



Julep: Expenditures – Ultimate Vendors

Ultimate Vendors/Memo Transactions are commonly used for credit card payments or staff reimbursements. The credit card payment or reimbursement is entered first. Then the details of the charges made on the card or by an individual are entered as memo entries.

Entering & Linking Ultimate Vendors/Memo Transactions – Expenditure Data Entry

1. Under the **Treasury Dashboard**, click the **New Expenditure action** button and enter the payment expenditure. See [Julep – Expenditures Data Entry](#) for more details.
2. Save the payment entry and then open the expenditure detail.

Name	Amount
23 Graphics	\$ 2
Total	\$ 2

3. Locate the **Ultimate Vendor**

-  - Use the search button to find and link an existing the memo entry
-  - Use the Add Ultimate Vendor button if the memo entries do not exist in Julep yet.
 1. Click the  button.
 2. Search for and select an existing payee or **Add a New Payee** for the memo entry.
 3. The **New Disbursement** window will appear. Enter the information for the linked memo entry similar to a regular expenditure.
 4. Click **Save when done**. Continue the steps above until all memo entries are linked to the Ultimate Vendor's disbursement.

Click the  button to view the Ultimate Vendor's details. Click the  button to open and view/edit a linked disbursement. Click the  button to export all linked disbursements in an Excel file.



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****Please note: The memo entry disbursements will already have the Memo Indicator box checked.**

Entering & Linking Ultimate Vendors/Memo Transactions – Expenditure Import

The expenditure import option allows you to add lists of disbursements into the database via an Excel file. If the ultimate vendor payments you import have linked memo entries as well, you can perform a second import to enter and link them to the original payments.

Additional Columns to Include in Import File when Linking Memo Transactions:

Memo Indicator Indicates whether an entry is a memo.

Link Transaction ID Original Payment Transaction ID (assigned by Julep).

For a complete list of required import fields see the **Julep: Expenditure Import guide**.

What to Do in Your File when Linking Memo Transactions:

1. Make sure the payment to the individual/staff member or Credit Card Company is in Julep.
2. Include the regular fields for expenses plus the two additional fields above in your Excel file.
3. To signify a memo entry, include a column in your Excel file for **Memo Indicator (Is Memo)** and enter an “X” in each cell that applies.
4. Enter the corresponding payment’s **Link Transaction ID** for each memo entry. This can be found in the result file of the first import or within the transaction window in Julep.

Edit Expenditure (Txn# 182)  

CMDI (Id: 1)
1593 Spring Hill Road
Vienna, VA 22182

Date: 6/15/2022
Line Number: EO - Operating Expenditures
G/L Code:
Amount: \$ 2
Description:
Fund: MEM - Membership Fund
Adjustment Type:
Adjustment Date:
Account: N/A - N/A
Memo Indicator: Memo Indicator 1099
Check No:
Payment: CK - Check
Comment (Invoice#):
Choose a file or drag it here.

Adjust

General Ledger

Name	Amount
UD - Undefined	\$ 2

Ultimate Vendor

Name	Amount
23 Graphics	\$ 2

Total: \$ 2

Cancel Save Print Check

5. Enter the **Description** for the payment made to the vendor if needed.
6. Import like normal using the **Import** module on the **Treasury Dashboard**.



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