Report.



Finally, I am glad to be your “connection” to the Financial Services team. I don’t have all the answers, but it is always my pleasure to attempt to help you in any way. I have enjoyed getting to know each of you. I wish you all...

**MERRY CHRISTMAS**

and

**BLESSED NEW YEAR!**

*- Belinda*