Quick Tip 19 - Allocating a Bill Payment

This reference will show you how to allocate Revenue – Royal Bank Bill Payment in your Unit Banking Account.

IMPORTANT TO REMEMBER: **Bill Payment Deposits will appear in the account within 2-3 business days. Unlike a deposit, a Bill Payment transaction does not require backup to be mailed to your Unit Banking Clerk.**

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

> Revenues
> You have 3 Waiting Revenues.
> You have 1 Unverified Revenues.
> You have 7 total Revenues.
> You have 0 Transfers.

Step 2: Click on the underlined **Transaction ID** number to open up a detailed view of the transaction.

639313   001234   1st Sample Guide Unit   Revenue - Royal Bank Bill Payment   901023   Waiting, Guider   305.00   5/17/20 XX

Step 3: The detailed transaction will open up on the bottom half of the screen. Click on the **Edit** button (B) to allocate the transaction.

- The **Merchant** line contains the name of the payee {the parent, relative, guardian etc.} to whom the unit is expecting a payment from.
- The **Comments** section will contain the 20-digit account number: the unit banking ID, the girl's iMIS number and a 4-letter account code.

		Edit Close
ID	638317	B
User ID	001234- 1st Sample Guides	
Community/Camp/Special	901019	
Type	Revenue - Royal Bank Bill Payment	
Level	Guider	
Status	Waiting	
Before Taxes Amount	1.00	
Tax Amount	0.00	
After Taxes Amount	1.00	
Distribution	Description Amount	
Merchant	ANN SAMPLE	
Date	5/16/2013	
Receipt Date	5/17/2013	
Comments	0012340000123456COOK	

Step 4: Allocate the revenue transaction:

			G	Close
				Save Cancel
ID	638317			
User ID	001234-1st Sample Guide Unit			
Community/Camp/Special	901019			
Type	Revenue - Royal Bank Bill Payment			
Level	Guider			
Status	Waiting			
Before Taxes Amount	1.00			
Tax Amount	0.00	C	D	
Total Amount	1.00			
Distribution	Description	Total Tax Net Extract HST		
		1.00 0.00 1.00		
Merchant	ANN SAMPLE			
Date	5/16/2013		E	
Receipt Date	5/17/2013			
Comments	0012340000123456COOK			
	Type in comments after the 20-digit account code			
			F	
				Save Cancel

C. Select the Distribution (category) from the drop-down list by clicking on the down arrow. Match the last 4-letter account code in the comments segment:

> **COOK** – **Fall (Mint) Cookies** or **Spring (Sandwich) Cookies**
>
> **CAMP** – **Taxable Activity (extract HST) - Overnight + Day 15yrs+**
> Overnight unit camp or sleepover
> > *Outdoor Experience, Overnight activities paid through the events page and day camps should be allocated to **Special Events (Calendar + Day Camp <15yrs)***
>
> **DUES** – **Dues**
>
> **EVNT** – **Special Events (Calendar + Day Camp <15yrs)**
> Day activities (examples include visit a cooking school or a show) or Events booked and paid for on the Events Calendar or Outdoor Experiences
>
> **UNFM** – **Parent Orders Revenue (Guide Store)**
> Parent/Guider payment for Uniform/Guide Store Order, if done through the unit (do not extract taxes)
>
> **TRIP** – **International Trip Revenue**
> Installment Payments for International Trips. *Interprovincial Trips should be allocated to **Taxable Activity (extract HST) - Overnight + Day 15yrs+***

D. HST: Click the "Extract HST" box if the allocation is **Taxable Activity (extract HST) - Overnight + Day 15yrs+**. The system will automatically calculate the HST for you and enter it in the "Tax" box. Taxable activities are all overnight activities and any day event where the majority are 15 years and older.

E. Enter additional information regarding the amount of payment. **Do not** delete the 20-digit account code.
> *If the 4 letter account code does not match the allocation, please input a give a reason in this comment section.*

F. Click **Save** to verify (or **Cancel** to redo).
G. Click the **Close** button to close the transaction and return to the Revenue screen.
You do not need to send a copy to your Unit Banking Clerk.

If you receive a Bill Payment that was not meant for your unit, please do not verify it but let your Unit Banking Clerk know.