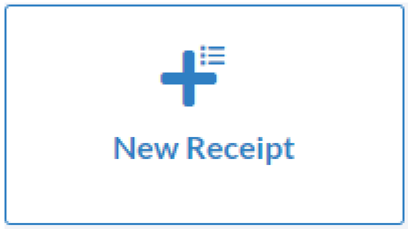
crimson

Treasury Receipts – Data Entry

Treasury Receipt Data Entry is the process of manually adding other receipts and payees into the database. These are receipts that are not contributions such as interest, loans, vendor refunds, etc. This can be completed in all databases via the **Treasury Dashboard**.

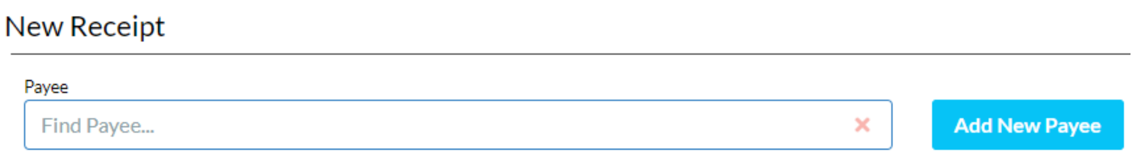
Expenditures Data Entry

1. Click the **New Receipt** action button on the **Treasury Dashboard**.

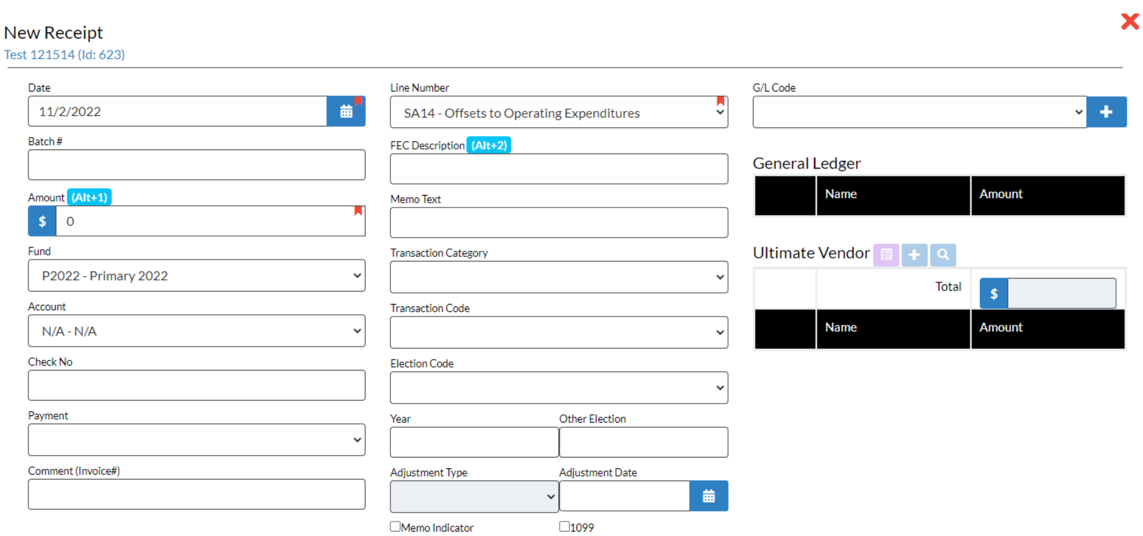


2. Search for an existing **Payee** or click 

to add a new one to Crimson. Once you have selected or created a new payee, the **New Receipt** window will open.



3. Enter the new receipt's information.



Required Fields for Expenditure Data Entry

Date	Date the receipt was made. This date is used to report to the FEC.
Amount	The amount of the receipt.

Fund Code	The election cycle and period. Examples: P2018 and G2018. **NOTE:** This is for categorization in the database only, there are separate fields for **Election Code, Year**, and **CD** to display those on the FEC report.
Bank Account	Use this field to distinguish which bank account the receipt is going to by selecting the correct code here. If not, then skip this field and it will default to “N/A” for this field. NOTE: setup bank account codes under **Fundraising Settings**.
Line No	Select the correct line number for the receipt. **There is a list of FEC line numbers in our HelpDesk titled **FEC Line #’s by FEC Reports**.
FEC Description	Description of receipt that shows up on the FEC report.
General Ledger	The box below is the G/L Account field. Enter the breakdown of the receipt by G/L code here. If you are not using a G/L code, the system will automatically assign a "UD – Undefined code".

Additional Fields Include

Check No	Enter the check number for the receipt. This is an optional field.
Payment	Select the payment type from the drop-down menu. This is an optional field.
Comment (Invoice #)	Use for internal purposes only. Will not appear on FEC reports.
	Include an attachment of the receipt check or related images by selecting the file from your computer or dragging and dropping it here.
Memo Text	Used for additional text related to memo items. More information on entering memos and linked transactions is below.
Transaction Category	Optional FEC categorization of receipts.
Transaction Code	Optional FEC coding for receipts.
Election Code	This is the field you use to indicate if the expenditure is for a particular election (e.g. P = Primary, G = General, etc).
Year	This is the field used to define the year of the election code reference above (e.g. 2018).
Other Election	If the election is not standard such as a Convention or Runoff, use this field to define the appropriate election.
Memo Indicator	Indicates whether the expenditure receipt is a memo item or not.
1099	Indicates when a 1099 form will be needed.
Ultimate Vendor	See below for more information about **Ultimate Vendors**.