

Quickbooks Merge in CrimsonFiler

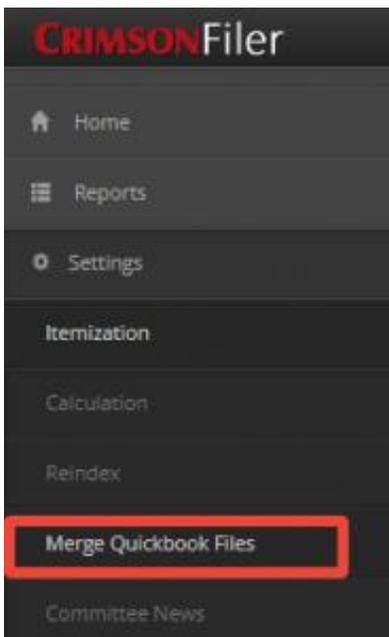
If you use Quickbooks to manage the financial aspects of your campaign or PAC, it only takes a few steps to upload and merge those Excel files into CrimsonFiler. From there, you can use the information to create and file an FEC report.

How to Use the Quickbook Merge

1. Before opening CrimsonFiler, you need to prepare two different Excel files: one listing vendor information and one for expenditures.

- Vendor File: include vendor name, organization type, street, city, state, and ZIP.
- Transaction File: include vendor link (vendor name), line number, date, amount, and description.

2. Open CrimsonFiler. From the main menu, click on **Settings** and then **Merge Quickbook Files**.



3. Under **Quickbooks Merge**, select the file containing your vendor information.



4. Select the correct **Worksheet** in the drop-down menu and the first few rows of data will appear.

5. Proceed to **Step 2** by clicking on the tab underneath the **Step 1** bar.

6. Then select the transaction file you want to upload and the correct spreadsheet.

QUICKBOOKS MERGE

▶ Step 1: Upload Vendor File

▼ Step 2: Upload Transaction File

No file chosen

File Name: sample transaction file QB_2.xlsx

Worksheet: 'Transaction List by Date\$' ▼

Date	Transaction Type	Num	Posting	Name	FEC Purpose	Amc
1/10/2022 12:00:00 AM	Check		Yes	American Express Merchant	Merchant Fees	23.09
2/11/2022 12:00:00 AM	Check		Yes	American Express Merchant	Merchant Fees	11.87
3/6/2022 12:00:00 AM	Check		Yes	Jeff Wernsing	Strategy Consulting	2500
1/30/2022 12:00:00 AM	Check		Yes	Jeff Wernsing	Strategy Consulting	2500
1/3/2022 12:00:00 AM	Check		Yes	Jeff Wernsing	Strategy Consulting	2500

▶ Step 3: Map Fields

7. In **Step 3: Map Fields**, match the column in the **Vendor File** with the **Field** name. Repeat this with your **Transaction File**.

QUICKBOOKS MERGE

▶ Step 1: Upload Vendor File

▶ Step 2: Upload Transaction File

▶ Step 3: Map Fields

Vendor File Columns	
Field	Column in Vendor File
Vendor Link	Vendor
Org Type	Org Type
Vendor Name	Vendor
Street	Street
City	City
State	State
Zip	ZIP

Transaction File Columns	
Field	Column in Transaction File
Vendor Link	
Line	
Txn Date	Date
Txn Amount	Amount
Description	FEC Purpose

Merge Now

8. Click the **Merge Now** button.

9. Click **YES** when prompted with, "Are you sure to merge now?"

Are you sure to merge now?

No

Yes

10. A confirmation message will appear. Select **OK**.

Files merged successfully.

A blue rectangular button with the text "OK" in white, centered within a light gray rectangular background.

11. Once **OK** is clicked, a Microsoft Excel file with the merged data will automatically download.
12. Open this file in Excel to separate first and last names from the ORG Name field, add line numbers, and add people types to the spreadsheet.

Note: If you wish to create an FEC report in CrimsonFiler, you can either import the merged file into Crimson or directly import your vendors and transactions into the CrimsonFiler report. Follow the directions under [Creating an FEC Report](#) in the Helpdesk.