



JANUARY 2014

“Q” TIPS

Good Morning, All!

It's already 2014, hard to believe.

When I formatted and loaded the November files – every county balanced! That is a first.

This month, I want to just highlight again things that have been mentioned many times, but we still see in your reports. I have included a few screen prints to illustrate.

SPLIT ENTRIES

We are **never** to use the split button that is in Quicken. This is because when you run your Monthly Activity Detail report, it will not correctly pick up every entry. Yet, occasionally, expenses and deposits must be split between accounts. What to do?

Make separate entries in each account with the amount going into or coming out of that particular account.

(These are hypothetical for the purpose to illustrate.)

DEPOSIT: We have been given \$450 from United Way for the 4H program. Our staff chair wants to put \$200 into 4H and \$250 into Shooting Sports. (See print screens below.)

Quicken 2009 Home & Business - Quicken2 - [Shooting Sports]

File Edit Tools Online Banking Business Investing Net Worth Planning Tax Quicken Picks Reports Help

Setup Bills Banking Business Investing Net Worth Planning Tax Quicken Picks

Cash Flow Savings Plan Summary Analysis & Reports Shooting Sports Transactions Overview

Delete Find Transfer Reconcile Write Checks Set Up Online View Report Options

Date	Num	Payee	Category	Tag	Memo	Payment Exp	Clr	Deposit	Balance
12/16/2013		Opening Balance	[Shooting Sports]				R		0.00
1/6/2014	DEP	GIFT - United Way	Gift or Donaton		Total Donation - \$450			250.00	250.00
1/6/2014	Num	Payee	Category	Tag	Memo	Payment Exp		Deposit	

Ending Balance: 250.00

Download Transactions Bill and Income Reminders (0 Due)

Set Up Download Set Up Online Payment

Download transactions for this account

You may be able to save time by downloading your transactions for this account. [Learn More](#)

Enter your financial institution name:

Net Worth \$15,916.34

Customize Add Account

Windows Taskbar: 9:19 AM 1/6/2014

Above is the Shooting Sports account entry. You can use the memo line to explain the total amount deposited, or you can also add it to the payee (description) line. You want to explain the total amount because when we look at your deposits because you won't see a deposit for \$450 in Quicken but you will see that amount on your bank statement. Notice description begins with GIFT-

With same date – make entry for 4H Account:

Quicken 2009 Home & Business - Quicken2 - [4H Program]

File Edit Tools Online Banking Business Investing Net Worth Planning Tax Quicken Picks Reports Help

Accounts Setup Bills Banking Business Investing Net Worth Planning Tax Quicken Picks

Cash Flow Savings Plan Summary Analysis & Reports 4H Program Transactions Overview

Delete Find Transfer Reconcile Write Checks Set Up Online View Report Options

Date	Num	Payee	Category	Tag	Memo	Payment Exp	Clr	Deposit	Balance
6/25/2012	335	John Turner	Educational Materials			702 65			11,367 90
6/25/2012	336	UACES	Event Fees - Expense			255 00			11,112 90
6/26/2012	337	Jason Stevens	Event Fees - Expense			60 00			11,052 90
6/26/2012	338	John Turner	Event Fees - Expense			81 16			10,971 74
6/26/2012	339	MCCD	Event Fees - Expense			1,000 00			9,971 74
6/27/2012	344	ARkansas ???	Event Fees - Expense			137 00			9,834 74
6/29/2012	DEP	CES	Gift or Donation		DEPACCT			35 64	9,870 38
8/7/2013	DEP	Fees						55 00	9,925 38
8/7/2013	Other	\$10 Paid Out Of Above Deposit To Susan In Cash	Misc.			10 00			9,915 38
9/17/2013	TXFR	Horse Show Fees	[FCS]			50 00	c		9,865 38
10/3/2013	TXFR	Deposit Correction From 2012	[County General]			50 00	c		9,815 38
10/3/2013	TXFR	Transfer Funds To FCS Account	[FCS]			100 00	c		9,715 38
1/6/2014	DEP	GIFT - United Way	Gift or Donation					200 00	9,915 38
Total Donation - \$450									

Ending Balance: 9,915.38

Download Transactions Bill and Income Reminders (0 Due)

Set Up Download Set Up Online Payment

Download transactions for this account

You may be able to save time by downloading your transactions for this account. [Learn More](#)

Enter your financial institution name:

Net Worth \$15,916.34

Customize Add Account

9:23 AM 1/6/2014

EXPENSE: You do exactly the same with an expense, whether check or pcard. You make two separate entries – one in each account that money is being removed from – you use the same date and same check # or OTH if a P-Card, for each entry – enter same description in the Payee line – enter the amount coming from that particular account in the payment column – and explain in the memo line or payee line, the total amount spent.

Your memo lines are just to give full explanation to anyone looking at your account or help you to remember.

MOST COMMON ENTRIES - CORRECT

Check numbers:

No org numbers or county names are needed. Enter your check # only. If you add them, they have to be manually removed here.

Voiding Check Numbers:

Leave original entry as is – just clear it in the clr column.

Make a new entry – use date you actually void the check – enter the check # and V (310V) – same payee description – enter amount as a deposit and clear (c in the clr column) to negate that expense.

Deposits:

DEP is placed in the number column. No receipt numbers or org numbers. We no longer need DEPACC in the memo line for deposits.

Transfers:

TXFR is used for the monthly transfer entry for cleared checks and cleared p-card charges. These will be on your monthly bank statement. You enter the total amount as a deposit and then as a payment, clearing both entries. Then you clear the corresponding individual charges in Quicken.

Direct Deposits by CES into Your Depository Account – THIS IS NEW

Linda would like for you to use TFR in the numeral column, when money is directly transferred (deposited) into your account by CES. Some United Way gifts are directly deposited by us and you are notified of the transfer, this would be TFR in the number column; also Paper Clover Funding Transfers – use TSR. Some United Way gifts are deposited directly into your account by them – this will be DEP. You will have to look at statement and determine how funds came into your account.

(You can add TSR to your list by opening the window on your number column (where you choose your entry) click on Edit List at the bottom, and click on New in the next window – type in TSR and click OK.) If money comes to you and you deposit it – then it is DEP.

P-Cards/Bank Charges/Bank Interest/Miscellaneous Entries:

OTH is the number column entry. Use OTH to enter P-Card charges in your accounts. Some other charges are printing, publications ordered, checks or deposit slip orders. They should be entered when made if at all possible, and they will appear on your Outstanding Check List, until cleared. You will always receive an email notice when these charges clear. If they have not been entered into Quicken already when transfer notice comes, enter the total amount in your Transfers account as instructed above – then enter the individual charges and clear them. Bank Charges and Interest – use OTH in the numeral column. A Miscellaneous entry might be taxes added to your pcard charge on an out-of-state vendor. You won't know this until your transfer notice comes. If you have already entered the p-card charge – then you must enter the taxes that were also paid – and you can use OTH in the numeral column.

COR

When you have to make a correcting entry – maybe something you've discovered from months ago – you can use COR in the numeral column. Try to explain in the payee line so it is easily understood what you are correcting.

PUNCTUATION

When we prepared the load files for the October reports, there were only a handful of quotation marks to remove – you listened and were careful in your descriptions. The only ones we had were names of businesses. If you have vendors such as OMalleys or Kaufmans – try to remember to leave out that appropriate punctuation in the Quicken payee line – no single or double quotation marks.

GIFT

Most of you remembered to enter GIFT – before all donations, sponsorships and gifts

Please note that as our programs change – what we need changes. It is difficult to keep a manual totally current. If you are unsure at any time, please give me a call and I will get the answer.

These are reminders:

1. We no longer need the **Depository Monthly Activity** report. We need 3 Quicken reports: Monthly Activity Detail (D), Account Balance (B), and Outstanding Check List (OS) – (not O, OC, OCL, or Outstanding Checks written out.) and your 401 Report, a total of 4 reports.
2. Do not upload files to the ftp site – email them directly to me.
3. Do not add your Org#, County Name, or Receipt # to your entries.
4. You do not have to enter DEPACC on every deposit entry – only on the deposit entry of the monthly transfers.
5. Be careful to place the “1” in the year on your report names – 40041312D – you’d be surprised how often it is omitted.
6. Please DO add your ORG# to your county name on the 401 reconciliation report.

Lastly, reports need to be sent by the 20th of the month. Most of you send them long before that – and I appreciate it. This may be different than I’ve said before, but I’m trying to give you all the time I can to complete this. I am trying to wait until after the 20th to send the next month’s transfer notices. If you have circumstances that prevent your being able to do this – please let me know.

We so appreciate your diligence!

Have a great month and know I am here to help in any way I can,

Belinda