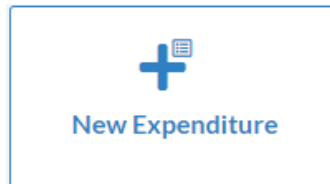


Expenditure Data Entry is the process of manually adding disbursements and vendors into the database. This can be completed in all databases via the **Treasury Dashboard** and if applicable to your database, also in the **PAC** and **JFC Dashboards**. Learn more about the [Crimson – JFC Dashboard](#) and the [Crimson – PAC Dashboard](#) on the HelpDesk.

Expenditures Data Entry

1. Click the **New Expenditure** 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 Expenditure** window will open.

A screenshot of a "New Expenditure" search window. It features a search bar with the placeholder text "Find Payee..." and a red "X" icon to its right. To the right of the search bar is a blue button labeled "Add New Payee". The window title is "New Expenditure" with a red "X" icon in the top right corner.

3. Enter the new expenditure's information.


A screenshot of the "New Expenditure" data entry form. The form title is "New Expenditure" with a red "X" icon in the top right corner. Below the title is the payee information: "Mr. Joseph M. Banks, Sr. (Id: 1200)", "1593 Spring Hill Rd", and "Vienna, VA 22182". The form contains several input fields: "Date" (11/17/2022), "Line Number", "G/L Code", "Amount" (\$ 0), "Fund", "Account" (N/A - N/A), "Check No", "Payment", "Comment (Invoice#)", "FEC Description", "Memo Text", "Transaction Category", "Transaction Code", "Election Code", "Year", "Other Election", "Adjustment Type", and "Adjustment Date". There are also checkboxes for "Memo Indicator" and "1099". On the right side, there are two tables: "General Ledger" and "Ultimate Vendor", both with columns for "Name" and "Amount".

Required Fields for Expenditure Data Entry

- Date** Date the expenditure was made. This date is used to report to the FEC.
- Amount** The amount spent on this expense.

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 expenditure is being made from 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 expense. **There is a list of FEC line numbers in our HelpDesk titled FEC Line #'s by FEC Reports .
FEC Description	Description of expenditure that shows up on the FEC report.
General Ledger	The box below is the G/L Account field. Enter the breakdown of the expenditure 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 expense check written. 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 expenditure 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 expenditures.
Transaction Code	Optional FEC coding for expenditures.
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.
Adjustment Type/Date	These fields are used to record expenditure adjustments.
Memo Indicator	Indicates whether the expenditure 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 .

Entering and Linking Memo Transactions

1. When creating memo entries for an Ultimate Vendor payment, enter the Ultimate Vendor (e.g. staff or credit card) disbursement first.

2. Add each linked memo entry to this payment.
3. When memo entries are linked to an Ultimate Vendor payment, the **Memo Indicator** box will automatically be checked. You may enter additional text in the **Memo Text** field if needed.

For more detailed information about managing ultimate vendors and linked memo items in Crimson, see the [Crimson – Ultimate Vendors](#) guide on the HelpDesk.