

Crimson Filer – Entering Credit Card Ultimate Vendors Entries

** If you prefer to enter Credit Card Ultimate Vendors in Crimson instead of Crimson Filer, see the [Ultimate Vendors Guide](#) for Crimson's Expenditure Module.

Credit Card Ultimate Vendor Entries can be Entered in CrimsonFiler in Two Ways:

1. Create an Excel of the memo entries for a credit card payment and then import it into Crimson Filer
2. Manually enter the memo entries individually into Crimson Filer

Entering Ultimate Vendors by Spreadsheet:

**Please note: the credit card payment must already exist in Crimson Filer in order for it to be properly referenced by the ultimate vendor memo entries.

1) First, enter the CC Payment (reference the [Example Ultimate Vendor CC Payment Spreadsheet](#) download):

- You can manually enter the CC payments or import all of them in a single Excel spreadsheet.
- In your CC payments' spreadsheet, enter all the essential information including:
 - o Unique Transaction ID (**TRANID**)
 - o Line number (**LINE**)
 - o Entity Type (**ENTITYTYPE**)
 - o Organization Name (**ORGNAME**)
 - o Address (**STREET1**, **STREET2**, **STATE**, **ZIP**)
 - o Date (**DATEEXP**)
 - o Amount (**AMT**)
 - o Transaction Description (**TRANSDISC**)
- The field **TRANSDISC** should read CREDIT CARD PAYMENT.
- Note: the **MEMOCD** field is empty for the credit card payment entry, indicating the entry is live.

2) Enter the Ultimate Vendor Payments (reference the [Example Ultimate Vendor Memo Entries Spreadsheet](#) download):

- In a separate Excel spreadsheet, enter the same essential information for your ultimate vendors as you did for the CC payments, but make sure to also include:
 - o Memo Indicator (**MEMOCD**)
 - o Back Reference Tran ID (**BACKREFTRANID**)
 - o Back Reference Schedule Name (**BACKREFSCHNAME**)
- Each ultimate vendor entry should have a unique **TRANID**.
- We recommend **TRANIDs** that reference the CC payment to which the transaction is related.
- Mark each ultimate vendor entry with a **X** in the **MEMOCD** column to indicate that it is not live.
- Enter the **TRANID** of the original CC payment in the **BACKREFTRANID** column.
- Enter the FEC line number of the original CC payment in the **BACKREFSCHNAME** column.

For example: If the **TRANID** for the original CC payment is SB21B.CC.001, then the **BACKREFTRANID** for the ultimate vendor record associated with that payment should also be SB21B.CC.001. If the line number for the original CC payment is SB21B, then the **BACKREFSCHNAME** for the ultimate vendor record associated with that payment should also be SB21B.

3) Import the Two Separate Spreadsheets of your Credit Card Payments and Ultimate Vendors:

- After creating your spreadsheets, import them into Crimson Filer like a regular expense import, but you must import the CC payments' spreadsheet first and then import the ultimate vendor memo entries' spreadsheet.
- All ultimate vendor entries will appear as Memo entries and only the credit card payment entry, which was not marked with an X in the **MEMOCD** column, will impact your totals in your FEC report.

Entering Ultimate Vendors Manually:

- First, enter the credit card payment transaction as a normal expenditure.
- Then, enter each of the ultimate vendor entries one by one.
- For each ultimate vendor payment, enter the following on this section **Back Reference** section:
 - o Check the **Memo** checkbox
 - o Enter the **TRANID** of the original CC payment in the **BACKREFTRANID** field
 - o Enter the line number of the original CC payment in the **BACKREFSCHEDNAME** field