

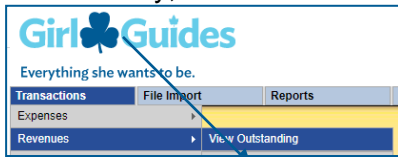
Tip 5 - Allocating a Deposit

This reference will show you how to allocate a Deposit in your Unit Banking Account.

IMPORTANT TO REMEMBER: Deposits will appear in the account within 1-2 business days.

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

Alternatively, click on **Transactions, Revenues, View Outstanding**



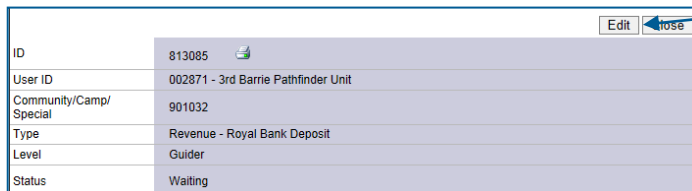
Step 2: Click on the underlined **Transaction ID** number to open up a detailed view of the

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
<u>1648056</u>	001463	9th Markham Pathfinder Unit	Revenue - Royal Bank Deposit	901038	Verified, Guider	155.00	155.00	07/31/2018
<u>1639504</u>	001463	9th Markham Pathfinder Unit	Revenue - Royal Bank Deposit	901038	Verified, Guider	215.00	215.00	06/19/2018

transaction.

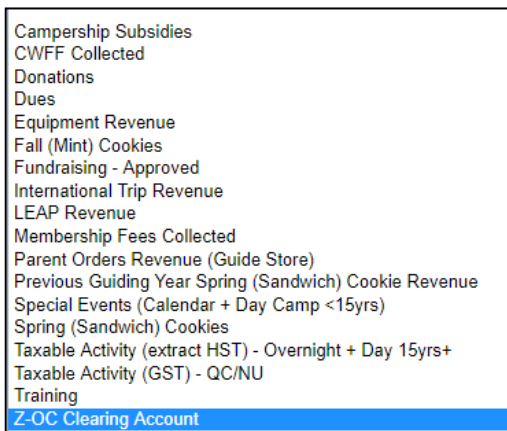
Step 3: Write the **Transaction ID (ex. #1639504)** on the deposit slip as well as the **date and your initials.**

Step 4: The detailed transaction will open up on the bottom half of the screen. Click on the **Edit** button to allocate the transaction.

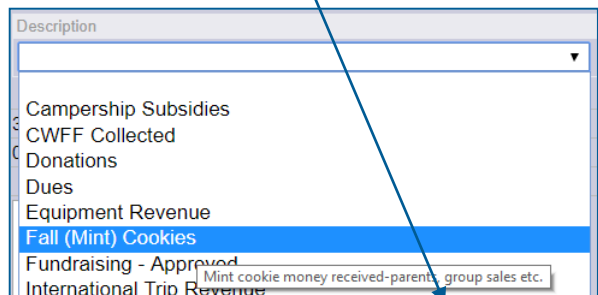


Step 5: **Allocate the revenue transaction:**

A. Select the Distribution (category) from the drop-down list by clicking on the down arrow.



When you hover your mouse on a specific allocation – a brief blurb on the allocation will appear to help you choose the category.



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B. Please note: if the distribution is **Taxable Activity (Extract HST) - Overnight + Day 15yrs+**, click the “Extract HST” box. The tax and net boxes will auto-populate the amounts.

C. Click **+** to add multiple categories or **x** to delete a description line. Use this to split the funds into several categories. For each distribution line added, you’ll need to type the amount in the total box. Adjust the amounts for the multiple categories (example: spring (sandwich) cookies, dues, special events, etc.)

Description	Total	Tax	Net	Extract HST	
Spring (Sandwich) Cookies	1800.00	0.00	1800.00	<input type="checkbox"/>	
Taxable Activity (extract HST) - Overnight + Day 15yrs+	70.00	8.05	61.95	<input checked="" type="checkbox"/>	x
Donations	6.00	0.00	6.00	<input type="checkbox"/>	x
Special Events (Calendar + Day Camp <15yrs)	100.00	0.00	100.00	<input type="checkbox"/>	x
Dues	40.00	0.00	40.00	<input type="checkbox"/>	x
					+

D. Input specific comments and the details regarding the deposit.

E. Click **Save** if completed (or **Cancel** to return to Step 4 and start over).

If you clicked Save, and realized you missed something or entered something incorrect – please contact your Unit Banking Clerk so they can unverify the deposit and then you will be able to edit it again.

F. Click the **Close** button to close the transaction and return to the Waiting Revenues screen.

Step 6: Send ONE copy of the deposit slip to your Unit Banking Clerk with the transaction number, the date scanned and your initials written on the slip.