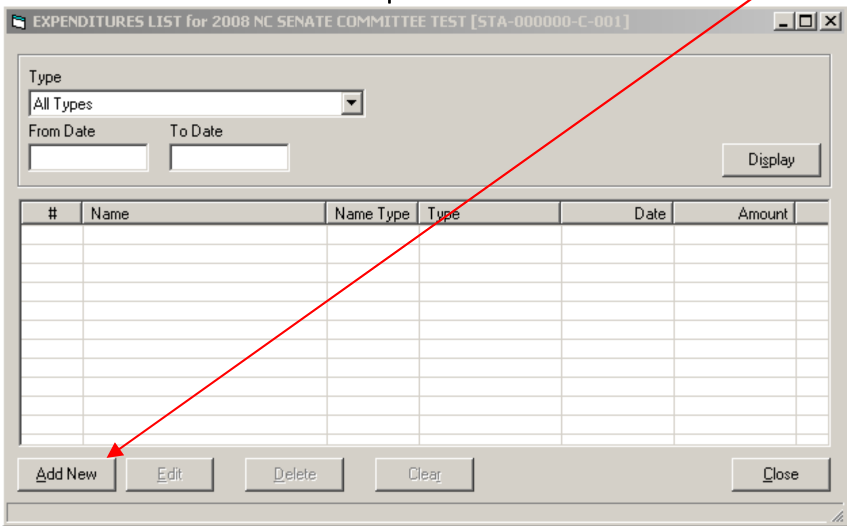
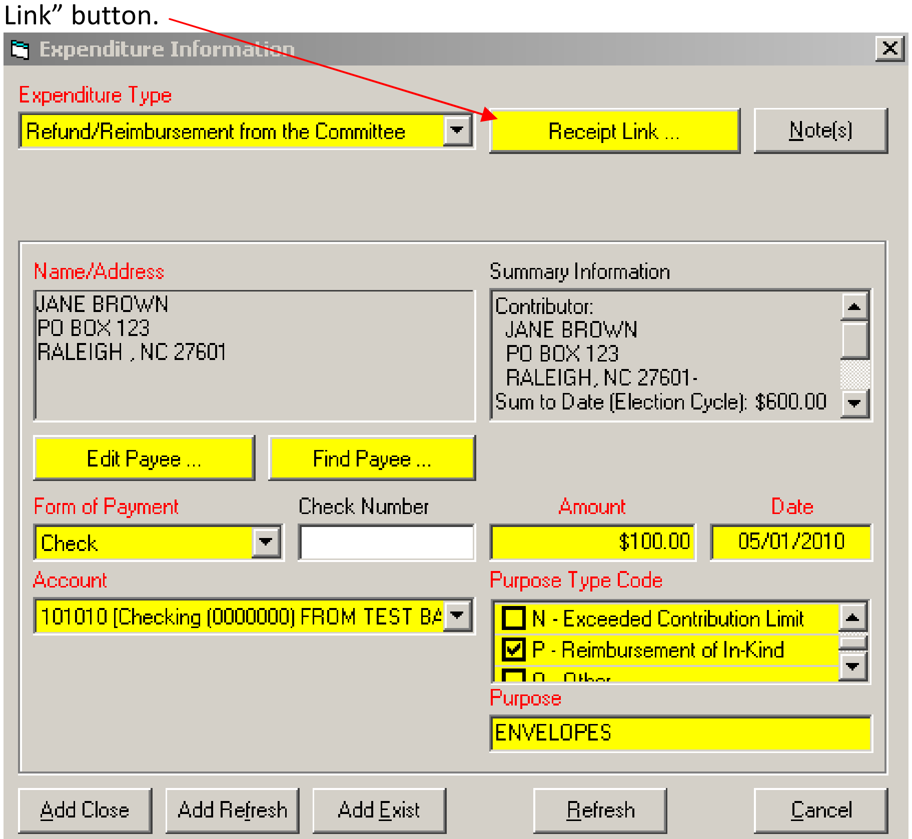
Enter a Refund from the Committee

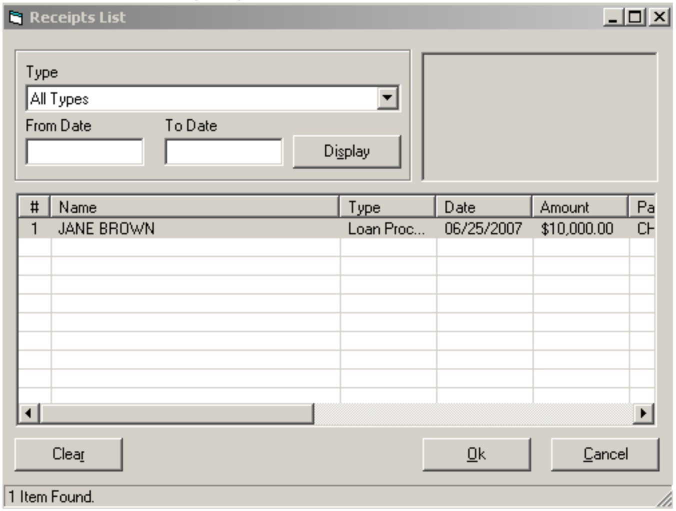
Select Detailed Information→Expenditures. Select "Add New."



At the Expenditure Information screen, select the Expenditure Type as "Refund/Reimbursement from the Committee." Once you have selected this type you will see a Receipt Link button. Select the "Receipt Link" button.



At the Receipts List screen, use the “From Date”and “To Date” fields to search for the original contribution. Highlight the contribution and select “OK.”



At the Expenditure Information screen, add the form of payment, amount, date, purpose type code and purpose. Select “Add Close.”