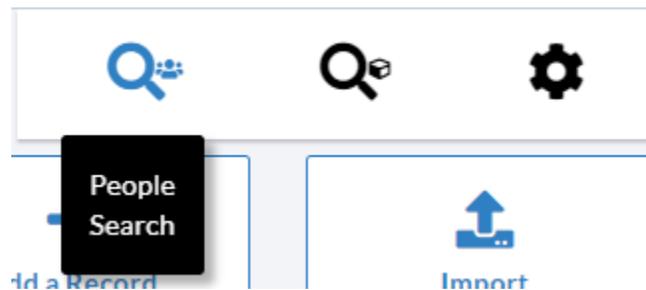Question: I entered the wrong donor name in an already loaded batch. How do I correct this without having to delete and re-enter the entire batch?

Answer: The batch does not have to be re-entered. There is an adjustment type called **Transfer** that allows you to move a contribution from one record to another without any implications on the FEC report.

1. Select the **People** Dashboard from the left hand Main Menu of Crimson.
2. Click on the **People Search** in the upper right hand navigation bar.

3. Search for the People Record that has the incorrect gift assigned to it and open the profile.
4. In the profile, make sure you have selected the **Giving History** panel.
5. Click on "**All**" gifts to the right of the "**Recent Gifts**" area in the lower half of the screen.

6. Open the first gift to be transferred by clicking on the button to the left of the transaction.
7. Click the blue **Adjust** button and an **Adjustment** box and **Adjustment Date** field will appear.
8. Select **TR – Transfer** from the **Adjustment** drop-down menu.

9. Enter an **Adjustment Date** to reflect the original contribution date by either manually entering the correct date or using the Calendar icon to select it. *Please note: this is the date that will appear on your FEC report.*

10. Enter the new donor to transfer the contribution to by searching for the ID or First and Last Name in the **Donor ID** search field and then press [🔍].
11. Once you find the record, click **Select**.
12. Click **Apply** to finalize the transfer adjustment.

**Please note: If the correct record is not in Crimson yet, be sure to create the new record before starting the adjustment process. Please refer to the Add a New Record solution on the HelpDesk.