



Crimson: Treasury – Entering Deposits

In the Treasury section of Crimson, you can enter deposits to help keep track of the current balance in your bank account.

**These deposits will not be reported in your FEC reports.

- To enter a deposit, go to the **Treasury Dashboard**. Then click the **New Receipt** dashboard button.
- In order to add a new deposit receipt, you'll need to use the **Search Bar** to find the existing payee to attribute the deposit to or click  the button to create a new payee record for the deposit (ie. Bank).
- Once you've selected the payee or created a new payee, you'll be taken to the **New Receipt** window to complete the deposit record.
 - You'll want to complete all of the necessary information for your deposit including: the **date**, deposit **amount**, and **Line Number**.
 - In order to ensure that this deposit is not affecting your FEC reports and is only for internal use, you'll need to select the **Line Number** of "**NR – Contribution Deposit Total**".

New Receipt ✕

BANK OF VA (Id: 58)
999 East 31st Street
Roanoke, VA 25652

Date 9/18/2023	Line Number NR - Contribution Deposit Total	G/L Code				
Batch #	FEC Description (Alt+2) Loan					
Amount (Alt+1) \$ 500000	Memo Text	General Ledger				
Fund C-PAC - PAC	Transaction Category	<table border="1"><thead><tr><th>Name</th><th>Amount</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Name	Amount		
Name	Amount					
Account N/A - N/A	Transaction Code	Ultimate Vendor				
Check No.	Election Code	<table border="1"><thead><tr><th>Name</th><th>Amount</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Name	Amount		
Name	Amount					
Payment	Year Other Election					
Comment (Invoice#)	Adjustment Type Adjustment Date					

Memo Indicator 1099