

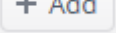
Schedule H4 – Shared Federal/Non-Federal Operating Expenditures

According to the FEC, **Schedule H4 – Disbursements for Allocated Federal/Non-Federal Activity** (SB21A) expenditures must be itemized by committees who use their federal account or separate allocation account to pay for allocated federal/non-federal disbursements.

Schedule H4 expenditures can be recorded in Crimson and then imported into CrimsonFile or they can be uploaded directly into your CrimsonFile FEC report.

****Please note: Refer to the [Crimson: Expenditure Data Entry](#) and [Crimson: Schedule H4 Expenditures](#) guides on the HelpDesk for directions on how to enter these expenditures directly into Crimson.**

1. In your FEC report (Form 3X) in CrimsonFile, select the **Sched H4** tab.
2. You can edit this schedule using one of the following options:

- **Manually** – Click the  to add a new record. Once you have entered the info (Type, Organization or Individual Name, Tran ID, Address, City, State, Zip, Event Name, Description, Event Type, Date, Fed Share, Non-Fed Share, Total Amt, and Aggregate), click **Save Changes**.

Schedule H4 - Edit Disbursement For Allocated Activity
Save changes Cancel

Payee			
Type	Organization (not a committee and not a person)	Tran Id	SB21A.2952
Organization	UBER	Address	123 MARKET ST
Prefix			
First Name		City	WASHINGTON
Middle Name		State/Zip+4	DC 20000 -
Last Name			
Suffix			

Event

Event Name: RIDES

Description:

Memo Text:

Category: 002 - Travel Expenses

Event Type: Administrative
 Generic Voter Drive
 Direct Fundraising
 Direct Candidate Support
 Exempt Activity
 Public Communications Referencing Party Only



Date: 10/2/2016

Fed Share: 180.00

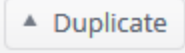
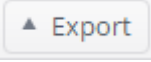
Non-Fed Share: 320.00

Total Amt: 500.00

Aggregate: 800.00

- **Import** – Click  to manually import a file into the report. Follow **Step 1: Upload file, Step 2: Map Fields, Step 3: Validate**, and then click **Import Now**. Select either **Append** if you want to add this info to the report's existing data or **Replace** if you want to replace the original data in Schedule H4.
- **Import from Crimson** – Click  if the SB21a expenditures have been entered in your Crimson database and you want to import that directly into Schedule H4 of your FEC report in CrimsonFile. Follow the normal steps of importing from Crimson by selecting the

fund code(s) and then specifying the percentage that should be used to calculate the Federal share for these expenditures. Select either **Append** if you want to add this info to the report's existing data or **Replace** if you want to replace the original data in Schedule H4. The aggregates should also be calculated when using the Import from Crimson option.

- **Duplicate** -  to copy an existing record.
- **Export** - Click  if you want to export all data from this schedule to review in Excel.

***Please Note: Refer to the [CrimsonFiler – Schedule H1](#), [CrimsonFiler – Schedule H2](#), [CrimsonFiler – Schedule H3](#), [Crimson: Schedule H6 Expenditures](#), and [CrimsonFiler – Schedule H6](#) guides on the HelpDesk for more information on the other sections of Schedule H.*