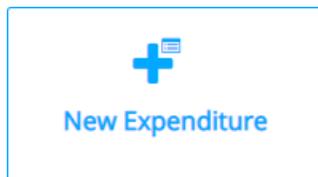


**Expenditure Data Entry** is the process of manually adding disbursements and vendors into the database. This can be completed in all databases via the **Treasury Dashboard** and if applicable to your database, also in the **PAC** and **JFC Dashboards**. Learn more about the [Crimson 3 – JFC Dashboard](#) and the [Crimson 3 – PAC Dashboard](#) on the HelpDesk.

### Expenditures Data Entry

1. Click the **New Expenditure** action button on the **Treasury Dashboard**.



2. Search for an existing **Payee** or click  to add a new one to Crimson. Once you have selected or created a new payee, the **New Disbursement** window will open.

**New Disbursement**

Payee

Find Payee... Add New Payee

3. Enter the new expenditure's information.

**New Disbursement** mdi (Id: 365) ✕

Date 10/12/2018	Line Number SB21B - Other Federal Operating Expenditures	G/L Code <input type="text"/>		
Amount \$	FEC Description <input type="text"/>	General Ledger <table border="1" style="width: 100%;"><thead><tr><th>Name</th><th>Amount</th></tr></thead></table>	Name	Amount
Name	Amount			
Fund C - PAC	Memo Text <input type="text"/>			
Account N/A - N/A	Transaction Category <input type="text"/>	Ultimate Vendor <table border="1" style="width: 100%;"><thead><tr><th>Name</th><th>Amount</th></tr></thead></table>	Name	Amount
Name	Amount			
Check No. <input type="text"/>	Transaction Code <input type="text"/>			
Payment <input type="text"/>	Election Code <input type="text"/>	Total \$ <input type="text"/>		
Comment (Invoice#) <input type="text"/>	Year <input type="text"/>	Other Election <input type="text"/>		
	Adjustment Type <input type="text"/>	Adjustment Date <input type="text"/>		

Memo Indicator  1099

### Required Fields for Expenditure Data Entry

- Date** Date the expenditure was made. This date is used to report to the FEC.
- Amount** The amount spent on this expense.
- Fund Code** The election cycle and period. Examples: P2018 and G2018. **NOTE:** This is for categorization in the database only, there are separate fields for **Election Code**, **Year**, and **CD** to display those on the FEC report.
- Bank Account** Use this field to distinguish which bank account the expenditure is being made from by selecting the correct code here. If not, then skip this field

and it will default to "N/A" for this field. NOTE: setup bank account codes under **Fundraising Settings**.

**Line No**

Select 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](#).

**FEC Description**

Description of expenditure that shows up on the FEC report.

**General Ledger**

The box below is the G/L Account field. Enter the breakdown of the expenditure by G/L code here. If you are not using a G/L code, the system will automatically assign a "UD – Undefined code".

## Additional Fields Include

**Check No**

Enter the check number for the expense check written. This is an optional field.

**Payment**

Select the payment type from the drop-down menu. This is an optional field.

**Comment (Invoice #)**

Use for internal purposes only. Will not appear on FEC reports.



Include an attachment of the expenditure check or related images by selecting the file from your computer or dragging and dropping it here.

**Memo Text**

Used for additional text related to memo items. More information on entering memos and linked transactions is below.

**Transaction Category**

Optional FEC categorization of expenditures.

**Transaction Code**

Optional FEC coding for expenditures.

**Election Code**

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 (e.g. 2018).

**Other Election**

If the election is not standard such as a Convention or Runoff, use this field to define the appropriate election.

**Adjustment Type/Date**

These fields are used to record expenditure adjustments.

**Memo Indicator**

Indicates whether the expenditure is a memo item or not.

**1099**

Indicates when a 1099 form will be needed.

**Ultimate Vendor**

See below for more information about **Ultimate Vendors**.

## Entering and Linking Memo Transactions

1. When creating memo entries for an Ultimate Vendor payment, enter the Ultimate Vendor (e.g. staff or credit card) disbursement first.
2. Add each linked memo entry to this payment.
3. When memo entries are linked to an Ultimate Vendor payment, the **Memo Indicator** box will automatically be checked. You may enter additional text in the **Memo Text** field if needed.

For more detailed information about managing ultimate vendors and linked memo items in Crimson, see the [Crimson 3 – Ultimate Vendors](#) guide on the HelpDesk.