



Q-Tips

January 2016

Can you believe 2016 is already here? My mother tells me that the older you get, the faster time goes. She is absolutely right about that (and many other things)!

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.
- When making an entry in Quicken for a deposit, the (Paid by) field should be the name of the person or business you received the money from – not the word Deposit or the name of your bank.
- When making a deposit entry in Quicken for a Group Event, such as ORama or PAT, you may enter the name of the Event and Participants, (PAT Participants-list attached) in the (Paid by) field. Please be sure and include a copy of the list of participants with your report.
- When completing your deposit slips, remember to write the receipt numbers that make up that deposit on the deposit slip, AND include the yellow copies of those receipts with your report.

I appreciate each one of you! As always, feel free to contact me with any questions. 501-671-2050 or jlewis@uaex.edu

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