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Overview

This article walks through the steps setup a **credit card bank account**. Then it covers how to create an **invoice** for your **credit card bank account** (payee), and record the **detailed memo items (payments)** so they display properly on your FEC report. The steps involve:

- Creating a credit card bank account (if you haven't already)
- Creating the **payees** and **invoices** for the payments you made with a credit card
- Creating the **invoice** and **payment (memo items)** for the credit card **payee**
- Running the FEC report to verify the memo entries display correctly

Tip: Prefer video? <u>This video</u> tutorial walks through the steps to complete this task. **Trail Blazer** also provides <u>unlimited free training</u> and it's pertinent that your campaign treasurer attends a 30 minute GoToMeeting session with one of our financial trainers to make sure they can accurately record the finances for your campaign.



Steps

1) Navigate to the Accounts list by following Application Menu > Financial > Banking > Accounts. Requires security clearance.





2) Click **[Search]** to populate the list of current accounts. Click **[+ New]** from the **Search** tool strip. **If your credit card account is already setup you can skip this step.*



2. Click [+ New] to create a new account. *If your account already exists you can skip this step.

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3) Enter all the information under the **Bank** tab including the **Committee**, **Address**, and **Contact** info.



Fill out all the information for the new credit card bank account i.e. the Committee,

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Bank Account	×	X			
Committee:	Demo Campaign Database - Joel	Contact Name: Ted Flanegan			
Bank Name:	Credit Card (Wells Fargo)	ABA Number:			
Nation:	United States	Phone Number: (612) 667-0654	_		
Address:	90 S 7th St	Fax Number: (800) 143-4538			
			E		
City:	Minneapolis	This Account is Inactive			
State or Territory:	Minnesota [MN]				
Zip Code:	55415				
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4) Navigate to the **Account** tab and fill in all of the relevant information (Name, Address, Starting Balance, Etc). Make **sure** the **Account Type** is categorized as **Credit Card**. *My example is below*.



Fill out all the information for your new credit card account (address, account number, account type, starting balance, etc.).

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5) Click [Save and Close] to finish.



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6) Click **[Search]** and the new account will display in the **Accounts** list. *My example is below.* To reiterate, these steps will also create a Credit Card 'Payee' which is used in later step.



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		V	4	Demo Campaign Database - Joel			Cash Drawer	.00
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The new credit card bank account will display.



7) Navigate to the Payee list by following Application > Financial > Disbursements > Payees (Invoicing).







8) Search for the **payee** you made a credit card payment too and **open** their record card. *If they don't exists, click* **[+ New]** at the top and create a <u>new payee record</u>. In my example I used **Trail Blazer Campaign Services**.



1. Run a search for the payee you paid with a credit card.

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			2. Open the pay	vee r	ecord	card.								



9) Click [+ New] under the Invoices tab.



Entering Credit Card Memo Details for a Credit Card Invoice that was Paid – Political Only (Required for Federal FEC Reports)

Gen	eral					CF	EC Filing Infom	nation/Other						
Cor	npany	y:	Trail Blazer	Campaign Ser	vices	E	Entity Type:	C)rganization (not a committ	ee and not a 🕫 🔻			
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			Suite 103				EIN/SSN:							
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Create a new invoice



10) Fill out the **invoice** information and click **[Save and Close]**. *If you're going to record a payment right away you can just click* **[Save]** *and begin recording a payment. For the purpose of this article the* **payment steps are covered in step #12**.



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Ð	pen	ise C	ategory:	Ac	Iministrative/Sal	ary/Overhead	d Expenses	•				
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		V	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name	
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Lo	gon	1 =	Joel Krist	enson							🔚 Save 💕 Save and C	lose OCancel



11) **Repeat** these steps and **create invoice records** for ***all*** payees who you paid with a credit card. *In my example I recorded 3 invoices for 3 different payees.*

12) Once the invoices have been recorded, **open** the payee record, and **open** the invoice by clicking on the **Invoice ID**. In my example I used Trail Blazer Campaign Services again, and the \$500.00 invoice that was created in step #10.



1. Open the payee record card from the Payee list that contains the invoice you paid with a credit card.

File - Edit - X 0													
Ge	neral						EC Filing Infom	nation/Other					
Co	mpany	/:	Trail Blazer	Campaign Ser	vices	E	Entity Type:	C)rganization (I	not a committ	ee and not a ; 🔻		
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	Suite 103						Set voter						
C	Suite 103 City: Golden Valley						IN/SSN:						
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Sta	State or Territory: Minnesota [MN] Zin Code: 55416					ĭ	Jser Field 1:						
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Ph	Phone/Ext: (800) 446-1375						lear Field 3:	-					
Fa	x		(952) 767-20	555			Jser Field 5.	-					
En	nail:		support@t	railblz.com			Jser Fleid 4:						
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Inv	New pices [7 7 7 7 7 7 7 7 7 7 7 7	Implicities Implicities Refree Invoice ID 728 729 730 747 748	esh E Sor found] Invoice Date 1/30/2009 3/12/2009 4/7/2009 5/11/2009	Format Invoice Amount 1,200.00 6,500.00 1,000.00 6550.00	Wrap	Adjusted Amount 1,200.00 6,500.00 1,000.00	Print Payments 1,200.00 6,500.00 1,000.00 650.00	Pivot Refunds .00 .00 .00 .00 .00	Open Balance .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event	Description Software for FEC and campaign software
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13) Under the Payments tab click [+ New].



(797) Invoice Card			-				
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Pavee:	Trail Blazer Campaign	Services					
Date:	12/22/2016						
Original Amount:	500.00						
Expense Category:	Administrative/Salary	/Overhead Expenses	•				
Expenditure Type:	Regular Committee C)perating Expense	•				
Election:	General 2016		-				
Event:	(none)		•				
Description:	FEC Filing Software 8	k Fundraising Softwar	e				
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Click [+ No	ewl to bec	in creatir	id a	new p	avment against t	he invoice.	
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						📕 Save 🎧 🖓 Save and C	Close OCancel
			-				



14) Fill out the **payment** form. Make sure to select the **Payment Method** as **'Credit Card'** and select the **correct credit card 'bank'** from the dropdown menus. *My finished example is below where I entered a full \$500.00 payment against the \$500.00 invoice using the Wells Fargo Credit Card bank account.*



1. Enter all the required information for the payment, including:

- Date
- Election
- Type (credit card)
- Correct credit card bank account
- Amount





15) Click [Save and Close]. My finished payment example for one of my payees is below.



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D	ate:			12	/22/2016	•							
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16) Click [Cancel] or the red [x] in the top-right of the invoice record to close out of it.



Close the invoice record after recording the payment.

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3	[79	97] In	voice Caro	t i	The Contra	-			-						- 23
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17) Click **[Refresh]** in the payee record and the results will update below to reflect the payment. **Repeat these steps** for all payees you paid with a credit card. *My example is below.*



File	- Ed	lit + 🗙	0											
Ge	neral						EC Filing Infom	nation/Other						
Co	mpany	y:	Trail Blazer	Campaign Ser	rvices		Entity Type:	C)rganization (I	not a committ	ee and not a ; 🔻			
Fir	st Nar	ne:	Brian				Creditor Type:	I	ncorporated C	ommercial Ve	ndor 🔻			
La	st Nam	Name: Hanf					Payee Filer ID:							
Na	tion:					- I	Filer Entity:	(none)		•			
Str	eet:		5115 Excels	ior Blvd			Set Voter							
			Suite 103											
Cit	v.		Golden Val	lev			EIIN/SOIN.							
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	New pices [V V V V V V V V	Refr 49 records Invoice ID 728 729 730 747 748 750 752	Esh ∰ Sort invoice Date 1/30/2009 1/30/2009 3/12/2009 3/12/2009 5/11/2009 5/20/2009 7/7/2009	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 1,200.00 6,500.00	 Wrap Deductions .00 	Adjusted Amount 1,200.00 6,500.00 1,000.00 650.00 1,200.00 6,500.00	Print Payments 1,200.00 6,500.00 1,000.00 650.00 1,200.00 6,500.00	Pivot Refunds .00 .00 .00 .00 .00 .00 .00 .	Open Balance .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event	Description Description Software for FEC and campaign software Campaign Software	
	New pices [7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	 Refra 49 records Invoice ID 728 729 730 747 748 750 752 756 	Esh	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 1,200.00 6,500.00 6,500.00	 Wrap Deductions .00 	Export Adjusted Amount 1,200.00 .00 6,500.00 1,200.00 6,500.00 1,200.00 6,500.00 6,500.00 6,500.00	Print Payments 1,200.00 .00 6,500.00 1,000.00 650.00 1,200.00 6,500.00	Pivot Refunds .00 .00 .00 .00 .00 .00 .00 .	Open Balance .00 .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event	Description Software for FEC and campaign software Campaign Software FEC software	
	New New	Zame Image: Construction of the second se	Esh ∰ Sort Found] Invoice Date 1/30/2009 1/30/2009 3/12/2009 3/12/2009 3/12/2009 5/11/2009 5/20/2009 7/7/2009 9/9/2009 10/21/2009	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 4,800.00	 Wrap Deductions .00 	Adjusted Amount 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00	Print Payments 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00	Pivot Refunds .00 .00 .00 .00 .00 .00 .00 .00 .00 .	Open Balance .00 .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event	Description Description Software for FEC and campaign software Campaign Software FEC software campaign finance software	
	New Nices V	Refr 49 records Invoice ID 728 729 730 747 748 750 752 756 758 759	esh ∰ Sort itound] Invoice Date 1/30/2009 1/30/2009 3/12/2009 3/12/2009 5/20/2009 7/7/2009 9/9/2009 10/21/2009 10/28/2009	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00	 Wrap Deductions .00 	Export Adjusted Anount 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 1,200.00 1,200.00 1,200.00 1,200.00	Print Payments 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00	Pivot Refut .00 .00 .00 .00 .00 .00 .00 .	Open Balance .00 .00 .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event	Description Description Software for FEC and campaign software Campaign Software FEC software campaign finance software	
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	New Nices V	 Refra 49 records Invoice 728 729 730 747 748 750 752 756 758 759 760 797 	Esh ∰ Sort Found] Invoice Date 1/30/2009 1/30/2009 3/12/2009 3/12/2009 5/11/2009 5/20/2009 7/7/2009 9/9/2009 10/21/2009 10/28/2009 11/20/2009 11/20/2009	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 1,200.00 6,500.00 6,500.00 4,800.00 1,000.00 3,900.00	 Wrap Deductions .00 	Export Adjusted Amount 1,200.00 .00 6,500.00 1,000.00 6,500.00 1,200.00 6,500.00 1,200.00 6,500.00 1,200.00 6,500.00 1,200.00 6,500.00 1,200.00 3,900.00 3,900.00	Print Payments 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00 3,900.00	Pivot Refunds .00 .00 .00 .00 .00 .00 .00 .00 .00 .	Open Balance .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	Election Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 General 2016	Event	Description Software for FEC and campaign software Campaign Software FEC software campaign finance software campaign software FEC Filing Software & Fundraising	
	New Nices V	 Refra 49 records Invoice ID 728 729 730 747 748 750 752 756 758 759 760 797 	esh ∰ Sort invoice Date 1/30/2009 1/30/2009 3/12/2009 3/12/2009 5/20/2009 5/20/2009 7/7/2009 9/9/2009 10/21/2009 10/28/2009 11/20/2009 12/22/2016	Invoice Amount 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00 3,900.00	 Wrap Deductions .00 	Export	Print Payments 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00 3,900.00 .00	Pivot Refurst	Open Balance .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00 .00	Election Primary 2010 Primary 2010 General 2016	Event	Description Description Software for FEC and campaign Software Campaign Software FEC software Campaign finance software Campaign software FEC Filing Software & Fundraising	• • • • • • • • • • • • • • • • • • •



18) Close out of the **payee** record card by either clicking **[Cancel]** in the bottom-right or the black **[x]** in the top-right.



Entering Credit Card Memo Details for a Credit Card Invoice that was Paid – Political Only (Required for Federal FEC Reports)

File	File - Edit - 🗙 🔞														
Ge	neral						FEC Filing Information/Other								
c	ompan	y:	Trail Blazer	Campaign Sei	vices	E	Entity Type: Organization (not a committee and not a ; 💌				ee and not a ; 💌				
Fi	rst Nai	me:	Brian			(Creditor Type: Incorporated Commerc			ommercial Ve	ndor 🔻				
La	st Nar	ne:	Hanf			F	Payee Filer ID:	<u>_</u>							
Na Na	ation:	tion:					Filer Entity:	(r	none)		•				
St	Street: 5115 Excelsior Blvd						Set Voter		-						
	Suite 103														
Ci	ty:		Golden Val	ley		— (Ľ	LIN/33N.								
St	· ate or	Territory:	Minnesota	[MN]			Other								
Zi	n Code	e:	55416	[]		(Jser Field 1:								
P	ione/E	xt:	(800) 446-13	375		l	Jser Field 2:								
Fa	x:		(952) 767-26	555		l	Jser Field 3:								
E	nail:		support@ti	railblz.com			Jser Field 4:								
Inv	nices	Devenante	External Mar												
	New	Payments	esh External Mer	nos	- Wran	No Evenent	🕨 Drint 🗌 🎟	Divet							
	New	Nein	esn He son	t He ronnat	• 🚍 wrap	- Export 6	Seur Hi	🔜 New 🛛 📴 Refresh 🛛 🌐 Sort 🌐 Format 👻 🚍 Wrap 🛛 🏝 Export 🔈 Print 🛛 🌐 Pivot							
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Inv		[49 records Invoice ID	found] Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	^		
Inv		Invoice ID 727	Invoice Date 1/13/2009	Invoice Amount .00	Deductions .00	Adjusted Amount .00	Payments	Refunds	Open Balance .00	Memo Amounts .00	Election Primary 2006	Event			
Inv		[49 recordsInvoiceID727728	i found] Invoice Date 1/13/2009 1/30/2009	Invoice Amount .00 1,200.00	Deductions .00	Adjusted Amount .00 1,200.00	Payments .00 1,200.00	Refunds .00	Open Balance .00	Memo Amounts .00	Election Primary 2006 Primary 2010	Event			
Inv		[49 records Invoice ID 727 728 729	5 found] Invoice Date 1/13/2009 1/30/2009 1/30/2009	Invoice Amount .00 1,200.00 .00	Deductions .00 .00	Adjusted Amount .00 1,200.00 .00	Payments .00 1,200.00 .00	Refunds .00 .00	Open Balance .00 .00	Memo Amounts .00 .00	Election Primary 2006 Primary 2010 Primary 2010	Event			
Inv	Image: constraint of the second secon	[49 records] Invoice ID 727 728 729 730	s found] Invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009	Invoice Amount .00 1,200.00 .00 6,500.00	Deductions .00 .00 .00	Adjusted Amount .00 1,200.00 .00 6,500.00	Payments .000 1,200.000 .000 6,500.000	Refunds .00 .00 .00	Open Balance .00 .00 .00	Memo Amounts .00 .00 .00	Election Primary 2006 Primary 2010 Primary 2010 Primary 2010	Event			
Inv	Image: constraint of the second secon	[49 records] Invoice ID 727 728 729 730 747	s found] Invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009 4/7/2009	Invoice Amount 0.00 1,200.00 0.00 6,500.00 1,000.00	Deductions .00 .00 .00 .00	Adjusted Amount .00 1,200.00 .00 6,500.00 1,000.00	Payments .00 1,200.00 .00 6,500.00 1,000.00	Refunds .00 .00 .00 .00	Open Balance .00 .00 .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00	Election Primary 2006 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event			
Inv	Image: constraint of the second secon	727 728 729 730 747	invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009 4/7/2009 5/11/2009	Invoice Amount 0.00 1,200.00 6,500.00 1,000.00 650.00	Deductions .00 .00 .00 .00 .00	Adjusted Amount .00 1,200.00 6,500.00 1,000.00 650.00	Payments .00 1,200.00 6,500.00 1,000.00 650.00	Refunds .00 .00 .00 .00 .00 .00	Open Balance .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	Election Primary 2006 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event			
Inv		727 728 729 730 747 750	invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009 4/7/2009 5/11/2009 5/20/2009	Invoice Amount 000 1,200,00 6,500,00 1,000,00 650,00 1,200,00	Deductions .00 .00 .00 .00 .00 .00	Adjusted Amount .000 1,200.00 6,500.00 1,000.00 650.00 1,200.00	Payments .00 1,200.00 6,500.00 1,000.00 650.00 1,200.00	Refunds .00 .00 .00 .00 .00 .00	Open Balance .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	Memo Amounts .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	Election Primary 2006 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event			
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	Image: state	49 records Invoice 10 727 728 729 730 747 748 750 752 756	Invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009 4/7/2009 5/11/2009 5/20/2009 7/7/2009 9/9/2009	Invoice Amount 00 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00	Deductions .00 .00 .00 .00 .00 .00 .00	Adjusted Amount .000 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00	Payments .00 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00	Refunds .00 .00 .00 .00 .00 .00 .00	Open Balance .00	Aemo Amounts 00 00 00 00 00 00 00 00 00 00	Election Primary 2006 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010 Primary 2010	Event			
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		49 records ID 727 728 729 729 730 747 748 750 752 756 758 758	invoice Date 1/13/2009 1/30/2009 1/30/2009 3/12/2009 3/12/2009 5/11/2009 5/20/2009 7/7/2009 9/9/2009 10/21/2009 10/21/2009	Invoice Amount 0.00 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00	Deductions 	Adjusted Amount .00 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00	Payments .00 1,200.00 6,500.00 1,000.00 6,500.00 6,500.00 6,500.00 4,800.00 1,000.00	Refunds 	Open Balance .00	Aemo Amounts 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Election Primary 2006 Primary 2010	Event			
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Close out of the payee record after recording the payment against the



19) Once all the individual invoices and outstanding payments have been recorded for the payees (that you paid with a credit card), run a **search** (from the **Payees** list) for the **credit card 'bank' payee** record, and then open the **payee record**. *This payee record automatically* gets created in step #1 when you create a new credit card bank account. In my example I used the Credit Card (Wells Fargo) payee record.



1. Run a search for the credit card (bank) payee.

🔇 Settings Help											- 8	×
Application Menu «	🤝 Se	arch 🖕	Reset 🕂 New 🔚 🛅 😁 🔚	I 📑 👸 🛛	📄 File 👻 Ed	it - 🕜 Paye	ee List					
BEG		_										
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Voter		name parts	e/address s (anywhere in arodit cord	Last Nar	ne:							
🕞 🎤 Polling		the fi	ield)	First Na	me :							
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Accounts												
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Disbursments	Ed	it 🖽 S	Sort 🌐 Format 👻 🧱 Wrap 🛛 🏝 Exp	port 🛬 Pri	nt 📑 Pivot							
Payees (Invoicing)	Payee	List [2 re	cords found]									
Transfers Out										-		
Lenders	8	/ ID	Company Name	Code	Last Name	First Name	Street	City	State	Zip Code	Payments This Year	
Loans				iype						couc	This rear	
	:	Z <u>150</u>	American Express Credit Card	ICV			511 1th Ave S	Minneapolis	MN	55415		00
Payments		Z <u>166</u>	Credit Card (Wells Fargo)	ICV			90 S 7th St	Minneapolis	MN	55415	1	00
P a Receipts												
		2	1									00
> System Manager												
p v system Manager												
		-			_				_	_		

2. Open the credit card payee record that was used to pay off the invoices in the previous steps.



20) Click [+ New] under the Invoices tab.



-			_										
F	ile	- Edit - 🗙	0										
6	Gen	eral					FEC Filing Infom	ation/Other					
	Cor	npany:	Credit Card	l (Wells Fargo)			Entity Type:	•	Organization (r	not a committe	ee and not a 👔 🔻		
	Fire	st Name:					Creditor Type:	I	ncorporated C	ommercial Vei	ndor 🔻		
	Las	t Name:					Payee Filer ID:	=					
	Nat	ion:	United Sta	tes		-	Filer Entity:	(none)		•		
	Stre	eet:	90 S 7th St				Set Voter						
							Bank Account I	formation					
	City	<i>r</i> :	Minneapol	is			Bank Account i	Inormation					
	Sta	te or Territory	Minnesota	IMNI		-							
	Zin	Code:	55415	[
	Pho	ne/Ext	(866) 454 5	0.87			Account ID:	6)				
	Eas		()				EIN/SSN:						
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	Em	dii.	weistargo	-banking-mn@	eman.com		User Field 1:						
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P	۱VO	ices [0 records f	ound]										
		Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Descript
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Ш													



21) Fill out the invoice form and click [Save]. Make sure that the box in the top-right for 'Credit Card Principle Payment' is checked. My example is below.



Create New Invoice Car	^d 1 Be sure to cl	hock this how for 'Cred	it Card Principle Payment'
File - Edit - 🔀 🕼	I. De sule to ci	lieck this box for cred	it card Finciple Fayment.
Payee:	Credit Card (Wells Fargo)	Credit Card Principal Payment	
Date:	12/28/2016		
Original Amount:	4,555.12	2 Fill out all o	f this information [.]
Expense Category:	Administrative/Salary/Overhead Expenses 🔹	2. Thi out an o	
Expenditure Type:	Regular Committee Operating Expense 🔹	- Date	
Election:	General 2016 🔹	> - Amount	
Event:	(none)		
Description:	see memo items below	 Description 	
Payments Defunds Dedu	ations Coult Coul Date: Currents	- Expenditure	Type
New Refrech	Ctions Credit Card Detail Summary B Sort III: Format - III: Wran III: Evnort III: Pri	int III Pivot - Etc	
Payment Payme	ent Payment Payment Cherk FEC	Memo	
ID Date	Amount Method Number Memo	Amount Description	Memo Payee Name
0	.00 0	.00	
		3 Clic	k [Save] and keen
		J. Che	in tourel and neep
		the inv	voice record open.
Logon = <u>Joel Kristenson</u>			Save Save and Close OCancel



22) Click the [+ New] button under the Payments tab.



§ [800] Invoice Card			3
File - Edit - 🗙 🞯			
Payee: Credit Card (Wells Fargo) Credit Card Principal Payment		
Date: 12/27/2016	[821] Invoice Payment Card [B21] Invoice Payment C		
Original Amount: 4,555.12	File - Edit - 🗙 🕜 Returned Check 🍛 Print Check		
Expense Category: Administrati	Invoice Payment		
Expenditure Type: Regular Con	Payee: Credit Card (Wells Fargo)		
Election: General 201	Invoice: #800 : 12/27/2016 : \$4,555.12		
Event: (none)	Date: 12/28/2016 -		
Description: see memo it	Amount: 4,555.12 details form.		
Payments Refunds Deductions Credit	Election: General 2016		_
📑 New 🙆 Refresh 🖽 Sort 🌐 F	Description: I by Credit Card (Wells Fargo) - see memo items below		
Invoice Payments	Payment Method: Check		
Payment Payment Payme	Bank Account: First National Bank		
ID Date Amou			
	Check Memo:		-
4,5			
	If Memo, Payee:		
	Prevent Itemization		
	User Field I:		
	Save Save and Close Cancel		
	Save and Clo	xe OCancel	



23) Fill out the payment form for the credit card invoice and then click [Save and Close].



§ [800] Invoice Card			3
File - Edit - 🗙 🞯			
Payee: Credit Card (Wells Fargo) Credit Card Principal Payment		
Date: 12/27/2016	[821] Invoice Payment Card [B21] Invoice Payment C		
Original Amount: 4,555.12	File - Edit - 🗙 🕜 Returned Check 🍛 Print Check		
Expense Category: Administrati	Invoice Payment		
Expenditure Type: Regular Con	Payee: Credit Card (Wells Fargo)		
Election: General 201	Invoice: #800 : 12/27/2016 : \$4,555.12		
Event: (none)	Date: 12/28/2016 -		
Description: see memo it	Amount: 4,555.12 details form.		
Payments Refunds Deductions Credit	Election: General 2016		_
📑 New 🙆 Refresh 🖽 Sort 🌐 F	Description: I by Credit Card (Wells Fargo) - see memo items below		
Invoice Payments	Payment Method: Check		
Payment Payment Payme	Bank Account: First National Bank		
ID Date Amou			
	Check Memo:		-
4,5			
	If Memo, Payee:		
	Prevent Itemization		
	User Field I:		
	Save Save and Close Cancel		
	Save and Clo	xe OCancel	



24) Navigate to the Credit Card Detail tab and click [+ New].



[800] Invoice Card			
File - Edit - 🗙 🛛 🕜			
Payee:	Credit Card (Wells Fargo)	Credit Card Principal Payment	
Date:	12/27/2016		
Original Amount:	4,555.12		
Expense Category:	Administrative/Salary/Overhead Expenses	•	
Expenditure Type:	Regular Committee Operating Expense	•	
Election:	General 2016		
Event:	(none)	•	
Description:	see memo items below		
	u Crada Crad Datat		
Refunds Dedu	Refresh	🕅 Evnart . 🏊 Drint . 🖽 Divat	
	Amount Druce	Develoption	
D Date	Amount Payee		
0	.00		
\			
		🔚 Save and	Close OCancel



25) Check the boxes for the items that were included in the outstanding credit card invoice (which will need to add up to the original credit card invoice once you've checked them), and click [OK]. *My example is below where I checked all the boxes which equaled \$4,555.12.*



[800] Invoice Card							
File - Edit - 🗙 🔞							
Pavee:	Credit Card Wells Farm	2)		Credit Card Principal Payment	t		
Date:	12/27/2016	-,					
Original Amount:	4 555.12						
Expense Category:	Administrative/Salany/O	verhead Expens	xec 🔻				
Expenditure Type:	Regular Committee Ope	erating Expense	• •				
Election:	General 2016	crucing expense	·				
Event: Exp	penditures for Credit Card	d Payment				×	
Description:	Clear All 📑 Check All						
Remerts Ref. rds	nclude CompanyName	Amount Fi	irstN LastN	Description	Memo		
	Trail Blazer Cam	\$500.00 B	Brian Hanf	FEC Filing Software & Fund			
	Champion Air	\$4,000.00		Flights			
	At &t	\$55.12	At 8t	Cell Phones			
	1. Chec	k the b	oxes fo	r the credit o	ard items		
2 0		hauld		he total for t			
	which s	noula	equal ti	ne total for t	he credit card	,	
	outstan	nding i	nvoice.				
					•		
	\$4,555.12						
	Please select Expenditures	for Credit Card	Payment		_		
					2		
					OK OCancel	1	
total							
						Save Save and Clo	se OCancel



26) Now that you're finished with the data entry part it's time to run the FEC report. Once the report is run you can view the credit card **principle payment** and the **memo items** on **Schedule B**. *My example is below*.



SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS	Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: PAGE 31 OF 34 (check only one)	
Any information copied from such Reports a or for commercial purposes, other than usin NAME OF COMMITTEE (In Full) TestingDatabase_FEC Full Name (Last, First, Middle Initial) A. Trail Blazer Campaign Servi Mailing Address 620 Mendelssohn Avenu Suite 186 City Minneapolis Purpose of Disbursement FEC Filing Software & Fundraising Software Candidate Name	Ces State Zip Code MN 55427 Te O01 Category/ Type Disbursement For: 2016	20a 20b 20c 21 person for the purpose of soliciting contributions are to solicit contributions from such committee. Date of Disbursement Date of Disbursement 12 22 2016 Amount of Each Disbursement this Period 500.00 500.00 X Memo Item Transaction ID : 8B17-EX4279 FEC Filing Software & Fundraising Software	
State: District: Full Name (Last, First, Middle Initial) B. AT&T Mailing Address P.O. Box 8212	Other (specify) General 2016	Date of Disbursement	Cro
City Aurora Purpose of Disbursement Cell Phones Candidate Name Office Sought: House Senate President State: District:	State Zip Code IL 60572 001 Category/ Type Disbursement For: 2016 Primary X General Other (specify) General 2016	Amount of Each Disbursement this Period 55.12 X Memo Item Transaction ID : SB17-EX4281 Cell Phones	Scl
Full Name (Last, First, Middle Initial) C. Champion Air Mailing Address 8009 34th Ave S Suite 500 City Minneapolis Purpose of Disbursement Flights	State Zip Code MN 55425	Date of Disbursement	

Credit card memo items will display on Schedule B (Itemized Disbursements).

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The related resources below link to a variety of other useful articles and videos related to this topic.



YouTube Channel

- Knowledge Base Articles

- 3rd Party Resources



Related Resources

Article: How to Enter a New Payee
Article: How to Enter a Payment for an Invoice
Article: How to Enter an Invoice for a Payee
Article: How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction
Article: Delete an Invoice/Payment
Article: How to Deposit a Contribution
Article: How to Print Checks through Trail Blazer
Article: How to Un-Deposit a Contribution (Primarily for Political Customers)
Article: Delete a Contribution
Video: Deposits – Setup Bank Account – Set Bank as Default – Create Deposit
Video: Credit Card Memo Entry (using 2015 version of Financial)

Trail Blazer Live Support

- C Phone: 1-866-909-8700
- Email: <u>support@trailblz.com</u>
- Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180



Twitter: <u>https://twitter.com/trailblazersoft</u>

* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

<u>*Click here*</u> 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 <u>GoToMeeting</u> session where we host our live interactive trainings.

* This service *is* included in your contract.