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

Author: Joel Kristenson
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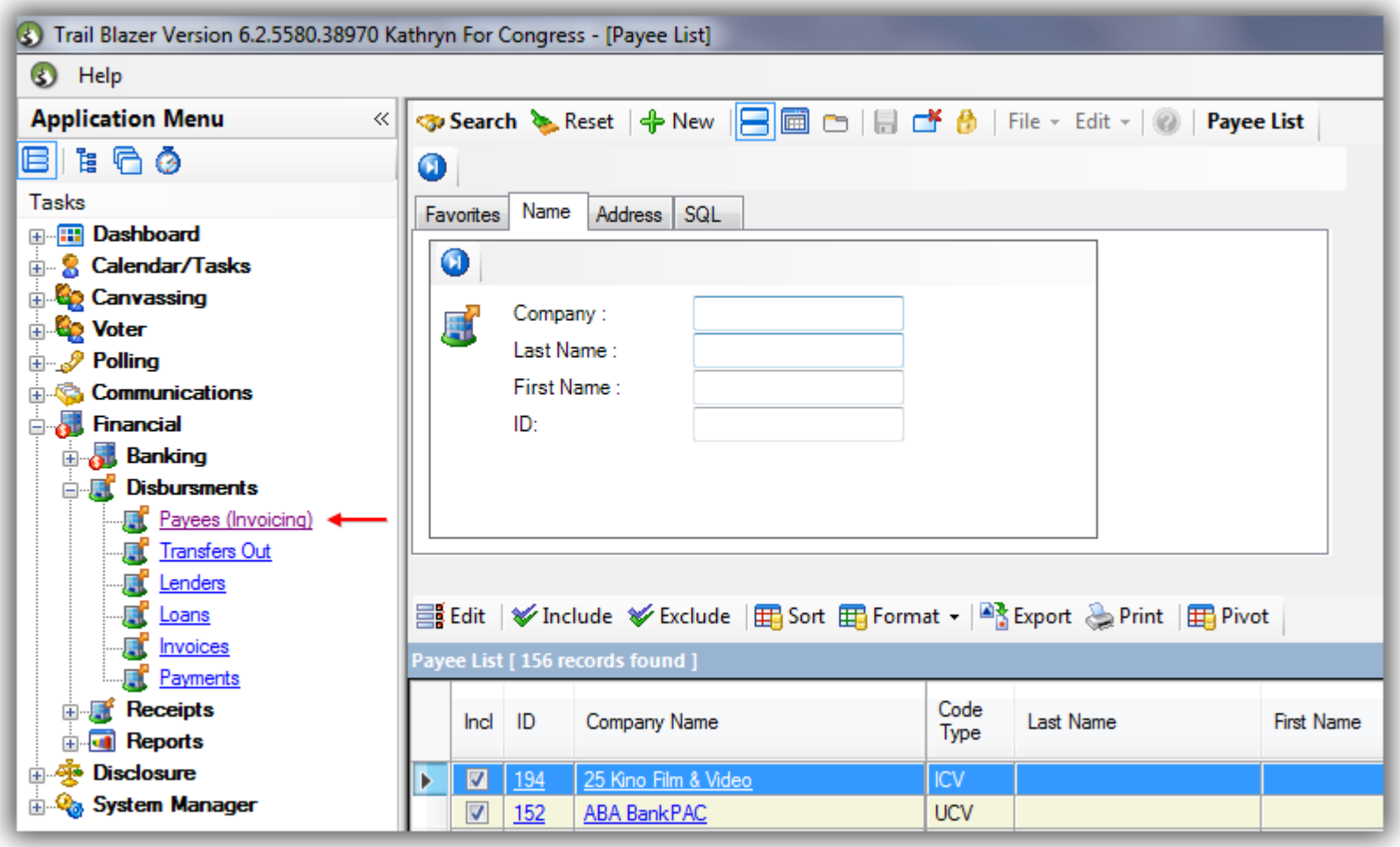
Overview

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

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



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*).

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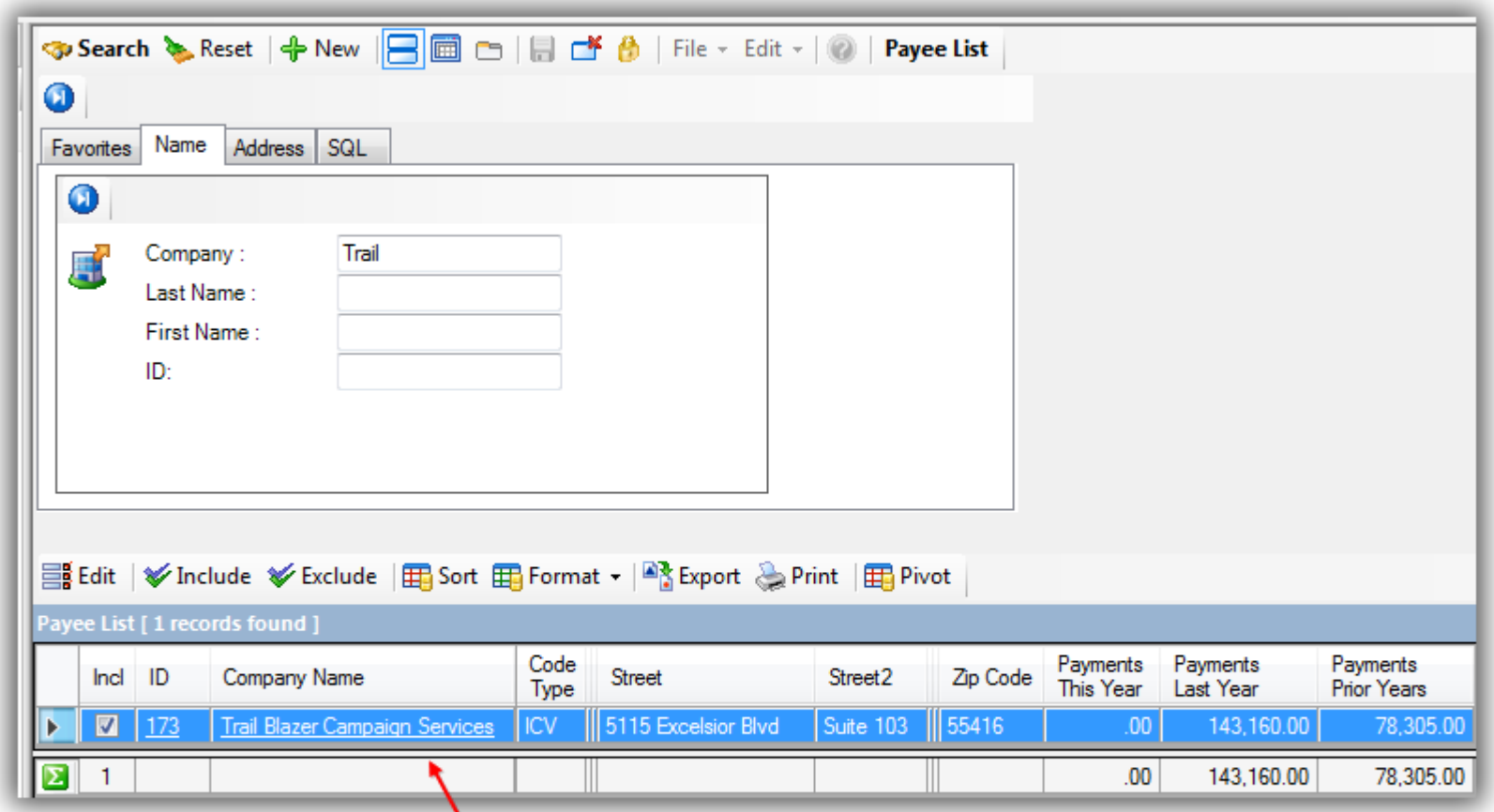
--- Query for your payee record, or click [+ New] to begin adding a new one. ---



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

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.

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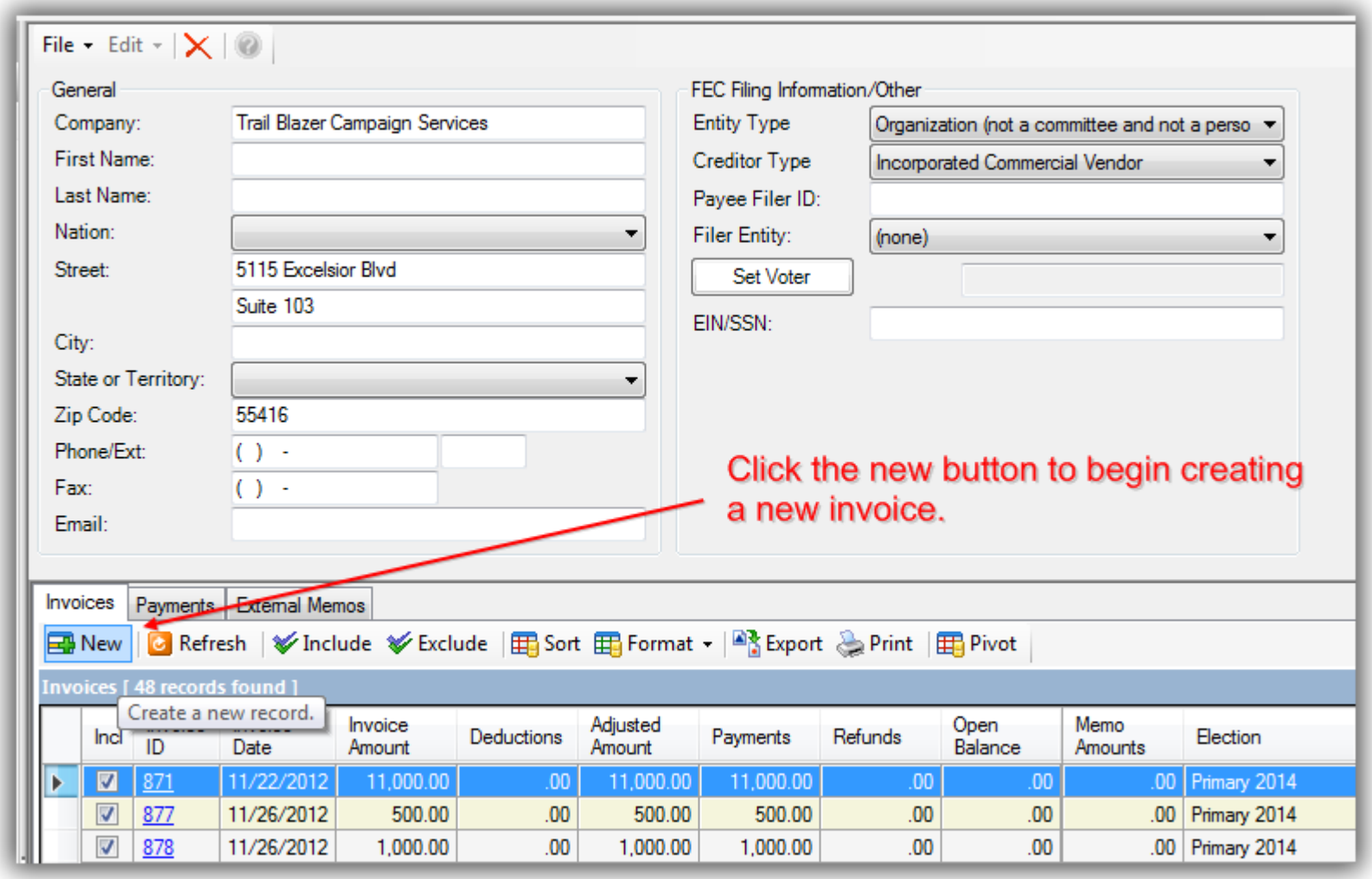

Fill out all the information related to the invoice i.e. Date, Amount, Expense Category, Expenditure Type, Election, Event (if applicable), and a description. *If you have questions on how to categorize an invoice you should contact your FEC analysts (**800-424-9530**).*

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

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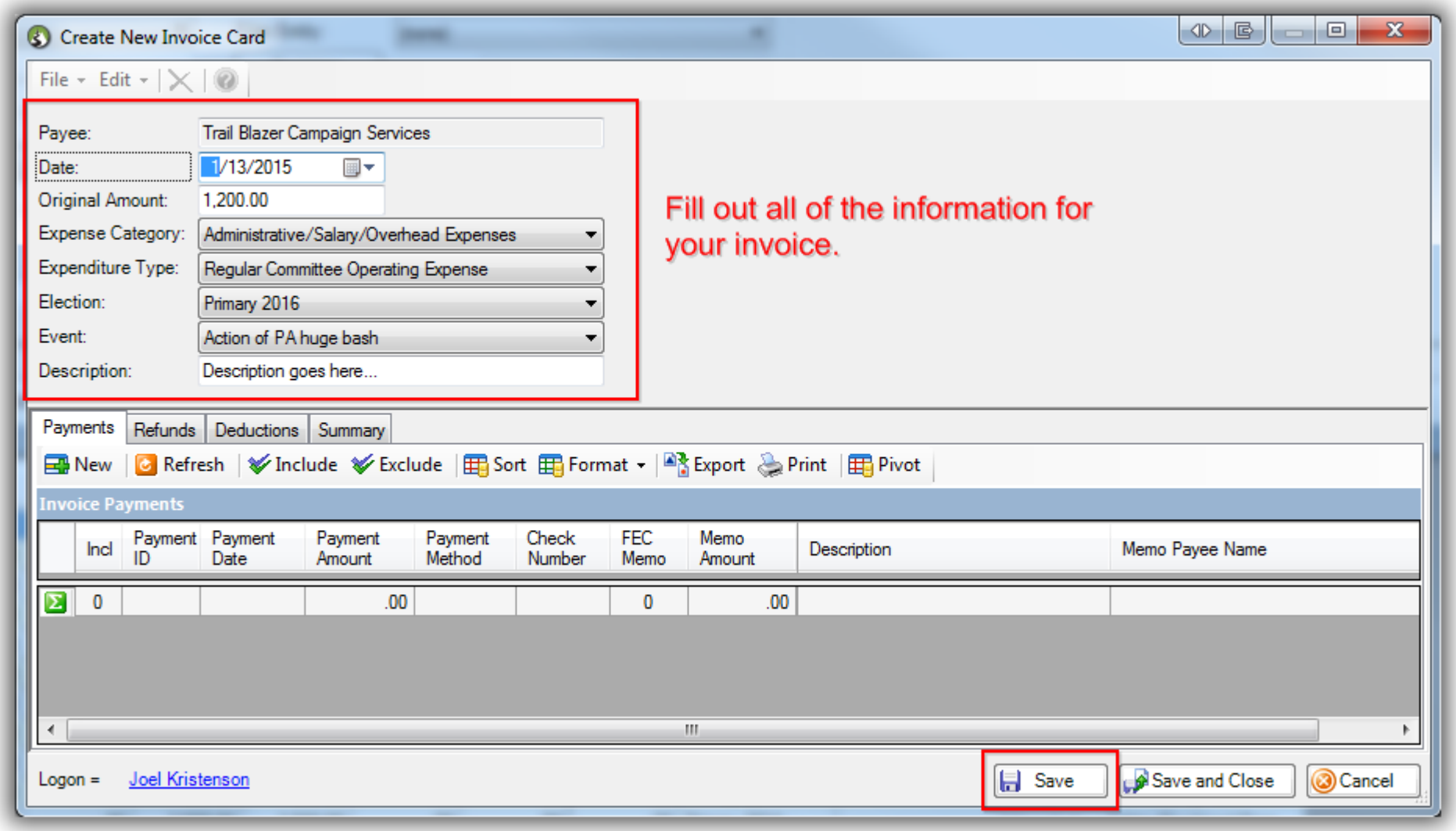

Next click the **[+ New]** button under the **Payments** tab.

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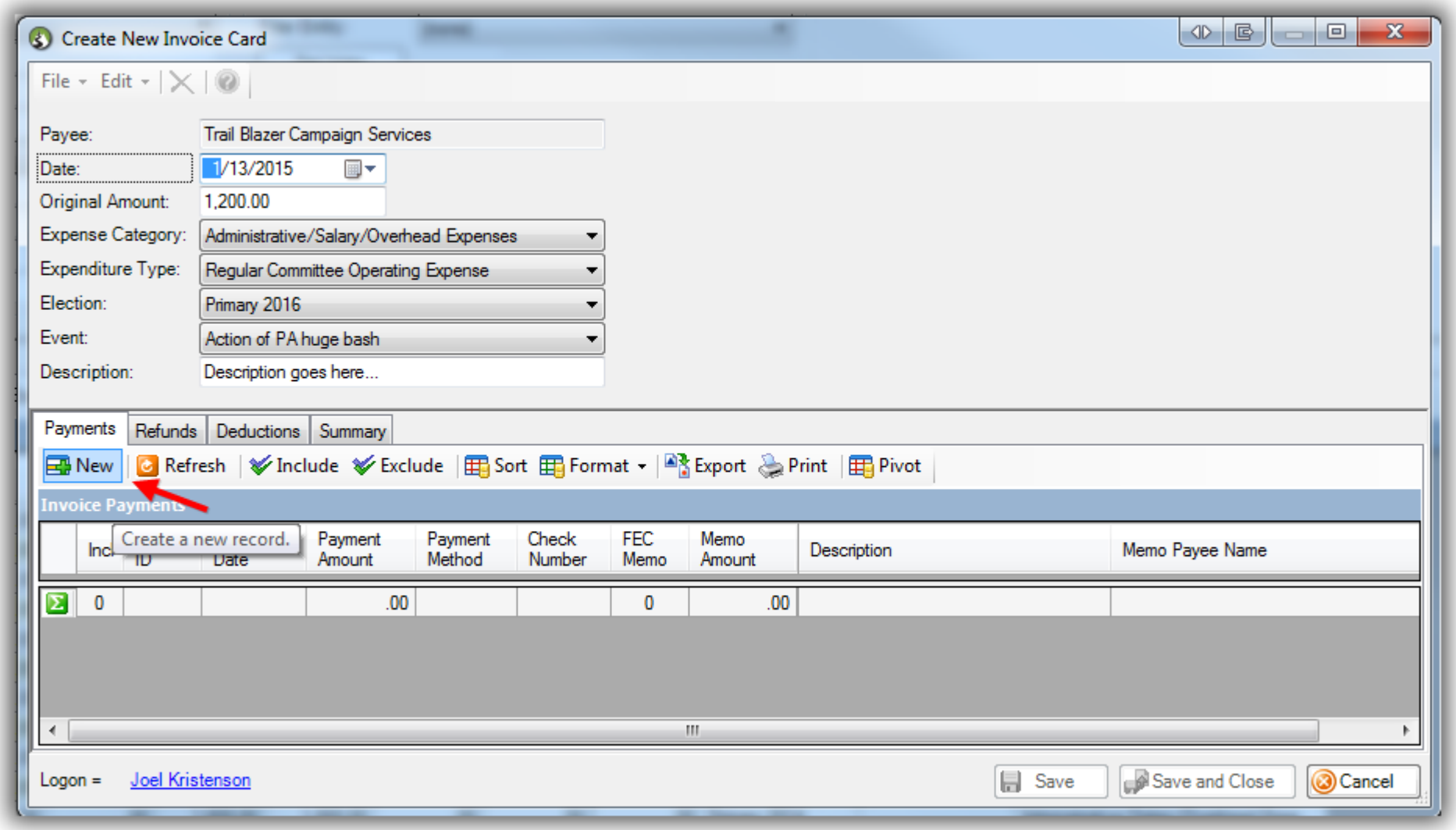
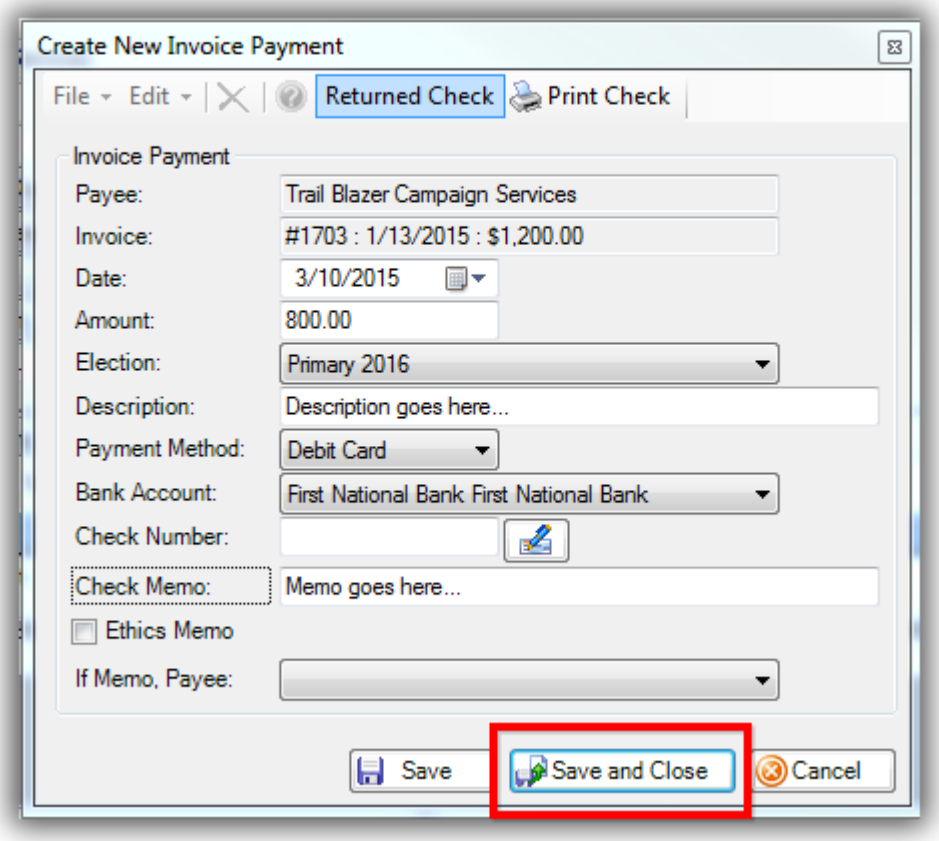


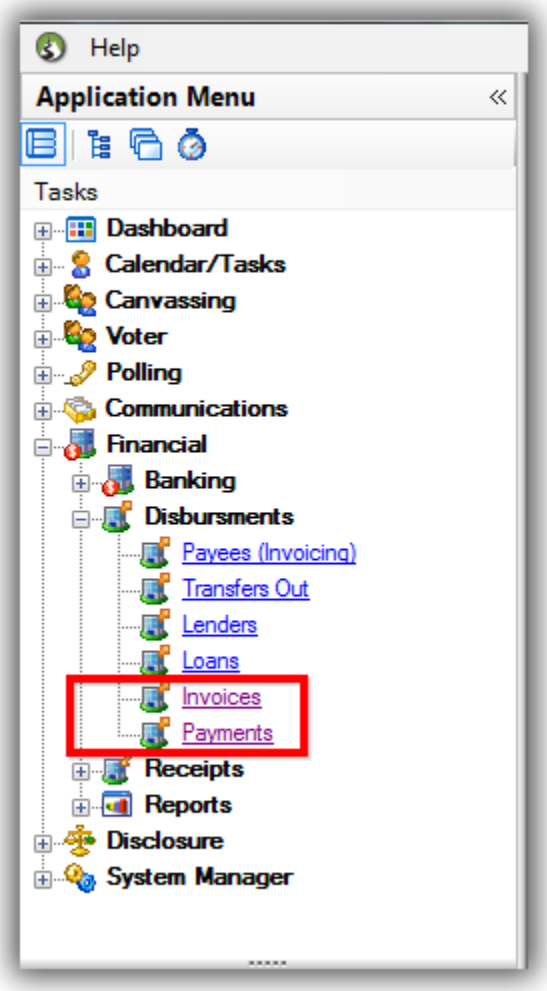
Fill out all of the information for your payment record, click **[Save and Close]** once complete.

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



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.

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



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

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**.*

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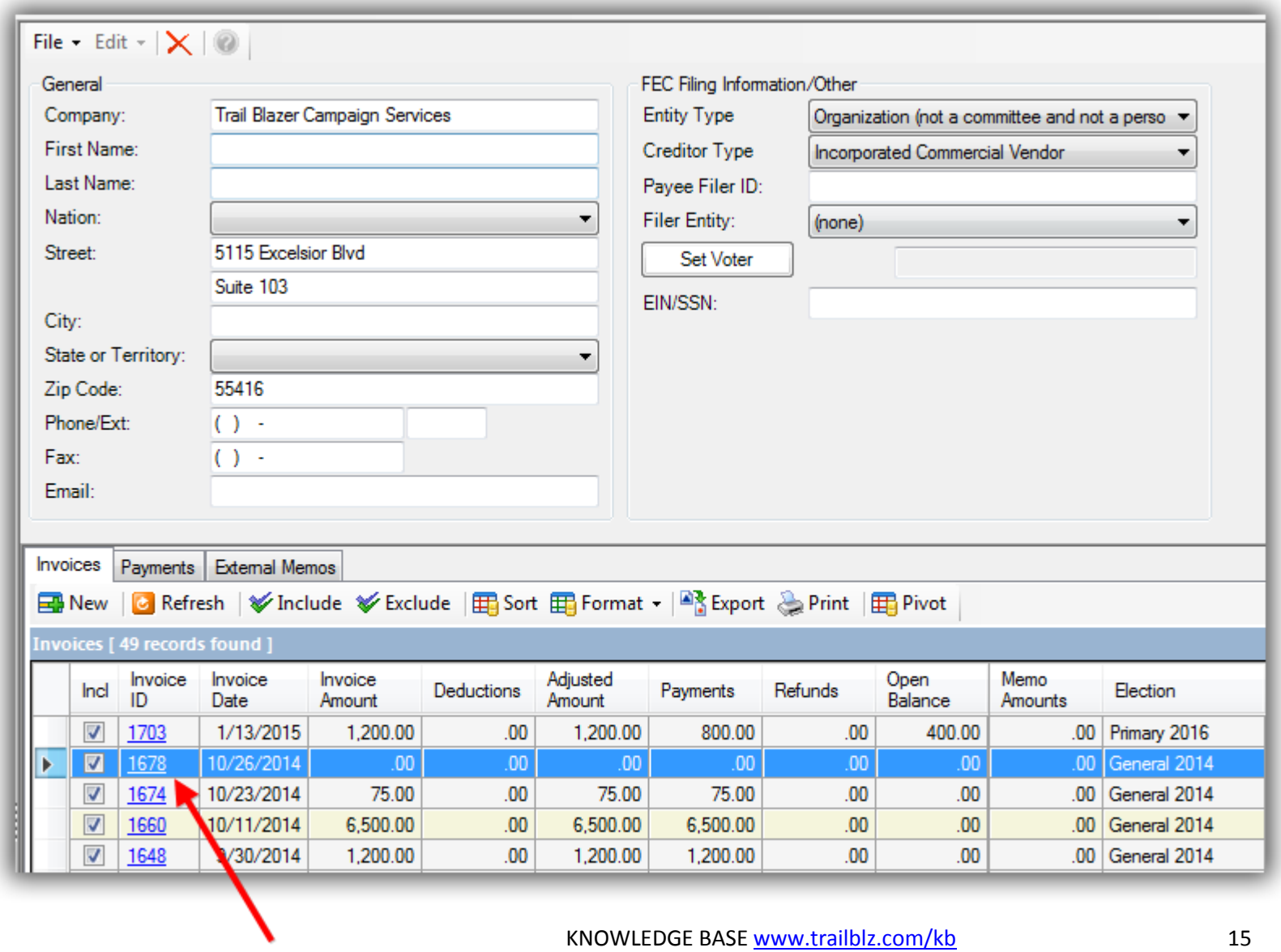

Click on the Invoice ID to open the invoice record.

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

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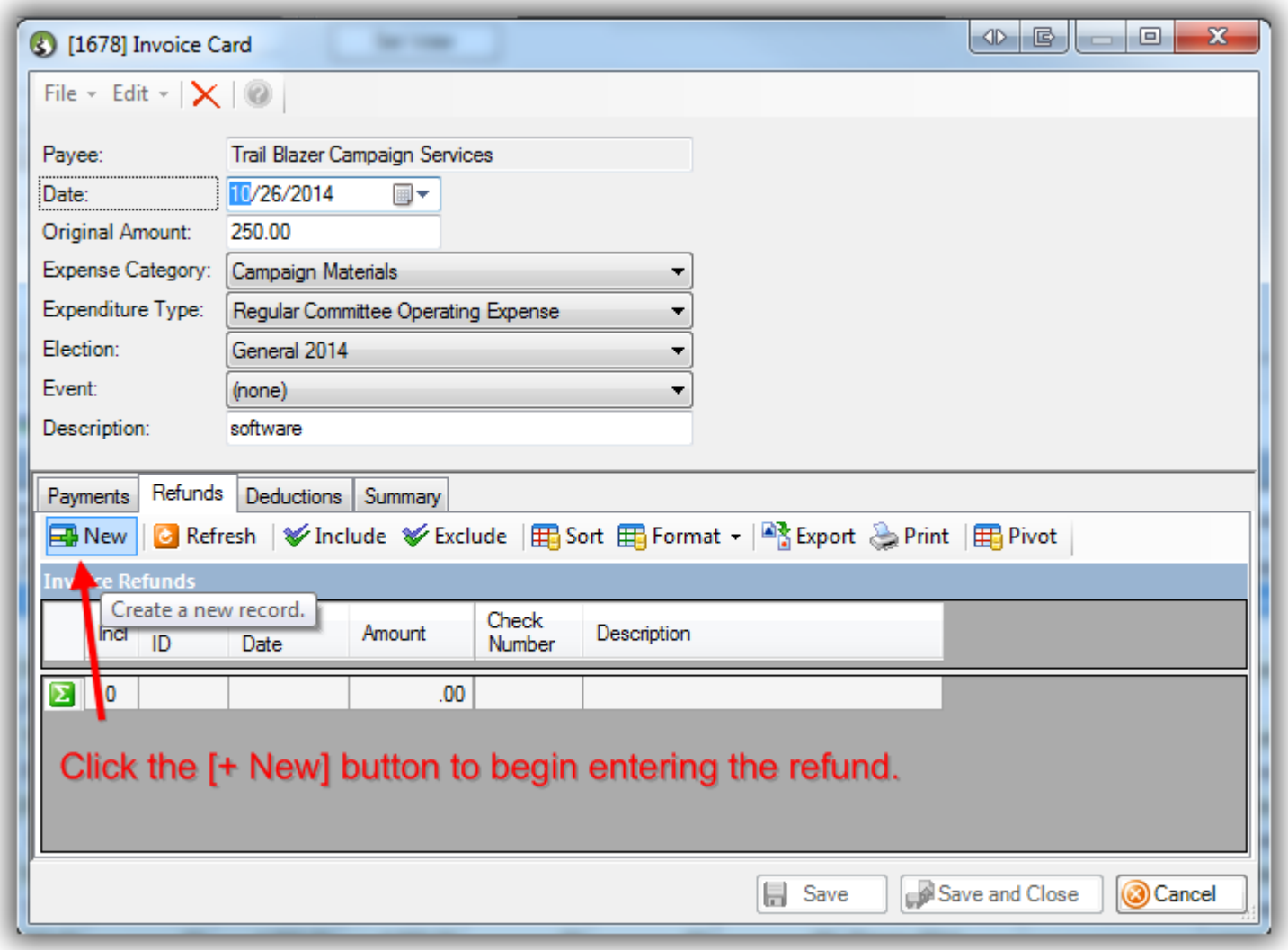

Fill out the information related to the refund, **save and close** when you're finished. *In my example I recorded the refund as a full refund, and the date it occurred was still in the same reporting period as the payment that was made initially.*

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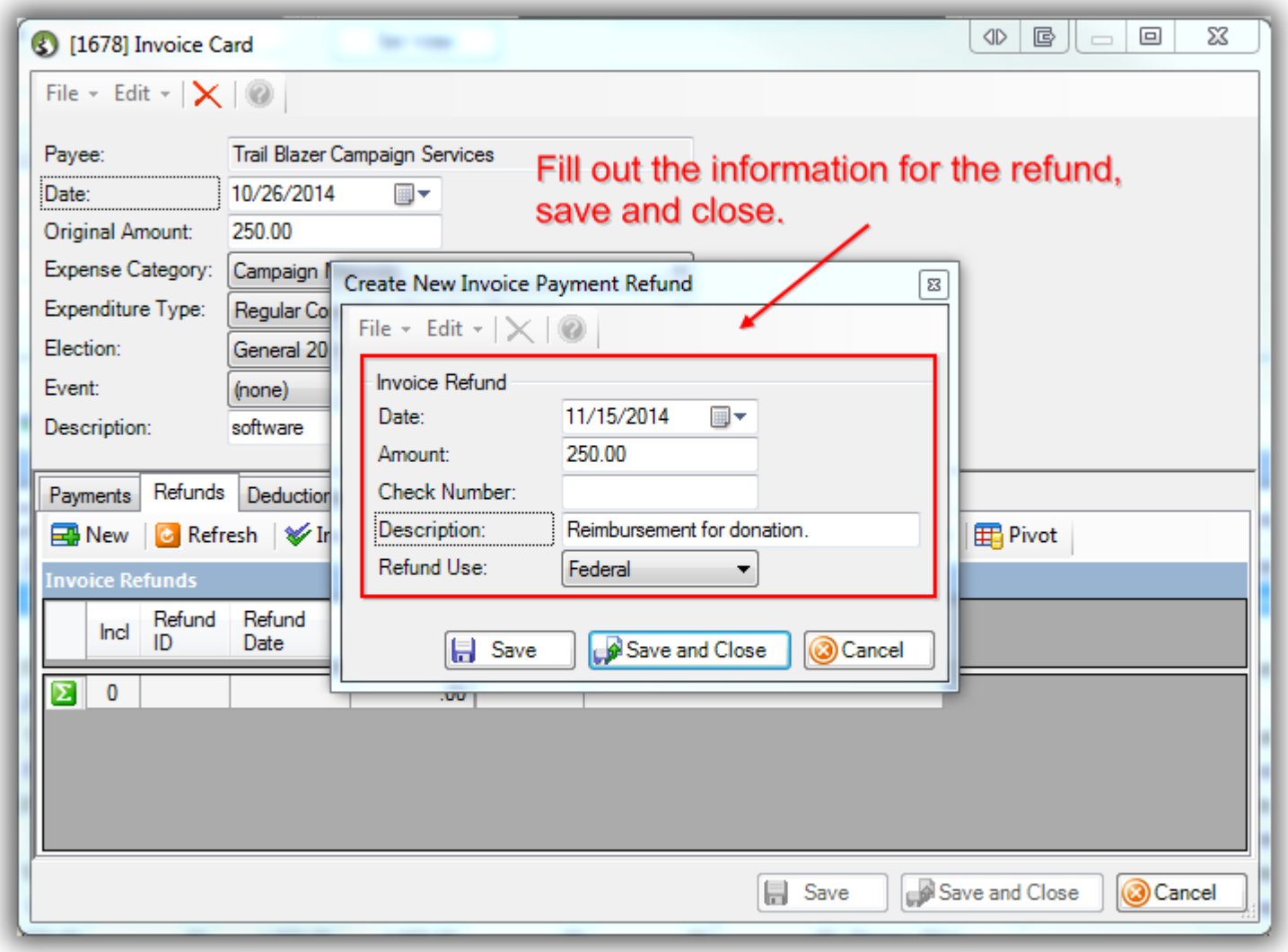

Next you **need** to create a **Deduction** to offset the refund so your finances balance out correctly, and so that the data reflects on your FEC (*if federal campaign*) reports correctly.

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

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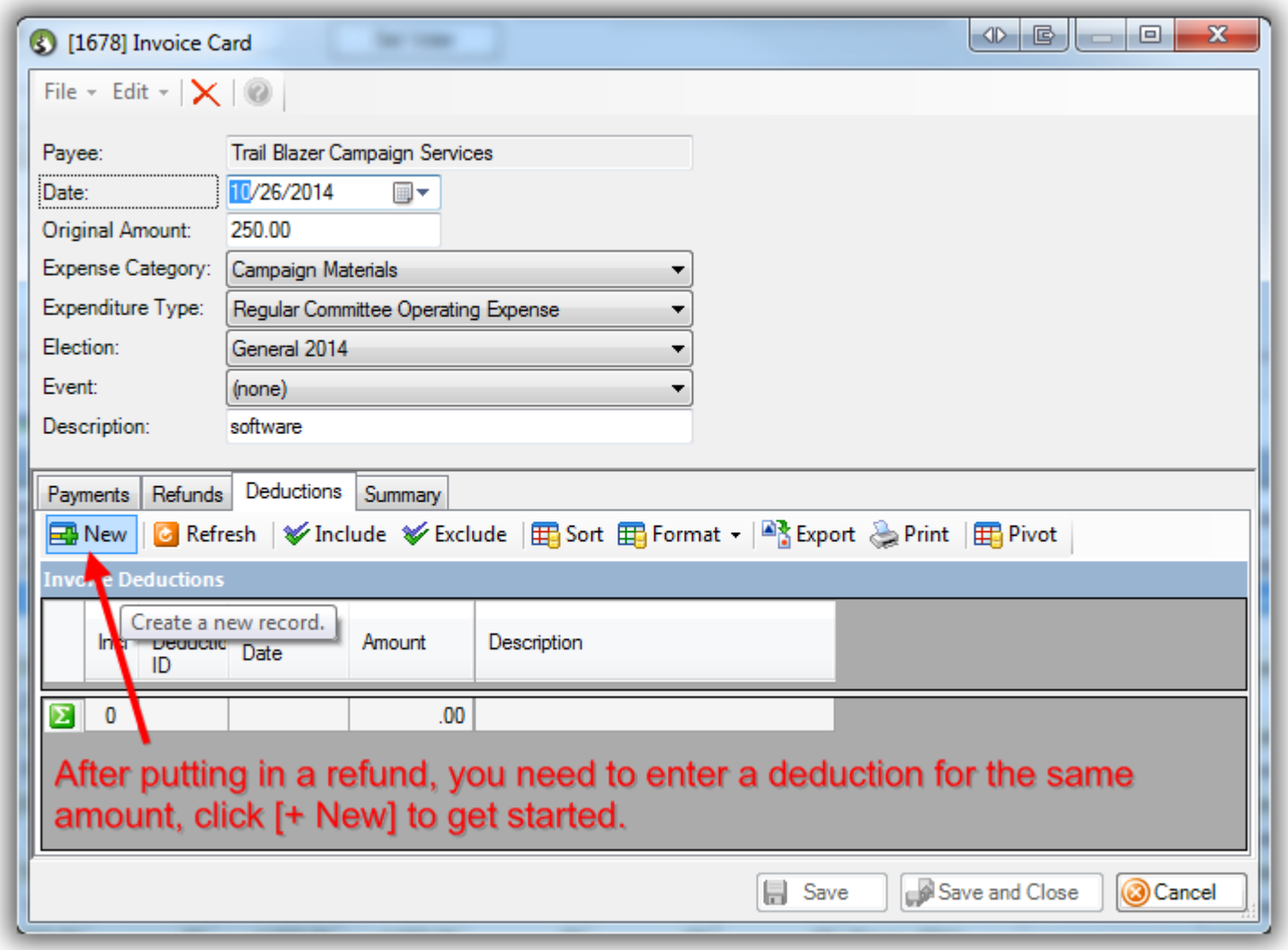

Fill out the form, normally the deduction date and amount would be the same as the refund date/amount. Make sure you have the correct **election cycle** selected (it will default to the election that the invoice occurred on), and add a description.

Save and close once complete.

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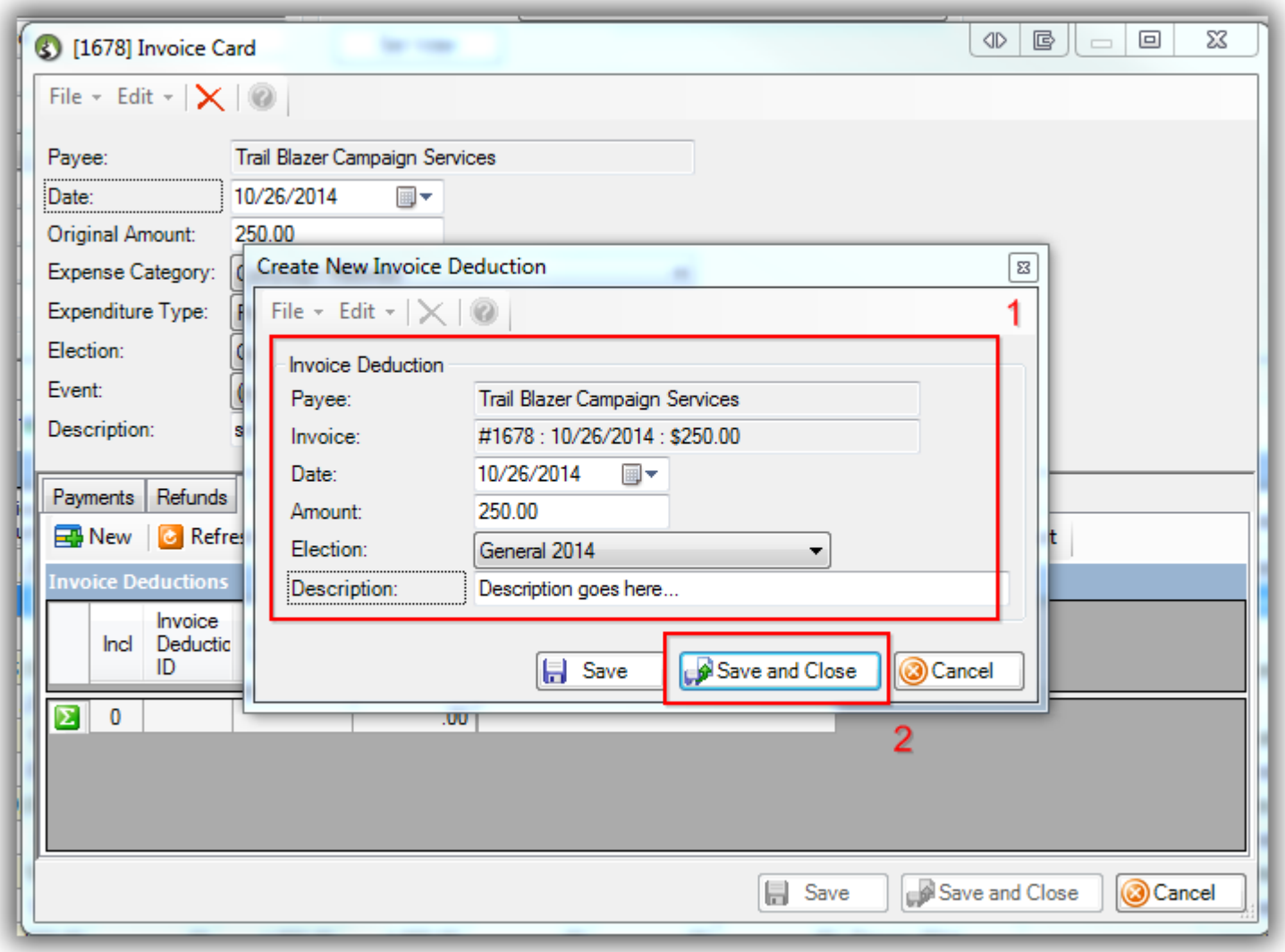

The last tab on the invoice record is **Summary** where you can see all the details related to the invoice:

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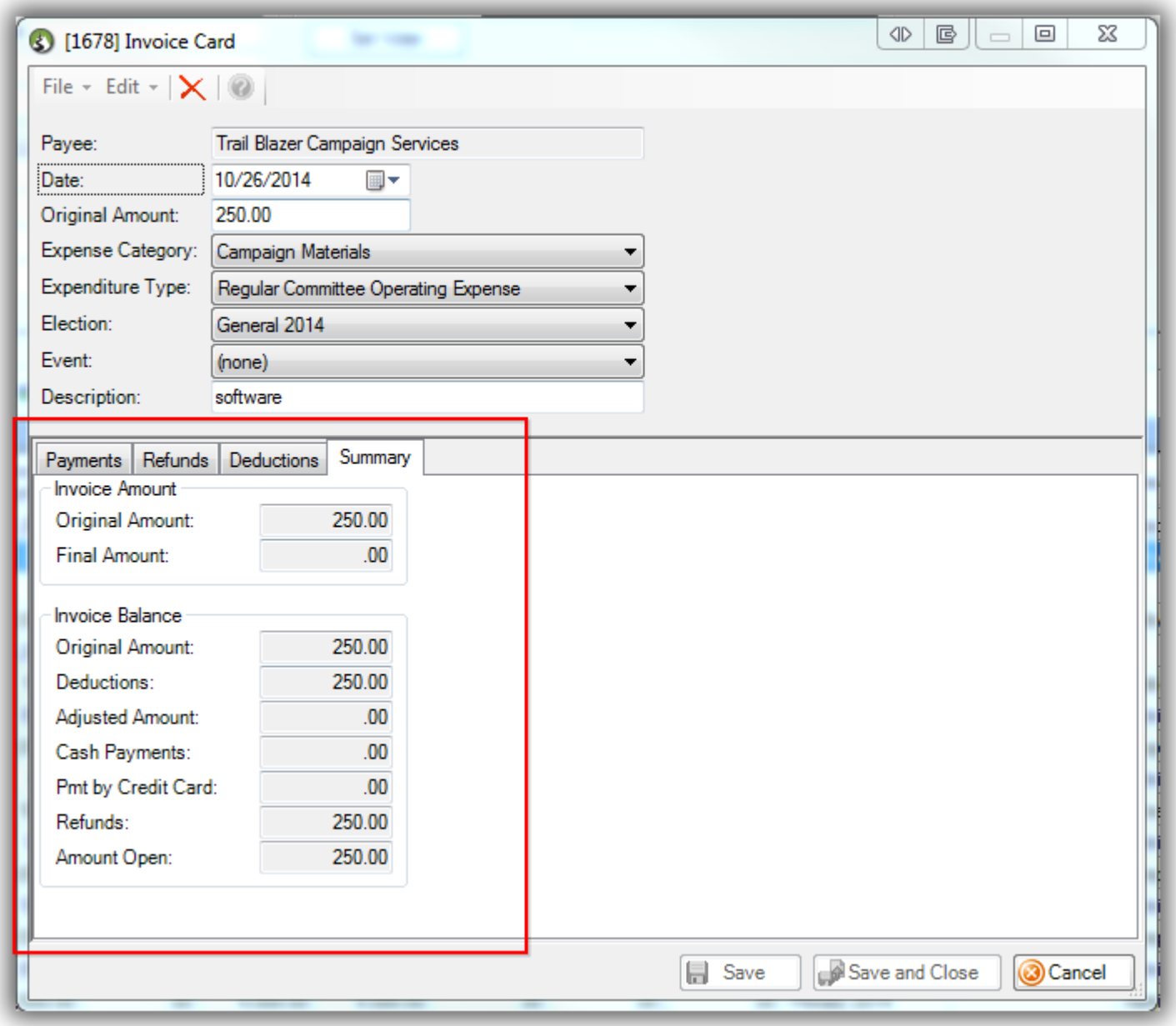
The summary tab displays details on the invoice.



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

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