

Select Detailed Information → Receipts. Select “Add New.”

At the Receipt Information screen, select “Refund/Reimbursement to the Committee” under the Receipt Type. This will add an Expenditure Link button to the window. Select “Expenditure Link.”

Receipt Information

Receipt Type
 Refund/Reimbursement to the Committee
 Expenditure Link ...
 Note(s)

Name/Address
 Summary Information

Add Contributor ... Find Contributor ...

Form of Payment
 Amount
 Date

Account
 101010 (Checking (0000000) FROM TEST BA)
 Purpose

Add Close Add Refresh Add Exist Refresh Cancel

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

The "Expenditures List" window displays a table of transactions. The "Type" dropdown is set to "All Types". The "From Date" and "To Date" fields are both set to "01/01/2009". The "Display" button is visible. The table lists 6 items, with the 4th item, "ABC CORP", highlighted. The status bar at the bottom indicates "6 Items Found".

#	Name	Type	Date	Amount	Pa
1	JANE TORCASSO FOR GOVERNOR	Contributio...	01/01/2009	\$100.00	CH
2	TEST PARTY	Contributio...	01/01/2009	\$50.00	CH
3	TEST BANK	Loan Rep...	01/01/2009	\$50.00	CH
4	ABC CORP	Refund/R...	01/01/2009	\$50.00	CH
5	ABC CORP	Refund/R...	01/01/2009	\$100.00	CH
6	JOHN SMITH	Operating ...	01/01/2009	\$1,000.00	CH

Buttons: Clear, Ok, Cancel

Status: 6 Items Found.

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

The "Receipt Information" window contains the following fields and buttons:

- Receipt Type:** "Refund/Reimbursement to the Committee" (dropdown), "Expenditure Link ..." (button), "Note(s)" (button).
- Name/Address:** "ABC CORP, NC" (text field).
- Summary Information:** "Payee: ABC CORP", "Sum to Date (Election Cycle): \$50.00", "Sum to Date (To Receipt Date): \$50.00" (dropdown).
- Buttons:** "Edit Contributor ...", "Find Contributor ...".
- Form of Payment:** "Check" (dropdown).
- Check Number:** (empty text field).
- Amount:** "\$50.00" (text field).
- Date:** "05/01/2010" (text field).
- Account:** "101010 [Checking (0000000) FROM TEST BA" (dropdown).
- Purpose:** "RETURN OF UNUSED PORTION OF MEDIA AD PAYMENT" (text field).
- Buttons:** "Add Close", "Add Refresh", "Add Exist", "Refresh", "Cancel".