

**Author:** Joel Kristenson  
**Last Updated:** 2015-04-16

## Overview

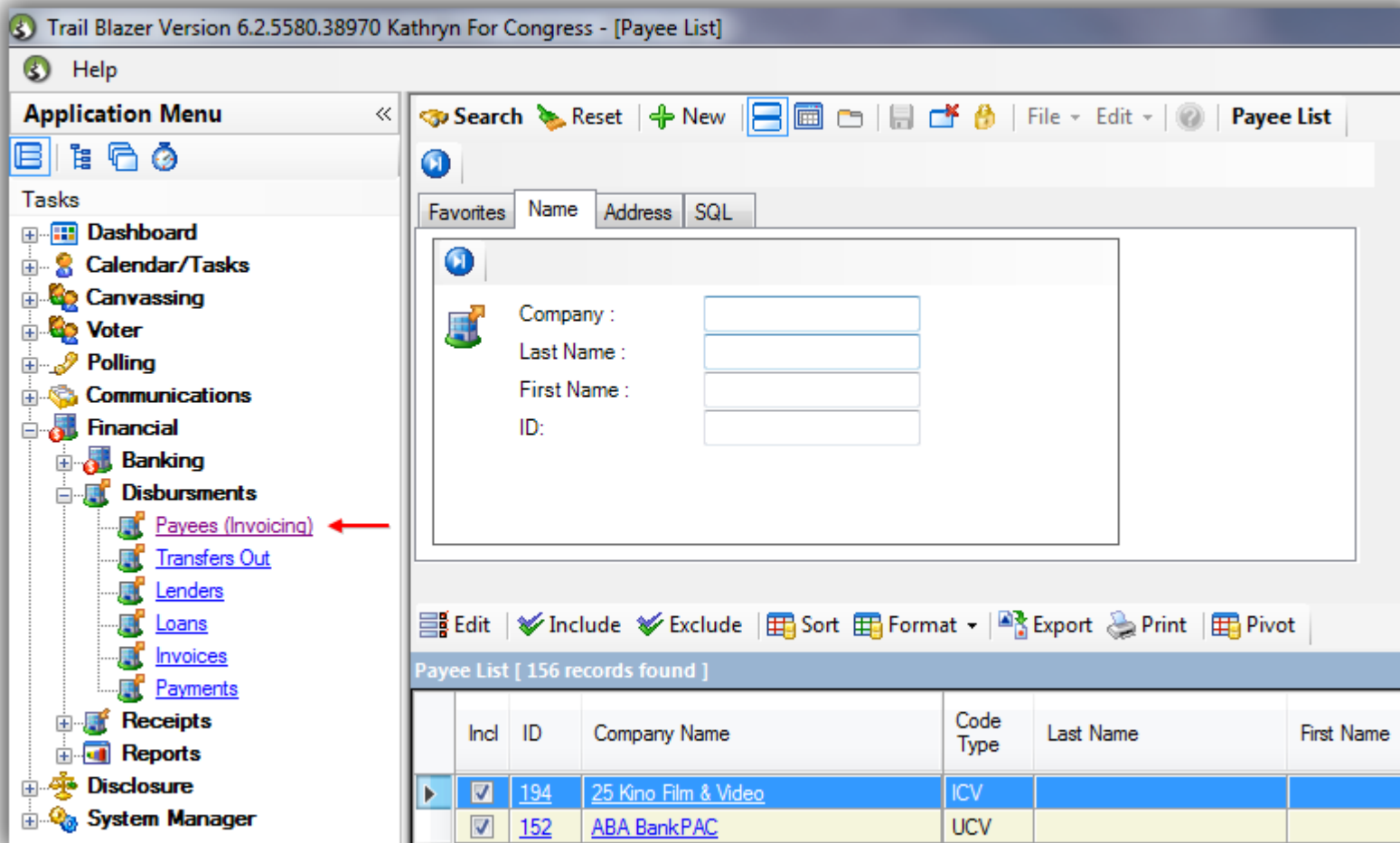
This article walks through the steps to create an **invoice**, and make a **payment** against it using the new financial system released *4/12/2015*. It also covers the steps to create a **refund**, and the corresponding **deduction**.

*This article is primarily intended for **political campaigns**, but nonprofits using the financial tools can use this as a guide with the new changes that were released **4/12/2015**.*

## Steps

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

Follow **Application Menu > Financial > Disbursements > Payees (Invoicing)**



Trail Blazer Version 6.2.5580.38970 Kathryn For Congress - [Payee List]

Help

Application Menu <<

Tasks

- Dashboard
- Calendar/Tasks
- Canvassing
- Voter
- Polling
- Communications
- Financial
  - Banking
  - Disbursements
    - Payees (Invoicing) ←
    - Transfers Out
    - Lenders
    - Loans
    - Invoices
    - Payments
  - Receipts
  - Reports
- Disclosure
- System Manager

Search Reset + New [Icons] File Edit [?] Payee List

Favorites Name Address SQL

Company :

Last Name :

First Name :

ID:

Edit Include Exclude Sort Format Export Print Pivot

Payee List [ 156 records found ]

Incl	ID	Company Name	Code Type	Last Name	First Name
<input checked="" type="checkbox"/>	194	25 Kino Film & Video	ICV		
<input checked="" type="checkbox"/>	152	ABA BankPAC	UCV		

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

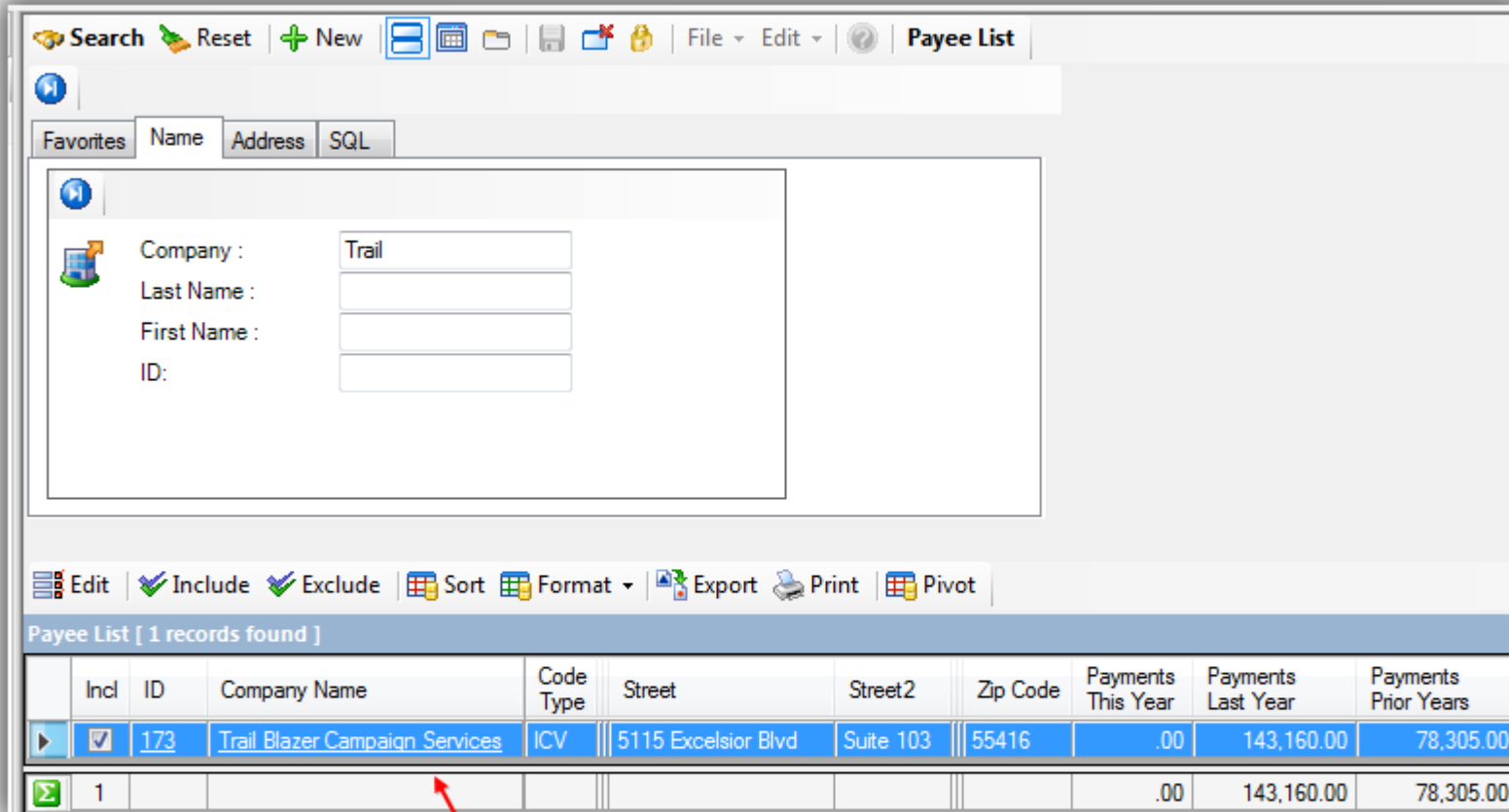
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Query for the Payee and open their record, *or* create a new payee if they don't yet exist. *I opted to open a pre-existing payee record for this example.*

Click on the payee record to open it. *(In my example I used Trail Blazer).*

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

--- Query for your payee record, or click [+ New] to begin adding a new one. ---



Payee List [ 1 records found ]

Incl	ID	Company Name	Code Type	Street	Street2	Zip Code	Payments This Year	Payments Last Year	Payments Prior Years
<input checked="" type="checkbox"/>	173	Trail Blazer Campaign Services	ICV	5115 Excelsior Blvd	Suite 103	55416	.00	143,160.00	78,305.00
<input type="checkbox"/>	1						.00	143,160.00	78,305.00

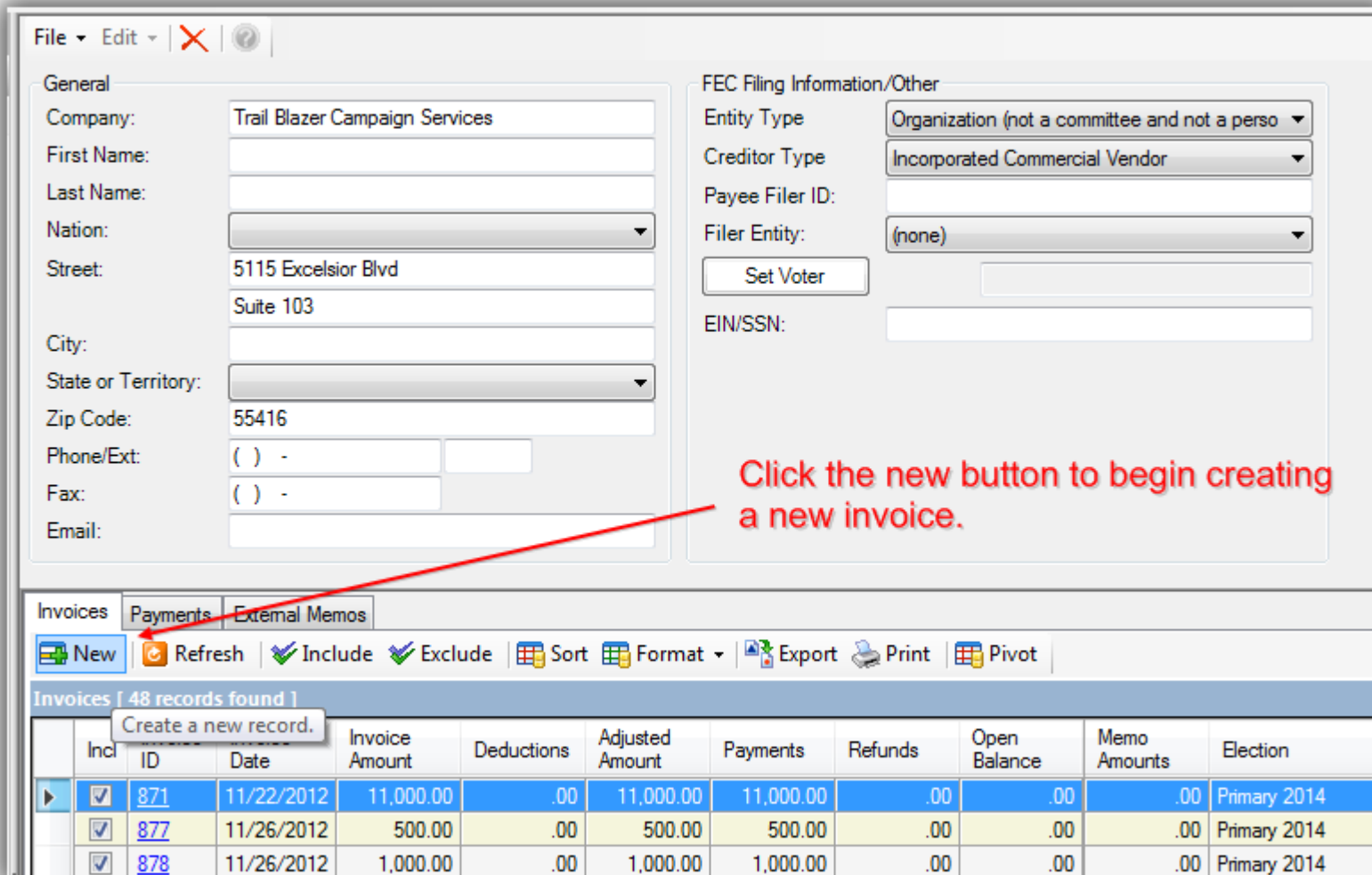
Click on the payee's name to open the payee record.

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Click **[+ New]** under the **Invoices** tab, *or* if you've previously created an invoice, click on the underlined **blue Invoice ID** to open that invoice record.  
*In my example I created a new invoice record.*

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



**General**

Company: Trail Blazer Campaign Services

First Name:

Last Name:

Nation:

Street: 5115 Excelsior Blvd  
Suite 103

City:

State or Territory:

Zip Code: 55416

Phone/Ext: ( ) -

Fax: ( ) -

Email:

**FEC Filing Information/Other**

Entity Type: Organization (not a committee and not a perso

Creditor Type: Incorporated Commercial Vendor

Payee Filer ID:

Filer Entity: (none)

Set Voter

EIN/SSN:

**Click the new button to begin creating a new invoice.**

Invoices | Payments | External Memos

New Refresh Include Exclude Sort Format Export Print Pivot

Invoices [ 48 records found ]

Incl	ID	Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election
<input checked="" type="checkbox"/>	871	11/22/2012	11,000.00	.00	11,000.00	11,000.00	.00	.00	.00	Primary 2014
<input checked="" type="checkbox"/>	877	11/26/2012	500.00	.00	500.00	500.00	.00	.00	.00	Primary 2014
<input checked="" type="checkbox"/>	878	11/26/2012	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2014

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Fill out all the information related to the invoice i.e. Date, Amount, Expense Category, Expenditure Type, Election, Event (if applicable), and a description. *If you have questions on how to categorize an invoice you should contact your FEC analysts (800-424-9530).*

Below is my example invoice, click **Save** when finished.

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

**Create New Invoice Card**

File Edit

Payee: Trail Blazer Campaign Services

Date: 1/13/2015

Original Amount: 1,200.00

Expense Category: Administrative/Salary/Overhead Expenses

Expenditure Type: Regular Committee Operating Expense

Election: Primary 2016

Event: Action of PA huge bash

Description: Description goes here...

**Fill out all of the information for your invoice.**

Payments Refunds Deductions Summary

New Refresh Include Exclude Sort Format Export Print Pivot

Invoice Payments

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

Logon = Joel Kristenson

Save Save and Close Cancel



## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Next click the **[+ New]** button under the **Payments** tab.

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

**Create New Invoice Card**

File Edit | X | ?

Payee: Trail Blazer Campaign Services

Date: 1/13/2015

Original Amount: 1,200.00

Expense Category: Administrative/Salary/Overhead Expenses

Expenditure Type: Regular Committee Operating Expense

Election: Primary 2016

Event: Action of PA huge bash

Description: Description goes here...

Payments Refunds Deductions Summary

New Refresh Include Exclude Sort Format Export Print Pivot

Invoice Payments

Inc.	Create a new record. ID	Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
0			.00			0	.00		

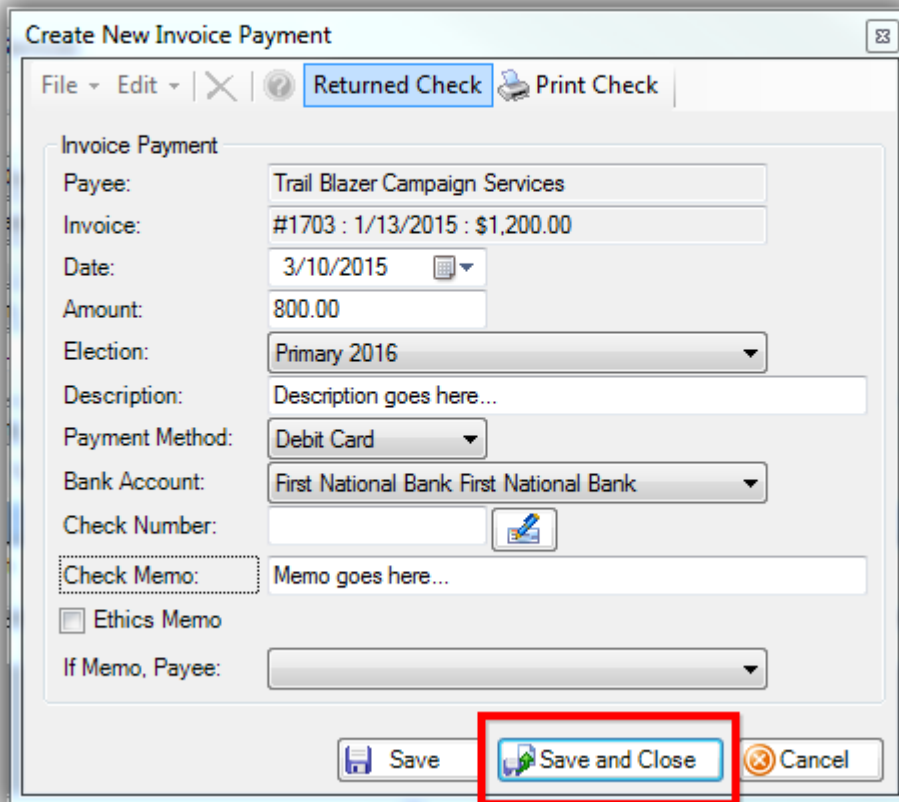
Logon = Joel Kristenson

Save Save and Close Cancel

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

Fill out all of the information for your payment record, click **[Save and Close]** once complete.

Fill out all of the information for your payment against the invoice i.e. Date, Amount, Memo, Election, Payment Type, Etc.




The screenshot shows a software window titled "Create New Invoice Payment". The window has a menu bar with "File", "Edit", and "Print Check". Below the menu bar, there are several input fields and dropdown menus. The "Payee" field is set to "Trail Blazer Campaign Services". The "Invoice" field shows "#1703 : 1/13/2015 : \$1,200.00". The "Date" field is set to "3/10/2015". The "Amount" field is set to "800.00". The "Election" dropdown menu is set to "Primary 2016". The "Description" field contains "Description goes here...". The "Payment Method" dropdown menu is set to "Debit Card". The "Bank Account" dropdown menu is set to "First National Bank First National Bank". The "Check Number" field is empty. The "Check Memo" field contains "Memo goes here...". There is an "Ethics Memo" checkbox which is unchecked. The "If Memo, Payee" dropdown menu is empty. At the bottom of the window, there are three buttons: "Save", "Save and Close", and "Cancel". The "Save and Close" button is highlighted with a red box.

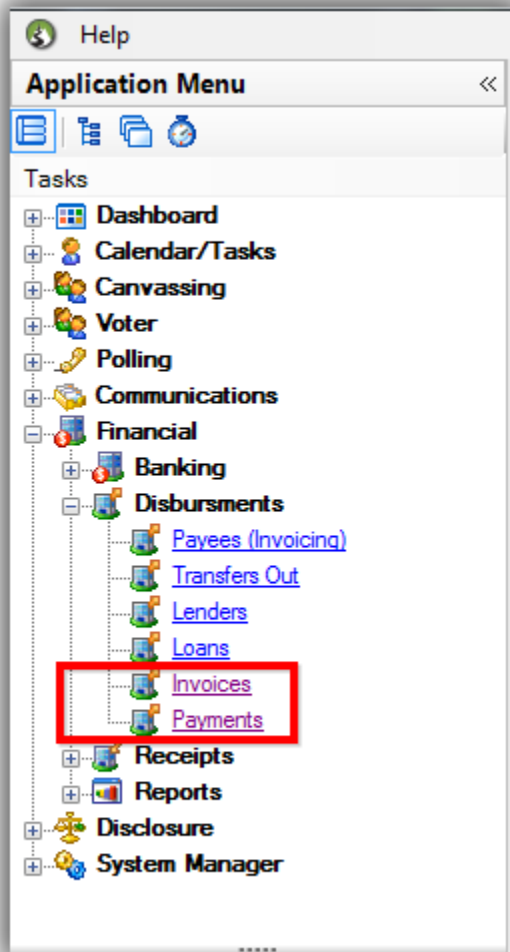
At this point you're finished, you'll of course need to go through the steps again if you are breaking up the invoice into multiple payments.

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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 **Tip:** You can run reports for payments, and invoices from their corresponding lists in the database:

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



Continue reading to learn how to create a **Refund** and corresponding **Deduction**.

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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If one of your Payees refunds part or all of a payment, open the Payee record and click on the **Invoice ID**. *In this example I used Trail Blazer as the Payee, and clicked on Invoice ID **1678**.*

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

File ▾ Edit ▾
✕
?

**General**

Company: Trail Blazer Campaign Services

First Name:

Last Name:

Nation: ▾

Street: 5115 Excelsior Blvd  
Suite 103

City:

State or Territory: ▾

Zip Code: 55416

Phone/Ext: ( ) -

Fax: ( ) -

Email:

**FEC Filing Information/Other**

Entity Type: Organization (not a committee and not a perso ▾)

Creditor Type: Incorporated Commercial Vendor ▾

Payee Filer ID:

Filer Entity: (none) ▾

EIN/SSN:

Invoices | **Payments** | External Memos

Include
  Exclude
 
 ▾

Invoices [ 49 records found ]

	Incl	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election
	<input checked="" type="checkbox"/>	<a href="#">1703</a>	1/13/2015	1,200.00	.00	1,200.00	800.00	.00	400.00	.00	Primary 2016
	<input checked="" type="checkbox"/>	<a href="#">1678</a>	10/26/2014	.00	.00	.00	.00	.00	.00	.00	General 2014
	<input checked="" type="checkbox"/>	<a href="#">1674</a>	10/23/2014	75.00	.00	75.00	75.00	.00	.00	.00	General 2014
	<input checked="" type="checkbox"/>	<a href="#">1660</a>	10/11/2014	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	General 2014
	<input checked="" type="checkbox"/>	<a href="#">1648</a>	1/30/2014	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	General 2014

Click on the Invoice ID to open the invoice record.

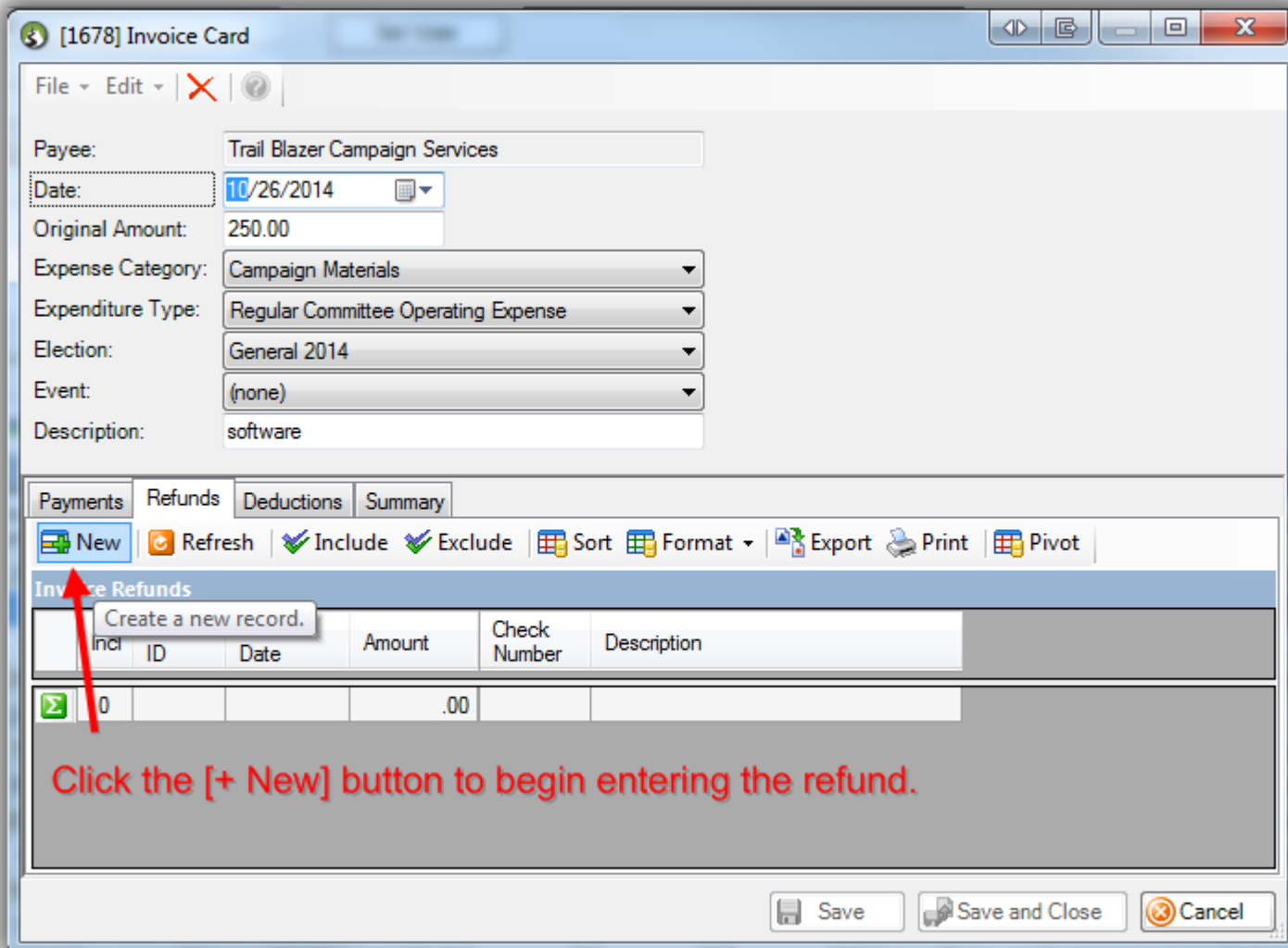
## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Then click the **[+ New]** button under the **Refunds** tab.



# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



[1678] Invoice Card

File Edit X ?

Payee: Trail Blazer Campaign Services

Date: 10/26/2014

Original Amount: 250.00

Expense Category: Campaign Materials

Expenditure Type: Regular Committee Operating Expense

Election: General 2014

Event: (none)

Description: software

Payments Refunds Deductions Summary

New Refresh Include Exclude Sort Format Export Print Pivot

Invoice Refunds

Create a new record.

Inc	ID	Date	Amount	Check Number	Description
Σ	0		.00		

Click the [+ New] button to begin entering the refund.

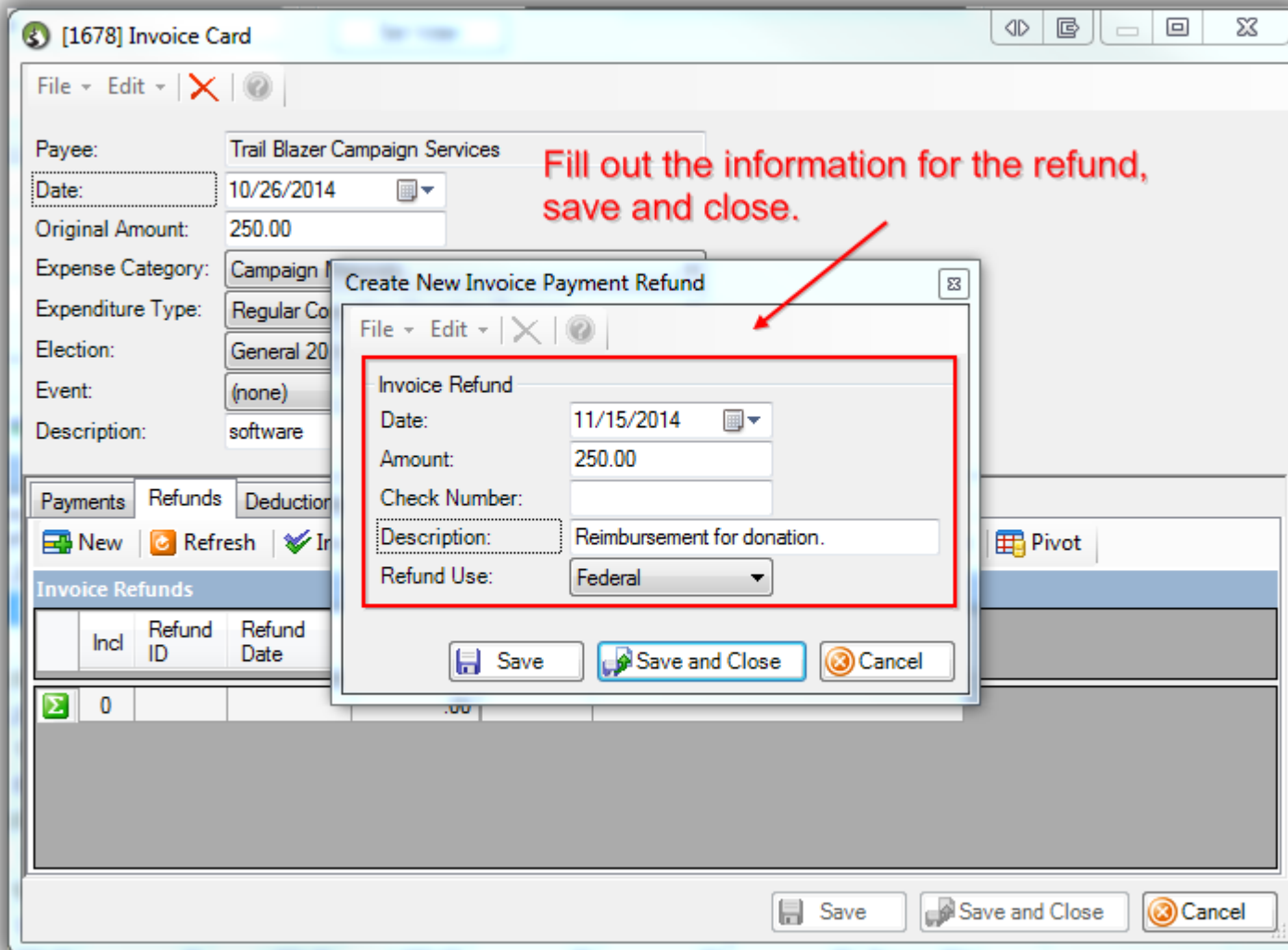
Save Save and Close Cancel

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Fill out the information related to the refund, **save and close** when you're finished. *In my example I recorded the refund as a full refund, and the date it occurred was still in the same reporting period as the payment that was made initially.*

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



**Fill out the information for the refund, save and close.**

**Invoice Card** [1678]

Payee: Trail Blazer Campaign Services  
Date: 10/26/2014  
Original Amount: 250.00  
Expense Category: Campaign  
Expenditure Type: Regular Co  
Election: General 20  
Event: (none)  
Description: software

**Create New Invoice Payment Refund**

Invoice Refund  
Date: 11/15/2014  
Amount: 250.00  
Check Number:  
Description: Reimbursement for donation.  
Refund Use: Federal

Save Save and Close Cancel

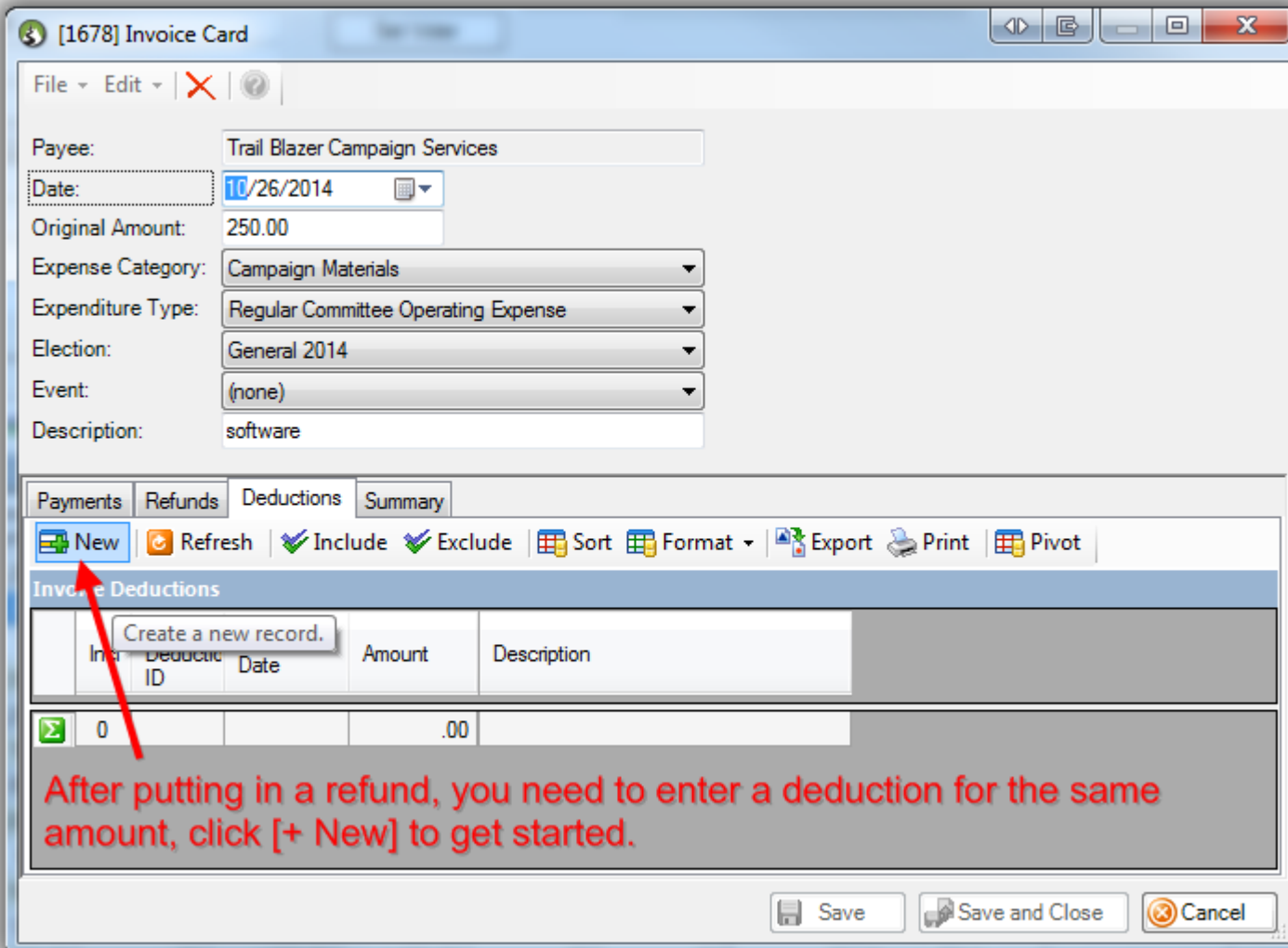
## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Next you **need** to create a **Deduction** to offset the refund so your finances balance out correctly, and so that the data reflects on your FEC (*if federal campaign*) reports correctly.

Navigate to the **Deductions** tab and click **[+ New]**.

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



[1678] Invoice Card

File Edit

Payee: Trail Blazer Campaign Services

Date: 10/26/2014

Original Amount: 250.00

Expense Category: Campaign Materials

Expenditure Type: Regular Committee Operating Expense

Election: General 2014

Event: (none)

Description: software

Payments Refunds Deductions Summary

New Refresh Include Exclude Sort Format Export Print Pivot

Invoice Deductions

Invoice ID	Deduction ID	Date	Amount	Description
Σ 0			.00	

Create a new record.

After putting in a refund, you need to enter a deduction for the same amount, click [+ New] to get started.

Save Save and Close Cancel

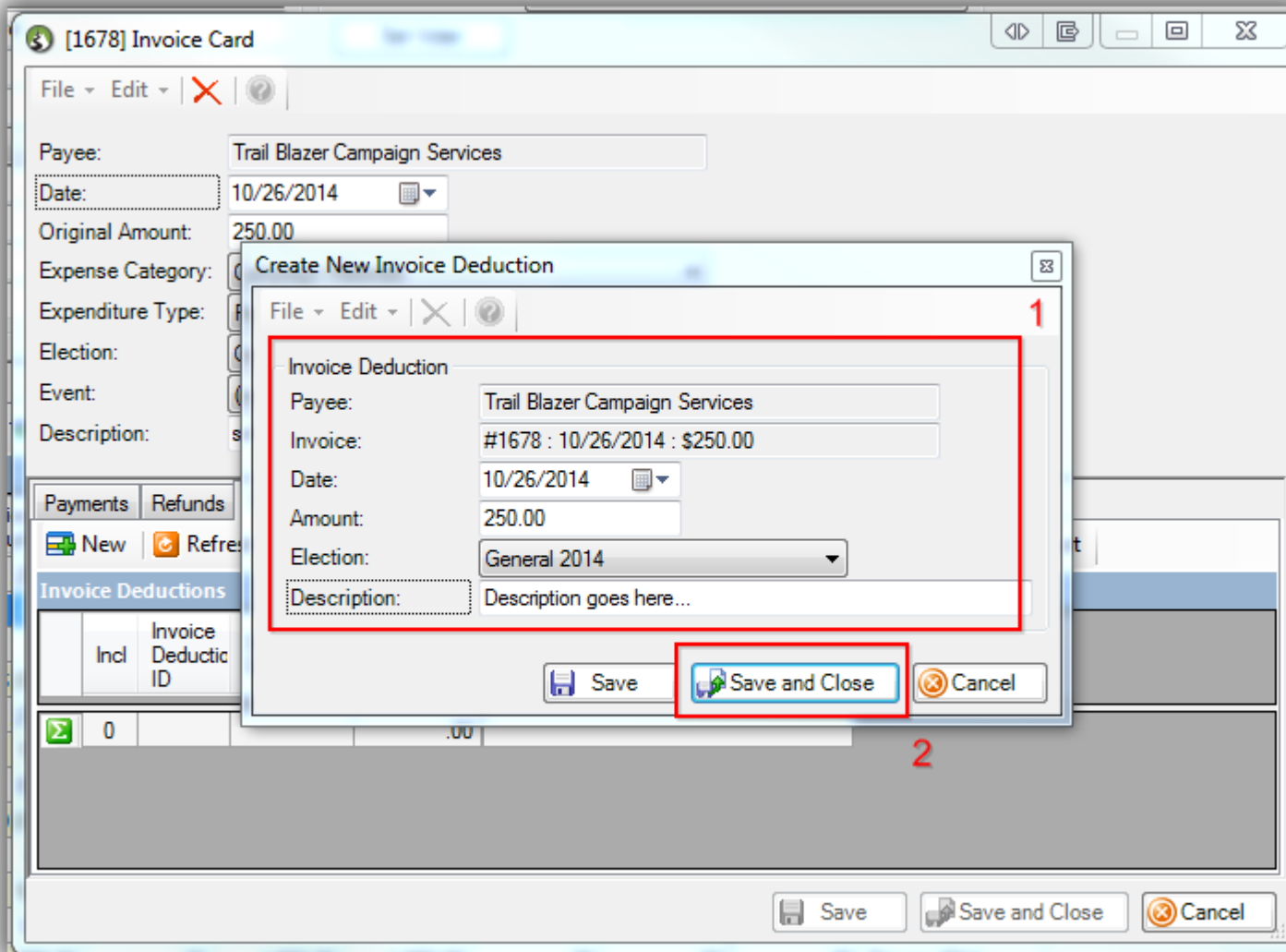
## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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Fill out the form, normally the deduction date and amount would be the same as the refund date/amount. Make sure you have the correct **election cycle** selected (it will default to the election that the invoice occurred on), and add a description.

**Save and close** once complete.

# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction



## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

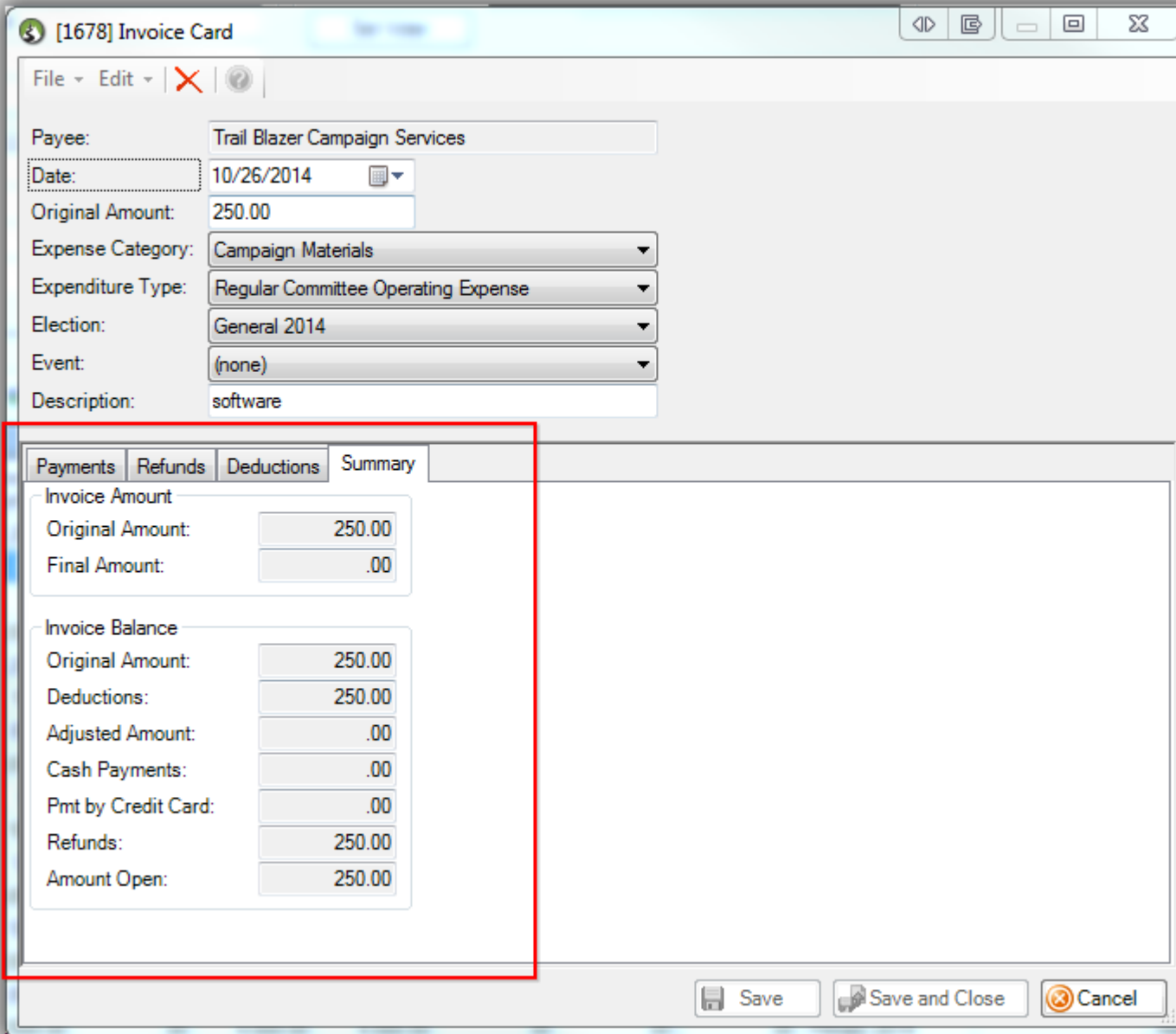
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The last tab on the invoice record is **Summary** where you can see all the details related to the invoice:



# How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

The summary tab displays details on the invoice.



The screenshot shows the 'Invoice Card' window for invoice [1678]. The 'Summary' tab is selected and highlighted with a red box. The window contains the following fields and values:

- Payee: Trail Blazer Campaign Services
- Date: 10/26/2014
- Original Amount: 250.00
- Expense Category: Campaign Materials
- Expenditure Type: Regular Committee Operating Expense
- Election: General 2014
- Event: (none)
- Description: software

The 'Summary' tab displays the following financial details:

Invoice Amount	
Original Amount:	250.00
Final Amount:	.00
Invoice Balance	
Original Amount:	250.00
Deductions:	250.00
Adjusted Amount:	.00
Cash Payments:	.00
Pmt by Credit Card:	.00
Refunds:	250.00
Amount Open:	250.00

At the bottom of the window, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.



## Trail Blazer™

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

## Related Resources

**Article:** [How to Enter an Invoice for a Payee](#)

**Article:** [How to Enter a New Payee](#)

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

## Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto: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.*

## How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction

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*\* This service is included in your contract.*