


**Author:** Joel Kristenson

**Last Updated:** 2015-07-31

## Overview

This article is primarily intended for our **political** customers who use **Trail Blazer's** financial tools (*the majority of our not-for-profit clients use [QuickBooks for Nonprofits](#)*).

There were some major updates made in 2015 that affected the UI and flow for entering contributions in the PAC/Campaign product of **Trail Blazer**, it's now much more similar to the nonprofit product's input form. This article shows how to record a **Refund** on a contribution that has already been **deposited**.

 **Tip:** If the campaigns treasurer(s) haven't been fully trained in on how to effectively use the financial tracking tools in the database you can request to schedule 1-on-1 training, this page on our site shows some of the classes that may be of interest:

<http://trailblz.com/Support/Learning/Curriculums.aspx>

Screenshot of **Financial** training options:

## **Financial Training – Political Part 1** (prerequisite - Introduction to Trail Blazer)

**Offered:** Upon request

*Required materials - at least the first bank statement, first deposit slips, some disbursements ready to enter.*

1. Create new payees.
2. Enter invoices.
3. Make payments.
4. Create deposits.

## **Financial Training – Political Part 2** (prerequisite - Introduction to Trail Blazer)

**Offered:** Upon request

*Required materials - at least the first bank statement.*

Bank reconciliation

## **FEC Reporting** (prerequisite - Financial Training Parts 1 & 2)

**Offered:** Upon request

How to create your first FEC report.

How to identify and resolve errors.

Where to store your uploading password.

# How to Record a Contribution Refund – Primarily for Political Customers

---

## Steps

**Important!** Before a refund can be recorded on the contribution record, the contribution needs to be [deposited](#).

From your **Voters** list you'll need to run a search for the contributor whose contribution(s) you need to refund. Click on the name of the contact to open their record. *In my example I queried by date range and searched for a contributor named "Vatican Abebe".*

# How to Record a Contribution Refund – Primarily for Political Customers

Run a search query for the contributor's contact record, and click on the name to open the record.

The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view containing 'Voter' and 'Minnesota Voter List'. A red arrow labeled '1' points to 'Voters'. The main window has a 'Search' bar and a 'Voters' tab selected. Below the search bar is a 'Contribute' form with various filters like 'Date Range', 'Election', and 'Amount Range'. A red arrow labeled '2' points to the 'Search' bar. Below the form is a table of search results for 'Voters' with 58 records found. A red arrow labeled '3' points to the 'Vatican' link in the 'First Name' column of the second record (ID 166034).

Incl	ID	Last Name	First Name	MI	Address Type	Address	Address Line 2	City	State	Zip Code	Birth Date	County	CD	SD	LD	Reg Id
<input checked="" type="checkbox"/>	128779		Amerine Builders, LLC			1601 Frontage Rd		Nebraska City	NE	68410-1156		Otoe				
<input checked="" type="checkbox"/>	166034	Abebe	Vatican	Z		4208 Aquila Ave N		New Hope	MN	55428	1/1/1987	Hennepin	5	45	45A	4108005
<input checked="" type="checkbox"/>	175991	Albert	Daniel			13715 Suunmount Pines Dr		Houseton	TX	77083						
<input checked="" type="checkbox"/>	175945	Alexander	Deanna			3526 84th St N		Milwaukee	WI	53222						
<input checked="" type="checkbox"/>	176004	Arnold	Brian			6906 Riviana St S		Aurora	CO	80016						
<input checked="" type="checkbox"/>	175943	Bailev	Charles			620 Mendelssohn Ave	Suite 116	Golden Valley	MN	55427		Hennepin				
<input checked="" type="checkbox"/>	175970	Berardi	Chris													
<input checked="" type="checkbox"/>	175946	Brudnicki	Susan			158 Travelers Rd		Harmony	CA	957210						
<input checked="" type="checkbox"/>	175973	Cooney	Sherley			658 Washington St		Brooklyn	Haiti							
<input checked="" type="checkbox"/>	175995	Cunningham	Kevin			567 Ridge Ave W		Tampa	FL	23147						
<input checked="" type="checkbox"/>	167172	Danielson	Tori	Jean		10630 Rockford Rd	Apt 107	Plymouth	MN	55442	1/1/1977	Hennepin	03	45	45A	1343884

Navigate to the **Contribute** tab and click the **blue open** link on the contribution record you need to record a refund for. *In my example there was a single contribution of \$600.00 with ID 11183.*

## How to Record a Contribution Refund – Primarily for Political Customers

The screenshot shows the TrailBlazer software interface for a user profile named 'Vatican Z Abebe'. The profile details include:
 

- Title:** (dropdown)
- First Name:** Vatican
- Middle Name:** Z
- Last Name / Suffix:** Abebe
- Prior Last Name:** (empty)
- Nickname:** (empty)
- Voter Type:** Individual
- Candidate FEC:** (none)
- Committee FEC Id:** (empty)
- Home Address:** 4208 Aquila Ave N, New Hope, MN 55428, 612-810-1860
- Work Address:** No Address
- Email:** No Email Address
- Employer / Occupation:** No Employer / No Occupation

 Below the profile is a navigation bar with tabs: General, Household, Gallery, Vote History, Attribute, Poll, Relation, **Contribute**, Pledge, Event, Logs, Lawn, Sales, Admin. The 'Contribute' tab is highlighted with a red box.

Below the navigation bar is a toolbar with icons for New, Refresh, Include, Exclude, Sort, Format, Export, Print, and Pivot. Below the toolbar is a table titled 'Contributions [1 record found]':

	Incl	Open	ID	Date	Committee	Amount	Refunds	Amount After Refunds	Election	Event ID	Event	Payment Method	De- pos- ited	Applied Against Pledges	Memo
	<input checked="" type="checkbox"/>	Open	11183	1/13/2015	Kathryn For Congress	600.00	.00	600.00	Primary 2016			Check	<input checked="" type="checkbox"/>	.00	
	1					600.00	.00	600.00					1	.00	

**Click on the 'Open' link on the contribution record you need to record a refund for.**

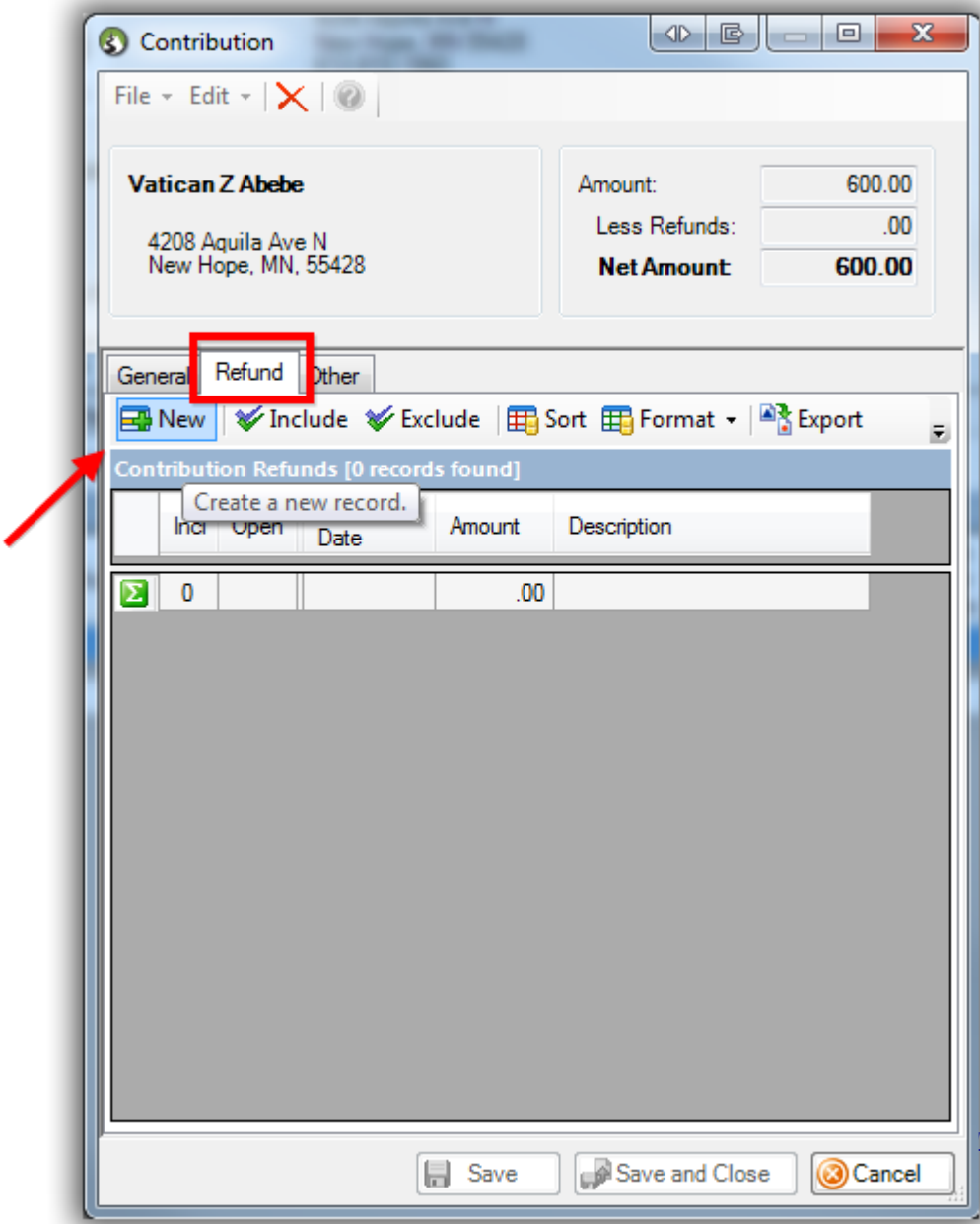
**The contribution record must already be deposited.**

## How to Record a Contribution Refund – Primarily for Political Customers

---

Navigate to the **Refund** tab and click **[+ New]**. *If the New button is greyed out it's because the contribution record has not been recorded as [deposited](#).*

# How to Record a Contribution Refund – Primarily for Political Customers



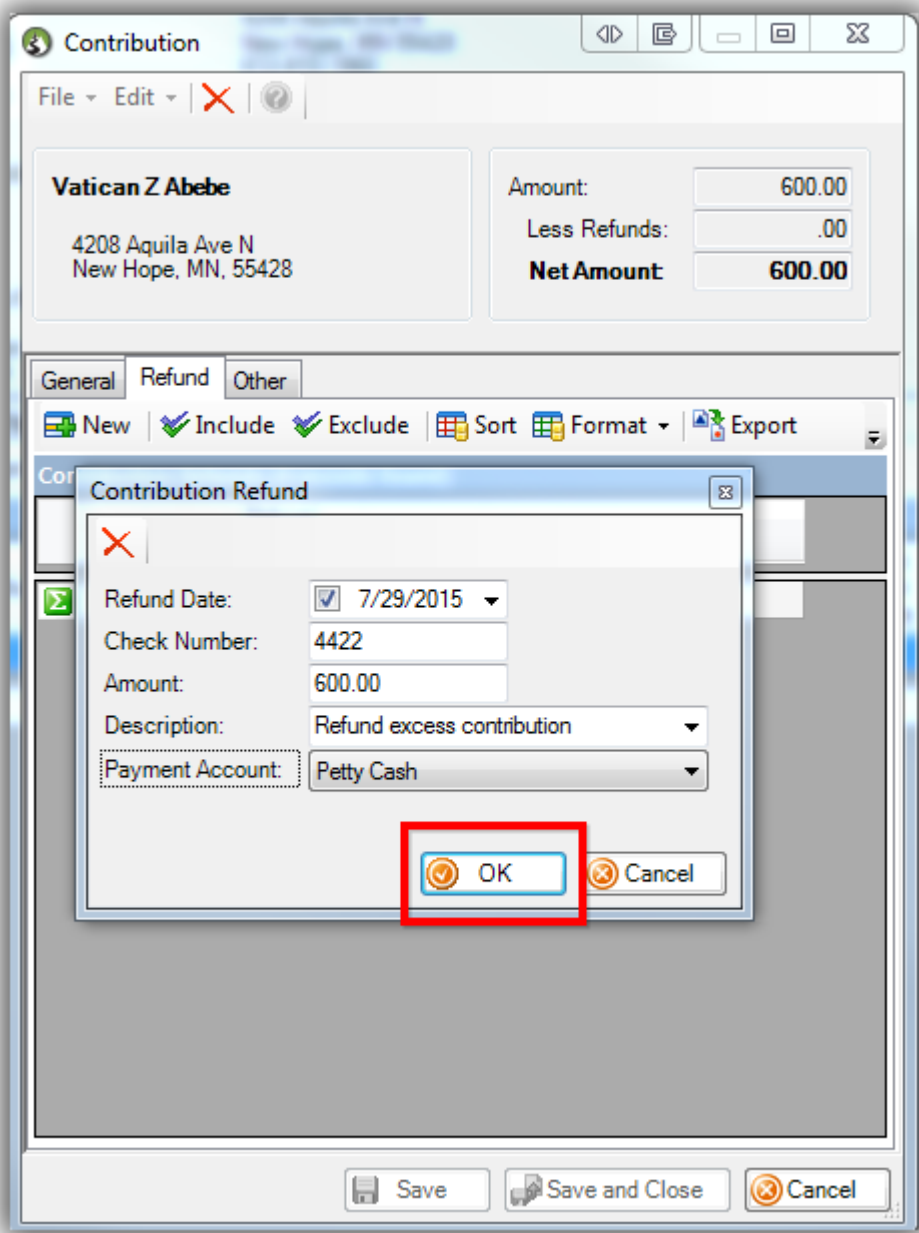
## How to Record a Contribution Refund – Primarily for Political Customers

---

Fill out the refund form and click **[OK]** once complete. *My example is below.*



# How to Record a Contribution Refund – Primarily for Political Customers

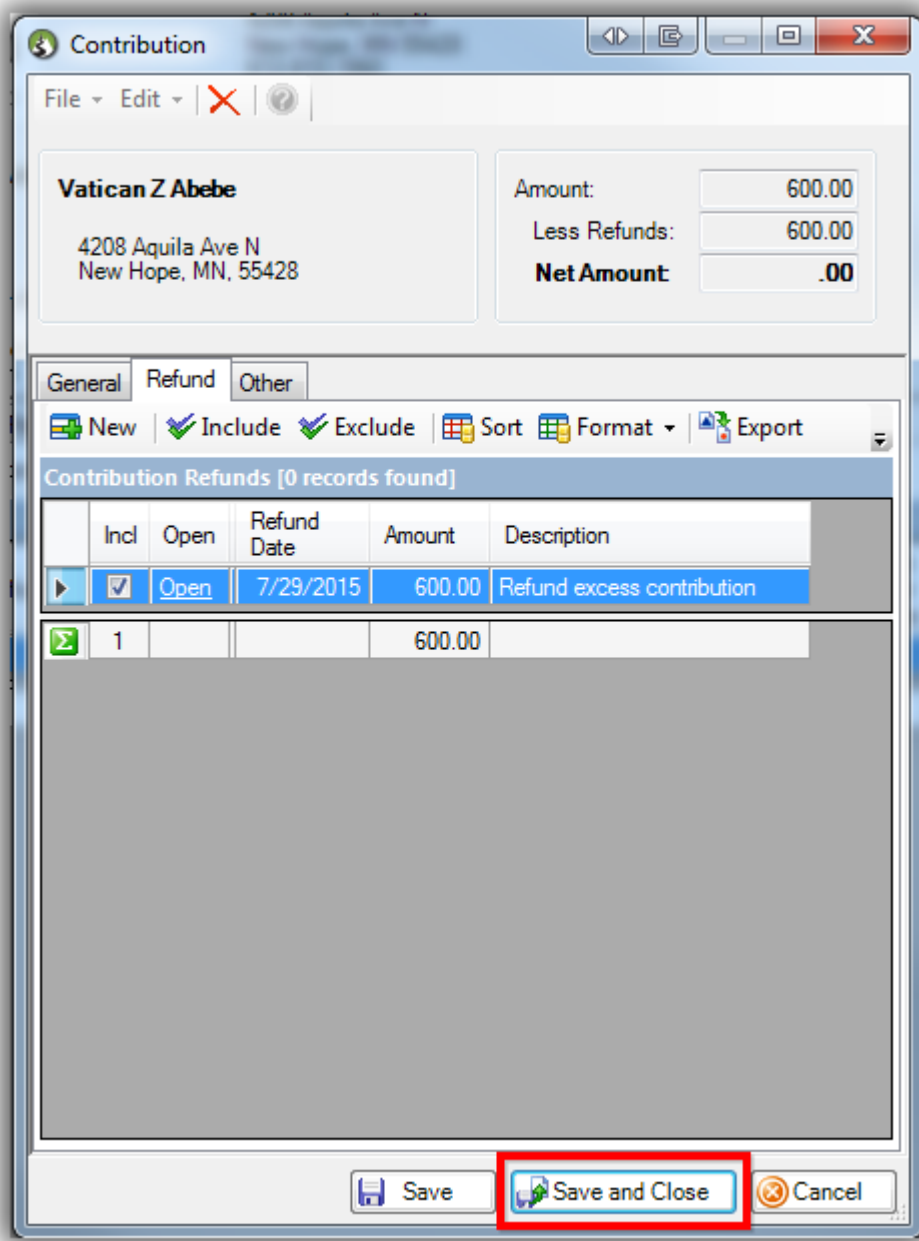


## How to Record a Contribution Refund – Primarily for Political Customers

---

Click **[Save and Close]** to finish.

# How to Record a Contribution Refund – Primarily for Political Customers



## How to Record a Contribution Refund – Primarily for Political Customers

This will bring you back to the contributor's record card, and can click the orange **[Refresh]** button to view the updated information. *My example is below.*

The screenshot shows the TrailBlazer software interface for a contributor's record card. The contributor's name is 'Vatican Z Abebe [166034]'. The interface includes a form for personal details, a navigation menu, and a table of contributions. A red box highlights the 'Refresh' button in the navigation menu and the 'Amount', 'Refunds', and 'Amount After Refunds' columns in the contributions table. A red arrow points from the text below to the 'Amount After Refunds' column.

Incl	Open	ID	Date	Committee	Amount	Refunds	Amount After Refunds	Election	Event ID	Event	Payment Method	De-posit-ed	Applied Against Pledges	Memo
<input checked="" type="checkbox"/>	Open	11183	1/13/2015	Kathryn For Congress	600.00	600.00	.00	Primary 2016			Check	<input checked="" type="checkbox"/>	.00	
1					600.00	600.00	.00					1	.00	

**Values update after the refund has been recorded.**

## How to Record a Contribution Refund – Primarily for Political Customers

---

You're now finished with all the steps.

The two images below show where the [FEC report](#) will display your **Refund(s)**.

Img 1 – **Detailed Summary Page of Disbursements**

# How to Record a Contribution Refund – Primarily for Political Customers

<b>DETAILED SUMMARY PAGE</b> of Disbursements		
FEC Form 3 (Revised 02/2003)		PAGE 4 / 19
II. DISBURSEMENTS	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date
17. OPERATING EXPENDITURES.....	162.37	27189.24
18. TRANSFERS TO OTHER AUTHORIZED COMMITTEES .....	.00	.00
19. LOAN REPAYMENTS:		
(a) Of Loans Made or Guaranteed by the Candidate.....	.00	1000.00
(b) Of All Other Loans .....	.00	900.00
(c) TOTAL LOAN REPAYMENTS (add Lines 19(a) and (b)).....	.00	1900.00
20. REFUNDS OF CONTRIBUTIONS TO:		
(a) Individuals/Persons Other Than Political Committees .....	.00	980.00
(b) Political Party Committees.....	.00	.00
(c) Other Political Committees (such as PACs).....	.00	.00
(d) TOTAL CONTRIBUTION REFUNDS (add Lines 20(a), (b), and (c)).....	.00	980.00
21. OTHER DISBURSEMENTS .....	.00	.00
22. TOTAL DISBURSEMENTS		

## How to Record a Contribution Refund – Primarily for Political Customers

---

Img 2 – Summary Page of Receipts and Disbursements

# How to Record a Contribution Refund – Primarily for Political Customers

## SUMMARY PAGE

of Receipts and Disbursements

FEC Form 3 (Revised 02/2003)

PAGE 2 / 19

---

Write or Type Committee Name  
**Kathryn For Congress**

---

Report Covering the Period: From:  /  /  To:  /  /

---

	COLUMN A This Period	COLUMN B Election Cycle-to-Date
<b>6. Net Contributions (other than loans)</b>		
(a) Total Contributions (other than loans) (from Line 11(e)) ....	6562.63	2877070.95
(b) Total Contribution Refunds (from Line 20(d)) .....	.00	980.00
(c) Net Contributions (other than loans) (subtract Line 6(b) from Line 6(a)) .....	6562.63	2876090.95
<b>7. Net Operating Expenditures</b>		
(a) Total Operating Expenditures (from Line 17) .....	162.37	27189.24
(b) Total Offsets to Operating Expenditures (from Line 14) .....	.00	.00
(c) Net Operating Expenditures (subtract Line 7(b) from Line 7(a)) .....	162.37	27189.24



# How to Record a Contribution Refund – Primarily for Political Customers

---



## Trail Blazer™

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

## Related Resources

**Article:** [How to Deposit a Contribution](#)

**Article:** [Best Practices – FEC Reporting](#)

**Video:** [Contribution - Refund](#)

**Video:** [Expenses Reimburse Employee For Multiple Items](#)

**Video:** [Search for Missing Employer Occupation](#)

**Website:** [Trail Blazer Learning Resources - Curriculums](#)

## 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>

## How to Record a Contribution Refund – Primarily for Political Customers

---

*\* 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.*