

# EFS Software V4.0

## Schedule F

### How to Report Reimbursements to Individuals

When reporting a reimbursement to an individual, report the transaction in the following manner:

#### Individual Reimbursement Example

**First Entry:** Provide the date the individual was paid, choose **OTHER** in the purpose code column, provide their name and address; the check, debit, credit card number, etc. in the check/ref no. column for method of payment; enter the total amount of the reimbursement in the amount paid column and enter “reimbursement” in the explanation column.

**Subsequent Entries:** Provide the date the vendor was paid by the individual, choose the purpose code for the vendor payment, provide the vendor name and address and enter an “R” after the check number (e.g., Check 123R) in the check/ref no. column. Leave the amount paid column blank. Enter the amount for each vendor with the word “memo” in the explanation column. The total of all memo amounts must equal the amount paid.

**Unitemized entries:** Reimbursed expenses under \$50.00 do not require itemization. Use purpose code **OTHER** and enter “unitemized” under payee. In the explanation column use the word “memo” with the total unitemized amount.

Transactions for Schedule F (Expenditures/Payments)									
DATE PAID	PURPOSE CODE	PAYEE	STREET	CITY	STATE	ZIP CODE	CHECK/REF NO.	AMOUNT PAID	EXPLANATION
07/01/2014	OTHER	GARY GOVERNMENT	20 PEARL STREET	ALBANY	NY	12207	123	\$2,000.00	REIMBURSEMENT Lawn Signs, Office Supplies, Stamps etc.
05/01/2014	PRINT	THE PRINT PLACE	27 LARK STREET	ALBANY	NY	12207	123R		MEMO \$1,000.00 Signs and Brochures
06/01/2014	OFFICE	STAPLES	45 BROADWAY	ALBANY	NY	12207	123R		MEMO \$300.00 Printer & computer paper
06/15/2014	POSTA	US POST OFFICE	79 NEW SCOTLAND AVENUE	ALBANY	NY	12207	123R		MEMO \$400.00 Stamps for Mailers
07/11/2014	OTHER	UNITEMIZED					123R		MEMO \$300.00