crimson^3

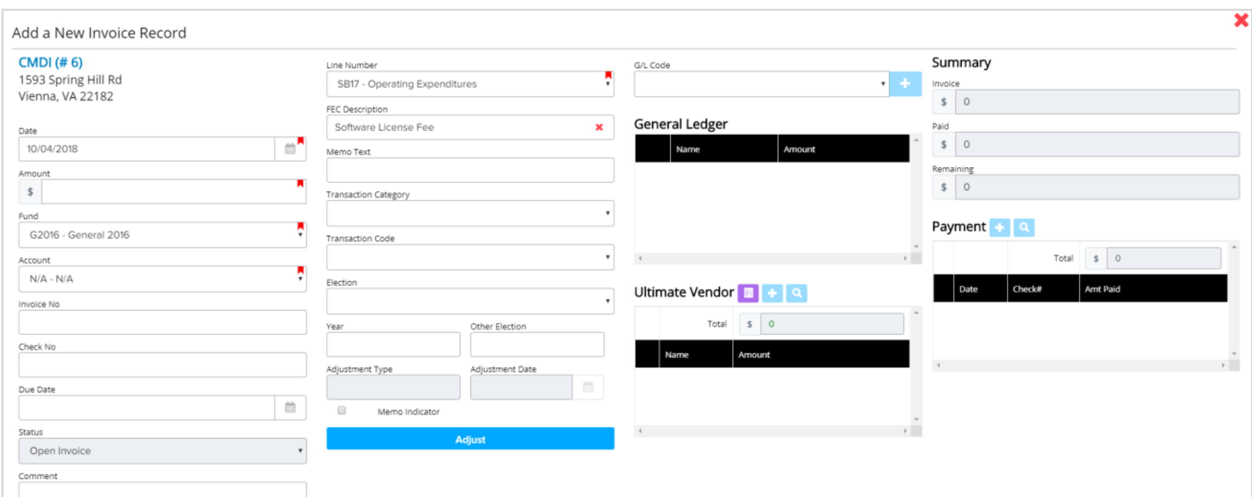
Crimson 3 – Financial Summary – Invoices and Payments

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.
   - 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.



Required Fields for Data Entry:

- **<u>Date</u>:** 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.
- **<u>Amount</u>:** The invoice amount expected to be spent on this expense.
- **<u>Fund Code</u>:** 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.

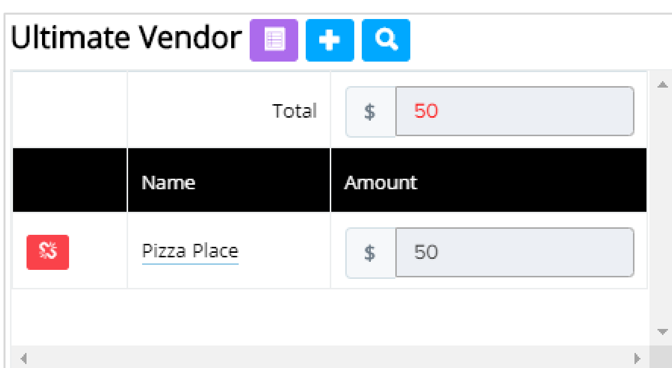
- **Account:** If you are distinguishing which bank account the expenditure will be made from then select the correct code from the drop-down menu. If you are only using one bank account or are not differentiating between accounts, use the “N/A – N/A” code.
- **Line Number:** Select the correct FEC line 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:

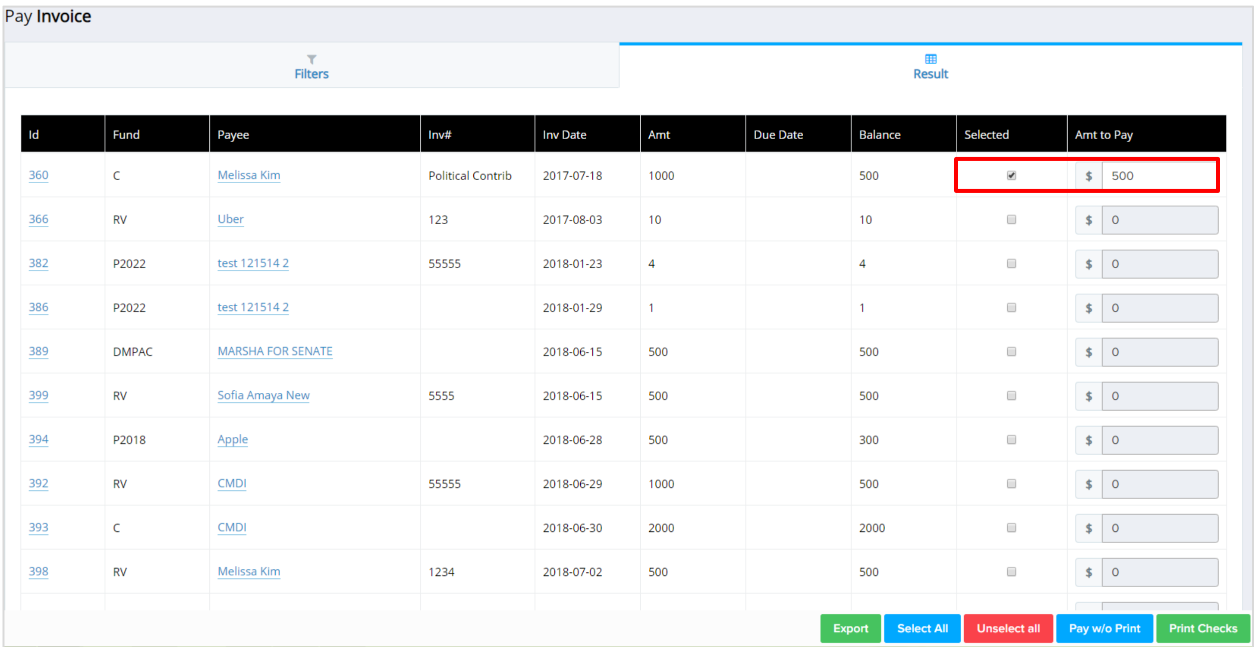
- When creating memo entries for an Ultimate Vendor payment, you must enter the Ultimate Vendor disbursement first and then add each linked memo entry to this payment.
- When memo entries are linked to an Ultimate Vendor payment, the **Memo Indicator** box will automatically be checked. You may enter 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.



**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

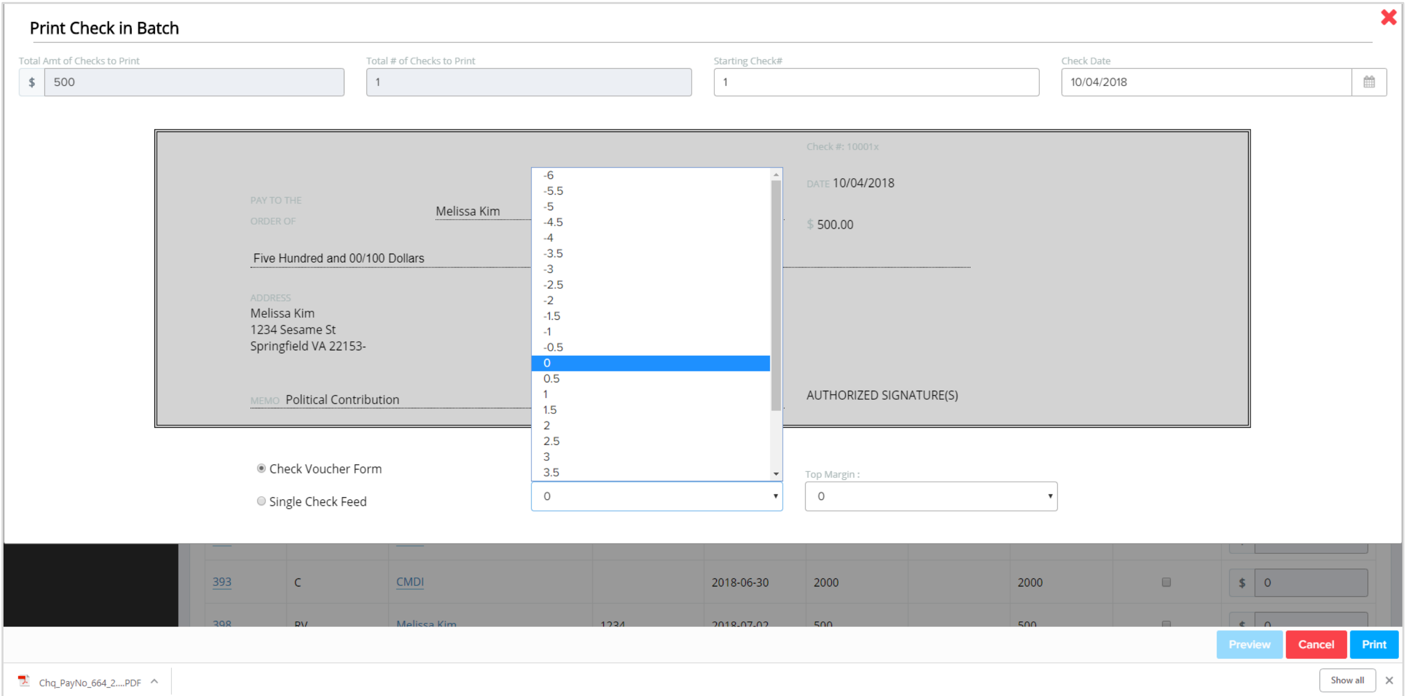
Filters | Result

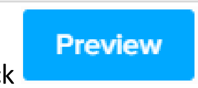
Id	Fund	Payee	Inv#	Inv Date	Amt	Due Date	Balance	Selected	Amt to Pay
360	C	Melissa Kim	Political Contrib	2017-07-18	1000		500	☑	$ 500
366	RV	Uber	123	2017-08-03	10		10	☐	$ 0
382	P2022	test 121514 2	55555	2018-01-23	4		4	☐	$ 0
386	P2022	test 121514 2		2018-01-29	1		1	☐	$ 0
389	DMPAC	MARSHA FOR SENATE		2018-06-15	500		500	☐	$ 0
399	RV	Sofia Amaya New	5555	2018-06-15	500		500	☐	$ 0
394	P2018	Apple		2018-06-28	500		300	☐	$ 0
392	RV	CMDI	55555	2018-06-29	1000		500	☐	$ 0
393	C	CMDI		2018-06-30	2000		2000	☐	$ 0
398	RV	Melissa Kim	1234	2018-07-02	500		500	☐	$ 0

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.

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



- Enter the "Starting Check #"as well as the date you wish to cut the check. Click  when finished.

- Hit  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."