crimson³   Importing New Expenditures or Treasury Receipts

To import new **Expenditures** or Treasury **Receipts**, click the [icon] icon in the **Dashboard Navigation Bar** on the **Treasury Dashboard**.

Please note: The main difference between importing **Receipts versus **Expenditures** would be the different **Line Numbers** for the FEC report**.**

Required Fields for New Transactions' Import Include:

Entity Type	For example, ORG=Organization or IND=Individual. See the **Crimson FAQ - Vendor and Payment Type Codes** on the HelpDesk for the full list.
First and Last Name or Org Name	Vendor's Name. Use the First and Last Name fields for Individuals and Org Name for non-Individual payees.
Entity ID*	This field is optional and should be used if the vendor already exists in Crimson. This is suggested to avoid duplicate issues.
Txn Date	Date the expenditure was made. This date is used to report to the FEC.
Amount	The amount spent on this expense.
FEC Description	Description of expenditure that shows up on the FEC report.
Fund Code	The election cycle and period. Examples: P2018 and G2018. **This is for categorization in the database only, there are separate fields, **Election Code** and **Year**, for **Election CD** if you wish to display this on the FEC report.
Bank Account	If you are distinguishing which bank account the expenditure is being made from, then enter the correct code here. If not, then exclude this column and the import will default to "N/A" for this field.
Line No	Enter the correct line number for the expense. **There is a list of FEC line numbers in our HelpDesk titled **FEC Line #'s by FEC Reports**.
GL Account #1 - #3	Enter the breakdown of the expenditure by GL Code here. If you do not use GL Codes, the system will automatically assign an "N/A" code.

Importing the File:

1. Click the [button] button in the **Navigation Dashboard Bar** on the **Treasury Dashboard** to import new **Expenditures** or Treasury **Receipts**.

2. In **Step 1: Upload File**, click the white box to choose a file from your computer or click and drag your file into the white box. Then, select the worksheet that you want to import from your file and click **Next** or **Step 2: Import Type**.

3. In **Step 2: Import Type**, choose the import type of **New Transactions**

- o Select the **Transaction Type** of **Receipt** or **Disbursement** and select the default **Fund Code**, **Bank Acc Code**, and **Line No**. from the drop-down menus. Then, click **Next** or **Step 3: Mapping**. For importing new payees, select the import type of **New Vendor**. For more information about importing new payees, see the **Crimson 3 – Importing New Payees** guide on our HelpDesk.

4. In **Step 3: Mapping**, the fields in the first column are the headers from the selected file. The drop-down fields in the second column are fields available in the Crimson database. Use these drop-down options to map fields between the file and Crimson. Make sure to map all of the required fields and then click Next or Step 4: Validate and Import.

- o Use **Auto Mapping** and Crimson will attempt to auto map the columns in the file to the columns in the database. If any fields are not auto mapped or are auto mapped incorrectly, you can manually update the mapped fields.

- o Save the mapping for future use by clicking **Save**. Choose **Save to Selected Mapping** (to select a previously saved mapping to overwrite) or **Save to New Mapping** (to create a brand new saved mapping). **Load Mapping** loads previously saved mapping and **Delete Mapping** deletes any saved mapping. Click **Reset** to wipe out all mapped fields and start over.

Please note: Transactions imported under **New Vendors or **Payees** do not need all required fields (only require Entity Type and Vendor Name). Address is not required, but would have to be manually entered for each payee later on for FEC reporting so we suggest including it in the original import.

5. In **Step 4: Validate and Import**, click [Validate And Import] . This step validates that all required fields are included and that the file's format is correct.
     o If the import fails, a message will appear saying why the file was not validated and imported. Fix the listed errors, and then attempt the import again.
     o If successful, a confirmation message will appear confirming how many records were validated and imported. Another message will appear saying whether the import was successful with a preview of the output results.
     o Click [Output for Review] to see the import's results which you can save.

Entering and Linking Memo Transactions:

Used for credit card payments or staff reimbursements. The credit card payment or reimbursement is entered first. Details of the charges made on the card or by an individual are entered as memo entries after as a separate import.

If the entry is a memo linked back to an Ultimate Vendor, then these additional fields required are:

Is Memo	Indicates whether an entry is a memo. More information on entering memos and linked transactions are below.
Linked Txn	Original payment's Transaction ID (assigned by Crimson).

If you are creating ultimate vendor entries for a payment you must do the following:

1. Enter the payment to the individual or credit card company payment first
2. Include the regular fields for Expenses plus the two additional fields above in the file
3. To signify a memo entry, include a column for **Is Memo**
4. Enter a "**X**" in the **Is Memo** field to signify it is a memo entry
5. Enter the corresponding payment's **Linked Txn** ID for each memo entry
6. Import the ultimate vendors after payment entries have been made

To learn more about Ultimate Vendors, see the **Crimson 3 – Expenditures – Ultimate Vendors** guide on our HelpDesk.