



Treasury Receipts – Candidate Loans

Candidate Loans should be entered as **Receipts** under the **Treasury Dashboard** of Crimson. If entered here, using the correct FEC Line number, candidate loans will later be included on the related FEC Report when using the **Import from Crimson** button(s) in CrimsonFiler. You can also manually pull and review candidate loan information using the **FEC Export** located on the **Compliance Dashboard** in Crimson, export types: **Contributions** and **Loans (Sched C)**.

Note: Candidate loans correctly entered in Crimson will later pull line SA13a information from Crimson into Schedule A and C in CrimsonFiler if the loan is new within the report’s date range. Otherwise, all reported Schedule C loan information will carry over in schedule C of the next report from within CrimsonFiler.

How to enter a Candidate Loan in Crimson

1. Click the **New Receipt** action button on the **Treasury Dashboard**
2. Either search for the Candidate’s **Payee** record or click **Add New Payee** to add a record.
 - When adding a new record, select **Candidate** from the **Vendor Type** drop-down menu and enter the appropriate information into the remaining fields, then click **Save**.
3. After selecting the **Payee** record, enter the date of the loan into the **Date** field and enter the **Amount** of the loan.
4. Select the **Fund Code** from the **Fund** drop-down menu.
5. Select **N/A** for the **Bank Account Code** if you do not have bank accounts setup in Crimson.
6. Select **SA13A - Loans made or guaranteed by the Candidate** from the **Line Number** drop-down menu.
7. Finally, enter the appropriate description as you want it to appear on the FEC report in the **FEC Description** field (Ex: “Candidate Loan – Personal Funds”), then click **Save**.

New Receipt ✕
CMDI (Id: 6)
1593 Spring Hill Rd, Suite 400
Vienna, VA 22182-1569

Date 12/9/2022	Line Number SA13A - Loans made or guaranteed by the Candidate	G/L Code
Batch #	FEC Description (Alt+2) Software License Fee	
Amount (Alt+1) \$ 0	Memo Text	
Fund P&G22 - Primary 2022	Transaction Category	
Account N/A - N/A	Transaction Code	
Check No	Election Code	
Payment	Year Other Election	
Comment (Invoice#)	Adjustment Type Adjustment Date	
	<input type="checkbox"/> Memo Indicator <input type="checkbox"/> 1099	

General Ledger

Name	Amount

Ultimate Vendor

Name	Amount

**For more information on Candidate Loans, please see the [Crimson Filer – Entering a Candidate Loan](#) guide on the HelpDesk.