Excel for International Accounting

IT375

International Accounting
(for **abroad** financial issues)

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IT375 Excel for International Accounting

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Important Notes

Format of the Excel workbook is set by International Accounting.

Each expense is recorded on the **Expenses Abroad Detail** worksheet.

Local currency is already set in appropriate columns/cells; if a different currency is needed, contact International Accounting.

Date and description is required for every expense item/row.

A single expense that involves both Credit Card and Cash will result in **2 rows** on the worksheet: one for the Credit Card amount and one for the Cash amount.

Reimbursement in Cash or through Credit Card will result in **2 rows** on the worksheet: one for the Credit Card amount and one for the Reimbursement amount (in either the cash or credit card column).

Formulas exist in some columns and in subtotal/total rows: do not alter formulas.

If additional rows are needed for a category, insert new row(s) **within** the category.

Column formats are set; do not alter widths.

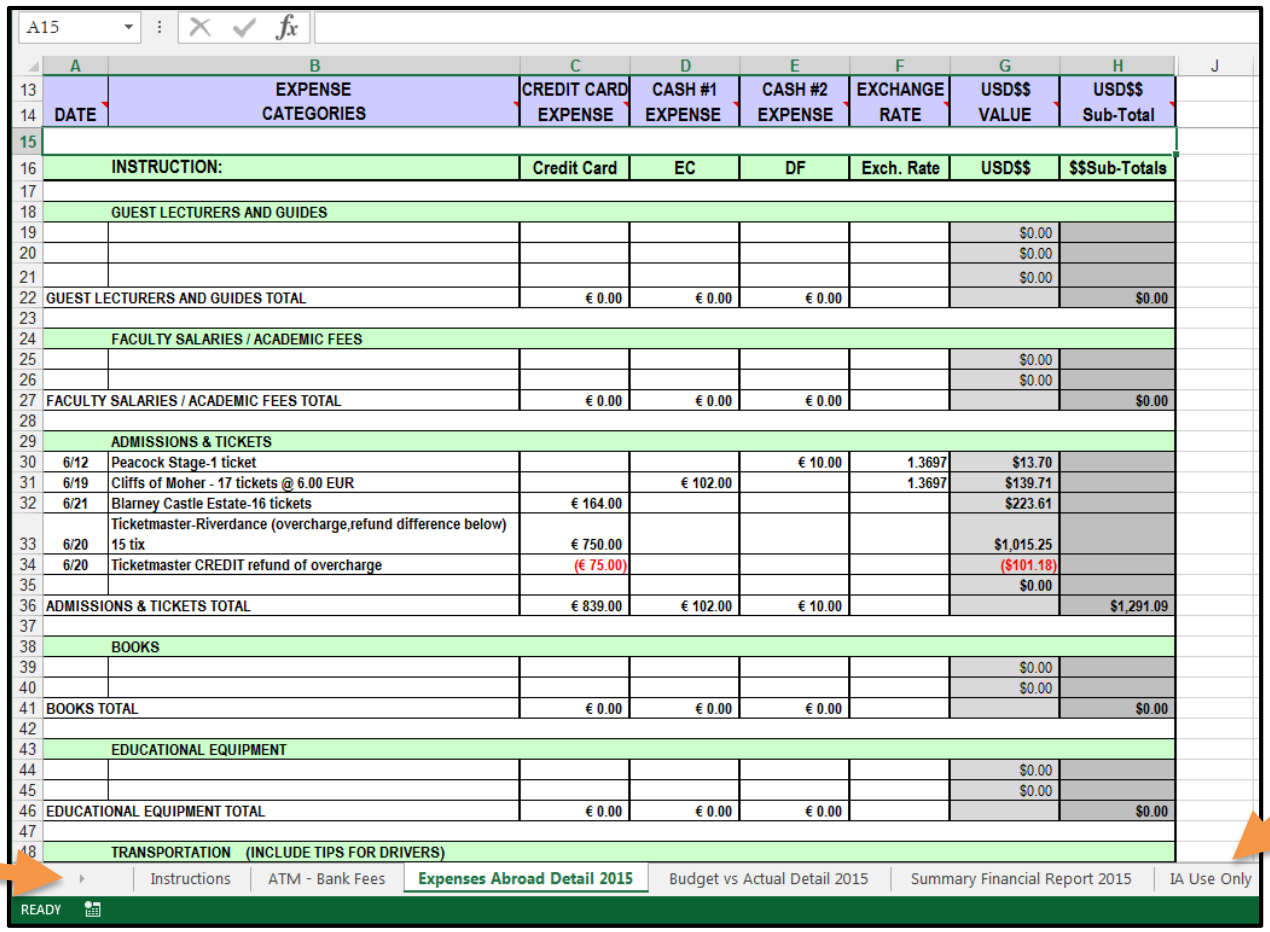
Co-Directors will submit a single Excel workbook with each Co-Director recording Cash in their specified column.

Excel WorkBook Structure

The Excel workbook used to record expenses for Short-Term Abroad Programs is formatted by International Accounting for use by Director(s) who are accountable for keeping comprehensive and accurate records of expenses. Detailed receipts are required according to JMU accounting policies.

Worksheets & Protected Status

The WorkBook structure includes 6 sheets/worksheets which are viewed left to right at the bottom.



	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
15								
16		INSTRUCTION:	Credit Card	EC	DF	Exch. Rate	USD$$	$$Sub-Totals
17								
18		GUEST LECTURERS AND GUIDES						
19							$0.00	
20							$0.00	
21							$0.00	
22	GUEST LECTURERS AND GUIDES TOTAL		€ 0.00	€ 0.00	€ 0.00			$0.00
23								
24		FACULTY SALARIES / ACADEMIC FEES						
25							$0.00	
26							$0.00	
27	FACULTY SALARIES / ACADEMIC FEES TOTAL		€ 0.00	€ 0.00	€ 0.00			$0.00
28								
29		ADMISSIONS & TICKETS						
30	6/12	Peacock Stage-1 ticket			€ 10.00	1.3697	$13.70	
31	6/19	Cliffs of Moher - 17 tickets @ 6.00 EUR		€ 102.00		1.3697	$139.71	
32	6/21	Blarney Castle Estate-16 tickets	€ 164.00				$223.61	
33	6/20	Ticketmaster-Riverdance (overcharge,refund difference below) 15 tix	€ 750.00				$1,015.25	
34	6/20	Ticketmaster CREDIT refund of overcharge	(€ 75.00)				($101.18)	
35							$0.00	
36	ADMISSIONS & TICKETS TOTAL		€ 839.00	€ 102.00	€ 10.00			$1,291.09
37								
38		BOOKS						
39							$0.00	
40							$0.00	
41	BOOKS TOTAL		€ 0.00	€ 0.00	€ 0.00			$0.00
42								
43		EDUCATIONAL EQUIPMENT						
44							$0.00	
45							$0.00	
46	EDUCATIONAL EQUIPMENT TOTAL		€ 0.00	€ 0.00	€ 0.00			$0.00
47								
48		TRANSPORTATION (INCLUDE TIPS FOR DRIVERS)						

Instructions | ATM - Bank Fees | Expenses Abroad Detail 2015 | Budget vs Actual Detail 2015 | Summary Financial Report 2015 | IA Use Only

READY

- Instructions – provides steps to complete the Expenses Abroad Detail 2015 Sheet
- ATM – Bank Fees – used to record ATM withdrawals and WellsOne Bank Fees
- Expenses Abroad Detail 2015 – used to record all expenses incurred by category (the categories correspond to those used by the JMU Finance System)
- Budget vs Actual Detail 2015 – is a **protected** sheet that automatically updates based on information entered on the Expenses Abroad Detail 2015 sheet
- Summary Financial Report 2015 – is a **protected** sheet that automatically updates based on information entered on the Expenses Abroad Detail 2015 sheet
- IA Use Only– is a **protected** sheet that automatically updates based on information entered on the Expenses Abroad Detail 2015 sheet (International Accounting only)

Columns on the Expenses Abroad Detail 2015 Sheet
Column headings/labels reflect the type of entry required for that column.

13								
14	DATE	EXPENSE CATEGORIES	CREDIT CARD EXPENSE	CASH #1 EXPENSE	CASH #2 EXPENSE	EXCHANGE RATE	USD$$ VALUE	USD$$ Sub-Total
15								
16		INSTRUCTION:	Credit Card	EC	DF	Exch. Rate	USD$$	$$Sub-Totals
17								
18		GUEST LECTURERS AND GUIDES						
19							$0.00	
20							$0.00	
21							$0.00	
22	GUEST LECTURERS AND GUIDES TOTAL		€ 0.00	€ 0.00	€ 0.00			$0.00

- Format of the Expenses Abroad Detail 2015 sheet is set; do **not** add/move columns
- Columns/cells are **already formatted for local currency**
- Date uses mm/dd format
- Expense Categories correspond to standard JMU Financial categories
- Values entered in Credit Card Expense, Cash #1 Expense, and Cash #2 Expense will reflect local currency
- Exchange Rate column requires entry if **Cash is spent**; use Avg. Exc. Rate that is on ATM-Bank Fees Worksheet
- USD$$ column is automatically calculated for Cash once Exchange Rate is entered
- USD$$ column's formula should be overwritten when Credit Card is used (this information is found in the Wells-Fargo statement of charges on-line or monthly)
- USD$$ Sub-Total column is automatically calculated using formulas

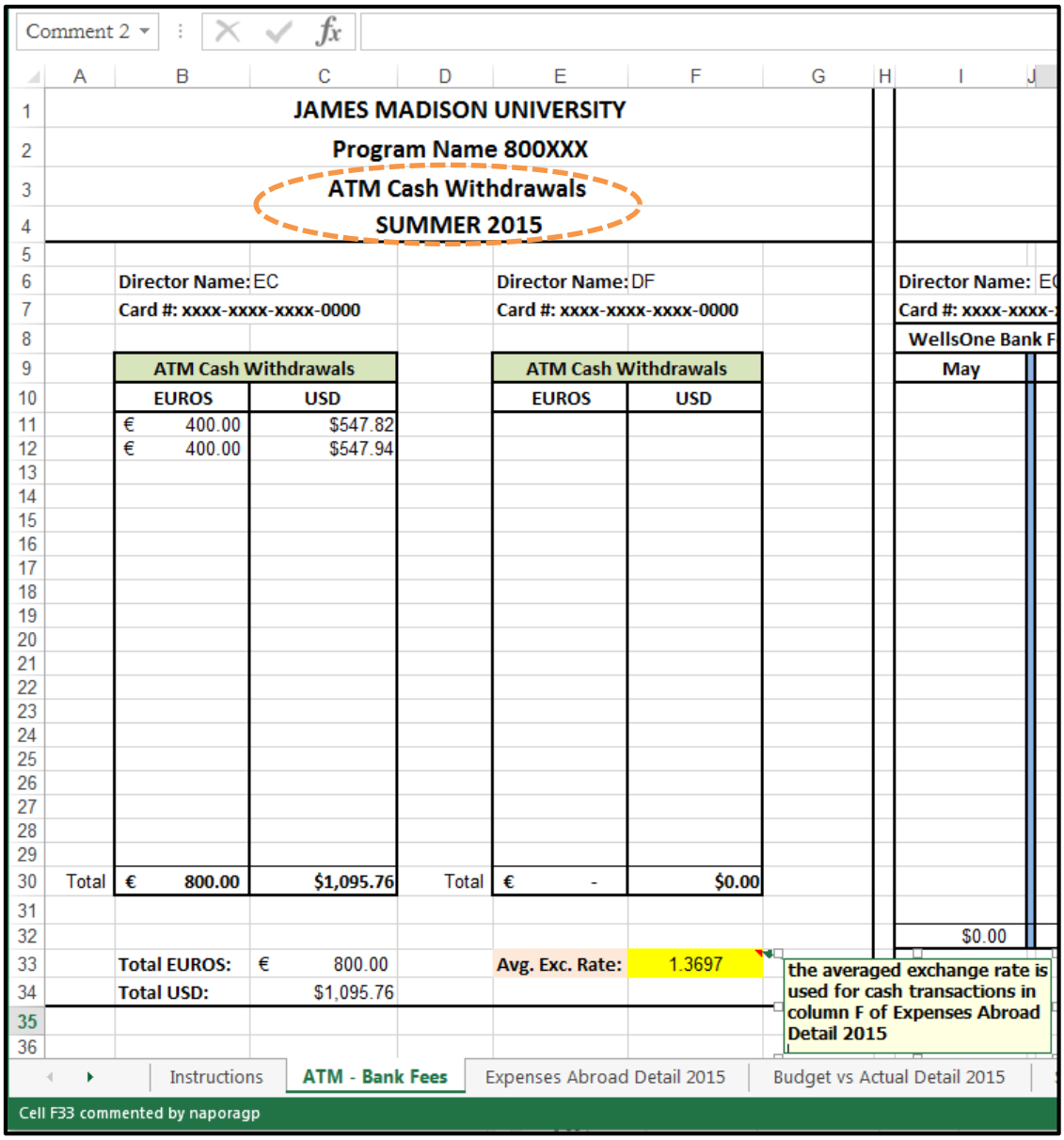
Rows on the Expenses Abroad Detail 2015 Sheet
Rows are provided for anticipated number of expenses. The workbook used in training has fewer rows than actual workbooks. Each row will have a **single** expenditure in it.

- Choose the most appropriate **category** to record the expense into
- Use Miscellaneous **only** when a similar category is not found
- In every row, include an explicit description of the expense including venue, number of persons, vendor, etc.
- If **different currency** is needed, note in description (put value in though currency symbol is not accurate)
- Recorded expenses **must** have supporting receipt (if needed, have vendor sign Cash Book or Receipt Book)
- If no receipt, indicate **NR** in description

Enter Items on the ATM –Bank Fees Worksheet (per cardholder)

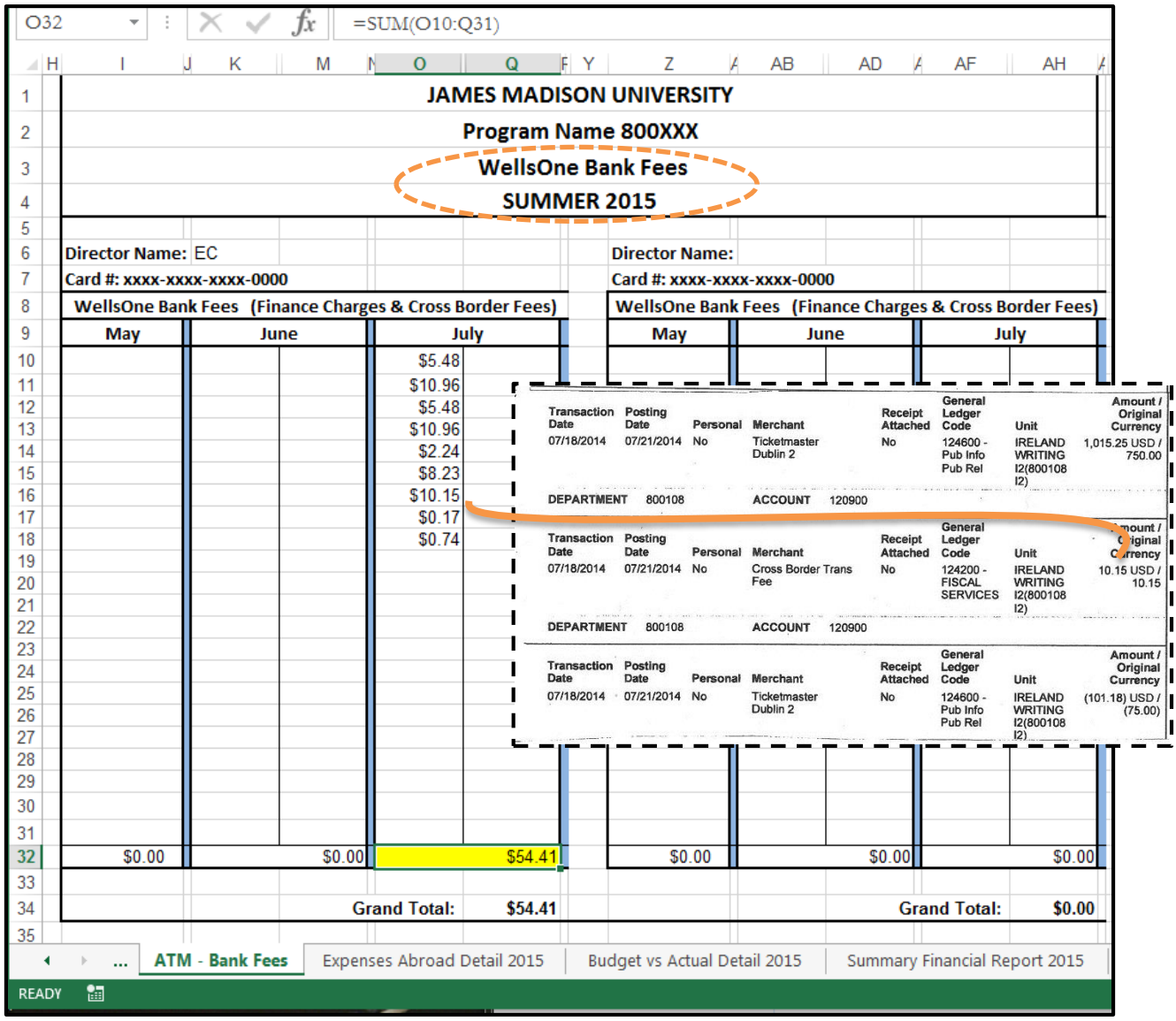
- All **cash withdrawals** must be listed on the **ATM Cash Withdrawals table**.
- All **fees**, which include those related to ATM cash withdrawals, finance charges for credit card transactions, and cross-border fees, must be listed on the **WellsOne Bank Fees table**.

1. Obtain **Wells-Fargo record** of charges (on-line or monthly statement) – WHITE sheet
2. **Record each** ATM transaction on the ATM Cash Withdrawals (per cardholder) on the ATM-Bank Fees worksheet

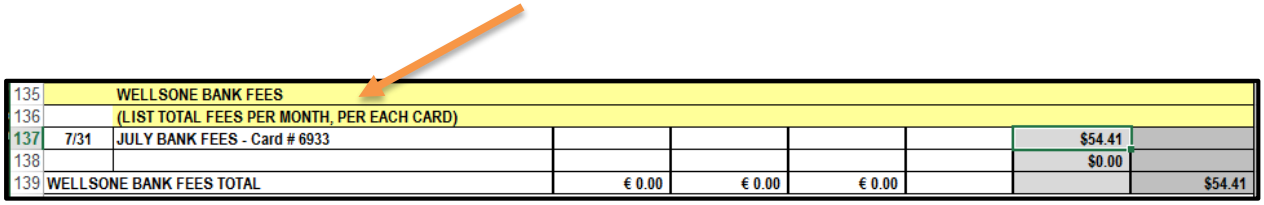


NOTE: Use the Avg. Exc. Rate **for each Cash transaction** on the Expenses Abroad Detail 2015 worksheet that needs the information as you enter the activity.

3. **Record** each **Finance Charge** and **Cross Border** transaction fee (per cardholder) on the WellsOne Bank Fees table on the ATM –Bank Fees worksheet.



4. Transfer the **monthly total** (per month, per cardholder) to the appropriate cell on the Expenses Abroad Detail 2015 worksheet (WellsOne Bank Fees category).



Transaction # 1 – Meal/Tip for JMU only on Credit Card (Kai)

If both the meal and tip are paid by credit card for a JMU person(s), only one row, but both receipts, are needed.

A

Kai
Café & Restaurant
Sea road , Galway
Tel: 091-526003

MC #01
REG MARY ANN 15-07-2014 19:36 249183
TABLE NO:2.1

1 HAM €9.00
2 HAKE €47.00
3 No
HOLD BALANCE €56.00

SERVICE CHARGE NOT INCLUDED

Berica · dinner for 2 faculty · card · 7.15.2014

KAI CAFE & RESTAURANT
22 Sea Road

MERCHANT ID: 2100421655
TERMINAL ID: 210042165501
DATE: JUL 15, 14 TIME : 20:36
BATCH: 000067-5 INVOICE : 434870
AUTH NO : 086399
VISA CREDIT USD
SALE

AID: A0000000031
VISA CREDIT USD
**********1113 ICC
€ 56.00
GRATUITY/TIP in € 6.00
TOTAL incl. TIP € 62.00

VERIFIED BY PIN
I agree to pay the above final amount according to the card/merchant issuer agreement.

CUSTOMER COPY

TC: F054E0902F01DA50

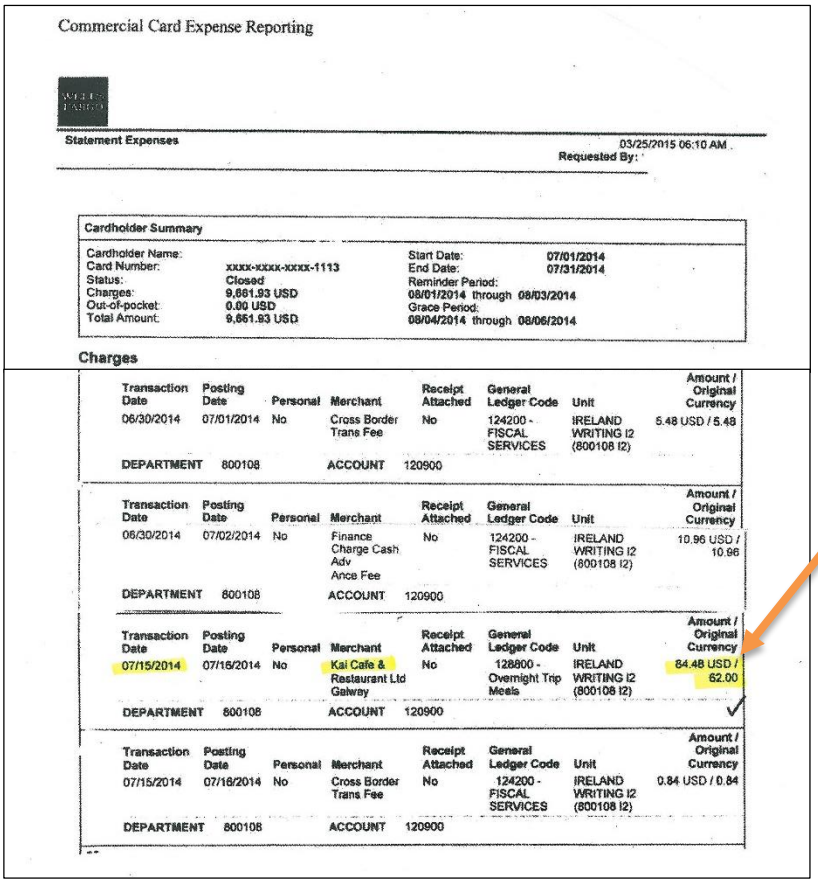
Enter Credit Card Expense for Meal/Tip

1. Double-Click the **Date cell** in the appropriate category row (Director's Meals)
   a. format is mm/dd
   b. Excel will apply custom format
2. Enter **explicit description** for the expense
   a. include specific venue/location/vendor
   b. indicate number of persons for the meal
   c. annotate credit card receipt if necessary to show details (as above)
3. Enter **amount in Credit Card Expense** column
   a. use number/value
   b. Excel will format for local currency
4. Enter **USD$$ Value** (G87) from the Wells-Fargo statement

G87 =ROUND((D87+E87)*F87,2)

	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
83		DIRECTOR'S MEALS (INCLUDE TIPS FOR MEALS)						
84	6/11	Bewley's Grafton St. - 2 faculty lunches		€ 16.60		1.3697	$22.74	
85	6/12	Credo - lunch			€ 3.75	1.3697	$5.14	
86	6/13	Brother Hubbard - lunch + tip		€ 6.00		1.3697	$8.22	
87	7/15	Kai Café - dinner for 2 faculty + tip	€ 62.00				$0.00	
88							$0.00	
89							$0.00	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 62.00	€ 22.60	€ 3.75			$36.10

a. Obtain **Wells-Fargo record** of charges (on-line or monthly statement) – WHITE sheet
b. Locate the **Credit Card charge** for this transaction – note that the original currency is shown second



Commercial Card Expense Reporting

Statement Expenses

03/25/2015 06:10 AM
Requested By:

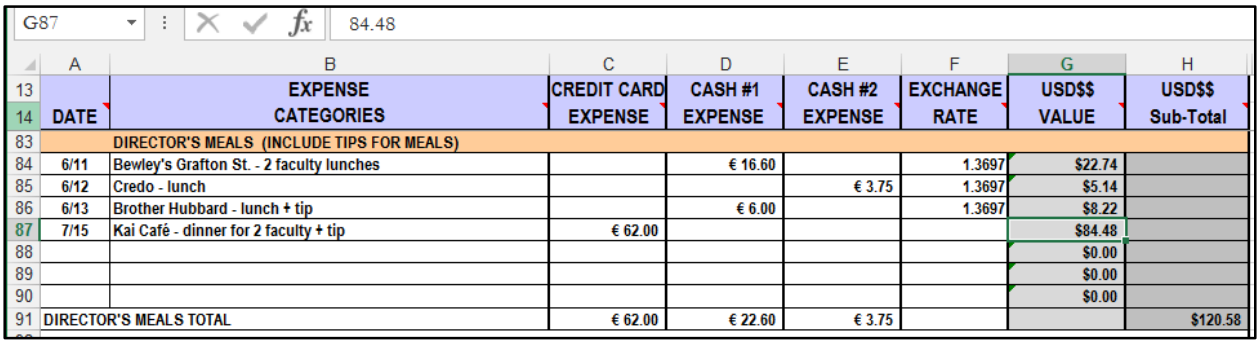
Cardholder Summary

Cardholder Name:		Start Date:	07/01/2014
Card Number:	xxxx-xxxx-xxxx-1113	End Date:	07/31/2014
Status:	Closed	Reminder Period:	
Charges:	9,661.93 USD	08/01/2014 through	08/03/2014
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	9,661.93 USD	08/04/2014 through	08/06/2014

Charges

Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
06/30/2014	07/01/2014	No	Cross Border Trans Fee	No	124200 - FISCAL SERVICES	IRELAND WRITING I2 (800108 I2)	5.48 USD / 5.48
DEPARTMENT 800108			ACCOUNT 120900				
06/30/2014	07/02/2014	No	Finance Charge Cash Adv Ance Fee	No	124200 - FISCAL SERVICES	IRELAND WRITING I2 (800108 I2)	10.96 USD / 10.96
DEPARTMENT 800108			ACCOUNT 120900				
07/15/2014	07/16/2014	No	Kai Cafe & Restaurant Ltd Galway	No	128800 - Overnight Trip Meals	IRELAND WRITING I2 (800108 I2)	84.48 USD / 62.00
DEPARTMENT 800108			ACCOUNT 120900				
07/15/2014	07/18/2014	No	Cross Border Trans Fee	No	124200 - FISCAL SERVICES	IRELAND WRITING I2 (800108 I2)	0.84 USD / 0.84
DEPARTMENT 800108			ACCOUNT 120900				

c. Enter the **USD$$** value shown on the Statement for the item – note that the USD value **appears first**
d. **Excel** updates
    i. USD$$ subtotal column H
    ii. protected sheets



G87 | 84.48

	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
83		DIRECTOR'S MEALS (INCLUDE TIPS FOR MEALS)						
84	6/11	Bewley's Grafton St. - 2 faculty lunches		€ 16.60		1.3697	$22.74	
85	6/12	Credo - lunch			€ 3.75	1.3697	$5.14	
86	6/13	Brother Hubbard - lunch + tip		€ 6.00		1.3697	$8.22	
87	7/15	Kai Café - dinner for 2 faculty + tip	€ 62.00				$84.48	
88							$0.00	
89							$0.00	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 62.00	€ 22.60	€ 3.75			$120.58

Transaction #2 –Cash Tip; Meal (JMU person) on Credit Card (Pig's)

An expense where the tip/gratuity for the meal is paid in cash while the credit card is used for a meal for a JMU person(s) requires two rows, one for the cash and one for the credit card.

C

TEL NO. 01 670 3865

THE PIGS EAR

www.thepigsear.ie

Table No. 2 Covers:3

21 Jul 2014 08:08 PM Station :1

Server:ANDREA Check No. 59366/1

1 Eve 3 Course	26.95	*
1 Eve 2 Course	21.95	*
2 Herbal Tea	5.90	*
Total:	54.80	

(*)Tax incl. in Total

9% vat on food 4.54

THE PIG'S EAR

Restaurant

D

THE PIG'S EAR RESTAUR
4 NASSAU STREET

MERCHANT ID: 771043669
TERMINAL ID: 77104366903
DATE: JUL 21, 14 TIME : 20:06
BATCH: 000071-5 INVOICE : 571652
URN: UBJE715MH2E AUTH NO : 091082

VISA CREDIT USD

SALE

AID: A0000000031010
VISA CREDIT USD
**********4036 ICC

SALE AMOUNT € 54.80

GRATUITY/TIP in € _____

TOTAL incl. TIP € 54.80

DOLORES FLAMIANO

VERIFIED BY PIN

I agree to pay the above final amount according to the card/merchant issuer agreement.

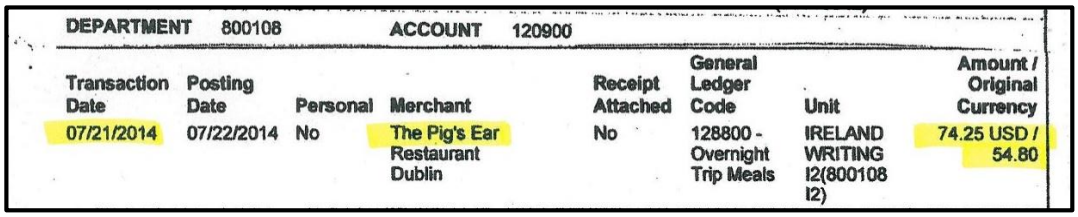
CUSTOMER COPY

IC: 2686ED7EF78139FF

Tip in cash €5

Enter Credit Card Expense for Meal

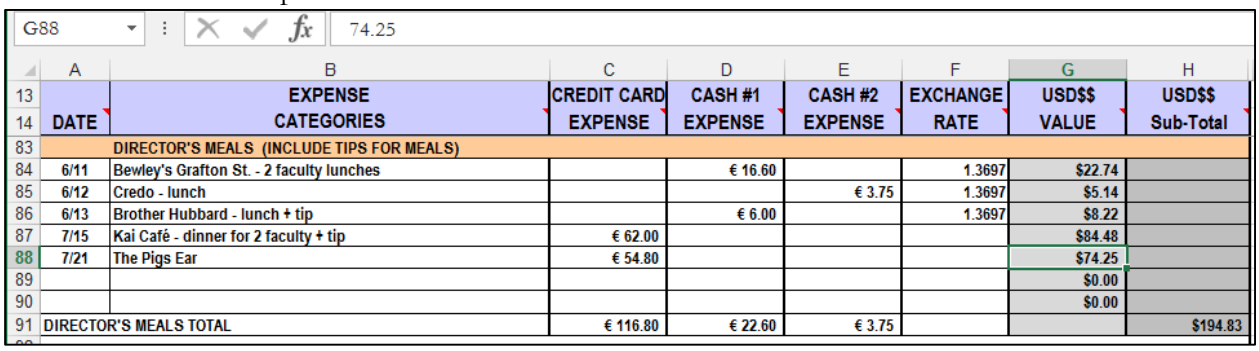
1. Double-Click the **Date cell** in the appropriate category row (Director's Meals)
2. Enter **explicit description** for the expense
    a. include specific venue/location/vendor
    b. indicate number of persons for the meal
    c. annotate credit card receipt if necessary to show details (as shown)
3. Enter **amount in Credit Card Expense** column
    a. use number/value
    b. Excel will format for local currency
4. Enter **USD$$ Value** (G88) for the Credit Card Expense from the Wells-Fargo statement
    a. Obtain **Wells-Fargo record** of charges (on-line or monthly statement) – WHITE sheet
    b. Locate the **Credit Card charge** for this transaction – note that the original currency is shown second



DEPARTMENT 800108 ACCOUNT 120900

Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
07/21/2014	07/22/2014	No	The Pig's Ear Restaurant Dublin	No	128800 - Overnight Trip Meals	IRELAND WRITING I2(800108 I2)	74.25 USD / 54.80

    c. Enter the **USD$$ value** shown on the Statement for the item – note that the USD value appears first
    d. **Excel** updates
        i. USD$$ subtotal column H
        ii. protected sheets

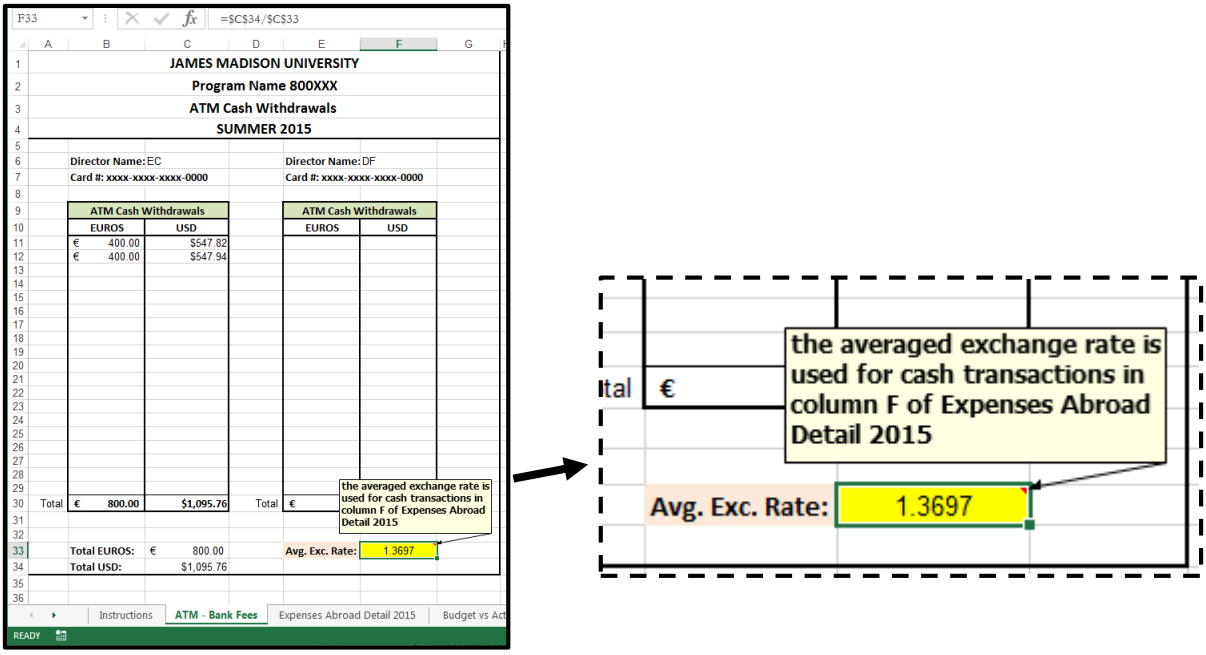


G88 | 74.25

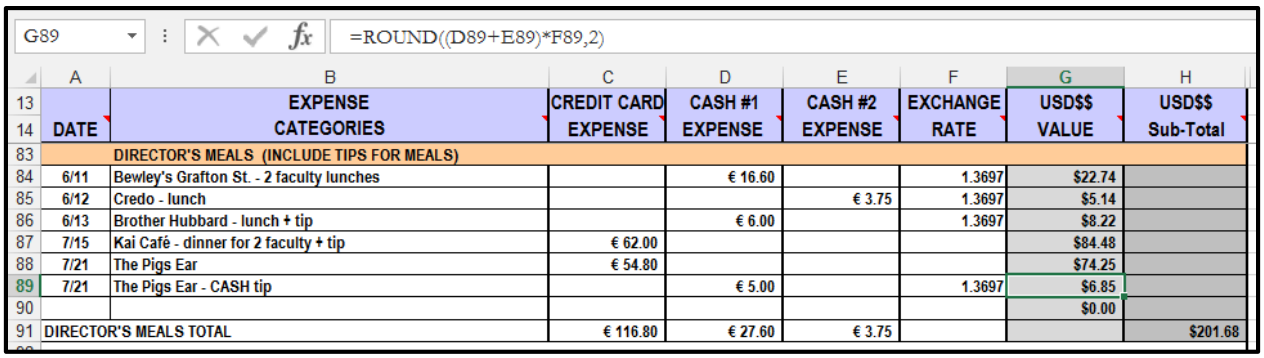
	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
83		DIRECTOR'S MEALS (INCLUDE TIPS FOR MEALS)						
84	6/11	Bewley's Grafton St. - 2 faculty lunches		€ 16.60		1.3697	$22.74	
85	6/12	Credo - lunch			€ 3.75	1.3697	$5.14	
86	6/13	Brother Hubbard - lunch + tip		€ 6.00		1.3697	$8.22	
87	7/15	Kai Café - dinner for 2 faculty + tip	€ 62.00				$84.48	
88	7/21	The Pigs Ear	€ 54.80				$74.25	
89							$0.00	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 22.60	€ 3.75			$194.83

Enter Tip paid in Cash on a separate Row

1. Double-Click the **Date cell** in the appropriate category row (Director's Meals)
2. Enter **explicit description** for the expense
    a. include specific venue/location/vendor
    b. indicate number of persons for the meal
3. Enter **amount in Cash #1 or Cash #2** column (corresponding to the Director)
    a. use number/value
    b. Excel will format for local currency
4. Enter **Avg. Exc. Rate** (from ATM-Bank Fees worksheet)



5. **Excel updates**
    a. USD$$ Value per row
    b. USD$$ subtotal column by category
    c. protected sheets



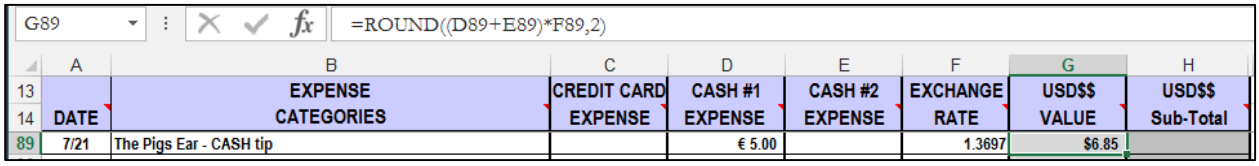
	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
83		DIRECTOR'S MEALS (INCLUDE TIPS FOR MEALS)						
84	6/11	Bewley's Grafton St. - 2 faculty lunches		€ 16.60		1.3697	$22.74	
85	6/12	Credo - lunch			€ 3.75	1.3697	$5.14	
86	6/13	Brother Hubbard - lunch + tip		€ 6.00		1.3697	$8.22	
87	7/15	Kai Café - dinner for 2 faculty + tip	€ 62.00				$84.48	
88	7/21	The Pigs Ear	€ 54.80				$74.25	
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

View Formulas for Expenses Abroad Detail 2015

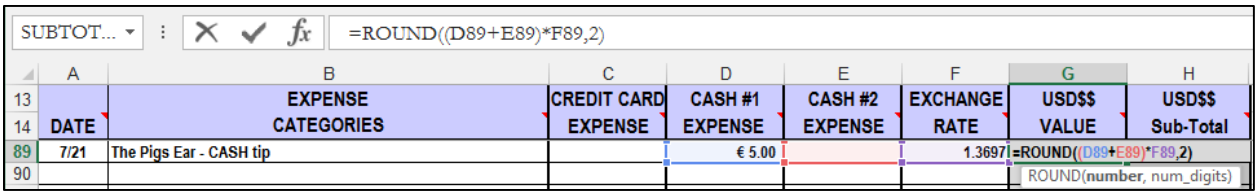
Formulas in cells cause Excel to perform a function. Altering a formula field can cause unexpected results in the current and other worksheets.

See Formula – Formula Bar and Cell

1. In a cash entry row, **click** once on the USD$$ cell (**G89**)



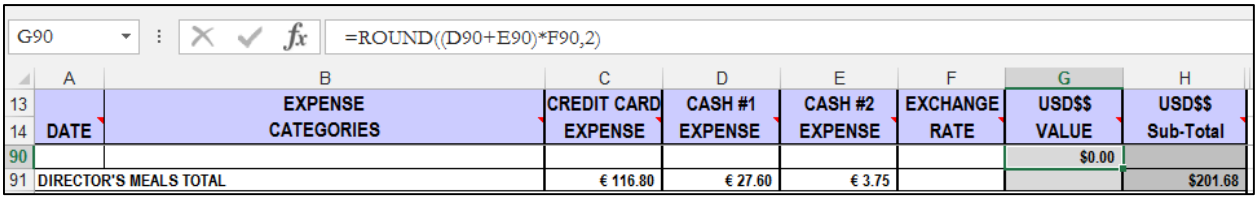
2. Look at the **Formula bar**
3. **Double-Click the cell** (**G89**) to "activate" the function and see the formula components



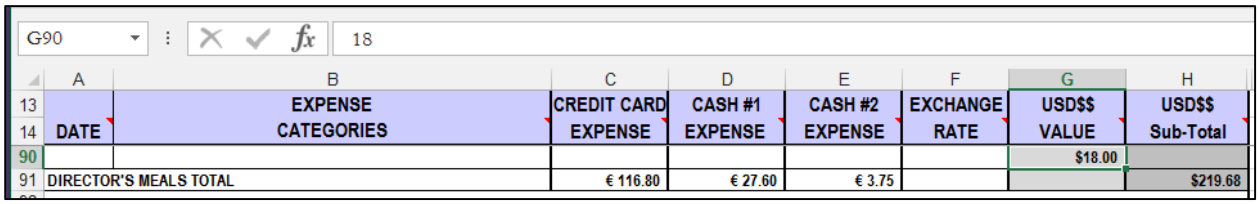
4. Press **Enter** to keep the formula for the cell

Recover Overwritten Formula with Undo

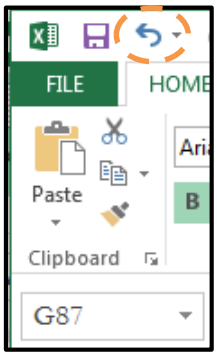
1. **Click once** on cell **G90** (see the formula in the formula bar)



2. Type a number (18) over formula in USD$$
3. Press **Enter**



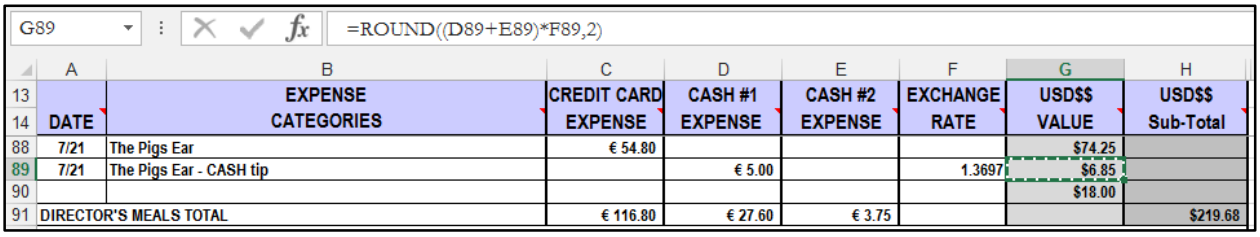
4. Click **G90** (once) to see that the Formula was overwritten in error
5. Use **Undo** to recover the formula that was overwritten in error



Recover Formula using Copy-Paste

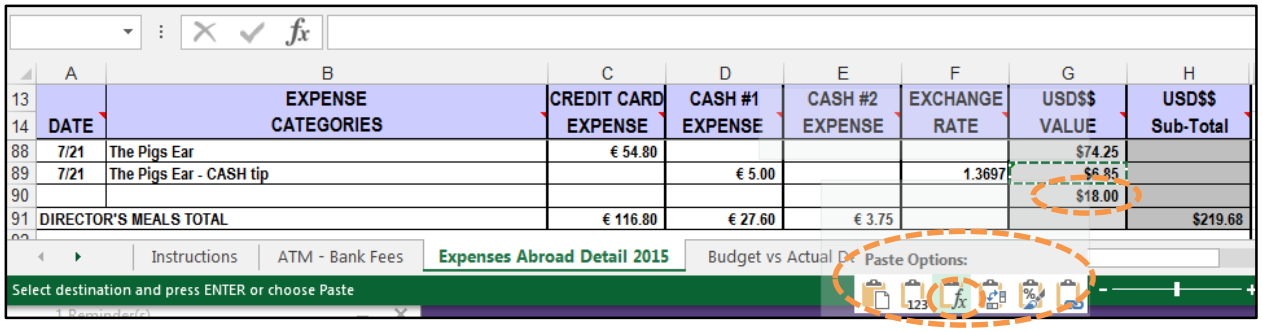
For training only; Click **Re-do** to put the value back into **G90**

1. **Right-Click and copy another cell (G89)**, in the same category, that has a **Cash expense** DO NOT select a cell that is a Credit Card expense as it is has no formula (was overwritten)



	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
88	7/21	The Pigs Ear	€ 54.80				$74.25	
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$18.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$219.68

2. **Right-Click and paste FORMULA back into cell (G90)**



	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
88	7/21	The Pigs Ear	€ 54.80				$74.25	
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$18.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$219.68

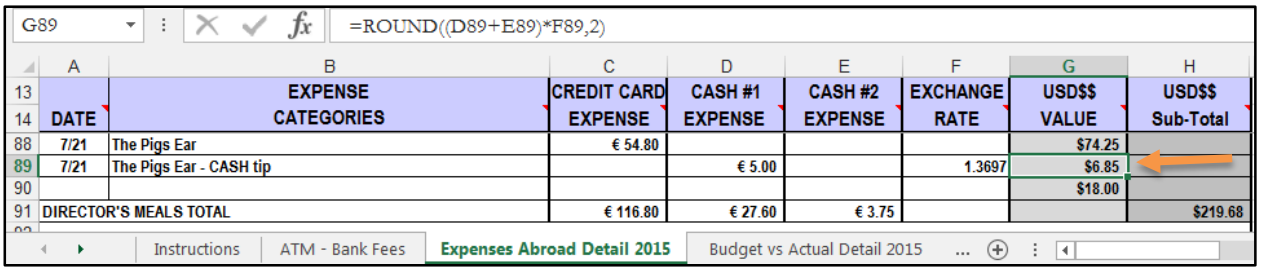
3. Press **Enter** and confirm that the formula is back in the cell (amount reduces to $201.68).

Recover Formula using Auto-Fill

The Excel Auto-Fill capability can be used to recover the lost formula if Undo is not an option.

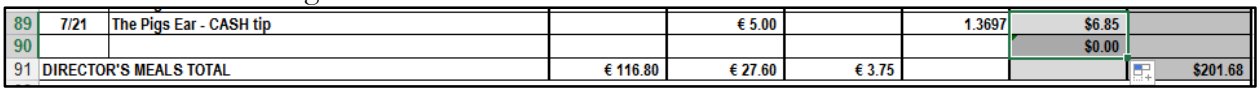
For training only; Click **Un-do** to put $18 back into **G90** then press ESC to deselect G89

1. **Select** the cell immediately above (**G89**) **only if it is a cash transaction**



	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
88	7/21	The Pigs Ear	€ 54.80				$74.25	
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$18.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$219.68

2. **Click-hold the Auto-Fill** handle (tiny square at bottom right of cell G89)
3. **Drag downward** to Auto-Fill/copy the formula to G94
4. The **value is replaced** with the formula
5. **Notice** the change in total back to zero

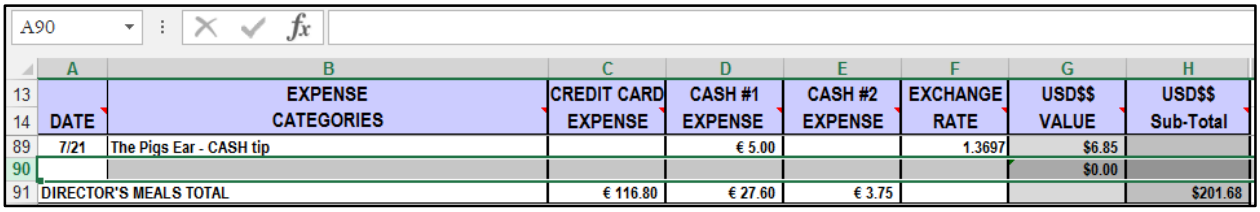


89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

Add Rows Before Entering Data in the Last Row of a Category

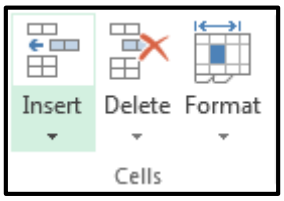
Before using the last row of a category, insert additional rows. **Formatting** will be there but **NOT formulas.** (Excel never presumes that a formula should be carried to a new location.)

1. Select the last **blank** row of the category (**not** the total row) (**G90**)

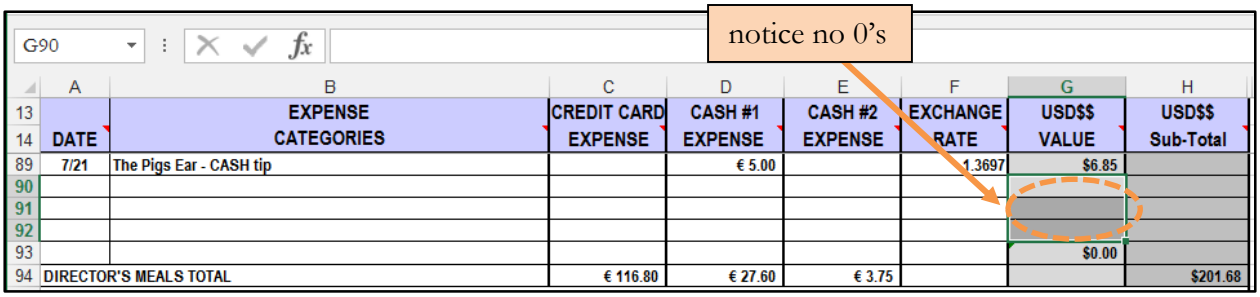


	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$0.00	
91	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

2. Click **Insert** on the Home Tab, in the Cells Group

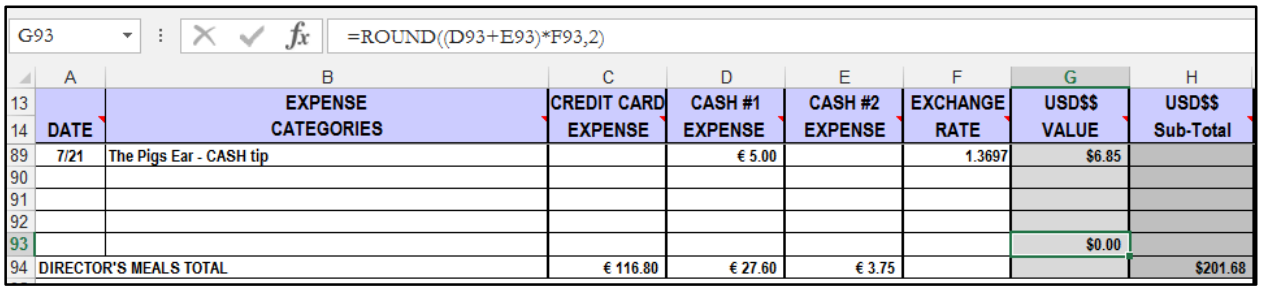


3. New row appears **above** current row (**do not "move" rows**; insert where needed)
4. Repeat the insert to **add 2 additional rows** (notice -- no zeros in column G for new rows)



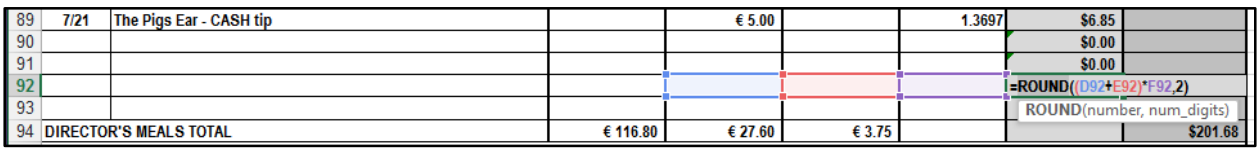
	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90								
91								
92								
93							$0.00	
94	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

5. Select the **USD$$ Value (G) cell in the last blank row** of the category where the new rows were added (the formula should show in the formula bar)



	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90								
91								
92								
93							$0.00	
94	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

6. Use the **Auto-Fill and drag upward** through all newly added rows (copies formulas)
7. **Double-Click** on one of the newly added USD$$ cells (to see formula and affected cells)



89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90							$0.00	
91							$0.00	
92							=ROUND((D92+E92)*F92,2)	
93								
94	DIRECTOR'S MEALS TOTAL		€ 116.80	€ 27.60	€ 3.75			$201.68

Transaction #3 –Meal on Credit Card with Cash Reimbursement (Dunnes)

An expense with a reimbursement (for alcohol or non-JMU meal) requires two rows, one for the cash reimbursement (as a negative entry) and one for the credit card charge.

E

Erica - groceries
7.22.2014 card

DUNNES STORES
Always Better Value

Edward Square
Phone : 091 530024
TOP UP YOUR MOBILE AT ANY TILL !
***** YOU CAN NOW SHOP ONLINE! *****
www.dunnesstores.com

		€
1	GF CHIA LOAF	5.49
	VINA MAIPO CARM	8.75
****	BAL	12.24

5030810207140713143402

Wine - Erica reimbursed program

SALE VOUCHER
€8.75 22/07/14 14:34

DUNNES STORES
EDWARD SQUARE GALWAY

MERCHANT ID	75408573
OPERATOR 2001	TERMINAL 081
TRANSACTION 207	SEQ NO. 4704
AID:	A0000000031010
APP EFFECTIVE DATE:	01/02/14

VISA CREDIT USD

**** **** **** 1113 ICC
EXPIRY DATE 09/17

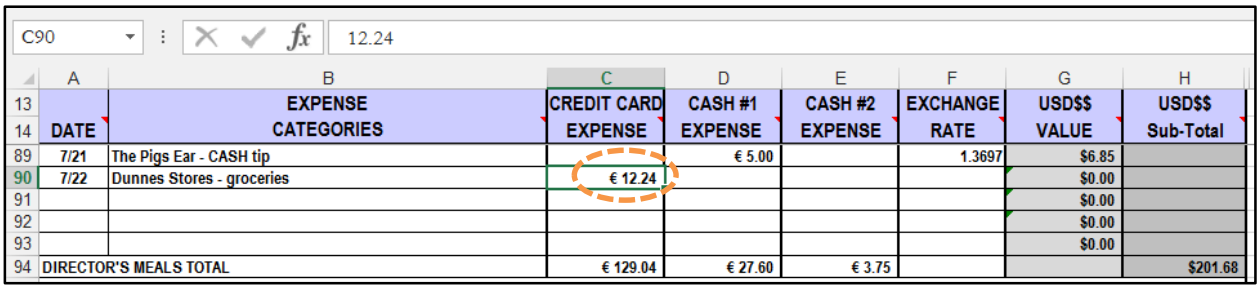
GOODS	€ 12.24
TOTAL EFT	€ 12.24

PLEASE DEBIT MY ACCOUNT AS SHOWN
PLEASE KEEP THIS FOR YOUR RECORDS

CARDHOLDER PIN VERIFIED
AUTHORISATION CODE 053928

Enter Credit Card Expense TOTAL as charged

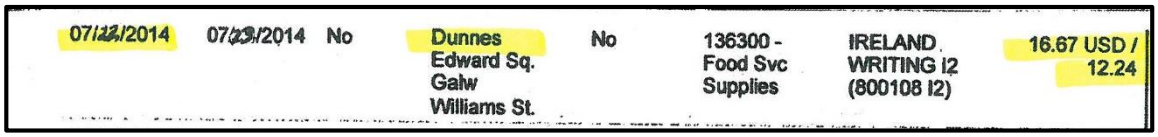
1. Double-click the **Date cell** in the appropriate category row (Director's Meals)
2. Enter **explicit description** for the expense
    a. include specific venue/location/vendor
    b. indicate number of persons for the meal
3. Enter **amount in Credit Card Expense** column



C90 | 12.24

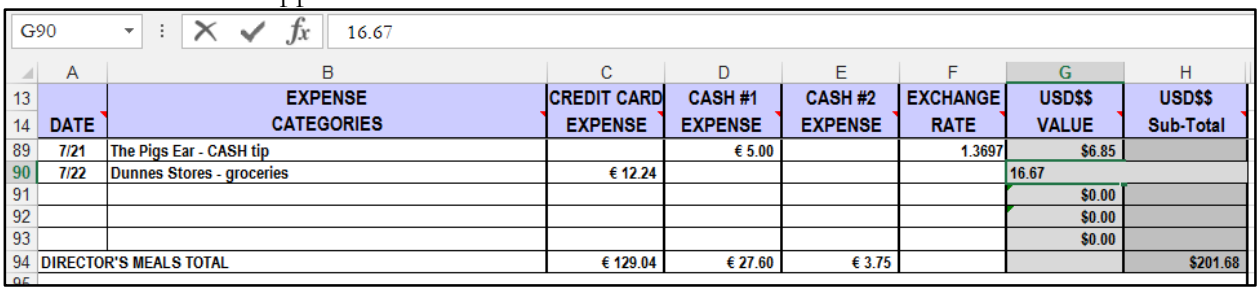
	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90	7/22	Dunnes Stores - groceries	€ 12.24				$0.00	
91							$0.00	
92							$0.00	
93							$0.00	
94	DIRECTOR'S MEALS TOTAL		€ 129.04	€ 27.60	€ 3.75			$201.68

4. Enter the **USD$$ Amount** for the Item using the Bank Statement
   Note: The USD$$ for Credit Card charges may or may not have posted when expenses are being recorded in the Excel Workbook. They are found on Wells-Fargo statements, either on-line or monthly (see yellow handout).
    a. Obtain **Wells-Fargo record** of charges (on-line or monthly statement) – WHITE sheet
    b. Locate the **Credit Card charge** for this transaction – note that the original currency is shown second



07/22/2014	07/23/2014	No	Dunnes Edward Sq. Galw Williams St.	No	136300 - Food Svc Supplies	IRELAND, WRITING I2 (800108 I2)	16.67 USD / 12.24

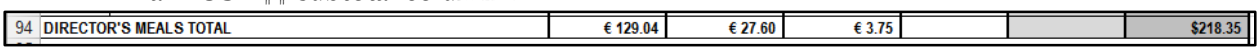
    c. Enter the **USD$$ value** shown on the Statement for the item – note that the USD value appears first



G90 | 16.67

	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90	7/22	Dunnes Stores - groceries	€ 12.24				16.67	
91							$0.00	
92							$0.00	
93							$0.00	
94	DIRECTOR'S MEALS TOTAL		€ 129.04	€ 27.60	€ 3.75			$201.68

5. **Excel** updates
    a. USD$$ subtotal column H

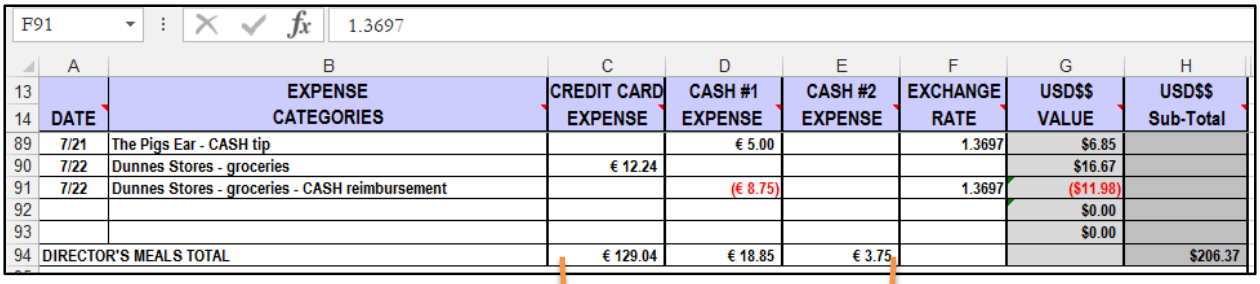


94	DIRECTOR'S MEALS TOTAL	€ 129.04	€ 27.60	€ 3.75			$218.35

    b. protected worksheets

Enter Cash Reimbursement

1. Double-click the **Date cell** in the appropriate category row (Director's Meals)
2. Enter **explicit description** for the reimbursement (include name of venue)
3. Enter **negative amount in Cash** #1 or Cash #2 column (corresponding to the Director)
    a. use minus sign or parenthesis around number/value
    b. Excel will format for local currency
4. Enter **Avg. Exc. Rate** for the date (see ATM-Bank Fees worksheet)



F91 | 1.3697

	A	B	C	D	E	F	G	H
13		EXPENSE	CREDIT CARD	CASH #1	CASH #2	EXCHANGE	USD$$	USD$$
14	DATE	CATEGORIES	EXPENSE	EXPENSE	EXPENSE	RATE	VALUE	Sub-Total
89	7/21	The Pigs Ear - CASH tip		€ 5.00		1.3697	$6.85	
90	7/22	Dunnes Stores - groceries	€ 12.24				$16.67	
91	7/22	Dunnes Stores - groceries - CASH reimbursement		(€ 8.75)		1.3697	($11.98)	
92							$0.00	
93							$0.00	
94	DIRECTOR'S MEALS TOTAL		€ 129.04	€ 18.85	€ 3.75			$206.37

    a. **Excel** updates
        i. USD$$ Value (column G) per row
        ii. USD$$ Sub-Total (column H) by category
        iii. protected sheets (Budget vs Actual. . . worksheet)

See Excel Update for Reimbursement

The sum of C97:E97 (local currency amounts for Director's Meals

97	DIRECTOR'S MEALS TOTAL	€ 129.04	€ 18.85	€ 3.75

151.64

updates D27 on Budget vs Actual Detail 2015 worksheet

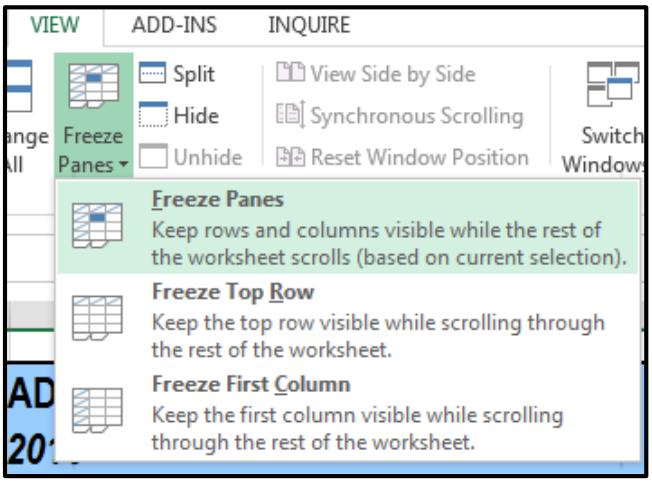
23	**AUXILIARY(STUDENT):**	**BUDGET €**	**ACTUAL €**	**BALANCE €**
24	STUDENT LODGING	€ 5,500.00	€ 0.00	€ 5,500.00
25	STUDENT MEALS / ALLOWANCES	€ 9,800.00	€ 750.00	€ 9,050.00
26	DIRECTOR'S LODGING	€ 1,500.00	€ 0.00	€ 1,500.00
27	DIRECTOR'S MEALS (INCLUDE TIPS FOR MEALS)	€ 5,199.00	€ 151.64	€ 5,047.36
28	EXTRACURRICULAR / SOCIAL	€ 2,200.00	€ 0.00	€ 2,200.00
29	ORIENTATION	€ 800.00	€ 0.00	€ 800.00
30	MEDICAL	€ 120.00	€ 0.00	€ 120.00
31	GRATUITIES		€ 0.00	€ 0.00
32	MISCELLANEOUS EXPENSES	€ 401.00	€ 0.00	€ 401.00
33	**AUXILIARY(STUDENT) TOTAL**	**€ 25,520.00**	**€ 901.64**	**€ 24,618.36**

Reference:

Freeze Panes in Excel

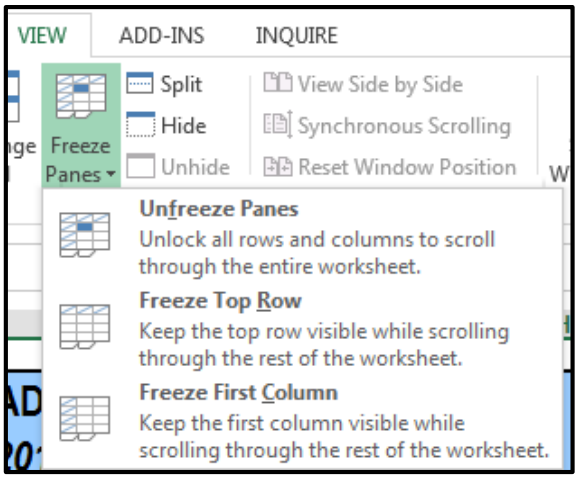
The Freeze Panes function in Excel allows you to scroll through a worksheet while keeping top rows visible.

- Make certain that the rows/columns are visible (scroll up if needed)
- Select a cell below and right of rows/columns be remain visible (A15)
- On the View Tab, click Freeze Panes



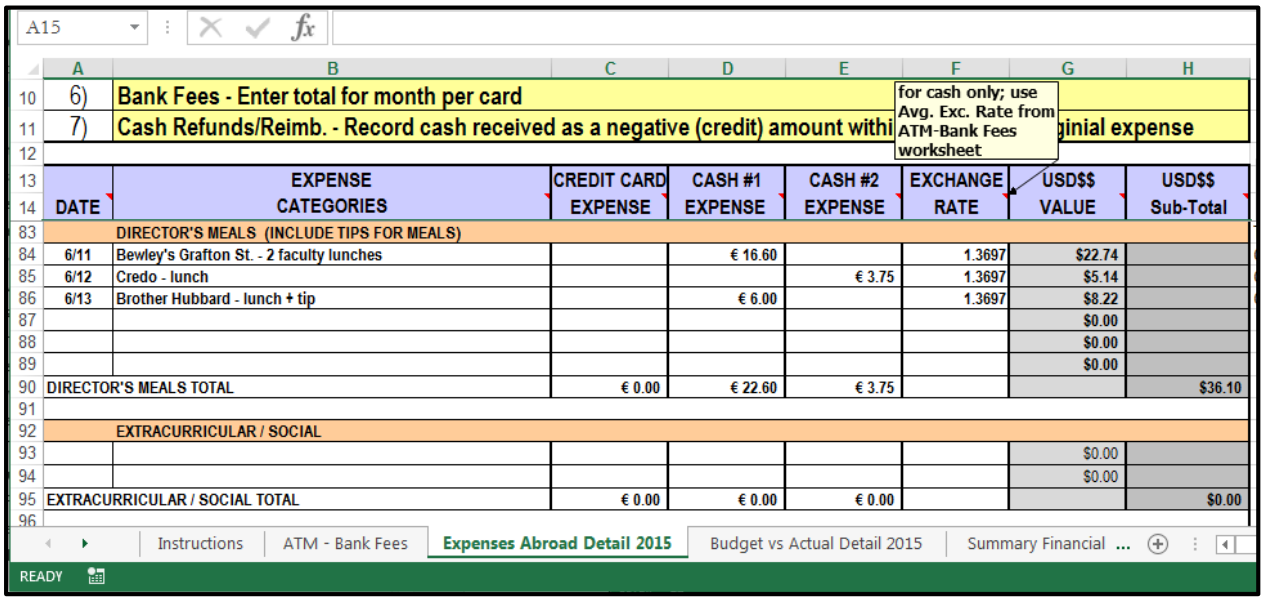
- On the list that appears click Freeze Panes again

To Unfreeze panes, simply click UnFreeze Panes in the dropdown.



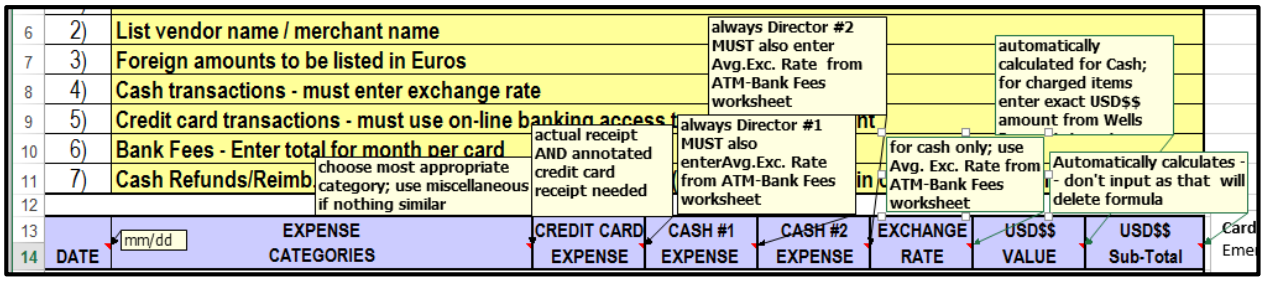
Comments

Comments may appear on the Expenses Abroad Detail 2015 sheet when the cursor is over a cell (F14) that has comments.



- a red triangle in the upper right corner of a cell indicates that comments exist
- column labels have comments
- use Review Tab>Show/Hide Comment to have one comment stay/go away

- use Review Tab>Show All Comments to see all comments at once (click again to remove)



Review/Final Reminders

Financial Responsibility

- Financial recordkeeping is the Director's responsibility (have clear assignment of duties for staff)
- Consistently use correct **cash** column for each Co-Director to record own expenses
- Alcohol is a personal expense to be reimbursed to the program

Bank Fees

- **Do not** include bank fees as part of an expense
- **Do not** opt for dynamic currency conversion (it is costly)

ATM Withdrawals

- Record transaction separately on appropriate worksheet (**not** an expense)

Receipts

- A receipt is required for every expense – there are different types (received/requested/created)
- Obtain an actual receipt in addition to a Credit Card receipt if at all possible
- Keep receipts in the accordion file by expense category/in date order
- If a receipt does not exist, place **NR** in the description after merchant/vendor name

Remember:

1. One transaction per line (usually equal to one receipt, but more if tip or reimbursement)
2. Actual expense listed in corresponding column (Credit Card, Cash 1 or Cash 2)
3. Exchange rate is entered for each **cash** transaction
4. Addition of Row is done as needed
5. USD$$ provided for VISA and USD receipts
6. NO entry is made by you in USD$$ for Cash expenses (Excel updates)
7. NO entry is made by you in USD$$ Sub-Totals column (Excel updates)
8. NO changes are made to **Budget vs Actual Detail** and **Summary Financial Report** sheets in the WorkBook (protected sheets that Excel updates)