
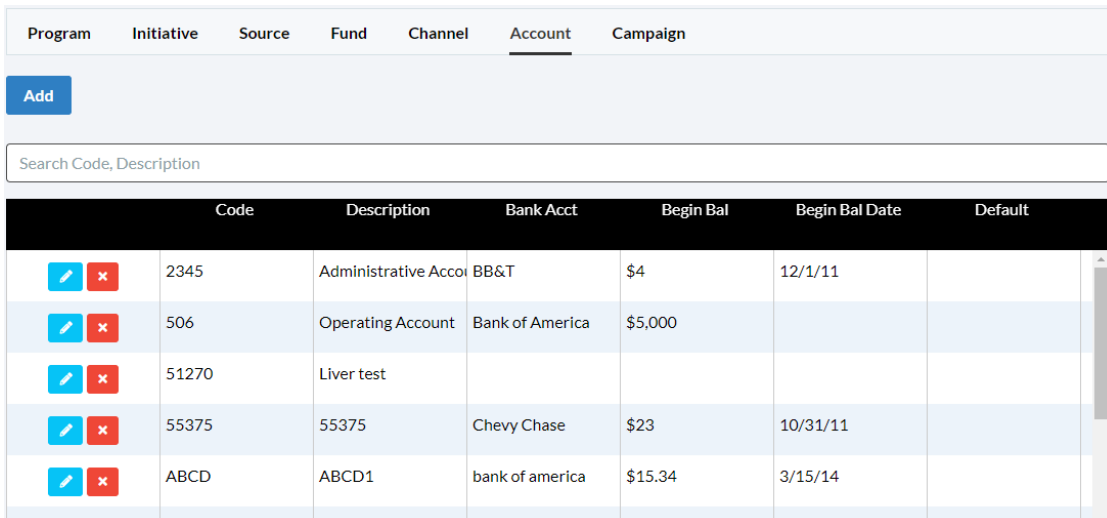












Account codes are a useful tool to track and reconcile your cash flow through your external bank accounts within Crimson. Whether you have one or multiple bank accounts, this feature can be incredibly helpful in **Treasury** and **Data Entry**.

Setting up Account Codes

In order to reference your bank accounts, you must first create the account codes. Click on **Fundraising** from the **Main Menu** on the left-hand side and then click the  button in the top right **Dashboard Navigation Bar** to open **Money Settings**.

1. Select the **Account Code** tab.
2. A list of existing **Account Codes** area will appear that you can view and manage. Click the **Add** button to setup a new account code.



	Program	Initiative	Source	Fund	Channel	Account	Campaign
	Add						
	Search Code, Description						
	Code	Description	Bank Acct	Begin Bal	Begin Bal Date	Default	
 	2345	Administrative Accou	BB&T	\$4	12/1/11		
 	506	Operating Account	Bank of America	\$5,000			
 	51270	Liver test					
 	55375	55375	Chevy Chase	\$23	10/31/11		
 	ABCD	ABCD1	bank of america	\$15.34	3/15/14		

3. Fill out the **Account Code**, **Description**, and **Bank Account** fields. Select whether the bank account is the default account by checking the **Default** checkbox and check the **Active** checkbox if the account is still in active use.
 - If you plan to reconcile with the accounts through Crimson, enter the **Begin Bal** and **Begin Date** for the account so that the accurate balances will appear on the **Financial Summary** dashboard.

4. Click **Save** when done.

Attaching Account Codes to Transactions

Data Entry

When using **Data Entry**, you can add a default **Account Code** from the drop-down menu when setting up your batch header. For more info on data entry, see our [Crimson - Data Entry Guide](#) on the HelpDesk.

Data Entry - Edit Batch Header #1234

Importing Contributions

When importing an Excel, make sure to include an **Account Code** column in the file. During the mapping step of importing, map the column you created to Crimson's **Account Code** field. **PLEASE NOTE:** You need to create your account code in **Money Settings** before you can use it in a Crimson import.

Treasury Receipts/Invoices/Expenditures

When adding [Receipts](#), [Invoices](#) or [Expenditures](#) in Crimson's **Treasury** menu, select your **Account** code from the drop-down when entering a transaction.

New Receipt
 CMDI (Id: 6)
 1593 Spring Hill Rd, Suite 400
 Vienna, VA 22182-1569

New Expenditure
 CMDI (Id: 6)
 1593 Spring Hill Rd, Suite 400
 Vienna, VA 22182-1569

Date: 11/10/2022

Batch #

Amount (Alt+1): \$ 0

Fund: P2022 - Primary 2022

Account: 2345 - Administrative Account

Check No

Payment

Comment (Invoice#)

Date: 11/10/2022

Amount (Alt+1): \$ 0

Fund: P2022 - Primary 2022

Account: N/A - N/A

Check No

Payment

Comment (Invoice#)

Using Account Codes in the Financial Summary Dashboard

Cash Balances

TEST	\$10,401
Operating Account	\$4,831
55375	\$33
aTEST12	\$0
aTEST22	\$0
gTEST3	\$0
ABCD1	\$0
Undefined Account Code	\$0
Test	\$0
Undefined Account Code	\$0
ANB acct code disbursements imp...	\$0

Account Register - TEST (\$10,401) Reconcile

Vendor: From Date:

Transaction Type: To Date: Reset Search Export

Payment Type	Check	Date	Vendor Name	Receipt	Disbur
Debit Card	001	2/3/22	American Express	\$300	\$0
Cash	103	12/25/21	Starbucks	\$101	\$0
Cash	102	12/25/21	CMDI	\$101	\$0

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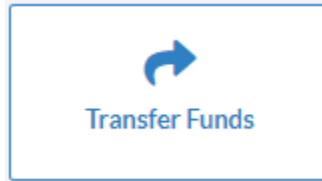
To fully utilize **Account Codes**, go to the **Financial Summary Dashboard** to see an overview of all accounts.

The **Cash Balances** section shows the current Cash-on-Hand for your active bank accounts. Be sure to [record all bank deposits](#) under the **Treasury** area of Crimson to have accurate COH totals.

You can also select between the active account codes and view the transactions (Disbursements and Other Receipts ONLY) associated with them. Use the **Vendor**, **Transaction Type**, and **Date Range** search fields in the **Account Register** section to find specific transactions. You can then **Export** the results, **Reconcile** your account, or **Transfer Funds** between active account codes in Crimson.

Transfer Funds

To record internal bank account transfers, navigate to the **Financial Summary Dashboard**. Click on the **Transfer Funds** dashboard action button. This feature allows you to move money from one account code and fund code to a different one in Crimson. By doing this, a disbursement/other receipt will automatically be created in Crimson.



Transfer Funds

From Account	<input type="text" value="55375 - 55375"/>
From Fund Code	<input type="text" value="77TST - 77tst Description"/>
To Account	<input type="text" value="55375 - 55375"/>
To Fund Code	<input type="text" value="77TST - 77tst Description"/>
Date	<input type="text" value="11/10/2022"/>
Amount	<input type="text" value="\$"/>
Comment	<input type="text"/>

Reconcile Accounts

To help reconcile a bank account, use the Crimson [Reconciliation](#) tool. To get started, select the bank

account for reconciliation under the **Cash Balances** list. Then click the button and a list of uncleared transactions will display. Click the **Filters** tab to use the **Transaction Type**, **Vendor**, **Transaction Date**, and **Check #** filters to narrow down your results.

Treasury Reconciliation ✖

Filters Result

Clear Date: 11/10/2022

Txn#	Payment Type	Check#	Date	Vendor Name	Receipt	Disbursement	Memo	Date Cleared
<input type="checkbox"/>			11/10/22	Starboard Group	\$500			

Uncleared Transactions Only

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- Use the checkboxes to clear multiple transactions at once with the date in the **Clear Date** field.
- Once you have selected several transactions, click the button to clear just those transactions or the button to unclear them.
- Click the button to update and mark that one transaction as cleared with the **Clear Date**.
- Click the button to unclear all transactions so that you can go back and make updates or fix errors.
- Click the button to mark all uncleared transactions as cleared with the **Clear Date** once you have confirmed the details to your bank account.
- Click the button to export the transactions so that you can spot check for errors.