

Author: Kristenson, Joel

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Overview

This article will teach you how to enter a **payment** for an **invoice**. *The article assumes you already know how to create a [payee](#) and an invoice.*

 **Tip:** New to **tracking finances** in **Trail Blazer**? Take our *free* [financial training classes](#) which will get your campaign treasurer(s) up to speed on how to accurately track all of the incoming and outgoing money for your campaign so that you can file your [FEC reports](#) without a hitch.

Steps

Open the [payee](#) record that has the invoice you need to make a payment against. You can search for the payee from the **Payees (Invoicing)** list or search for **unpaid invoices** from the **Invoices** list. *The two screenshots below show the different ways to do this.*

Img 1 of 2 – Search for a **Payee** from the **Payees (Invoicing List)** List

Accessing an invoice via the Payees (Invoicing) list.

The screenshot shows the TrailBlazer interface. On the left is a navigation menu with 'Payees (Invoicing)' selected. The main area shows a search form with 'Champion' entered. Below the search form is a table with one record for 'Champion Air'.

ID	Company Name	Code Type	Last Name	First Name	Street	Street2	City	State	Zip Code	Payments This Year	Payments Last Year	Payments Prior Years
38	Champion Air	ICV			8009 34th Ave S	Suite 500	Minneapolis	MN	55425	.00	4,999.00	74.20

Img 2 of 2 – Search for **Unpaid Invoices** from the **Invoices** List

Accessing an invoice via the Invoices list.

The screenshot shows the TrailBlazer application interface. On the left is a 'Tasks' sidebar with 'Invoices' highlighted. The top navigation bar includes 'Search', 'Reset', and 'New'. Below this is a filter area with 'Other' selected in the tabs, and a 'Paid' dropdown menu set to 'Unpaid'. The main area displays an 'Invoice List' table with 15 records. The table columns include Invoice ID, Date, Payee ID, Company Name, First Name, Last Name, Amount, Balance Due, Paid, Expenditure Category, Description, Election Name, and Event Name. The row for Invoice ID 781 is highlighted in blue, with a red arrow pointing to its 'Invoice ID' column.

Invoice ID	Date	Payee ID	Company Name	First Name	Last Name	Amount	Balance Due	Paid	Expenditure Category	Description	Election Name	Event Name
746	3/20/2016	150	American Express Credit Card			125.00	125.00		Administrative/Salary/Overhead Expenses		General 2016	
21	4/1/2016	7	Mike's Lemonaid			25.00	25.00		Campaign Event Expenses		Primary 2002	
22	4/1/2016	8	Brian's tech support inc			25.00	25.00		Campaign Event Expenses	setup table with IT stuff	Primary 2002	
792	4/6/2016	163	Bill Smith For U.S. House of Representatives, Inc.	Bill	Smith	500.00	500.00		Political Contributions	Fundraiser drive - spring 2014.	General 2016	Money Bomb
31	5/30/2016	1	Bank of America			125.00	125.00		Solicitation and Fundraising Expenses		Primary 2002	
781	7/28/2016	38	Champion Air			63.47	63.47		Administrative/Salary/Overhead Expenses	air compressor	General 2016	
734	3/18/2017	150	American Express Credit Card			5,500.00	5,500.00		Administrative/Salary/Overhead Expenses		Primary 2018	
51	3/22/2017	3	Trail Blazer Campaign Services	Brian	Hanf	20,000.00	15,000.00		Administrative/Salary/Overhead Expenses	software	Primary 2006	
25	4/3/2017	3	Trail Blazer Campaign Services	Brian	Hanf	750.00	750.00		Administrative/Salary/Overhead Expenses	software	Primary 2002	
838	5/11/2017	64	Innovative Properties, LLC			2,300.00	2,300.00		Administrative/Salary/Overhead Expenses	For rent - campaign headquarters.	Primary 2018	
709	6/5/2017	149	James Gibson For US Senate			12,000.00	12,000.00		Political Contributions		Primary 2018	
718	11/27/2017	17	Hanf For Congress			2.00	2.00		Donations		Primary 2018	
719	12/7/2017	20	25 Kino Film & Video			1,500.00	1,500.00		Advertising Expenses	Tv Ad production	Primary 2006	
793	11/13/2018	164	Big Bills Plumbing And Restoration			100.00	100.00		Administrative/Salary/Overhead Expenses		General 2018	
741	3/5/2019	20	25 Kino Film & Video			1,332.00	1,332.00		Administrative/Salary/Overhead Expenses		Primary 2010	
15						44,347.47	39,347.47	0				

Once you've opened the **Payee** record, click on the **Invoice ID** under the **Invoice** tab for the one you need to make a payment for. *In my example it was ID 781.*

File
Edit
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General

Company:

First Name:

Last Name:

Nation:

Street:

City:

State or Territory:

Zip Code:

Phone/Ext: () -

Fax: () -

Email:

FEC Filing Information/Other

Entity Type:

Creditor Type:

Payee Filer ID:

Filer Entity:

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

Invoices

Payments

External Memos

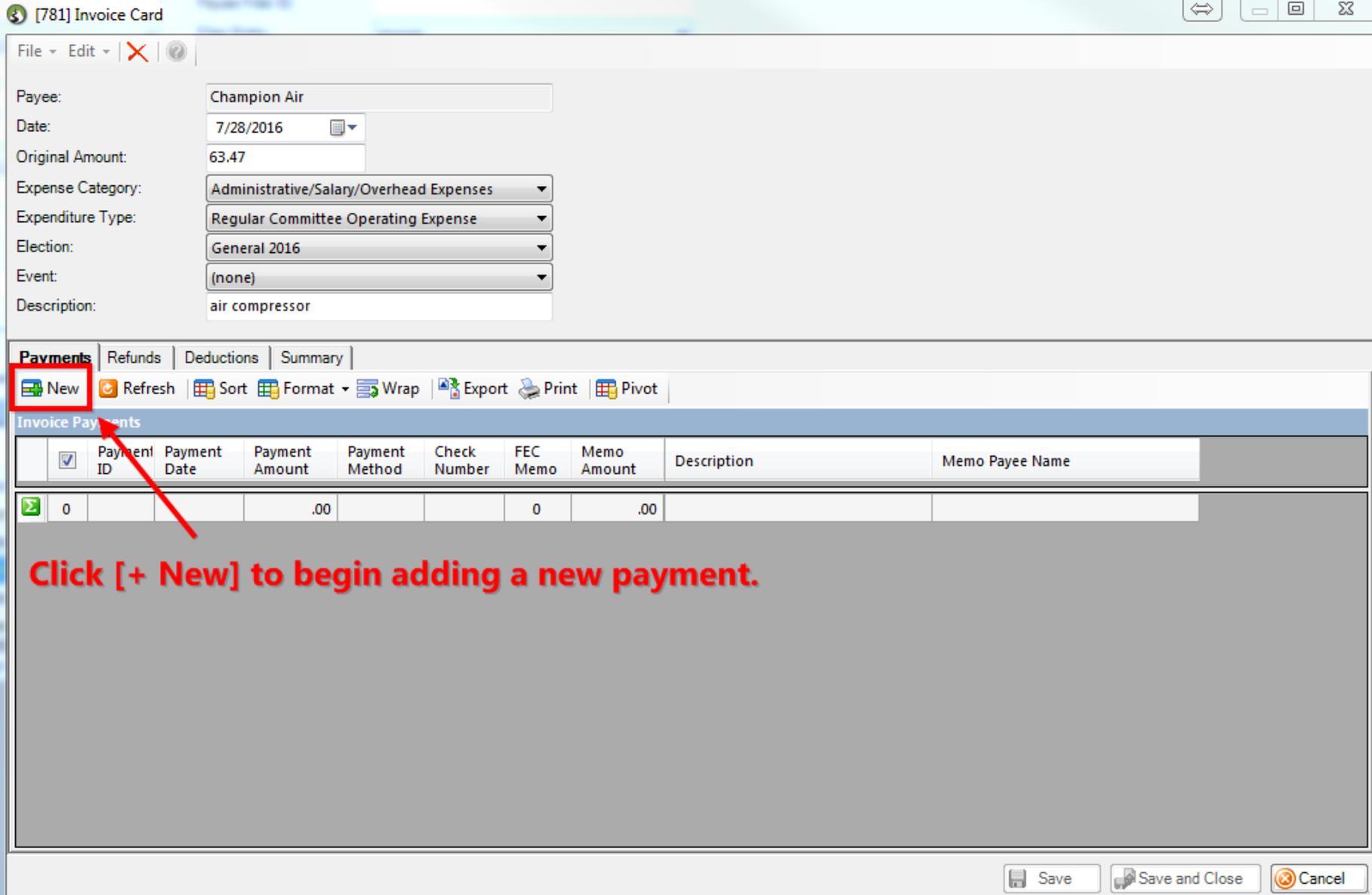
New
Refresh
Sort
Format
Wrap
Export
Print
Pivot

Invoices [6 records found]

	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	420	8/23/2006	12.10	.00	12.10	12.10	.00	.00	.00	Primary 2006		postage
<input checked="" type="checkbox"/>	95	8/28/2006	12.10	.00	12.10	12.10	.00	.00	.00	Primary 2006		postage
<input checked="" type="checkbox"/>	778	7/22/2011	50.00	.00	50.00	50.00	.00	.00	.00	General 2012		air pump vehicles
<input checked="" type="checkbox"/>	781	7/28/2016	63.47	.00	63.47	.00	.00	63.47	.00	General 2016		air compressor
<input checked="" type="checkbox"/>	798	12/22/2016	4,000.00	.00	4,000.00	4,000.00	.00	.00	.00	General 2016		Flights
<input checked="" type="checkbox"/>	801	12/29/2016	999.00	.00	999.00	999.00	.00	.00	.00	Primary 2018		
<input checked="" type="checkbox"/>	6		5,136.67	.00	5,136.67	5,073.20	.00	63.47	.00			

Click on the 'Invoice ID' for the unpaid invoice.

In the **Invoice Card** click the **[+ New]** button under the **Payments** tab.



Payments | Refunds | Deductions | Summary

New Refresh Sort Format Wrap Export Print Pivot

Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
0		.00			0	.00		

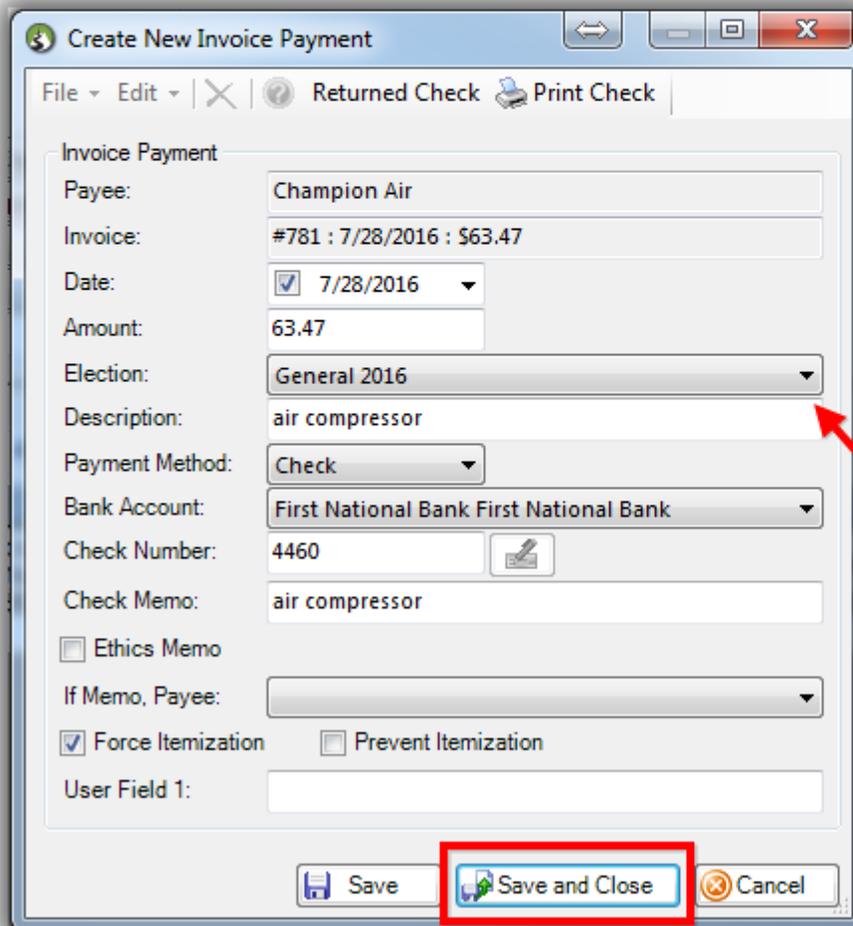
Click [+ New] to begin adding a new payment.

Save Save and Close Cancel

Fill out the **Payment** form and click **[Save and Close]**. *My example is below for a payment that pays the full invoice amount. If you're concerned or have questions about how to categorize or input any of the data you should contact your FEC analyst or our support team.*

Fill out the payment form and click [Save and Close].

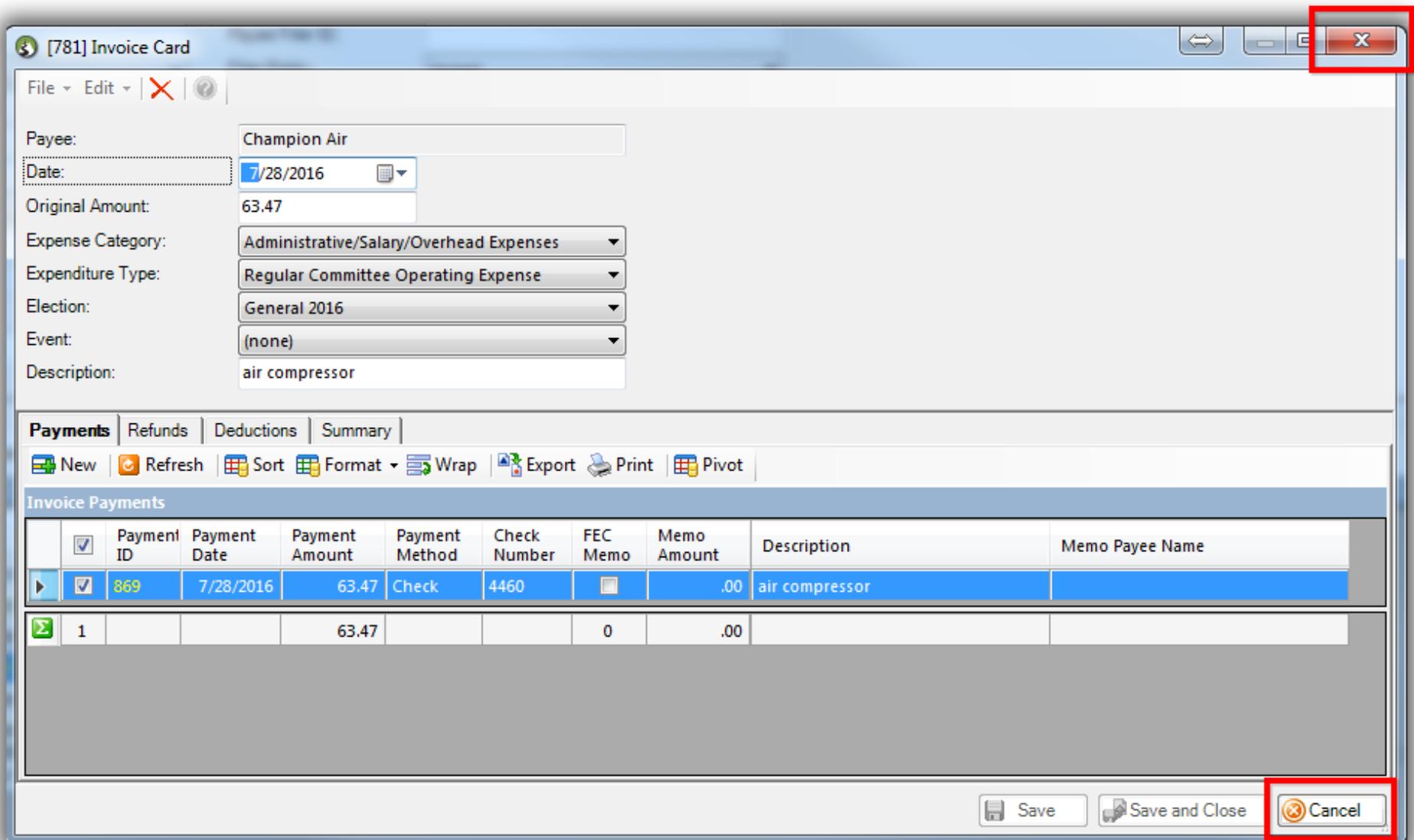
Contact your FEC analyst or Trail Blazer tech support if you have any questions/concerns on how to fill it out so it prints out accurately on your FEC reports.



Make *sure* the date and election are entered correctly.

After saving your payment, click **[Cancel]** or the red **[X]** to **close** the **Invoice Card**.

Click [Cancel] or the red x to close out of the invoice card after entering your payment(s).



Payments | Refunds | Deductions | Summary

New Refresh Sort Format Wrap Export Print Pivot

	<input checked="" type="checkbox"/>	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
	<input checked="" type="checkbox"/>	869	7/28/2016	63.47	Check	4460		.00	air compressor	
Σ	1			63.47			0	.00		

Save Save and Close **Cancel**

Back in the **payee** record the payment amount and open balance will reflect the change. *My example is below for the invoice that was paid off in full.*

File ▾ Edit ▾
✕
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General

Company:

First Name:

Last Name:

Nation:

Street:

City:

State or Territory:

Zip Code:

Phone/Ext: () -

Fax: () -

Email:

FEC Filing Information/Other

Entity Type:

Creditor Type:

Payee Filer ID:

Filer Entity:

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

Invoices | Payments | External Memos

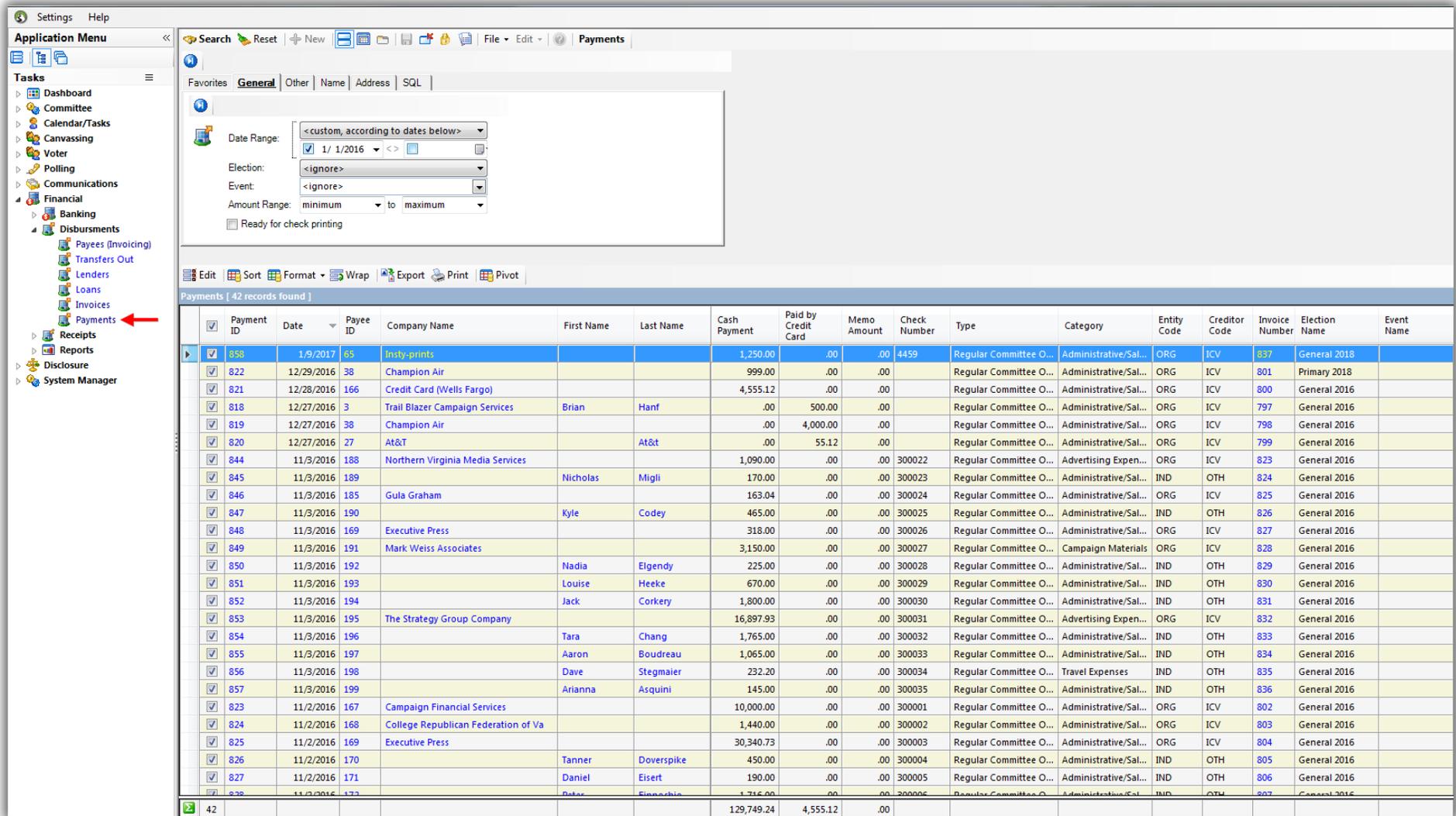
Invoices [6 records found]

<input type="checkbox"/>	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	420	8/23/2006	12.10	.00	12.10	12.10	.00	.00	.00	Primary 2006		postage
<input checked="" type="checkbox"/>	95	8/28/2006	12.10	.00	12.10	12.10	.00	.00	.00	Primary 2006		postage
<input checked="" type="checkbox"/>	778	7/22/2011	50.00	.00	50.00	50.00	.00	.00	.00	General 2012		air pump vehicles
<input checked="" type="checkbox"/>	781	7/28/2016	63.47	.00	63.47	63.47	.00	.00	.00	General 2016		air compressor
<input checked="" type="checkbox"/>	798	12/22/2016	4,000.00	.00	4,000.00	4,000.00	.00	.00	.00	General 2016		Flights
<input checked="" type="checkbox"/>	801	12/29/2016	999.00	.00	999.00	999.00	.00	.00	.00	Primary 2018		
Σ	6		5,136.67	.00	5,136.67	5,136.67	.00	.00	.00			

After saving the payment, the values in the payee record for the invoice will update. In this case it was paid off in

You can search for **payments** and view details in the **Payments** list. *Some common examples of doing this would be by date range or by election.*

You can run search queries for payments in the 'Payments' list. Some common examples include filtering by date or election.



The screenshot shows the TrailBlazer interface with the 'Payments' list selected in the left-hand navigation menu. The search filters are set to 'Date Range: 1/ 1/2016', 'Election: <ignore>', and 'Event: <ignore>'. The table below shows 42 records of payments.

Payment ID	Date	Payee ID	Company Name	First Name	Last Name	Cash Payment	Paid by Credit Card	Memo Amount	Check Number	Type	Category	Entity Code	Creditor Code	Invoice Number	Election Name	Event Name
858	1/9/2017	65	Insty-prints			1,250.00	.00	.00	4459	Regular Committee O...	Administrative/Sal...	ORG	ICV	837	General 2018	
822	12/29/2016	38	Champion Air			999.00	.00	.00		Regular Committee O...	Administrative/Sal...	ORG	ICV	801	Primary 2018	
821	12/28/2016	166	Credit Card (Wells Fargo)			4,555.12	.00	.00		Regular Committee O...	Administrative/Sal...	ORG	ICV	800	General 2016	
818	12/27/2016	3	Trail Blazer Campaign Services	Brian	Hanf	.00	500.00	.00		Regular Committee O...	Administrative/Sal...	ORG	ICV	797	General 2016	
819	12/27/2016	38	Champion Air			.00	4,000.00	.00		Regular Committee O...	Administrative/Sal...	ORG	ICV	798	General 2016	
820	12/27/2016	27	At&T		At&t	.00	55.12	.00		Regular Committee O...	Administrative/Sal...	ORG	ICV	799	General 2016	
844	11/3/2016	188	Northern Virginia Media Services			1,090.00	.00	.00	300022	Regular Committee O...	Advertising Expen...	ORG	ICV	823	General 2016	
845	11/3/2016	189		Nicholas	Migli	170.00	.00	.00	300023	Regular Committee O...	Administrative/Sal...	IND	OTH	824	General 2016	
846	11/3/2016	185	Gula Graham			163.04	.00	.00	300024	Regular Committee O...	Administrative/Sal...	ORG	ICV	825	General 2016	
847	11/3/2016	190		Kyle	Codey	465.00	.00	.00	300025	Regular Committee O...	Administrative/Sal...	IND	OTH	826	General 2016	
848	11/3/2016	169	Executive Press			318.00	.00	.00	300026	Regular Committee O...	Administrative/Sal...	ORG	ICV	827	General 2016	
849	11/3/2016	191	Mark Weiss Associates			3,150.00	.00	.00	300027	Regular Committee O...	Campaign Materials	ORG	ICV	828	General 2016	
850	11/3/2016	192		Nadia	Elgendy	225.00	.00	.00	300028	Regular Committee O...	Administrative/Sal...	IND	OTH	829	General 2016	
851	11/3/2016	193		Louise	Heeke	670.00	.00	.00	300029	Regular Committee O...	Administrative/Sal...	IND	OTH	830	General 2016	
852	11/3/2016	194		Jack	Corkey	1,800.00	.00	.00	300030	Regular Committee O...	Administrative/Sal...	IND	OTH	831	General 2016	
853	11/3/2016	195	The Strategy Group Company			16,897.93	.00	.00	300031	Regular Committee O...	Advertising Expen...	ORG	ICV	832	General 2016	
854	11/3/2016	196		Tara	Chang	1,765.00	.00	.00	300032	Regular Committee O...	Administrative/Sal...	IND	OTH	833	General 2016	
855	11/3/2016	197		Aaron	Boudreau	1,065.00	.00	.00	300033	Regular Committee O...	Administrative/Sal...	IND	OTH	834	General 2016	
856	11/3/2016	198		Dave	Stegmaier	232.20	.00	.00	300034	Regular Committee O...	Travel Expenses	IND	OTH	835	General 2016	
857	11/3/2016	199		Arianna	Asquini	145.00	.00	.00	300035	Regular Committee O...	Administrative/Sal...	IND	OTH	836	General 2016	
823	11/2/2016	167	Campaign Financial Services			10,000.00	.00	.00	300001	Regular Committee O...	Administrative/Sal...	ORG	ICV	802	General 2016	
824	11/2/2016	168	College Republican Federation of Va			1,440.00	.00	.00	300002	Regular Committee O...	Administrative/Sal...	ORG	ICV	803	General 2016	
825	11/2/2016	169	Executive Press			30,340.73	.00	.00	300003	Regular Committee O...	Administrative/Sal...	ORG	ICV	804	General 2016	
826	11/2/2016	170		Tanner	Doverspike	450.00	.00	.00	300004	Regular Committee O...	Administrative/Sal...	IND	OTH	805	General 2016	
827	11/2/2016	171		Daniel	Eisert	190.00	.00	.00	300005	Regular Committee O...	Administrative/Sal...	IND	OTH	806	General 2016	
828	11/2/2016	172		Dana	Eisenberg	1,716.00	.00	.00	300006	Regular Committee O...	Administrative/Sal...	IND	OTH	807	General 2016	
42						129,749.24	4,555.12	.00								

Take a look at the **related resources** below to learn a lot more about the financial tools in your database.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [How to Create a New Payee for Invoicing and Payments \(Primarily for Political Customers\)](#)

Article: [How to Create an Invoice for a Payee \(Primarily for Political Customers\)](#)

Article: [Unlocking Contacts \(Voters/Donors\), and Payee Records – Notes on How to Records get Locked and How to Avoid it](#)

Article: [Steps to Import Expenditures – with an Example Spreadsheet Template – Political Only \(2016 Upgrade\)](#)

Article: [How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction](#)

Article: [How to Print Checks through Trail Blazer for Recorded Payments](#)

Training: [Free Financial Training Part I and II](#)

Video: [Invoices – enter payment on an unpaid invoice](#)

Video: [Add Invoice and Make Immediate Payment](#)

Video: [Credit Card Memo Entry \(using 2015 version of Financial\)](#)

Video: [Add New Loans Received](#)

Video: [Deposits – Setup Bank Account – Set Bank as Default – Create Deposit](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

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