

****Please note: You do NOT need to manually enter any Schedule B disbursements for In-Kinds if you're using CrimsonFiler for your FEC reports. CrimsonFiler will automatically create the corresponding disbursements when you import your data from Crimson into your FEC reports.***

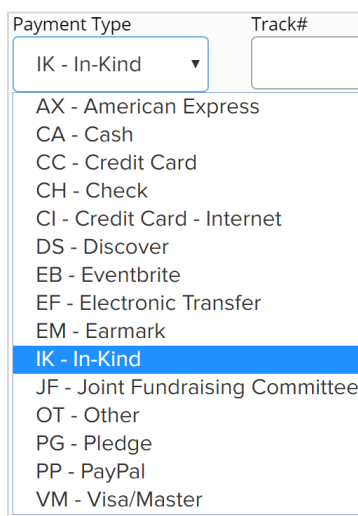
In-Kind contributions are entered into Crimson in the same way as any other type of contribution, but the payment type is marked as “**IK – In-Kind**” during the data entry or import process.

*****For more information on how to enter batches into Crimson, please refer to the [Contributions - Data Entry](#) solution in the HelpDesk. For more information on how to import lists of contributions into Crimson, please refer to the [Importing Lists of New Contributions](#) solution in the HelpDesk.***

Recording an In-Kind contribution in Batches or through Data Entry

To record an in-kind contribution, in the Data Entry window after entering the donor’s information via the **Search** button or **New** button for adding a new record, you will be able to select the payment type in the **Payment Type** drop-down menu.

1. Select **In-Kind** from the list.



Payment Type	Track#
IK - In-Kind	
AX - American Express	
CA - Cash	
CC - Credit Card	
CH - Check	
CI - Credit Card - Internet	
DS - Discover	
EB - Eventbrite	
EF - Electronic Transfer	
EM - Earmark	
IK - In-Kind	
JF - Joint Fundraising Committee	
OT - Other	
PG - Pledge	
PP - PayPal	
VM - Visa/Master	

2. Then in the **FEC Memo Text** field, record the purpose of the in-kind contribution (e.g. food and beverage).
3. Continue with the data entry process as described in the [Contributions - Data Entry](#) solution on the HelpDesk.

Recording an In-Kind Contribution When Importing Lists

- Mark in-kind contributions in your file with the payment code of **IK** for the field mapped to **Payment Type** and enter the purpose of the gift into the field mapped to **FEC Memo Text**.