



2014

This month is repetitious, but it will be short and sweet.

- Re: Receipt #'s... Please do not enter them in the payee field – that is where you put the name of the person paid, or from whom the deposit came. Do not put it in the number column – only check#, DEP, TSR, TXFR, or CORR are legitimate entries here. If you must have the receipt #, put it in the Memo field.
- County Org # - please do not add this to your check # in the number column. I just go through and remove them – it is wasted effort. All you need is your actual check number.
- Donations, gifts, sponsorships – start the payee field with: GIFT- and then the name of the giver. Example: GIFT-Monsanto or GIFT-John Doe
- Naming your tab-delimited files: (org number below is just an example)

Org #	Year	Month	Report initial
4404	14	04	OS (Outstanding Check List)
4404	14	04	D (Monthly Activity Detail)
4404	14	04	B (Account Balance)

End of year is just around the corner. I will be going through your files making certain each month's copies are there. So, if I ask for a particular month, just know it somehow was missed, and I appreciate your sending.

I am here to assist you at any time, please do not hesitate to call if you have questions or need help. If I do not know, I will find out.

April was a devastating month for Arkansas – I hope each one of you is safe and sound. Thank you for all you do!

Belinda