

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**.

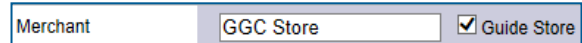
Remember, you can only be reimbursed for expenses incurred during the current and previous Guiding year. Example: If the current Guiding year is 2018-2019, you **cannot** be reimbursed for receipts dated from the Guiding year 2016-2017.

- A** **Before Tax Amount:** Amount excluding the Tax Amount (include shipping & handling, tip, non-HST/GST taxes etc.)
- B** **Tax Amount:** Input the total of the HST and/or GST listed on the receipt. (Any other taxes are added to the Before Tax Amount).
*Double check that the **Before Tax Amount** and **Tax Amount** equal the total on the receipt (or [Manual Expense Calculator](#)).
- C** **Distribution:**
Description: Click on the drop-down arrow to select the distribution category. If you hover the cursor over a category a pop-up bubble will indicate some common purchases used in that category.
Before Tax Amount: Enter the **Before Tax Amount** associated with the category(s) selected.
- D** **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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E Red x: Click the red **X** to delete a distribution line.

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.**



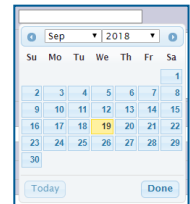
Merchant: GGC Store Guide Store

G Merchant: Store or service where the receipt or invoice is from.

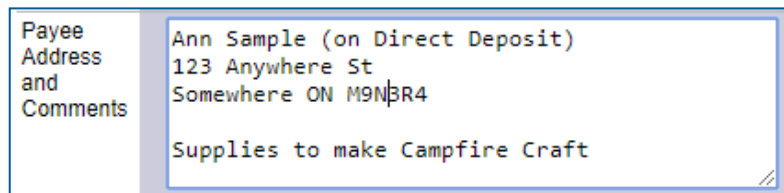
- If refunding a parent, input “**Refund**”, reference the deposit transaction number in the comments section with the parent’s address **and email your Unit Banking Clerk** for verification.
- If reimbursing for mileage, input “**Mileage Log**” and submit the [Mileage Log Excel Version/PDF](#) for verification.
- If inputting several receipts on one request input “**Various**” and submit the [Manual Expense Calculator](#) along with **all** the receipts.
- If requesting a cash advance, input “**Cash Advance**” **and email your Unit Banking Clerk** for verification. A [Cash Advance Calculator](#) along with the receipts must be submitted before the end of the Guiding Year.

H Receipt Date: Input the receipt’s date.

If you are combining more than one receipt, reimbursing a parent or claiming for mileage, leave the date as the current date.

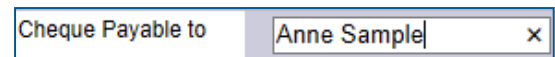


I Payee Address and Comments: All manual expenses whether paid by cheque or direct deposit require an **accurate current mailing address** entered in this section. Also input comments regarding the expense here. The cheque will be sent to the address listed here. If paying an invoice from a company input **the invoice or order number** in this section.



Payee Address and Comments: Ann Sample (on Direct Deposit)
123 Anywhere St
Somewhere ON M9N3R4
Supplies to make Campfire Craft

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

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 the receipt(s).** Scan (or take a picture with your phone or camera) the receipt(s) and email them to your Unit Banking Clerk (alternatively you can mail them).

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 transaction. Contact your Unit Banking Clerk to unverify it. If the amount inputted is incorrect, the transaction will need to be deleted and rekeyed (refer to Quick Tip [15 – Revising or Deleting a Transaction](#)).

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