CCI Learning™

Sage 50

Premium Accounting 2015

Level 2

Courseware 1619-1

MasterTrak Accounting Series

Lesson 2: Banking and Credit Cards

Lesson Objectives

In this lesson, you will learn how to set up and use the bank reconciliation feature in Sage 50 Accounting. You will also work with credit cards for sales and purchases and reconcile credit card statements. Upon successful completion of this lesson, you will be able to:

- ☐ use the deposit feature
- ☐ set up the bank reconciliation
- ☐ reconcile a bank account
- ☐ produce bank reconciliation reports
- ☐ create credit card accounts
- ☐ set up credit cards for sales and purchases
- ☐ account for sales on credit card
- ☐ account for purchases on credit card
- ☐ reconcile credit card statements
- ☐ make credit card payments
- ☐ reconcile Petty Cash
- ☐ use a debit card

This courseware requires the data to be saved to a hard drive or network drive. If you have not done so already, please see the Preface for instructions on how to download the data files from www.ccilearning.com and then expand the data files to a designated place on a local or network drive, as directed by your instructor.

Restoring the *House of Dee – Student.cab* File

1. Start Sage 50 Accounting and in the Sage 50 window select **Restore from backup** and click **OK**.
2. In the Restore from Backup dialog box click **Next**.
3. In the Select Backup File dialog box click **Browse** to locate the *House of Dee - Student.cab* file, select the file and click **Open** (or double-click the file).
4. The Select Backup File dialog box shows the Cab file to be opened. Click **Next**.
5. In the Confirm Backup File dialog box click **Next**.
6. In the New File Name box browse to the folder where the restored data file is to be stored, and type: `HD Lesson 2 – Student Name` (using your own name in place of “Student Name”) in the **File name** field to replace the word New and click **Save**.
7. In the New File Name dialog box click **Next**, then **Finish**.

   The data file will be restored and Sage 50 Accounting will proceed to open it.
8. Accept the Session Date of 02/28/2015 and click **OK**. If necessary, close the Getting Started window.

Making a Bank Deposit

Counter sales often take the form of cash or cheques from the customer (credit and debit cards are dealt with differently) without the necessity of adding the customer's name into the bookkeeping system. Instead, many businesses create a customer name such as "Cash Drawer" or "Cash for Deposit". As sales occur they are posted using this customer name.

The funds received in these transactions (usually in the form of cheques or cash) are then placed into a cash drawer in the business, pending the actual deposit to be taken to the bank on a periodic basis.

Certain steps need to be taken to create a deposit slip from the "Cash to be deposited" account.

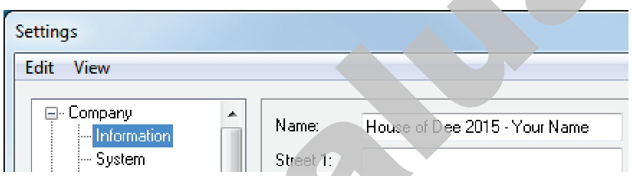
Learn the Skill

In this exercise, you will learn to create a Deposit Slip.

Normally any cash or cheques received by the business during the course of the day would be deposited at the end of the day or certainly every few days to ensure the funds are safe and available for the issuance of cheques. For the purpose of this courseware cash and cheques coming into the business during the month of February have instead been left in the Cash for Deposit account, to allow students to practice the process of making a bank deposit. Two deposits will be made; one on February 16, 2015 covering the first half of the month and the second on February 28, 2015.

1 If necessary, start Sage 50 Accounting and open the *House of Dee* data file provided with this courseware. Accept the session date of February 28, 2015. Close the Getting Started window.

2 In the Home window, click **Setup**, **Settings**, **Company**, **Information**. Replace the words *Your Name* with your own name. This will ensure that you can identify your printouts during the course.



3 Click **OK** to close the window.

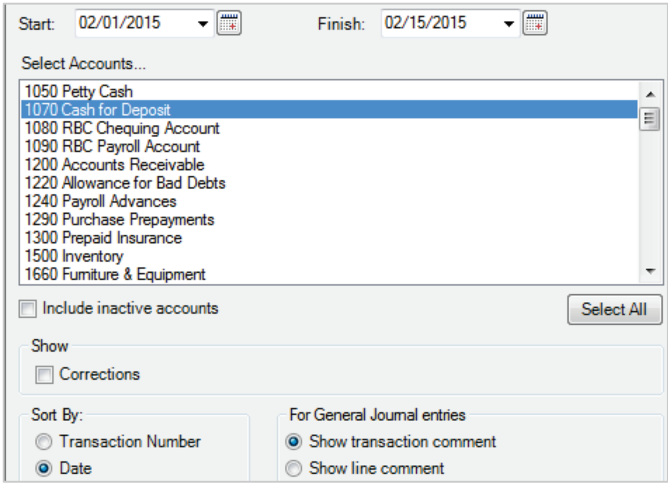
You will now determine how much is currently in our Cash for Deposit account effective February 15, 2015.

4 In the Home window, select the **Reports** menu, then **Financials** and **General Ledger**.

5 Select account **1070 Cash for Deposit**.

6 Select a Start date of **Feb 1, 2015** and a Finish date of **Feb 15, 2015**.

7 In the Sort By area select **Date**.



8 Click **OK** to generate the report.

House of Dee 2015 - Student Name
General Ledger Report 02/01/2015 to 02/15/2015
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
1070	**Cash for Deposit**					- Dr
02/06/2015	9, <One-time customer>	325	J39	2,542.50	-	2,542.50 Dr
02/07/2015	8, Weekly Cash Sales	Cash	J38	688.17	-	3,230.67 Dr
02/07/2015	10, <One-time customer>	1548	J40	2,768.50	-	5,999.17 Dr
02/14/2015	12, Weekly Cash Sales	Cash	J55	575.17	-	6,574.34 Dr
				6,574.34	-	

As of Feb 15, 2015 our cash drawer (Cash for Deposit account) contained two cheques and two cash entries for 688.17 and 575.17 respectively. You will be making a deposit totalling 6,574.34.

9 Close the General Ledger Report.

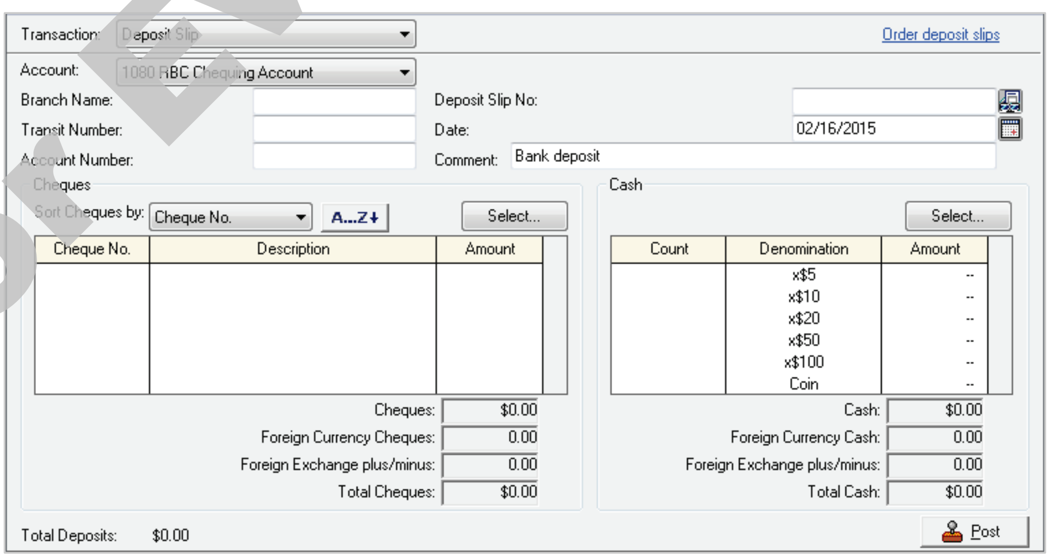
10 In the Home window, click **Banking** in the navigation pane.

11 In the Tasks pane, click **Make Deposit** to open the Reconciliation & Deposits window.

12 In the Transaction field make sure **Deposit Slip** is selected. The other option is Account Reconciliation.

13 In the Account field select the **1080 RBC Chequing Account**, the account which is to receive the deposit.

14 Change the date to **Feb 16, 2015** (the date the deposit is to take place).

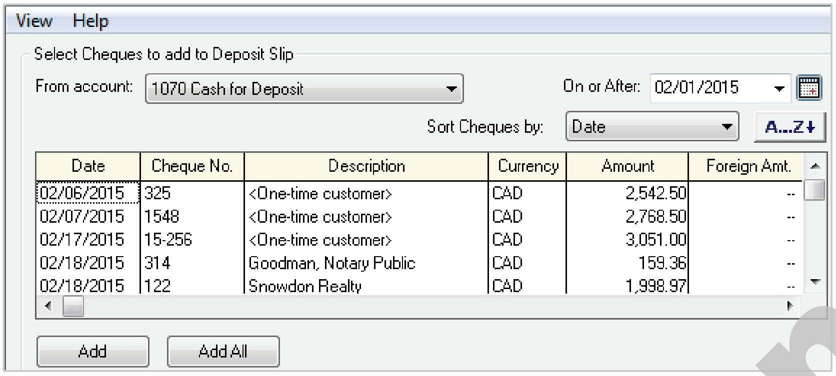


The screen is divided into two sections: The left side is used to select cheques to be deposited; the right side will be used to record actual cash.

15 In the Cheques area click the **Select** button.

16 In the From account field make sure **1070 Cash for Deposit** is selected.

17 In the On or After field enter: `02/01/2015` or use the calendar button to select the date.



All cheques collected since Feb 1, 2015 will be displayed. You will now select only the cheques we identified as having been in the cash drawer on Feb 15, 2015.

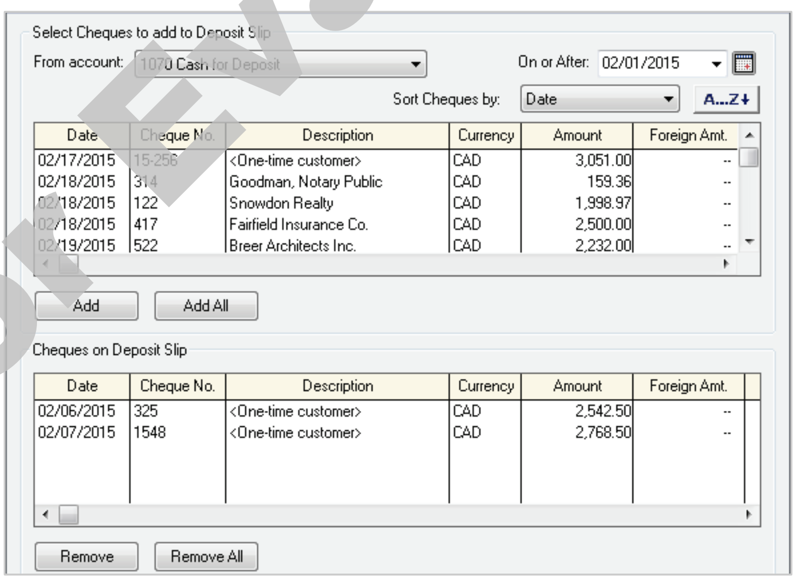
18 Click cheque **325** from <One-time customer> to select it, and then click the **Add** button.

> Selecting the **Add All** button would place the entire list of cheques which have been collected since the last deposit into the Cheques on Deposit Slip area. Making individual selection of cheques allows you to cater to a customer's wishes that a cheque be held until a specific agreed upon date for deposit is reached.

The cheque will now appear in the Cheques on Deposit Slip field.

19 Repeat the process for the next cheque which had been received in the specified time period:

Cheque No.	**Description**	**Amount**
1548	<One-time customer>	2,768.50



The other cheques shown in the upper section of the Reconciliation & Deposits window will be dealt with in the next deposit.

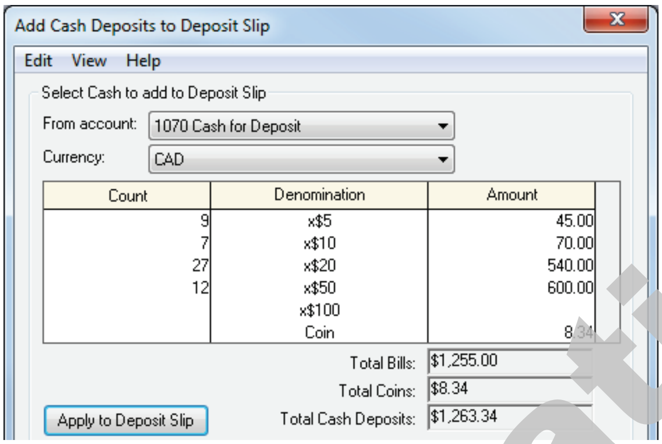
20 Click **OK** to return to the Reconciliation & Deposits window.

21 In the Cash area click the **Select** button.

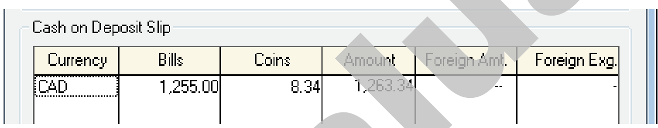
> Selecting cash to be deposited usually depends on what denominations customers used to pay the business. Most businesses deposit all cash in excess of the daily float amount.

22 Complete the top portion as shown below:

As displayed in the General Ledger Report in step 8 above, House of Dee had collected 1,263.34 from Weekly Cash Sales.

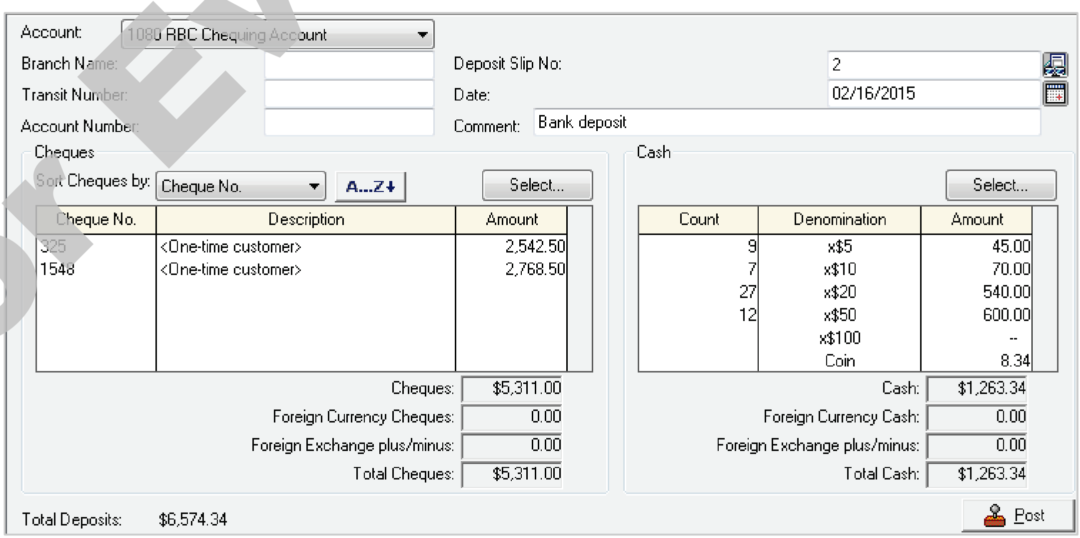


23 Click **Apply to Deposit Slip** to transfer the breakdown of currency to the Cash on Deposit Slip portion.



24 Click **OK** to return to the Reconciliation & Deposits window.

25 In the Deposit Slip No field enter 2.



26 In the menu bar on the Reconciliation & Deposits window select **Report**, then **Display Deposit Slip Journal Entry**.

House of Dee 2015 - Student Name
Deposit Slip Journal Entry 02/16/2015 (J62)

Account Number	Account Description	Debits	Credits
1080	RBC Chequing Account <One-time customer>	2,542.50	-
1080	RBC Chequing Account <One-time customer>	2,768.50	-
1080	RBC Chequing Account CAD Cash Deposit From 1070	1,263.34	-
1070	Cash for Deposit <One-time customer>	-	2,542.50
1070	Cash for Deposit <One-time customer>	-	2,768.50
1070	Cash for Deposit CAD Cash Deposit To 1080	-	1,263.34
Additional Date:	Additional Field:		
		6,574.34	6,574.34

Sage 50 Accounting will keep track of the individual amounts which make up this deposit, although in the Bank Reconciliation screen you will note that only the total deposit of 6,574.34 will be shown in order to match this amount with the amount the bank received and will subsequently display in the Bank Statement.

27 Review the entry, and then close the journal entry.

28 Click **Post**.

29 Close the Reconciliation & Deposits window.

30 Using the above steps 4 to 9, look up how much cash is available for deposit covering the period Feb 16 to Feb 28, 2015. The total should be 14,669.15, comprised of one Cash entry amounting to 123.17 and ten cheques totalling 14,545.98.

31 Complete steps 10 to 27 to make Deposit 3 effective Feb 28, 2015. (We will make the assumption that this bank is open Saturdays). It is not always necessary to deposit all Cash received from customers, but it is generally good practice to do so.

Your deposit slip should show the following amounts:

Cheques 14,545.98 **Cash 123.17**

Cheques

Sort Cheques by: Cheque No. A...Z Select...

Cheque No	Description	Amount
15-256	<One-time customer>	3,051.00
112	J. Freeman Accountant	904.00
122	Snowdon Realty	1,998.97
145	Kennedy Consulting	339.00
254	Smith & Smith Advertising Inc.	1,361.65
314	Goodman, Notary Public	159.36

Cheques: $14,545.98
Foreign Currency Cheques: 0.00
Foreign Exchange plus/minus: 0.00
Total Cheques: $14,545.98

Cash

Select...

Count	Denomination	Amount
1	x$5	5.00
3	x$10	30.00
4	x$20	80.00
	x$50	--
	x$100	--
	Coin	8.17

Cash: $123.17
Foreign Currency Cash: 0.00
Foreign Exchange plus/minus: 0.00
Total Cash: $123.17

Total Deposits: $14,669.15 Post

32 **Post** the deposit, then close the Reconciliation & Deposits window.

33 Display the General Ledger Report for the **1070 Cash for Deposit** account for the period of **Feb 1** through **Feb 28**, sorted by **Date**. Compare your report to the following:

House of Dee 2015 - Student Name
General Ledger Report 02/01/2015 to 02/28/2015
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
1070	**Cash for Deposit**					- Dr
02/06/2015	9, <One-time customer>	325	J39	2,542.50	-	2,542.50 Dr
02/07/2015	8, Weekly Cash Sales	Cash	J38	688.17	-	3,230.67 Dr
02/07/2015	10, <One-time customer>	1548	J40	2,768.50	-	5,999.17 Dr
02/14/2015	12, Weekly Cash Sales	Cash	J55	575.17	-	6,574.34 Dr
02/16/2015	Bank deposit	2	J62	-	6,574.34	- Dr
02/17/2015	11, <One-time customer>	Cash	J54	123.17	-	123.17 Dr
02/17/2015	13, <One-time customer>	15-256	J56	3,051.00	-	3,174.17 Dr
02/18/2015	Goodman, Notary Public	5	J44	159.36	-	3,333.53 Dr
02/18/2015	Snowdon Realty	6	J45	1,998.97	-	5,332.50 Dr
02/18/2015	Fairfield Insurance Co.	7	J46	2,500.00	-	7,832.50 Dr
02/19/2015	Breer Architects Inc.	8	J47	2,232.00	-	10,064.50 Dr
02/20/2015	Kennedy Consulting	9	J53	339.00	-	10,403.50 Dr
02/21/2015	14, J. Freeman Accountant	112	J57	904.00	-	11,307.50 Dr
02/25/2015	Dennis & Schultz, Attorneys at Law	10	J58	2,000.00	-	13,307.50 Dr
02/25/2015	15, Smith & Smith Advertising Inc.	254	J59	1,361.65	-	14,669.15 Dr
02/28/2015	Bank deposit	3	J63	-	14,669.15	- Dr
				21,243.49	21,243.49	

The Cash for Deposit account should show a zero balance as at Feb 28, 2015.

34 Close the report to return to the Home screen.

Setting Up the Bank Reconciliation

The task of reconciling bank statements is typically tedious, but very necessary. Sage 50 Accounting has a built-in reconciliation function that makes the task much easier to perform. As you enter transactions that affect the bank account Sage 50 Accounting recognizes and identifies them for future reference.

Sage 50 Accounting helps you reconcile your bank statement to the transactions recorded in the system. To use this reconciliation facility, any account to be reconciled needs to be set up for this purpose. This is accomplished only once for any account to be reconciled.

Your bank will most likely offer you the ability to access your accounts online and download your monthly statement to your computer. As long as your bank uses the standard *Open Financial Exchange* (OFX) data format, you will be able to load this data directly into Sage 50 Accounting and streamline your bank statement reconciliation process even more.

> This function will not be replicated in this courseware as it would require linking to an actual bank account.

Setting Up an Account for Reconciliation

Typically the accounts that are reconciled are:

- **Bank accounts**
  - These are usually accounts containing cash belonging to the business, which are accessed by others. For example, for bank service charges, bank interest payments, or loan payments coming directly from the account without further consultation to the owner of the account.
- **Credit card accounts**
  - Credit card statements are prepared by the credit card company. Verification is required that all charges match the company's data file, that payments are recorded correctly, and that other charges (interest and fees) are legitimate.

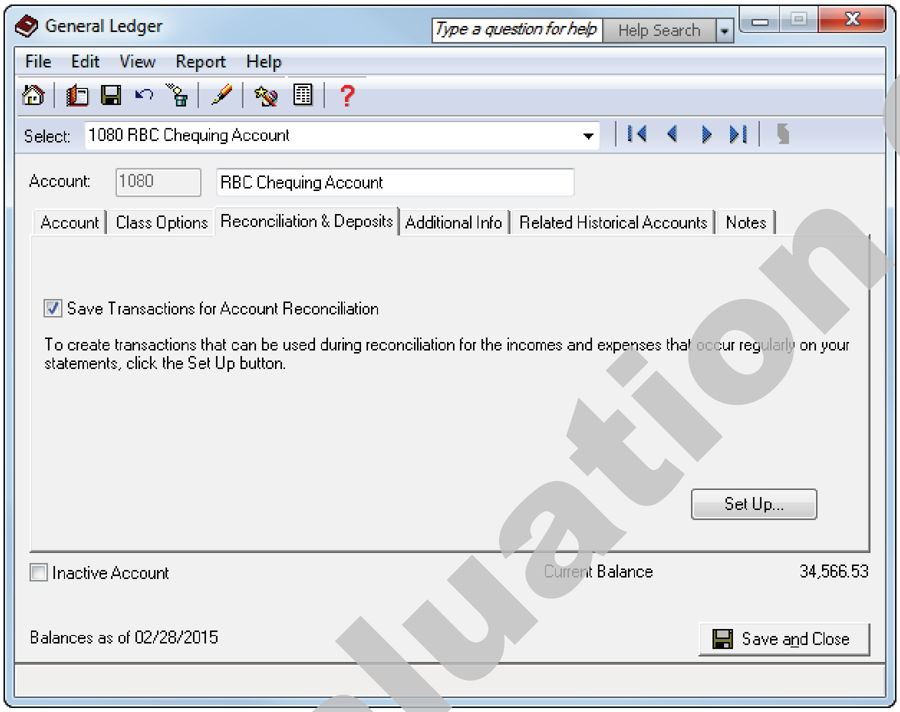
Account Reconciliations can be completed manually or on the computer using the Reconciliation & Deposits option.

Learn the Skill

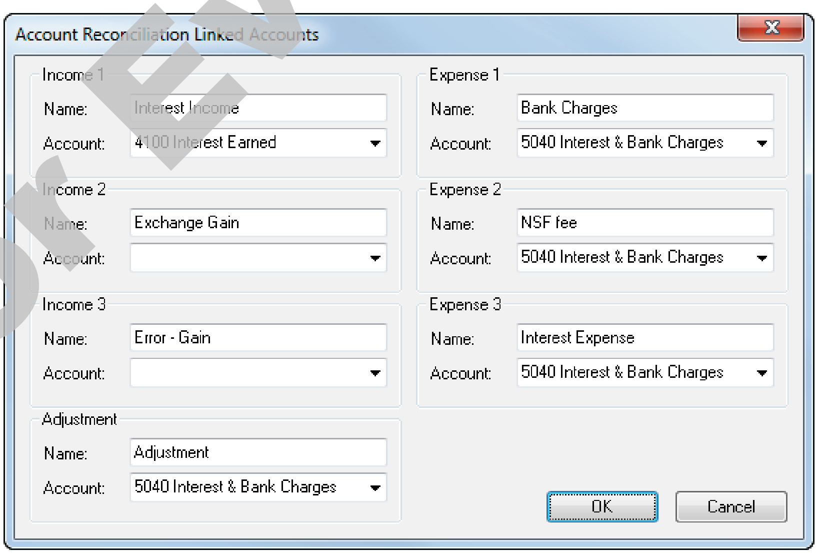
In this exercise, you will learn to set up a bank account to perform account reconciliations.

You will now set up the RBC Chequing Account so that you can use the account reconciliation feature.

1. In the Home window, select the **Company** option in the navigation pane. Click **Chart of Accounts**, and then double-click **1080 RBC Chequing Account**.
2. When the General Ledger window opens, select the **Reconciliation & Deposits** tab.
3. Click to select the **Save Transactions for Account Reconciliation** check box.



4. Click **Set Up**.
5. Complete the Account Reconciliation Linked Accounts window as shown in the following:



6 Click **OK** to implement the changes.

7 Repeat steps 2 through 7 using account **1090 RBC Payroll Account**

8 Close all open windows to return to the Home window.

Reconciling an Account for the First Time

Find the most recent statement for the bank or credit card account you want to reconcile. If you have never reconciled this account, find all the statements you have received for it. It is a good habit to produce a General Ledger Report of the account you want to reconcile.

Learn the Skill

In this exercise, you will learn to reconcile an account for the first time.

1 From the Home window menu bar, click **Reports**, **Financials**, **General Ledger** and select only **1080 RBC Chequing Account**; make sure the Start date is **01/01/2015** and the Finish date is **01/31/2015**. Ensure the Sort By **Date** is selected, then click **OK**.

House of Dee 2015 - Student Name
General Ledger Report 01/01/2015 to 01/31/2015
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
1080	**RBC Chequing Account**					31,703.50 Dr
01/02/2015	January 2015, Executive Realty Hold...	282	J2	-	4,788.94	26,914.56 Dr
01/02/2015	Fraser Carpets	283	J3	-	1,185.45	25,729.11 Dr
01/05/2015	Fine Furniture Designers	284	J4	-	389.95	25,339.16 Dr
01/20/2015	Fine Furniture Designers	285	J17	-	485.67	24,853.49 Dr
01/20/2015	Fraser Carpets	286	J18	-	852.14	24,001.35 Dr
01/31/2015	FIC 1356, Fairchild Insurance Corp.	287	J23	-	8,926.20	15,075.15 Dr
01/31/2015	ECS 147, Excel Computer Store	288	J25	-	254.25	14,820.90 Dr
01/31/2015	Bell Canada	289	J28	-	141.65	14,679.25 Dr
01/31/2015	Black's Janitorial Services	290	J29	-	395.50	14,283.75 Dr
01/31/2015	Colvin Office Supplies	291	J30	-	255.78	14,027.97 Dr
01/31/2015	Ontario Hydro	292	J31	-	253.89	13,774.08 Dr
01/31/2015	Toronto Star	293	J32	-	282.50	13,491.58 Dr
01/31/2015	Bank deposit	1	J34	10,141.08	-	23,632.66 Dr
				10,141.08	18,211.92	

This ledger displays the entries we made into our system for the month of January 2015. The purpose of the Bank Reconciliation is to verify that all of these entries and only these entries have cleared the Bank.

2 Close the General Ledger Report window.

3 In the Home window, click **Banking** in the navigation pane, then click the **Reconcile Accounts** icon.

4 The Transaction drop-down field should show **Account Reconciliation**.

5 From the Account field list, select **1080 RBC Chequing Account**.

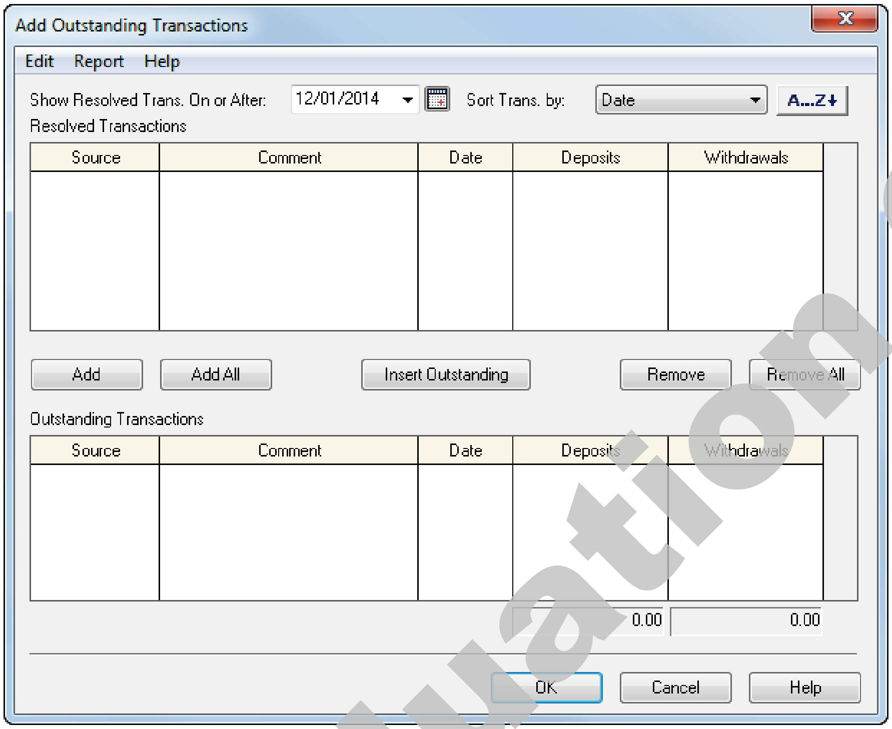
The First Reconciliation screen opens.

The Transactions tab displays instructions for reconciling an account for the first time. These instructions will not show in subsequent reconciliations for this account.

6 Change the dates to appear as follows:
Statement Start Date: **01/01/2015**
Statement End Date: **01/31/2015**
Reconciliation Date: **01/31/2015**

> At this time we are reconciling this account only for the month of January 2015. Normally the reconciliation should take place as early as possible after receipt of the bank statement. The reconciliation should usually be dated into the month of the reconciliation. This will allow any entries completed by the bank automatically, such as service charges to be posted into the month to which they apply.

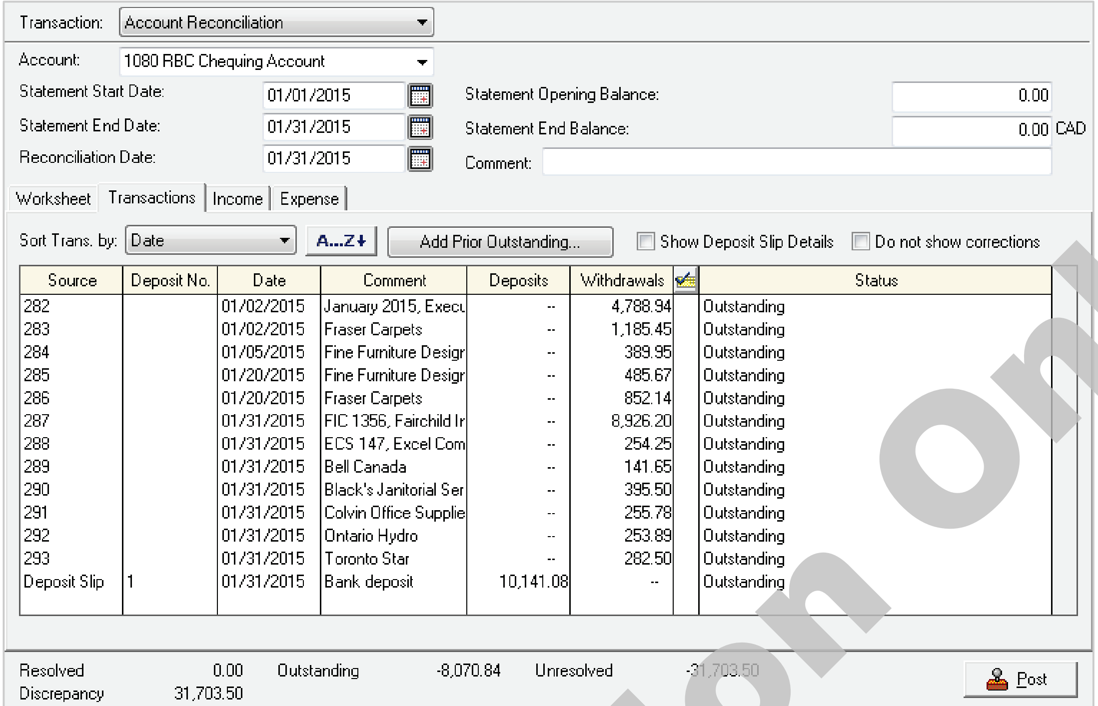
7 Click **Add Prior Outstanding**. Accept the confirmation message if it appears.



8 At this time, we are only interested in January 2015 entries. Click **OK** to bypass the Add Outstanding Transactions window.

Observe the Unresolved and the Discrepancy of 31,703.50. By the end of the reconciliation process, these two amounts must be displaying zero balances.

9 Click to place a check mark in the **Do not show corrections** check box.



Source	Deposit No.	Date	Comment	Deposits	Withdrawals		Status
282		01/02/2015	January 2015, Execu	--	4,788.94		Outstanding
283		01/02/2015	Fraser Carpets	--	1,185.45		Outstanding
284		01/05/2015	Fine Furniture Desigr	--	389.95		Outstanding
285		01/20/2015	Fine Furniture Desigr	--	485.67		Outstanding
286		01/20/2015	Fraser Carpets	--	852.14		Outstanding
287		01/31/2015	FIC 1356, Fairchild Ir	--	8,926.20		Outstanding
288		01/31/2015	ECS 147, Excel Com	--	254.25		Outstanding
289		01/31/2015	Bell Canada	--	141.65		Outstanding
290		01/31/2015	Black's Janitorial Ser	--	395.50		Outstanding
291		01/31/2015	Colvin Office Supplie	--	255.78		Outstanding
292		01/31/2015	Ontario Hydro	--	253.89		Outstanding
293		01/31/2015	Toronto Star	--	282.50		Outstanding
Deposit Slip	1	01/31/2015	Bank deposit	10,141.08	--		Outstanding

The Bank Statement that we have just received from RBC shows us different figures as indicated below:

Royal Bank of Canada

Monthly Bank Statement

Customer Name: House of Dee

Month ended January 31, 2015

Bank Statement

Date		Deposits	Cheques	Balance
	Opening Balance			**31,703.50**
Jan 04	Cheque # 282		4,788.94	26,914.56
Jan 04	Cheque # 284		389.95	26,524.61
Jan 07	Cheque # 283		1,185.45	25,339.16
Jan 19	Cheque # 286		852.14	24,487.02
Jan 21	Cheque # 285		485.67	24,001.35
Jan 31	Cheque # 290		395.50	23,605.85
Jan 31	Cheque # 291		255.78	23,350.07
Jan 31	Deposit	10,141.08		33,491.15
Jan 31	Cheque # 288		254.25	33,236.90
Jan 31	Interest	37.62		33,274.52
Jan 31	Bank charges		65.50	33,209.02
	Balance end of month			33,209.02

Let's compare our reconciliation screen to the Bank Statement.

10 Leave the Dates as entered in the previous window.

11 Complete the Opening Balance and End Balance from the Bank Statement:

Opening Balance: `31,703.50`
End Balance: `33,209.02`

Note how the Outstanding and Unresolved and Discrepancy amounts change as changes are made to the Reconciliation screen.

12 Type a comment: `Bank Rec. for January 2015`.

13 Beginning with the first entry on the Bank Statement (cheque 282 for 4,788.94), locate this entry on the Bank Reconciliation screen and, once found, place a check mark in the **Reconciled** column (). Also place a pencil mark next to this cheque on your Bank Statement to indicate that this item has cleared the bank.

> If corrections or adjustments were made involving the bank account there may be offsetting Deposits and Withdrawals displayed in this window. While these may not affect the ending bank balance they should be removed from the system.

14 Continue this process with all entries, working your way down the Bank Statement one item at a time. Keep in mind that dates will usually vary from those in your Bank Reconciliation screen.

15 When you have worked your way to the bottom of the Bank Statement, excluding the Bank Interest (37.62) and the Service Charges (65.50), you will have four items remaining unchecked on your Bank Reconciliation screen.

Source	Deposit No.	Date	Comment	Deposits	Withdrawals	✓	Status
282		01/02/2015	January 2015, Executive Realty Holdings	--	4,788.94	✓	Cleared
283		01/02/2015	Fraser Carpets	--	1,185.45	✓	Cleared
284		01/05/2015	Fine Furniture Designers	--	389.95	✓	Cleared
285		01/20/2015	Fine Furniture Designers	--	485.67	✓	Cleared
286		01/20/2015	Fraser Carpets	--	852.14	✓	Cleared
287		01/31/2015	FIC 1356, Fairchild Insurance Corp.	--	8,926.20		Outstanding
288		01/31/2015	ECS 147, Excel Computer Store	--	254.25	✓	Cleared
289		01/31/2015	Bell Canada	--	141.65		Outstanding
290		01/31/2015	Black's Janitorial Services	--	395.50	✓	Cleared
291		01/31/2015	Colvin Office Supplies	--	255.78	✓	Cleared
292		01/31/2015	Ontario Hydro	--	253.89		Outstanding
293		01/31/2015	Toronto Star	--	282.50		Outstanding
Deposit Slip	1	01/31/2015	Bank deposit	10,141.08	--	✓	Cleared

These items have not yet been presented to the bank for processing and will be dealt with as part of next month's Bank Reconciliation.

Note that to this point the Discrepancy shows 0.00, and the Unresolved displays -27.88. This will be taken care of in the next steps.

16 Click the **Income** tab, in Interest Income, type: `Bk Stmt` in the Source No. field, and `37.62` in the Amount field.

Worksheet | Transactions | Income | Expense

Name	Source No.	Date	Comment	Acct	Amount
Interest Income	Bk Stmt	01/31/2015	Interest Income	4100 Interest E.	37.62
Exchange Gain		01/31/2015	Exchange Gain		--
Error - Gain		01/31/2015	Error - Gain		--

Notice that the Unresolved changed from -27.88 to -65.50.

17 Click the **Expense** tab and make the changes as indicated in the following:

Worksheet | Transactions | Income | Expense

Name	Source No.	Date	Comment	Acct	Amount
Bank Charges	Bk Stmt	01/31/2015	Bank Charges	5040 Interest &	65.50
NSF fee		01/31/2015	NSF fee	5040 Interest &	--
Interest Expense		01/31/2015	Interest Expense	5040 Interest &	--

You have done it correctly if the Unresolved and the Discrepancy are both 0.00.

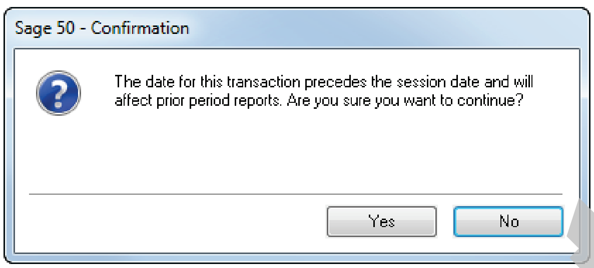
18 From the menu bar, click **Report**, **Display Account Reconciliation Journal Entry**.

House of Dee 2015 - Student Name
Account Reconciliation Journal Entry 01/31/2015

	Account Number	Account Description	Debits	Credits
01/31/2015	Bk Stmt, Interest Income			
	1080	RBC Chequing Account	37.62	-
	4100	Interest Earned	-	37.62
01/31/2015	Bk Stmt, Bank Charges			
	1080	RBC Chequing Account	-	65.50
	5040	Interest & Bank Charges	65.50	-
Additional Date:	Additional Field:			
			103.12	103.12

19 The bank interest income and the bank charges will now be journalized in your General Journal. Close this window.

20 Click **Post** to complete the Bank Reconciliation. If the following window appears:



21 Click **Yes**.

22 Close the Reconciliation & Deposits window.

Reconciling an Account

Once you have reconciled each bank statement for the first time, the process is quite easy.

1. In the Home window, select Banking and then click the Reconcile Accounts icon.
2. Choose the account you want to reconcile.
3. Enter the Statement Start and End Dates, the Reconciliation Date, and the Statement End Balance. Also, add a comment, such as *"Sept 30 account reconciliation"*.
4. On the Income tab, enter interest earned and any other income from the bank or credit card company.
5. On the Expense tab, enter bank charges and other expenses from the bank or credit card company.
6. On the Transactions tab, if the transaction has cleared the bank or credit card company, mark it cleared (click beside it in the Cleared column); if a transaction has not yet cleared the bank, leave its status as Outstanding.

Adjustments made may show as both deposit and withdrawal amounts on the screen. Where these amounts agree, both may be cleared to remove them from the reconciliation after it is complete and posted.

7. Use the Worksheet tab to check the details of your bank and other accounts.

You should always work towards an Unresolved amount of zero when processing the bank reconciliation. Only make an adjustment to balance the reconciliation as a last resort. If the unresolved amount is not zero, the program asks you to enter an account to which you wish to charge an adjustment for the unresolved amount. Many Sage 50 Accounting users create an account called Cash Over (Short) in the Expense area.

8. Click Post.