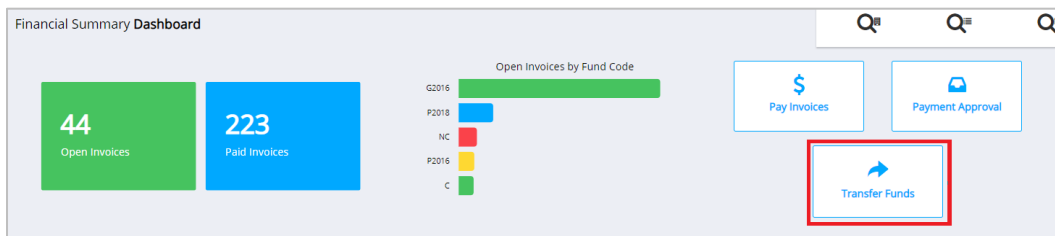


In addition to tracking your **Bank Accounts** and related transactions in Crimson, you can also use the **Transfer Funds** Treasury feature in Crimson to show a transfer of money between one Bank Account to another. These internal transfers are used to track up to date **Cash On Hand** details for each bank account managed in Crimson only. These details do not appear on any related FEC reporting. For more information on tracking Account information in Crimson please see [Crimson 3: Account Codes](#) and [Financial Summary – Reconciliation](#).

Transfer Funds

1. To begin a funds transfer, navigate to the **Financial Summary** dashboard.
2. Once there, click the **Transfer Funds** icon.



3. In the **Transfer Funds** window that appears, select the **Account** and **Fund Code** used to transfer from and the **Account** and **Fund Code** to show the transfer to.
4. Then pick a **Date**, **Amount**, and the optional **Comment** field.

Transfer Funds

From Account

From Fund Code

To Account

To Fund Code

Date

Amount

Comment

5. Click **Save** in the bottom right-hand corner of the screen.
6. In the blue bar that appears at the top of the screen, click either **Yes** to complete the transfer or **No** to cancel the transfer.
7. If you click **Yes**, the transfer of funds will be recorded in Crimson.

Viewing the Funds Transfer

After a transfer of funds is completed, Crimson will automatically create a corresponding Treasury **Receipt** and **Expenditures** transaction. View and edit existing receipts and expenditures on the **Treasury** dashboard. Or visit the **Financial Summary** dashboard and look at the **Cash Balances** card on the bottom left part of the screen. Then click on the name of the Bank Account to view that accounts related Treasury transactions.

The screenshot shows the Financial Summary Dashboard. On the left, there are two cards: '44 Open Invoices' and '223 Paid Invoices'. Below these is a 'Cash Balances' table:

Account Code	Balance
N/A	\$15,985,532
Administrative Account	\$26,125
Undefined Account Code	\$19,850
aTEST12	\$18,816
gTEST3	\$16,300
TEST	\$4,936


On the right, there is an 'Account Register - Administrative Account (\$26,125)' section. It includes search filters for Vendor, From Date, To Date, and Transaction Type, along with 'Reset', 'Search', and 'Export' buttons. Below the filters is a table of transactions:

Payment Type	Check	Date	Vendor Name	Receipt	Disbursement	Balance	Memo
Funds Transfer		1/24/2019	Account Transfer -	\$0.00	\$500.00	\$25625.00	
Cash		1/11/2018	Test	\$0.00	(\$1.11)	(\$24300.00)	

On the right side, the account register for the selected account will appear. As you can see, the example transfer of funds above has resulted in a Funds Transfer expenditure for that account.

This is a close-up of the 'Account Register - Administrative Account (\$26,125)' section. The table below shows the 'Funds Transfer' transaction highlighted with a red border:

Payment Type	Check	Date	Vendor Name	Receipt	Disbursement	Balance	Memo
Funds Transfer		1/24/2019	Account Transfer -	\$0.00	\$500.00	\$25625.00	
Cash		1/11/2018	Test	\$0.00	(\$1.11)	(\$24300.00)	
Check	1001	12/7/2016	CMDI	\$0.00	\$500.00	\$26125.00	
Check	1001	8/10/2016	CMDI	\$0.00	(\$500.00)	\$26625.00	

To view the expenditure, click the  icon. The details will show that Crimson automatically assigned the transaction the **NRIT – Non-Reportable Internal Transfer** line number.

Edit Disbursement (Txn# 3640)
Account Transfer - Operating Account (Id: 684)

Date: 01/24/2019

Amount: \$ 500

Fund: G2018 - General 2018

Account: 2345 - Administrative Account

Check No:

Payment: FT - Funds Transfer

Comment (Invoice#):

Line Number: NRIT - Non-Reportable Internal Transfer

FEC Description: TRANSFER

Memo Text:

Transaction Category:

Transaction Code:

Election Code:

Year:

Other Election:

Adjustment Type:

Adjustment Date:

Memo Indicator: Memo Indicator

1099: 1099

G/L Code:

General Ledger:

Name	Amount
UD - Undefined	\$ 500

Ultimate Vendor:

Name	Amount
Total	\$

Choose a file or drag it here.

Similarly, select the account that received funds from the transfer. The Accounts Register will show the Funds Transfer, but as a Receipt.

Account Register - Operating Account (-\$184,724.17) Reconcile

Vendor:

From Date:

To Date:

Transaction Type:

Reset Search Export

Payment Type	Check	Date	Vendor Name	Receipt	Disbursement	Balance	Memo
	Funds Transfer	1/24/2019	Account Transfer -	\$500.00	\$0.00	(\$184224.17)	
	Check	8/2/2018	Friend of Lydia Siu	\$0.00	\$1000.00	(\$184724.17)	
	Check	8/2/2018	CMDI	\$0.00	\$1000.00	(\$183724.17)	
	Check	10/20/2016	Betty Smith	\$0.00	\$501.65	(\$182724.17)	

To view the receipt, click the icon. The details will show that Crimson automatically assigned the transaction the **NRIT – Non-Reportable Internal Transfer** line number.

Edit Receipt (Txn# 3641)
Account Transfer - Administrative Account (Id: 685)

Date: 01/24/2019

Batch #:

Amount: \$ 500

Fund: G2022 - General 2022

Account: 506 - Operating Account

Check No:

Payment: FT - Funds Transfer

Comment (Invoice#):

Line Number: NRIT - Non-Reportable Internal Transfer

FEC Description: TRANSFER

Memo Text:

Transaction Category:

Transaction Code:

Election Code:

Year:

Other Election:

Adjustment Type:

Adjustment Date: 01/24/2019

Memo Indicator: Memo Indicator

1099: 1099

G/L Code:

General Ledger:

Name	Amount
UD - Undefined	\$ 500

Ultimate Vendor:

Name	Amount
Total	\$

View Receipt Original Txn

Choose a file or drag it here.