Procedure Title: Recording Written Checks	008
Effective Date: 3/18/2014	
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1. **Rationale or background to policy:** In order to have accurate and timely reports, information for all checks written needs to be collected when the checks are written, not just when a check clears the bank. A procedure for the client to record checks written and for **DecisionGrid** to obtain this information must be established. When checks are not recorded as they are written, the expense is not reflected in the proper time frame, and expense account information is often missing.

2. **Purpose statement**: To establish a procedure for written check information to be recorded by **DecisionGrid** in QuickBooks in a manner that facilitates timely and accurate reporting of expenses.

3. **Procedure**:

Action by:	*Action*
DecisionGrid	1. Creates an Excel spreadsheet in Dropbox folder for client to record pertinent information for all checks written.
Client	1. Records all pertinent information – date, check number, payee, amount, and expense account information on shared Excel spreadsheet as checks are written.