crimson³

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**.

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