

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).

- Expenses**
- You have 1 Waiting Expenses.
 You have 0 Unverified Expenses.
 You have 279 total Expenses.
 You have 69 Transfers.
- 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).**

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
<u>813437</u>	001504	1st St Nicholas Brownie Unit	Expense - Purchase Card	901032	Waiting, Guider	159.86	159.86	8/8/2014

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.

Before Taxes Amount	159.86	} Edit Amounts
Tax Amount	0.00	
After Taxes Amount	159.86	

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

ID	813437	Close
User ID	001504 - 1st St Nicholas Brownie Unit	
Community/Camp/Special	901032	
Type	Expense - Purchase Card	Guide Store: No
Level	Guider	
Status	Waiting	

Step 4: Allocate the transaction:

ID: 813437 User ID: 001504 - 1st St Nicholas Brownie Unit Community/Camp/Special: 901032 Type: Expense - Purchase Card Level: Guider Status: Waiting Before Taxes Amount: 159.86 Tax Amount: 0.00 Total Amount: 159.86	
Description: [Dropdown] Before Tax Amount: 159.86 [Dropdown] 0.00	
Merchant: EAST SIDE MARIOS MAPLE <input type="checkbox"/> Guide Store	
Date: 8/8/2014 Receipt Date: [Blank] Comments: [Text Area]	
HST: [Text Field] GST: [Text Field]	

- 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.

- Advance
- Award and Badges
- Camp
- Craft Supplies
- CWFF forwarded
- Donation
- Equipment Purchases
- Fall Cookie purchases
- Gifts
- Independent Trip Expenses
- International
- ITC Expenses
- Joint Event Expenses
- Membership
- Membership Fees forwarded
- Office Supplies
- Other Administrative
- Parent Orders/Purchases
- Postage/Courier
- Printing
- Program
- Public Relations
- Special Event
- Spring Cookie purchases
- Travel
- ZFINDEPTONLY (EXP)

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.