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**Last Updated:** 2015-05-15

## Overview

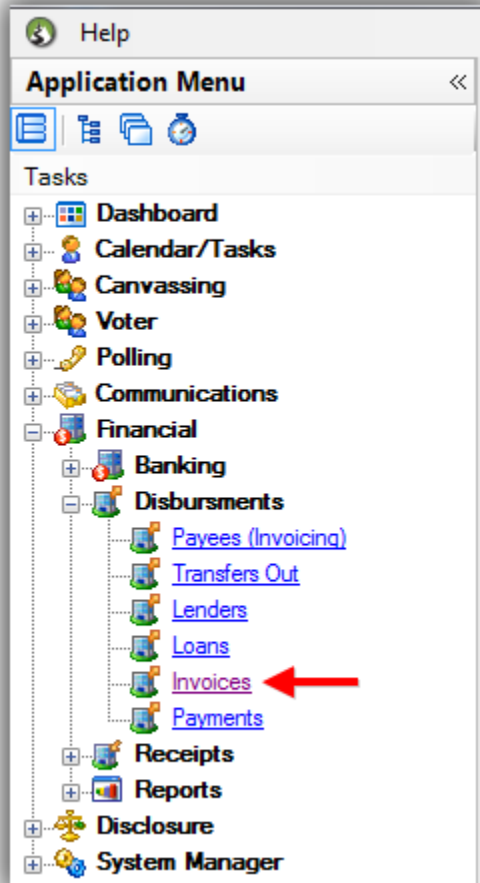
This article explains how to first delete a payment for an invoice, and then how to delete the entire invoice. This would normally take place if there was an error in the data entry of the initial invoice or payment record. *Primarily the financial tools are used by our **political** customers since most nonprofits usually use [QuickBooks](#) to track their expenditures.*

 **Tip:** Trail Blazer doesn't allow you to delete an invoice until you first delete the payments that are attached to it. If the data you're manipulating falls under a previous reporting period (**federal PACS/campaigns only**) you'll likely need to file an amended report, **and you'll need to record the deletion of a payment/invoice as a \*return\* vs. just purging it, which is covered at the end of this article.**

## Steps

There're a few ways you can accomplish this task, for this article I go through the shortest amount of steps possible.

Navigate to your **Invoices** list.



From here you can quickly see details about your current invoices in the grid such as date created, invoice amount, open balance, and if it's been paid off or not. (My example screenshot below).

Search Reset New Invoice List

Favorites General Other Name Address SQL

Date Range: <custom, according to dates below>  
Election: <ignore>  
Event: <ignore>  
Amount Range: minimum to maximum

Include Exclude Sort Format Export Print Pivot

**Default columns related to invoices.**

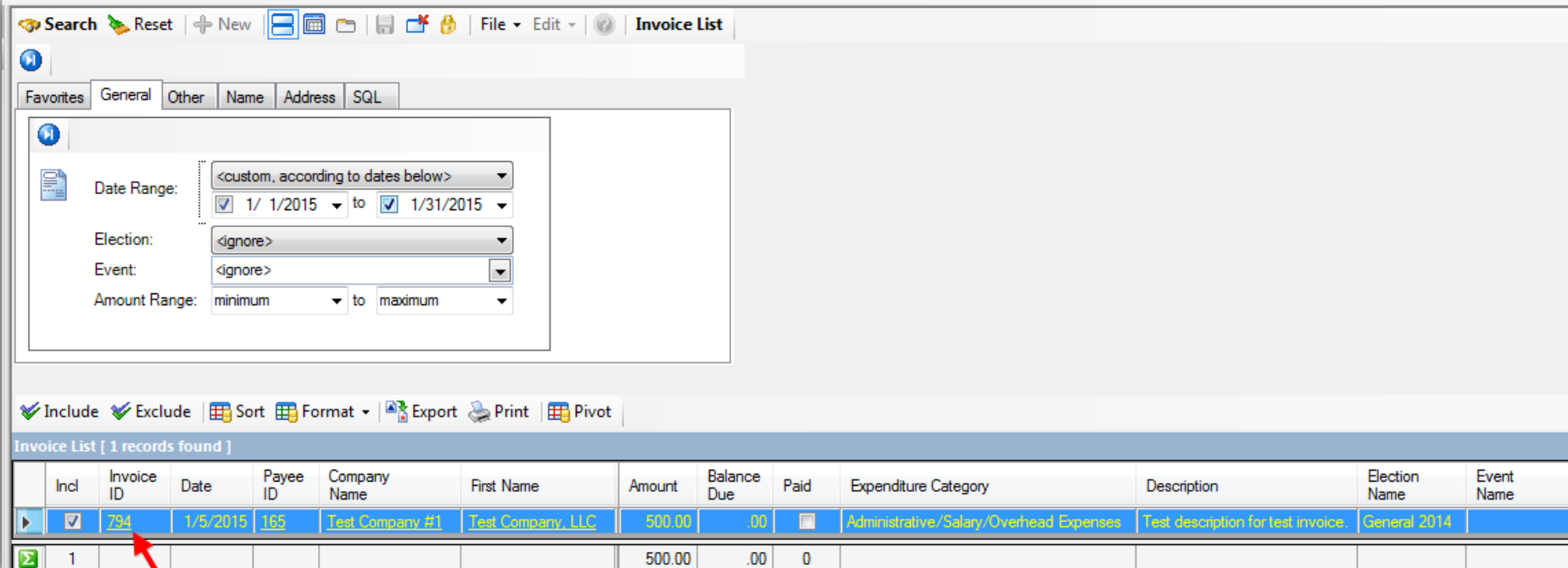
| Incl                                | Invoice ID | Date       | Payee ID | Company Name                    | First Name        | Last Name            | Amount       | Balance Due | Paid                                | Expenditure Category                    | Description                        | Election Name | Event Name                     |
|-------------------------------------|------------|------------|----------|---------------------------------|-------------------|----------------------|--------------|-------------|-------------------------------------|---|------------------------------------|---------------|--------------------------------|
| <input checked="" type="checkbox"/> | 795        | 5/13/2015  | 64       | Innovative Properties, Llc      |                   | Innovative Propertie | 500.00       | 500.00      | <input type="checkbox"/>            | Advertising Expenses                    | Testing for KB article.            | General 2014  | Food Sale                      |
| <input checked="" type="checkbox"/> | 794        | 1/5/2015   | 165      | Test Company #1                 | Test Company, LLC |                      | 500.00       | 500.00      | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses | Test description for test invoice. | General 2014  |                                |
| <input checked="" type="checkbox"/> | 793        | 11/13/2014 | 164      | Test                            |                   |                      | 100.00       | 100.00      | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses |                                    | General 2014  |                                |
| <input checked="" type="checkbox"/> | 792        | 4/6/2014   | 163      | Bill Smith For U.S. House Of... | Bill              | Smith                | 500.00       | 500.00      | <input type="checkbox"/>            | Political Contributions                 | Fundraiser drive - spring 2014.    | General 2014  | Money Bomb                     |
| <input checked="" type="checkbox"/> | 791        | 7/25/2013  | 64       | Innovative Properties, Llc      |                   | Innovative Propertie | 1,480.00     | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | Office space rent.                 | General 2014  |                                |
| <input checked="" type="checkbox"/> | 790        | 7/2/2013   | 162      | Trail Blazer                    |                   |                      | 500.00       | 500.00      | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses | Software                           | General 2014  |                                |
| <input checked="" type="checkbox"/> | 788        | 6/4/2012   | 65       | Insty-prints                    |                   |                      | 175.67       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | lawn signs                         | General 2012  |                                |
| <input checked="" type="checkbox"/> | 789        | 6/4/2012   | 65       | Insty-prints                    |                   |                      | 25.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | signs                              | General 2012  |                                |
| <input checked="" type="checkbox"/> | 787        | 5/31/2012  | 65       | Insty-prints                    |                   |                      | 75.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | photo copies                       | General 2012  |                                |
| <input checked="" type="checkbox"/> | 785        | 5/29/2012  | 161      | Look Signs                      |                   |                      | 479.27       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | lawn signs                         | General 2012  |                                |
| <input checked="" type="checkbox"/> | 786        | 5/29/2012  | 161      | Look Signs                      |                   |                      | 632.00       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | lawn signs                         | General 2012  |                                |
| <input checked="" type="checkbox"/> | 784        | 5/9/2012   | 8        | Brian's tech support inc        |                   |                      | 100.00       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | tech support                       | General 2012  |                                |
| <input checked="" type="checkbox"/> | 783        | 10/17/2011 | 52       | Frantic Productions             |                   |                      | 650.00       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | production of video                | General 2012  |                                |
| <input checked="" type="checkbox"/> | 782        | 8/5/2011   | 65       | Insty-prints                    |                   |                      | 75.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | envelopes                          | General 2012  |                                |
| <input checked="" type="checkbox"/> | 780        | 7/28/2011  | 152      | ABA BankPAC                     |                   |                      | 30.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | credit card fee                    | General 2012  |                                |
| <input checked="" type="checkbox"/> | 781        | 7/28/2011  | 38       | Champion Air                    |                   |                      | 63.47        | 63.47       | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses | air compressor                     | General 2012  |                                |
| <input checked="" type="checkbox"/> | 778        | 7/22/2011  | 38       | Champion Air                    |                   |                      | 50.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | air pump vehicles                  | General 2012  |                                |
| <input checked="" type="checkbox"/> | 779        | 6/30/2011  | 21       | West Coast Web Design           |                   |                      | 273.47       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | desk for office                    | General 2012  |                                |
| <input checked="" type="checkbox"/> | 777        | 9/14/2010  | 151      |                                 | John              | Smith                | 500.00       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | see memo items below               | General 2010  |                                |
| <input checked="" type="checkbox"/> | 767        | 7/23/2010  | 119      | Postmaster                      |                   | Postmaster           | 25.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | Postage                            | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 768        | 7/23/2010  | 119      | Postmaster                      |                   | Postmaster           | 35.00        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | post. Age                          | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 769        | 7/23/2010  | 159      | HRM                             |                   |                      | 2,000.00     | .00         | <input checked="" type="checkbox"/> | Campaign Materials                      | Printing                           | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 766        | 6/24/2010  | 21       | West Coast Web Design           |                   |                      | 700.00       | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | computer                           | Primary 2010  | Fundraiser Dinners             |
| <input checked="" type="checkbox"/> | 774        | 6/15/2010  | 151      |                                 | John              | Smith                | 1,000.00     | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | payroll                            | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 765        | 6/1/2010   | 158      | Quality Printers                |                   |                      | 56.30        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | envelopes                          | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 764        | 5/31/2010  | 31       | Bibelot Shops                   |                   | Bibelot Shops        | 42.67        | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses | office knick knacks                | Primary 2010  | Come to the ball game with us! |
| <input checked="" type="checkbox"/> | 763        | 5/6/2010   | 157      | Office Depot                    |                   |                      | 700.00       | .00         | <input checked="" type="checkbox"/> | Campaign Event Expenses                 | laptop                             | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 771        | 4/19/2010  | 161      | Look Signs                      |                   |                      | 950.73       | .00         | <input checked="" type="checkbox"/> | Campaign Materials                      | Lawn Signs                         | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 770        | 4/5/2010   | 160      | Adventures In Ink               |                   |                      | 540.00       | .00         | <input checked="" type="checkbox"/> | Campaign Materials                      | buttons                            | Primary 2010  |                                |
| <input checked="" type="checkbox"/> | 779        |            |          |                                 |                   |                      | 1,599,568... | 41,448.47   | 753                                 |   |                                    |               |                                |

Search for the invoice you need to delete. *In this example I used **Invoice ID #794**, and found it by searching by date range. This invoice was previously paid off.*

The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted by a red box and a circled '2'. Below the menu bar, there are several tabs: 'Favorites', 'General', 'Other', 'Name', 'Address', and 'SQL'. The 'General' tab is selected. In the 'General' tab, there are several search criteria fields: 'Date Range' (set to '<custom, according to dates below>' with a date range of '1/ 1/2015' to '1/31/2015'), 'Election' (set to '<ignore>'), 'Event' (set to '<ignore>'), and 'Amount Range' (set to 'minimum' to 'maximum'). A red box highlights these search criteria fields, and a circled '1' is next to it. To the right of the search criteria, there is a red text box that says: 'Enter your search criteria to find the invoice record you need to delete. You can query by things like: - Date - Payee Name - Paid or Unpaid'. Below the search criteria, there is a toolbar with icons for 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. At the bottom, there is a table titled 'Invoice List [ 1 records found ]' with the following data:

| Incl                                | Invoice ID | Date     | Payee ID | Company Name    | First Name        | Amount | Balance Due | Paid                     | Expenditure Category                    | Description                        | Election Name | Event Name |
|-------------------------------------|------------|----------|----------|-----------------|-------------------|--------|-------------|--------------------------|---|------------------------------------|---------------|------------|
| <input checked="" type="checkbox"/> | 794        | 1/5/2015 | 165      | Test Company #1 | Test Company, LLC | 500.00 | .00         | <input type="checkbox"/> | Administrative/Salary/Overhead Expenses | Test description for test invoice. | General 2014  |            |
| 1                                   |            |          |          |                 |                   | 500.00 | .00         | 0                        |   |                                    |               |            |

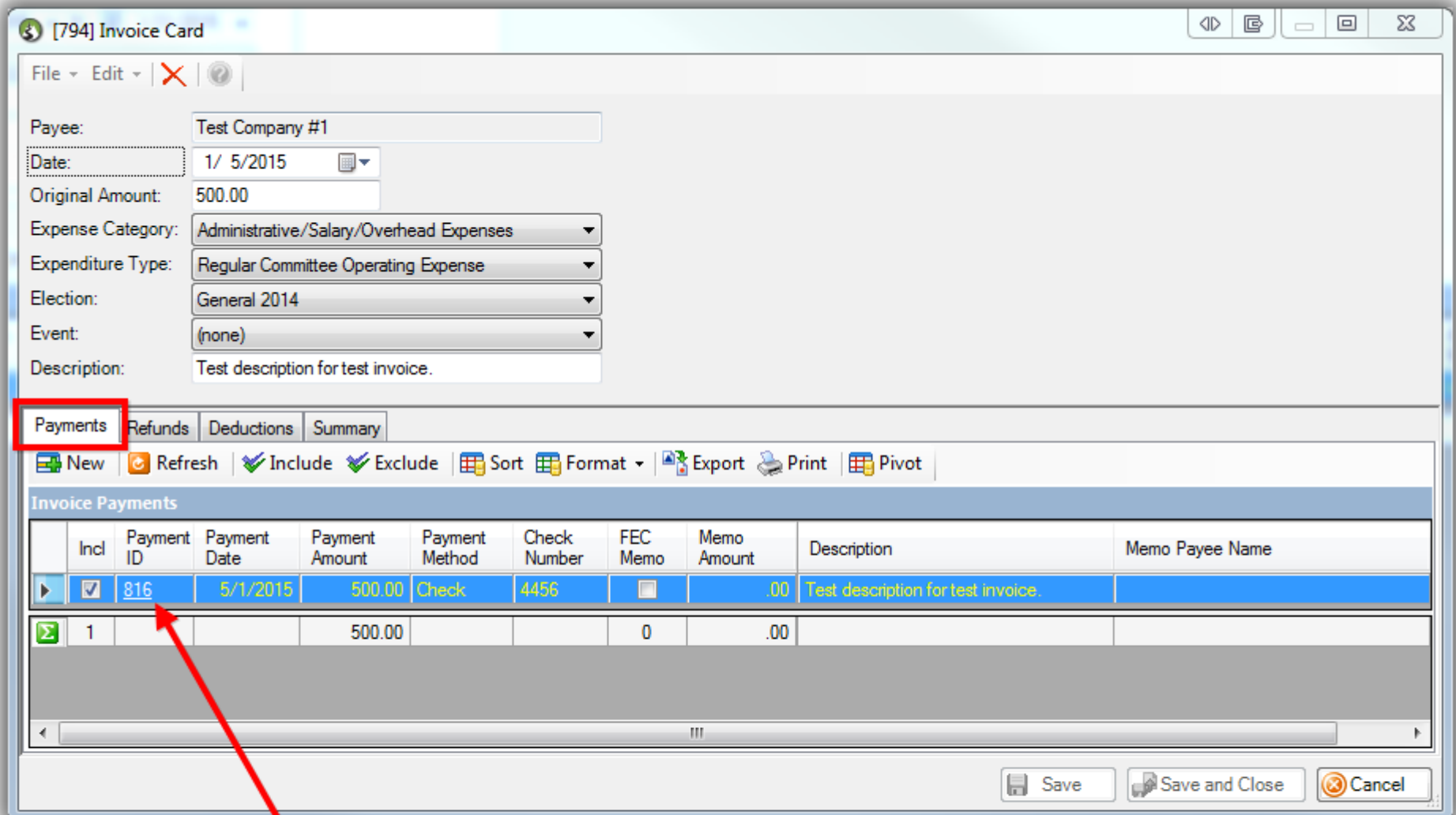
Open the invoice record by clicking on the **Invoice ID** hyperlink.



| Incl                                | Invoice ID | Date     | Payee ID | Company Name    | First Name        | Amount | Balance Due | Paid                     | Expenditure Category                    | Description                        | Election Name | Event Name |
|-------------------------------------|------------|----------|----------|-----------------|-------------------|--------|-------------|--------------------------|---|------------------------------------|---------------|------------|
| <input checked="" type="checkbox"/> | 794        | 1/5/2015 | 165      | Test Company #1 | Test Company, LLC | 500.00 | .00         | <input type="checkbox"/> | Administrative/Salary/Overhead Expenses | Test description for test invoice. | General 2014  |            |

**Click on the \*Invoice ID\* to open that invoice record.**

Under the **Payments** tab click on the **Payment ID** to open the payment record. *In this example I clicked on **Payment ID 816**.*



[794] Invoice Card

File - Edit - X ?

Payee: Test Company #1

Date: 1/ 5/2015

Original Amount: 500.00

Expense Category: Administrative/Salary/Overhead Expenses

Expenditure Type: Regular Committee Operating Expense

Election: General 2014

Event: (none)

Description: Test description for test invoice.

Payments Refunds Deductions Summary

New Refresh Include Exclude Sort Format Export Print Pivot

Invoice Payments

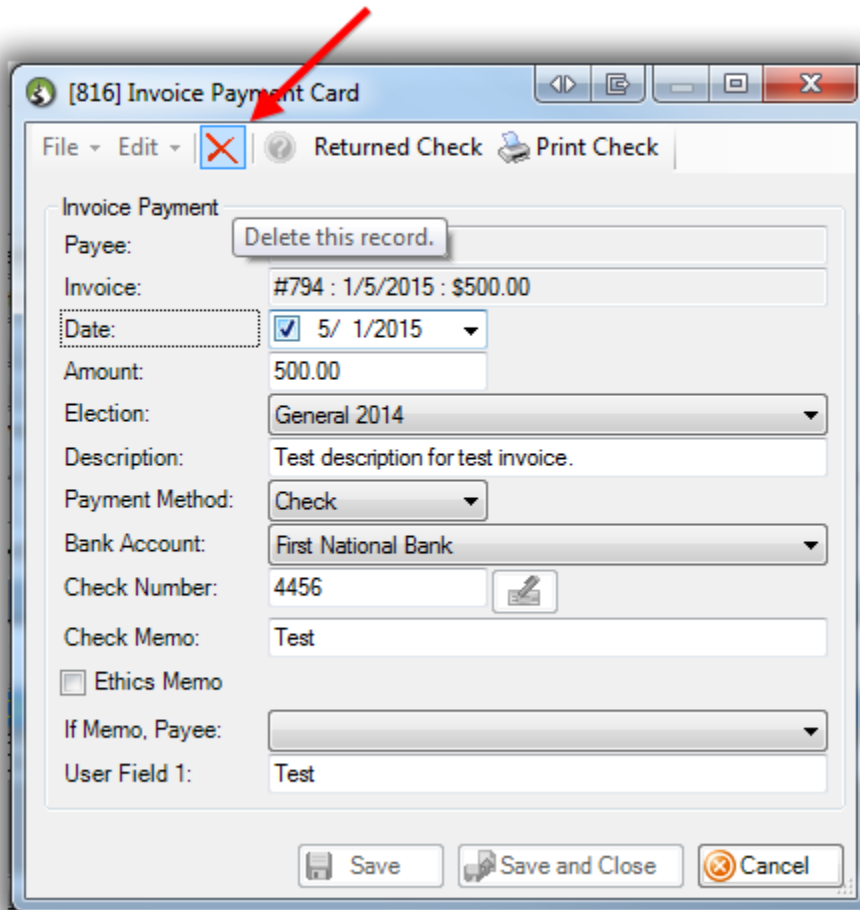
|   | Incl                                | Payment ID          | Payment Date | Payment Amount | Payment Method | Check Number | FEC Memo                 | Memo Amount | Description                        | Memo Payee Name |
|---|-------------------------------------|---------------------|--------------|----------------|----------------|--------------|--------------------------|-------------|------------------------------------|-----------------|
|   | <input checked="" type="checkbox"/> | <a href="#">816</a> | 5/1/2015     | 500.00         | Check          | 4456         | <input type="checkbox"/> | .00         | Test description for test invoice. |                 |
| Σ | 1                                   |                     |              | 500.00         |                |              | 0                        | .00         |                                    |                 |

Save Save and Close Cancel

**Click on the \*Payment ID\* hyperlink to open the payment record.**

Click the red [x] at the top to delete the payment record.

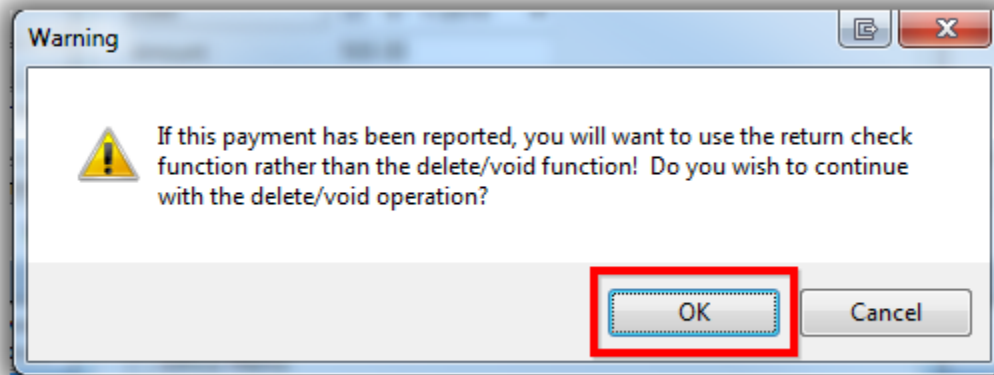
**Click the red [x] to delete the payment record.**



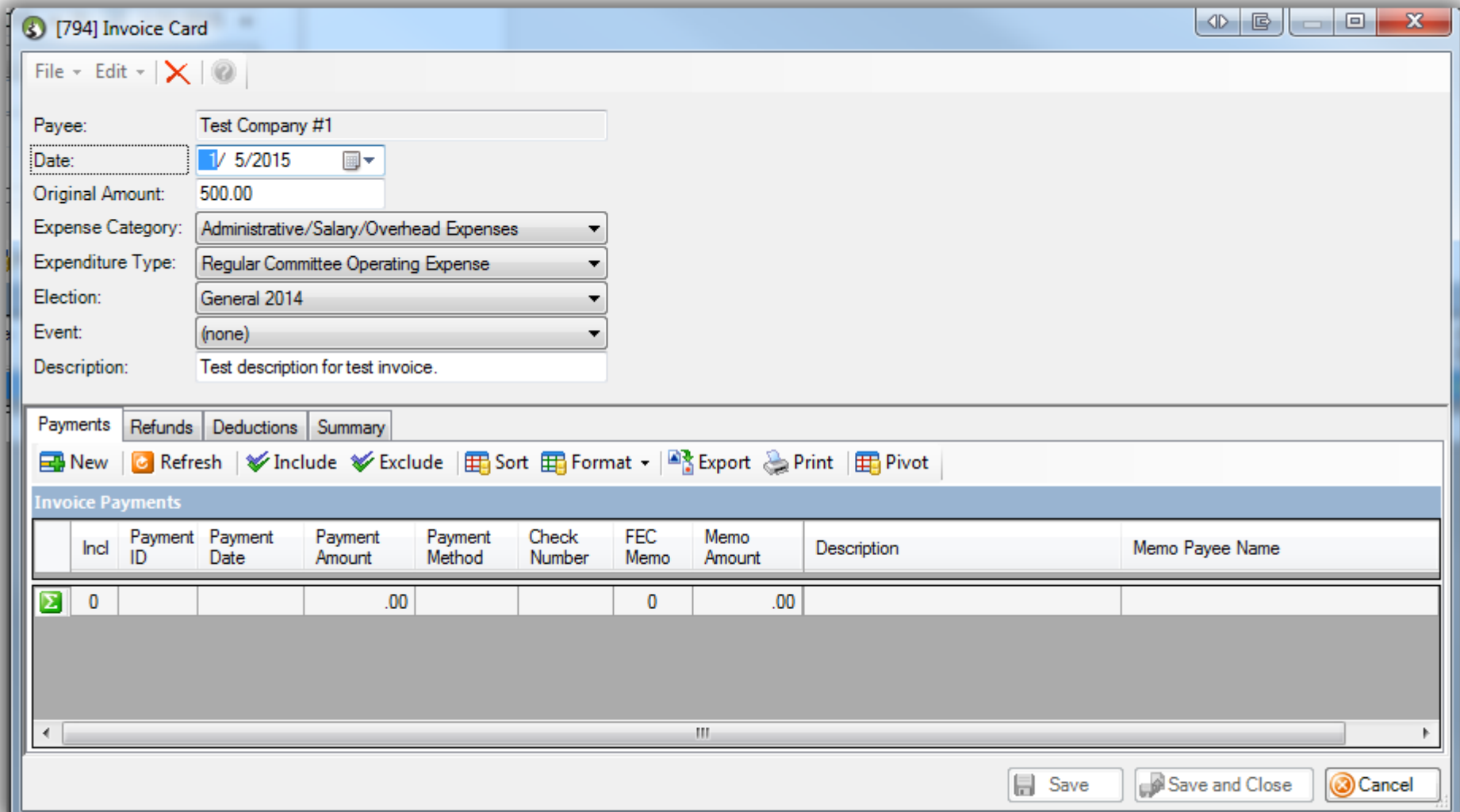


**IMPORTANT!** You'll be prompted with a warning message that states if the payment was previously reported you'll want to record the transaction as a returned check along with a deduction vs. just deleting the payment and invoice records.

Click **[OK]** to proceed.



After clicking **[OK]** you'll be returned to the invoice record, and the payment will be gone as shown in this screenshot:



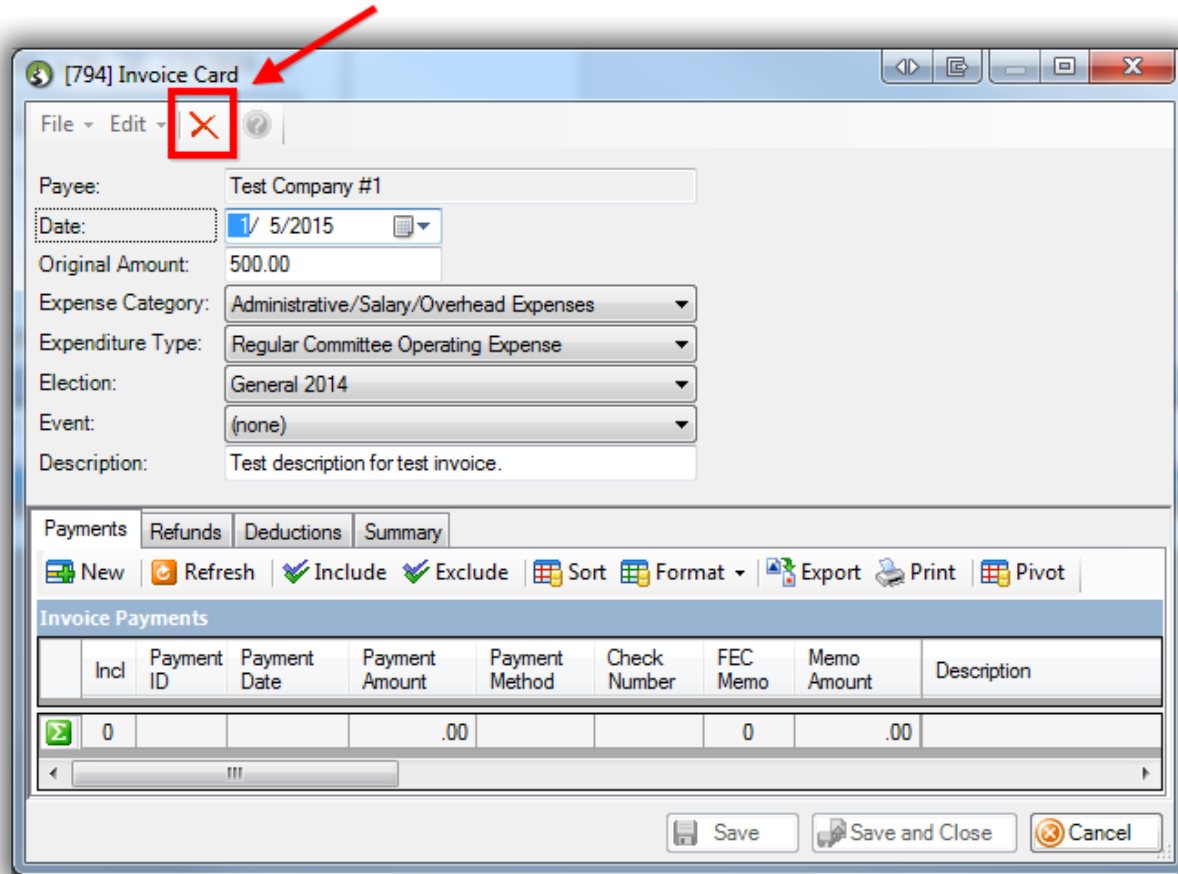
The screenshot shows the 'Invoice Card' window for invoice [794]. The 'Payee' is 'Test Company #1' and the 'Date' is '5/2015'. The 'Original Amount' is 500.00. The 'Expense Category' is 'Administrative/Salary/Overhead Expenses' and the 'Expenditure Type' is 'Regular Committee Operating Expense'. The 'Election' is 'General 2014' and the 'Event' is '(none)'. The 'Description' is 'Test description for test invoice.'.

Below the form are tabs for 'Payments', 'Refunds', 'Deductions', and 'Summary'. The 'Payments' tab is active, showing a toolbar with 'New', 'Refresh', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'.

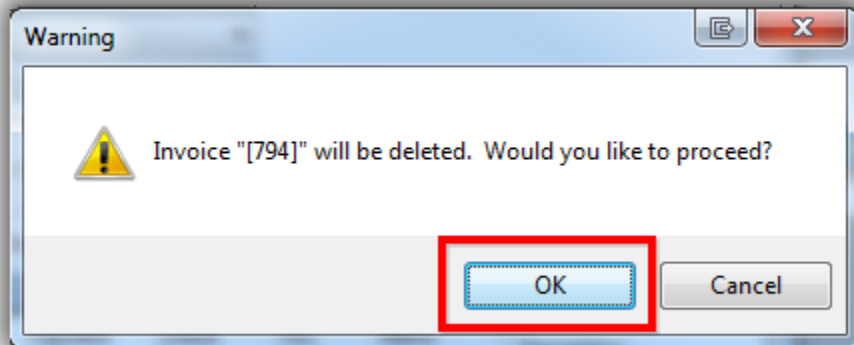
| Incl | Payment ID | Payment Date | Payment Amount | Payment Method | Check Number | FEC Memo | Memo Amount | Description | Memo Payee Name |
|------|------------|--------------|----------------|----------------|--------------|----------|-------------|-------------|-----------------|
|      | 0    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

At the bottom right of the window are buttons for 'Save', 'Save and Close', and 'Cancel'.

Once **\*all\*** payments are removed from the invoice record you can click the red [x] at the top to purge the invoice.



You'll be prompted with a warning, click **[OK]** to finish.



This completes the steps to purge your payments, and invoice records. Continue reading to learn how to record a payment as having been **refunded** which is typically how you should record this transaction if you're working on a political campaign.

Open the invoice record (*in my example #791*), and this time click on the **Refunds** tab.

The screenshot shows the TrailBlazer software interface. The main window displays an "Invoice List" with 778 records found. A dialog box titled "[791] Invoice Card" is open, showing details for invoice 791. A red arrow points to the "791" in the Invoice ID column of the list, and another red arrow points to the "2" in the Description field of the Invoice Card dialog.

**Invoice List [ 778 records found ]**

| Incl                                | Invoice ID | Date       | Payee ID | Company Name                 |
|-------------------------------------|------------|------------|----------|------------------------------|
| <input checked="" type="checkbox"/> | 795        | 5/13/2015  | 64       | Innovative Properties, Llc   |
| <input checked="" type="checkbox"/> | 793        | 11/13/2014 | 164      | Test                         |
| <input checked="" type="checkbox"/> | 792        | 4/6/2014   | 163      | Bill Smith For U.S. House Of |
| <input checked="" type="checkbox"/> | 791        | 7/25/2013  | 64       | Innovative Properties, Llc   |
| <input checked="" type="checkbox"/> | 790        | 7/2/2013   | 162      | Trail Blazer                 |
| <input checked="" type="checkbox"/> | 788        | 6/4/2012   | 65       | Insty-prints                 |
| <input checked="" type="checkbox"/> | 789        | 6/4/2012   | 65       | Insty-prints                 |
| <input checked="" type="checkbox"/> | 787        | 5/31/2012  | 65       | Insty-prints                 |
| <input checked="" type="checkbox"/> | 785        | 5/29/2012  | 161      | Look Signs                   |
| <input checked="" type="checkbox"/> | 786        | 5/29/2012  | 161      | Look Signs                   |
| <input checked="" type="checkbox"/> | 784        | 5/9/2012   | 8        | Brian's tech support inc     |
| <input checked="" type="checkbox"/> | 783        | 10/17/2011 | 52       | Frantic Productions          |

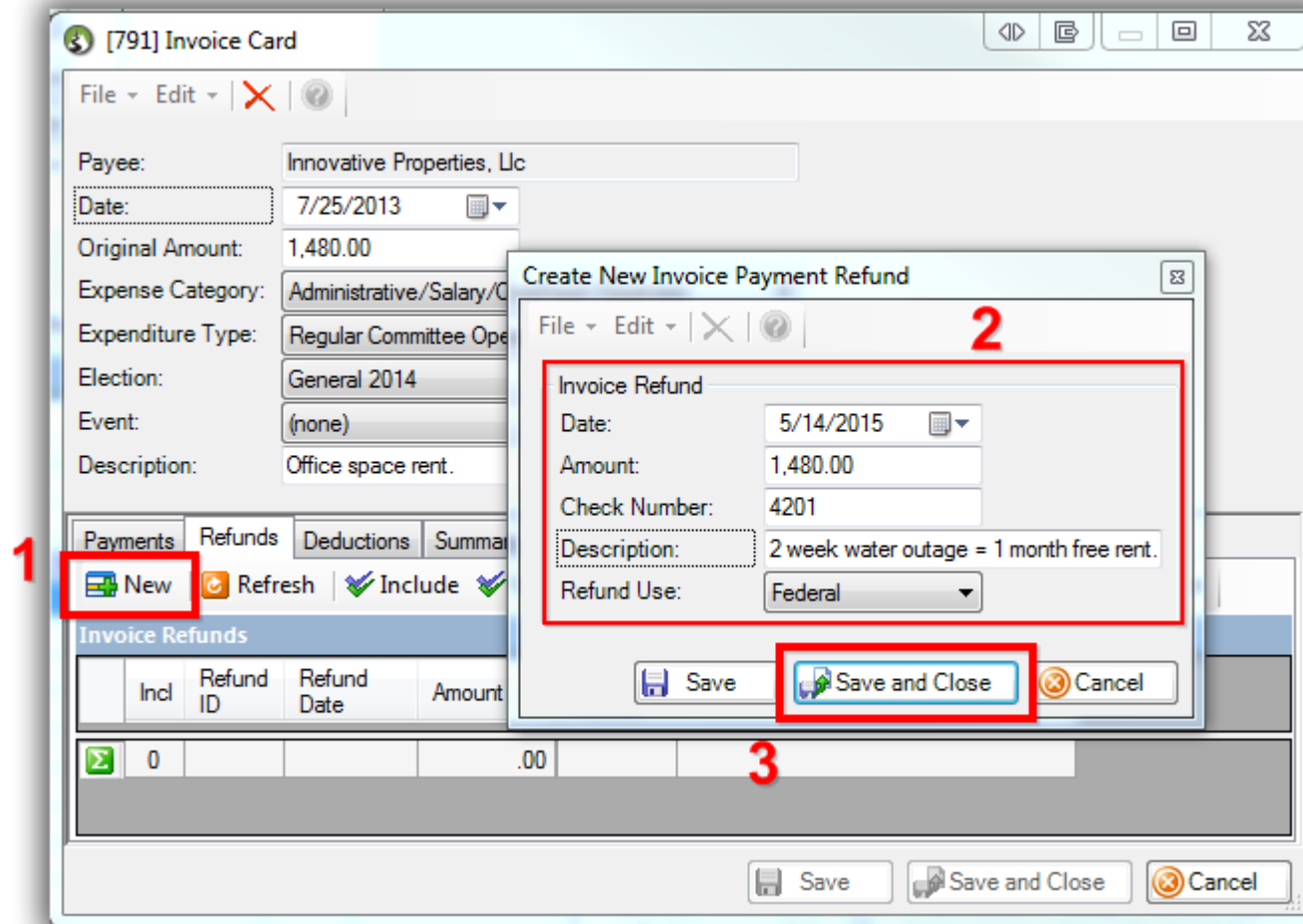
**[791] Invoice Card**

Payee: Innovative Properties, Llc  
 Date: 7/25/2013  
 Original Amount: 1,480.00  
 Expense Category: Administrative/Salary/Overhead Expenses  
 Expenditure Type: Regular Committee Operating Expense  
 Election: General 2014  
 Event: (none)  
 Description: 2 Office space rent.

**Invoice Refunds**

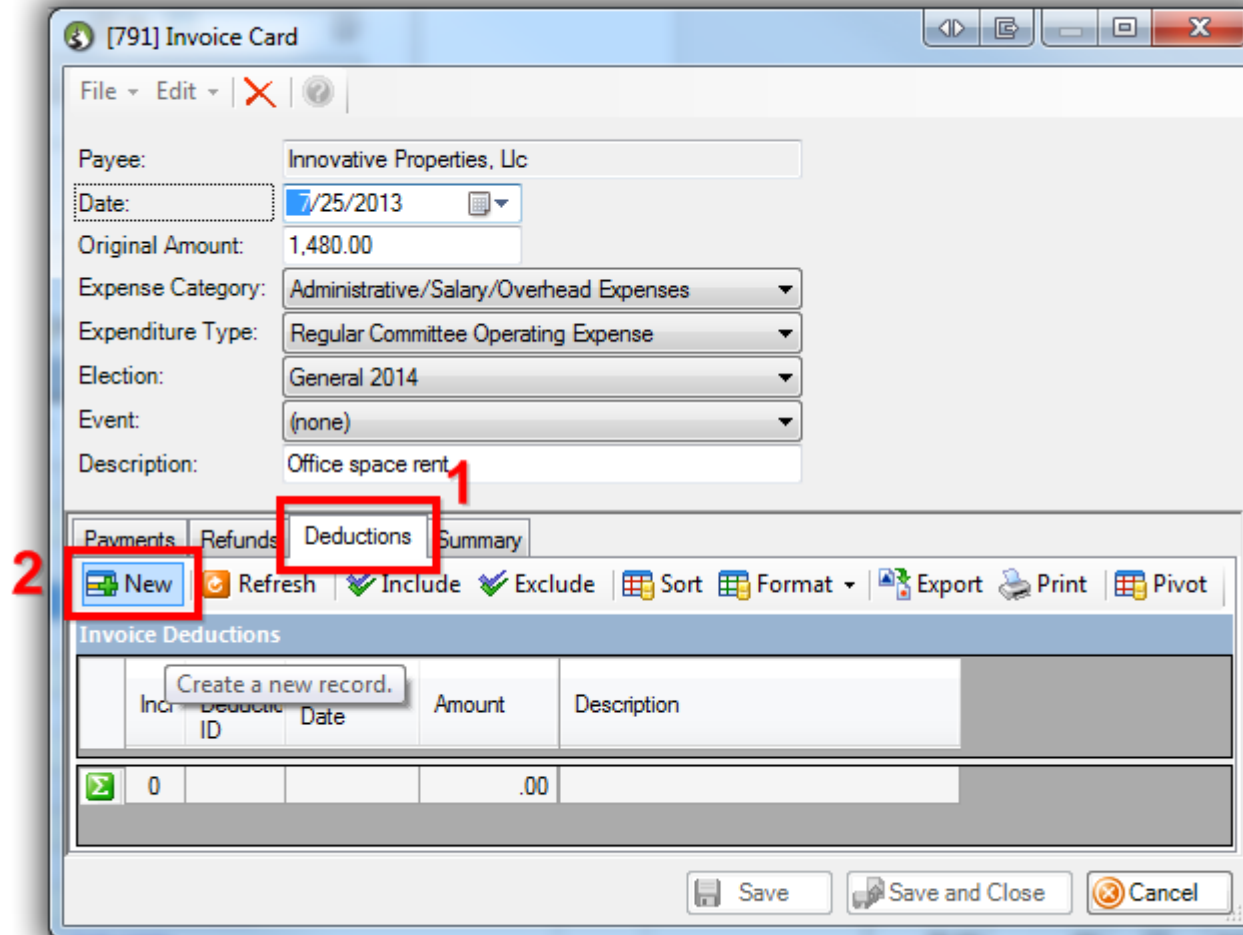
| Incl                                | Refund ID | Refund Date | Amount | Check Number | Description |
|-------------------------------------|-----------|-------------|--------|--------------|-------------|
| <input checked="" type="checkbox"/> | 0         |             | .00    |              |             |

Click [+ New], fill out the refund form, and **Save and Close**. My example below was for the full amount of the invoice. If you're a **federal** campaign make sure you put in a description, as well as the **Refund Use** type as Federal.



Once you're finished with this step, you'll need to enter a **Deduction** for the same amount as the refund so that the transaction properly reflects on your FEC report.

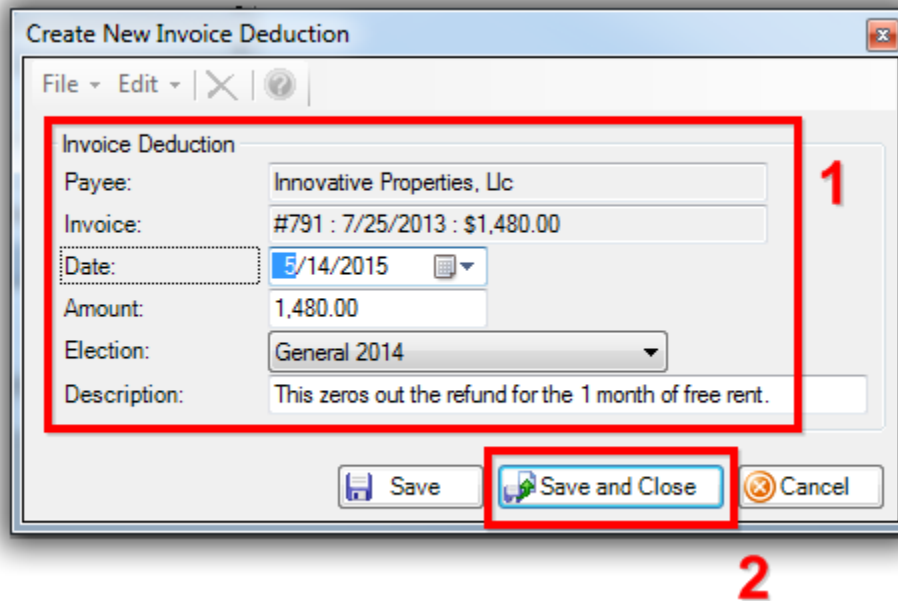
Navigate to the **Deductions** tab, and click **[+ New]**.




Fill out the form, and click **Save and Close**.

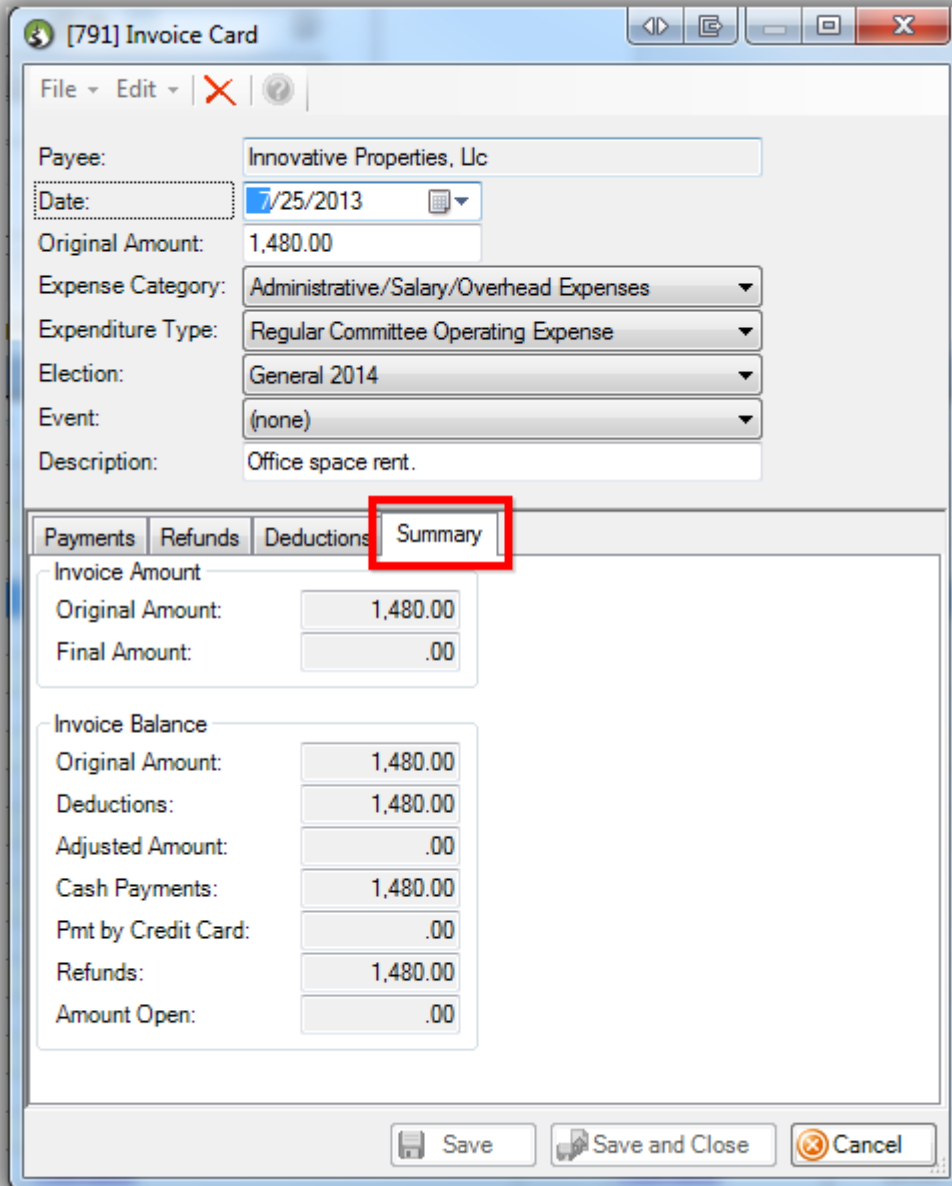
*The majority of the time the deduction amount would equal the refund amount, but there are of course certain exceptions to this scenario.*





You're now finished with these steps.

 **Tip:** To get a quick overview on the invoice you can view the full details under the **Summary** tab:



The screenshot shows a software window titled "[791] Invoice Card". The window contains a menu bar with "File" and "Edit" options. Below the menu bar, there are several input fields and dropdown menus for invoice details:

- Payee: Innovative Properties, Llc
- Date: 7/25/2013
- Original Amount: 1,480.00
- Expense Category: Administrative/Salary/Overhead Expenses
- Expenditure Type: Regular Committee Operating Expense
- Election: General 2014
- Event: (none)
- Description: Office space rent.

Below these fields is a tabbed interface with four tabs: "Payments", "Refunds", "Deductions", and "Summary". The "Summary" tab is selected and highlighted with a red box. The "Summary" tab displays the following information:

| Invoice Amount   |          |
|------------------|----------|
| Original Amount: | 1,480.00 |
| Final Amount:    | .00      |

| Invoice Balance     |          |
|---------------------|----------|
| Original Amount:    | 1,480.00 |
| Deductions:         | 1,480.00 |
| Adjusted Amount:    | .00      |
| Cash Payments:      | 1,480.00 |
| Pmt by Credit Card: | .00      |
| Refunds:            | 1,480.00 |
| Amount Open:        | .00      |

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

Back in the list view the **Amount** will display as zero if a refund/deduction has been recorded:

**My example invoice record after the refunds/deductions have been entered.**

The screenshot shows the TrailBlazer 'Invoice List' interface. At the top, there are search and filter options. Below that, a table of invoice records is displayed. The record for Invoice ID 791 is highlighted with a red box, indicating it is the example record mentioned in the text. This record shows an amount of .00 and is marked as 'Paid'.

| Incl                                | Invoice ID | Date       | Payee ID | Company Name                                       | First Name | Last Name            | Amount | Balance Due | Paid                                | Expenditure Category                    |
|-------------------------------------|------------|------------|----------|--|------------|----------------------|--------|-------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 795        | 5/13/2015  | 64       | Innovative Properties, Llc                         |            | Innovative Propertie | 500.00 | 500.00      | <input type="checkbox"/>            | Advertising Expenses                    |
| <input checked="" type="checkbox"/> | 793        | 11/13/2014 | 164      | Test   |            |                      | 100.00 | 100.00      | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses |
| <input checked="" type="checkbox"/> | 792        | 4/6/2014   | 162      | Bill Smith For U.S. House Of Representatives, Inc. | Bill       | Smith                | 500.00 | 500.00      | <input type="checkbox"/>            | Political Contributions                 |
| <input checked="" type="checkbox"/> | 791        | 7/25/2013  | 64       | Innovative Properties, Llc                         |            | Innovative Propertie | .00    | .00         | <input checked="" type="checkbox"/> | Administrative/Salary/Overhead Expenses |
| <input checked="" type="checkbox"/> | 790        | 7/2/2013   | 162      | Trail blazer                                       |            |                      | 500.00 | 500.00      | <input type="checkbox"/>            | Administrative/Salary/Overhead Expenses |



Trail Blazer™

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

## Related Resources

Articles: [FEC Reporting](#)

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

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

**Video:** [Enter an Expenditure Refund](#)

**Video:** [Quick Reports and Export](#)

## Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

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

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

🐦 **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.*