

Author: Kristenson, Joel
Last Updated: 2017-01-04

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:

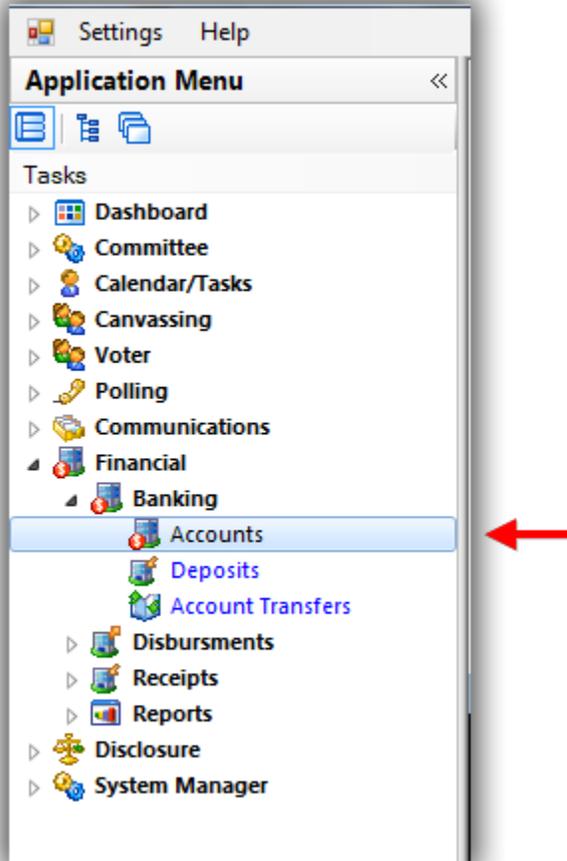
- Creating a credit card **bank account** (if you haven't already)
- Creating the **payees** and **invoices** for the payments you made with a credit card
- Creating the **invoice** and **payment (memo items)** for the credit card **payee**
- Running the **FEC report** to verify the memo entries display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

 **Tip:** Prefer video? [This video](#) tutorial walks through the steps to complete this task. **Trail Blazer** also provides [unlimited free training](#) 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](#).

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



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.*

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

The screenshot shows the TrailBlazer software interface. At the top, there is a toolbar with buttons for 'Search', 'Reset', and '+ New'. The '+ New' button is highlighted with a red box. Below the toolbar is a 'Favorites' section with a 'SQL' tab and a 'Favorite Searches' area. At the bottom, there is a table titled 'Bank Accounts [5 records found]' with the following data:

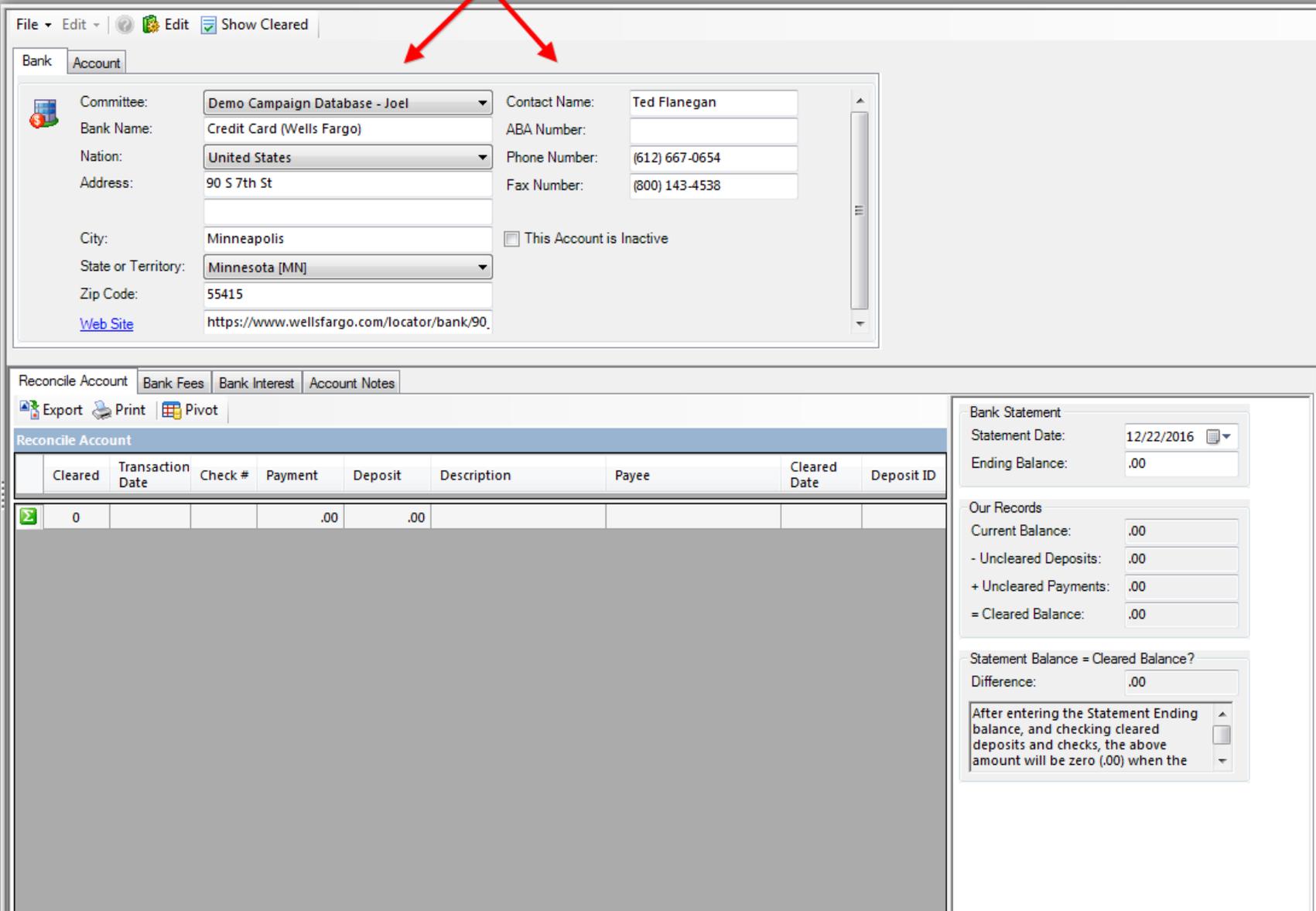
	<input checked="" type="checkbox"/>	Account ID	Committee	Account Name	Bank Name	Account Balance
	<input checked="" type="checkbox"/>	1	Demo Campaign Database - Joel	Bank of America	Bank of America	-1,471,727.40
	<input checked="" type="checkbox"/>	2	Demo Campaign Database - Joel		First National Bank	2,886,232.00
	<input checked="" type="checkbox"/>	3	Demo Campaign Database - Joel	Credit Card	American Express Credit Card	-4,043.00
	<input checked="" type="checkbox"/>	4	Demo Campaign Database - Joel		Cash Drawer	.00
	<input checked="" type="checkbox"/>	5	Demo Campaign Database - Joel	Old Account Skip	Juck Old Account	.00
	<input checked="" type="checkbox"/>	5				1,410,461.60

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

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

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

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



File Edit Show Cleared

Bank Account

Committee: Demo Campaign Database - Joel Contact Name: Ted Flanagan

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

City: Minneapolis This Account is Inactive

State or Territory: Minnesota [MN]

Zip Code: 55415

Web Site: <https://www.wellsfargo.com/locator/bank/90>

Reconcile Account Bank Fees Bank Interest Account Notes

Export Print Pivot

Reconcile Account

Cleared	Transaction Date	Check #	Payment	Deposit	Description	Payee	Cleared Date	Deposit ID
0			.00	.00				

Bank Statement

Statement Date: 12/22/2016

Ending Balance: .00

Our Records

Current Balance: .00

- Uncleared Deposits: .00

+ Uncleared Payments: .00

= Cleared Balance: .00

Statement Balance = Cleared Balance?

Difference: .00

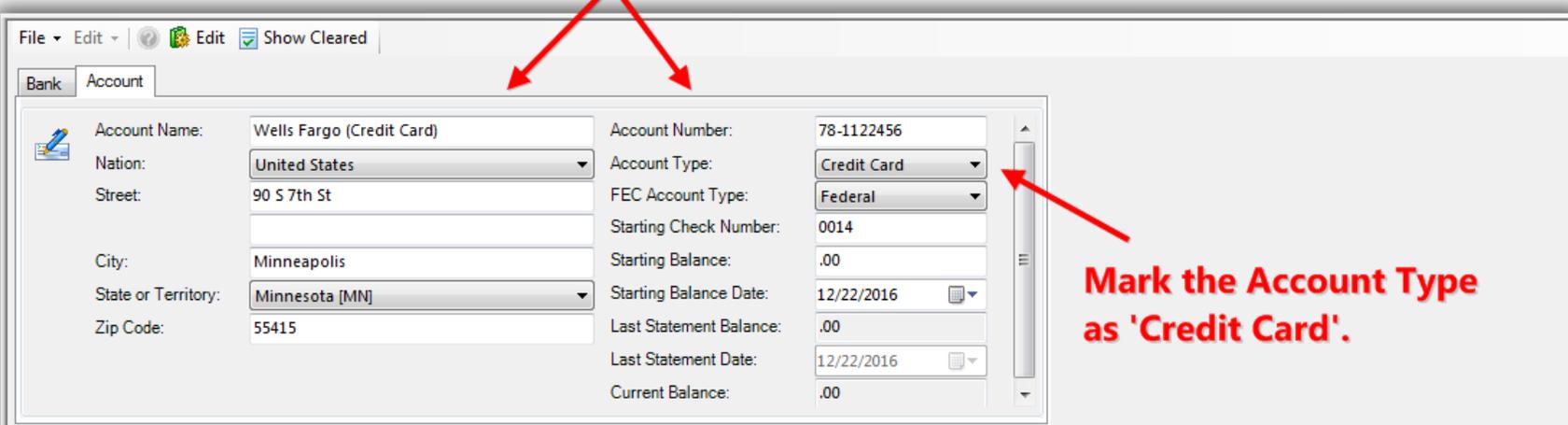
After entering the Statement Ending balance, and checking cleared deposits and checks, the above amount will be zero (.00) when the

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

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.*

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

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



Mark the Account Type as 'Credit Card'.

Account Name: Wells Fargo (Credit Card) Account Number: 78-1122456
Nation: United States Account Type: Credit Card
Street: 90 S 7th St FEC Account Type: Federal
City: Minneapolis Starting Check Number: 0014
State or Territory: Minnesota [MN] Starting Balance: .00
Zip Code: 55415 Starting Balance Date: 12/22/2016
Last Statement Balance: .00
Last Statement Date: 12/22/2016
Current Balance: .00

Reconcile Account | Bank Fees | Bank Interest | Account Notes

Export | Print | Pivot

Cleared	Transaction Date	Check #	Payment	Deposit	Description	Payee	Cleared Date	Deposit ID
0			.00	.00				

Bank Statement
Statement Date: 12/22/2016
Ending Balance: .00

Our Records
Current Balance: .00
- Uncleared Deposits: .00
+ Uncleared Payments: .00
= Cleared Balance: .00

Statement Balance = Cleared Balance?
Difference: .00

After entering the Statement Ending balance, and checking cleared deposits and checks, the above amount will be zero (.00) when the

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

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

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

File Edit ? Edit Show Cleared

Bank Account

Account Name: Wells Fargo (Credit Card)	Account Number: 78-1122456	
Nation: United States	Account Type: Credit Card	
Street: 90 S 7th St	FEC Account Type: Federal	
City: Minneapolis	Starting Check Number: 0014	
State or Territory: Minnesota [MN]	Starting Balance: .00	
Zip Code: 55415	Starting Balance Date: 12/22/2016	
	Last Statement Balance: .00	
	Last Statement Date: 12/22/2016	
	Current Balance: .00	

Reconcile Account Bank Fees Bank Interest Account Notes

Export Print Pivot

Reconcile Account

	Cleared	Transaction Date	Check #	Payment	Deposit	Description	Payee	Cleared Date	Deposit ID
0				.00	.00				

Bank Statement	
Statement Date:	12/22/2016
Ending Balance:	.00
Our Records	
Current Balance:	.00
- Uncleared Deposits:	.00
+ Uncleared Payments:	.00
= Cleared Balance:	.00
Statement Balance = Cleared Balance?	
Difference:	.00
After entering the Statement Ending balance, and checking cleared deposits and checks, the above amount will be zero (.00) when the	

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

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.*

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

The screenshot shows the TrailBlazer software interface. The 'Application Menu' at the top includes 'Search' (highlighted with a red box) and 'Bank Accounts'. The left sidebar shows a 'Tasks' menu with 'Banking' expanded and 'Accounts' highlighted (also with a red box). The main window displays a table of 'Bank Accounts' with 6 records found. The table columns are Account ID, Committee, Account Name, Bank Name, and Account Balance. The last row, representing a new credit card account, is highlighted in blue. A red arrow points to this row.

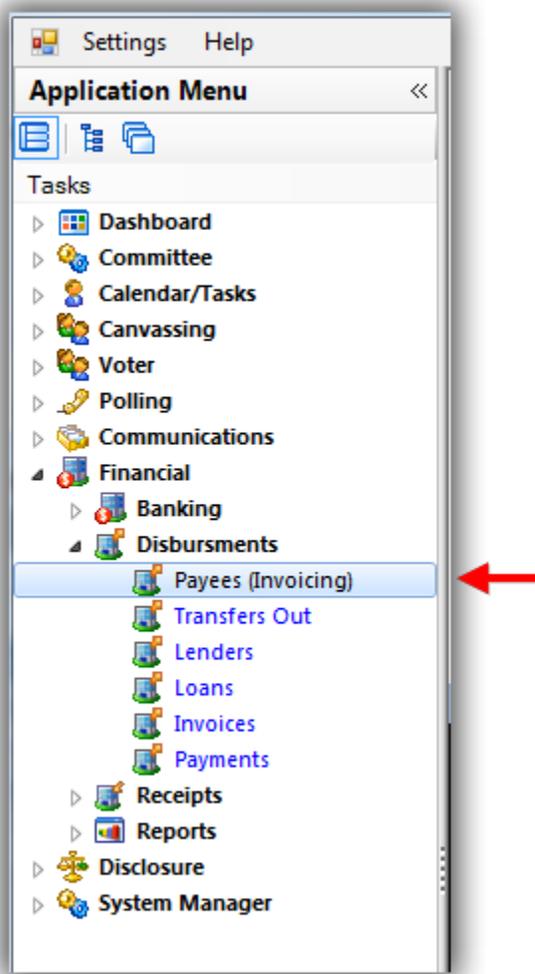
Account ID	Committee	Account Name	Bank Name	Account Balance
1	Demo Campaign Database - Joel	Bank of America	Bank of America	-1,471,727.40
2	Demo Campaign Database - Joel		First National Bank	2,886,232.00
3	Demo Campaign Database - Joel	Credit Card (American Express)	American Express Credit Card	.00
4	Demo Campaign Database - Joel		Cash Drawer	.00
5	Demo Campaign Database - Joel	Old Account Skip	Juck Old Account	.00
6	Demo Campaign Database - Joel	Wells Fargo (Credit Card)	Credit Card (Wells Fargo)	.00
6				1,414,504.60

The new credit card bank account will display.

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

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

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

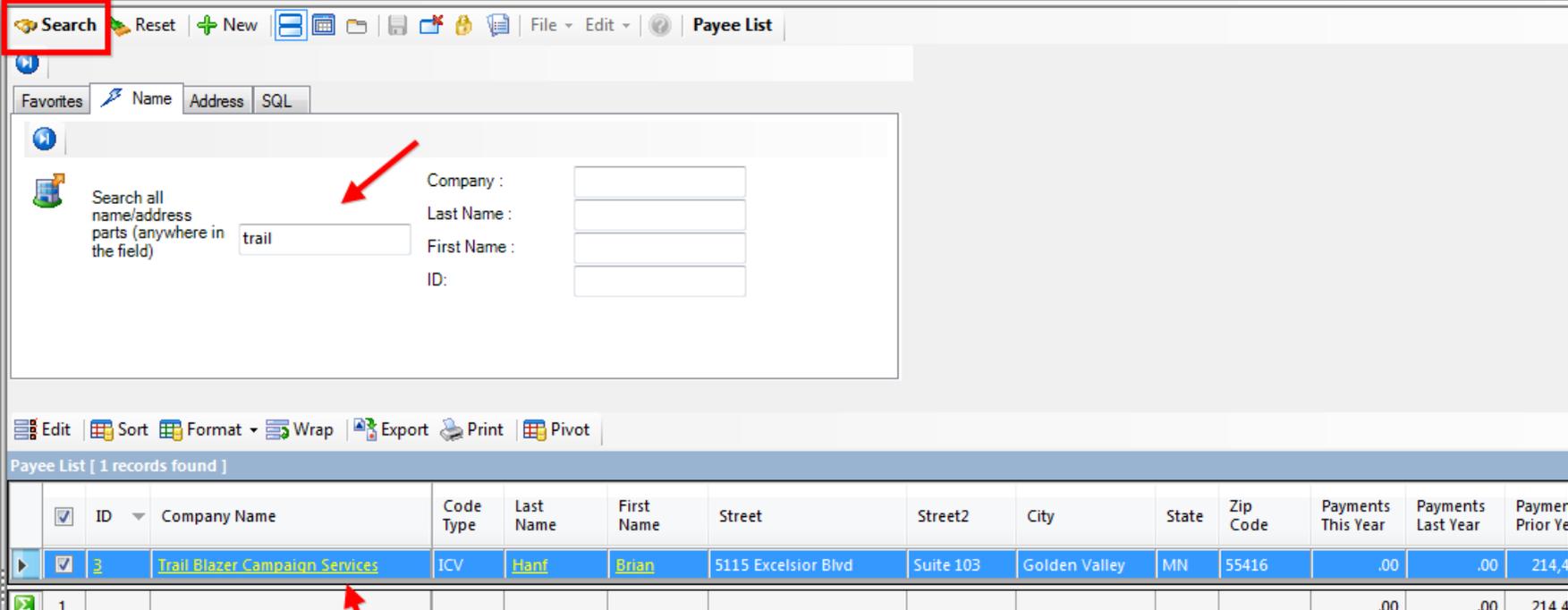


Entering Credit Card Memo Details for a Credit Card Invoice that was Paid – Political Only (Required for Federal FEC Reports)

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

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

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



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted in a red box. Below the menu bar, there are search filters for 'Name', 'Address', and 'SQL'. A search box contains the text 'trail', with a red arrow pointing to it. To the right of the search box are input fields for 'Company', 'Last Name', 'First Name', and 'ID'. Below the search area, there is a toolbar with icons for 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', and 'Pivot'. The main area displays a table titled 'Payee List [1 records found]'. The table has columns for 'ID', 'Company Name', 'Code Type', 'Last Name', 'First Name', 'Street', 'Street2', 'City', 'State', 'Zip Code', 'Payments This Year', 'Payments Last Year', and 'Payment Prior Year'. The first row is highlighted in blue and contains the following data: ID: 3, Company Name: Trail Blazer Campaign Services, Code Type: ICV, Last Name: Hanf, First Name: Brian, Street: 5115 Excelsior Blvd, Street2: Suite 103, City: Golden Valley, State: MN, Zip Code: 55416, Payments This Year: .00, Payments Last Year: .00, Payment Prior Year: 214,4. A red arrow points to the 'Trail Blazer Campaign Services' cell in the table.

ID	Company Name	Code Type	Last Name	First Name	Street	Street2	City	State	Zip Code	Payments This Year	Payments Last Year	Payment Prior Year
3	Trail Blazer Campaign Services	ICV	Hanf	Brian	5115 Excelsior Blvd	Suite 103	Golden Valley	MN	55416	.00	.00	214,4

2. Open the payee record card.

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

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)

File Edit X

General

Company: Trail Blazer Campaign Services

First Name: Brian

Last Name: Hanf

Nation: [Dropdown]

Street: 5115 Excelsior Blvd
Suite 103

City: Golden Valley

State or Territory: Minnesota [MN]

Zip Code: 55416

Phone/Ext: (800) 446-1375

Fax: (952) 767-2655

Email: support@trailblz.com

FEC Filing Information/Other

Entity Type: Organization (not a committee and not a p

Creditor Type: Incorporated Commercial Vendor

Payee Filer ID:

Filer Entity: (none)

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

Invoices Payments External Memos

Refresh Sort Format Wrap Export Print Pivot

Invoices [48 records found]

<input checked="" type="checkbox"/>	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	2	2/22/2006	750.00	.00	750.00	750.00	.00	.00	.00	Primary 2006		Software
<input checked="" type="checkbox"/>	3	2/22/2006	850.00	.00	850.00	850.00	.00	.00	.00	Primary 2006		
<input checked="" type="checkbox"/>	4	2/22/2006	250.00	.00	250.00	250.00	.00	.00	.00	Primary 2006		
<input checked="" type="checkbox"/>	5	2/22/2006	350.00	.00	350.00	350.00	.00	.00	.00	Primary 2002		
<input checked="" type="checkbox"/>	6	2/22/2006	425.00	.00	425.00	425.00	.00	.00	.00	Primary 2004		
<input checked="" type="checkbox"/>	25	4/3/2006	750.00	.00	750.00	.00	.00	750.00	.00	Primary 2002		software
<input checked="" type="checkbox"/>	27	4/24/2006	500.00	.00	500.00	500.00	.00	.00	.00	Primary 2002		
<input checked="" type="checkbox"/>	28	4/28/2006	500.00	.00	500.00	500.00	.00	.00	.00	Primary 2002		
<input checked="" type="checkbox"/>	29	4/28/2006	500.00	.00	500.00	500.00	.00	.00	.00	Primary 2002		
<input checked="" type="checkbox"/>	30	5/9/2006	150.00	.00	150.00	150.00	.00	.00	.00	Primary 2006	Fundraiser Din...	potato's
<input checked="" type="checkbox"/>	33	5/31/2006	125.00	.00	125.00	125.00	.00	.00	.00	Primary 2002	Fundraiser Din...	
<input checked="" type="checkbox"/>	34	6/1/2006	60.00	.00	60.00	60.00	.00	.00	.00	Primary 2002	Fundraiser Din...	
<input checked="" type="checkbox"/>	35	6/20/2006	250.00	.00	250.00	250.00	.00	.00	.00	Primary 2006		Consulting
<input checked="" type="checkbox"/>	48		230,215.00	.00	230,215.00	214,465.00	.00	15,750.00	.00			

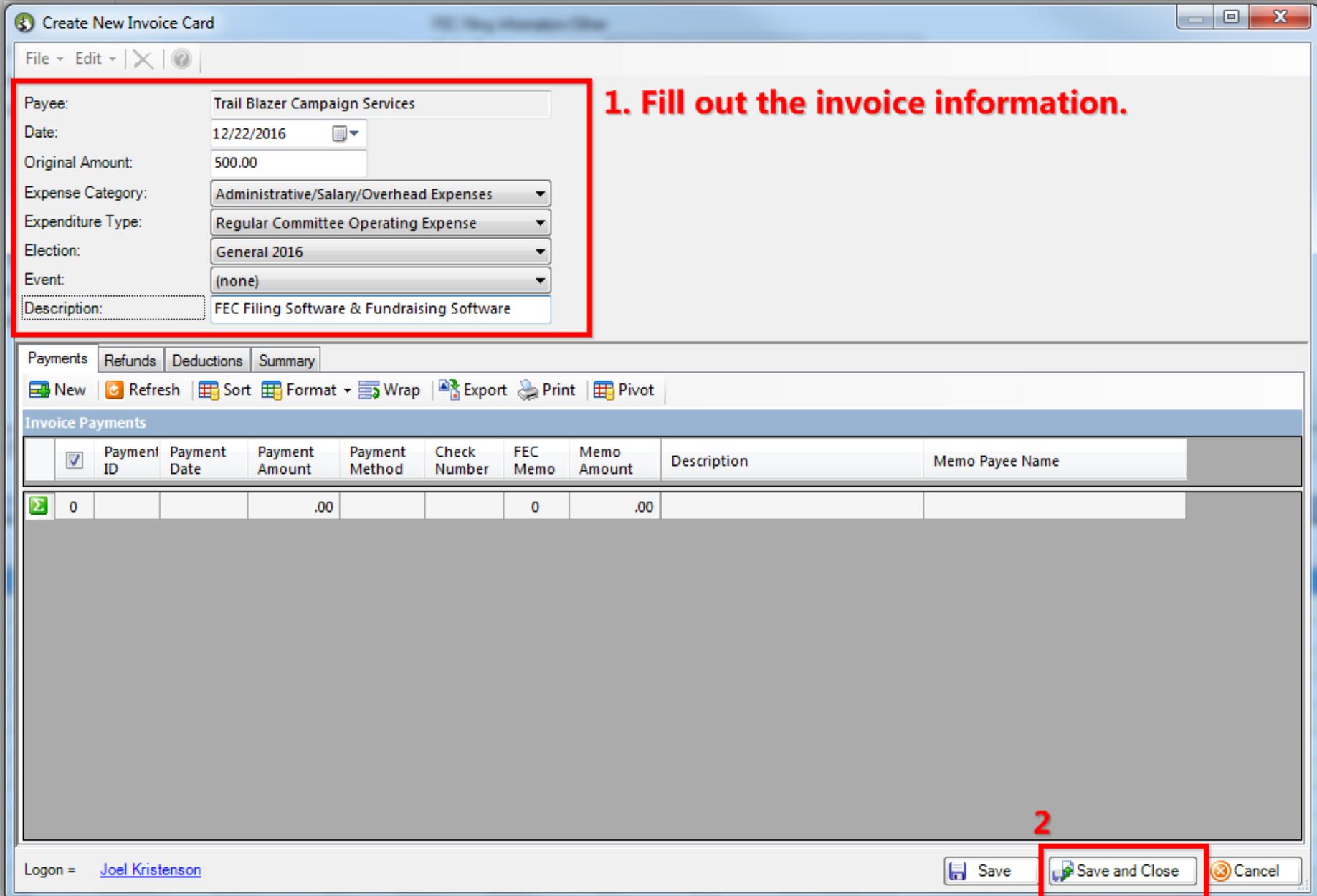
Logon = Joel Kristenson

Create a new invoice.

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

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.***

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



1. Fill out the invoice information.

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

2

Logon = [Joel Kristenson](#) Save Save and Close Cancel

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

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.*

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

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

File
Edit
✕
🔍

General

Company: Trail Blazer Campaign Services

First Name: Brian

Last Name: Hanf

Nation: [Dropdown]

Street: 5115 Excelsior Blvd

Suite 103

City: Golden Valley

State or Territory: Minnesota [MN]

Zip Code: 55416

Phone/Ext: (800) 446-1375

Fax: (952) 767-2655

Email: support@trailblz.com

FEC Filing Information/Other

Entity Type: Organization (not a committee and not a p

Creditor Type: Incorporated Commercial Vendor

Payee Filer ID:

Filer Entity: (none)

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

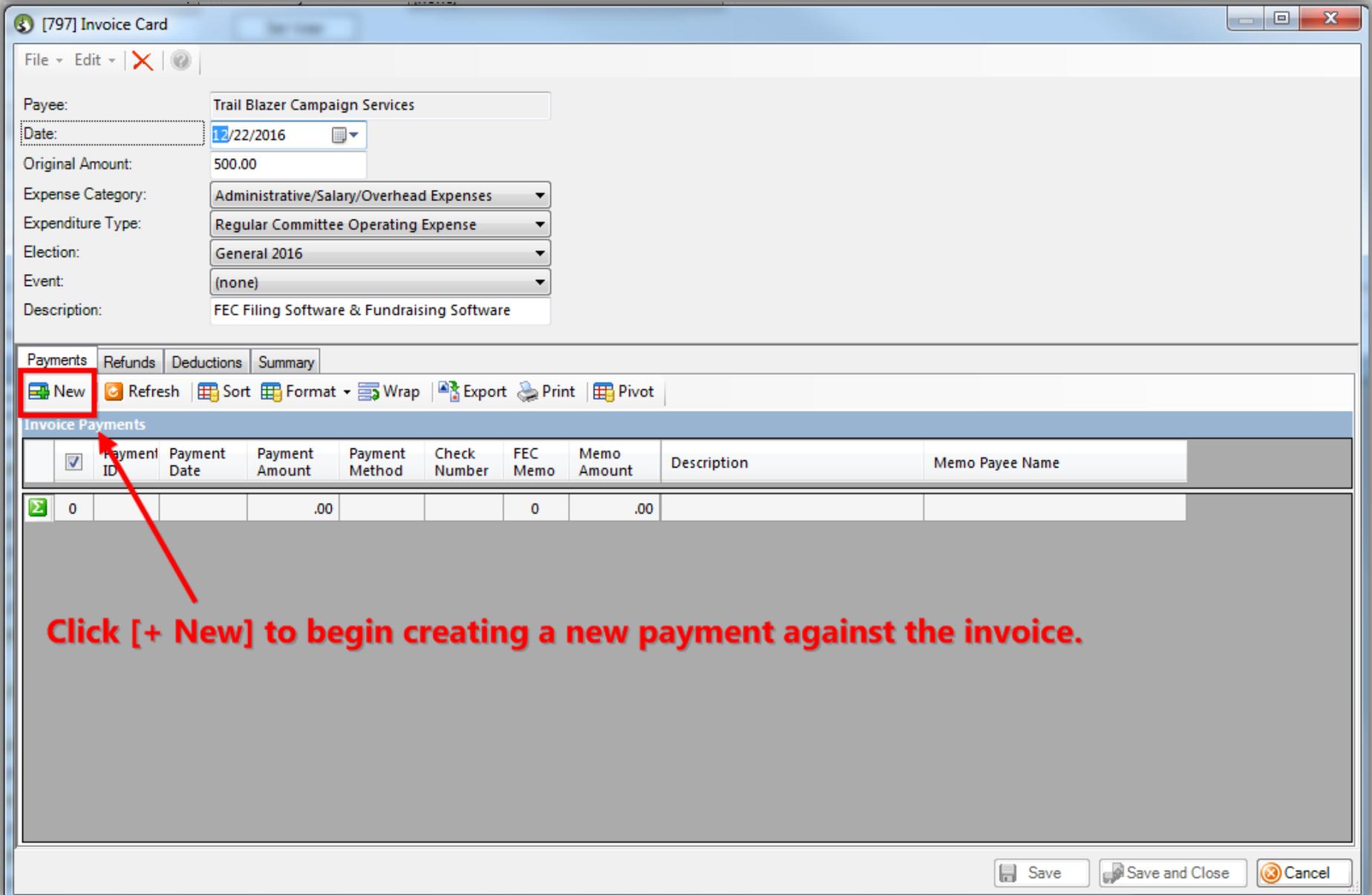
Invoices | Payments | External Memos

Invoices [49 records found]

<input checked="" type="checkbox"/>	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	728	1/30/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	729	1/30/2009	.00	.00	.00	.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	730	3/12/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		Software for FEC and campaign
<input checked="" type="checkbox"/>	747	4/7/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	748	5/11/2009	650.00	.00	650.00	650.00	.00	.00	.00	Primary 2010		software
<input checked="" type="checkbox"/>	750	5/20/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	752	7/7/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		Campaign Software
<input checked="" type="checkbox"/>	756	9/9/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		FEC software
<input checked="" type="checkbox"/>	758	10/21/2009	4,800.00	.00	4,800.00	4,800.00	.00	.00	.00	Primary 2010		campaign finance software
<input checked="" type="checkbox"/>	759	10/28/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	760	11/20/2009	3,900.00	.00	3,900.00	3,900.00	.00	.00	.00	Primary 2010		campaign software
<input checked="" type="checkbox"/>	797	12/22/2016	500.00	.00	500.00	.00	.00	500.00	.00	General 2016		FEC Filing Software & Fundraising ...
<input checked="" type="checkbox"/>	49		230,715.00	.00	230,715.00	214,465.00	.00	16,250.00	.00			

13) Under the **Payments** tab click **[+ New]**.

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



The screenshot shows the [797] Invoice Card application window. The top section contains form fields for: Payee (Trail Blazer Campaign Services), Date (7/22/2016), Original Amount (500.00), Expense Category (Administrative/Salary/Overhead Expenses), Expenditure Type (Regular Committee Operating Expense), Election (General 2016), Event (none), and Description (FEC Filing Software & Fundraising Software). Below the form is a toolbar with buttons for New, Refresh, Sort, Format, Wrap, Export, Print, and Pivot. The 'New' button is highlighted with a red box and a red arrow. Below the toolbar is a table titled 'Invoice Payments' with columns: Payment ID, Payment Date, Payment Amount, Payment Method, Check Number, FEC Memo, Memo Amount, Description, and Memo Payee Name. The table contains one row with values: 0, , .00, , , 0, .00. At the bottom of the window are buttons for Save, Save and Close, and Cancel.

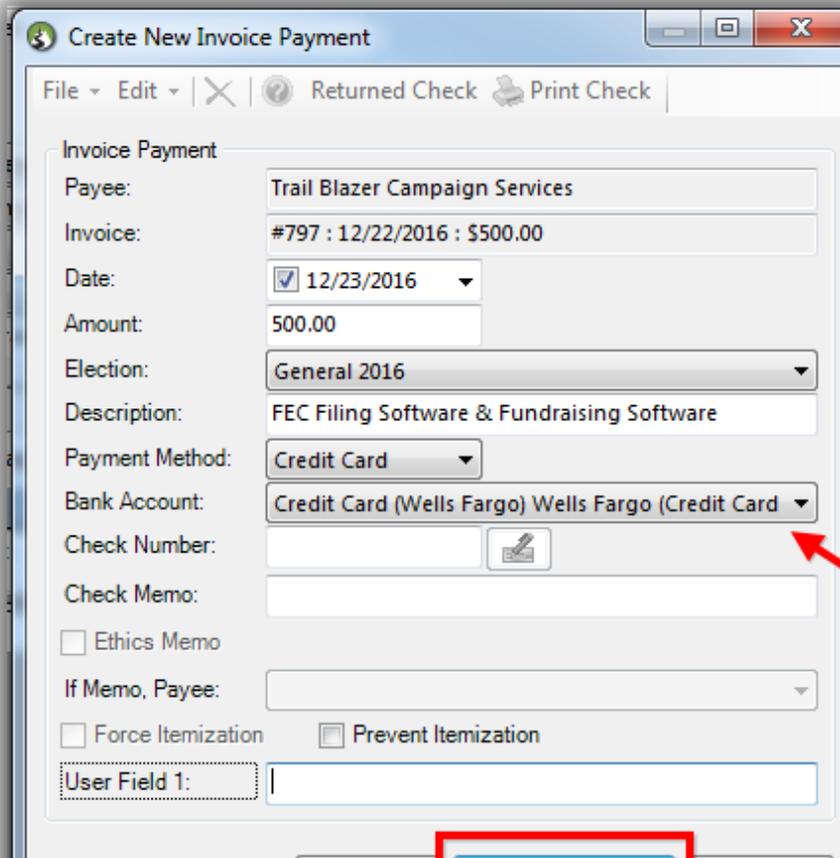
Click [+ New] to begin creating a new payment against the invoice.

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

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 drop-down 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**



Select the correct credit card bank account from the drop-down after choosing the 'Payment

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

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

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

[797] Invoice Card

File Edit X ?

Payee: Trail Blazer Campaign Services

Date: 12/22/2016

Original Amount: 500.00

Expense Category: Administrative/Salary/Overhead Expenses

Expenditure Type: Regular Committee Operating Expense

Election: General 2016

Event: (none)

Description: FEC Filing Software & Fundraising Software

Payments Refunds Deductions Summary

New Refresh Sort Format Wrap Export Print Pivot

Invoice Payments

<input type="checkbox"/>	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
<input checked="" type="checkbox"/>	818	12/23/2016	500.00	Credit Card		<input type="checkbox"/>	.00	FEC Filing Software & Fundraising Software	
<input checked="" type="checkbox"/>	1		500.00			0	.00		

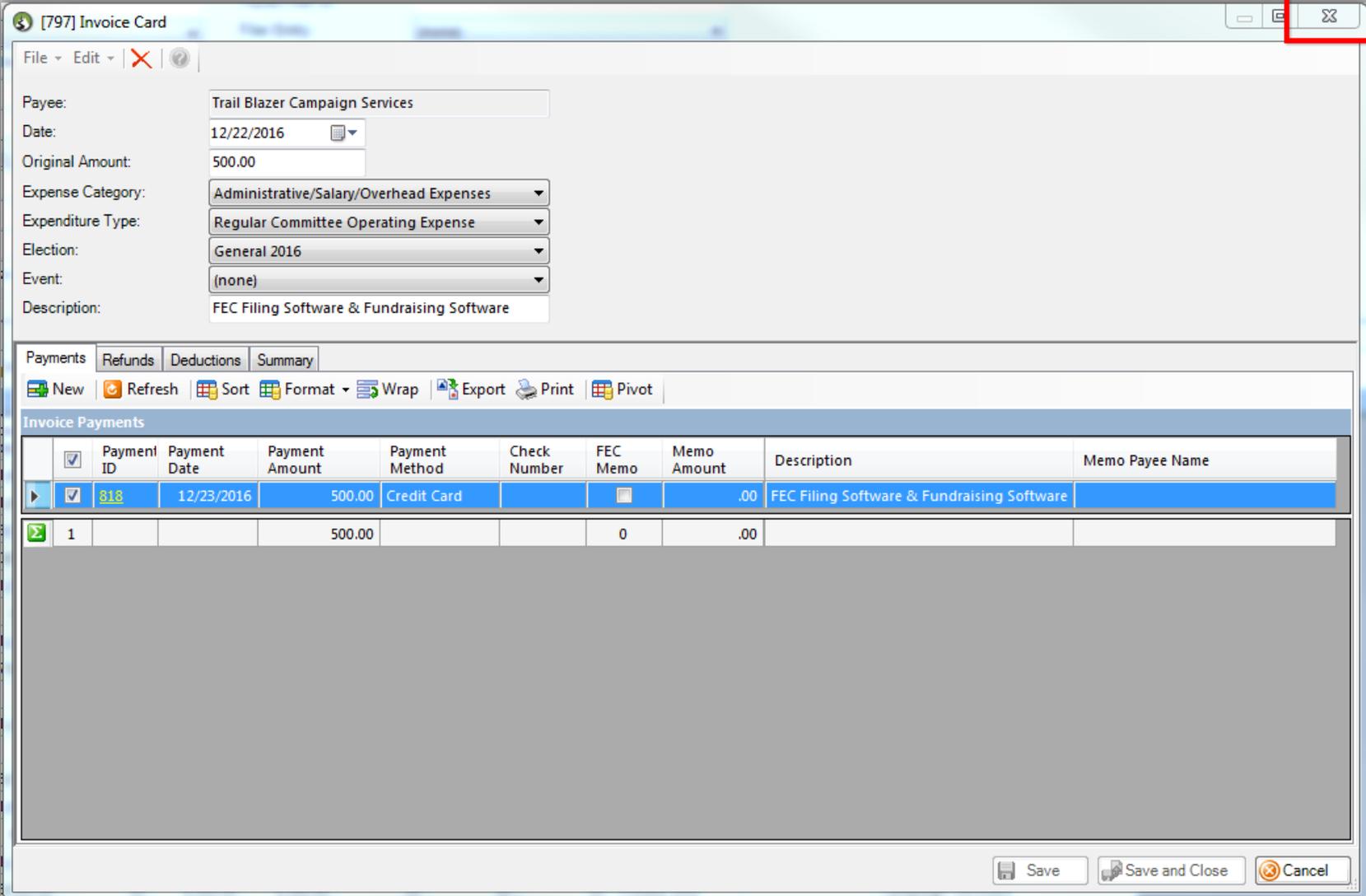
Example credit card payment against an invoice, paid in full.

Save Save and Close Cancel

16) Click **[Cancel]** or the red **[x]** in the top-right of the invoice record to close out of it.

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

Close the invoice record after recording the payment.



The screenshot shows the [797] Invoice Card window. The window title bar includes a close button (X) which is highlighted with a red box and a red arrow. The main form contains the following fields:

- Payee: Trail Blazer Campaign Services
- Date: 12/22/2016
- Original Amount: 500.00
- Expense Category: Administrative/Salary/Overhead Expenses
- Expenditure Type: Regular Committee Operating Expense
- Election: General 2016
- Event: (none)
- Description: FEC Filing Software & Fundraising Software

Below the form is a table titled "Invoice Payments" with the following data:

	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
<input checked="" type="checkbox"/>	818	12/23/2016	500.00	Credit Card		<input type="checkbox"/>	.00	FEC Filing Software & Fundraising Software	
<input checked="" type="checkbox"/>	1		500.00			0	.00		

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

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

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.*

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

File ▾ Edit ▾
✕ ?

General

Company: Trail Blazer Campaign Services

First Name: Brian

Last Name: Hanf

Nation: ▾

Street: 5115 Excelsior Blvd

Suite 103

City: Golden Valley

State or Territory: Minnesota [MN] ▾

Zip Code: 55416

Phone/Ext: (800) 446-1375

Fax: (952) 767-2655

Email: support@trailblz.com

FEC Filing Information/Other

Entity Type: Organization (not a committee and not a p ▾

Creditor Type: Incorporated Commercial Vendor ▾

Payee Filer ID:

Filer Entity: (none) ▾

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

Invoices | **Payments** | External Memos

Invoices [49 records found]

	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	728	1/30/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	729	1/30/2009	.00	.00	.00	.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	730	3/12/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		Software for FEC and campaign
<input checked="" type="checkbox"/>	747	4/7/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	748	5/11/2009	650.00	.00	650.00	650.00	.00	.00	.00	Primary 2010		software
<input checked="" type="checkbox"/>	750	5/20/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	752	7/7/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		Campaign Software
<input checked="" type="checkbox"/>	756	9/9/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010		FEC software
<input checked="" type="checkbox"/>	758	10/21/2009	4,800.00	.00	4,800.00	4,800.00	.00	.00	.00	Primary 2010		campaign finance software
<input checked="" type="checkbox"/>	759	10/28/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010		
<input checked="" type="checkbox"/>	760	11/20/2009	3,900.00	.00	3,900.00	3,900.00	.00	.00	.00	Primary 2010		campaign software
<input checked="" type="checkbox"/>	797	12/22/2016	500.00	.00	500.00	.00	.00	.00	.00	General 2016		FEC Filing Software & Fundraising ...
<input type="button" value="Σ"/>	49		230,715.00	.00	230,715.00	214,465.00	.00	15,750.00	.00			

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
Edit
✖
🔍

General

Company: Trail Blazer Campaign Services

First Name: Brian

Last Name: Hanf

Nation:

Street: 5115 Excelsior Blvd
Suite 103

City: Golden Valley

State or Territory: Minnesota [MN]

Zip Code: 55416

Phone/Ext: (800) 446-1375

Fax: (952) 767-2655

Email: support@trailblz.com

FEC Filing Information/Other

Entity Type: Organization (not a committee and not a p

Creditor Type: Incorporated Commercial Vendor

Payee Filer ID:

Filer Entity: (none)

EIN/SSN:

Other

User Field 1:

User Field 2:

User Field 3:

User Field 4:

Invoices | Payments | External Memos

Invoices [49 records found]

<input type="checkbox"/>	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event
<input checked="" type="checkbox"/>	727	1/13/2009	.00	.00	.00	.00	.00	.00	.00	Primary 2006	
<input checked="" type="checkbox"/>	728	1/30/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	729	1/30/2009	.00	.00	.00	.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	730	3/12/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	747	4/7/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	748	5/11/2009	650.00	.00	650.00	650.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	750	5/20/2009	1,200.00	.00	1,200.00	1,200.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	752	7/7/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	756	9/9/2009	6,500.00	.00	6,500.00	6,500.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	758	10/21/2009	4,800.00	.00	4,800.00	4,800.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	759	10/28/2009	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	760	11/20/2009	3,900.00	.00	3,900.00	3,900.00	.00	.00	.00	Primary 2010	
<input checked="" type="checkbox"/>	797	12/22/2016	500.00	.00	500.00	.00	.00	.00	.00	General 2016	
<input checked="" type="checkbox"/>	49		230,715.00	.00	230,715.00	214,465.00	.00	15,750.00	.00		

Logon = [Joel Kristenson](#)

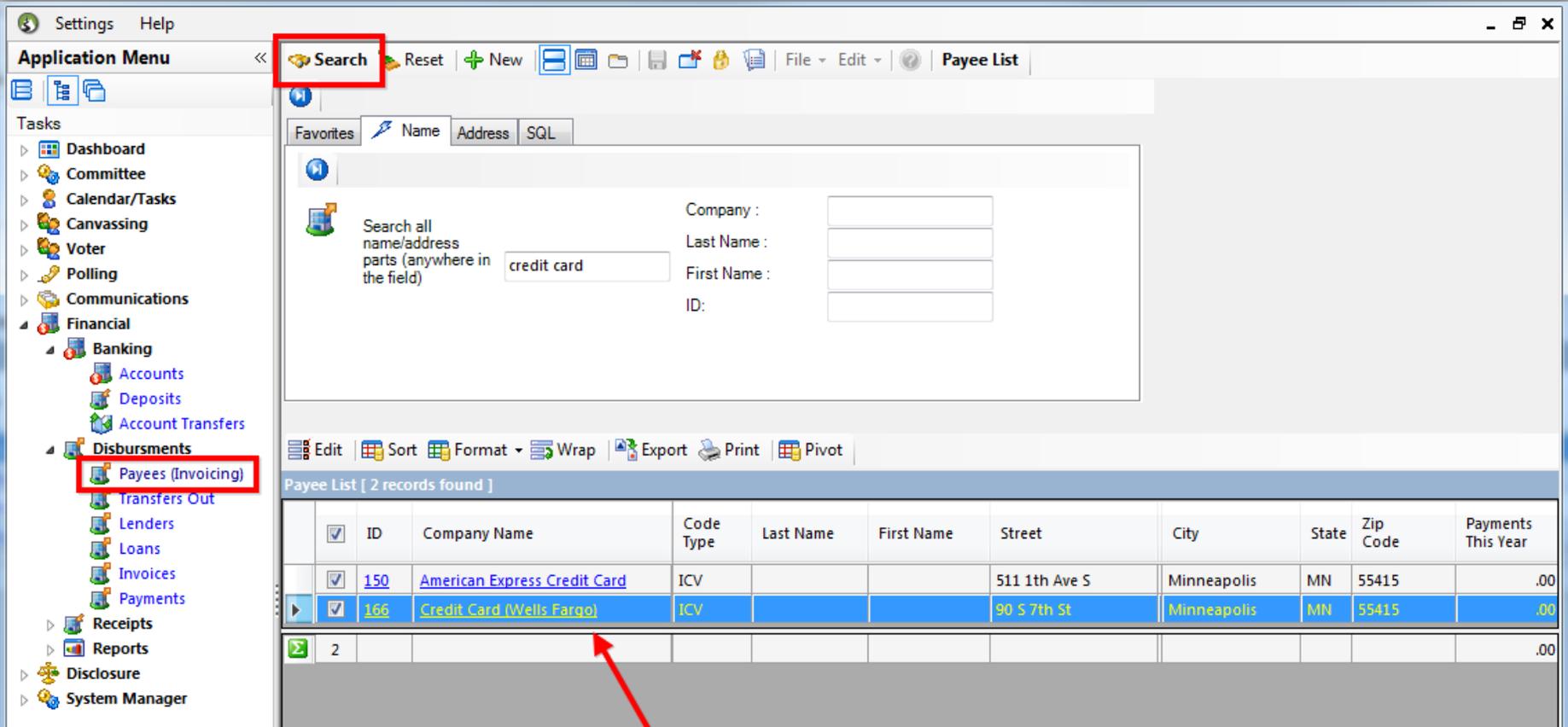
Close out of the payee record
after recording the payment against the

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

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.*

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

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



The screenshot shows the TrailBlazer application interface. The 'Application Menu' includes 'Search', 'Reset', 'New', and 'Payee List'. The 'Search' button is highlighted with a red box. The search results table is as follows:

ID	Company Name	Code Type	Last Name	First Name	Street	City	State	Zip Code	Payments This Year
150	American Express Credit Card	ICV			511 1th Ave S	Minneapolis	MN	55415	.00
166	Credit Card (Wells Fargo)	ICV			90 S 7th St	Minneapolis	MN	55415	.00

A red arrow points to the 'Credit Card (Wells Fargo)' record in the table.

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.

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

File Edit X ?

General

Company:

First Name:

Last Name:

Nation:

Street:

City:

State or Territory:

Zip Code:

Phone/Ext:

Fax:

Email:

FEC Filing Information/Other

Entity Type:

Creditor Type:

Payee Filer ID:

Filer Entity:

Bank Account Information

Bank

Credit Card

Account ID:

EIN/SSN:

Other

User Field 1:

Invoices | Payments | External Memos

New Refresh Sort Format Wrap Export Print Pivot

Invoices [0 records found]

	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
Σ	0		.00	.00	.00	.00	.00	.00	.00			

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

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.*

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

1. Be sure to check this box for 'Credit Card Principle Payment'.

Payee: Credit Card (Wells Fargo) Credit Card Principal Payment

Date: 12/28/2016

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

2. Fill out all of this information:

- Date
- Amount
- Description
- Expenditure Type
- Etc

Payments Refunds Deductions Credit Card Detail Summary

New Refresh Sort Format Wrap Export Print Pivot

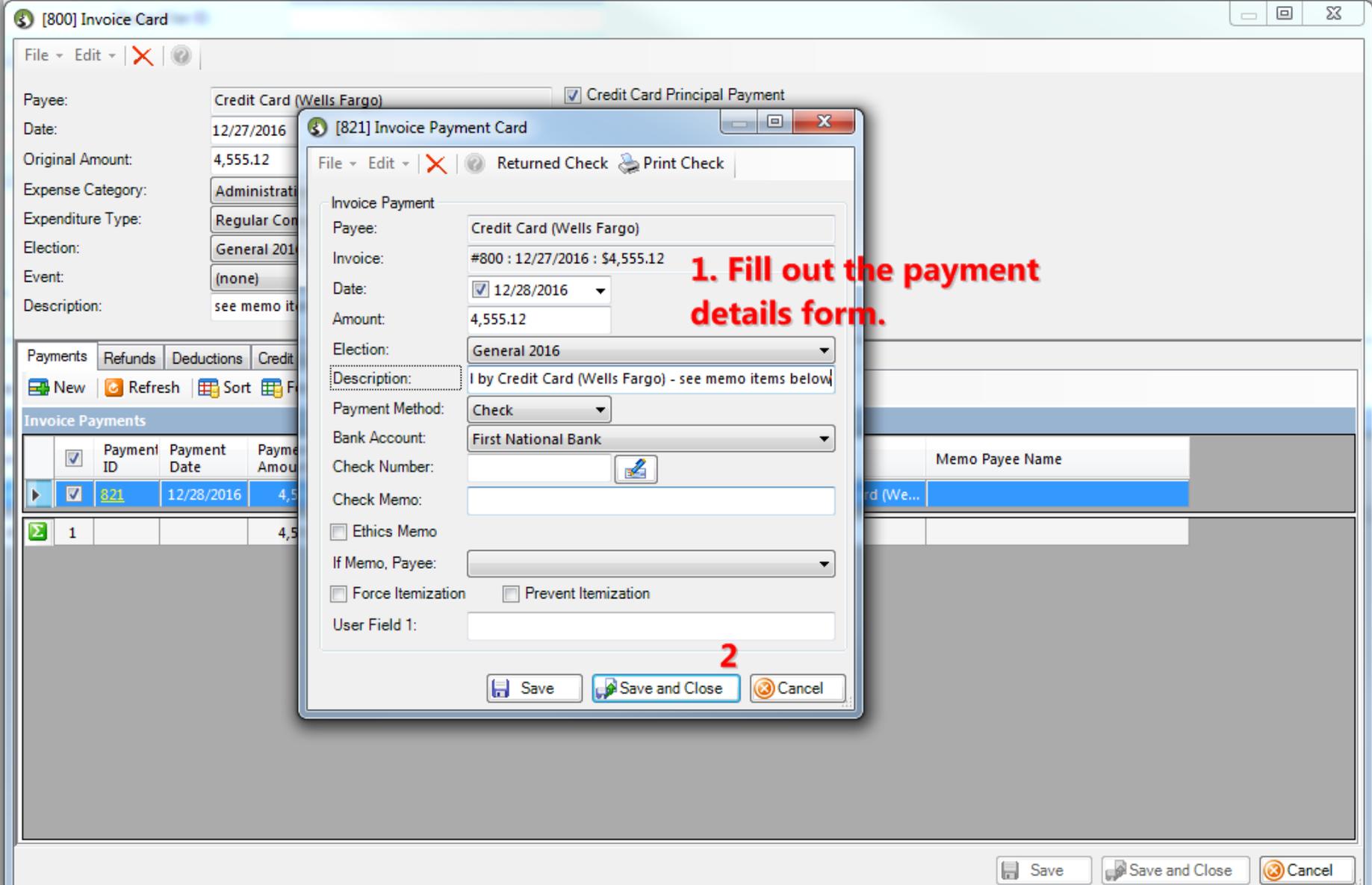
<input checked="" type="checkbox"/>	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
<input checked="" type="checkbox"/>	0		.00			0	.00		

3. Click [Save] and keep the invoice record open.

Logon = [Joel Kristenson](#)

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

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



1. Fill out the payment details form.

2

The screenshot displays the TrailBlazer software interface. The main window is titled "[800] Invoice Card" and shows a form for entering invoice details. The "Payee" field is set to "Credit Card (Wells Fargo)" and the "Date" is "12/27/2016". The "Original Amount" is "4,555.12". The "Expense Category" is "Administrative" and the "Expenditure Type" is "Regular Contribution". The "Election" is "General 2016".

An "Invoice Payment Card" modal window is open, titled "[821] Invoice Payment Card". It contains the following fields:

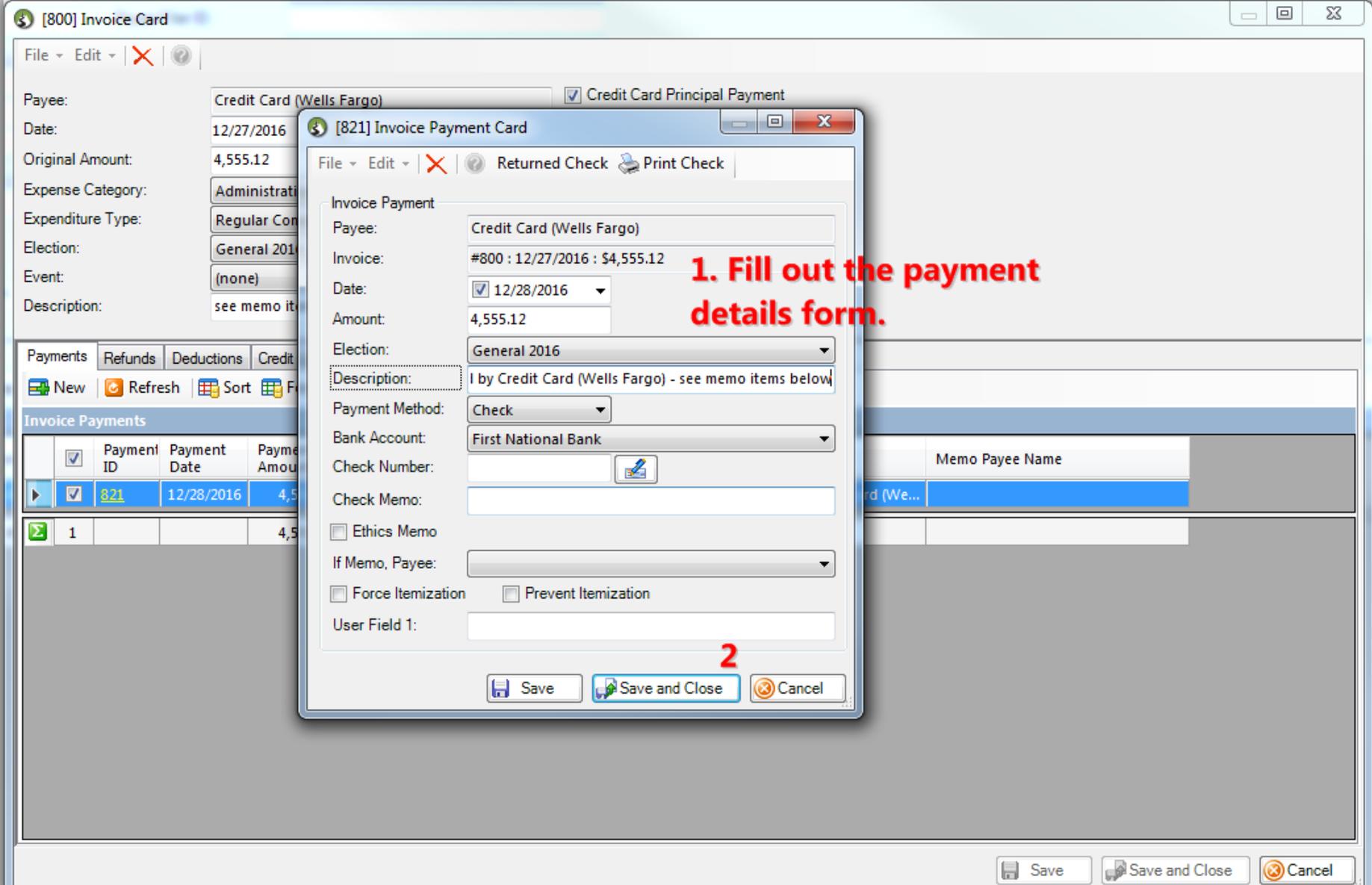
- Payee: Credit Card (Wells Fargo)
- Invoice: #800 : 12/27/2016 : \$4,555.12
- Date: 12/28/2016 (checked)
- Amount: 4,555.12
- Election: General 2016
- Description: I by Credit Card (Wells Fargo) - see memo items below
- Payment Method: Check
- Bank Account: First National Bank
- Check Number: (empty)
- Check Memo: (empty)
- Ethics Memo: (unchecked)
- If Memo, Payee: (empty)
- Force Itemization: (unchecked)
- Prevent Itemization: (unchecked)
- User Field 1: (empty)

At the bottom of the modal window, there are three buttons: "Save", "Save and Close", and "Cancel". A red "2" is placed over the "Save and Close" button.

The background window shows a table of "Invoice Payments" with columns for "Payment ID", "Payment Date", and "Payment Amount". The first row is highlighted in blue and contains the values "821", "12/28/2016", and "4,555.12".

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

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



The screenshot displays the TrailBlazer software interface. The main window is titled "[800] Invoice Card" and shows details for a credit card invoice. A modal dialog box titled "[821] Invoice Payment Card" is open, allowing for the entry of payment details. The dialog includes fields for Payee, Invoice, Date, Amount, Election, Description, Payment Method, Bank Account, Check Number, Check Memo, Ethics Memo, If Memo, Payee, Force Itemization, Prevent Itemization, and User Field 1. The "Save and Close" button is highlighted with a red "2". A red "1" is placed over the form fields in the dialog, with the text "1. Fill out the payment details form." written in red.

1. Fill out the payment details form.

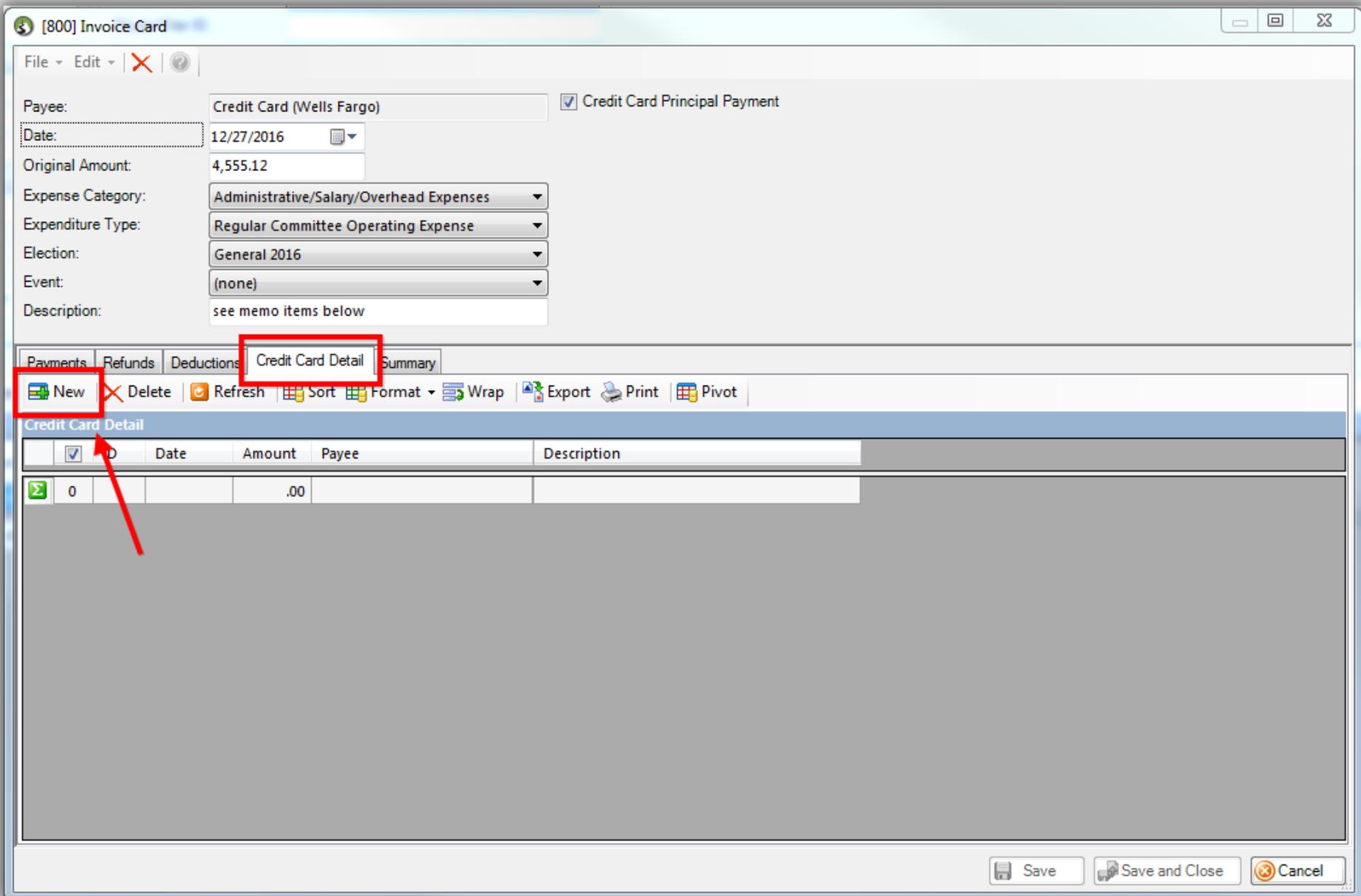
2

Payment ID	Payment Date	Payment Amount
821	12/28/2016	4,555.12

Payment ID	Payment Date	Payment Amount
1		4,555.12

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

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



The screenshot shows the [800] Invoice Card application window. The main form contains the following fields:

- 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

Below the form is a ribbon with tabs: Payments, Refunds, Deductions, **Credit Card Detail**, and Summary. The **Credit Card Detail** tab is active and contains a toolbar with icons for New, Delete, Refresh, Sort, Format, Wrap, Export, Print, and Pivot.

The **Credit Card Detail** section features a table with the following columns: (checkbox), ID, Date, Amount, Payee, and Description. The table contains one row with the following data:

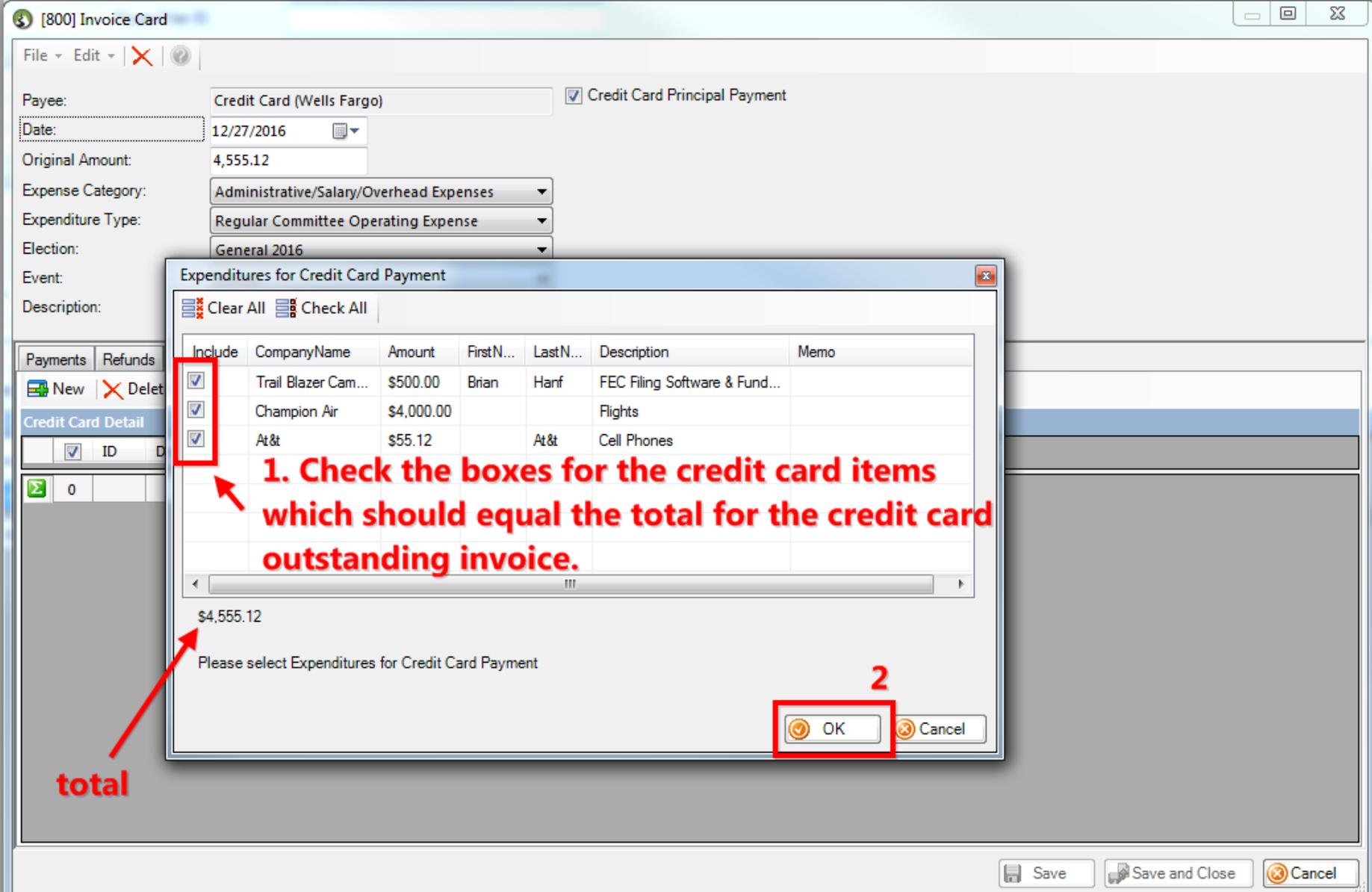
<input checked="" type="checkbox"/>	ID	Date	Amount	Payee	Description
<input checked="" type="checkbox"/>	0		.00		

At the bottom of the window are buttons for Save, Save and Close, and Cancel. A red box highlights the **Credit Card Detail** tab and the **New** button in the toolbar. A red arrow points from the **New** button to the first row of the table.

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

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.*

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



File Edit X ?

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:

Description:

Payments Refunds

New Delete

Credit Card Detail

ID D

0

total

1. Check the boxes for the credit card items which should equal the total for the credit card outstanding invoice.

Include	CompanyName	Amount	FirstN...	LastN...	Description	Memo
<input checked="" type="checkbox"/>	Trail Blazer Cam...	\$500.00	Brian	Harf	FEC Filing Software & Fund...	
<input checked="" type="checkbox"/>	Champion Air	\$4,000.00			Flights	
<input checked="" type="checkbox"/>	At&t	\$55.12		At&t	Cell Phones	

\$4,555.12

Please select Expenditures for Credit Card Payment

2

OK Cancel

Save Save and Close Cancel

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

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.*

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

SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19a <input type="checkbox"/> 19b <input type="checkbox"/> 20a <input type="checkbox"/> 20b <input type="checkbox"/> 20c <input type="checkbox"/> 21	PAGE 31 OF 34
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (In Full) TestingDatabase_FEC				
Full Name (Last, First, Middle Initial) A. Trail Blazer Campaign Services		Date of Disbursement MM / DD / YYYY 12 / 22 / 2016		
Mailing Address 620 Mendelssohn Avenue N Suite 186		Amount of Each Disbursement this Period 500.00		
City Minneapolis State MN Zip Code 55427	Purpose of Disbursement FEC Filing Software & Fundraising Software	<input checked="" type="checkbox"/> Memo Item		
Candidate Name	Category/Type 001	Transaction ID: SB17-EX4279 FEC Filing Software & Fundraising Software		
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	Disbursement For: 2016 <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify) General 2016			
State: District:				
Full Name (Last, First, Middle Initial) B. AT&T		Date of Disbursement MM / DD / YYYY 12 / 22 / 2016		
Mailing Address P.O. Box 8212		Amount of Each Disbursement this Period 55.12		
City Aurora State IL Zip Code 60572	Purpose of Disbursement Cell Phones	<input checked="" type="checkbox"/> Memo Item		
Candidate Name	Category/Type 001	Transaction ID: SB17-EX4281 Cell Phones		
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	Disbursement For: 2016 <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify) General 2016			
State: District:				
Full Name (Last, First, Middle Initial) C. Champion Air		Date of Disbursement MM / DD / YYYY 12 / 22 / 2016		
Mailing Address 8009 34th Ave S Suite 500		Amount of Each Disbursement this Period 4000.00		
City Minneapolis State MN Zip Code 55425	Purpose of Disbursement Flights	<input checked="" type="checkbox"/> Memo Item		
Candidate Name	Category/Type 001			

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

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



Trail Blazer[™]

- 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

☎ **Phone:** 1-866-909-8700

✉ **Email:** 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.*