

GRANT PROCESSING -- ENTERING EXPENSES

Expenses and proof of payment for these expenses can be added as they are incurred on the EXPENSES tab. You will enter

- Receipts for the items purchased.
- Proof of payment by the club for the items for which you have receipts.

The two must balance as shown under the Expense Summary at the bottom of the page.

The screenshot displays the 'Expenses' tab in a software application. The interface is divided into three main sections: 'Expense Receipts', 'Expense Payments', and 'Expense Summary'. Each section includes a table for data entry and a summary row. Red arrows highlight the 'Expenses' tab, the 'Expense Receipts' section, the 'Expense Payments' section, and the 'Difference' row in the 'Expense Summary' table.

Expense Receipts

#	Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created	Modified
Receipt Total:				\$0.00					

No Receipts Entered

Expense Payments

#	Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created	Modified
Payment Total:				\$0.00					

No Payments Entered

Expense Summary

Description	Amount
Total Receipts:	\$0.00
Total Payments:	\$0.00
Difference:	\$0.00

To add a receipt, press the blue Add Receipt button on the right of the **Expense Receipts** portion of the screen.

- Fill out the fields requested under *Receipt Information*.
- Under *Receipt/Payment Supporting Files*, press the Choose Files button. Choose and upload the file from your computer containing the receipt you'd like to add. You will see the word Uploaded in green towards the bottom of the screen. Press the Add button to add this expense.

Add Expense Item

GrantExpenseID=0
GrantID=12639
ExpType=R
Enter your Expense Receipts below. Use to the file drag and drop or file upload to save a scanned image of your receipt.

Receipt Information:

* Vendor:	<input type="text" value="Vendor A"/>
Ref Num:	<input type="text" value="Ref Num"/> Optional, Receipt No or date mm/dd (6 characters max)
* Amount:	<input type="text" value="250.00"/> Total Receipt Amount
Comments:	<input type="text" value="aksdfkj;ad"/>

Receipt/Payment Supporting Files:


Expense Receipt and Payment Upload:

RECEIPT 1.docx

Drag and Drop files here

Name: RECEIPT 1.docx
Size: 11 kb
Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

Uploaded!



To add the proof of payment for a receipt, press the Add Payment button to the right of the **Expense Payments** portion of the screen. Fill out the information requested in the *Payment Information* portion of the screen. Note that you can match the payment with one or more of the receipts that you added previously. Or if you enter a payment for which you do not yet have a corresponding receipt, you can match that receipt to the relevant payment later.

Add Expense Item

GrantExpenseID=0
GrantID=12639
ExpType=P

Enter your Payment / Reimbursement for an Expense item below. Select the specific expense receipt you are making this payment for. Use to the file drag and drop or file upload to save a scanned image of your receipt.

Payment Information:

* Pay To:

* CK/CC No: Chk# or Last-4 of CC# (DO NOT FILL IN THE FULL CREDIT CARD)

* Amount:

* Receipt Nos:

Comments:

Receipt/Payment Supporting Files:

Uploaded Files:	<input checked="" type="checkbox"/>	RECEIPT 1.docx D:\Rotary\SecureAccounts\7690\6059\Grants\12639\Expenses\0\RECEIPT 1.docx
	<input checked="" type="checkbox"/>	RECEIPT 2.docx D:\Rotary\SecureAccounts\7690\6059\Grants\12639\Expenses\0\RECEIPT 2.docx
	<input checked="" type="checkbox"/>	RECEIPT 3.docx D:\Rotary\SecureAccounts\7690\6059\Grants\12639\Expenses\0\RECEIPT 3.docx

Upload the payment document to the *Receipt/Payment supporting files* portion as you did for uploading receipts. Press ADD in the lower right corner to add the payment.

When you have added all your receipts and proofs of payment, your screen should look something like this:

Details	Clubs Involved	Contacts	Application	Budget	Expenses	Documents	Activity Log	Signature Log	Final Report
Expense Receipts									
Add Receipt									
#	Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created	Modified
1201			Vendor A	\$250.00	Vendor A \$375.00 (#1204)		als;djfad;ksf	Morris, R. Philip 07/26/2021 11:17 AM	
1202			Vendor A	\$125.00	Vendor A \$375.00 (#1204)		adj;ffal;sdj	Morris, R. Philip 07/26/2021 11:21 AM	
1203			Vendor B	\$25.00	Vendor B \$25.00 (#1205)		ajdf;lads	Morris, R. Philip 07/26/2021 11:21 AM	
Receipt Total:				\$400.00					
Expense Payments									
Add Payment									
#	Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created	Modified
1204		1234	Vendor A	\$375.00	Vendor A \$250.00 (#1201) Vendor A \$125.00 (#1202)		al;ff;sdafj	Morris, R. Philip 07/26/2021 11:27 AM	
1205		1235	Vendor B	\$25.00	Vendor B \$25.00 (#1203)			Morris, R. Philip 07/26/2021 11:34 AM	
Payment Total:				\$400.00					
Expense Summary									
Description	Amount								
Total Receipts:	\$400.00								
Total Payments:	\$400.00								
Difference:	\$0.00								

You will have receipts and payments to match the original income requested under the BUDGET tab for this grant (\$400 in this test grant), although your expenses will probably not match the amounts budgeted, since they were only estimated expenses when the grant was created.

Your receipts and payments will balance under the *Expense Summary*, so you will have shown that the club, and not a member or other organization, has paid for everything that was spent.

You can see which receipts are being paid by which checks in the

- *Pay To Ref Column* in the Expense Receipts section of the screen.
- *Receipt Nos* column in the Expense Payments section of the screen.

The expenses and payments you have uploaded will now appear in a separate folder under the DOCUMENTS tab.

The documents tab allows for management of all documents related to this grant.

To VIEW a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.

DO NOT upload files with file names containing special characters (e.g., ";", ":", "%", "\$", "@", "!"). Rename your file locally and then upload it.

Navigation: Home D:\Rotary\SecureAccounts\7690\6059\Grants\12639\

Action	Type	File Name	Modified	Size	Attributes
	Folder	Backup	2021-07-24 14:58:45	0 KB	
	Folder	Documents	2021-07-24 14:46:30	0 KB	
	Folder	Expenses	2021-07-25 11:13:05	0 KB	
	Folder	Images	2021-07-24 14:46:30	0 KB	
	File	GrantApplication.html	2021-07-24 14:58:45	9 KB	
4 Directories 1 File			Directory Space Used:		9 KB

Clicking on Expenses will bring you to a folder --

Navigation: Home → Expenses D:\Rotary\SecureAccounts\7690\6059\Grants\12639\Expenses\

Action	Type	File Name	Modified	Size	Attributes
	Folder	0	2021-07-26 11:33:45	0 KB	
1 Directory 0 Files			Directory Space Used:		0 KB

t updated on: 07/25/2021 At: 11:46 AM By: Cannady, Claudia H. Created: 07/24/2021 By: Hellinger, Joseph

...which if you open will display the receipts and payments you've uploaded. If any of these documents were uploaded in error, you'll need to delete them here.

Navigation: Home → Expenses → 0 D:\Rotary\SecureAccounts\7690\6059\Grants\12639\Expenses\0\

Action	Type	File Name	Modified	Size	Attributes
	Folder	..			
	File	CHECK 1.docx	2021-07-26 11:23:53	12 KB	
	File	CHECK 2.docx	2021-07-26 11:33:45	12 KB	
	File	RECEIPT 1.docx	2021-07-26 11:13:48	12 KB	
	File	RECEIPT 2.docx	2021-07-26 11:20:35	12 KB	
	File	RECEIPT 3.docx	2021-07-26 11:21:11	12 KB	
0 Directories 5 Files			Directory Space Used:		59 KB

The actual expenses you've recorded in this tab will form the basis of the expenses that will be shown in the final report. You will NOT need to return to the budget to update the budgeted expenses to actuals as you've had to do in the past.