Enter a Refund to the Committee

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.”
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.”

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