

### Quick Tip 5 - Allocating a Deposit

This reference will show you how to allocate a Deposit in your Unit Banking Account. **IMPORTANT TO REMEMBER: Deposits will appear in the account within 1-2 business days.**

**Revenues**

You have 2 Waiting Revenues. **Step 1:** Click on the blue underlined **Waiting Revenues** to view the list of revenues that require your allocation.

You have 0 Unverified Revenues.

You have 108 total Revenues. **Step 2:** Click on the underlined **Transaction ID** number to open up a detailed view of the transaction.

You have 34 Transfers.

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
<u>813085</u>	002871	3rd Barrie Pathfinder Unit	Revenue - Royal Bank Deposit	901032	Waiting, Guider	395.80	395.80	8/5/2014
<u>813084</u>	002871	3rd Barrie Pathfinder Unit	Revenue - Royal Bank Deposit	901032	Waiting, Guider	225.00	225.00	8/5/2014

**Step 3:** The detailed transaction will open up on the bottom half of the screen. Click on the **Edit** button to allocate the transaction.

ID	813085
User ID	002871 - 3rd Barrie Pathfinder Unit
Community/Camp/Special	901032
Type	Revenue - Royal Bank Deposit
Level	Guider
Status	Waiting

- Camp
- CWFF Collected
- Donations
- Equipment Revenue
- Fall Cookies
- Fund Raising
- Independent Trip Revenues
- Joint Event Revenues
- Membership Fees Collected
- Others
- Parent Orders Revenue
- Special Events
- Spring Cookies
- Taxable Revenue (HST)
- Training and Conference
- Weekly Dues
- ZFINDEPTONLY (REV)

**Step 4:** Allocate the revenue transaction:

(F) Close
Save
Cancel

ID	813085			
User ID	002871 - 3rd Barrie Pathfinder Unit			
Community/Camp/Special	901032			
Type	Revenue - Royal Bank Deposit			
Level	Guider			
Status	Waiting			
Before Taxes Amount	395.80			
Tax Amount	0.00			
Total Amount	395.80			
Description	Total	Tax	Net	Extract HST
Distribution	395.80	0.00	395.80	<input type="checkbox"/>
Merchant	NDDS 2871137			
Date	8/5/2014			
Receipt Date				
Comments				

(E) Save
Cancel

- A.** Select the Distribution (category) from the drop-down list by clicking on the down arrow.
- B.** Check the "Extract HST" box for **Overnight Event/Camps**, the distribution is **Taxable Revenue (HST)**. The boxes will auto-populate the tax and net amounts.
- C.** Click **+** to add a Distribution line. Use this to split the funds into several categories. For each distribution line added, you'll need to type the amount in the total box.
- D.** Input specific comments regarding the deposit.
- E.** Click **Save** if completed or **Cancel** to return to Step 3.
- F.** Click the **Close** button to close the transaction and return to the Waiting Revenues screen.

Description	Total	Tax	Net	Extract HST
Taxable Revenue (HST)	395.80	45.53	350.27	<input checked="" type="checkbox"/>

**scanned and your initials written on it.**

**Step 5: Send ONE copy of the deposit slip to your Unit Banking Clerk with the transaction number, date**