

Enter a Loan Repayment

Go to Detailed Information → Expenditures. Select “Add New.”

The screenshot shows a window titled "EXPENDITURES LIST for 2008 NC SENATE COMMITTEE TEST [STA-000000-C-001]". It features a search section with a "Type" dropdown menu set to "All Types", "From Date" and "To Date" input fields, and a "Display" button. Below this is a table with columns: #, Name, Name Type, Type, Date, and Amount. At the bottom, there are buttons for "Add New", "Edit", "Delete", "Clear", and "Close". A red arrow points from the text "Add New." to the "Add New" button.

At the Expenditure Information screen, under the Expenditure Type drop down list, select “Loan Repayment.” To the right of the Expenditure Type field, select “Loan Link.”

The screenshot shows a window titled "Expenditure Information". It has an "Expenditure Type" dropdown menu set to "Loan Repayment" and a "Loan Link ..." button. To the right of the "Loan Link ..." button is a "Note(s)" button. Below these are two text areas: "Name/Address" and "Summary Information". Under "Name/Address" are "Add Lender ..." and "Find Lender ..." buttons. Below "Summary Information" are "Form of Payment" dropdown, "Amount toward Principal" input field, and "Date" input field. At the bottom is an "Account" dropdown menu set to "101010 [Checking (0000000) FROM TEST BA". At the very bottom are buttons for "Add Close", "Add Refresh", "Add Exist", "Refresh", and "Cancel". A red arrow points from the text "Loan Link." to the "Loan Link ..." button.

At the Receipts List screen, click “Display” and search for the original loan. Highlight the original loan and select “OK.”

The Receipts List window displays a table of transactions. The first transaction is highlighted.

#	Name	Type	Date	Amount	Pa
1	JANE BROWN	Loan Proc...	01/01/2010	\$1,000.00	CH
2	JANE BROWN	Loan Proc...	06/25/2007	\$10,000.00	CH
3	TEST BANK	Loan Proc...	05/01/2006	\$1,000.00	MF
4	TEST BANK	Loan Proc...	12/31/2007	\$1,000.00	CH
5	ABC CORP	Loan Proc...	01/01/2009	\$1,000.00	CH
6	TEST TEST WRONG	Loan Proc...	02/05/2010	\$1,500.00	CS
7	TEST TEST WRONG	Loan Proc...	02/05/2010	\$1,500.00	CS

Buttons: Clear, Ok, Cancel

7 Items Found.

You will be back at the Expenditure Information screen. Enter the form of payment, amount toward principal and date. Select “Add Close” to save the record and close the window.

The Expenditure Information window displays the following details:

Expenditure Type: Loan Repayment

Name/Address: JANE BROWN
PO BOX 123
RALEIGH, NC 27601

Summary Information: Lender: JANE BROWN
PO BOX 123
RALEIGH, NC 27601
Sum to Date (Election Cycle): \$512.00

Form of Payment: Check

Check Number: [Empty]

Amount toward Principal: \$500.00

Date: 07/01/2010

Account: 101010 [Checking (0000000) FROM TEST BA]

Buttons: Add Close, Add Refresh, Add Exist, Refresh, Cancel

Note: If you have three original loans for \$1000.00 each and you are going to repay these in one check, you will need to make three loan repayment entries, each for \$1000.00, using the same check number for each entry. You should not attempt to link a loan repayment that is higher in amount from the original loan.