Adjutant Workshop Customer Support
Tech Notes

Document Title: Creating RED Records (Update 2)
Document Number: 058
Applies to: Campaign ToolBox FL

SUMMARY

Florida requires special reporting for any expenses that are not done on a cash basis. This includes reimbursements, prepayments, and credit card (but NOT debit card) purchases. This Tech Note describes how to create the Related Expenditure Distribution (RED) records. **It is important to note that the best way to handle this type of reporting is to simply avoid the need by operating on a cash basis.**
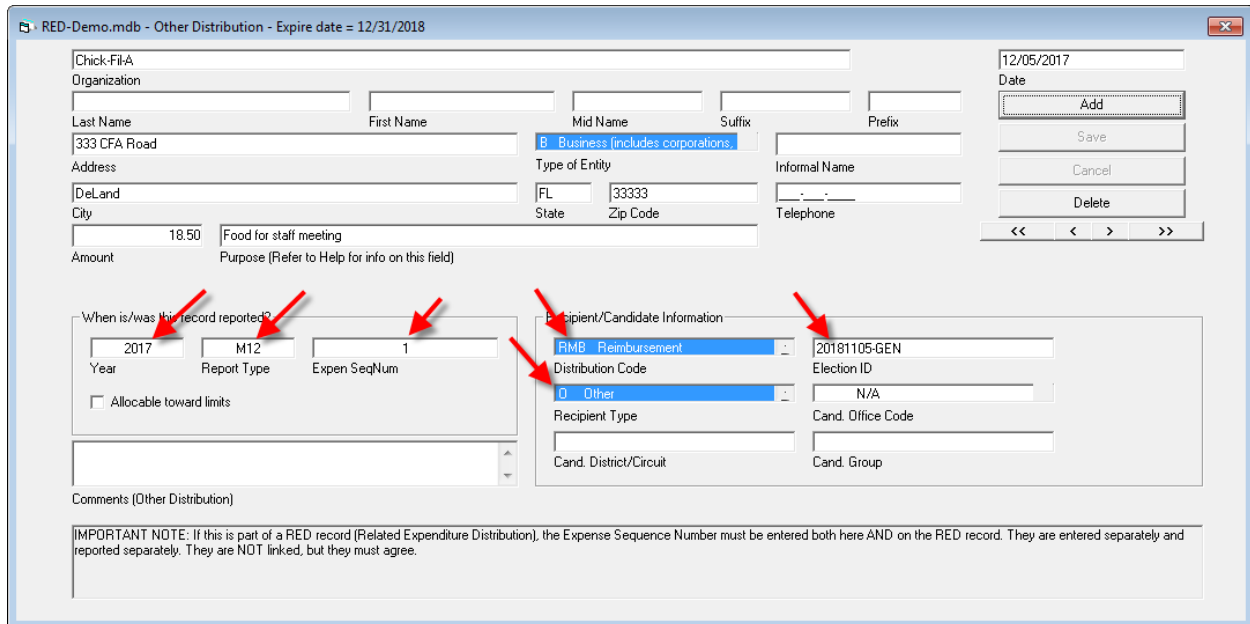
In this example, we will report the following transactions:
1) The candidate has paid for two items out of his own pocket during the current reporting period – postage from the Post Office, and food for a staff meeting from Chick-Fil-A. These are recorded as Other Distribution records.
2) He is being reimbursed from the campaign account at the end of the reporting period with a check.
3) RED records must be created to link the reimbursement check with the two distributions.

Details may vary, but all RED records follow these same basic procedures.

PROCEDURE

Create the Other Distribution records for the postage and the food. For this example, make sure that you select RMB for the Distribution Code, and Other for the Recipient Type. Enter the election ID. Hold your cursor over that field for the correct format. Enter the Year, Report Type, and Sequence Number in the fields on the left side of the form (or add later if unknown at this time, but it MUST be entered before linking the record to an Expense record).

Enter the Expense Record to report the reimbursement check. Be sure to select RMB in the field just to the right of the amount.

Save the record, then click on the Link to Dist. Menu item.

Click on an Other Distribution record that should be linked to this expense record, then click on the OK button. Repeat for all Other Distribution records that are part of this expense record. If you mistakenly select the same one twice or if you select the wrong one, you can delete it in a later step.

Related Expenditure Distribution (RED) - 2 records

Name	Date	Amount	Purpose	Type	Amend	OtherDisID
Chick-Fil-A	12/05/2017	$18.50	Food for staff meeting	RMB	REG	2
U.S. Post Office	12/04/2017	$24.00	Postage	RMB	REG	1

Records are sorted by columns from left to right.
Drag a column header to the far left edge to sort on that column.
Select record and click OK to link it the one currently displayed.

There is nothing in the software to enforce correct RED records, so use caution when creating links.
Links can be deleted or amended using the "Activities > RED Records" menu item.

OK

Cancel

Print report

Create a test Statutory Report to get the sequence numbers for these records. This is generally best done after all other records for this report have already been entered. Entering more records later could cause the sequence numbers to change.

In this example, the Expense record has sequence number 1.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name ___TEST___   (2) I.D. Number ___12345___

(3) Cover Period ___12/01/2017 - 12/31/2017___   (4) Page ___1 of 1___

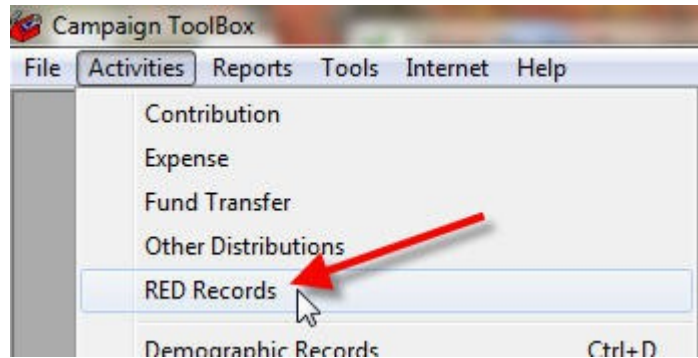| (5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
12/05/2017 1	Candidate, Carl 444 Ordinary Road DeLand, FL 32720-0000	Reimbursement for expenses	RMB		$ 42.50

In this example, the Other Distribution records have sequence numbers 1 and 2.

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name	TEST			(2) I.D. Number	12345	
(3) Cover Period	12/01/2017 - 12/31/2017			(4) Page	1 of 1	

(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
12/04/2017 1	U.S. Post Office 222 Mailbox Road DeLand, FL 32720-0000	Postage	2017 M12 1 N		$ 24.00
12/05/2017 2	Chick-Fil-A 333 CFA Road DeLand, FL 33333-0000	Food for staff meeting	2017 M12 1 N		$ 18.50

Create the RED records by going to Activities > RED Records.

Note that you can show or hide additional columns on the RED records form by clicking on the menu item. These columns identify specific records. Click on the Help menu item for a detailed description of what each column is.

If any records do not yet have data in the Year, Report, or ElectionID fields, select that record, then click the "Delete the selected link record" button. You will need to go to that Other Distribution record, enter the information, save it, then re-create the link record. This must be done BEFORE the sequence numbers are added.

In this step, we are adding the Expense Sequence numbers and the Distribution Sequence numbers.
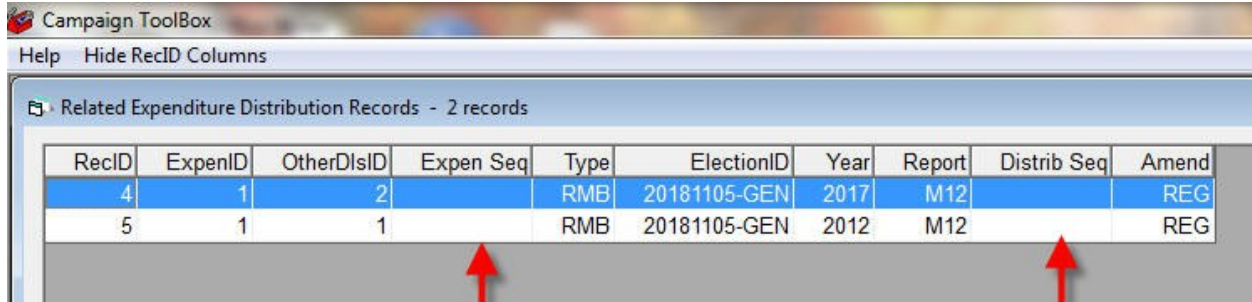
OPTIONAL: If you have more that a couple of items, you will probably find it easier to click on the "Print Report" button to create a printed copy of these records. Use that report to determine what records need to be linked, and write the sequence numbers in the "Expen Seq" and the "Distrib Seq" fields on that report. You will then use this Related Expenditure Distribution Records form to set those fields to the correct Sequence Numbers.

For each Other Distribution Reimbursement record shown on this list, you will need to enter **both** the Other Distribution sequence number AND the Expense sequence number. In this example, both will have the same Expense sequence number because both Other Distributions are being paid for with one Expense record.

Click on the "Show RecID Columns" to see database record ID information on these records.

Select the first line, enter "1"in the box, then click on the Expense button on the bottom.
Select the second line, and repeat for that record.

At this point, we have set both Other Distributions to Expense sequence number 1.

Now, we need to set the Expense sequence numbers. From the test report, we see that the sequence number is 1. To set this, select the RED record, then change the Sequence Number field (in this case, change the 0 to 1), then click the "Set Selected Expense Sequence Number" button.

In the screen shown, Other Distribution sequence numbers have already been set. This is done exactly the same was as for Expenses, except that you click the "Distribution" button after you have entered the correct number in the Set Sequence Number field.

NOTES

1) While Campaign ToolBox will handle all of the record linking involved in Related Expenditure Distributions. It is still a manual linking process, and as the number of records involved increases, it can become confusing to keep track of what records must be linked. If at all possible, you should avoid making any transactions that require this type of record linking by avoiding reimbursements or prepayments.

2) Tech Support specifically does NOT include help with sorting out records in your campaign account.