

****Please note: You do NOT need to manually enter any Schedule B disbursements for In-Kinds if you're using CrimsonFiler for your FEC reports. CrimsonFiler will automatically create the corresponding disbursements when you import your data from Crimson into your FEC reports.***

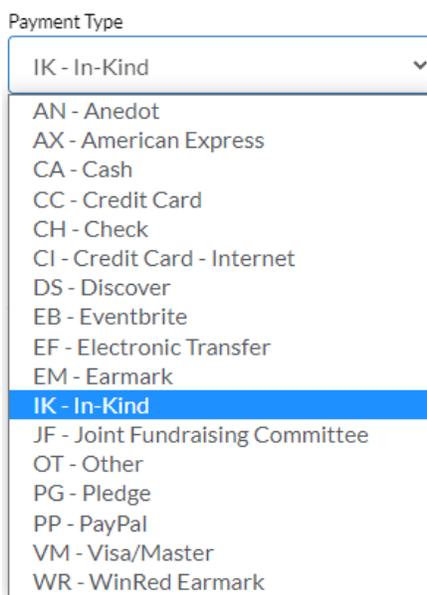
In-Kind contributions are entered into Crimson in the same way as any other type of contribution, but the payment type is marked as “**IK – In-Kind**” during the data entry or import process.

*****For more information on how to enter batches into Crimson, please refer to the [Contributions - Data Entry](#) solution in the HelpDesk. For more information on how to import lists of contributions into Crimson, please refer to the [Importing Lists of New Contributions](#) solution in the HelpDesk.***

Recording an In-Kind contribution in Batches or through Data Entry

To record an in-kind contribution, in the Data Entry window after entering the donor’s information via the **Search** button or **New** button for adding a new record, you will be able to select the payment type in the **Payment Type** drop-down menu.

1. Select **In-Kind** from the list.



Payment Type

- IK - In-Kind
- AN - Anedot
- AX - American Express
- CA - Cash
- CC - Credit Card
- CH - Check
- CI - Credit Card - Internet
- DS - Discover
- EB - Eventbrite
- EF - Electronic Transfer
- EM - Earmark
- IK - In-Kind**
- JF - Joint Fundraising Committee
- OT - Other
- PG - Pledge
- PP - PayPal
- VM - Visa/Master
- WR - WinRed Earmark

2. Then in the **FEC Memo Text** field, record the purpose of the in-kind contribution (e.g. food and beverage).
3. Continue with the data entry process as described in the [Contributions - Data Entry](#) solution on the HelpDesk.

Recording an In-Kind Contribution When Importing Lists

- Mark in-kind contributions in your file with the payment code of **IK** for the field mapped to **Payment Type** and enter the purpose of the gift into the field mapped to **FEC Memo Text**.