

Author: Joel Kristenson
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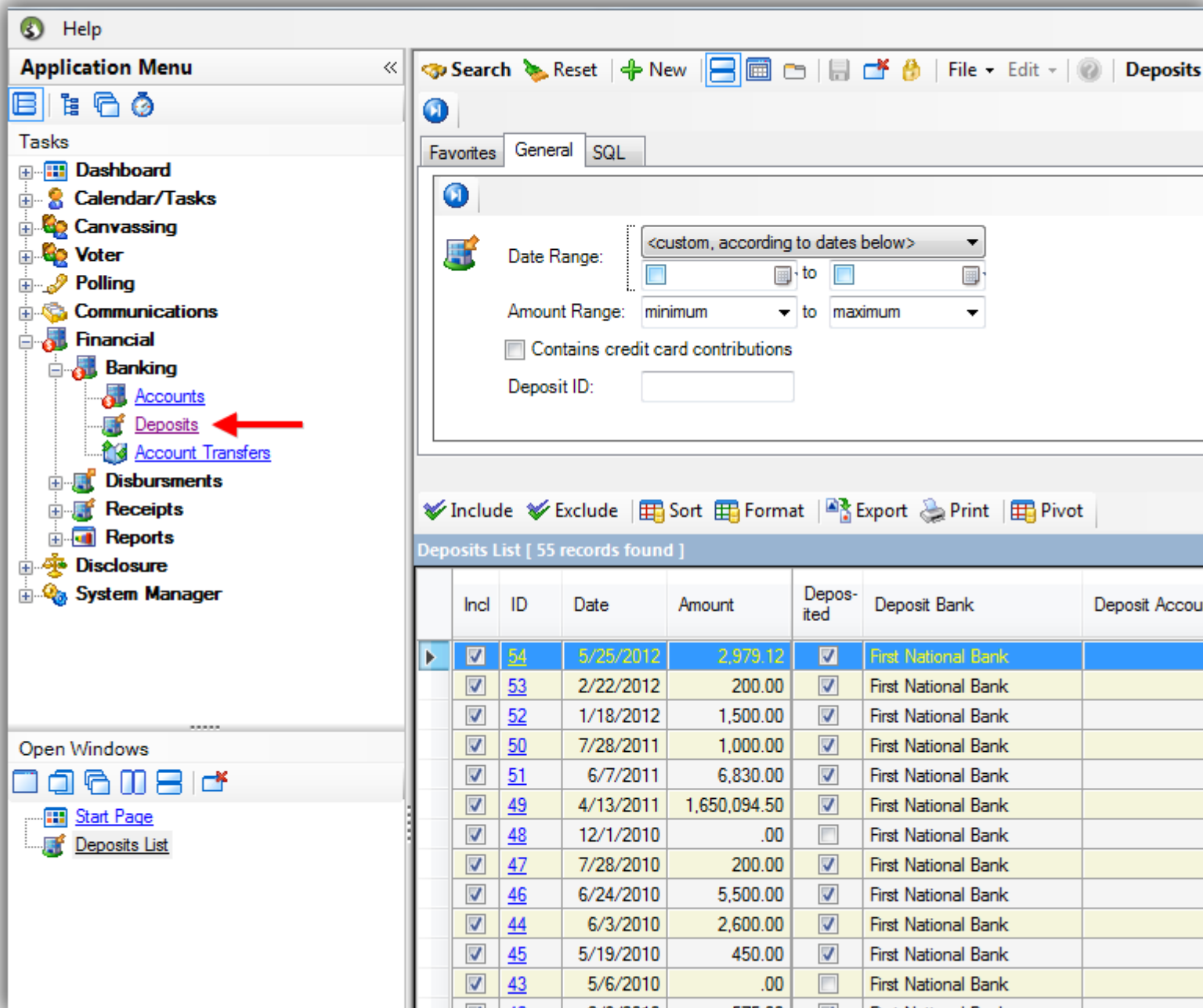
Overview

This article mainly pertains to our political customers who use the financial components to manage invoices, payments, deposits, reconcile bank accounts, etc.

Below are step-by-step instructions to record a deposit of contributions. *It assumes you've already created the [contribution](#) record(s) or they've been coming in through your [online donation form](#).*

Steps

Navigate to the Deposits list by following **Application Menu > Financial > Banking > Deposits**



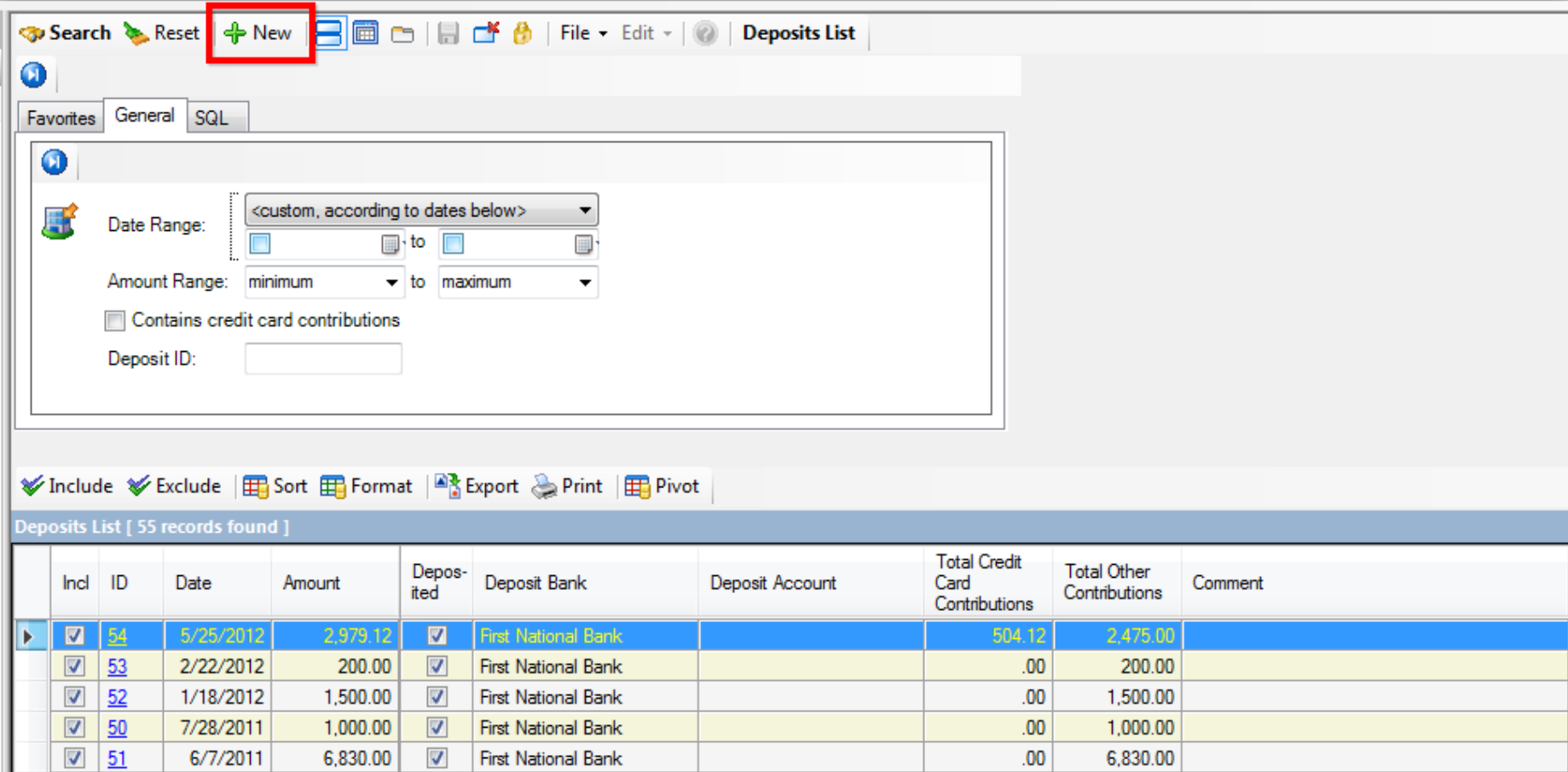
The screenshot displays the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks. The 'Financial' category is expanded, and 'Deposits' is highlighted with a red arrow. Below the menu is the 'Open Windows' section, showing 'Start Page' and 'Deposits List'.

The main window is titled 'Deposits' and contains a search and filter panel. The 'Date Range' is set to '<custom, according to dates below>'. The 'Amount Range' is set to 'minimum' to 'maximum'. There is a checkbox for 'Contains credit card contributions' which is currently unchecked. A 'Deposit ID' field is also present.

Below the search panel is a toolbar with options: 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. Below the toolbar is a header for the 'Deposits List' indicating '55 records found'.

Incl	ID	Date	Amount	Deposited	Deposit Bank	Deposit Account
<input checked="" type="checkbox"/>	54	5/25/2012	2,979.12	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	53	2/22/2012	200.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	52	1/18/2012	1,500.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	50	7/28/2011	1,000.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	51	6/7/2011	6,830.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	49	4/13/2011	1,650,094.50	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	48	12/1/2010	.00	<input type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	47	7/28/2010	200.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	46	6/24/2010	5,500.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	44	6/3/2010	2,600.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	45	5/19/2010	450.00	<input checked="" type="checkbox"/>	First National Bank	
<input checked="" type="checkbox"/>	43	5/6/2010	.00	<input type="checkbox"/>	First National Bank	

Click [+ New].



The screenshot shows the TrailBlazer software interface for managing deposits. The top navigation bar includes 'Search', 'Reset', and a highlighted '+ New' button. Below this is a search filter panel with the following fields:

- Date Range: <custom, according to dates below>
- Amount Range: minimum to maximum
- Contains credit card contributions
- Deposit ID: [text input]

Below the search panel is a toolbar with options: Include, Exclude, Sort, Format, Export, Print, and Pivot. The main area displays a table titled 'Deposits List [55 records found]' with the following data:

Incl	ID	Date	Amount	Deposited	Deposit Bank	Deposit Account	Total Credit Card Contributions	Total Other Contributions	Comment
<input checked="" type="checkbox"/>	54	5/25/2012	2,979.12	<input checked="" type="checkbox"/>	First National Bank		504.12	2,475.00	
<input checked="" type="checkbox"/>	53	2/22/2012	200.00	<input checked="" type="checkbox"/>	First National Bank		.00	200.00	
<input checked="" type="checkbox"/>	52	1/18/2012	1,500.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,500.00	
<input checked="" type="checkbox"/>	50	7/28/2011	1,000.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,000.00	
<input checked="" type="checkbox"/>	51	6/7/2011	6,830.00	<input checked="" type="checkbox"/>	First National Bank		.00	6,830.00	

This will open a new **deposit slip** and populate all contribution records that have not yet been deposited.

*In my example I had **206** (if you've never done this before, or it's been awhile, it could take a few minutes to load if you have a high volume of donation records waiting to be deposited).*

File Edit

Deposit Details

Committee: Ramsey for Office

Date: 2/24/2015

Deposit Amount: .00

Bank Account: First National Bank

Comment:

Deposited

Deposit Ticket

Sequence	Ref ID	Name	Item Date	Check#	Amount
➤					\$0.00

Contributions
Loans
Receipts
Expenditure Refunds
Transfers In

Contributions [206 records found]

ID	Fec Use	Last Name	First Name	MI	Date	Check #	CC Type	Amount	Include in Deposit	Memo
152	Levin	Coopeman	Dianne	L...	4/9/2007	26768		\$152.75	<input type="checkbox"/>	07 March Match
154	Levin	Coppins	Marqaret	W	4/12/2007	7966		\$75.00	<input type="checkbox"/>	Car Auct Income - 93 Dodge Caravan (416)
155	Levin	Coppins	Marqaret	W	5/12/2007	7966		\$75.00	<input type="checkbox"/>	Car Auct Income - 91 Mercury Sable (1608)
156	Levin	Coppins	Marqaret	W	6/11/2007	7966		\$50.00	<input type="checkbox"/>	Car Auct Income - 92 Ford Tempo (5288)
157	Levin	Coppins	Marqaret	W	7/11/2007	7966		\$75.00	<input type="checkbox"/>	Car Auct Income - 95 Olds Cutlass (7421)
161	Federal	Coppins	Marqaret	W	10/9/2007	27135		\$50.00	<input type="checkbox"/>	Car Auct Income - 96 Chevy Cavalier Z24
163	Federal	Gibson	James	B...	9/25/2008			\$500.00	<input type="checkbox"/>	
164	Federal	Hanfler	Brian	J...	10/2/2011			\$250.00	<input type="checkbox"/>	
165	Federal	Hanfler	Brian	J...	7/19/2010			\$250.01	<input type="checkbox"/>	
166	Federal	Hanfler	Brian	J...	4/29/2011			\$0.00	<input type="checkbox"/>	
167	Federal	Hanfler	Brian	J...	8/22/2011			\$111.00	<input type="checkbox"/>	
415	Federal	Anding	Buzzy		2/2/2011			\$1,000.00	<input type="checkbox"/>	
482	Federal	Anding	Buzzy		6/23/2011	N/A		\$1,990.00	<input type="checkbox"/>	
2013	Federal	Foxx	Nicholas		5/17/2011			\$0.00	<input type="checkbox"/>	
2019	Federal	Dardenne	Matthew	M...	6/9/2011	3893		\$2,600.00	<input type="checkbox"/>	
2020	Federal	Campbell	Andrew		6/23/2011	80857		\$12.00	<input type="checkbox"/>	
2022	Federal	Agliano	Debra		6/24/2011	70886		\$5,000.00	<input type="checkbox"/>	
2023	Federal	Leblanc	Jennifer		6/28/2011	34949		\$12,450.00	<input type="checkbox"/>	
2027	Federal	Walston	Michelle		7/14/2011	25626		\$500.00	<input type="checkbox"/>	
2028	Federal	Havey	Daniel		7/19/2011	74099		\$2,000.00	<input type="checkbox"/>	
2029	Federal	Franchi	Gary		7/22/2011	65607		\$3,000.00	<input type="checkbox"/>	
2030	Federal	Franchi	Annie		1/6/2012	4632		\$3,000.00	<input type="checkbox"/>	
								\$1,238,522.00	0	

Include All
Clear All

Date Range

From: 2/24/2015

To: 2/24/2015

Memo

Search

Check the boxes for the contribution records that you are **including** in the deposit.

*In my example I ran a search query using the search utility on the right to only include recent contributions from this year (2015) after that I select the **5** contribution records I wanted to include in the deposit.*

File Edit

Deposit Details

Committee: Ramsey for Office

Date: 2/25/2015

Deposit Amount: 8,700.00

Bank Account: First National Bank

Comment:

Deposited

Deposit Ticket

Sequence	Ref ID	Name	Item Date	Check#	Amount
1	2246	Alfred, Tyrone	1/25/2015		\$500.00
2	2247	Aabel, Jenifer	1/24/2015	2434	\$50.00
3	2248	Aalgaard, Heather	2/24/2015	1654	\$2,800.00
4	2249	Aaron, Beverly	1/13/2015	2211	\$350.00
5	2250	Abraham, Meriam	2/5/2015	3366	\$5,000.00
					\$8,700.00

Contributions | Loans | Receipts | Expenditure Refunds | Transfers In

Contributions [6 records found]

ID	Fec Use	Voter ID	Last Name	First Name	MI	Date	Check #	CC Type	Amount	Include in Deposit	Memo	Batch Code
2245	Federal	405	Alfred	Tyrone	Clark	1/26/2015			\$0.00	<input type="checkbox"/>		
2246	Federal	405	Alfred	Tyrone	Clark	1/25/2015			\$500.00	<input checked="" type="checkbox"/>		
2247	Federal	128297	Aabel	Jenifer	Da...	1/24/2015	2434		\$50.00	<input checked="" type="checkbox"/>	Test donation for kb on depositing dona...	02242015JAK
2248	Federal	8	Aalgaard	Heather	Allis...	2/24/2015	1654		\$2,800.00	<input checked="" type="checkbox"/>	Test donation for kb on making deposits.	02242015JAK
2249	Federal	46986	Aaron	Beverly		1/13/2015	2211		\$350.00	<input checked="" type="checkbox"/>	Test for kb on making deposits	02242015JAK
2250	Federal	128528	Abraham	Meriam		2/5/2015	3366		\$5,000.00	<input checked="" type="checkbox"/>	Test for kb on making deposit.	02242015JAK
									\$8,700.00	5		

Include All

Clear All

Date Range

From: 1/ 1/2015

To: 2/25/2015

Memo

Search

Select the contribution(s) to include in your deposit.

Filter contributions by date range.

Logon = Joel Kristenson
Save Save and Close Print Cancel

When you're done selecting the contributions to include, check the box in the upper-left for ***Deposited***, select the date the money went to the bank, and choose the bank account it went too. Save-and-Close when you're finished.

File Edit
?

Deposit Details

Committee: Ramsey for Office

Date: 2/21/2015

Deposit Amount: 8,700.00

Bank Account: First National Bank

Comment:

Deposited

Deposit Ticket

Sequence	Ref ID	Name	Item Date	Check#	Amount
1	2246	Alfred, Tyrone	1/25/2015		\$500.00
2	2247	Aabel, Jenifer	1/24/2015	2434	\$50.00
3	2248	Aalgaard, Heather	2/24/2015	1654	\$2,800.00
4	2249	Aaron, Beverly	1/13/2015	2211	\$350.00
5	2250	Abraham, Meriam	2/5/2015	3366	\$5,000.00
Σ					\$8,700.00

Contributions | Loans | Receipts | Expenditure Refunds | Transfers In

Contributions [6 records found]

ID	Fec Use	Voter ID	Last Name	First Name	MI	Date	Check #	CC Type	Amount	Include in Deposit	Memo	
2245	Federal	405	Alfred	Tyrone	Clark	1/26/2015			\$0.00	<input type="checkbox"/>		
2246	Federal	405	Alfred	Tyrone	Clark	1/25/2015			\$500.00	<input checked="" type="checkbox"/>		
2247	Federal	128297	Aabel	Jenifer	Da...	1/24/2015	2434		\$50.00	<input checked="" type="checkbox"/>	Test donation	
2248	Federal	8	Aalgaard	Heather	Allis...	2/24/2015	1654		\$2,800.00	<input checked="" type="checkbox"/>	Test donation	
2249	Federal	46986	Aaron	Beverly		1/13/2015	2211		\$350.00	<input checked="" type="checkbox"/>	Test for kb on	
2250	Federal	128528	Abraham	Meriam		2/5/2015	3366		\$5,000.00	<input checked="" type="checkbox"/>	Test for kb on	
									Σ	\$8,700.00	5	

Include All

Clear All

Date Range

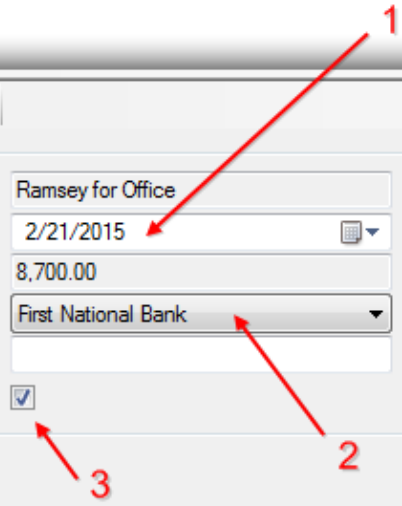
From: 1/ 1/2015

To: 2/25/2015

Memo

Search

Logon = Joel Kristenson
Save Save and Close Print Cancel



Once you're back in the **Deposits** list, click **[Search]** to refresh the list, which by default will display the most recent deposit at the top. *Below is an example of what mine looked like.*

Click [Search] to refresh

Search Reset + New [Icons] File Edit Deposits List

Favorites General SQL

Date Range: <custom, according to dates below> to
 Amount Range: minimum to maximum
 Contains credit card contributions
 Deposit ID: [Text Box]

Include Exclude Sort Format Export Print Pivot

Deposits List [56 records found]


Incl	ID	Date	Amount	Deposited	Deposit Bank	Deposit Account	Total Credit Card Contributions	Total Other Contributions	Comment
<input checked="" type="checkbox"/>	55	2/21/2015	8,700.00	<input checked="" type="checkbox"/>	First National Bank		.00	8,700.00	
<input checked="" type="checkbox"/>	54	5/25/2012	2,979.12	<input checked="" type="checkbox"/>	First National Bank		504.12	2,475.00	
<input checked="" type="checkbox"/>	53	2/22/2012	200.00	<input checked="" type="checkbox"/>	First National Bank		.00	200.00	
<input checked="" type="checkbox"/>	52	1/18/2012	1,500.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,500.00	
<input checked="" type="checkbox"/>	50	7/28/2011	1,000.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,000.00	
<input checked="" type="checkbox"/>	51	6/7/2011	6,830.00	<input checked="" type="checkbox"/>	First National Bank		.00	6,830.00	
<input checked="" type="checkbox"/>	49	4/13/2011	1,650,094.50	<input checked="" type="checkbox"/>	First National Bank		1,030.00	1,649,064.50	
<input checked="" type="checkbox"/>	48	12/1/2010	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	47	7/28/2010	200.00	<input checked="" type="checkbox"/>	First National Bank		.00	200.00	
<input checked="" type="checkbox"/>	46	6/24/2010	5,500.00	<input checked="" type="checkbox"/>	First National Bank		.00	5,500.00	
<input checked="" type="checkbox"/>	44	6/3/2010	2,600.00	<input checked="" type="checkbox"/>	First National Bank		.00	2,600.00	
<input checked="" type="checkbox"/>	45	5/19/2010	450.00	<input checked="" type="checkbox"/>	First National Bank		.00	450.00	
<input checked="" type="checkbox"/>	43	5/6/2010	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	42	2/8/2010	575.00	<input checked="" type="checkbox"/>	First National Bank		.00	575.00	
<input checked="" type="checkbox"/>	40	7/21/2009	12.50	<input checked="" type="checkbox"/>	First National Bank		.00	12.50	
<input checked="" type="checkbox"/>	39	4/14/2009	510.00	<input checked="" type="checkbox"/>	First National Bank		10.00	500.00	
Σ	56		1,702,979.62	45			1,744.12	1,700,210.44	

This completes the deposit process, as a note, if you have **Loans, Receipts, Expenditure Refunds, or Transfer Ins** you can also include them in the deposit slip by navigating through the different tabs. (*Screenshot below*).

The screenshot shows the TrailBlazer software interface for creating a deposit slip. On the left, the 'Deposit Details' section includes fields for Committee (Ramsey for Office), Date (2/26/2015), Deposit Amount (.00), Bank Account (First National Bank), Comment, and a Deposited checkbox. On the right, the 'Deposit Ticket' table shows a total amount of \$0.00. Below these sections, a row of tabs is visible: Contributions, Loans, Receipts, Expenditure Refunds, and Transfers In. The 'Loans' tab is highlighted with a red box, and a red arrow points to it. Below the tabs, a table titled 'Loans [3 records found]' displays the following data:

ID	Company Name	Last Name	First Name	Date	Check #	Amount	Include in Deposit
4		Gibson	James	1/2/2012		\$5,000.00	<input type="checkbox"/>
5	Wells Fargo Bank			1/2/2012		\$10,000.00	<input type="checkbox"/>
6	Wells Fargo Bank			2/26/2015	1234	\$500,000.00	<input type="checkbox"/>
						\$515,000.00	0

These tabs include other transactions you can include in the deposit.

 **Tip:** If you have unused deposit records, you can sort your **Deposits** list in descending order by those that haven't been used, and re-use an old one (*since you can't delete the record once it's been created as of the time this kb was put together*). *Image below with details regarding this tip.*

Search Reset + New [Icons] File Edit Deposits List

Favorites General SQL

Date Range: <custom, according to dates below> [Calendar] to [Calendar]
 Amount Range: minimum to maximum
 Contains credit card contributions
 Deposit ID: [Text Box]

Click twice on the column header to sort in descending order, and display and unused/incomplete deposits.

Include Exclude Sort Format Export Print Pivot

Deposits List [56 records found]

Incl	ID	Date	Amount	Deposited	Deposit Bank	Deposit Account	Total Credit Card Contributions	Total Other Contributions	Comment
<input checked="" type="checkbox"/>	48	12/1/2010	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	43	5/6/2010	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	32	8/24/2007	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	29	7/10/2007	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	38	4/12/2007	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	21	2/5/2007	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	19	1/26/2007	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	16	9/19/2006	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	13	9/19/2006	.00	<input type="checkbox"/>	First National Bank		.00	.00	
<input checked="" type="checkbox"/>	10	6/5/2006	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	0	2/13/2006	.00	<input type="checkbox"/>	Bank of America	Bank of America	.00	.00	
<input checked="" type="checkbox"/>	55	2/21/2015	8,700.00	<input checked="" type="checkbox"/>	First National Bank		.00	8,700.00	
<input checked="" type="checkbox"/>	54	5/25/2012	2,979.12	<input checked="" type="checkbox"/>	First National Bank		504.12	2,475.00	
<input checked="" type="checkbox"/>	53	2/22/2012	200.00	<input checked="" type="checkbox"/>	First National Bank		.00	200.00	
<input checked="" type="checkbox"/>	52	1/18/2012	1,500.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,500.00	
<input checked="" type="checkbox"/>	50	7/20/2011	1,000.00	<input checked="" type="checkbox"/>	First National Bank		.00	1,000.00	
<input checked="" type="checkbox"/>	56		1,702,979.62	45			1,744.12	1,700,210.44	



Trail Blazer™

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

#3 Related Resources

Article: [Delete a Contribution](#)

Article: [Delete an Invoice/Payment](#)

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

3rd Party Resource (Article): [FEC Treasurer Best Practices](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

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

t **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team. [Click here](#) to view our calendar for upcoming classes and events feel free to sign up other members on your team for the same training.*

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

* This service is included in your contract.