EFS Software V 5.1

Schedule F

How to Report Reimbursements and Credit Card Payments:

When reporting a reimbursement to an individual or reporting a credit card payment, detail the transaction in the following two-step process:

Step 1 – Select "REIMB" (Reimbursement):

Disclose the payee information under the Purpose Code "REIMB" (Reimbursement) for those reimbursements to individuals or payments for credit card expenditures. When selecting the "REIMB" the following directions will appear:

- 1. Provide the date the reimbursed person or credit card payment was paid.
- 2. Select the purpose code "REIMB" (Reimbursement).
- 3. Enter the amount reimbursed.
- 4. Provide the complete name and address of payee (e.g., Gary Government; Visa).
- 5. Select payment method from the drop-down menu.
- 6. **For payment by check**: If the payment is by check, enter the check number in the "Check#/Ref#" box (e.g., #123).
- 7. **For payment by credit card, debit card, etc.:** If the payment is by a method other than check (e.g., credit or debit card, PayPal, wire transfer etc.) create a reference item and/or number (e.g., Debit 1, Credit 1, PayPal 1, etc.) and enter it in the "Check#/Ref#" box. This item and/or number will be used in R-DET to provide specific details of the reimbursement or credit card payment.

The reference item and/or number you create can be any combination of letters and numbers but must clearly link the payee and vendor.

8. Save this reimbursement transaction.



Step 2 - Select "R-DET" (Reimbursement Detail):

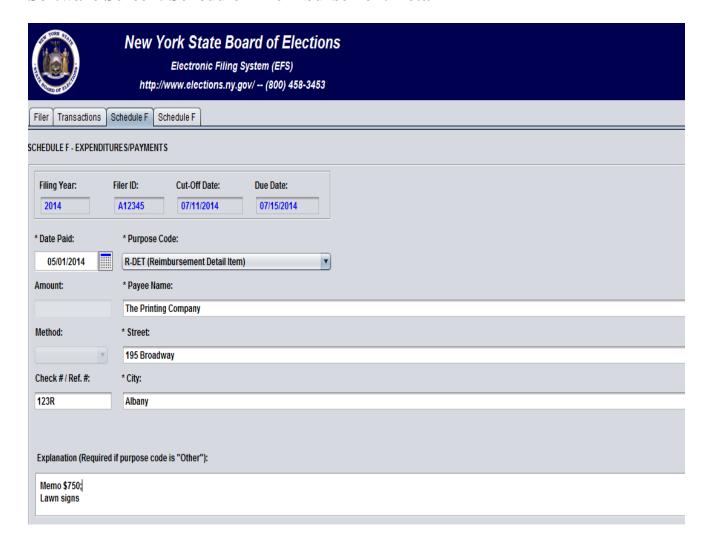
Once the reimbursement entry has been saved, additional detail must be provided under the code **R-DET** (**Reimbursement Detail**). This code provides detail but does not impact the balance.

- 1. Provide the date the vendor was paid.
- 2. Select the purpose code "R-DET" (Reimbursement Detail). The "Amount" and "Method" fields will automatically be blanked out.
- 3. Provide the complete name and address of the vendor.
- 4. **For payment by check**: If the payment method is by check, enter the check number and add an R after the check number (e.g., 123R) in the "Check#/Ref#" box.
- 5. **For payment by credit card, debit card, etc.:** If the payment is by a method other than check, (e.g., credit or debit card, PayPal, wire transfer, etc.) add an "R" after the reference item and/or number you created and enter it in the "Check#/Ref#" box (e.g., Credit 1R, Debit 1R, PayPal 1R, etc.) Provide reimbursement detail using the same reference item and/or number for each expenditure.

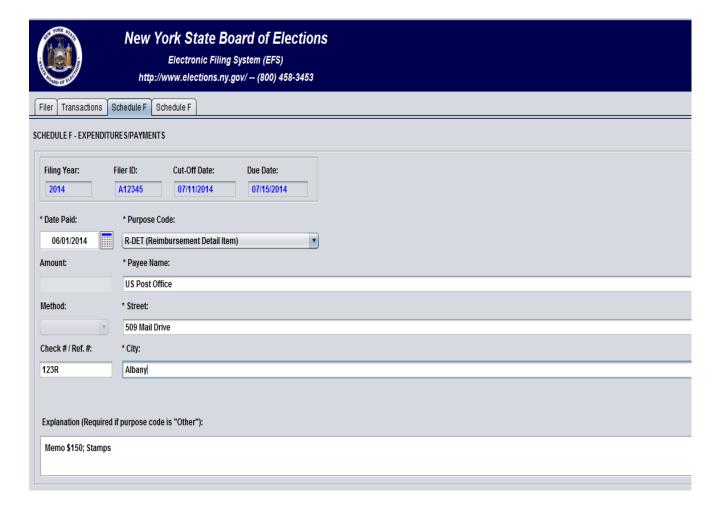
The reference item and/or number you created in Step 1 must clearly link the vendor with the payee in Step 2.

- 6. In the "Explanation" field provide the amount for each vendor with the word "Memo" in front of it along with the payee name.
- 7. Save this reimbursement transaction.

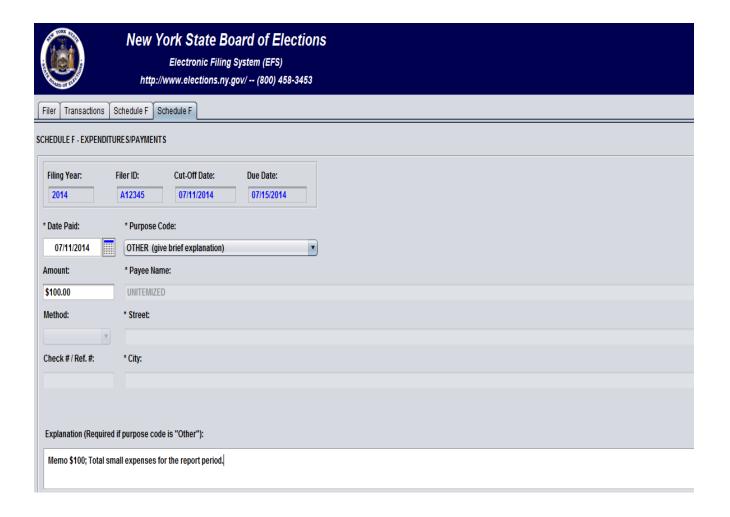
Software Screen: Schedule F Reimbursement Detail #1



Software Screen: Schedule F Reimbursement Detail #2



Software Screen: Schedule F Reimbursement Detail #3



Unitemized Reimbursements

Individual expenses \$49.99 and under do not require itemization. To report an unitemized reimbursement, select purpose code "R-DET" (Reimbursement Detail) and check the box "unitemized". All fields will automatically be blank except for the explanation field. Use the word "memo" with the unitemized balance. (e.g., Memo: \$100 total unitemized).

Check Your Entries

After saving reimbursement and reimbursement detail items, check your work on the transaction screen.

For example, in the transaction screen, you can see a reimbursement of \$1000 via check #123, with the reimbursement detail amounts indicated by check #123R. The amounts indicated in the explanation field in R-DET must add up to the total transaction shown in the reimbursement purpose code.

Transaction Screen

DATE PAID	PAYEE NAME	FULL ADDRESS	PURPOSE CODE	PMT METHOD	CHECK #	AMOUNT	EXPLANATION
07/01/2014	Gary Government	12 State Street, Albany, NY 12207	REIMB	СНК	123	\$1,000.00	REIMBURSEMENT Lawn Signs, Stamps and Small Miscellaneous Campaign Expenses
05/01/2014	The Printing Company	195 Broadway, Albany, NY 12207	R-DET		123R	\$0.00	MEMO \$750 Lawn Signs
06/01/2014	US Post Office	509 Mail Drive, Albany, NY 12207	R-DET		123R	\$0.00	MEMO \$150 Stamps
07/11/2014	UNITEMIZED		R-DET		123R	\$0.00	MEMO \$100 Total Small Expenses for the Report Period