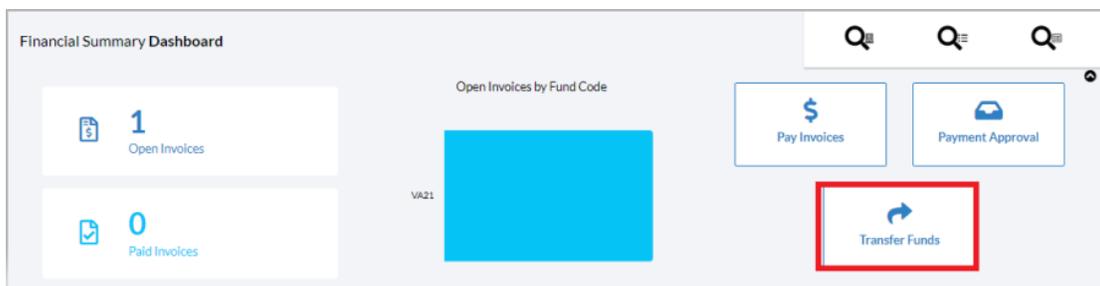


In addition to tracking your **Bank Accounts** and related transactions in Crimson, you can also use the **Transfer Funds** Treasury feature in Crimson to show a transfer of money between one Bank Account to another. These internal transfers are used to track up to date **Cash On Hand** details for each bank account managed in Crimson only. These details do not appear on any related FEC reporting. For more information on tracking Account information in Crimson please see [Crimson: Account Codes](#) and [Financial Summary – Reconciliation](#).

### Transfer Funds

1. To begin a funds transfer, navigate to the **Financial Summary** dashboard.
2. Once there, click the **Transfer Funds** icon.



3. In the **Transfer Funds** window that appears, select the **Account** and **Fund Code** used to transfer from and the **Account** and **Fund Code** to show the transfer to.
4. Then pick a **Date**, **Amount**, and the optional **Comment** field.

#### Transfer Funds

From Account  
55375 - 55375

From Fund Code  
77TST - 77tst Description

To Account  
CENTER1 - TEST

To Fund Code  
G2022 - General 2022

Date  
11/11/2022

Amount  
\$ 500

Comment

5. Click **Save** in the bottom right-hand corner of the screen.

- In the blue bar that appears at the top of the screen, click either **Yes** to complete the transfer or **No** to cancel the transfer.
- If you click **Yes**, the transfer of funds will be recorded in Crimson.

## Viewing the Funds Transfer

After a transfer of funds is completed, Crimson will automatically create a corresponding Treasury **Receipt** and **Expenditures** transaction. View and edit existing receipts and expenditures on the **Treasury** dashboard. Or visit the **Financial Summary** dashboard and look at the **Cash Balances** card on the bottom left part of the screen. Then click on the name of the Bank Account to view that accounts related Treasury transactions.

The screenshot shows the Financial Summary Dashboard with the following components:

- Cash Balances:**
  - TEST: \$10,901
  - Operating Account: \$4,831
  - 55375: \$33
  - aTEST12: \$0
- Account Register - TEST (\$10,901):**
  - Vendor: [Empty]
  - From Date: [Empty]
  - Transaction Type: [Dropdown]
  - To Date: [Empty]
  - Buttons: Reset, Search, Export
  - Table Headers: Payment Type, Check, Date, Vendor Name, Receipt, Disbur
  - Table Row 1: [Icon], Funds Transfer, [Empty], 11/10/22, Starboard Group, \$500, \$0

On the right side, the account register for the selected account will appear. As you can see, the example transfer of funds above has resulted in a Funds Transfer expenditure for that account.

The detailed view of the Account Register for TEST (\$10,901) shows the following transactions:

Payment Type	Check	Date	Vendor Name	Receipt	Disbur
[Icon] Funds Transfer		11/11/22	Account Transfer - 5	\$500	\$0
[Icon]		11/10/22	Starboard Group	\$500	\$0
[Icon] Debit Card	001	2/3/22	American Express	\$300	\$0
[Icon] Cash	103	12/25/21	Starbucks	\$101	\$0
[Icon] Cash	102	12/25/21	CMDI	\$101	\$0

To view the expenditure, click the  icon. The details will show that Crimson automatically assigned the transaction the **NRIT – Non-Reportable Internal Transfer** line number.

Edit Expenditure (Txn# 46290)  
Account Transfer - 55375 (Id: 692)

Date: 11/11/2022 

Amount: \$ 500  

Fund: 77TST - 77tst Description

Account: 506 - Operating Account

Check No:

Payment: FT - Funds Transfer

Comment (Invoice#):

Line Number: **NRIT - Non-Reportable Internal Transfer** 

FEC Description: TRANSFER 

Memo Text:

Transaction Category:

Transaction Code:

Election Code:

Year: Other Election:

Adjustment Type: Adjustment Date: 

Memo Indicator  1099

General Ledger

Name	Amount
UD - Undefined	\$ 500

Ultimate Vendor

Name	Amount
Total	\$

Choose a file or drag it here.

Similarly, select the account that received funds from the transfer. The Accounts Register will show the Funds Transfer, but as a Receipt.

Account Register - TEST (\$10,901)

 Reconcile

Vendor:

From Date:  

Transaction Type:

To Date:  

[Reset](#) [Search](#) [Export](#)

	Payment Type	Check	Date	Vendor Name	Receipt	Disbur
	Funds Transfer		11/11/22	Account Transfer - 5	\$500	\$0
			11/10/22	Starboard Group	\$500	\$0
	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

To view the receipt, click the  icon. The details will show that Crimson automatically assigned the transaction the **NRIT – Non-Reportable Internal Transfer** line number.

Edit Receipt (Txn# 46293)

Account Transfer - 55375 (ID: 692)

Date: 11/11/2022

Line Number: NRIT - Non-Reportable Internal Transfer

Batch #

FEC Description (AR+2): TRANSFER

Amount (AR+1): \$ 500

Fund: G2022 - General 2022

Account: CENTER1 - TEST

Check No.

Payment: FT - Funds Transfer

Comment (Invoice#)

Memo Text

Transaction Category

Transaction Code

Election Code

Year: Other Election

Adjustment Type: Adjustment Date: 11/11/2022

Memo Indicator  1099

Choose a file or drag it here.

GL Code

General Ledger

Name	Amount
UD - Undefined	\$ 500

Ultimate Vendor

Name	Amount
Total \$	