




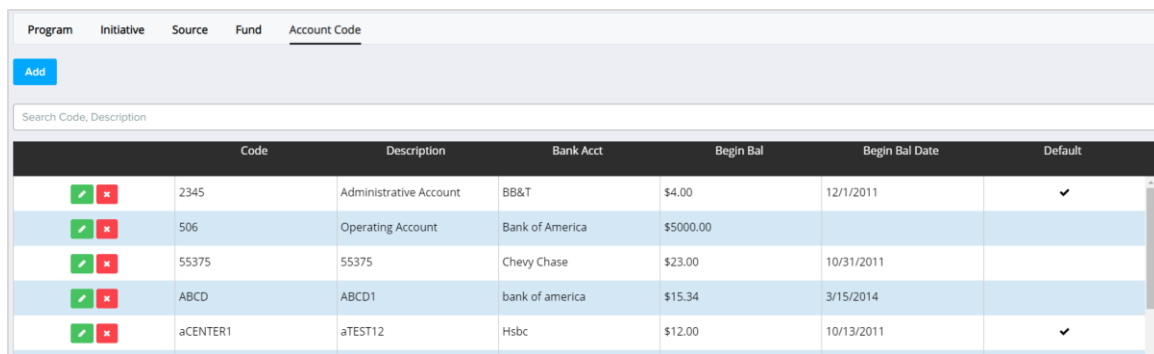
## Crimson 3 – Account Codes

**Account codes** are a useful tool to track and reconcile your cash flow through your external bank accounts within Crimson. Whether you have one or multiple bank accounts, this feature can be incredibly helpful in **Treasury** and **Data Entry**.

### Setting up Account Codes

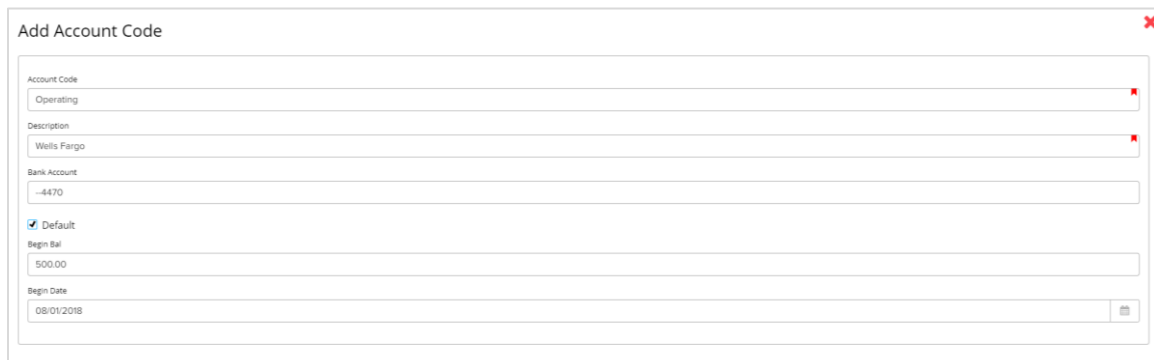
In order to reference your bank accounts, you must first create the account codes. Click on **Fundraising** from the **Main Menu** on the left-hand side and then click the  button in the top right **Dashboard Navigation Bar** to open **Money Settings**.

1. Select the **Account Code** tab.
2. A list of existing **Account Codes** area will appear that you can view and manage. Click the **Add** button to setup a new account code.



Program	Initiative	Source	Fund	Account Code					
<b>Add</b>									
Search Code, Description									
				Code	Description	Bank Acct	Begin Bal	Begin Bal Date	Default
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2345	Administrative Account	BB&T	\$4.00	12/1/2011	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			506	Operating Account	Bank of America	\$5000.00		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			55375	55375	Chevy Chase	\$23.00	10/31/2011	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			ABCD	ABCD1	bank of america	\$15.34	3/15/2014	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			aCENTER1	aTEST12	Hsbc	\$12.00	10/13/2011	<input checked="" type="checkbox"/>

3. Fill out the **Account Code**, **Description**, and **Bank Account** fields. Select whether the bank account is the default account by checking the **Default** checkbox and check the **Active** checkbox if the account is still in active use.
  - If you plan to reconcile with the accounts through Crimson, enter the **Begin Bal** and **Begin Date** for the account so that the accurate balances will appear on the **Financial Summary** dashboard.



Add Account Code

Account Code: Operating

Description: Wells Fargo

Bank Account: --4470

Default

Begin Bal: 500.00

Begin Date: 08/01/2018

4. Click **Save** when done.

## Attaching Account Codes to Transactions

### Data Entry

When using **Data Entry**, you can add a default **Account Code** from the drop-down menu when setting up your batch header. For more info on data entry, see our [Crimson 3 - Data Entry Guide](#) on the HelpDesk.

Data Entry - Add Batch Header

Batch Number 2262	Batch Date 10/03/2018	Number of Items 1	Total Amount \$ \$ 50.00
Default Fund Code P2018 - Primary 2018	Default Source Code	Default Account Code 506 - Operating Account	Default Channel Unspecified

**Batch Summary**

Batch Total # of Items 1	Batch Total Amount \$ 50
# of Items Keyed	Total Amount Keyed
# of Items Loaded	Total Amount Loaded

### Importing Contributions

When importing an Excel, make sure to include an **Account Code** column in the file. During the mapping step of importing, map the column you created to Crimson's **Account Code** field. **PLEASE NOTE:** You need to create your account code in **Money Settings** before you can use it in a Crimson import.

### Treasury Receipts/Invoices/Disbursements

When adding [Receipts](#), [Invoices](#) or [Disbursements](#) in Crimson's **Treasury** menu, select your **Account** code from the drop-down when entering a transaction.

<b>New Receipt</b> CMDI (id: 6) 1593 Spring Hill Rd Vienna, VA 22182	<b>New Disbursement</b> CMDI (id: 6) 1593 Spring Hill Rd Vienna, VA 22182
Date 10/03/2018	Date 10/03/2018
Batch #	Amount \$
Amount \$	Fund C - PAC
Fund P2018 - Primary 2018	Account 506 - Operating Account
Account 506 - Operating Account	Check No
Check No	Payment
Payment	Comment (Invoice#)
Comment (Invoice#)	

## Using Account Codes in the Financial Summary Dashboard

Cash Balances	
N/A	\$15,991,460
Administrative Account	\$26,125
Undefined Account Code	\$19,850
aTEST12	\$18,816
gTEST3	\$16,300
TEST	\$5,436
Test	\$3,751
55375	\$2,116

**Account Register - N/A (\$15,991,460.24)** Reconcile

Vendor:  From Date:

Transaction Type:  To Date:

Reset
Search
Export

Payment Type	Check	Date	Vendor Name	Receipt	Disbursement
✔		12/28/2018	Mail Inc	\$0.00	\$50.00
✔		12/28/2018	Mail & Co	\$0.00	\$50.00
✔		12/28/2018	Melissa Kim	\$0.00	\$500.00
✔		12/5/2018	Friend of Lydia Siu	\$0.00	\$1000.00
✔		12/5/2018	Apple	\$0.00	\$900.00
✔		12/5/2018	Cmdl	\$0.00	\$4000.00

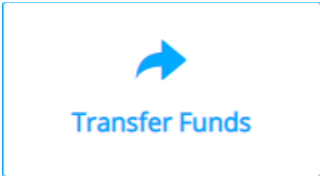
To fully utilize **Account Codes**, go to the **Financial Summary Dashboard** to see an overview of all accounts.

The **Cash Balances** section shows the current Cash-on-Hand for your active bank accounts. Be sure to [record all bank deposits](#) under the **Treasury** area of Crimson to have accurate COH totals.

You can also select between the active account codes and view the transactions (Disbursements and Other Receipts ONLY) associated with them. Use the **Vendor**, **Transaction Type**, and **Date Range** search fields in the **Account Register** section to find specific transactions. You can then **Export** the results, **Reconcile** your account, or **Transfer Funds** between active account codes in Crimson.

### Transfer Funds

To record internal bank account transfers, navigate to the **Financial Summary Dashboard**. Click on the **Transfer Funds** dashboard action button. This feature allows you to move money from one account code and fund code to a different one in Crimson. By doing this, a disbursement/other receipt will automatically be created in Crimson.



### Transfer Funds

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From Account  
55375 - 55375

From Fund Code  
77TST - 77tst Description

To Account  
55375 - 55375


To Fund Code  
77TST - 77tst Description

Date  
10/03/2018

Amount  
\$

Comment

## Reconcile Accounts

To help reconcile a bank account, use the Crimson [Reconciliation](#) tool. To get started, select the bank account for reconciliation under the **Cash Balances** list. Then click the  button and a list of uncleared transactions will display. Click the **Filters** tab to use the **Transaction Type**, **Vendor**, **Transaction Date**, and **Check #** filters to narrow down your results.

Treasury Reconciliation ✕




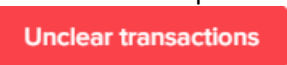


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Filters
Result

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Clear Date: 11/20/2018 Clear All Transactions Unclear All Transactions

		Txn#	Payment Type	Check#	Date	Vendor Name	Receipt	Disbursement	Memo	☑ Uncleared Transactions Only	Date Cleared
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3588			12/28/2018	Mail Inc		\$50.00			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3582			12/5/2018	Candidate IK Test Candidate IK Test		\$10.00			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3583			12/5/2018	Cmdt		\$4000.00			

- Use the checkboxes to clear multiple transactions at once with the date in the **Clear Date** field.
- Once you have selected several transactions, click the  button to clear just those transactions or the  button to unclear them.
- Click the  button to update and mark that one transaction as cleared with the **Clear Date**.
- Click the  button to unclear all transactions so that you can go back and make updates or fix errors.
- Click the  button to mark all uncleared transactions as cleared with the **Clear Date** once you have confirmed the details to your bank account.
- Click the  button to export the transactions so that you can spot check for errors.