



Quicken Quirks

January 2019

Can you believe 2019 is already here? January makes 1 year at Extension for me. I asked for variety in my professional career & boy do I get it! No day is ever the same and I'm proud of all that has been accomplished this year. I appreciate all of the patience that you all have with me & the hard work that goes into your Quicken reports each month.

As we are all trying to get back into our routine after the holidays, I want to share a few reminders regarding issues that I am still seeing in some of the monthly reports.

- When you make a deposit, the deposit date entered in Quicken should be the date that the bank actually records the deposit. Please verify this with your bank statement when you are preparing your monthly report. Also it's not necessary to go to the bank every instance that money is received. Make it a habit to go to the bank at least once every 3 days to avoid multiple deposits in one day and avoid holding money in the office over the weekend.
- When creating a new account, the beginning balance should be "0-zero". Do not enter the deposit amount as the beginning balance. When I upload your monthly reports, the opening balance line of new accounts normally gets deleted. With that being said, I have deleted a few significant deposits due to them being adding incorrectly.
- When recording TSR entries for Paper Clover, Tractor Supply, Finance 216 budget request transfers, etc., there is no in and out (deposit & payment) transaction needed in your Transfers account. The TSR entry should be entered as a deposit (or payment in certain situations) into the account in which the money pertains.

I appreciate each one of you! I look forward to what 2019 brings! As always, feel free to contact me with any questions. 501-671-2050 or rtrigg@uaex.edu

Rashauna