

### The following are the steps to creating a Candidate In-Kind in Crimson:

1. Go to the **Treasury Dashboard**.
2. Click the **New Receipts** action button on the dashboard.
3. Either search for the Candidate’s **Payee** record or add a **Payee** record
  - If there’s no payee record for the Candidate, then click the **Add New Payee** button.
  - Select **Candidate** from the **Payee Type** drop-down menu and enter the appropriate information into the remaining fields where necessary, then click **Save**.
4. A receipt window will appear after selecting the **Payee**. Enter the date of the In-Kind into the **Batch Date** field and enter the **Amount** of the gift.
5. Select the **Fund Code** from the **Fund** drop-down menu.
6. Select the **Payment Type** as **IK- In Kind**. *Note: If this is not done, you will not see the dialogue box for step 10.*
7. You can select a **Bank Account Code** in the **Account** drop-down menu or leave the **N/A** default if you do not have bank accounts setup in Crimson.
8. Select **SA11D – Contributions from the Candidate** from the **Line Number** drop-down menu.
9. Finally, enter the appropriate description as you want it to appear on the FEC report in the **FEC Description** field (Ex: “Candidate In-Kind– Personal Funds”), then click **Save**.

New Receipt (Txn# 10971)  
 Test Test 040816 (Id: 899)

Date 12/8/2022	Line Number SA11D - Contributions from the Candidate	G/L Code				
Batch#	FEC Description (Alt+2)	General Ledger				
Amount (Alt+1) \$ 50	Memo Text	<table border="1"> <thead> <tr> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$ 50</td> </tr> </tbody> </table>	Name	Amount		\$ 50
Name	Amount					
	\$ 50					
Fund PG:G22 - Primary 2022	Transaction Category	Ultimate Vendor				
Account N/A - N/A	Transaction Code	<table border="1"> <thead> <tr> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>\$</td> </tr> </tbody> </table>	Name	Amount	Total	\$
Name	Amount					
Total	\$					
Check No	Election Code					
Payment IK - In-Kind	Year	Other Election				
Comment (Invoice#)	Adjustment Type	Adjustment Date				

10. You will be asked if you would like to create a corresponding Expenditure for the IK. If you select **Yes**, then you do not need to manually enter any Schedule B disbursements for Candidate In-Kinds. Crimson will automatically create the corresponding disbursements. Both the Other Receipts and Disbursements will pull in CrimsonFiler when an FEC report is created. If you select **No**, then you will need to manually add the expenditure details.

Do you want to create an expenditure record for in-kind payment?