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How to Un-deposit a Contribution (*Primarily for Political Customers*)

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Overview

This KB is intended for **Political** customers and in the rare circumstance for those nonprofit customers who track their accounting inside of **Trail Blazer**. (*Most of our nonprofit customers use QuickBooks Online for Nonprofits to manage their deposits, expenses, etc.*)

The article first walks through the steps to find a contribution that has already been deposited in a voter's contact record, how to find the deposit date. Next it shows how to find the deposit record, how to find the specific contribution that was deposited, and how to un-deposit it out of the database.

Steps

How to Un-deposit a Contribution (*Primarily for Political Customers*)

Navigate to your Voters list, run a search query for the contributor who has a contribution record you need to un-deposit. *In this example I queried for all donors who gave **last quarter** and selected a contact named "**Meriam Abraham**".*

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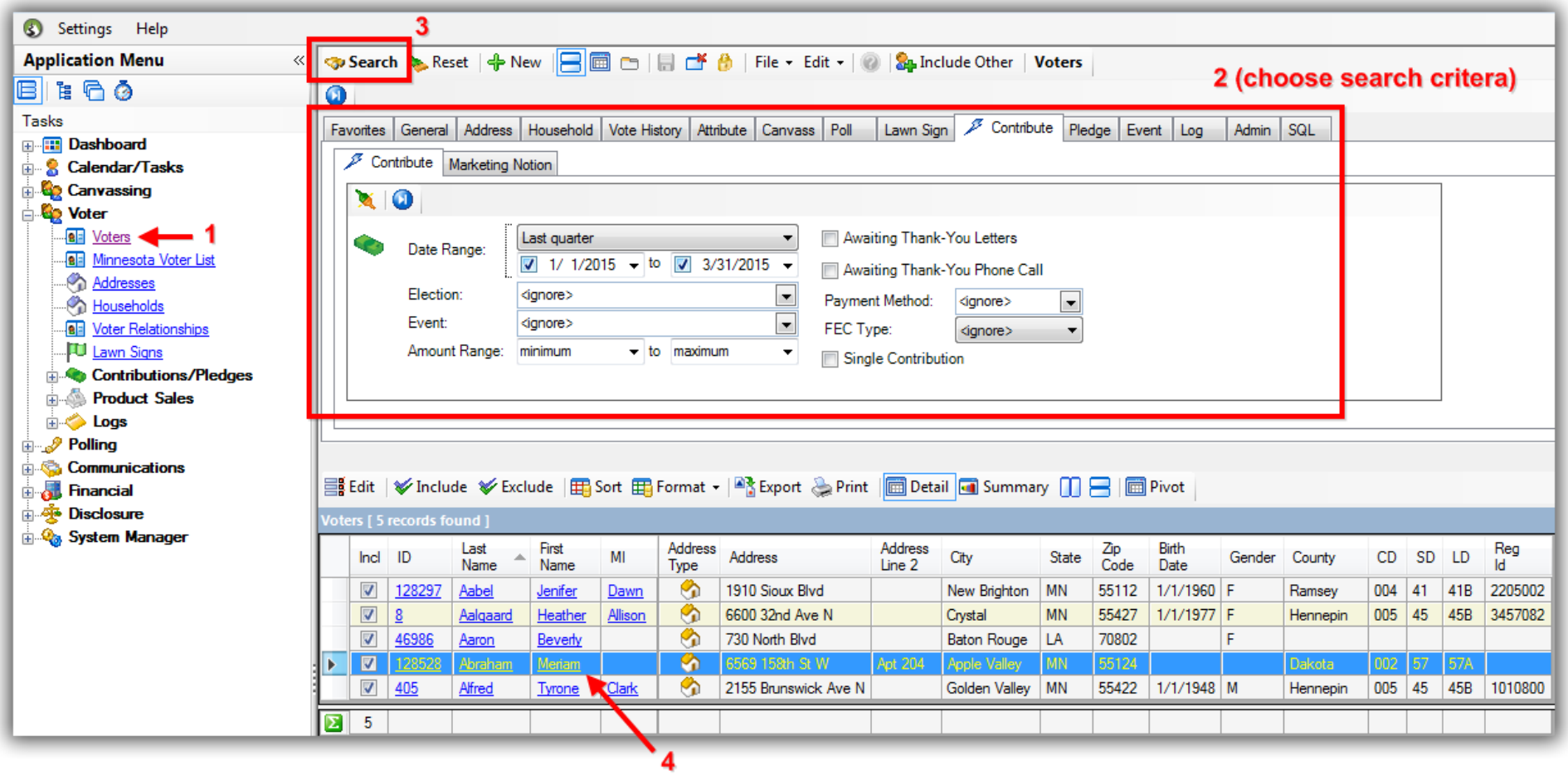
Run your search query from the voters list, and open the contributor's record card.



Click the **Financial** tab, and highlight the contribution record so that the related information displays to the right. *In this example I used the contribution record from **2/5/2015** for $5,000.00.*

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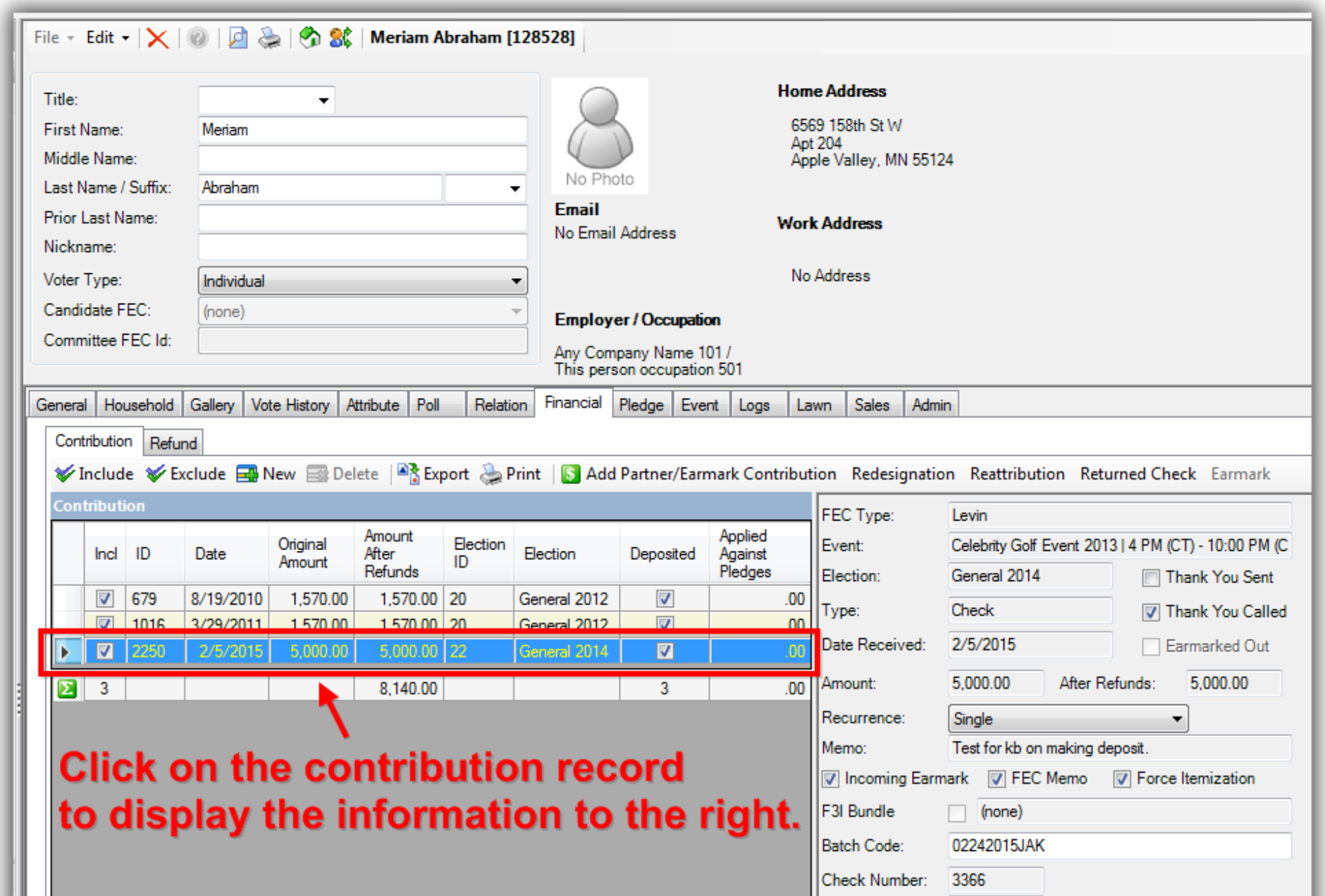

This will provide the pertinent information to track down the deposit record, specifically the **Deposit Date**. *In my example the deposit date was on **2/21/2015** as shown in the detailed image below.*

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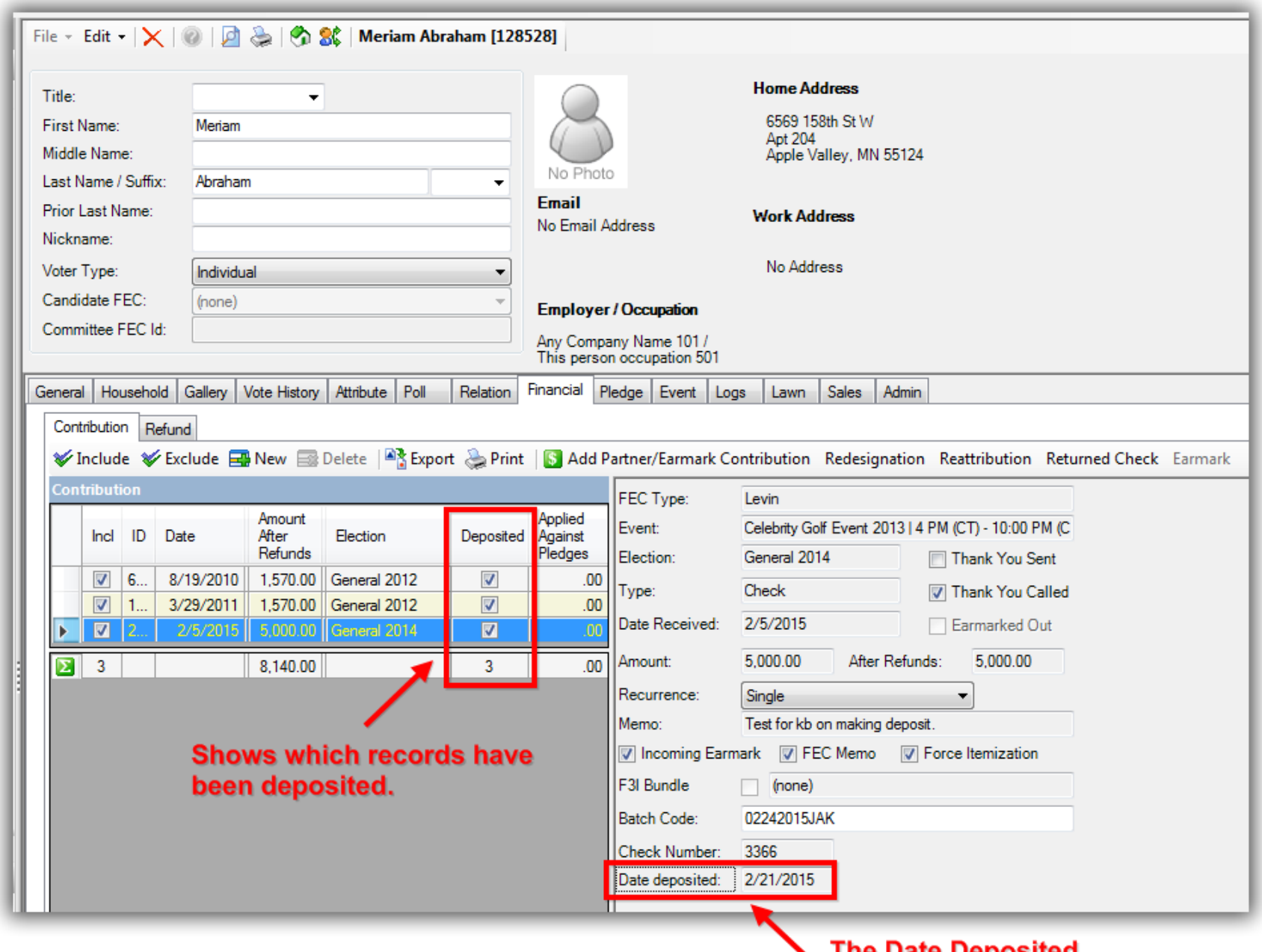

Now that you know the **Date deposited** for the contribution, jot that down or take a screenshot, and **close** out of the current contact record card.

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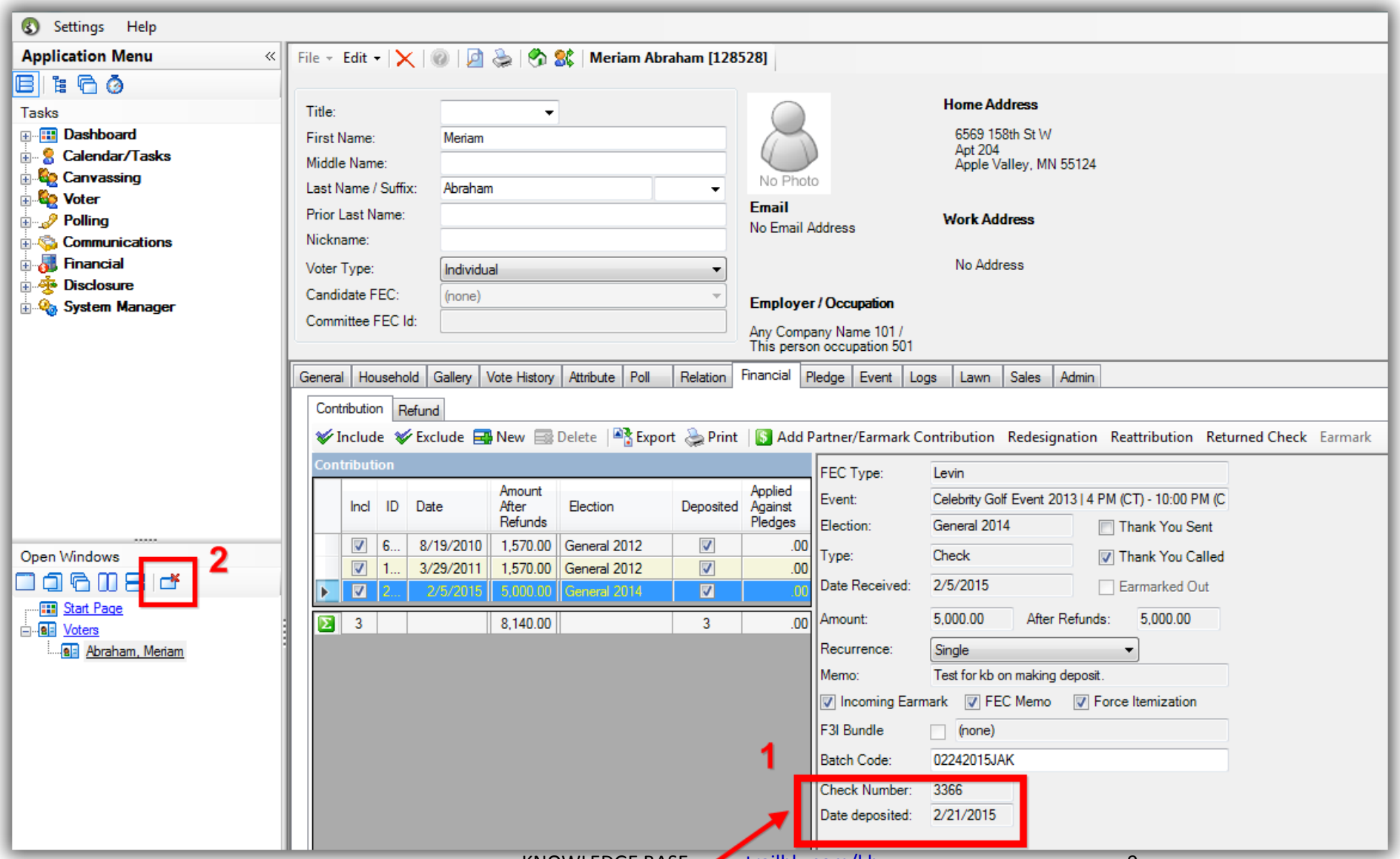
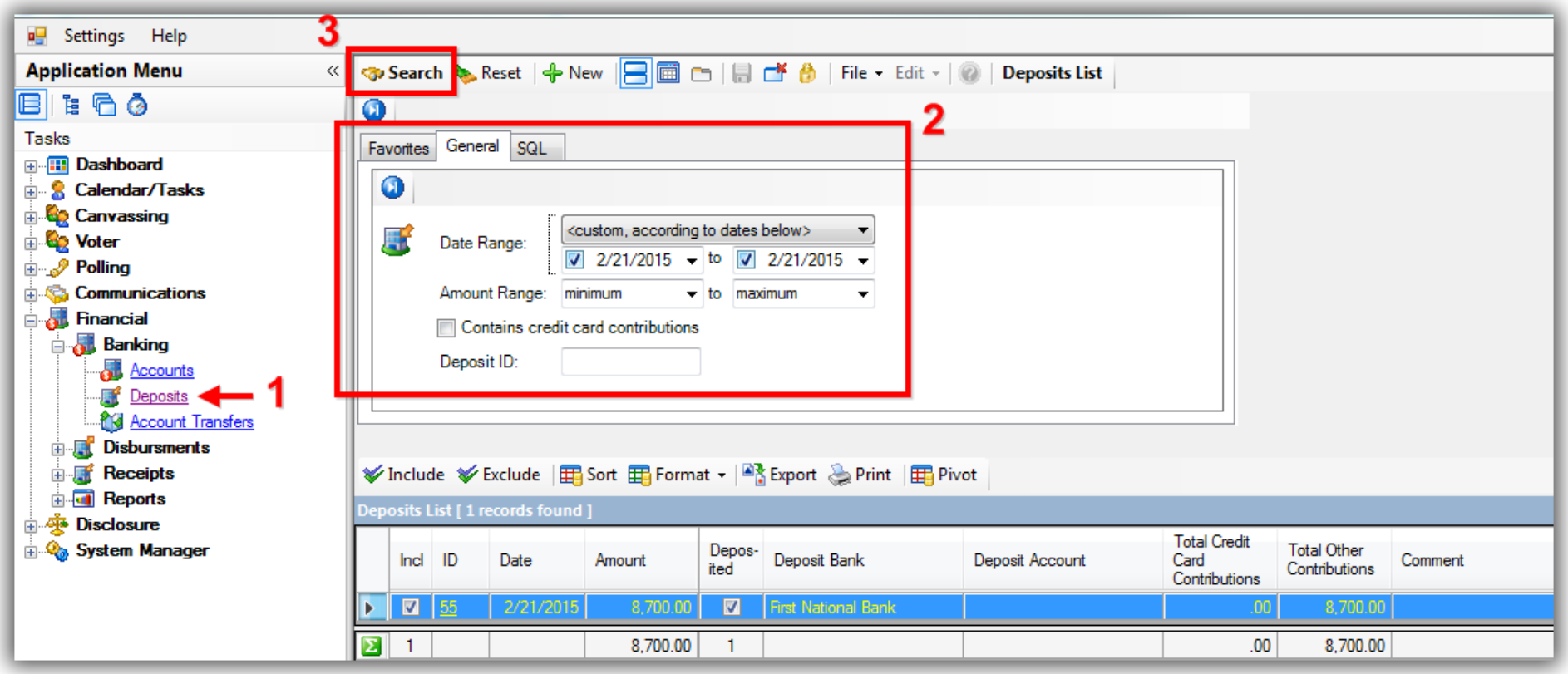


Jot this date down, or take a screenshot.

Next, navigate to your **Deposits** list and query by the date the contribution was deposited.



Open the deposit record by clicking on the **blue ID** hyperlink. *In my example it was **ID #55**.*

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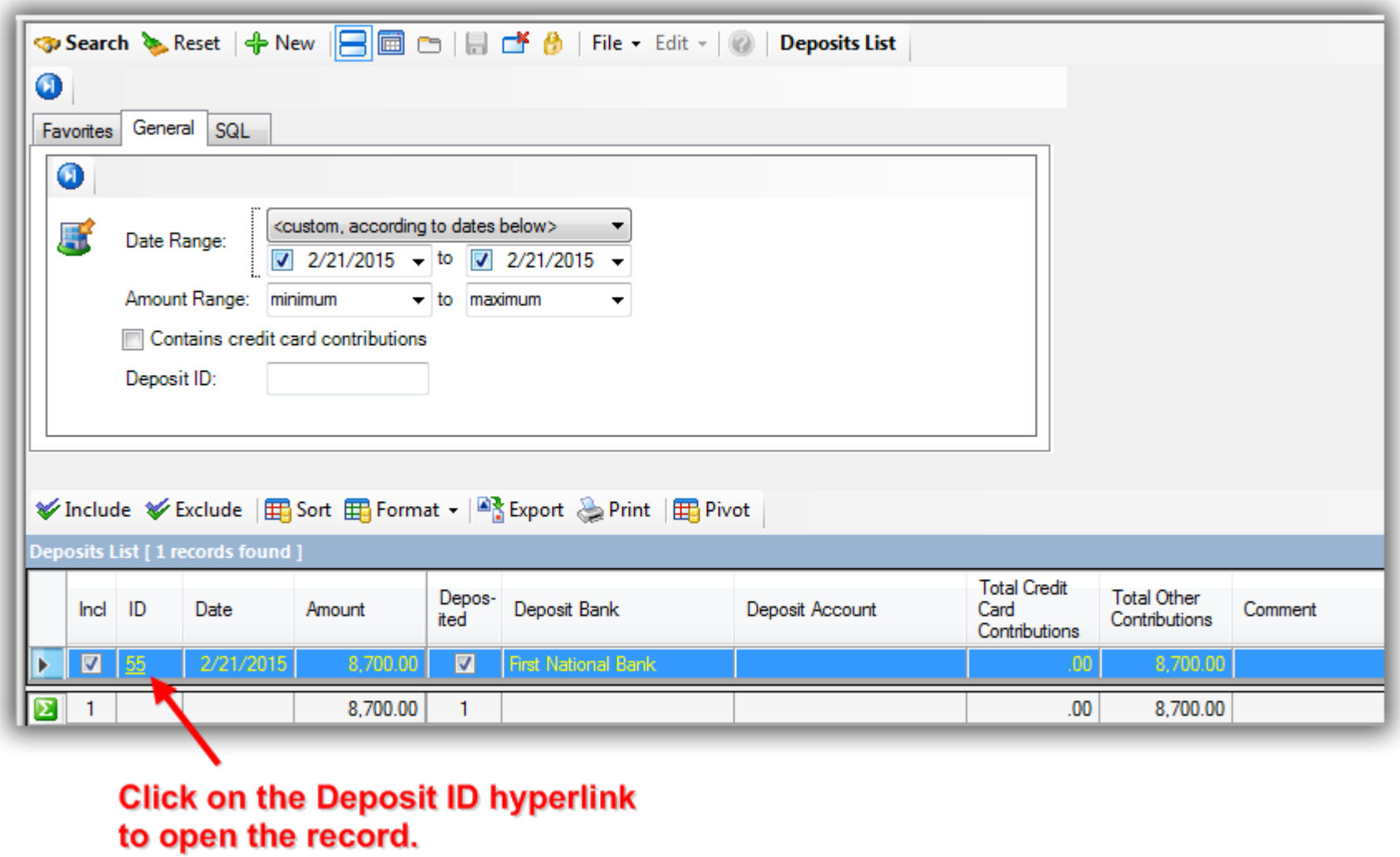

Uncheck the box in the upper-left for '**Deposited**'.

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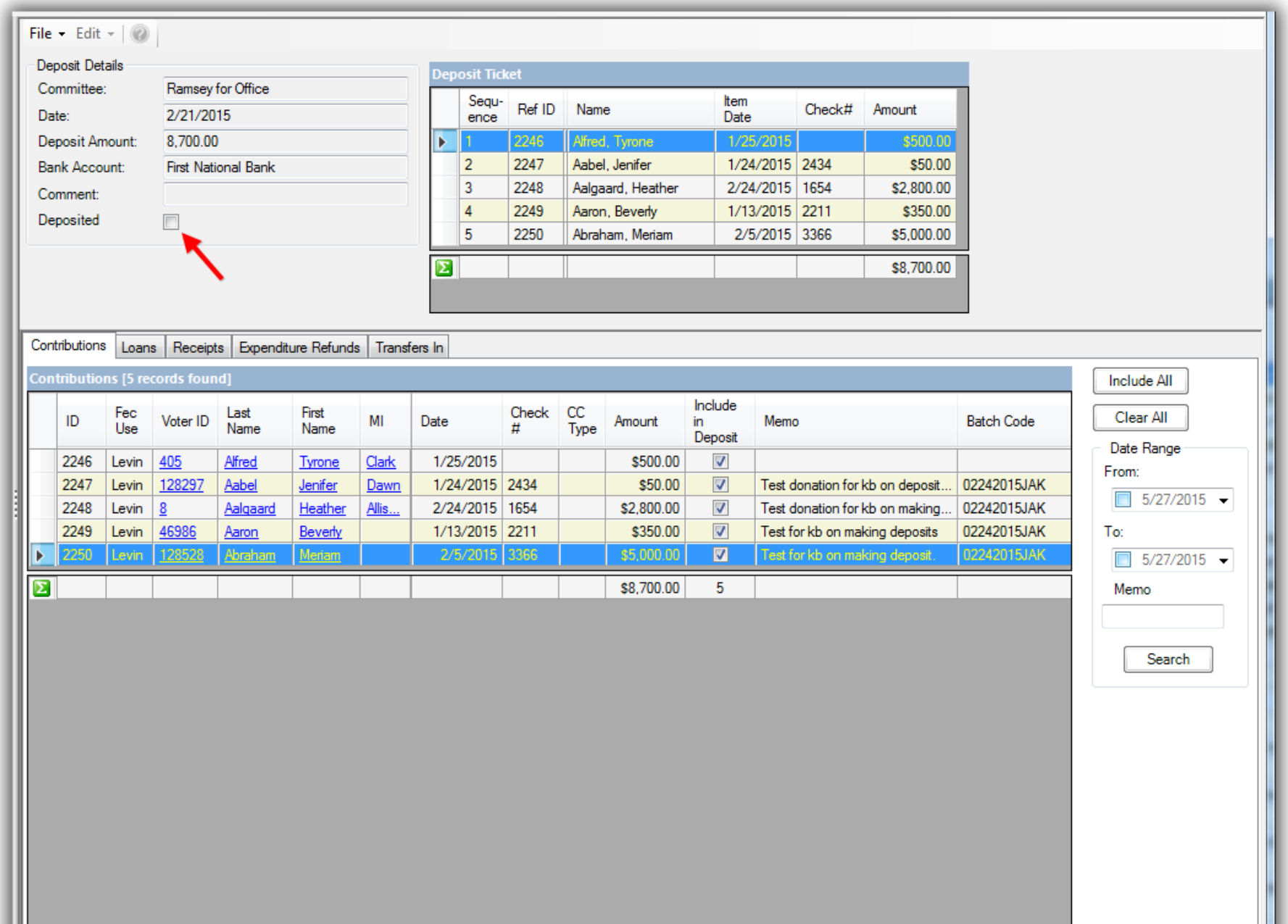

Click **[Save]** in the lower-right, and click **[OK]** when prompted with a warning.

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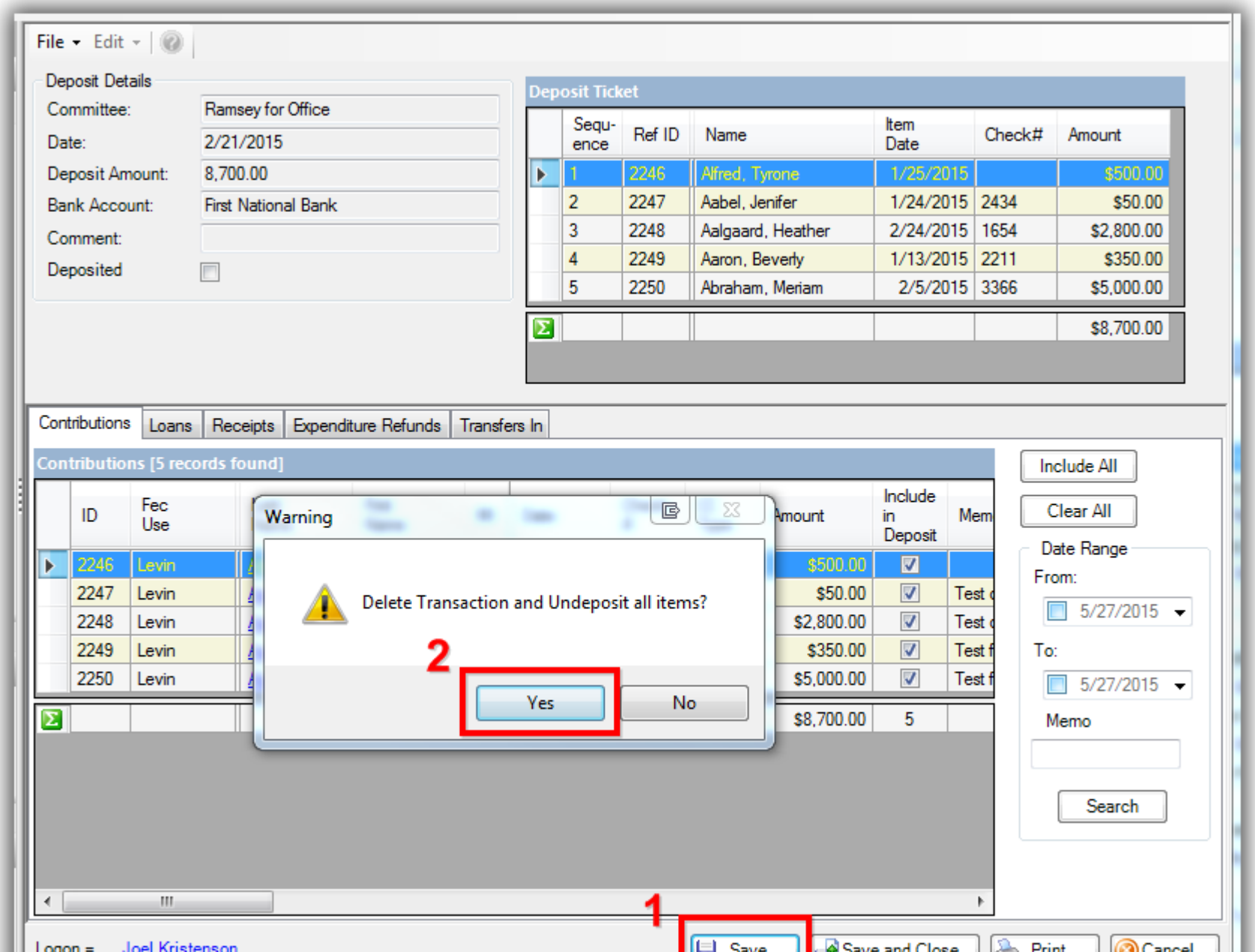

This effectively marks all contributions that are included in the deposit slip as **un-deposited**.

The **Date** field in the upper-left will now be reactivated, and the column '**Include in Deposit**' turns green allowing you make changes:

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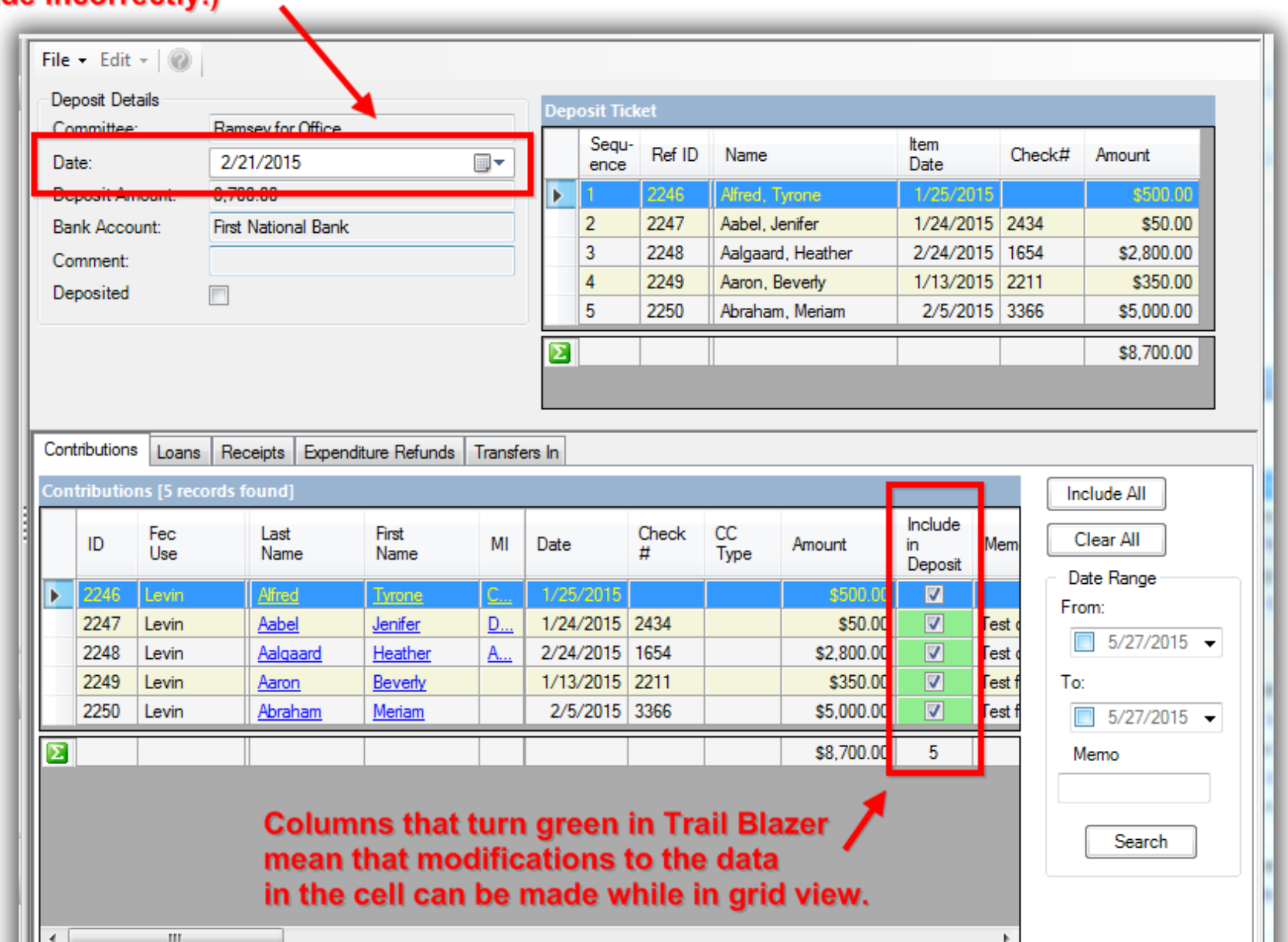
Date field is now reactivated. (Normally you would not modify this unless the initial entry was made incorrectly.)



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Uncheck the box in the '**Include in Deposit**' column for the **contribution** record you need to un-deposit, and click **[Save]**.

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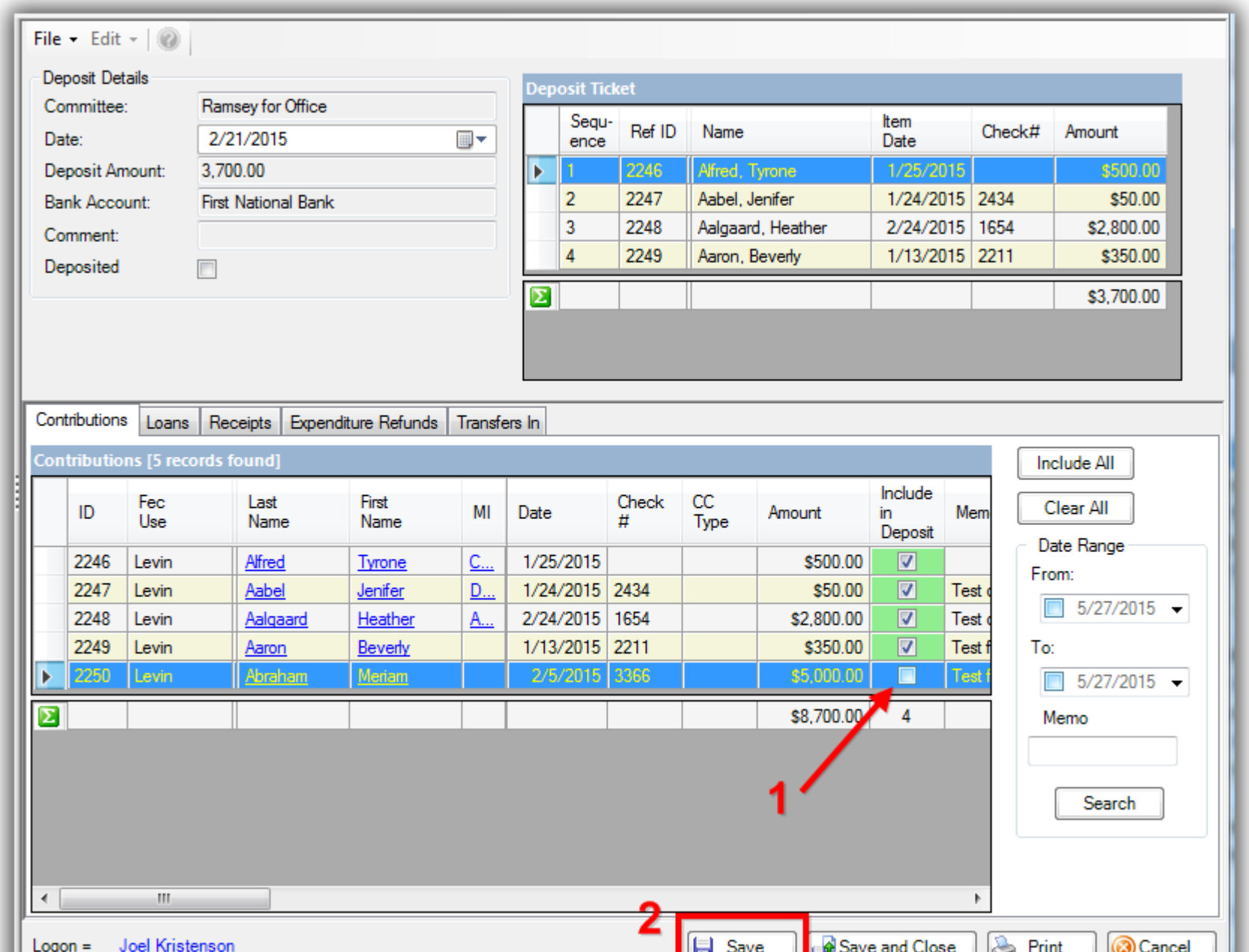

At this point you're finished with the un-depositing of a contribution.

Reopen the original contact record that contained the deposited contribution. *In my example I continued to use **Meriam Abraham** who had the $5,000.00 donation from 2/5/2015.*

You'll notice that the **deposited** checkbox is no longer checked.

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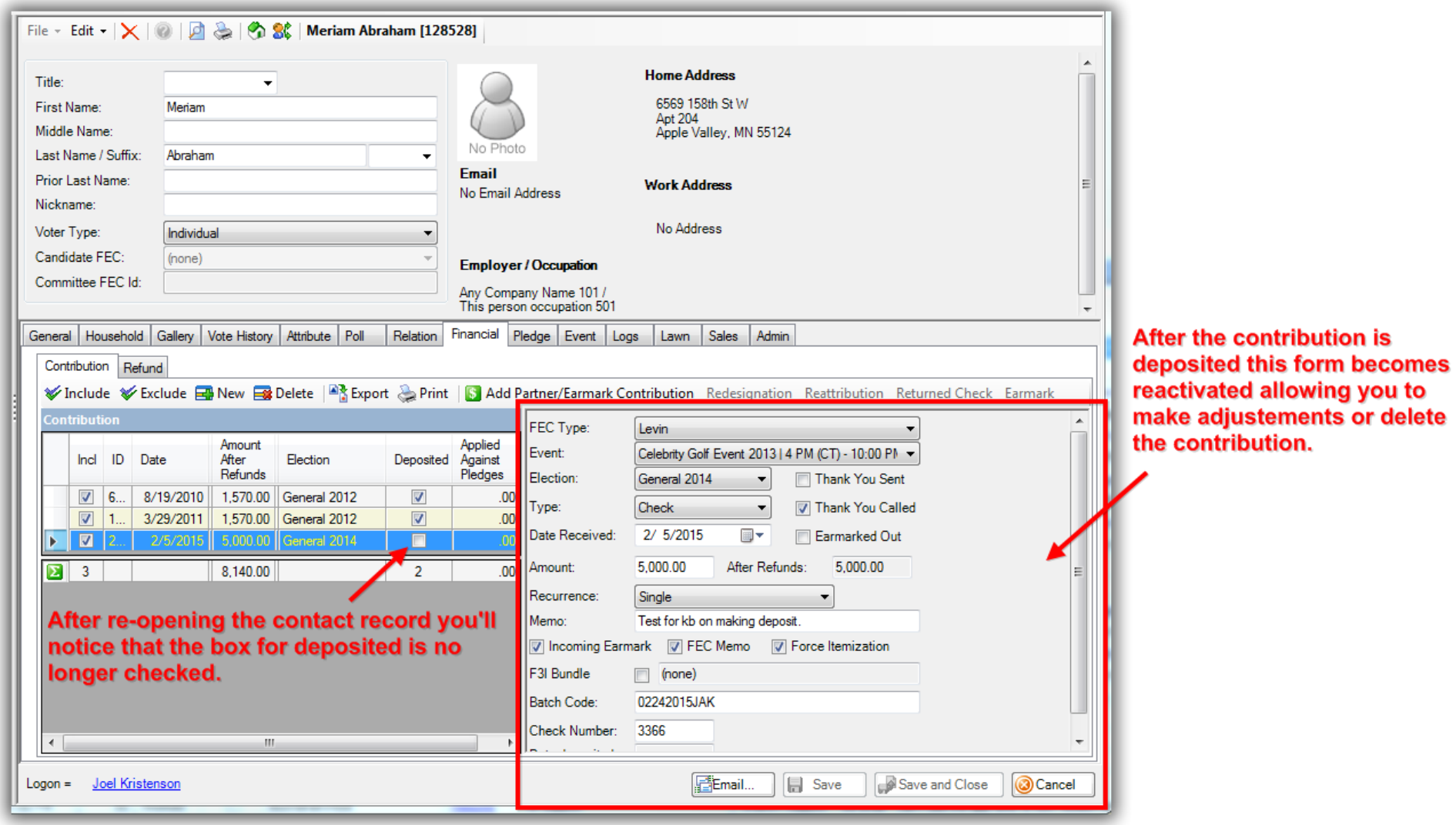

After the contribution is deposited this form becomes reactivated allowing you to make adjustements or delete the contribution.

Once you're done making your changes, **save-and-close**.

You'll need to return the deposit record, and mark it as deposited again.

Open the deposit record, re-check the box for 'Include in Deposit', and click **[Yes]**.

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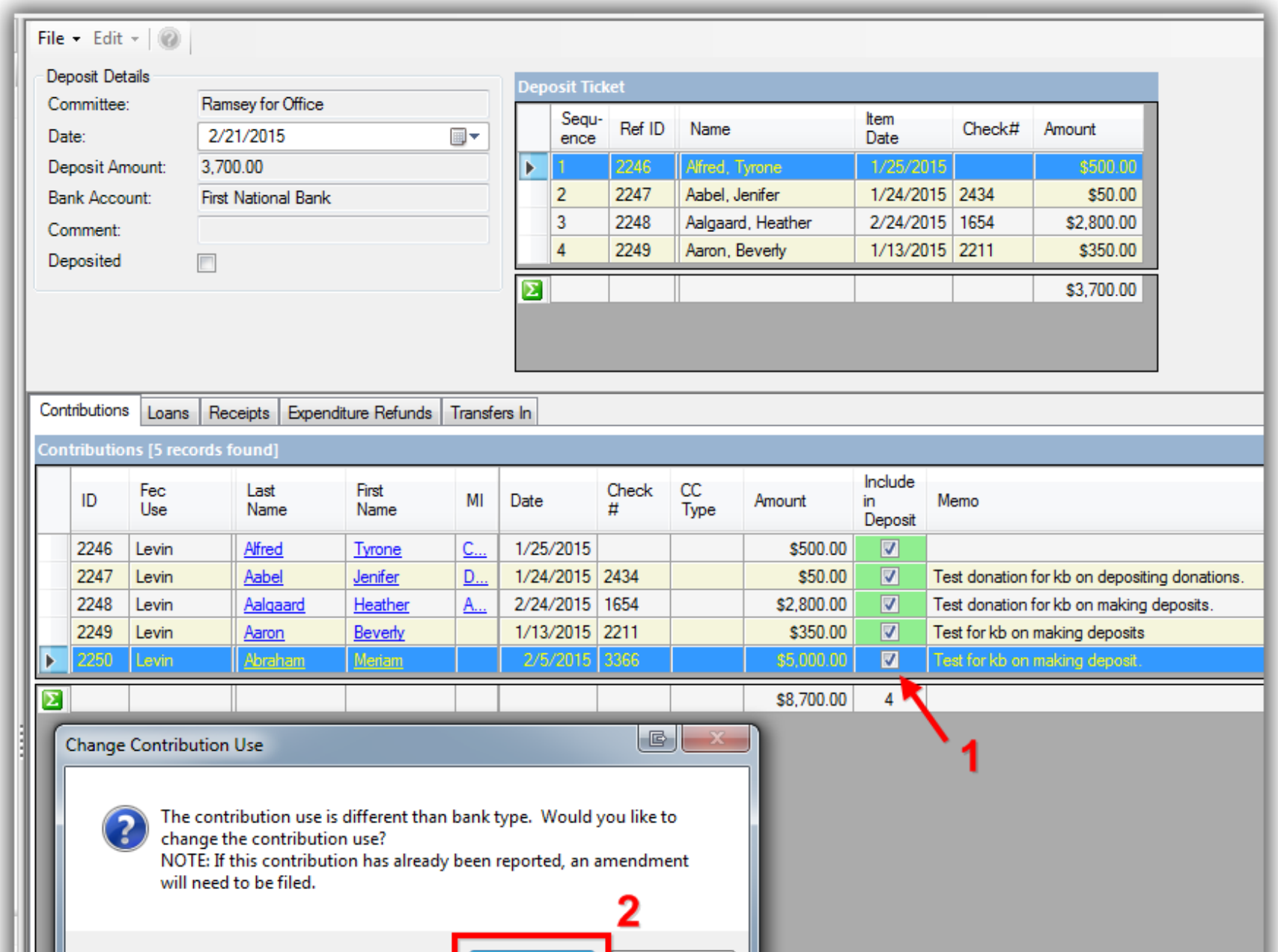

Check the box in the upper-left for **Deposited**, and click **Save-and-Close**.

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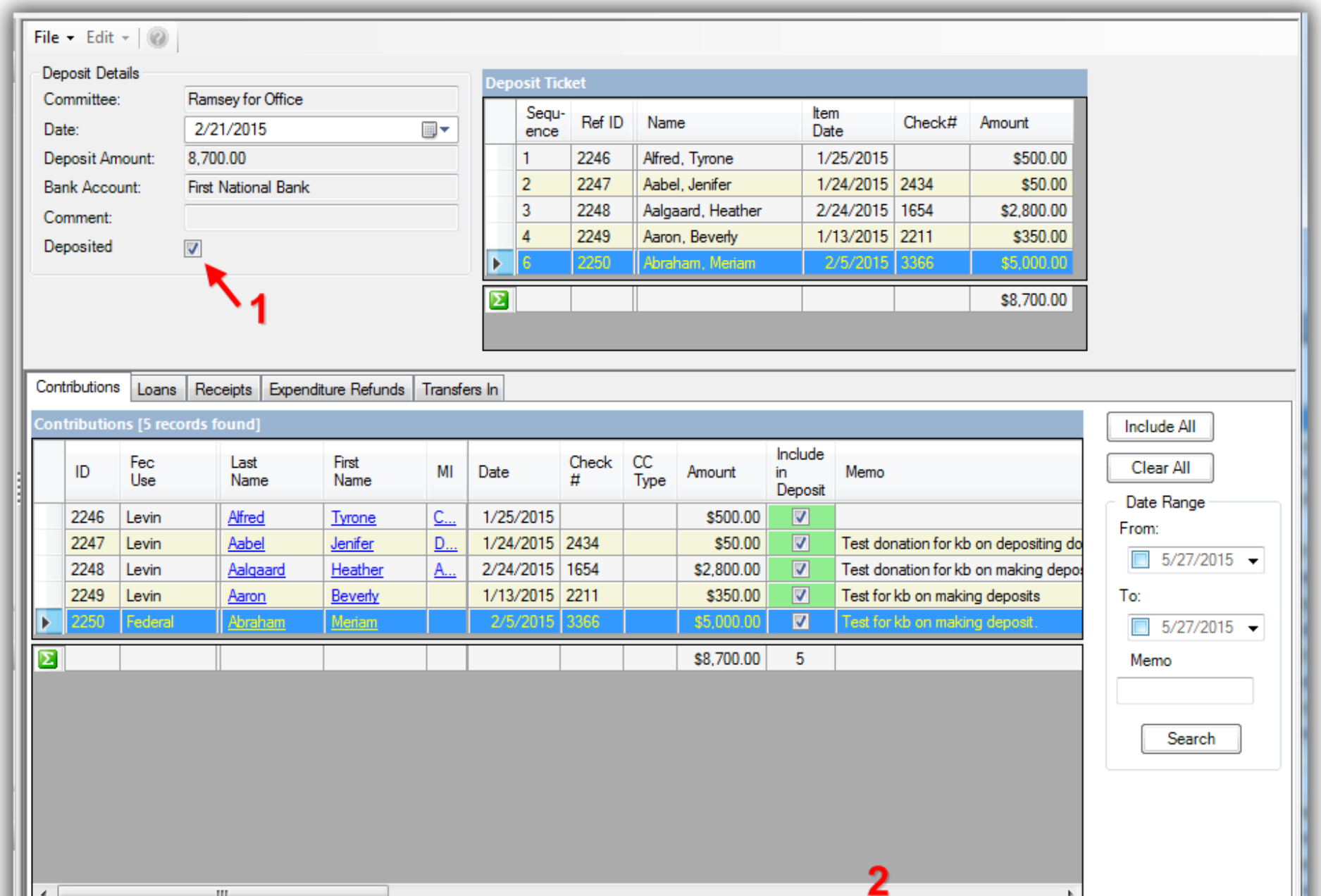

You're now finished with all the steps.

Tip: Contact your FEC analyst if there's anything in question regarding amendments and the manipulation of your contribution records (**800-424-9530** or info@fec.gov).

Related Resources

Article: How to Deposit a Contribution
Article: Delete a Contribution
Article: Enter Contributions
Article: Importing Contributions
Video: Deposits – Setup Bank Account – Set Bank as Default – Create Deposit

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