

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.”

The screenshot shows a window titled "Receipts List". At the top, there is a "Type" dropdown menu set to "All Types". Below it are "From Date" and "To Date" input fields, followed by a "Display" button. The main area contains a table with the following data:

#	Name	Type	Date	Amount	Pa
1	JANE BROWN	Loan Proc...	06/25/2007	\$10,000.00	Ch

At the bottom of the window, there are "Clear", "Ok", and "Cancel" buttons. A status bar at the very bottom indicates "1 Item Found."

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

The screenshot shows a window titled "Expenditure Information". At the top, there is a dropdown menu for "Expenditure Type" set to "Refund/Reimbursement from the Committee", a "Receipt Link ..." button, and a "Note(s)" button. Below this is a section for "Name/Address" with the following text: "JANE BROWN", "PO BOX 123", "RALEIGH, NC 27601". To the right is "Summary Information" with: "Contributor: JANE BROWN", "PO BOX 123", "RALEIGH, NC 27601", and "Sum to Date (Election Cycle): \$600.00". There are "Add Payee ..." and "Find Payee ..." buttons. Below that is a table for transaction details:

Form of Payment	Check Number	Amount	Date
Check		\$100.00	05/01/2010

Below the table is an "Account" dropdown set to "101010 [Checking (0000000) FROM TEST BA" and a "Purpose Type Code" dropdown set to "ENVELOPES". The "Purpose Type Code" section also includes checkboxes for "N - Exceeded Contribution Limit" (unchecked), "P - Reimbursement of In-Kind" (checked), and "Q - Other" (unchecked). At the bottom, there are "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel" buttons.