



FEBRUARY 2014

Happy Valentine's Month!

"Q" TIPS

Please carefully read this month's tips.

When I was in the county, I didn't really examine my "D" report (Monthly Activity Detail). I just ran it, changed to tab-delimited format, saved and sent it on.

This will add a small amount to your load, but beginning in February – I need you to carefully check your Monthly Activity Report ("D") when you run it, and before you send it. The Monthly Activity Detail is just that – a detailed report showing every transaction you entered into Quicken the previous month. This is the information we load into Banner each month. So, if your D report is blank – that means you had absolutely no transactions that month – no deposits, no transfers, no checks, no p-card, nothing. If your D report is blank, yet you did in fact have transactions, then our reporting on this end is incorrect. It will show up eventually, and it means a lot of back-tracking, which is what I've been doing this week.

Every check written in the month – should be on that report. Every deposit made – should show on that report. The monthly transfers – should be there. P-Card expenditures should be in the list.

The Monthly Activity Detail report must be set up correctly in order to pull an accurate report, so if you question that yours is – let me know and we'll work together to get it right.

On my end, I am starting now to stop and look at each "D" report as your hard copies come in. But remember, I have no idea what you did that month. It is only if I see something that looks odd or out of order, that I might question it.

Another help is to write your check #'s in sequence. You may not have much control over this, but maybe you can stress to your staff chair.

(Remember, this is NOT the Depository Activity Detail report – we do not need that report any longer and you do not even need to run or print it.)

The importance of tab-delimited: This is csv format – the only format Banner can "read". We have had a lot of trouble with that this month (not the users, but the

Program) and we will try to figure out why.

I've had to call and email many of you this week to correct the November entries – and I so appreciate your patience and cooperation.



Time Saver

When you have PAT or CAT training, you do not have to make separate receipts and deposits for each person. They receive a copy of the form sent in for their license that can serve as their receipt, if you document Cash or Check # and the amount paid on their form as they come in. (You may have to train your Agent to do this.)

You **must** have a sign-in sheet to do this; the sign-in sheet identifies who has given the funds. So be sure to notate on the sign-in sheet the payment form (ck or csh) and the amount paid. (Sometimes an owner will pay for all his staff – so we cannot assume each person paid the same amount.)

You can make one receipt – in the name line: PAT Participants – enter the total amount collected. Enter *PAT Training & date – List attached* in the memo line. It is good to break out the amounts by cash and check in the money section.

You make 3 copies of the sign-in sheet: Keep 1 in your monthly file. Attach one to your receipt/deposit copies that you send to Financial Services. Keep 1 in your PAT/CAT notebook or folder. One can go to your AOS or whoever does your reporting to CES.

Keep up the good work!

Happy Valentine's Day,

Belinda