

## Acquitting an Entertainment Transaction

### Step 1.

Note your outstanding transactions on your Homepage.

To verify your transaction, click on the **green tick** next to the transaction.

Date	Merchant	Amount	Actions
31-05-2009	ALEXANDERS RESTAURANT	23.80	
31-05-2009	ALEXANDERS RESTAURANT	23.80	

### Step 2.

Tick whether **Tax Receipt/Documentation** is available. In a Tax Receipt / Documentation is unavailable, please see Quick Reference Guide titled [Verifying a Transaction without a Receipt](#).

Expense Header

Account Type: Visa  
 Merchant: ALEXANDERS RESTAURANT  
 Date: 31-05-2009  
 Purpose: Meeting with Project Team

Tax Receipt/Documentation Attached?

Expense Types: ENTERTAINMENT

### Step 3.

Enter **Purpose** and **Description**.

### Step 4.

Select **Entertainment** from **Expense Types**. The icon indicates that the Expense type requires more information and a break down screen that will pop up.

### Step 5.

The expense breakdown window will pop up requesting further information. In the top section you are given the opportunity to indicate the **Amount Subject to GST**, and the **Amount Not Subject to GST**, if applicable.

### Step 6.

Select which **Category** your entertainment cost calls under.

### Step 7.

Break down your attendee list into the Participant Types.

Employee  
 Travelling Employee  
 Guests & Students  
 Employee  
 Family or Friend  
 Function Staff / Award Recipient

If it will take an excessive amount of time to name each guest individually, you may place in the **No.** field how many guests in each relevant Participant Type. If you opt to do this, you must attach a full guest list to your Document Control Report with your Receipt / Tax Invoice.

### Step 8.

Click **Next**.

Work related Functions and Entertainment (ENTERTAINMENT)

Breakdown for Price

Amount Subject to GST: 20.00  
 Amount Not Subject to GST: 3.80

Category: Light Refreshments/Meals - On Premises

Participant Information

Full Name	Participant Type	Employee ID	No.	Delete?
Kuckhahn, Daniela	Employee	121177	1	<input type="checkbox"/>
Bain, Amanda	Family or Friend		1	<input type="checkbox"/>
Sutherland, Rebecca	Guests & Students		1	<input type="checkbox"/>

Next >>

### Step 9.

The next screen displays the General Ledger breakdown. Ensure that this is all correct. If incorrect, click **Back** to return to edit the former screen or you may edit the Cost Centres (Sub-Ledger and Segments) in this screen.

Once information is correct, click **Update**. This will close the Entertainment Wizard and return you to the Expense Details Screen.

Participant Type	Tax Code	Net	Tax	Gross
<b>Amount Subject to GST - Light Refreshments/Meals - On Premises</b>				
Group Totals		18.16	1.83	20.00
Employee	T	6.06	0.61	6.67
Non Employee	T	6.06	0.61	6.67
Family or Friend	T	6.05	0.61	6.66
<b>Amount Not Subject to GST - Light Refreshments/Meals - On Premises</b>				
Group Totals		3.80	0.00	3.80
Employee	F	1.27	0.00	1.27
Non Employee	F	1.27	0.00	1.27
Family or Friend	F	1.26	0.00	1.26
<b>Totals</b>		<b>21.97</b>	<b>1.83</b>	<b>23.80</b>

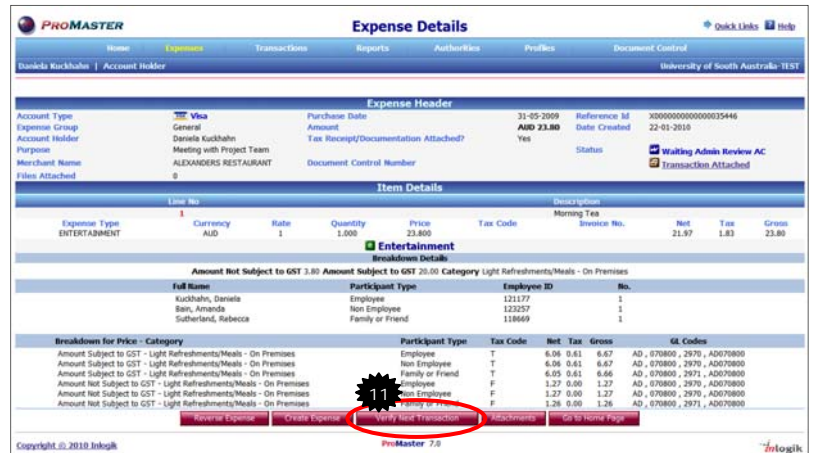
Update

**Step 10.**

Ensure that all details are correct on the Verify Expense screen. If ready to forward to Admin Review AC - Select **Submit** or select **Save** to submit later.

**Step 11.**

The **Expense Details** screen will show a breakdown of the expense. To acquit your next transaction, click **Verify Next Transaction** or to return to the home page click on **Go to Home Page**.



**Expense Header**

Account Type	Via	Purchase Date	21-05-2009	Reference #	305000000000035446
Expense Group	General	Amount	AUD 23.80	Date Created	22-01-2010
Account Holder	Daniela Kuckbahn	Tax Receipt/Documentation Attached?	Yes	Status	Waiting Admin Review AC
Purpose	Meeting with Project Team	Document Control Number		Transaction Attached	Transaction Attached
Merchant Name	ALEXANDERS RESTAURANT				
Files Attached	0				

**Item Details**

Line No	Expense Type	Currency	Rate	Quantity	Price	Tax Code	Net	Tax	Gross
1	ENTERTAINMENT	AUD	1	1.000	23.800		21.97	1.83	23.80

**Entertainment Breakdown Details**

Full Name	Participant Type	Employee ID	No.
Kuckbahn, Daniela	Employee	121177	1
Birn, Amanda	Non Employee	122257	1
Sutherland, Rebecca	Family or Friend	118669	1

**Breakdown for Price - Category**

Category	Participant Type	Tax Code	Net	Tax	Gross	GL Codes
Amount Subject to GST - Light Refreshments/Meals - On Premises	Employee	T	6.06	0.61	6.67	AD , 070800 , 2970 , AD070800
Amount Subject to GST - Light Refreshments/Meals - On Premises	Non Employee	T	6.06	0.61	6.67	AD , 070800 , 2970 , AD070800
Amount Subject to GST - Light Refreshments/Meals - On Premises	Family or Friend	T	6.05	0.61	6.66	AD , 070800 , 2971 , AD070800
Amount Not Subject to GST - Light Refreshments/Meals - On Premises	Employee	F	1.27	0.00	1.27	AD , 070800 , 2970 , AD070800
Amount Not Subject to GST - Light Refreshments/Meals - On Premises	Non Employee	F	1.27	0.00	1.27	AD , 070800 , 2970 , AD070800
Amount Not Subject to GST - Light Refreshments/Meals - On Premises	Family or Friend	F	1.26	0.00	1.26	AD , 070800 , 2971 , AD070800

Buttons: **Go to Home Page**, **Cancel Expense**, **Verify Next Transaction** (highlighted), **Back to Home Page**