

The **Invoices** and **Pay Invoice** features in Crimson allow you to manually add invoices to the database for management and payment. **\*\*Please note: If you are currently using the Disbursement feature in crimson do not use the Invoice feature interchangeably as it could cause duplicate disbursements.**

### Invoices

Follow the directions below to enter a new invoice in Crimson:

1. Navigate to the **Financial Summary Dashboard** and click the **Invoice Search** button in the top right **Dashboard Navigation Bar**.
2. You will see a list of all existing invoices or you can search for a particular invoice in the **Quick Invoice Search** bar to the top right of the new window.
3. To add a new invoice, click **Add**. A new **Invoice** window will appear that allows you to either search for an existing payee or create a new one.
  - o Begin entering the vendor's name into the **Search** bar and matching vendors will appear in the drop-down. You can select the correct vendor from the drop-down to open a new

Invoice window and enter the details or you can click **Add New Payee** to create a new payee and then enter the new Invoice.

The screenshot shows the 'Add a New Invoice Record' form. The form is titled 'Add a New Invoice Record' and has a close button (X) in the top right corner. The form is divided into several sections:

- Vendor Information:** CMDI (# 6), 1593 Spring Hill Rd, Suite 400, Vienna, VA 22182-1569.
- Date:** 11/21/2022
- Amount:** \$
- Fund:** VA21 - Virginia State 2021
- Account:** N/A - N/A
- Invoice No.:**
- Check No.:**
- Due Date:**
- Status:** Open Invoice
- Comment:**

The main entry area includes:

- Line Number:** I - Surplus Funds Paid Out
- FEC Description:** Software License Fee
- Memo Text:**
- Transaction Category:**
- Transaction Code:**
- Election:**
- Year:**
- Other Election:**
- Adjustment Type:**
- Adjustment Date:**
- Memo Indicator:**

There are also sections for **G/L Code**, **General Ledger**, and **Ultimate Vendor**. A **Summary** section on the right shows:

- Invoice:** \$ 0
- Paid:** \$ 0
- Remaining:** \$ 0
- Payment:** Total \$ 0

The form has an **Adjust** button and **Cancel** and **Save** buttons at the bottom right.

### Required Fields for Data Entry:

- **Date:** Enter the invoice date. When an invoice is marked as paid, Crimson will ask you to select a disbursement date. The disbursement date will be the date that appears on the FEC report.
- **Amount:** The invoice amount expected to be spent on this expense.
- **Fund Code:** Fund Code represents the election cycle and period (e.g. P2018 = Primary 2018, G2018 = General 2018, etc). A drop-down menu for existing fund codes is available. **\*\*Please**


note: This is for categorization in the database only, there's a separate field for Election CD if you wish to display this on a FEC report.




- **Account:** If you are distinguishing which bank account the expenditure will be made from then select the correct code from the drop-down menu. If you are only using one bank account or are not differentiating between accounts, use the "N/A – N/A" code.
- **Line Number:** Select the correct FEC line number for the future expense from the drop-down menu.
- **G/L Code:** If you aren't using G/L codes (Chart of Accounts), the system will automatically assign a "UD – Undefined code". Otherwise, enter the breakdown of the expenditure by G/L code here.


#### Additional Fields include:

- **FEC Description:** The description of the expenditure that shows up on the FEC report. A list of suggested/pre-approved descriptions will appear in a drop-down as you start entering your description. You may select one of these descriptions or use your own.
- **Memo Text:** Indicates whether an entry is a memo item. More information on entering memos and linked transactions is below.
- **Transaction Category:** Optional FEC categorization of expenditures.
- **Election:** 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 in the Election field (e.g. 2018).
- **Other Election:** If the election is not standard – such as a Convention or Recall – use this field to define the appropriate election.

#### Entering and Linking Memo Transactions:

- When creating memo entries for an Ultimate Vendor payment, you must enter the Ultimate Vendor disbursement first and then add each linked memo entry to this payment.
- When memo entries are linked to an Ultimate Vendor payment, the **Memo Indicator** box will automatically be checked. You may enter the **Memo Text**.
- To link a memo entry to an Ultimate Vendor, press the  button under the **Ultimate Vendor** section of the invoice. A new **Invoice** window will appear that allows you to create the memo entry's disbursement for an existing vendor or a new vendor and then link the payments.
- Under **Total**, the total amount currently linked to the Ultimate Vendor payment is displayed.

Ultimate Vendor   

	Total	\$ 50
	Name	Amount
	Pizza Place	\$ 50

\*\*Please refer to the [Crimson: Ultimate Vendors in Expenditures](#) guide on the HelpDesk for more detailed information.

## Pay Invoice:

- Go back to the **Financial Summary Dashboard** and click the **Pay Invoices** dashboard button.
- By default you will be taken to the **Result** tab with all open invoices, if you wish to narrow your search parameters by **Fund Code**, **Payee** or **Due Date** you can do so under the **Filters** Tab.

Pay Invoice

Filters

Result

Id	Fund	Payee	Inv#	Inv Date	Amt	Due Date	Balance	Selected	Amt to Pay
<a href="#">1145</a>	VA21	<a href="#">CMDI</a>		2022-06-21	12		12	<input checked="" type="checkbox"/>	\$ 12
<a href="#">1146</a>	VA21	<a href="#">CMDI</a>		2022-11-21	500		500	<input type="checkbox"/>	\$ <input type="text"/>
								Total Selected	\$ 12

Export Select All Unselect all Pay w/o Print Print Checks

- Click **Select All** to select all open invoices.
- Click **Unselect all** to un-select all invoices currently selected.
- Click **Export** to download all invoices into a excel spreadsheet.
- You may manually select invoices you want to pay by checking the check box in the **Selected** column.
  - Once selected, you can choose to pay another amount other than the remaining balance by changing the amount under the **Amt to Pay** column.
- When all invoices you wish to pay are selected you can click **Pay w/o Print** or **Print Checks**.
  - **Pay w/o Print** - will allow you to pay selected invoices without cutting checks. Ex. Paying a vendor by credit card, ACH or wire transfer.
  - **Print Checks** - will take you to the "Print Check in Batch" window.

**Print Check in Batch** ✖

Total Amt of Checks to Print: \$ 512      Total # of Checks to Print: 1      Starting Check#: 12345      Check Date: 11/21/2022 🗑

Check #: 10001x

DATE 11/21/2022

\$ 512.00

AUTHORIZED SIGNATURE(S)

Top Margin: 0

PAY TO THE ORDER OF: CMDI

Five Hundred Twelve and 00/100 Dollars

ADDRESS: CMDI, 1593 Spring Hill Rd Suite 400, Vienna VA 22182-1569

MEMO

Check Voucher Form       Single Check Feed

-6

-5.5

-5

-4.5

-4

-3.5

-3

-2.5

-2

-1.5

-1

-0.5

**0**

0.5

1

1.5

2

2.5

3

3.5

0

Preview   Cancel   Print

**\*\*Please note: This feature can only be used with checks ordered through Intuit because of format settings. Please contact [CrimsonSupport@cmdi.com](mailto:CrimsonSupport@cmdi.com) if you have any questions.**

- Enter the “Starting Check #” as well as the date you wish to cut the check. Click Preview when finished.
- Hit Print to download PDF of the checks.

**\*\*If you’re using Pay Invoices for the first time we recommend printing the first page on plain paper and then matching to the actual checks to ensure proper fit. \*\* If Alignment is off, go back and change the margins and repeat process till it is properly aligned.**

- After successfully printing checks, click “Yes” when prompted with the question “Did all checks print successfully? Click yes to mark invoices as paid and record check information.”