



## Treasury Receipts - Candidate Loans

Candidate Loans should be entered as **Receipts** under the **Treasury** menu 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 under the **Compliance** menu 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.**

### How to enter a Candidate Loan in Crimson

- Click **Receipts** under the **Treasury** menu.
- Click **Add** at the top right corner of the window and search for the Candidate's **Vendor** record.
- If there is no vendor record for the Candidate, then click the **Add New Vendor** button.
- Select **Candidate** from the **Vendor Type** drop-down menu and enter the appropriate information into the remaining fields where necessary, then click **Save**.
- Enter the date of the loan into the **Batch Date** field and enter the **Amount** of the loan.
- Select the **Fund Code** from the **Fund** drop-down menu.
- Select **N/A** for the **Bank Account Code** if you do not have bank accounts setup in Crimson.
- Select **SA13A - Loans made or guaranteed by the Candidate** from the **Line Number** drop-down menu.
- Finally, enter the appropriate description as you want it to appear on the FEC report in the **FEC Description** field ("Candidate Loan – Personal Funds" is probably sufficient), then click **Save**.

The screenshot shows the 'Receipt' entry form in Crimson. The form is divided into several sections:

- Header:** 1593 Spring Hill Rd, Vienna, VA 22182
- Batch Date:** 04/01/2014
- Amount:** \$ 50,000.00
- Fund:** P2014 - Primary 2014
- Account:** N/A - N/A
- Check No:** (empty)
- Payment Type:** CK - Check
- Comments (Invoice#):** (empty)
- Line Number:** SA13A - Loans made or guaranteed by the Candidate
- FEC Description:** Candidate Loan - Personal Funds
- Memo Text:** (empty)
- Election:** Select Election
- Transaction Category:** Select TransCategory
- Transaction Code:** Select TransCode
- Year:** (empty)
- Other Election:** (empty)
- Adjustment Type:** (empty)
- Adjustment Date:** (empty)
- GL Code:** Select GL Code
- General Ledger:** Table with columns Name and Amount.
- Ultimate Vendor:** Table with columns Name and Amount, showing a Total of \$.

At the bottom right, there are buttons for **Cancel**, **Save**, and **Print Check**.

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