

## 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:** Receive an itemized receipt from the purchase card holder. An itemized receipt contains; the merchant information, details of what was purchased, the sub-total (pre-tax) amount, the taxes, the total, the date of purchase and the HST/GST number.

A Visa slip receipt (showing that a purchase was paid by visa ending in last 4 number at a store for an amount) is not an itemized receipt – if you receive only the Visa slip, the purchase card holder needs to find the itemized receipt and give it to you. If an itemized receipt is not received, a [Lost or Incomplete Receipt Form](#) needs to be filled out and submitted to your Unit Banking Clerk.

**Step 2:** Log into your Unit's Centralized Banking account. Click on the blue underlined **Waiting Expenses** to view the list of expenses that require your allocation.

Expenses

You have [3 Waiting Expenses](#).

You have [0 Unverified Expenses](#).

You have [332 total Expenses](#).

You have [58 Transfers](#).

**Step 3:** 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.

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
<a href="#">1658692</a>	003080	9th Markham Guide Unit	Expense - Purchase Card	901038	Waiting, Guider	72.43	72.43	09/17/2018

**Write on the receipt - the Transaction ID (example 1658692), your initials and the date.**

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

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

Before Taxes Amount	9.38	}	Edit Amounts
Tax Amount	0.00		
After Taxes Amount	9.38		

ggounitbanking.guidesontario.org says

This will delete any existing distribution details for this entry, are you sure you wish to continue?

Before Taxes Amount	<input type="text" value="8.30"/>	Current Values:	9.38
Tax Amount	<input type="text" value="1.08"/>		0.00

Before Taxes Amount	8.30
Tax Amount	1.08
After Taxes Amount	9.38

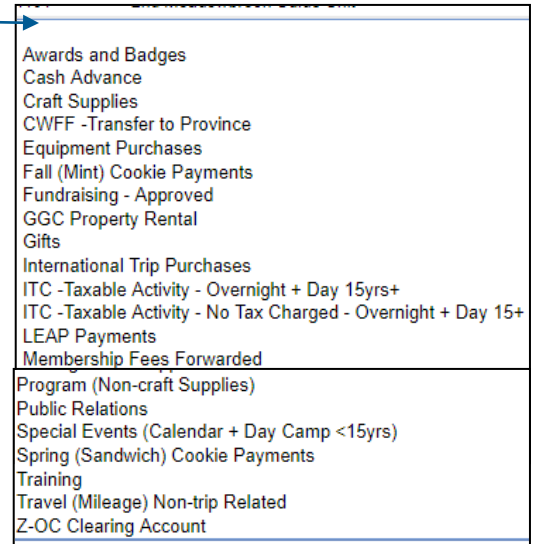
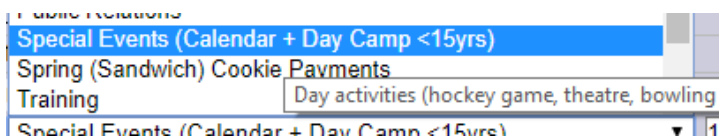
**Step 3b:** If **YES**, skip Step 3a and click on the Edit button (C) at the top of the transaction to allocate the transaction.

**Step 4: Allocate the transaction:**

The screenshot shows an expense entry form with the following fields and callouts:

- Callout A:** Points to the 'Description' dropdown menu in the 'Distribution' section.
- Callout B:** Points to the 'Before Tax Amount' input field in the 'Distribution' section.
- Callout C:** Points to a green '+' button next to the 'Merchant' field.
- Callout D:** Points to the 'Guide Store' checkbox in the 'Merchant' field.
- Callout E:** Points to the 'Comments' text area.
- Callout F:** Points to the 'HST' and 'GST' input fields.
- Callout G:** Points to the 'Save' button at the bottom right.
- Callout H:** Points to the 'Close' button at the top right.

- A.** Choose the allocation description for the purchase. When you hover your mouse on a specific allocation – a pop-up bubble will appear and show some of the uses of the allocation to help you choose.



- B.** Input the **Before Taxes Amount** for the description(s).
- C.** 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**.

- D.** For Guide Store purchases, checkmark this box only.

This image shows the 'Merchant' field with the text 'SP \* GIRL GUIDES OF CA' and a checked checkbox labeled 'Guide Store'.

- E.** Input comments regarding the expense.

Girl Guides of Canada, Ontario Council: Allocating a Purchase Card Expense

- F. Input the HST (and/or GST) if applicable. If no taxes, leave blank. The total in the HST and GST boxes must sum to the total in the **Tax Amount** at the top of the transaction.
- G. Click **Save** if done (or **Cancel** to return to Step 3 to start over).
- H. Click the **Close** button to close the detailed transaction and return to the Expenses screen.


**Step 5:** Send the receipt to your Unit Banking Clerk.

The preferred method is to scan (or take a picture with your phone) and email the itemized receipt (you will need to make sure you have done step 3: **Write on the receipt - the Transaction ID (example 1658692), your initials and the date scanned**).

If you receive the receipt electronically (example – Guide Store conformation email), you can forward the email (with the detailed information – not the visa/summary receipt for the total), directly to your Unit Banking Clerk and type the transaction number in the body of the email.

Alternatively you can mail the receipts to your Unit Banking Clerk at the Ontario Council Office.

**Step 6:** Once your Unit Banking Clerk receives the receipt and has no follow up questions – the purchase card expense will be Verified, Provincial. Any tax rebates (ITC or PSB) will be automatically deducted from your unit balance at this time.

ID	1652094 								
User ID	001043 - 1st Manotick Guide Unit								
Community/Camp/Special	901040								
Type	Expense - Purchase Card <span style="float: right;">Guide Store: Yes</span>								
Level	Provincial								
Status	Verified								
Before Taxes Amount	111.45								
Tax Amount	6.67								
After Taxes Amount	118.12								
Distribution	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">GST</th> <th style="width: 10%;">HST</th> </tr> </thead> <tbody> <tr> <td>Parent Orders Purchases (Guide Store)</td> <td>111.45</td> <td>0.00</td> <td>6.67</td> </tr> </tbody> </table>	Description	Amount	GST	HST	Parent Orders Purchases (Guide Store)	111.45	0.00	6.67
Description	Amount	GST	HST						
Parent Orders Purchases (Guide Store)	111.45	0.00	6.67						
Merchant	SP * GIRL GUIDES OF CA								
Date	09/05/2018								
Receipt Date									
Comments	Uniform order								
HST	6.67								
GST	0.00								