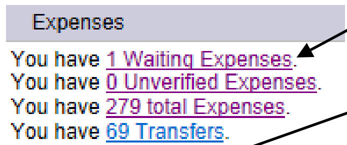
Quick Tip 7 - Allocating a Purchase Card Expense

This reference will show you how to allocate a purchase card expense in your Unit Banking Account.

IMPORTANT TO REMEMBER: Purchase card transactions will appear in the account after the merchant has posted the charge (usually 3-5 business days).

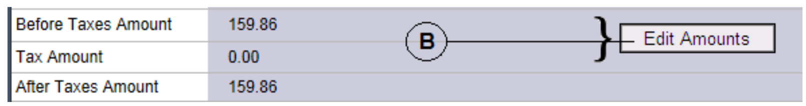


Step 1: Click on the blue underlined **Waiting Expenses** to view the list of expenses that require your allocation.

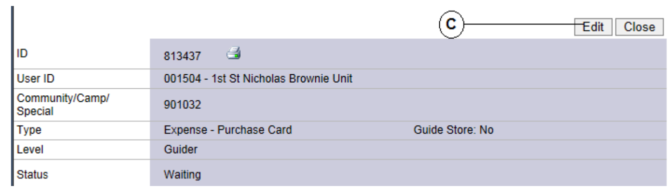
Step 2: Click on the underlined **Transaction ID** number to open up a detailed view of the transaction. The detailed transaction will open up on the bottom half of the screen. **Write the Transaction ID on the receipt (ex. #813437).**

DOUBLE CHECK Do the Before Tax Amount and Tax Amount match your receipt?

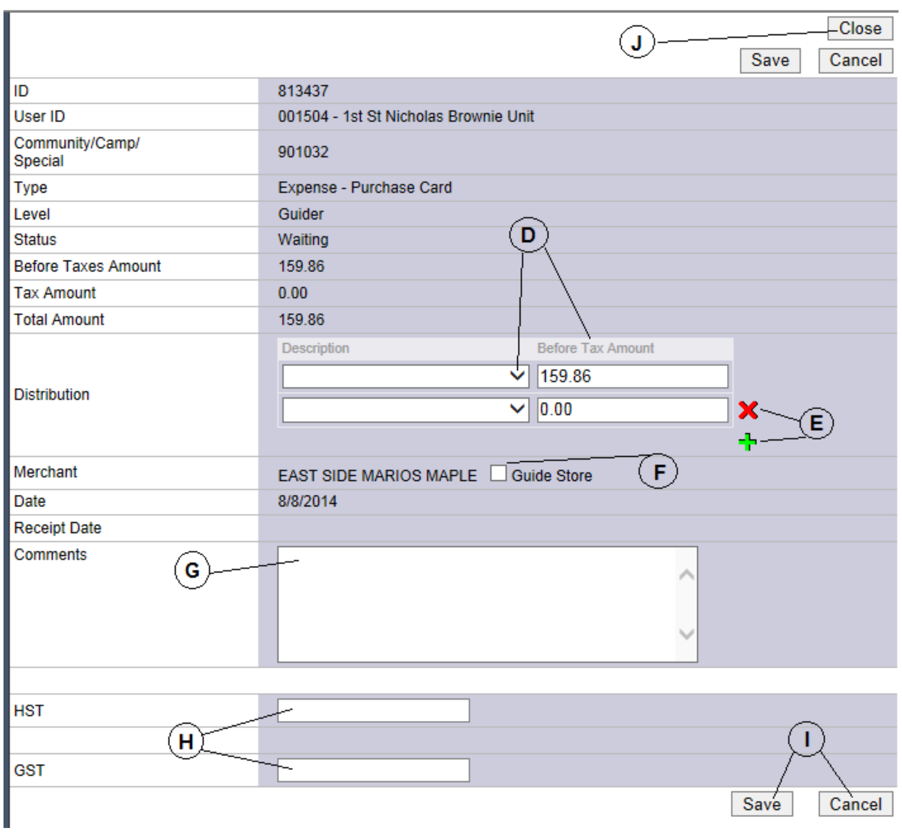
Step 3a: If **NO**, click the **Edit Amounts** button (**B**) and then click "OK" when the pop-up box appears. Change the amounts and then hit the **Save** button. Then move on to Step 3b.



Step 3b: If **YES**, skip Step 3a and click on the **Edit** button (**C**) to allocate the transaction.



Step 4: Allocate the transaction:



D. Select the Description (category) from the drop-down list by clicking on the down arrow.

E. Click + to add a distribution line to split an expense into several categories. For each distribution line added, you'll need to type the amount beside the category. The amounts in the Distribution must total the **Before Taxes Amount**.

F. For Guide E-Store purchases, checkmark this box.

G. Input comments regarding the expense.

H. Input the HST (and/or GST if applicable). If no tax, leave blank.

I. Click **Save** if done or **Cancel** to return to Step 3.

J. Click the **Close** button to close the detailed transaction and return to the Total Expenses screen.

Step 5: Send the receipt to your Unit Administrator.