

## Quick Tip 6 - Submitting a Manual Expense Request

This reference will show you how to submit a manual expense to obtain reimbursement for unit purchases or to make a payment for an invoice.

Transactions	Reports	Configuration
Expenses	View Outstanding	
Revenues	New	
Transfer Requests	View All	
Credit Limit Requests		

On the Main Screen, hover your mouse over the **Transactions** heading and then **Expenses** and click on **New**.

Remember, you can only be reimbursed for expenses incurred during the current and previous Guiding year. Example: If the current Guiding year is 2014-2015, you **cannot** be reimbursed for receipts dated from the Guiding year 2012-2013.

The screenshot shows a form for submitting a manual expense request. The form includes fields for User (001345), Community / Camp / Special (901029), Type (Expense - Manually Entered), Level (Guide), Status (Verified), Before Tax Amount, Tax Amount (0.00), Distribution (with a dropdown menu and a 'Before Tax Amount' field), Merchant, Date (08/08/2014), Receipt Date, Comments & Cheque Mailing Address, Cheque Payable to, HST, and GST. There are 'Save' and 'Cancel' buttons at the top and bottom. Callouts A through M are placed over various fields and buttons. A separate list of distribution categories is shown on the right, with callout C pointing to it.

- A **Before Tax Amount:** Amount excluding the Tax Amount (include shipping & handling, tip etc... here)
- B **Tax Amount:** Total of the HST. If HST and/or GST are applicable, input the total amount here.
- C **Description and Before Tax Amount:** Click the drop-down arrow to select the distribution category. Make sure the amount entered beside the description is the **Before Tax Amount**.
- D **Red x:** Click the red **X** to delete a distribution line.
- E **Green +:** Click the green **+** to add a distribution line. The amounts on the distribution lines must add up to the total **Before Tax Amount**.

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F **Guide Store Box:** Click this box if your expense is from the Guide Store. The Merchant field will automatically become GGC Store. **Do not combine Guide Store receipts with other receipts.**

Merchant	GGC Store	<input checked="" type="checkbox"/> Guide Store
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G **Merchant:** Store or service where the receipt or invoice is from.

- If refunding a parent, input "Refund" and submit the **Unit Parent Refund Request** for verification.
- If reimbursing for mileage, input "Mileage Log" and submit the **Mileage Log** for verification.
- If inputting several receipts on one request input "Various" and submit the **Manual Expense Calculator** along with **all** the receipts.

H **Receipt Date:** Input the receipt's date. If you are combining more than one receipt input today's date. If you are reimbursing a parent or claiming for mileage also leave it as today's date.

A calendar widget for August 2014. The days of the week are labeled Su, Mo, Tu, We, Th, Fr, Sa. The dates 1 through 31 are shown in a grid. The 8th of August is highlighted in yellow. There are 'Today' and 'Done' buttons at the bottom.

I **Comments & Cheque Mailing Address:** Input comments regarding the expense, then name and address of the payee. The cheque will be sent to the address listed here. If paying an invoice from a company input the invoice or order number here.

Comments & Cheque Mailing Address

Anne Sample (on Direct Deposit)  
123 Example Rd  
Anywhere, ON A1B 2C3  
  
Supplies for Campfire Craft

**For cross-referencing purposes, all payees (including Direct Deposit applicants) must have an accurate current address listed.**

J **Cheque Payable to:** Input the full name of the person or company to whom you owe money. No short forms or initials, just the full name of the payee.

Cheque Payable to	Anne Sample	X
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K **HST and GST:** Input the total of the HST. If GST is applicable input the total amount here. It should be the same or total of the Tax Amount [B].

L **Save:** Click this button to submit the request. The expense will be assigned a **Transaction ID** number. **Write the Transaction ID, date scanned and your initials on each receipt and send it to your Unit Banking Clerk. Do not forget this step!** The payment will not be issued until your Unit Banking Clerk receives the receipt and verifies the information.

M **Cancel:** Click this button to cancel the manual expense request and return to the Total Expenses screen.

**IMPORTANT TO REMEMBER:** after saving the manual expense, you cannot edit the **After Taxes Amount**. You will need to **DELETE** the incorrect transaction and start over (Refer to [15 – Revising or Deleting a Transaction](#)).

For more information on manual/cash expenses see: [Manual Expenses](#)