



## JFC Contributions and Distributions

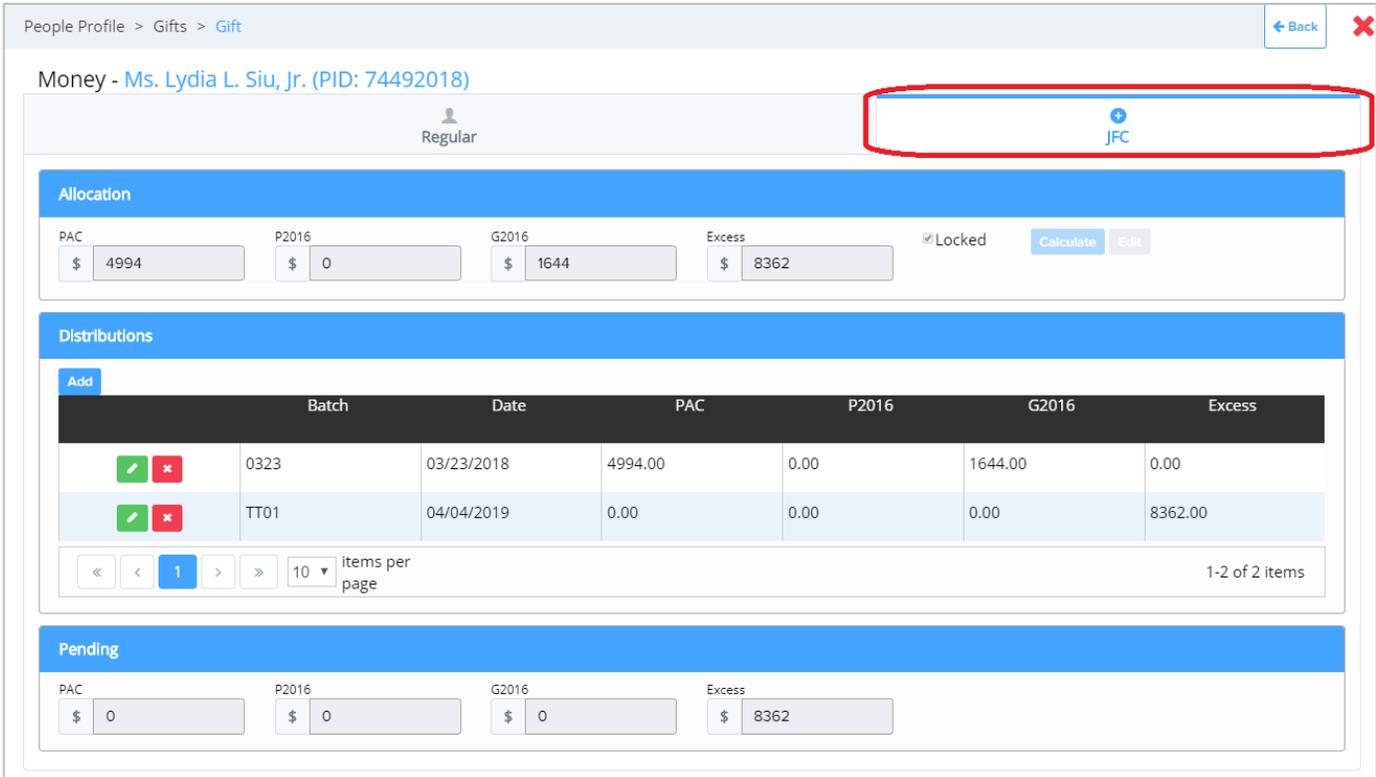
### JFC Setup

Please contact Customer Support if you are interested in using the JFC Module. Preliminary setup steps with assistance from CMDI are required.

- Set Allocation Calculations – These will be determined by the Joint Fundraising Agreement.
- Account for Any Deviations – Specify any special case scenarios (like for state requirements).
- Programming – CMDI Programmers will setup JFC Module allocation settings with above specifications.

### Recording JFC Contributions

If the Fund Code entered for a new contribution matches a JFC that is setup in Crimson, the allocation calculations will happen automatically. The money record detail page will show a  tab which displays three sections reflecting how the contribution is allocated and distributed among the JFC participants.



People Profile > Gifts > Gift ← Back ✕

Money - Ms. Lydia L. Siu, Jr. (PID: 74492018)

Regular JFC

**Allocation**

PAC: \$ 4994    P2016: \$ 0    G2016: \$ 1644    Excess: \$ 8362     Locked    Calculate Edit

**Distributions**

Add

	Batch	Date	PAC	P2016	G2016	Excess
<span>✓</span> <span>✕</span>	0323	03/23/2018	4994.00	0.00	1644.00	0.00
<span>✓</span> <span>✕</span>	TT01	04/04/2019	0.00	0.00	0.00	8362.00

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**Pending**

PAC: \$ 0    P2016: \$ 0    G2016: \$ 0    Excess: \$ 8362

**Allocation** – This section reflects how a contribution should be divided among JFC participants. It can be changed if new information becomes available about the amount that each participant can accept from the donor or if a donor specifies how a contribution should be allocated.

- Users can change how the contribution will be divided by using Edit in the Allocation section.
- The **Calculate** button will recalculate allocations according to the formula for that JFC.
- The **Locked** checkbox will prevent a contribution from being automatically recalculated.
- If any of the JFC participants are in the same database, Crimson will check to see how much a donor can contribute to that participant and still remain within contribution limits.
- The amount in the Excess box represents money remaining after allowable allocations are made.

**Distributions** – This section reflects transfer payments that have been made to participant committees that include this contribution. Changes should *not* be made to reflect what *should* have happened. Each distribution record should reflect what actually occurred. Corrections can be made on subsequent distributions.

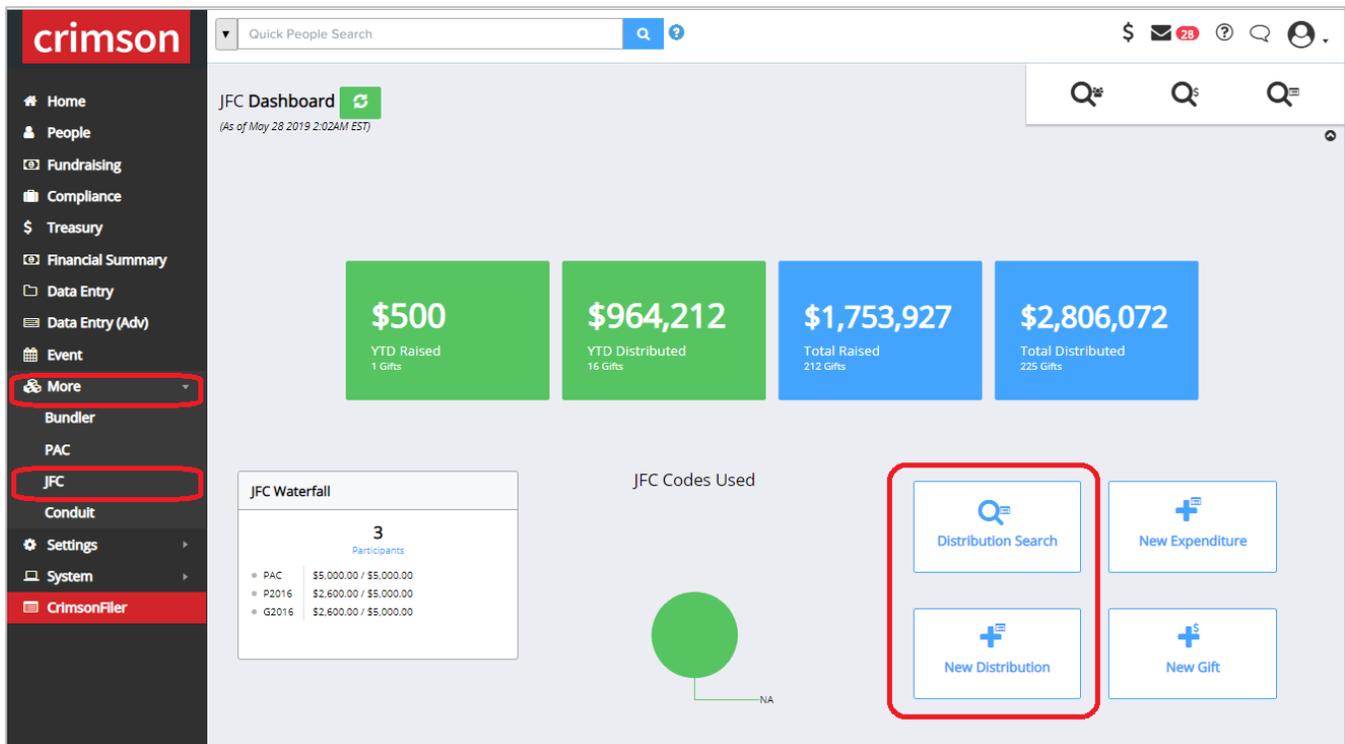
- An **Add** distribution button is available for a single gift distribution. This is rare. The Distributions section in Treasury typically handles the selection of records and calculation of amounts for a distribution.

**Pending** – This section shows the calculation of amounts to be included when this transaction is selected for a distribution.

- There could be negative numbers in the pending fields if corrected allocation amounts minus any previous distributions equals a negative amount. That correction will be handled in the next distribution.

### Distributions to JFC Participants

When JFC clients choose to distribute funds to the committee participants, it is necessary to identify and record which contributions are part of the distribution. . A record of processed distributions is available on the [JFC Dashboard](#) via the **Distribution Search**.



Each Distribution Header identifies the number of contributions included and the total dollar amount. A Status of Pending would indicate that a distribution is still in process.

		Distribution Id	Distribution No	Distribution Date	Fund Code	Total #	Total Amount	Status
		144	0210	2/9/17	RVC1	61	\$2,369,165.5	Completed
		145	0214	2/14/17	RVC1	11	\$757,976.5	Pending
		133	0216	2/25/16	RV	9	\$45,900	Completed
		152	0323	3/23/18	RV	127	\$901,800	Completed
		147	0601	6/1/17	RV	16	\$117,850	Completed
		146	0930	9/30/16	RV	44	\$309,000	Completed

### Creating a New Distribution

Click [Add new Distribution](#) to select the records that will be included in the distribution. Crimson gives users the ability to include or exclude categories of contributions. For example, contribution date ranges that end several days prior to the distribution date are recommended. This allows time for checks to clear and for record merges and a review of exception situations to occur. Crimson also allows you to only distribute the portions of a gift attributed to a specific participant. For example, if a JFC was made of your campaign and LPAC, you could distribute only the LPAC portions of the gift and save the campaign portions for a future distribution.

New Distribution
99
✕

Filters
Output Fields
Result

● Gift

○ Suppression

Selected Only

Fund Code

Choose a Fund Code ▼

Batch Date

Deposit Date

(Specify) ▼

Gift Amount

Equal to ▼

People Type

People Record Type

Choose a People Type ▼

Batch No

Equal to ▼

Exception Code

Choose a Exception Code ▼

Participant

Choose a Participant ▼

Use the Suppression options to exclude contributions from the distribution. For example, excluding contributions with pending exception codes is typical.

05/28/2019

New Distribution ✕

Filters Output Fields Result

Gift
  Suppression
 Selected Only  Search Filters

**Exception Code** ✕

V1 - Personal Funds Verifica ▼

B1 | P1 | V1

**JFC Code** ✕

DD - Delay Distribution ▼

DD

**Allocation Excess** ✕

Equal to ▼

**Cycle-to-Date Total** ✕

Equal to ▼

**Primary CTD Total** ✕

Equal to ▼

**General CTD Total** ✕

Equal to ▼

Once your selection criteria are entered, click **Run**. A list of contributions that match that criteria is displayed. Clicking  will take you to a that money record for review or edit.

Filters Output Fields Result

	Tran Id	Donor Id	Type	Prefix	First	Middle	Last	Suffix	Batch Date	
	60786	74000026	I	Ms.	Susan	E.	Hughes		12/15/13	\$5,00
	60787	74001619	I	Ms.	Sylvia	Marie	Parsons		12/10/13	\$10,0
	60792	74178558	P				Computers For Africa PAC		12/10/13	\$15,0
	61129	74179128	I		Connor		Ng		2/10/14	\$5,00
	136014	74178807	I	Ms.	Melissa	Ann	Kim		6/9/16	\$2,50
	136016	74157789	I	Mrs.	Sofia		Amaya		6/9/16	\$2,50
	136018	74433701	R				HD LLC		6/9/16	\$10,8
	136019	74179418	I		Melissa		Kim		6/9/16	\$2,70
	456521	74028427	I		Amos	D.	Mcnaair		4/19/16	\$10,4
	456534	74028263	I	Mr.	Cathy	J.	Forshagen		5/1/16	\$10,4

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To review all contributions in Excel, click **Export**. This list can be used for participant vetting to determine whether each committee can accept the amount shown for each donor. When satisfied with the list, click  then select **Create New Distribution**.

New Distribution > Create Distribution ← Back

Are you sure to create Distribution?

Distribution No

Date

Fund

Comment

- Enter the Distribution Header information:
  - o **Distribution No** – Clients may determine the numbering scheme.
  - o **Distribution Date** – This will be your reporting date, and should match the date payments to participants are made.
  - o **Fund Code** – The fund code of the JFC that is making this distribution.
  - o **Comment** – Descriptive notes about the distribution, if applicable.
  - o Click **Yes** when done

### JFC Distribution Review and Completion

To review and finalize a distribution go back to the Distributions menu and search for it. Click the button to open the details.

**Distribution**

**Header**

Distribution No

Date

Fund

Comment

**Distribution Totals**

Committee	Amount
PAC	\$6,600

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**Summary**

# Included	37
Contribution	\$319,700.00
Distribution	\$6,600.00
Difference	\$313,100.00
Partners	\$2,380.00
In-Kinds	\$0.00

Status : Pending

**Transaction Links**

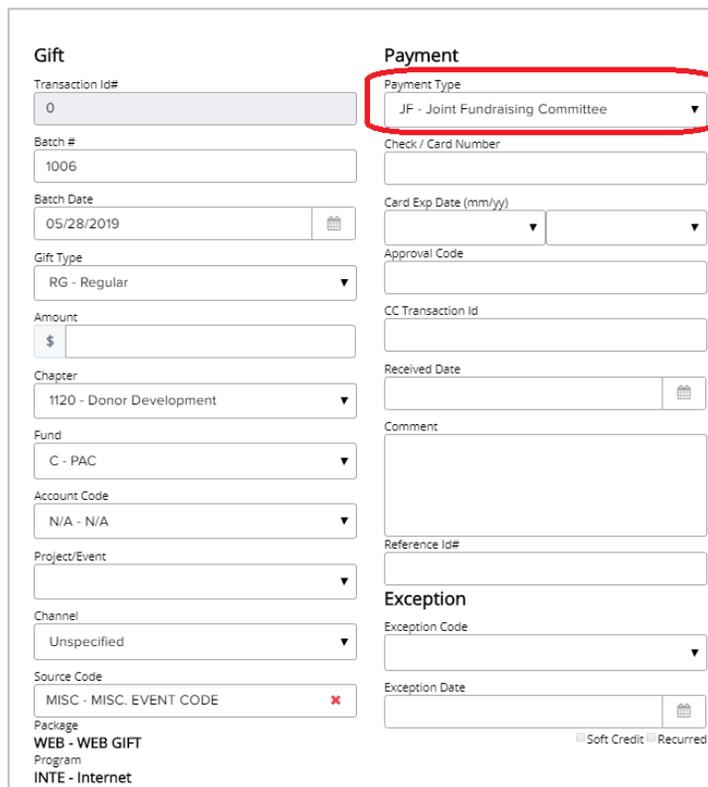
PAC	P2016	G2016
Tran# <input type="text"/>	Tran# <input type="text"/>	Tran# <input type="text"/>

The  button will provide a list of included contributions that can be exported into Excel. The distribution will have a status of Pending until the  button is clicked. At that time, the details of the distribution will be added to each of the money records included. Until a Distribution is completed, it can be reviewed, edited or deleted.

### Recording JFC Distributions Received by Participants in the Database

Clients who host JFC Participants in the same database as the JFC should create a money record for the net transfer amount received by the participant committee so that the campaign’s account balances and FEC Report reflect the

transfer. NOTE: **Payment Type must = JF – Joint fundraising.** To save time, use the  on the **Distribution** detail page to add the payment record.



**Gift**

Transaction Id# 0

Batch # 1006

Batch Date 05/28/2019

Gift Type RG - Regular

Amount \$

Chapter 1120 - Donor Development

Fund C - PAC

Account Code N/A - N/A

Project/Event

Channel Unspecified

Source Code MISC - MISC. EVENT CODE

Package WEB - WEB GIFT  
Program INTE - Internet

**Payment**

Payment Type JF - Joint Fundraising Committee

Check / Card Number

Card Exp Date (mm/yy)

Approval Code

CC Transaction Id

Received Date

Comment

Reference Id#

**Exception**

Exception Code

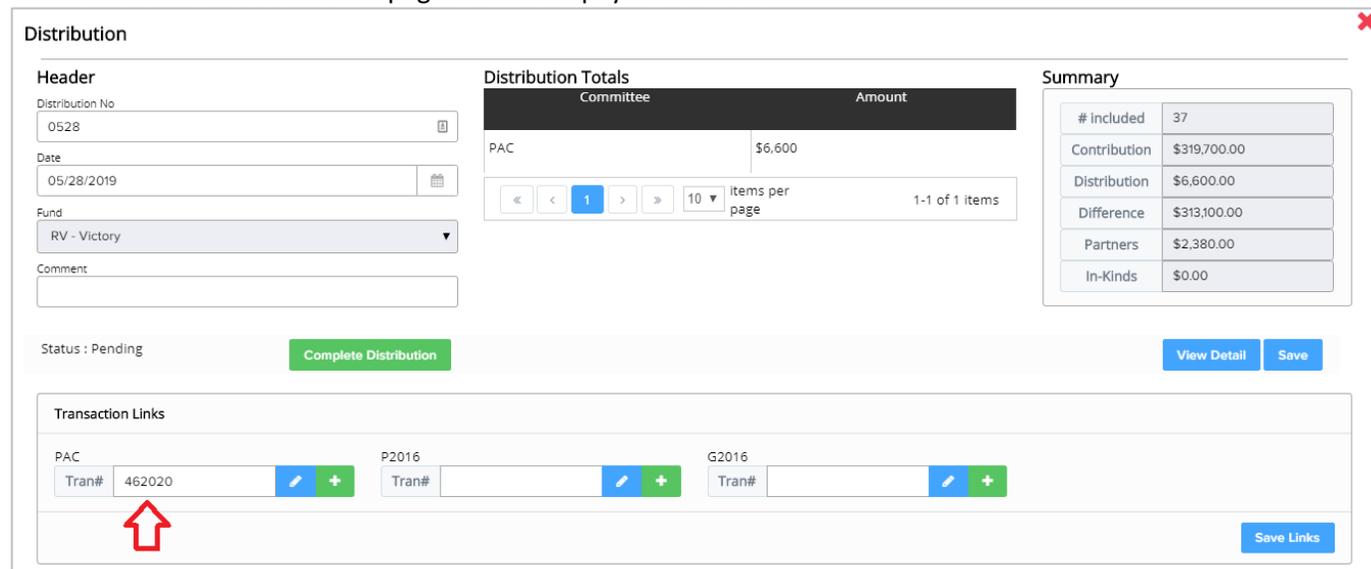
Exception Date

Soft Credit  Recurred

### Linking JFC Distribution Transfer Receipt to the Distribution Details

If a participating committee is hosted in the same database, and a money record has been created with the net amount of the distribution received, that transaction should be linked to the distribution. This allows CrimsonFiler to link all memo contribution details related to that receipt when reporting to the FEC. Again, to save time, use the

 on the **Distribution** detail page to add the payment record.



**Distribution**

**Header**

Distribution No 0528

Date 05/28/2019

Fund RV - Victory

Comment

Status: Pending Complete Distribution View Detail Save

**Distribution Totals**

Committee	Amount
PAC	\$6,600

1-1 of 1 items

**Summary**

# included	37
Contribution	\$319,700.00
Distribution	\$6,600.00
Difference	\$313,100.00
Partners	\$2,380.00
In-Kinds	\$0.00

**Transaction Links**

Committee	Tran#	
PAC	462020	
P2016		
G2016		

Save Links

### JFC Coding

JFC's present unique situations that can be coded in Crimson for special handling. These codes are recorded in the Exception section of a Money record.

### Exception

Exception Code

A1 - Presumptive Reattribution Letter Need ▼

Exception Date

05/28/2019



JFC Exception Code

DD - Delay Distribution ▼

Soft Credit  Recurred

### JFC Codes – Use to indicate unique distribution requests

- **AR** = Allocation Request – If a donor specified how their donation is to be allocated (does not follow standard formula), use this code to indicate that a manual, atypical allocation is needed.
- **NA** = This is the default code when no JFC Code is used.
- **DD** = Used to identify contributions to exclude in the Distribution selection process under Suppression. These contributions typically have a compliance issue to be resolved prior to distributing funds to participant committees. For example, if you're waiting for a partnership attribution before distributing the partnership gift.