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Process Flow Chart

Depository Account
(Deposits)

Deposit Slips

Record in County Quicken Files County Support Staff

Save Quicken Report Files Transmit to Financial Services

Account Balance As of Previous Month Report

Monthly Activity Detail Report

Outstanding Check List Report

Financial Services Load Transactions into Banner

Reconcile Local Depository Bank Account & Transmit Copy to Financial Services

Reconcile Depository & Expenditure Bank Accounts to Banner - FS

Transfer Funds from Depository to Expenditures Account - FS

Notify County Support Staff of Transfer Amount - FS

ARVEST Petty Cash Bank Account (Expenditures)

Checks

Reconcile Depository Bank Account Reconciliation

Record Funds Transfer in Quicken – County Support Staff
Operating Guidelines

The county bank account is a University of Arkansas Cooperative Extension Service bank account and all funds are recognized as the property of the University. The county bank account should only be used for program related expenses. It must be used for the sole purpose of promoting, supporting and/or enhancing legitimate CES educational programs, projects, events, or activities.

See Extension Policy for System Management: Financial Guidelines (C.E.S.P. 15-3 Managing County Financial Transactions)

Acceptable Uses for County Petty Cash Accounts
Examples may include:

• Time Sensitive Expenses-Postage, Copies, etc.
• Participation/Registration Fees
• Demonstration Supplies
• Newspaper and Newsletter Subscriptions
• Publication Sales
• Youth Program Activities
• County Extension Council Activities
• Donations and Gifts to CES
• Postage for Plant, Forage, and Water Samples

Disallowled Transactions
Examples may include:

• Personal Expenditures
• Advance Payments for Future Expenditures
• Checks Signed by Non-Extension Employees
• Blank Checks
• Checks Written for Cash
• Expenditures Paid with Cash
• Payroll and Payroll Related Transactions
• Disbursements for Entertainment
• Reimbursements from M & O Budget to County Petty Cash Account
Cash Management

- Ensure access to checks is restricted to authorized personnel
- Ensure only appropriate personnel have check signing authority
- Ensure bank statements are reconciled in a timely manner by someone other than the person who writes and/or signs the checks
- Ensure reconciling items are reasonable and clear the bank in a timely manner or that follow-up procedures are performed for items that do not clear in a reasonable period of time
- Ensure the County Financial Report and Quicken data file are submitted to Financial Services by the 17th day of every month
- The Staff Chair should immediately report all cash discrepancies to Financial Services and the District Director who will conduct an investigation

Cash Receipts

- Ensure that all monies due are collected
- Income receipts must be used when collections are received. Receipts should be issued for all money received, including Poultry Auctions
- All funds must be deposited into the University of Arkansas County Extension Office Depository Account
- Limit custody of monies to Staff Chair and AOS only
- Maintain adequate security with locked and restricted access to monies/checks
- Stamp a restrictive endorsement on incoming checks when mail is opened
- Write pre-numbered UACES receipts for all cash/checks received
  - White copy goes to individual/entity submitting funds
  - Yellow copy goes to Financial Services
  - Pink copy stays in receipt book or files
  - (Exception - large number of small amounts received for registration, etc. Write one receipt to person collecting funds and attach a list of participants)
- Write purpose of funds and account on receipt
- Write receipt numbers on deposit tickets
- Ensure that all monies collected are deposited in a timely manner (preferably daily, but no longer than 3 days and never left in office over weekends or holidays)
Cash Receipts Cont’d

• Ensure that all deposits are properly coded (categorized) in Quicken
• Keep adequate documentation in County files to ensure that all donated funds are spent within donor’s restrictions (if any)
• Research and resolve NSF checks according to established procedures in a timely manner

Cash Disbursements

• Ensure all checks written are for valid Extension obligations
• Ensure all checks written are authorized
• Ensure all checks written are recorded in a timely manner and in the appropriate amount
• Ensure all expenditures are coded properly: account (program) and expense category describe the nature of the transaction
• Obtain itemized receipts, invoices, etc.
• Examine receipts for reasonableness
• Write check number on original and all copies of receipt or invoice
• On personal reimbursements, have payee sign and date receipt and indicate activity or purpose
• Check must be made payable to person/entity who made payment
• Maintain adequate records in files

Travel

• County funds may be used for travel for Extension employees/non-Extension individuals provided purpose of travel is legitimate Extension activity
• **Do not write County checks for travel**
• Complete appropriate travel authorization form using **Fund #13823** and county org number, submit for appropriate approvals, and forward to Financial Services
• Funds used for travel will be transferred from the County Depository bank account with the regular monthly transfer
• The monthly transfer email will reflect the travel payment
Problem Areas

- Inadequate Documentation
- Handwritten Receipts for Expenditures
- Checks Written for Cash
- Expenditures Paid with Cash
- Checks Written for Travel
- Missing Receipts
- Yellow copies of the pre-numbered receipts not attached with the corresponding deposit slip
- Checks Written for Gifts to Extension Personnel
- Submitting expenditure documentation to Financial Services with the County Financial Report – Financial Services does not need expenditure documentation
- Failure to submit County Financial Report to Financial Services by the 17th day of each month
- Entering deposits in Quicken with date on the receipts rather than the actual deposit date
- Failure to enter P-Card charges in Quicken in the month they occur
- Entering donations/gifts/sponsorships without the GIFT notation. Begin each donation entry in the Payee field with GIFT-then the name of the person/entity
- Submitting Monthly Reconciliation Report (Finance 401) when the adjusted bank balance and the Quicken adjusted balance are not the same
- Deletion of entries in a previous month in Quicken. NEVER delete or change a transaction in a previous month – please consult with the Quicken Specialist in Financial Services if corrections need to be made to an entry in a previous month
- Finance 401 being submitted without both signatures (AOS and Staff Chair)
- Use of Apostrophes (‘) and Quotation Marks (“) in Quicken. Please forget about proper grammar when making entries in Quicken - Banner will not accept them.
- Adding org numbers or county names to the check number in the Num field. Please do not add any information to the check number – other information has to be manually deleted before the information can be loaded in Banner
Quicken

Quicken Terminology

- **Depository Account** - local county bank account where funds are deposited and the related expenses may be transferred from
- **Account Bar** - list of all the sub-accounts within the Depository Account
- **Category** - used to clarify and track income and expenses
- **Tag** - used to track funds for a specific fund or group
- **Memo** - used to enter more information and/or explanation of the transaction
- **Transfers** - Financial Services will transfer funds on a monthly basis from the Depository Account to the Expenditures Account to offset checks that cleared the petty cash bank account during the previous month. A second transfer may also occur each month if transactions for your org number appear on the County Petty Cash Account Clearing Account (13823) (i.e. travel, P-Cards, publications, printing, postage, etc.)
- **Saved Reports** (electronic and printed)
  (1) Account Balance as of Previous Month – “B” Report
  (2) Monthly Activity Detail – “D” Report
  (3) Outstanding Check List – “OS” Report
  (4) Finance 401 Report
  (5) Sales Tax Report (if applicable)
  (6) Reconciliation Reports (if applicable) – these reports can be customized from the Monthly Activity Detail “D” Report for a specific group (i.e. Master Gardener, PAT, 4H Clubs, etc.)
Quicken: Adding New Accounts

• Click on Banking under Quicken Home, then click the Add Account button in the bottom of the Account Bar on the left-hand side of the screen.

• Make sure that Checking Account is selected in the Account Setup Box, then click Next.
Quicken: Adding New Accounts Cont’d

- Select I do not want to enter my financial institution, then click Next.

- Enter the name of the account you wish to add in the Account Name/Nickname box, select Personal Transactions under “This account is used primarily for”, then click Next.
Quicken: Adding New Accounts Cont’d

• Once you see the Account Setup box which says Setup Complete and gives you the details of your new account, click on Done.

• You will then see your new Account listed under Banking in the Account Bar on the left-hand side of your screen.
Quicken: Adding New Categories

- Choose the Tools menu at the top of your screen and select Category List from the drop-down menu.

- Click New at the top right-hand side of your screen.
Quicken: Adding New Categories Cont’d

- Enter a name for your new category, select the proper category group from the drop-down menu next to the Group box (Income or Expenses), then click OK. If you want to add a category as a subcategory of another category, select Subcategory of and select the appropriate category.

- Once you see your new category in the Category List, click Done.
Quicken: Entering a Deposit

- Select (highlight) the Account in the Account Bar where you want to record the deposit. The account register will appear on the right-hand side of your screen.
- Enter the Date the deposit was made at the bank in the Date field.
- Select or enter DEP in the Num field.
- Enter the source of the money (contributor’s name or how money was received) in the Paid By field. It is a NAME of a person or entity. It is not an Event, unless you are creating a deposit for a group event – then you enter the Name of the Event Participants-list attached (i.e. PAT Participants-list attached and attach a list of each individual name with amount paid or given, and form of payment (check or cash)).
- Enter the total amount of money deposited in the deposit field.
- Select the appropriate Income Category from the drop-down list.
- For deposits split between accounts - DO NOT USE THE SPLIT BUTTON – make two separate entries – one in each account for the amount being placed in that account and make an entry in the Memo field that reflects the total amount of the deposit and the deposit date.
- Select the appropriate Tag fund or group, if applicable.
- Enter more information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the deposit.
Quicken: Entering a Donation/Gift/Sponsorship

- Select (highlight) the Account in the Account Bar where you want to record the deposit. The account register will appear on the right-hand side of your screen.
- Enter the Date the deposit was made in the Date field.
- If the funds received are a donation, begin the entry in the Payee field with GIFT-then enter the name of the person/entity, i.e. GIFT-Farm Bureau
- Smaller donations can be grouped together in a deposit, i.e. GIFT-Individual Donors-list attached and attach a list of the individuals with the amount of each donation and type (cash/check) of donation
- If a single donation is $250 or more is received, enter it as a single entry and a copy of all documentation should be sent to the Development Office.
- Enter the total amount of money deposited in the deposit field.
- Select the appropriate Income Category from the drop-down list.
- For deposits split between accounts - DO NOT USE THE SPLIT BUTTON – make two separate entries – one in each account for the amount being placed in that account and make an entry in the Memo field that reflects the total amount of the deposit and the deposit date.
- Select the appropriate Tag fund or group, if applicable.
- Enter more information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the deposit.
Quicken: Entering a Direct Deposit

Occasionally, there will be money directly transferred (deposited) into the Depository Account from UACES and/or other entities. You will have to look at your bank statement and determine the source of the funds.

- Select (highlight) the Account in the Account Bar where you want to record the deposit. The account register will appear on the right-hand side of your screen.
- Enter the Date the deposit was received in the Date field.
- IF the funds are received from UACES (i.e. Paper Clover, Citizenship Leadership, United Way, etc.) you will enter TSR in the Num field. You will receive an email from Financial Services detailing the source of the funds for TSR entries.
- IF the funds are received directly from another entity (i.e. United Way) you will enter DEP in the Num field.
- IF the funds are received from UACES, enter the description provided in the email from Financial Services in the Paid By field.
- IF the funds are received from another entity, enter the NAME of the source of the money received in the Paid By field.
- Enter the total amount of money deposited in the deposit field.
- Select the appropriate Income Category from the drop-down list.
- **For deposits split between accounts - DO NOT USE THE SPLIT BUTTON** – make two separate entries – one in each account for the amount being placed in that account and make an entry in the Memo field that reflects the total amount of the deposit and the deposit date.
  - Select the appropriate Tag fund or group, if applicable.
  - Enter more information for explanation of the transaction in the Memo field, if needed.
  - Click Enter to record the deposit.

Tips for determining the correct entry in the Num field for deposits:

DEP – used when funds are received in the County Office and the funds are deposited at the local Depository Account bank.

DEP – used when funds are directly deposited into the Depository Account by an entity other than UACES (i.e. United Way).

TSR – used when funds are received by UACES and transferred into the Depository Account. You will receive an email from Financial Services detailing the source of the funds. (If you receive notification from Financial Services, the funds have already been recorded in Banner and do not need to be recorded as a deposit entry in Banner again.)
Quicken: Entering a Check

- Select (highlight) the Account in the Account Bar where you want to record the check. The account register will appear on the right-hand side of your screen.
- Enter the Date the check was written in the Date field.
- Enter the check number in the Num field. Do not add your org number to the check number.
- Enter the Name to which the check was written in the Payee field.
- Enter the amount of the check in the Payment field.
- Select the appropriate Expense category from the drop down menu in the Category field.
- **DO NOT USE THE SPLIT BUTTON** - If you have checks which will affect more than one Account, you will enter two transactions in Quicken. Select the first Account and enter the check as indicated above. The amount you enter in the Payment field will be the amount of money you want taken from this Account. Click in the Memo field and make an entry that reflects the total amount of the check and the check date.
- Then select the second Account and repeat the steps above for the second Account where you want to record the check, enter the remaining amount of the check and make an entry in the Memo field that reflects the total amount of the check and the check date. The total of the amounts entered should equal the total amount of the check that was written.
- Select the appropriate Tag fund or group, if applicable.
- Enter more information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the deposit.
Quicken: Entering a Check Cont’d

When you write a check, please make sure that you perform a proper review of documentation for that expenditure including the following:

1. Original Invoice/Receipt
2. Allowable Purchases
3. Reasonable Expenditures
4. No State Contract Items
5. Deface All Pages of Documentation - Check # and Date

- Check Distribution - AOS and Staff Chair
- Proper Category
- Resolve checks which have not cleared the Bank in a reasonable length of time. Contact the payee and ask them to deposit the check. If they did not receive the check or have lost the check, void the check in Quicken and reissue a new check.
- You may want to use a check request form such as the example shown below:

Example:

<table>
<thead>
<tr>
<th>CHECK REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE CHECK</td>
</tr>
<tr>
<td>FOR</td>
</tr>
<tr>
<td>(Attach all)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHECK APPROPRIATE</th>
<th>CHECK APPROPRIATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>County General Expense</td>
<td>Award</td>
</tr>
<tr>
<td>Ag</td>
<td>Educational</td>
</tr>
<tr>
<td>FCS</td>
<td>Food Supplies</td>
</tr>
<tr>
<td>4-H</td>
<td>Insuranc</td>
</tr>
<tr>
<td>County Council</td>
<td>Meeting</td>
</tr>
<tr>
<td>Crop Production Meetings</td>
<td>Meeting Room</td>
</tr>
<tr>
<td>Soil &amp; Other Samples</td>
<td>Meeting</td>
</tr>
<tr>
<td>Field Days</td>
<td>Merchandise for</td>
</tr>
<tr>
<td>Master Gardeners’</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Postag</td>
</tr>
<tr>
<td></td>
<td>Programmatic</td>
</tr>
</tbody>
</table>

(Requester’s Signature/Date) (Staff Chair Approval/Date)
Quicken: Voiding a Check

- Select (highlight) the Account in the Account Bar where the original check was written.
- In the Check Register on the right-hand side of your screen, enter the current Date in the Date field.
- Enter the Check # followed by a V (i.e. 2342V) in the Num field.
- Enter a description of the transaction in the Payee field (i.e. Void Ck #2342-First Presbyterian).
- Enter the amount of the transaction in the Deposit field.
- Select the Expense category used when recording the original check.
- Select the appropriate Tag fund or group, if applicable.
- Enter more information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the transaction.
- Clear both the Original Check and the Voided Check by placing a “c” in the Clr column and click Enter after each transaction.
Quicken: Entering Other Transactions

When the reference of “Other Transactions” is used, this is referring to transactions that are not a check, deposit or transfer that may need to be entered in Quicken, i.e. P-Cards, Bank Charges, publications, printing, postage, etc.

- Select (highlight) the Account in the Account Bar where you want to enter the transaction.
- In the Check Register on the right-hand side of your screen, enter the Date the transaction occurred in the Date field. **If the date of the transaction is for a previous month that the County Financial Reports have already been submitted to Financial Services, use the current date and refer to the actual date in the Memo field.
- Select OTH for the Num field.
- Enter a description of the transaction in the Payee field (i.e. if you are entering a P-Card expense, you would enter the name of the company where the item was purchased or if the transaction is for bank charges, you would enter the Bank Name, then enter the amount of the transaction in the Payment field if it subtracts from your bank balance OR enter the amount of the transaction in the Deposit field if it adds to your bank balance.
- Select the appropriate Income or Expense category from the Category drop-down menu. You may want to add a P-Card category to use for P-Card transactions. If you use a Category other than P-Card, you may enter additional information in the Memo field, such as P-Card Expense John Doe for further detail.
- Select the appropriate Tag fund or group, if applicable.
- Enter more information for explanation of the transaction in the Memo field, if needed. For example, when recording a bank charge for Deposit Slips you would enter Deposit Slips.
- Click Enter to record the transaction.
Quicken: Entering an Insufficient (NSF) Check

- Select (highlight) the Account in the Account Bar where the original deposit was recorded.
- Enter the date the check was charged back to your Depository Account if you have not already sent your Financial Reports to Financial Services. If you have already sent your files to Financial Services, use the current date.
- Enter CORR in the Num field.
- Enter a description (Check #XXXX-Name of Person–Returned NSF) in the Payee Field.
- Enter the Amount of the Insufficient Check in the Payment field.
- Select the Category that was used for the original deposit.
- Select the appropriate Tag fund or group, if it was used for the original deposit.
- Enter more information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the transaction.
- You will clear this transaction in the month that the insufficient check is listed on your bank statement.
Quicken: Resolving an Insufficient Check

• Resolve the insufficient check as quickly as possible after notification of return is received from the Depository Bank.
• Record the insufficient check in Quicken as previously outlined.
• Mail the party who submitted the insufficient check a letter (sample copy below).
• If you do not receive a response to the first letter in a timely manner, send a second letter by registered mail using a return confirmation.
• If you do not receive a response to the second letter, contact the Cash Manager in Financial Services for further instructions.
• When you do receive the funds for the insufficient check, the deposit will be recorded as a new deposit. Keep a copy of the insufficient check and the new check in your files and send the original insufficient check back to the party who submitted the check, unless that party requests that you destroy the check.

“Date”

“Name”
“Street Address”
“City”, “State” “Zip Code”

Dear “Name”:

The Cooperative Extension Service received your check, “check number”, in the amount of “amount of check”, dated “date of check”. The check was deposited into our bank account. On “return date from notification/bank statement”, the check was charged back against our account for insufficient funds. Please find enclosed a copy of your check and the notification from the bank.

Please send a money order in the amount of “amount of check plus service charge if bank charged one” to:

“County Name” Cooperative Extension Service
“County Street Address”
“County City”, AR “County Zip Code”

Thank you for your prompt attention to this matter.

Sincerely,

“Staff Chair’s Name”

Enclosures
Quicken: Entering an Error Correction

If you have not already sent your Financial Report for the month to Financial Services, you may make corrections to the original transaction entry. Go to the original transaction and make the needed corrections.

- Remember, you must click the enter key to save the changes

IF you have already sent your Financial Report to Financial Services for the month in which you need to make the correction, you will have to record a new transaction in Quicken for the amount of the error.

- Select (highlight) the Account in the Account Bar where the original transaction was recorded.
- Enter the current date.
- Enter CORR in the Num field.
- Your description should refer back to the original transaction and date.
- Enter the Amount of the correction in the appropriate Payment or Deposit field.
- Select the Category that was used for the original deposit.
- Select the appropriate Tag fund or group, if it was used for the original deposit.
- Enter additional information for explanation of the transaction in the Memo field, if needed.
- Click Enter to record the transaction.
Quicken: Entering the Monthly Transfer

- Each month a transfer will be made from your local Depository Bank account to cover the amount of the checks written on your Expenditures Account which cleared during the previous month. A second transfer may also occur each month if transactions for your org number appear in the County Petty Cash Account Clearing Account (13823), i.e. travel, P-Cards, publications, printing, postage, etc.
- Although these transfers will not affect the balance of any of your Quicken accounts, they are necessary to provide an audit trail for the transfer transactions in your Depository Account.
- The transfers should always be made in the Transfers Account in the Account Bar.
- Financial Services will send an email to inform you of the date the transfers were made, the month the checks cleared the bank or the clearing account transaction posted to the clearing account, the total amount of the transfer, and the amount and check numbers of all of the checks or the document number and amount for clearing account transactions.
- Recording a transfer requires two separate entries, a Payment and a Deposit.
- Each time you enter these transfers you will see a prompt asking if you really want to record a transfer to and from the same account. You will answer Yes at the prompt.
- Be sure and clear (clr) both entries.

Monthly Transfer-Payment Entry

- Select the Transfers Account in the Account Bar.
- In the register, enter the date the transfer was made (refer to the email).
- Enter TXFR in the Num field.
- Type in the (Month) (Year) Monthly Transfer in the Description field (refer to the email).
- Enter the total amount of the transfer in the Payment field.
- Enter Transfers in the Category field.
- Place a “c” in the Clr column and click Enter to record the transaction.
Quicken: Entering the Monthly Transfer Cont’d

Monthly Transfer-Deposit Entry

- Select the Transfers Account in the Account Bar.
- In the register, enter the date the transfer was made (refer to the email).
- Enter TXFR in the Num field.
- Type in the (Month) (Year) Monthly Transfer in the Description field (refer to the email).
- Enter the total amount of the transfer in the Deposit field.
- Enter Transfers in the Category field.
- Place a “c” in the Clr column and click Enter to record the transaction.
Quicken: Entering the Monthly Transfer Cont’d

- Once both sides of the transfer entry have been recorded, the net effect of the transfer in the Transfer Account should be $0.
- Once again, although these transfers will not affect the balance in any of your Quicken accounts, they are necessary to provide an audit trail for the transfers that are recorded in your Depository Account.
Quicken: Entering Transfers between Accounts (Interfund Transfers)

- You may transfer funds between Accounts, as needed, if the funds to be transferred were not restricted by the donor.
- To transfer funds between Accounts, select (highlight) the Account in the Account Bar that the funds are to be transferred FROM.
- From the check register for that Account, enter the current date in the Date field.
- Enter TXFR in the Num field.
- Type in Transfer to XXXX (Account where funds are to be transferred) in the Payee field.
- Enter the amount of the transfer in the Payment field.
- Select the Account where the funds are to be transferred TO in the Category field.
- Place a “c” in the clear column and click Enter.
- Quicken will automatically create a deposit entry in the Account that you selected in the Category field.
Quicken: Entering Transfers between Accounts Cont’d

- Select (highlight) the Account in the Account Bar where the funds should have been transferred TO.
- Quicken will have automatically created a deposit entry in that Account.
- Highlight that entry, click in the Num field, and enter TXFR.
- Click in the Payee field, delete the current description, and type in Transfer from XXXX (Account where funds were transferred FROM).
- Make sure the Category is the Account the funds were transferred FROM.
- Place a “c” in the clear column and click Enter.
- Funds are transferred.

![Screenshot of Quicken interface showing transactions and accounts](image-url)
Quicken: Generating the Monthly Reports

Account Balance as of Previous Month (B) Report

- Reflects balance of all accounts as of the end of the previous month.
- Click on the word Reports in the beige row at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on the Account Balance as of Previous Month Report.

- Make sure that the date range at the top of the report shows the proper month.
- Click on the Print button and print 2 copies of the report on your printer. One copy is for your files and the second copy will be sent with the monthly report to Financial Services.
- Click on the Print button again – this is the step to save the report in tab-delimited format.
- Click on the Export to: button, click on the drop-down, select tab-delimited (Excel compatible) disk file, then click the Print button.
Quicken: Generating the Monthly Reports

Account Balance as of Previous Month (B) Report Cont’d

- In the Create Disk File dialog box, enter the name for the file using the following naming convention (nine characters).
- **Characters 1-4 should be your county org number.**
- **Characters 5-6 should be the last two digits of the report year.**
- **Characters 7-8 should be the two digit report month for the month of the activity you are sending.**
- **Character 9 should be B for Balance.**
- Make note of the location where the file is being saved so you can find it later. I recommend setting up a folder called Quicken Files in My Documents or on your Desktop.
- Click on the X in the top right-hand corner to exit this report.
Quicken: Generating the Monthly Reports

Monthly Activity Detail (D) Report

- Provides a detailed list of all transactions recorded last month in all of your Accounts.
- **NOTE:** This is the only file that needs to be emailed to Financial Services each month when you submit your Monthly Reconciliation Report.
- Click on the word Reports in the beige row at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on the Monthly Activity Detail Report.
- Make sure that the date range at the top of the report shows the proper month.
- Click on the Print button and print 2 copies of the report on your printer. One copy is for your files and the second copy will be sent with the monthly report to Financial Services.

- Click on the Print button again – this is the step to save the report in tab-delimited format.
- Click on the Export to: button, click on the drop-down, select tab-delimited (Excel compatible) disk file, then click the Print button.
Quicken: Generating the Monthly Reports

Monthly Activity Detail (D) Report Cont’d

- In the Create Disk File dialog box, enter the name for the file using the following naming convention (nine characters).
- **Characters 1-4 should be your county org number.**
- **Characters 5-6 should be the last two digits of the report year.**
- **Characters 7-8 should be the two digit report month for the month of the activity you are sending.**
- **Character 9 should be D for Detail.**
- Make note of the location where the file is being saved so you can find it later. I recommend setting up a folder called Quicken Files in My Documents or on your Desktop.
- Click on the X in the top right corner to exit this report.
Quicken: Generating the Monthly Reports

Outstanding Check List (OS) Report

- Shows checks which have not cleared the Expenditures bank as of the end of the month being reconciled.
- This report will be used for reconciliation purposes.
- Click on the word Reports in the beige row at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on Outstanding Check List.

- Once the report appears, you will have to change the date range at the top of the report to reflect the proper period since the report is set up to show the transactions from the earliest to the current date.
- Click on the down arrow next to the Date Range box, select Custom Date, then click OK.
Quicken: Generating the Monthly Reports

Outstanding Check List (OS) Report Cont’d

- When the Custom Date box pops up, change the date in the box beside “to:” to the last day of the month being reconciled, then click on the OK button.

- Make sure that the date range at the top of the report shows the proper time period.
- Click on the Print button and print 2 copies of the report on your printer. One copy is for your files and the second copy will be sent with the monthly report to Financial Services.
Quicken: Generating the Monthly Reports

Outstanding Check List (OS) Report Cont’d

- Click on the Print button again – this is the step to save the report in tab-delimited format.
- Click on the Export to: button, click on the drop-down, select tab-delimited (Excel compatible) disk file, then click the Print button.

In the Create Disk File dialog box, enter the name for the file using the following naming convention (ten characters).
- Characters 1-4 should be your county org number.
- Characters 5-6 should be the last two digits of the report year.
- Characters 7-8 should be the two digit report month for the month of the activity you are sending.
- Characters 9-10 should be OS for Outstanding Check List.
- Make note of the location where the file is being saved so you can find it later. I recommend setting up a folder called Quicken Files in My Documents or on your Desktop.
- Click on the X in the top right corner to exit this report.
Quicken: Reconciliation

- Each month when you receive the monthly transfer email from Financial Services, you must go into Quicken and mark all checks and other transactions that were included in the email(s) as cleared.
- From Quicken Home, select your first Account from the Account Bar so that the register for that Account appears on the right-hand side of your screen.
- It will be easier to mark the transactions if you will sort them by the Check Number.
- Once you have sorted the transactions within an Account, highlight each transaction that needs to be cleared and click on the Clr column until a “c” appears and click on the Enter button to save the change.

- **Deposits are cleared** if they are listed on the Depository Account Bank Statement for the month being reconciled.
- **Checks are cleared** when there is a transfer amount on the Depository Account bank statement for the month being reconciled. You will receive an email from Financial Services listing the checks that are included in the transfer amount from the Depository Account.
- **Clearing account transactions and transfers** are also cleared when there is a transfer amount on the Depository Account bank statement for the month being reconciled. You will receive an email from Financial Services listing the transactions that are included in the transfer amount from the Depository Account.
- Remember that transfers that clear the checks and clearing account transactions are one month in arrears (i.e. the funds for the checks and clearing account transactions that cleared in February would not ordinarily be transferred from the Depository Account until March). Therefore, those transactions would not be cleared until the month of March is reconciled.
Quicken: Reconciliation Cont’d

- Retrieve the Revised Finance 401 Reconciliation Form template from the Intranet.

### County Petty Cash Accounts
**Monthly Reconciliation Form**

<table>
<thead>
<tr>
<th>County:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Month:</td>
<td></td>
</tr>
</tbody>
</table>

#### Per Bank

<table>
<thead>
<tr>
<th>Ending Balance per Depository Account Bank Statement</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plus Deposits in Transit (deposits recorded in Quicken not on bank) from Quicken Depository Account Activity Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Plus Other Transactions which should have been on bank statement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Additions** $0.00

**Subtotal** $0.00

<table>
<thead>
<tr>
<th>3. Minus Outstanding Checks/Clearing Account Transactions</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>from Quicken Outstanding Check List (Total Outflows)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Minus Other Transactions recorded in Quicken not on bank statement from Quicken Depository Account Activity Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Reductions** $0.00

**Adjusted Bank Balance** $0.00

*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.*

#### Per Books

<table>
<thead>
<tr>
<th>Ending Balance per Quicken Report “Account Balance as of Previous Month”</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Total Assets or Total Liabilities &amp; Equity)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Minus Bank Charges not recorded in Quicken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Plus/Minus Other Transactions on bank statement not recorded in Quicken</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** $0.00

**Adjusted Book Balance** $0.00

**Transactions listed under 5 and 6 above are to be recorded in Quicken.**

Reconciled by:  

Date:

As account custodian, I recognize that I am personally responsible for the full amount of the account entrusted to me and certify that this reconciliation represents all activity of the account for the month indicated.

Staff Chair:  

Date:
Quicken: Reconciliation Cont’d

- Save the Finance 401 form in your Quicken file folder using the month and year being reconciled in the title.
- Type the county name and org number as well as the month and year being reconciled on the appropriate lines at the top of the Finance 401 form.

<table>
<thead>
<tr>
<th>County Petty Cash Accounts Monthly Reconciliation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>County: Yell County - 4204</td>
</tr>
<tr>
<td>Month: March 2015</td>
</tr>
</tbody>
</table>

- Type the ending balance from the Depository Account Bank Statement for the period being reconciled on the line next to Ending Balance per Depository Account Bank Statement in the Per Bank box at the top of the Finance 401 form.

<table>
<thead>
<tr>
<th>County Petty Cash Accounts Monthly Reconciliation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>County: Yell County - 4204</td>
</tr>
<tr>
<td>Month: March 2015</td>
</tr>
</tbody>
</table>

### Per Bank

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plus Deposits in Transit (deposits recorded in Quicken not on bank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from Quicken Depository Account Activity Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Plus Other Transactions which should have been on bank statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Additions</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12,345.67</td>
</tr>
<tr>
<td>3. Minus Outstanding Checks/Clearing Account Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from Quicken Outstanding Check List (Total Outflows)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Minus Other Transactions recorded in Quicken not on bank statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from Quicken Depository Account Activity Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Quicken: Reconciliation Cont’d

- Any items that are not on both the Monthly Activity Detail Report and the Depository Account Bank Statement are reconciling items that should be entered on the appropriate lines in the Per Bank box of the Finance 401.
- Enter any Deposits in Transit (deposits which are on the Quicken Depository Account Activity Report but are not on the Depository Account bank statement on line 1 and subsequent lines of the Per Bank box of the Finance 401.
- Enter the Total Outflows from the Quicken Outstanding Check List on line 3 of the second section of the Per Bank box of the Finance 401 (this will be a negative number).
- Enter any other transactions that appear on the Monthly Activity Detail Report, but not on the Depository Account bank statement on line 4 and subsequent lines of the Per Bank box of the Finance 401.
- The Total Additions, Total Reductions, Subtotals, and Adjusted Bank Balance are formulas that will update automatically.

<table>
<thead>
<tr>
<th>County Petty Cash Accounts Monthly Reconciliation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>County: Yell County - 4204</td>
</tr>
<tr>
<td>Month: March 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Bank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance per Depository Account Bank Statement</td>
<td>$12,345.67</td>
</tr>
<tr>
<td>1. Plus Deposits in Transit (deposits recorded in Quicken not on bank)</td>
<td>2/28/2015</td>
</tr>
<tr>
<td>2. Plus Other Transactions which should have been on bank statement</td>
<td></td>
</tr>
<tr>
<td>Total Additions</td>
<td>$100.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$12,445.67</td>
</tr>
<tr>
<td>3. Minus Outstanding Checks/Clearing Account Transactions (from Quicken Outstanding Check List (Total Outflows))</td>
<td></td>
</tr>
<tr>
<td>4. Minus Other Transactions recorded in Quicken not on bank statement (from Quicken Depository Account Activity Report)</td>
<td></td>
</tr>
<tr>
<td>Total Reductions</td>
<td>($987.65)</td>
</tr>
<tr>
<td>Adjusted Bank Balance</td>
<td>$11,458.02</td>
</tr>
</tbody>
</table>

*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.
**Quicken: Reconciliation Cont’d**

- **Enter** the Total Assets amount from the *Quicken Account Balance as of Previous Month Report* on the line next to the Ending Balance per Quicken Account Balance as of Previous Month in the Per Books box of the Finance 401 form.

- **Enter** any bank charges that are on the Depository Account bank statement but have not been recorded in Quicken on line 5 and subsequent lines of the Per Books box of the Finance 401 form. This should very rarely be used as you are working in the month that you are reconciling, so you should enter the bank charges in Quicken and run the monthly reports again.

- **Enter** any other transactions that are on the Depository Account bank statement but have not been recorded in Quicken on line 6 and subsequent lines of the Per Books box of the Finance 401 form. Once again, this should very rarely be used as you can continue to enter transactions in Quicken for the month you are reconciling.

- The *Subtotals and Adjusted Book Balance* are formulas and will update automatically. The *Adjusted Bank Balance* and the *Adjusted Book Balance* should agree. If they do not, you need to check your reports and your Finance 401 for errors.

- **Any items recorded on lines 5 or 6 or the subsequent lines of the Per Books box of the Finance 401 must be recorded in Quicken using the current date.**

- **Sign** and **date** the *Finance 401* at the bottom and **submit** the Finance 401 and documentation to your *Staff Chair* for review and signature.

- **Once** the Finance 401 form has been **signed**, send the documentation outlined on the next page to Financial Services.

```
<table>
<thead>
<tr>
<th>Total Reductions</th>
<th>($987.55)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Bank Balance</td>
<td>$11,468.02</td>
</tr>
</tbody>
</table>

*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.*

**Per Books**

| Ending Balance per Quicken Report *Account Balance as of Previous Month* | $11,468.02 |
| (Total Assets or Total Liabilities & Equity) | |

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Minus Bank Charges not recorded in Quicken</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6. Plus/Minus Other Transactions on bank statement not recorded in Quicken</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal | $0.00 |
| Adjusted Book Balance | $11,468.02 |

**Transactions listed under 5 - 7 above are to be recorded in Quicken.**
```
Quicken: Reconciliation Cont’d

What do I send to Financial Services with my Reconciliation?

The Monthly County Financial Report should be submitted in the following order:

1. Signed Monthly Reconciliation Form (Finance 401) - please include org with county name
2. Copy of Depository Account Bank Statement (please keep original in your files)
3. Quicken Account Balance as of Previous Month (B) Report
4. Quicken Monthly Activity Detail (D) Report
5. Quicken Outstanding Check List (OS) Report
6. Copy of Monthly Transfer Email(s) from Financial Services
7. Yellow Copy of deposit slip(s) with the corresponding yellow pre-numbered receipts attached

The Monthly County Financial Report may be delivered to Financial Services either by mail, fax, or scanned and emailed.

The Monthly County Financial Report and the electronic Monthly Activity Detail (D) Report are due in Financial Services no later than the 17th day of each month.

Monthly Checklist

- Make sure all transactions for the month are entered in Quicken.
- Reconcile Depository Account.
- Send the signed Depository Account Reconciliation (Finance 401), a copy of the bank statement, all three Quicken reports, copy of monthly transfer emails and copy of deposit slip(s) with the corresponding yellow pre-numbered receipts attached to Financial Services.
- Email the Monthly Activity Detail “D” Report to the Financial Services Quicken Fiscal Support Specialist.
- File the originals of all documentation in a folder identified by month and year. You do not have to send copies of checks written, receipts for money spent, invoices, etc. (expenditure documentation) to Financial Services; however, this information should be maintained in your monthly file.
- Follow up on any checks that have not cleared the bank in a reasonable length of time.
- Backup your Quicken data files.
Quicken Backups

- Back up your Quicken files at least on a monthly basis after all transactions have been entered and the reports generated. You may want to back up more often if you have a lot of activity.
- The Quicken files are to be backed up to two (2) USB drives for security reasons.
- The Staff Chair retains possession of one USB drive and the AOS retains possession of the second USB drive.
- When you back up your files, include the date the file was backed up in the file name.

Steps for Quicken Backup
Close Quicken by clicking on the exit X at the top right hand of screen and select Exit. This will save Quicken to your computer.

Then reopen Quicken and go to File (top left) and select Backup. The Backup window will open:

Selected is “On my computer (e.g. CD or floppy disk)” (this also includes USB drives).

Click on the Browse button – select computer – find your USB drive – click on it to find the folder where you want to back up your Quicken. You can create a folder for each month and year so you can always find your last saved file.

Then click OK at the bottom right – and it will tell you when the file has been backed up successfully.

Do this for both USB drives and do not leave them in the office, in case of fire and files being destroyed.
Sales Tax Processing

Create the Sales Tax Liability Account

- Click on the Add Account button at the bottom of the Account Bar list.

- In the Account Setup box, select Checking and then click on the Next button.
• In the “What is the financial institution for this account?” dialog box, select “I do not want to enter my financial institution”, then click on the Next button.

• Enter Sales Tax Liability Account in the box next to Account Name/Nickname, select Personal Transactions under “This account is used primarily for”, and then click on the Next button.
• Enter 1/1/2004 in the box next to Statement Ending Date, enter 0.00 in the box next to Statement Ending Balance, and then click on the Next button.

• When you see the dialog box that says Setup Complete, click on the Done button.
Enter Deposit Amount into Account

- Select the appropriate account in the Account Bar list, enter the date of the deposit, enter DEP in the Num field, enter a transaction description in the Payee column (including the # of items sold and the amount per item), enter the total amount of the deposit in the Deposit field, select the appropriate category in the Category field, then click on the Enter button.

Calculate and Transfer Sales Tax Amount to Sales Tax Liability Account

- To calculate the sales tax amount, open an Internet Explorer Session and type in the URL as follows: [http://arsalestax.uaex.edu/](http://arsalestax.uaex.edu/) or click on the link for the Sales Tax Calculator on the Master Gardener website.
• Determine whether you want to use the pre-tax option or the post-tax option for calculating the sales taxes and click on the button next to that option.

**Pre-Tax Option**

The pre-tax option allows you to add sales taxes to the sale price of item(s). For example, if the sale price of the item is $10.00, you would add sales tax of $0.90 (assuming the sale took place in Little Rock) for a total price of $10.90.

**Post-Tax Option**

The post-tax option allows you to set a price that includes or imputes the sales taxes. For example, if you wanted to charge an even $10.00 so that you did not have to handle change, that $10.00 would include the sales taxes.
• Enter the sale price of the item in the box next to Amount.

• Click on the arrow next the box that says “Select the county”, scroll down, and select the county where the merchandise is being sold.
Once you have selected the county, the calculator will re-display and ask you to “Select a city within the XXXXX County.” Click on the arrow next to the box and select either one of the cities or the unincorporated area, then click on the Go! button.

The calculator will re-display again and show the County, City, and Sales Tax rate on the left-hand side of the screen. The Pre-Tax or Post-Tax Total, Total Taxes Due, and Total Collected amounts will be displayed on the right-hand side of the screen.
Pre-Tax Example

<table>
<thead>
<tr>
<th>Sale Amount</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Amount</td>
<td>.90</td>
</tr>
<tr>
<td>Total Collected</td>
<td>$10.90</td>
</tr>
</tbody>
</table>

Post-Tax Example

<table>
<thead>
<tr>
<th>Total Collected</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Amount</td>
<td>-.83</td>
</tr>
<tr>
<td>Sale Amount</td>
<td>$9.17</td>
</tr>
</tbody>
</table>

- Select the account where the original deposit was entered and enter the date of the deposit, enter TXFR in the Num field, enter the description “XXXX Sales Taxes-XX/XX/XX” with the X’s being the name of the event and the date, enter the sales tax amount that you calculated in the Payment column, select the Sales Tax Liability category field, and then click on the enter button.
Create the Quarterly Sales Tax Report

- Click on the Reports Option in the Menu Options at the top of your screen, scroll down and select My Saved Reports & Graphs, then select Monthly Activity Detail.

- Once the Monthly Activity Detail report appears, click on the Customize button in the right-hand corner of your screen.
Once the Customize Monthly Activity Detail dialog box appears, click on the Display tab, change the Date range to Last Quarter (or Last Month if submitting sales taxes monthly), change the title of the report to Sales Tax Report, and make sure that only the Date, Num, Description, Category, Clr, and Amount options are selected in the Column box.

Click on the Accounts tab, click on the Clear All button, then scroll down and select the Sales Tax Liability Account.
• Click on the Categories tab and make sure all categories are selected. Check and make sure that the Payee:, Category contains:, and Memo contains: boxes are blank.

• Click on the Payees tab, make sure that all Payees are selected. Check and make sure that the Category:, Payee contains:, and Memo contains: boxes are blank.
Click on the Advanced tab and make sure that the Amounts box shows All, the Transaction types box shows All transactions, the Transfers tab shows Include all, the Subcategories box shows Show all, and that only the Not cleared transactions is checked under Status, then click on the OK button.

Your report should look similar to this report. You can expand your columns as necessary by Clicking on the double line next to that column and dragging them. Once you have the report formatted, click on the Save Report button in the Menu bar.
Once the Save Report dialog box appears, change the Report name to Sales Tax Report and make sure the Save in box shows [My Saved Reports], then click the OK button.

Quarterly (you may send it monthly if you have a high volume of activity in your sales tax account), send a copy of your sales tax report and a check for the sales taxes due to the Accounts Payable Manager in Financial Services. The check for the sales taxes should be recorded in the Sales Tax Liability Account in Quicken.