

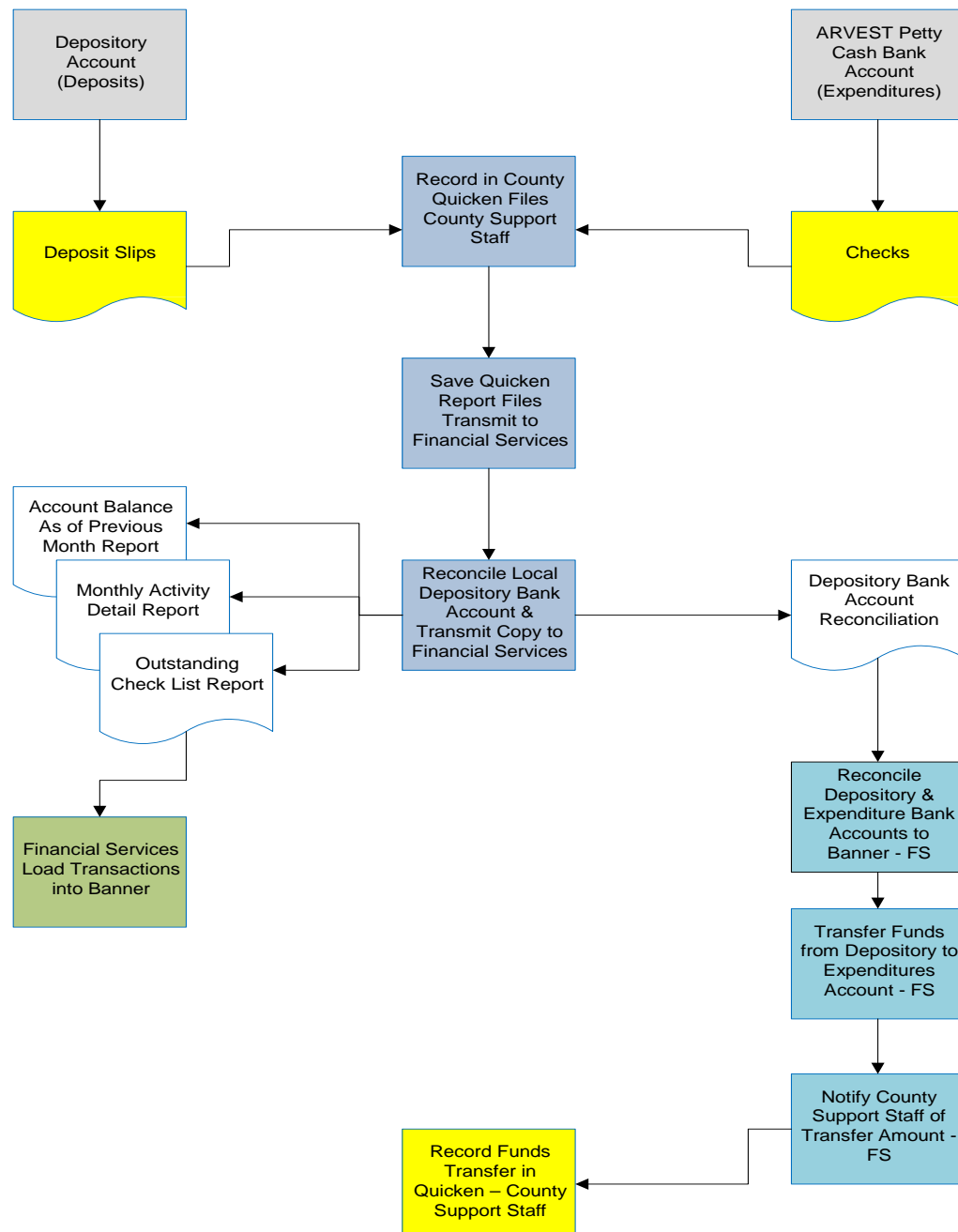
County QuickBooks Accounts Procedures Manual

REVISED SPRING 2019

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Process Flow Chart



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 Expense-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

Disallowed 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
- Reimbursement 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 Administrative Specialist 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

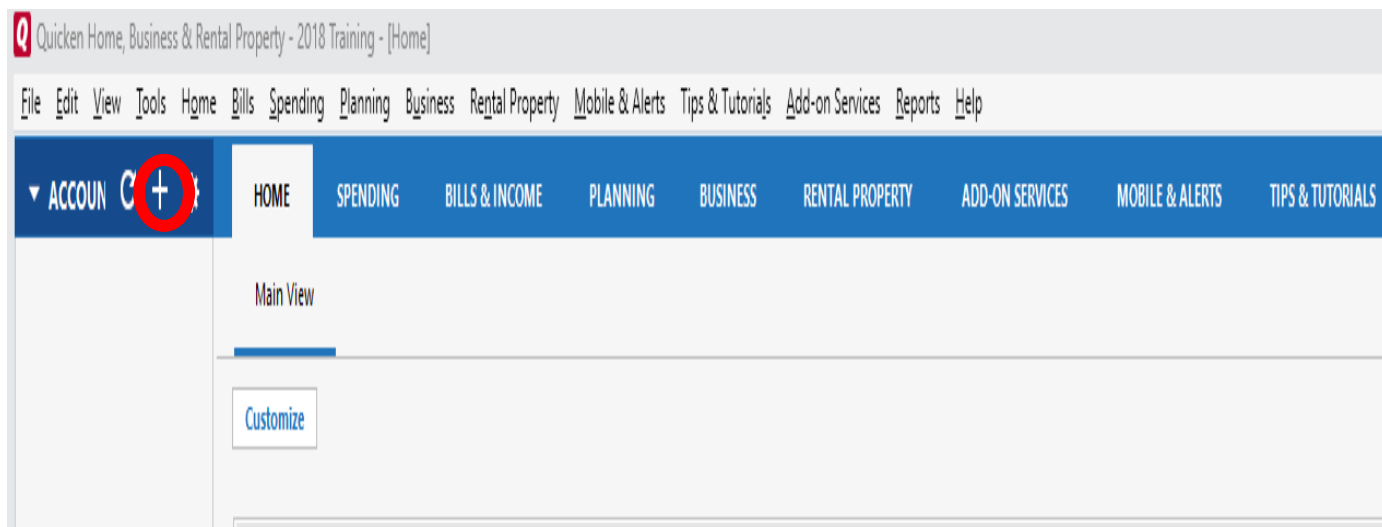
Quicken

Quicken Terminology

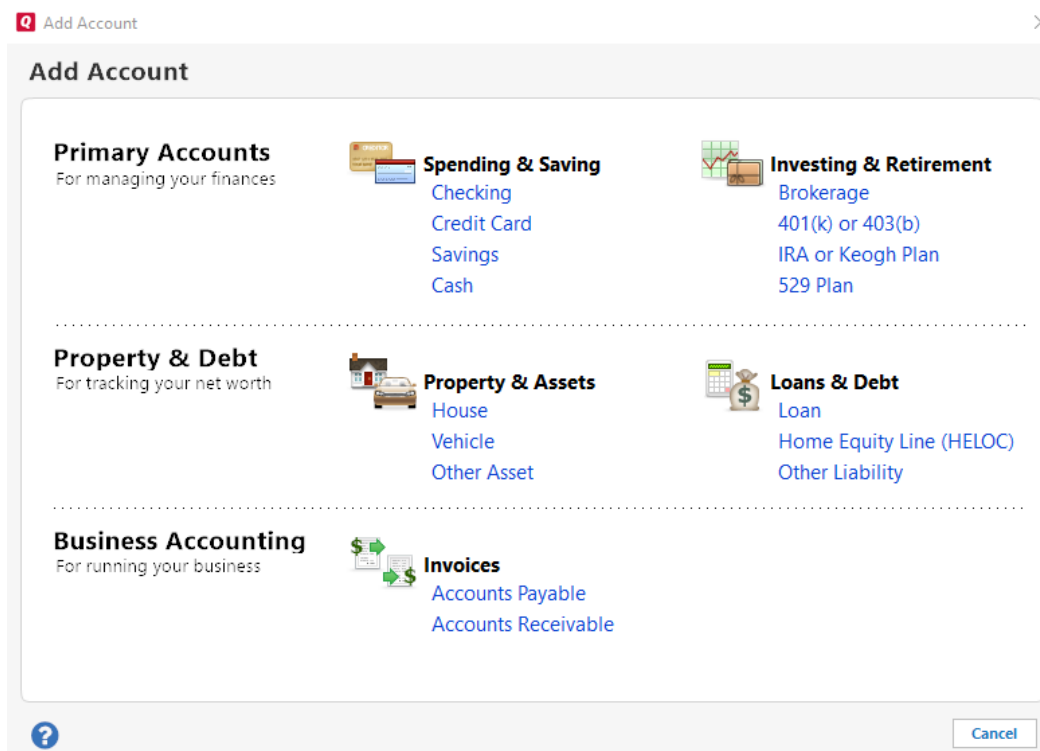
- **Depository Account** - local county bank account where funds are deposited and the related expenses may be transferred from
- **Account Bar** - list of all the sub-accounts within the Depository Account
- **Category** - used to clarify and track income and expenses
- **Tag** - used to track funds 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 the plus (+) sign in the top left hand corner.



- Make sure that Checking Account is selected in the Account Setup Box, then click Next.



Quicken: Adding New Accounts Cont'd

- Select Advanced Setup, then select I want to enter my transactions manually.

Add Checking Account

Add Checking Account

Enter the name of your financial institution

Type here to search all supported institutions

Or choose from these popular financial institutions

AllyBank	Citibank
American Express	Discover Card Account Center
American Express Bank FSB	Fifth Third Bank - NEW
Bank of America	HSBC Bank USA
BB&T - Online Banking	PNC Bank - Web Connect
Capital One 360	SunTrust Bank
Capital One Bank - New	TD Bank Online Banking - New
Capital One Card Services	U.S. Bank Internet Banking
Chase	Wells Fargo Bank
Citi Cards	

Financial institution not on the list? Prefer not to download? Interested in advanced connection
Use **Advanced Setup** to create your account.

Cancel **Back** **Next**

Add Checking Account

Add Checking Account

☐ I want to select the connection method used to download my transactions

Some banks offer enhanced Online Bill Pay and other services based on the connection method used to download your transactions. Choose this option if you are following specific instructions from your bank, or if you simply want to learn more.
Note: Pre-registration for services and fees may be required.

Enter the name of your financial institution


☒ I want to enter my transactions manually

Choose this option if your bank was not found in Simple Setup, or if you prefer to enter transactions into your Quicken registers by hand.

Back to Simple Setup **Next**

Quicken: Adding New Accounts Cont'd

- 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.

 Add Checking Account ×

Add Checking Account


Enter the name you'd like to use for this account in Quicken.
For example: "Family Checking" or "Mary's Household Account"

Account Name/Nickname

This account is used primarily for


☒ Personal transactions
☐ Business transactions
☐ Rental property transactions

This determines the Tab that the account is placed in. You can change this from the Account List later if you wish.




Quicken: Adding New Accounts Cont'd


- The statement ending date will be the current date of adding the account. The statement ending balance will be \$0.00 until you begin adding transactions.


 Add Checking Account ×

Add Checking Account

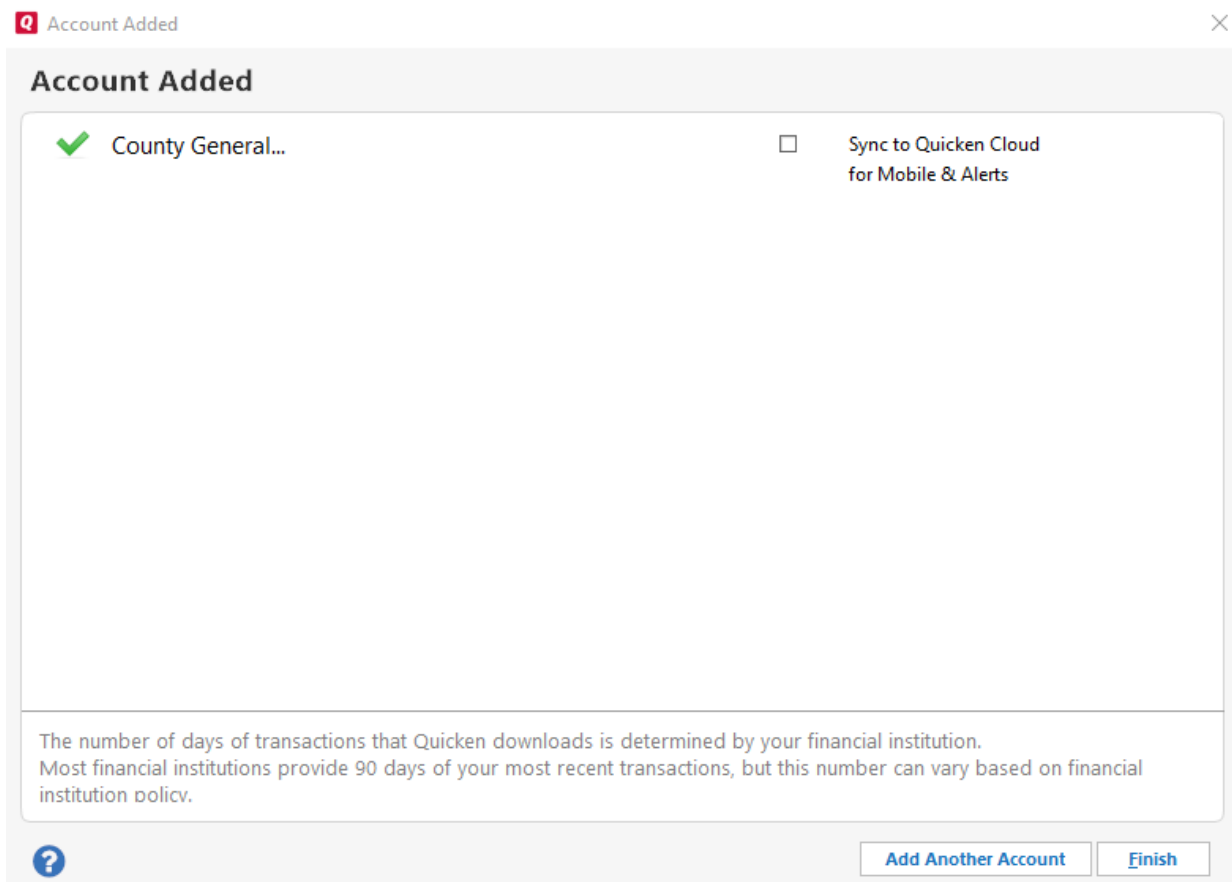
Enter the ending date and balance from your latest statement
Don't worry if you don't have your last statement- you can make changes to your account later.

Statement ending date 

Statement ending balance  This becomes the opening balance of your Quicken Account.



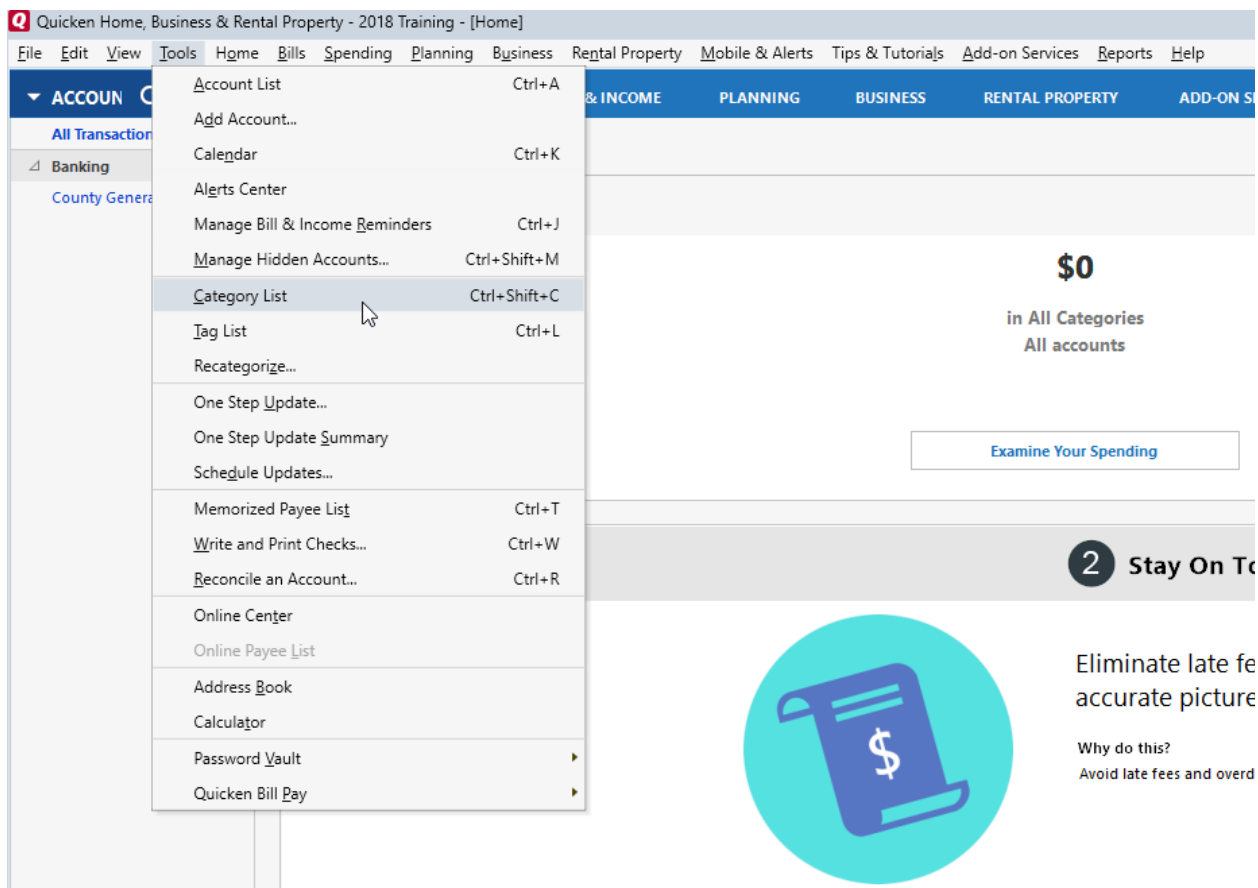
- Once you see the Account Added, you can add another account or click Finish.



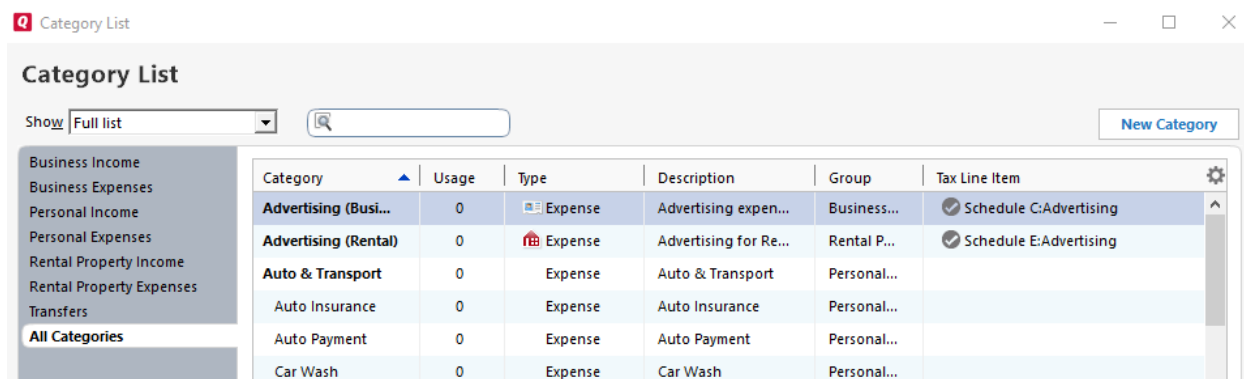
- You will then see your new Account listed under Banking in the Account Bar on the left-hand side of your screen.

Quicken: Adding New Categories

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

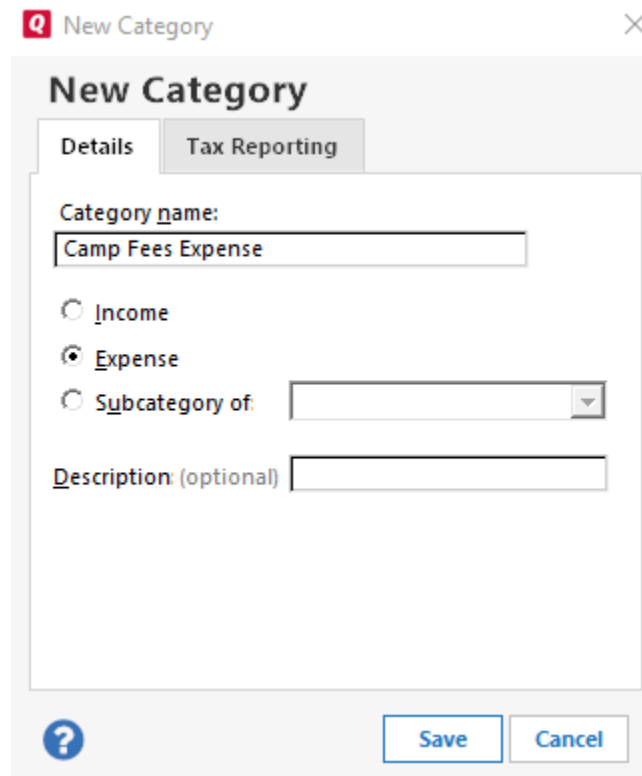


- Click New at the top right-hand side of your screen.



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 Save. 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.

Category List

Show Full list New Category

Business Income
Business Expenses
Personal Income
Personal Expenses
Rental Property Income
Rental Property Expenses
Transfers
All Categories

Category	Usage	Type	Description	Group	Tax Line Item
Gas & Fuel	0	Expense	Gas & Fuel	Personal...	
Parking	0	Expense	Parking	Personal...	
Public Transport...	0	Expense	Public Transportation	Personal...	
Registration	0	Expense	Registration for yo...	Personal...	✓ Schedule A:Personal property taxes
Service & Parts	0	Expense	Service & Parts	Personal...	
Tolls	0	Expense	Tolls for highways,...	Personal...	
Auto and Travel (...)	0	Expense	Auto and Travel e...	Rental P...	✓ Schedule E:Auto expense
Bills & Utilities	0	Expense	Bills & Utilities	Personal...	
Credit Card Pay...	0	Expense	Credit Card Payment	Personal...	
Home Phone	0	Expense	Home Phone	Personal...	
Internet	0	Expense	Internet	Personal...	
Mobile Phone	0	Expense	Mobile Phone	Personal...	
Television	0	Expense	Television	Personal...	
Utilities	0	Expense	Utilities such as Ga...	Personal...	
Camp Fees Expense	0	Expense		Personal...	
Car & Truck (Busi...	0	Expense	Car & Truck expen...	Business...	✓ Schedule C:Car and truck expenses
Cash & ATM	0	Expense	Cash & ATM	Personal...	
Cleaning and Mai...	0	Expense	Cleaning and Mai...	Rental P...	✓ Schedule E:Cleaning and maintenar
Commissions (Ren...	0	Expense	Commissions on ...	Rental P...	✓ Schedule E:Commissions
Consulting Incom...	0	Income	Consulting Incom...	Business...	✓ Schedule C:Gross receipts or sales
[County General]	1	Transfer			
Deposit to Savings	0	Expense	A deposit or transf...	Personal...	
Discounts (Business)	0	Expense	Discount expense ...	Business...	✓ Schedule C>Returns and allowances

? Options ☐ Show hidden categories 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 Check # 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 (cash or check).
- 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 Save to record the deposit.

Quicken Home, Business & Rental Property - 2018 Training - [4-H Account]

File Edit View Tools Home Bills Spending Planning Business Rental Property Mobile & Alerts Tips & Tutorials Add-on Services Reports Help

ACCOUNT + 4-H Account

4-H Account

All Transactions

Banking \$100

4-H Account 100

4-H Foundation 0

Ag Account 0

County General 0

FCS Account 0

Master Gardeners 0

PAT 0

Scholarships 0

Soil & Other Samples 0

Transfers 0

7/20/2018 Opening Balance [4-H Account] 0.00

7/23/2018 DEP Scott Foundation, Inc. 100.00 100.00 100.00

7/23/2018 Check # Payee Memo Category Tag Payment Deposit Amount Balance Save

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 Brian Helms in 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 Save to record the deposit.

HOME
SPENDING
BILLS & INCOME
PLANNING
BUSINESS
RENTAL PROPERTY
ADD-ON SERVICES
MOBILE & ALERTS
TIPS & TUTORIALS

County General

All Dates
Any Type
All Transactions
Reset
Search

Date	Check #	Payee	Memo	Category	Tag	Payment	Clr	Deposit	Amount	Balance
7/20/2018		Opening Balance		[County General]			R			0 00
7/23/2018	DEP	GIFT-Farm Bureau	Sponsorship		Shooting Sports			175 00	175 00	175 00
7/23/2018	Check #	Payee	Memo	Category	Tag	Payment		Deposit	Amount	

Save

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.
- If the funds are received from UACES (i.e. Paper Clover, Citizenship Leadership, Monthly Clearings, 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, State of Arkansas, etc.) 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.
- 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 Save 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

TXFR— 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 deposit. 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 Save to record the deposit.
- Be mindful that there is a drop-down menu that will allow you to select Next Check Num

File Edit View Tools Home Bills Spending Planning Business Rental Property Mobile & Alerts Tips & Tutorials Add-on Services Reports Help

ACCOUNT C + ⚙

HOME SPENDING BILLS & INCOME PLANNING BUSINESS RENTAL ADD-ON SERVICES MOBILE & ALERTS TIPS & TUTORIALS

All Transactions

Banking \$175

4-H Account 100

4-H Foundation 0

Ag Account 0

County General 75

FCS Account 0

Master Gardeners 0

PAT 0

Scholarships 0

Soil & Other Samples 0

Transfers 0

County General

All Dates ▾ Any Type ▾ All Transactions ▾ Reset

Search 🔍

Date	Check #	Payee	Memo	Category	Tag	Payment	Clr	Deposit	Amount	Balance
7/20/2018		Opening Balance		[County General]			R			0.00
7/23/2018	DEP	GIFT-Farm Bureau	Sponsorship		Shooting Sports			175.00	175.00	175.00
7/23/2018	1234	Lois Learner	Educational Materiz			100.00			-100.00	75.00
7/24/2018		Payee	Memo	Category	Tag	Payment		Deposit	Amount	
		Next Check Num								
		ATM								
		Deposit								
3 Transactions										Ending Balance: 75.00
Transfer										
Download EFT										
Some Reminders (0 Due)										
Set up Download										
Edit List										
Download transactions for this account										

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:

Check _____ Date _____	
CHECK REQUEST	
ISSUE CHECK	
FOR	
(Attach all _____)	
CHECK APPROPRIATE <input type="checkbox"/> County General Expense <input type="checkbox"/> Ag <input type="checkbox"/> FCS <input type="checkbox"/> 4-H <input type="checkbox"/> County Council <input type="checkbox"/> Crop Production Meetings <input type="checkbox"/> Soil & Other Samples <input type="checkbox"/> Field Days <input type="checkbox"/> Master Gardeners' <input type="checkbox"/> Scholarships	CHECK APPROPRIATE <input type="checkbox"/> Award <input type="checkbox"/> Educational <input type="checkbox"/> Food Supplies- <input type="checkbox"/> Insuranc <input type="checkbox"/> Meeting- <input type="checkbox"/> Meeting-Room <input type="checkbox"/> Meeting <input type="checkbox"/> Merchandise for <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Postag <input type="checkbox"/> Programmatic
(Requester's _____)	(Staff Chair _____)

Quicken: Voiding a Check-Current Month

- Select (highlight) the Account in the Account Bar where the original check was written.
- Select the More Actions icon next to the Save button.
- Select Void transaction(s) from the drop down menu.
- Click Save to void the check. A (c) is automatically added to the Clr column

The screenshot displays the Quicken software interface. At the top, there is a search bar and a settings icon. Below this is a table with columns: Payment, Clr, Deposit, Amount, and Balance. The table contains several rows of data. The third row from the bottom is highlighted in blue. To the right of this row, a context menu is open, listing various actions. The 'Void transaction(s)' option is highlighted with a red rectangle. Other options include 'Save', 'Restore transaction', 'Split...', 'Notes and flags...', 'Attachments...', 'Tax line item assignments', 'Copy transaction(s)', 'Cut transaction(s)', 'Paste transaction(s)', 'Edit transaction(s)', 'New', 'Delete', 'Undo delete', 'Insert transaction', 'Move transaction(s)', 'Undo accept all transactions', 'Memorize payee...', 'Add reminder', 'Reconcile', 'Review downloaded payee', 'Find...', 'Find next', 'Go To matching transfer', 'Go to specific date...', 'Payments made to Lois Learner', and 'Launch Mini-Report for Payee Lois Learner'.

	Payment	Clr	Deposit	Amount	Balance
		R			0 00
			175 00	175 00	175 00
	100 00		Deposit	-100 00	75 00
	50 00				

Quicken: Voiding a Check Cont'd

Date	Check #	Payee	Memo	Category	Tag	Payment	Clr	Deposit	Amount	Balance
7/20/2018		Opening Balance		[County Genera			R			0 00
7/23/2018	DEP	GIFT-Farm Bure: Sponsorship			Shooting Sport			175 00	175 00	175 00
7/23/2018	1234	**VOID**Lois Le Educational Ma					c			175 00
7/24/2018	1235	Quincy Quicken Training Materie				50 00			-50 00	125 00
7/24/2018		Payee	Memo	Category	Tag	Payment		Deposit	Amount	
4 Transactions										Ending Balance: 125.00

- Once the check is voided, the amount of the check is returned to the balance of the Account. There is no need to make an additional transaction as a deposit as previously done before.
- Enter more information for explanation of the transaction in the Memo field, if needed.

Quicken: Voiding a Check-Previous Month

If you are voiding a transaction from a previous month you will need to enter a deposit transaction to offset the previous expense. View the example below on voiding a check from a previous reporting period.

Date	Check #	Payee	Memo	Ca...	Tag	Payment	Clr	Deposit	Amount	Balance
7/20/2018		Opening Balance		[Coun			R			0 00
7/23/2018	DEP	GIFT-Farm Bureau	Sponsorship		Shoot			175 00	175 00	175 00
7/23/2018	DEP	Brenda Balance	Check #2245 for Camp Fees					160 00	160 00	335 00
7/23/2018	1234	Lois Learner	Educational Material			22 00	c		-22 00	313 00
7/24/2018	OTH	Arvest Bank	Deposit Slips			60 00			-60 00	253 00
7/24/2018	1235	Quincy Quicken	Training Material			50 00			-50 00	203 00
7/26/2018	CORR	Check # 2245-Brenda Balance- Returned NSF				160 00			-160 00	43 00
3/6/2019	1234V	Lois Learner	check was never cashed				c	22 00	22 00	65 00

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 record 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. If the transaction is for bank charges, you would enter the Bank name. 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 Save to record the transaction.

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All Transactions

Banking \$165

4-H Account 100

4-H Foundation 0

Ag Account 0

County General 65

FCS Account 0

Master Gardeners 0

PAT 0

Scholarships 0

Soil & Other Samples 0

Transfers 0

County General

All Dates Any Type All Transactions Reset

Search

Date	Check #	Payee	Memo	Category	Tag	Payment	Clr	Deposit	Amount	Balance
7/20/2018		Opening Balance		[County General]			R			0.00
7/23/2018	DEP	GIFT-Farm Bureau	Sponsorship		Shooting Sports			175.00	175.00	175.00
7/23/2018	1234	***VOID***Lois Learner	Educational Material				C			175.00
7/24/2018	OTH	Arvest Bank	Deposit Slips			60.00			-60.00	115.00
7/24/2018	1235	Quincy Quicken	Training Material			50.00			-50.00	65.00
7/24/2018	Check #	Payee	Memo	Category	Tag	Payment		Deposit	Amount	

5 Transactions

Ending Balance: 65.00

Save

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/Entity-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 Save to record the transaction.
- You will clear (clr) this transaction in the month that the insufficient check is listed on your bank statement.

All Transactions												
Banking	\$165											
4-H Account	100											
4-H Foundation	0											
Ag Account	0											
County General	65											
FCS Account	0											
Master Gardeners	0											
PAT	0											
Scholarships	0											
Soil & Other Samples	0											
Transfers	0											

County General												
All Dates		Any Type		All Transactions		Reset		Search				
Date	Check #	Payee	Memo	Category	Tag	Payment	Clr	Deposit	Amount	Balance		
7/20/2018		Opening Balance		[County Gene			R			0.00		
7/23/2018	DEP	GIFT-Farm Bureau	Sponsorship		Shooting Sp			175.00	175.00	175.00		
7/23/2018	DEP	Brenda Balance	Check #2245					160.00	160.00	335.00		
7/23/2018	1234	**VOID**Lois Learner	Educational				c			335.00		
7/24/2018	OTH	Arvest Bank	Deposit Slips			60.00			-60.00	275.00		
7/24/2018	1235	Quincy Quicken	Training Mate			50.00			-50.00	225.00		
7/26/2018	CORR	Check # 2245-Brenda Balance- Returned NSF				160.00			-160.00	65.00		
7/26/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount			Save	
										Ending Balance:		
7 Transactions										65.00		

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”






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 more information for explanation of the transaction in the Memo field, if needed.
- Click Save to record the transaction.

<div> <div>▼ ACCOUNT  </div> <div> HOME SPENDING BILLS & INCOME PLANNING BUSINESS RENTAL PROPERTY ADD-ON SERVICES MOBILE & ALERTS TIPS & TUTORIALS </div> </div>											
<div> <div>All Transactions</div> <div> <div> <div>Banking</div> <div>\$440</div> </div> <div> <div>4-H Account</div> <div>375</div> </div> <div>4-H Foundation</div> <div>0</div> <div>Ag Account</div> <div>0</div> <div>County General</div> <div>65</div> <div>FCS Account</div> <div>0</div> <div>Master Gardeners</div> <div>0</div> <div>PAT</div> <div>0</div> <div>Scholarships</div> <div>0</div> <div>Soil & Other Samples</div> <div>0</div> <div>Transfers</div> <div>0</div> </div> </div>											
<div> <div>4-H Account</div> <div> <div>All Dates</div> <div>Any Type</div> <div>All Transactions</div> <div>Reset</div> <div>Search </div> </div> </div>											
Date	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance		
7/20/2018		Opening Balance		[4-H Account]			R		0.00		
7/20/2018	DEP	Samantha Solutions	Check #5692					175.00	175.00	175.00	
7/23/2018	DEP	Scott Foundation, Inc.						100.00	100.00	275.00	
7/24/2018	DEP	Austin Aggri	Participation Fees					50.00	50.00	325.00	
7/26/2018	DEP	Ally Aggri	Participation Fees					50.00	50.00	375.00	
7/27/2018	CORR	Check # 5692 From S. Solutions	check cleared for \$170.00			5.00		-5.00		370.00	
7/27/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount			<div>Save  </div>

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 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 to 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 Save to record the transaction.

HOME SPENDING BILLS & INCOME PLANNING BUSINESS RENTAL PROPERTY ADD-ON SERVICES MOBILE & ALERTS TIPS & TUTORIALS											
Transfers											
All Dates		Any Type		All Transactions		Reset		Search			
Date	Chec...	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance		
7/20/2018		Opening Balance		[Transfers]			R		0.00		
8/3/2018	TXFR	July 2018 Arvest Transfer		[Transfers]		262.84	c	-262.84	-262.84		
8/3/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount		Save	
2 Transactions										Ending Balance: -262.84	

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 Save to record the transaction.

▼ ACCOUNT

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All Transactions

Banking\$954

4-H Account470

4-H Foundation0

Ag Account419

County General65

FCS Account0

Master Gardeners0

PAT0

Scholarships0

Soil & Other Samples0

Transfers0

Transfers

All Dates

Any Type

All Transactions

Reset

Search

Date	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance
7/20/2018		Opening Balance		[Transfers]			R		0.00
8/3/2018	TXFR	July 2018 Arvest Transfer		[Transfers]			c	262.84	262.84
8/3/2018	TXFR	July 2018 Arvest Transfer		[Transfers]		262.84	c	-262.84	0.00
8/3/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount	

Save

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.

[illegible]

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 Save.
- Quicken will automatically create a deposit entry in the Account that you selected in the Category field.

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All Transactions

4-H Account470

4-H Foundation0

Ag Account419

County General65

FCS Account0

Master Gardeners0

PAT0

Scholarships0

Soil & Other Samples0

Transfers0

4-H Account

All DatesAny TypeAll TransactionsReset

Search

Date	Chec...	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance
7/2/2018		Opening Balance		[4-H Account]			R		0.00
7/18/2018	DEP	GIFT- Carl Cash			Sponsorship			200.00	200.00
7/20/2018	DEP	Samantha Solutions	Check #5692					175.00	375.00
7/23/2018	DEP	Scott Foundation, Inc.						100.00	475.00
7/24/2018	DEP	Austin Aggri	Participation Fees					50.00	525.00
7/26/2018	DEP	Ally Aggri	Participation Fees					50.00	575.00
7/27/2018	CORR	Check # 5692 From S. Solutions	check cleared for \$170.00			5.00			-5.00
7/30/2018	TXFR	Transfer To Ag Account	Donation split between 4-H & Ag	[Ag Account]	Sponsorship	100.00	c		-100.00
7/30/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount	

8 Transactions

Ending Balance:470.00

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 Save.
- Funds are transferred.

7/10/2018	DEP	Fundraiser						182 00	182 00	519 16	
7/11/2018	1231	UACES	District O' Rama			200 00			-200 00	319 16	
7/30/2018		Transfer To Ag Account	Donation split between 4-H & Ag [4-H Account]	Sponsorship	Payment			100 00	100 00	419 16	Save
7/30/2018		Next Check Num									
		ATM									
		Deposit									
		Print Check									
		Transfer									
		EFT									

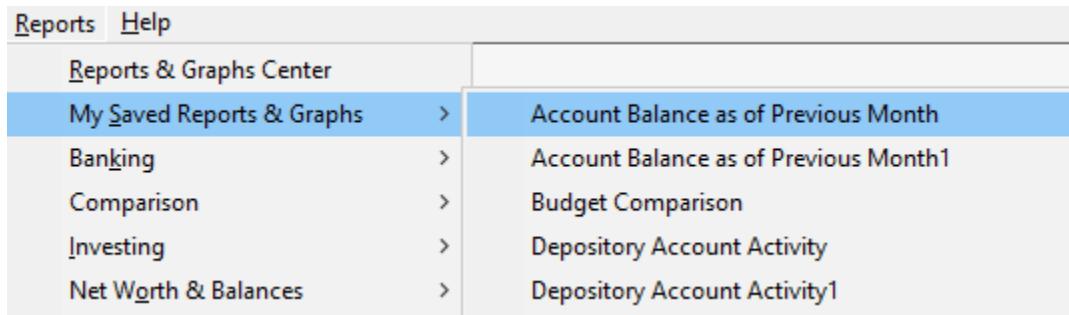
All Transactions	Ag Account										
Banking \$954											
4-H Account 470											
4-H Foundation 0											
Ag Account 419											
County General 65											
FCS Account 0											
Master Gardeners 0											
PAT 0											
Scholarships 0											
Soil & Other Samples 0											
Transfers 0											

Date	Chec...	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance
7/1/2018		Opening Balance		[Ag Account]			R		0 00
7/2/2018	DEP	GIFT-Lois Learner		Sponsorship			200 00	200 00	200 00
7/5/2018	DEP	GIFT-Brenda Balance		Sponsorship			200 00	200 00	400 00
7/9/2018	1230	Sams Club		Education:Books & Supplies		62 84		-62 84	337 16
7/10/2018	DEP	Fundraiser					182 00	182 00	519 16
7/11/2018	1231	UACES	District O' Rama			200 00		-200 00	319 16
7/30/2018	TXFR	Transfer from 4-H Account	Donation split between 4-H & Ag [4-H Account]	Sponsorship		c	100 00	100 00	419 16

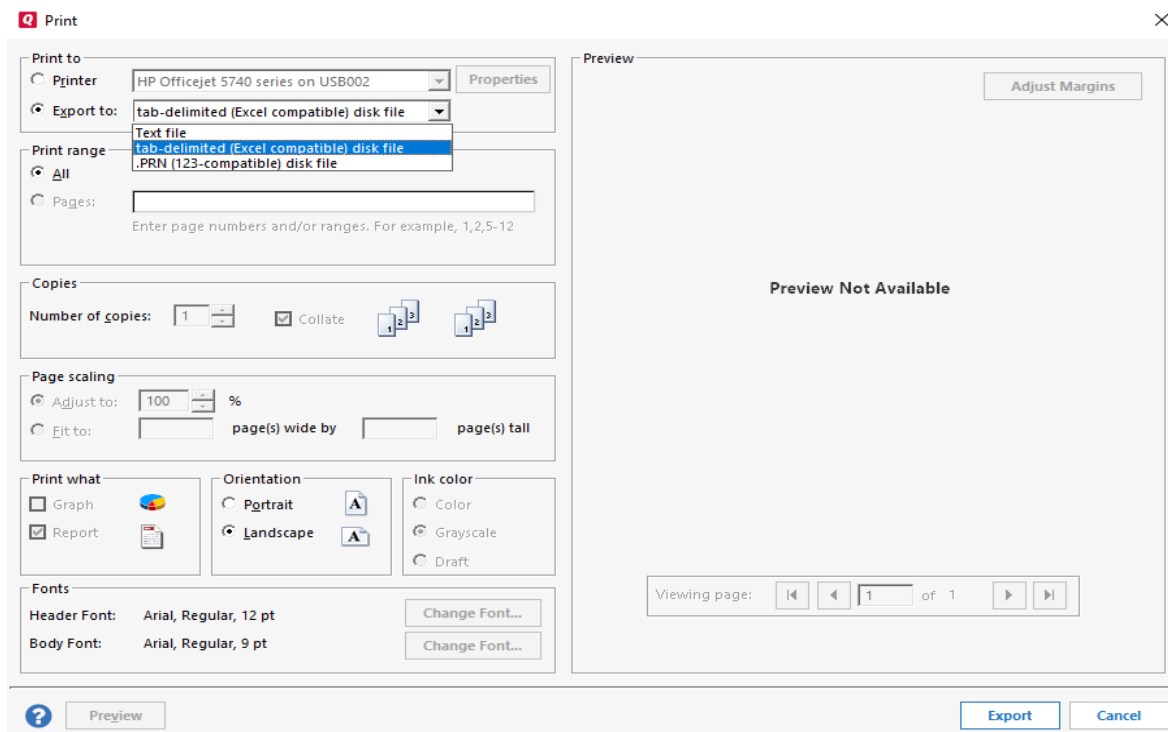
Quicken: Generating the Monthly Reports

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 at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on the Account Balance as of the Previous Month Report



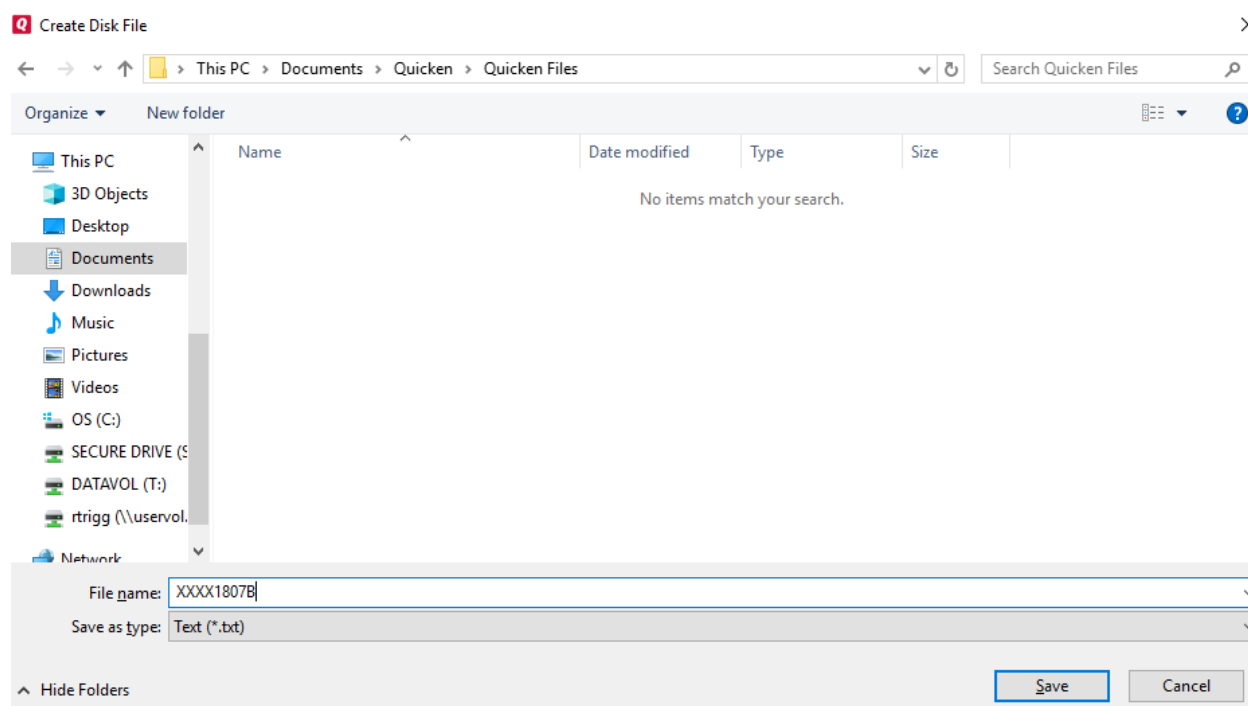
- Make sure that the date range at the top of the report shows the proper month.
- Click on the Print button and print 2 copies of the report on your printer. One copy is for your files and the second copy will be sent with the monthly report to Financial Services.
- Click on the Print button again—this 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 Export button.



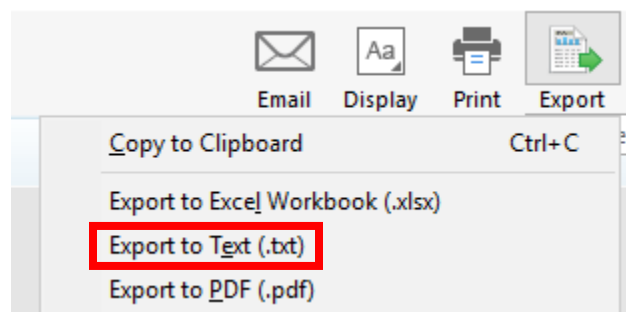
Quicken: Generating the Monthly Reports Cont'd

Account Balance as of Previous Month (B) Report

- 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.



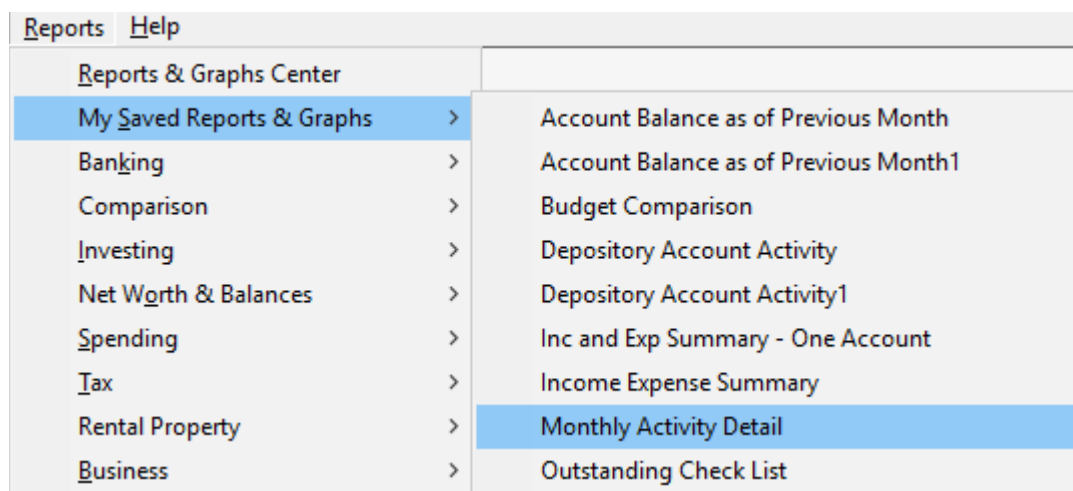
- You may also use the Export button at the top right hand corner to save your files in tab delimited format. (.txt)



Quicken: Generating the Monthly Reports Cont'd

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 at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on the Monthly Activity Detail.
- Make sure 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.
- Be sure that your date range is **Last month**, subtotal by is **Don't subtotal** and sort by is **Account/Date**

Monthly Activity Detail - Last month 7/1/2018 through 7/31/2018

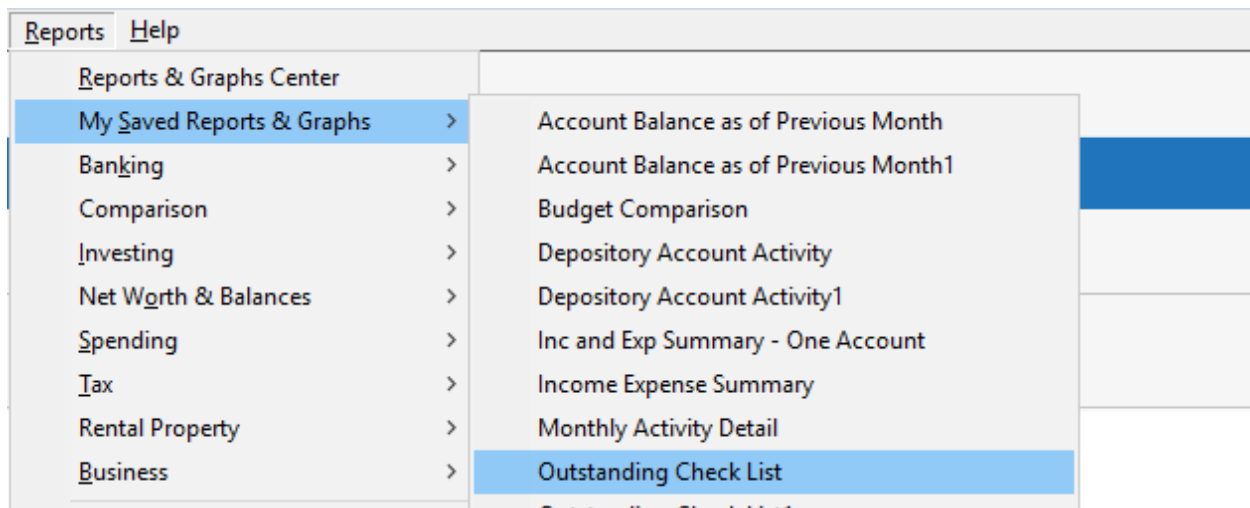
Date range: Last month Subtotal by: Don't subtotal Sort by: Account/Date

- 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.

Quicken: Generating the Monthly Reports Cont'd

Outstanding Check List (O) 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 at the top of your screen.
- Click on Saved Reports and Graphs.
- Click on the 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, and then click OK.

Quicken: Generating the Monthly Reports Cont'd

Outstanding Check List (OS) Report

Outstanding Check List 2/1/2012 through 7/31/2018

Date range: Custom dates... Subtotal by: Don't subtotal Sort by: Account/Check#

Edit ▼

- Include all dates
- Daily
- Monthly
- Quarterly
- Yearly
- Week to date
- Month to date
- Quarter to date
- Year to date
- Earliest to date
- Custom to date
- Last week
- Last month
- Last quarter
- Last year
- Last 7 days
- Last 30 days
- Last 12 months
- Custom dates...

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

Q Custom Date

From: 7/2/2018

To: 7/31/2018

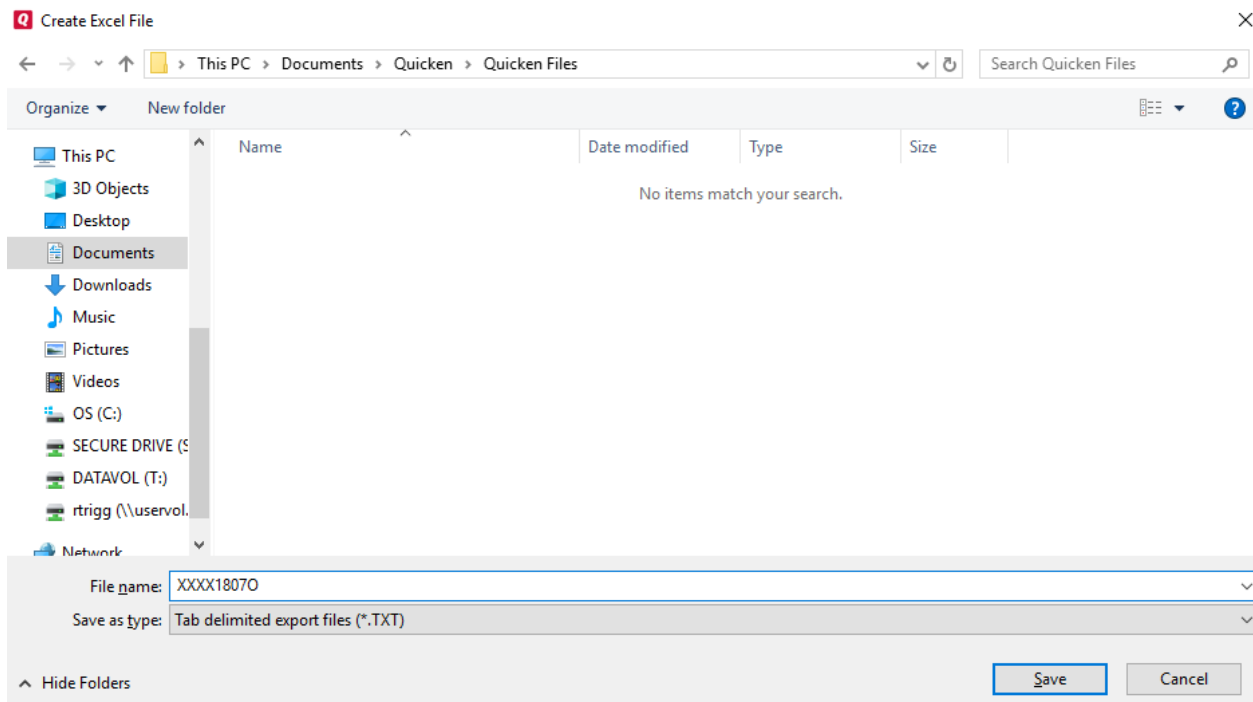
OK

- Make sure that the date range at the top of the report show 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 Cont'd

Outstanding Check List (OS) Report

- 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 O 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.



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 Save button to save the changes.
- **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 include 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.
- 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.

			FINANCE 401	
			Revised 02/01/07	
County Petty Cash Accounts Monthly Reconciliation Form				
County:	Yell County- 4204			
Month:	July 2018			

- 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.

Quicken: Reconciliation Cont'd

			FINANCE 401
			Revised 02/01/07
County Petty Cash Accounts Monthly Reconciliation Form			
County:	Yell County- 4204		
Month:	July 2018		
Per Bank			
Ending Balance per Depository Account Bank Statement			\$12,345.67
	Date	Amount	
1. Plus Deposits in Transit (deposits recorded in Quicken not on bank) from Quicken Depository Account Activity Report			
*2. Plus Other Transactions which should have been on bank statement			
Total Additions			\$0.00
Subtotal			\$12,345.67
	Date	Amount	
3. Minus Outstanding Checks/Clearing Account Transactions from Quicken Outstanding Check List (Total Outflows)			
*4. Minus Other Transactions recorded in Quicken not on bank statement from Quicken Depository Account Activity Report			

- 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.




Quicken: Reconciliation Cont'd

Monthly Reconciliation Form				
County:	Yell County- 4204			
Month:	July 2018			
Per Bank				
Ending Balance per Depository Account Bank Statement				\$12,345.67
	Date	Amount		
1. Plus Deposits in Transit (deposits recorded in Quicken not on bank)	7/27/2018	\$100.00		
from Quicken Depository Account Activity Report				
*2. Plus Other Transactions which should have been on bank statement				
Total Additions			\$100.00	
Subtotal			\$12,445.67	
	Date	Amount		
3. Minus Outstanding Checks/Clearing Account Transactions		(\$987.65)		
from Quicken Outstanding Check List (Total Outflows)				
*4. Minus Other Transactions recorded in Quicken not on bank statement				
from Quicken Depository Account Activity Report				
Total Reductions			(\$987.65)	
Adjusted Bank Balance			\$11,458.02	
*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.				

- 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.

Quicken: Reconciliation Cont'd

- 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.

Adjusted Bank Balance				\$11,458.02	  These should ALWAYS match 
*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.					
er Books					
Ending Balance per Quicken Report "Account Balance as of Previous Month" (Total Assets or Total Liabilities & Equity)				\$11,458.02	
		Date	Amount		
**5. Minus Bank Charges not recorded in Quicken					
**6. Plus/Minus Other Transactions on bank statement not recorded in Quicken					
Subtotal				\$0.00	
Adjusted Book Balance				\$11,458.02	

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 Outstanding Check List (OS) Report
4. Quicken Account Balance as of Previous Month (B) Report
5. Quicken Monthly Activity Detail (D) 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 or scanned and emailed. **If emailing files, be sure to include Quicken Reports in the subject line of your email so that sensitive information can be encrypted.**

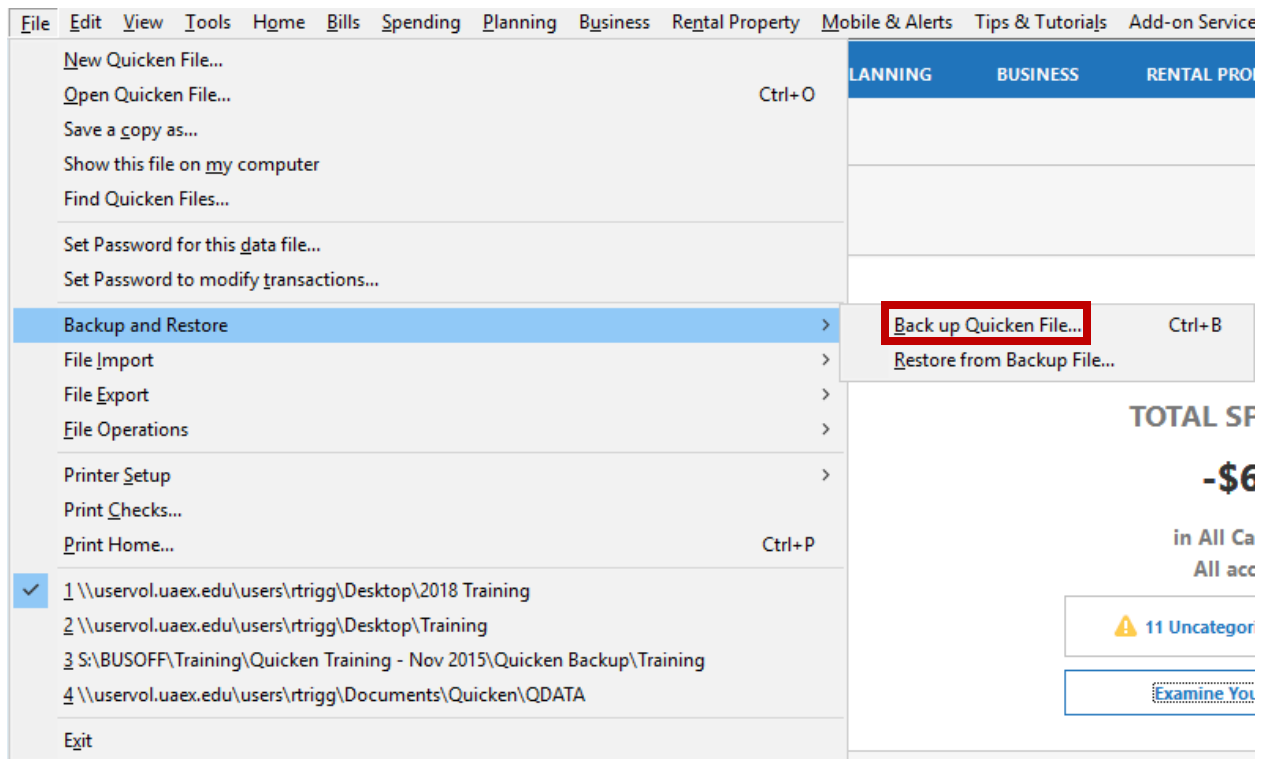
The Monthly County Financial Report and the electronic Monthly Activity Detail (D) Report are due in Financial Services no later than the 17th day of each month.

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 Analyst.
- 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 (A check should not remain outstanding after 3 months)
- 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 2 USB drives for security reasons.
- The AOS and Staff Chair should retain possession of the USB drives.
- When you back up your files, include the date the file was backed up in the file name.
- Go to File & select Backup and Restore and then select Back up Quicken file...



- Be sure to check the box to Add date to back up file name. This way you will know the last date in which a backup was done.
- You will select Change in order to locate the folder backup files are normally saved.
- Then select Back up Now and it will tell you when the file has been backed up successfully.

Quicken Backup

Quicken Backup

Backup your file now

Current Data File Name: 2018 Training.QDF
Backup File Name: 2018 Training-2018-08-16.QDF-backup
☒ Add date to backup file name
 This may help you identify the latest backup.

Backup file:

We have partnered with Dropbox to offer Quicken Members secure online storage for their backup files, with 5GB free.

[Sign in to your Quicken account for your offer code and instructions](#)

?

Quicken Backup

Quicken Backup

Quicken data file backed up successfully.

☐ Don't show again

Sales Tax Processing

- If you haven't done so already, add a new account called "Sales Tax Liability". Refer to pages 8-12 for instructions.

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.

The screenshot displays the 'Master Gardeners' account interface. On the left, the 'ACCOUNT' bar lists various accounts, with 'Master Gardeners' highlighted. The main window shows a table of transactions. The table has columns for Date, Chec..., Payee, Memo, Category, Tag, Payment, Deposit, Amount, and Balance. Two transactions are listed: one dated 7/20/2018 for an opening balance of 0.00, and another dated 7/23/2018 for a deposit of 200.00. The top navigation bar includes links to HOME, SPENDING, BILLS & INCOME, PLANNING, BUSINESS, RENTAL PROPERTY, ADD-ON SERVICES, MOBILE & ALERTS, and TIPS & TUTORIALS.

Calculate and Transfer Sales Tax Amount to Sales Tax Liability Account

- To calculate the sales tax amount, open an Internet Explorer and type in the URL as follows:
<https://arsalestax.uaex.edu/Default.asp>
- 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.

Sales Tax Processing Cont'd

3. Select the Arkansas county conducting the sale from the next box. If the page does not re-display automatically, press the GO button.

4. The page will re-display, showing the cities available (including an option for "Unincorporated Areas") within the selected county. Select the appropriate choice for the city, and click GO!

5. Calculated tax amounts will be displayed in the table.

☒ **PreTax Amount** - All applicable taxes will be added to this amount for a total cost including taxes.

☐ **PostTax Amount** - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:

County:

City:

Go!

Tax Rates

County (City:)

Sales Tax Rate is 0%

Clear Form and Start Over



(ARSalesTax/default.asp)
For more information on downloading a free QR reader, [click here](#).

Tax Calculations

Pre-Tax Total \$ 0.00

Total Taxes Due \$ 0.00

Total Collected \$ 0.00

Pre-Tax Option

The pre-tax option allows you to add sales taxes to the sale price of the item(s). For example, if the sale price of an 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.

Sales Tax Processing Cont'd

3. Select the Arkansas county conducting the sale from the next box. If the page does not re-display automatically, press the GO button.

4. The page will re-display, showing the cities available (including an option for "Unincorporated Areas") within the selected county. Select the appropriate choice for the city, and click GO!

5. Calculated tax amounts will be displayed in the table.



(ARSalesTax/default.asp)
For more information on downloading a free QR reader, [click here](#).

☒ PreTax Amount - All applicable taxes will be added to this amount for a total cost including taxes.

☐ PostTax Amount - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:

10.00

County:

Select the county ▼

City:

▼

Go!

Tax Rates

County (City:)

Sales Tax Rate is 0%

Tax Calculations

Pre-Tax Total \$ 0.00

Total Taxes Due \$ 0.00

Total Collected \$ 0.00

Clear Form and Start Over

- Click on the drop-down menu that says "Select the county", and select the county where the merchandise is being sold.

Sales Tax Processing Cont'd

reader, [click here](#).

☒ **PreTax Amount** - All applicable taxes will be added to this amount for a total cost including taxes.

☐ **PostTax Amount** - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:

10.00

County:

Select the county ▼

City:

Lonoke
Madison
Marion
Miller
Mississippi
Monroe
Montgomery
Nevada
Newton
Ouachita
Perry
Phillips
Pike
Poinsett
Polk
Pope
Prairie
Pulaski
Randolph
Saline

Go!

[Tax Rates](#)

County (City:)

Sales Tax Rate is 0%

Clear Form and Start Over

[Tax Calculations](#)

Pre-Tax Total \$ 0.00

Total Taxes Due \$ 0.00

Total Collected \$ 0.00

- 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.

☒ **PreTax Amount** - All applicable taxes will be added to this amount for a total cost including taxes.

☐ **PostTax Amount** - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:

10.00

County:

Pulaski ▼

City:

Little Rock
Select a city within Pulaski County
Alexander
Jacksonville
Little Rock
Maumelle
North Little Rock
Sherwood
unincorporated area

Go!

[Tax Rates](#)

County (City:)

Sales Tax Rate is 0%

[Tax Calculations](#)

Pre-Tax Total \$ 10.00

Total Taxes Due \$ 0.00

Total Collected \$ 10.00

Sales Tax Processing Cont'd

Pre-Tax Example

☒ PreTax Amount - All applicable taxes will be added to this amount for a total cost including taxes.
☐ PostTax Amount - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:
 County:
 City:

Tax Rates

Pulaski County (City: Little Rock)

Sales Tax Rate is 9%

Tax Calculations

Pre-Tax Total \$ 10.00

Total Taxes Due \$ 0.90

Total Collected \$ 10.90

Sale Amount \$10.00
Total Tax Amount .90
Total Collected \$10.90

Post-Tax Example

☒ PostTax Amount - All applicable taxes will be deducted from this amount to obtain the pre-tax sale amount.

Amount:
 County:
 City:

Tax Rates

Pulaski County (City: Little Rock)

Sales Tax Rate is 9%

Tax Calculations

Total Collected \$ 10.00

Total Taxes Due \$ 0.83

Pre-Tax Total \$ 9.17

Total Collected \$10.00
Total Tax Amount -.83
Sale Amount \$9.17

Sales Tax Processing Cont'd

- 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 Save button.

▼ ACCOUNT

+

⚙

HOME

SPENDING

BILLS & INCOME

PLANNING

BUSINESS

RENTAL PROPERTY

ADD-ON SERVICES

MOBILE & ALERTS

TIPS & TUTORIALS

All Transactions

Banking \$1,154

4-H Account 470

4-H Foundation 0

Ag Account 419

County General 65

FCS Account 0

Master Gardeners 183

PAT 0

Sales Tax Liability 17

Scholarships 0

Soil & Other Samples 0

Transfers 0

Master Gardeners

All Dates

Any Type

All Transactions

Reset

Search

Date	Chec...	Payee	Memo	Category	Tag	Payment	Deposit	Amount	Balance
7/20/2018		Opening Balance		[Master Gardeners]			R		0.00
7/23/2018	DEP	Calendar Sales 7/20/18 20 @ \$10					200.00	200.00	200.00
7/25/2018	TXFR	Calendars Sales Taxes- 07/20/18		[Sales Tax Liability]		16.60		-16.60	183.40
7/25/2018	Check #	Payee	Memo	Category	Tag	Payment	Deposit	Amount	

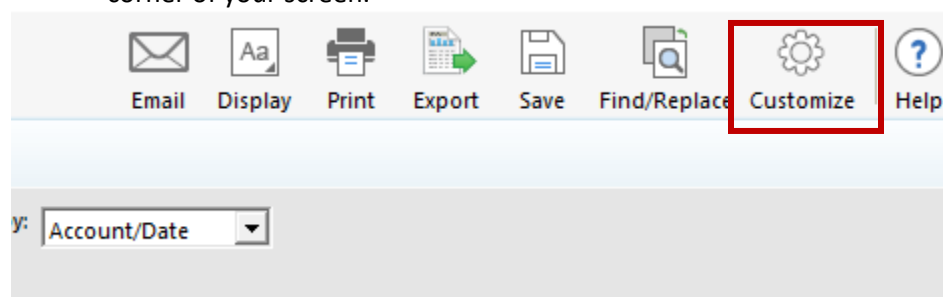
Save

⚙

↗

Create the 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.

Sales Tax Processing Cont'd

Customize Transaction ×

Date range: Last month From: 7/1/2018 To: 7/31/2018

Display Accounts Categories Payees Tags Securities Advanced

Report layout

Title: Sales Tax Report

Headings

Subtotal by: Don't subtotal

Sort by: Account/Date

Organization: Income & Expense

Show

☒ Cents (no rounding)

☐ Totals only

☐ Show splits

☐ Exclude savings goals

Show Columns

Column
<input checked="" type="checkbox"/> Date
<input type="checkbox"/> Account
<input checked="" type="checkbox"/> Num
<input checked="" type="checkbox"/> Description
<input type="checkbox"/> Memo
<input checked="" type="checkbox"/> Category
<input type="checkbox"/> Tag
<input type="checkbox"/> Tax Item
<input checked="" type="checkbox"/> Clr

Re-order Columns

▲ Move Up ▼ Move Down

Reset Columns

? OK Cancel

- Click on the Accounts tab, click on the Clear All button, then scroll down and select the Sales Tax Liability Account.

Customize Transaction ×

Date range: Last month From: 7/1/2018 To: 7/31/2018

Display Accounts Categories Payees Tags Securities Advanced

Banking

Account	Type
Spending	
<input type="checkbox"/> 4-H Account	Bank
<input type="checkbox"/> 4-H Foundation	Bank
<input type="checkbox"/> Ag Account	Bank
<input type="checkbox"/> County General	Bank
<input type="checkbox"/> FCS Account	Bank
<input type="checkbox"/> Master Gardeners	Bank
<input type="checkbox"/> PAT	Bank
<input checked="" type="checkbox"/> Sales Tax Liability	Bank
<input type="checkbox"/> Scholarships	Bank
<input type="checkbox"/> Soil & Other Samples	Bank

Select All Clear All

? OK Cancel

Sales Tax Processing Cont'd

- 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.

Customize Transaction ✕

Date range: Last month From: 7/1/2018 To: 7/31/2018

Display Accounts **Categories** Payees Tags Securities Advanced

Select categories

Type category name to search list:

Category	Type
<input checked="" type="checkbox"/> Not Categorized	
<input checked="" type="checkbox"/> Consulting Income...	Inc
<input checked="" type="checkbox"/> Div Income	Inc
<input checked="" type="checkbox"/> Interest Inc	Inc
<input checked="" type="checkbox"/> Net Salary	Inc
<input checked="" type="checkbox"/> Net Salary Spouse	Inc
<input checked="" type="checkbox"/> Other Inc	Inc

☒ Show (hidden categories)

Select All

Clear All

Expand All

Collapse All

Matching

Payee:

Category:

Memo contains:

? OK Cancel

- 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.

Customize Transaction ✕

Date range: Last month From: 7/1/2018 To: 7/31/2018

Display Accounts Categories **Payees** Tags Securities Advanced

Select payees

Type payee name to search list:

Payee
<input checked="" type="checkbox"/> No Payee
<input checked="" type="checkbox"/> **VOID**Lois Learner
<input checked="" type="checkbox"/> Ally Aggri
<input checked="" type="checkbox"/> Arvest Bank
<input checked="" type="checkbox"/> Austin Aggri
<input checked="" type="checkbox"/> Brenda Balance
<input checked="" type="checkbox"/> Calendar Sales 7/20/18 20 @ \$10
<input checked="" type="checkbox"/> Calendars Sales Taxes- 07/20/18

What if I don't see the payee I want?

Select All

Clear All

Matching

Category:

Payee contains:

Memo contains:

? OK Cancel

Sales Tax Processing Cont'd

- 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.

Customize Transaction ✕

Date range: Last month From: 7/1/2018 To: 7/31/2018

Display Accounts Categories Payees Tags Securities **Advanced**

Transactions

Amounts: All

☐ Tax-related transactions only

Transaction types: All transactions

Status

☒ Not cleared

☐ Newly cleared

☐ Reconciled

Transfers: Include all

Subcategories: Show all

☒ Show me change alerts for this rep

? OK Cancel

- 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.

Back History Forward Delete Email Display Print Export Save Find/Replace Customize Help

Sales Tax Report - Last month 7/1/2018 through 7/31/2018

Date range: Last month Subtotal by: Don't subtotal Sort by: Account/Date

Edit

Date	Account	Num	Description	Category	Clr	Amount
7/25/2018	Sales Tax Liability		Calendars Sales Taxes- ...	[Master Gardeners]		16.60
7/1/2018 - 7/31/2018						16.60
TOTAL INFLOWS						16.60
TOTAL OUTFLOWS						0.00
NET TOTAL						16.60

Sales Tax Processing Cont'd

- 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.

- Immediately following the sale, please be sure to submit via email a copy of the form in the link below for the sales taxes due to the Accounts Payable Manager in Financial Services. The original along with the check should also be mailed in to Financial Services.
- The check for the sales taxes should be recorded in the Sales Tax Liability Account in Quicken. Visit <https://www.uaex.edu/yard-garden/master-gardeners/resources.aspx> to use the Record of Sales Report to submit to the Accounts Payable Manager in Financial Services.

Sales Tax Resources

- Using the Sales Tax Calculator (PDF)
- Taxable Sales by the Master Gardener Group (PDF)
- Taxable Sales for the Master Gardener Group by County Extension Office Personnel (PDF)
- Record of Sales Report (Excel)
- County Sales Tax Report (Excel)

County Quicken Account Monthly Checklist

County: _____
Month: _____
Year: _____

	Yes	No
1 Have you been presented with the following to review for the current month?	<input type="checkbox"/>	<input type="checkbox"/>
a. Monthly Reconciliation Form (Finance 401)	<input type="checkbox"/>	<input type="checkbox"/>
b. Depository Account Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>
c. Quicken Account Balance as of Previous Month Report	<input type="checkbox"/>	<input type="checkbox"/>
d. Quicken Monthly Activity Detail Report	<input type="checkbox"/>	<input type="checkbox"/>
e. Quicken Outstanding Check List	<input type="checkbox"/>	<input type="checkbox"/>
f. Copy of Monthly Transfer Email(s) from Financial Services	<input type="checkbox"/>	<input type="checkbox"/>
g. Yellow Copies of Official CES Pre-Numbered Receipts attached to each corresponding deposit slip	<input type="checkbox"/>	<input type="checkbox"/>
h. Documentation for Checks and Deposits (Check documentation remains in the County file)	<input type="checkbox"/>	<input type="checkbox"/>
2 Does the Monthly Reconciliation form balance (i.e., Adjusted Bank Balance equal Adjusted Book Balance)?	<input type="checkbox"/>	<input type="checkbox"/>
3 Do the reconciling items (if any) seem reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
4 Did the reconciling items (if any) from last month's reconciliation clear off of this month's reconciliation?	<input type="checkbox"/>	<input type="checkbox"/>
5 Are there any checks on the Outstanding Check List with a check date greater than two months?	<input type="checkbox"/>	<input type="checkbox"/>
6 Have NSF checks been resolved in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
7 Deposits		
a. Is adequate documentation presented for each deposit?	<input type="checkbox"/>	<input type="checkbox"/>
b. Are pre-numbered receipts written for all funds received and attached to the deposit slip?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the source of the funds noted on each receipt?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are all receipt numbers accounted for?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are receipt numbers written on deposit tickets?	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the dollar amount of the receipts equal the total deposit amount on the deposit slip?	<input type="checkbox"/>	<input type="checkbox"/>
g. Do the deposit slips tie back to the bank statement?	<input type="checkbox"/>	<input type="checkbox"/>
8 Checks		
a. Is adequate documentation presented for each check (i.e., receipts, invoices, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
b. Are the checks written reasonable and for a legitimate Extension purpose?	<input type="checkbox"/>	<input type="checkbox"/>
c. Has the check number and any other pertinent information been written on the documentation for each check?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are all check numbers accounted for?	<input type="checkbox"/>	<input type="checkbox"/>
e. Have void checks been recorded in Quicken and then stapled in the check register (if available)?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are steps being taken to resolve the deficit in any Quicken Account which consistently has a negative balance?	<input type="checkbox"/>	<input type="checkbox"/>
10 Are sales taxes charged on publication sales, properly accounted for, and remitted to Financial Services?	<input type="checkbox"/>	<input type="checkbox"/>
11 Is \$5.00 per individual enrolled in each Pesticide Applicator Certification training sent to Financial Services to be deposited into the appropriate fund for Ples Spradley?	<input type="checkbox"/>	<input type="checkbox"/>
12 Have you signed the Monthly Reconciliation Form (Finance 401) indicating that you have reviewed and approve the report?	<input type="checkbox"/>	<input type="checkbox"/>
13 Have the appropriate items in Number 1 been sent to Financial Services in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
14 Have the items in Number 1 been filed in the county office in an organized manner for easy access?	<input type="checkbox"/>	<input type="checkbox"/>
15 Is a copy of the Quicken data being backed up to a flash drive, tested regularly, and stored offsite?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Staff Chairs may use this checklist to ensure all documentation has been reviewed. It's not necessary but can be added to monthly reports sent to Financial Services. 		