

## How to Assume a Total Candidate Loan

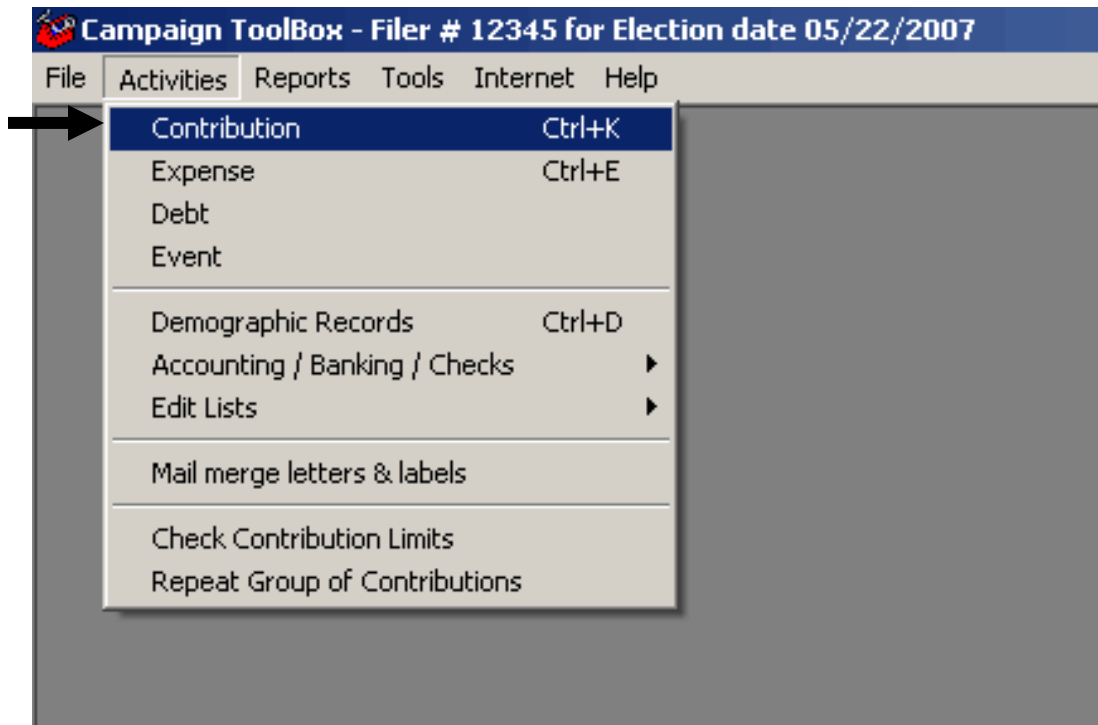
For this tutorial we are assuming that you have an outstanding loan out for \$4000.00 as shown in the Debt form below.

The screenshot shows a software window titled "Campaign.mdb - Debt - Expire date = 12/31/2007". The form contains the following fields and values:

- Name of Creditor: Bank of Frankfort
- Date debt incurred: 07/07/2006
- Last name: [Empty]
- First name: [Empty]
- Middle name: [Empty]
- Suffix: [Empty]
- Prefix: [Empty]
- Address (required Street or PO Box): 100 East Main Street
- Original amount: 4000.00
- Prior amount paid: 0.00
- Current amount paid: 0.00
- Balance due: 4000.00
- Address (optional Suite, Apt., etc.): [Empty]
- City: Frankfort
- State: KY
- Zip Code: 40601
- Description (nature or purpose of debt): This is for testing purposes
- Comments (for this transaction): Testing
- Type of debt:  Debt owed BY this campaign
- This debt is classified as a Loan
- Amendment

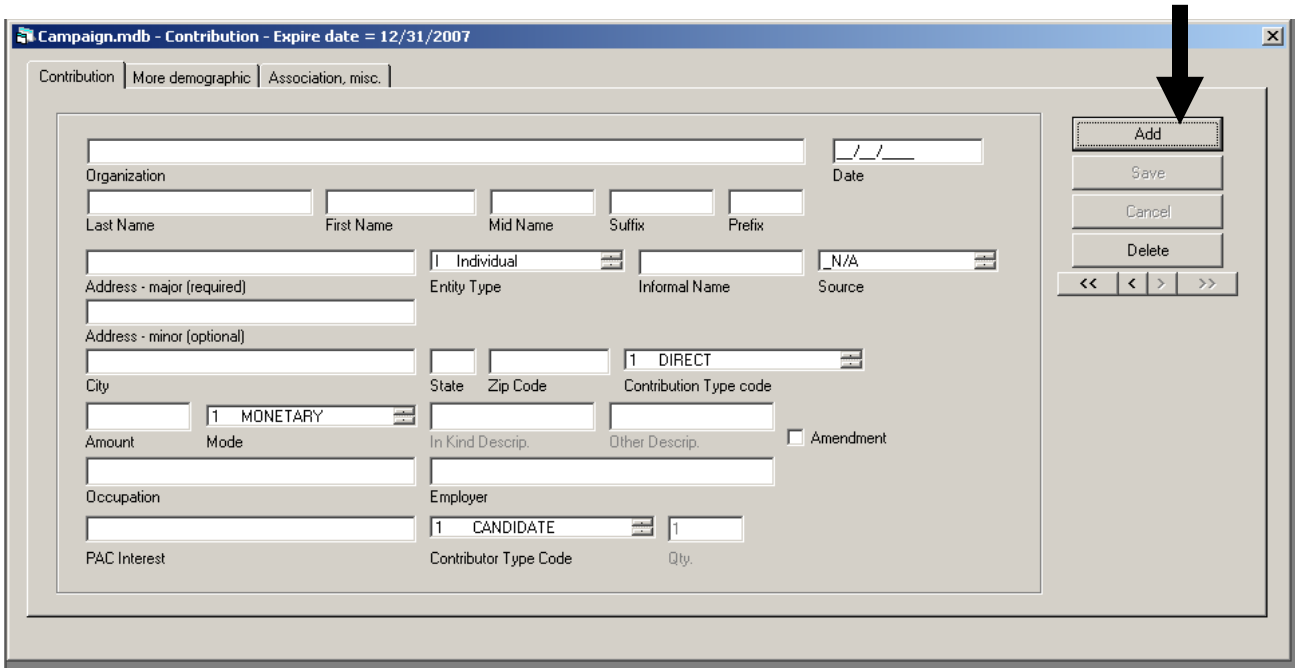
Buttons on the right include Add, Save, Cancel, Delete, and navigation arrows. A text box at the bottom right states: "Debt records are independent of any other records. Creating an expense record to repay a loan does NOT cause any change to a debt record. You must make such changes directly on the debt record."

Open the Contribution form by clicking on **Activities > Contribution**.



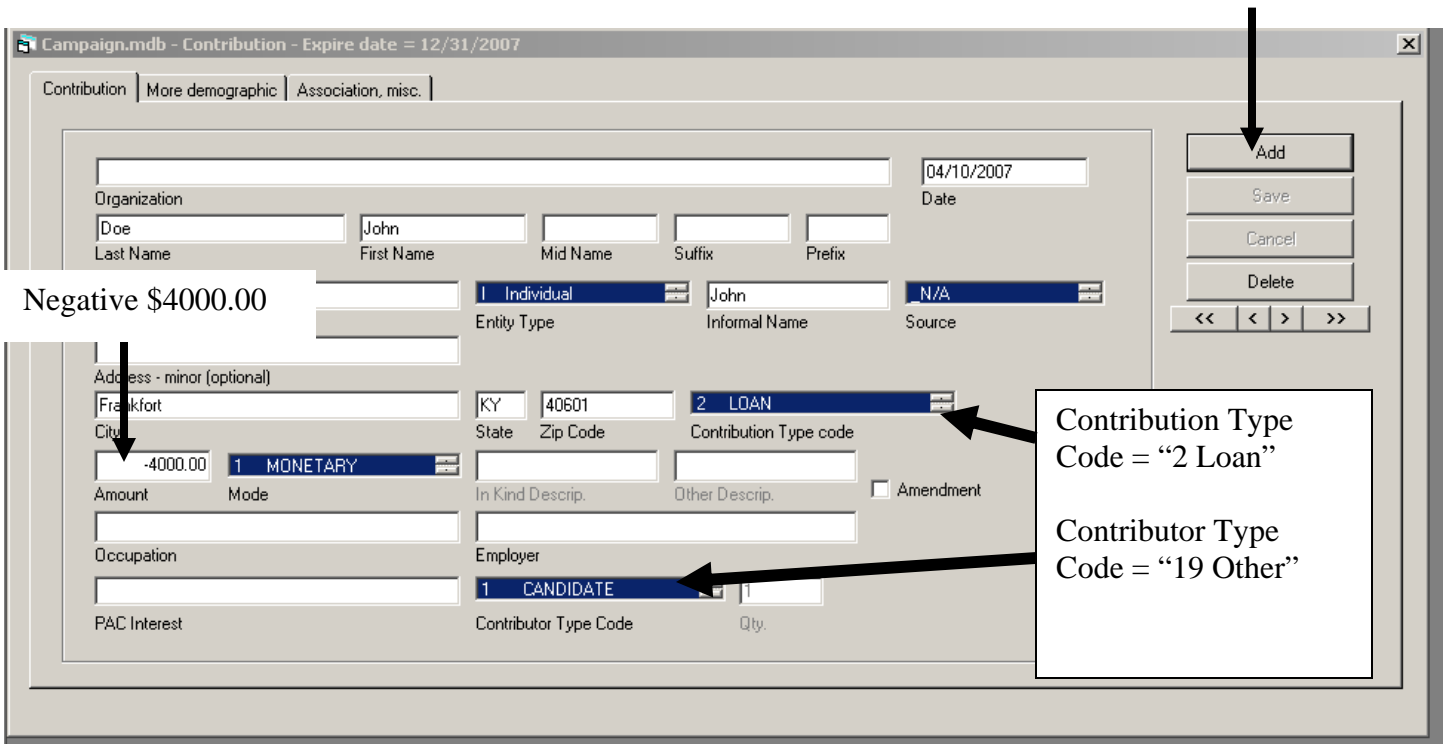
# How to Assume a Total Candidate Loan

Click “Add” on the Contribution form.



The screenshot shows the 'Campaign.mdb - Contribution - Expire date = 12/31/2007' window. The 'Add' button is highlighted with a black arrow pointing to it. The form fields are mostly empty, with some dropdown menus set to 'Individual', 'DIRECT', and 'CANDIDATE'.

Create a receipt on the contribution form for the negative amount of the debt. Designate the Contribution Type Code as “2 Loan” and Contributor Type Code as “19 Other.”

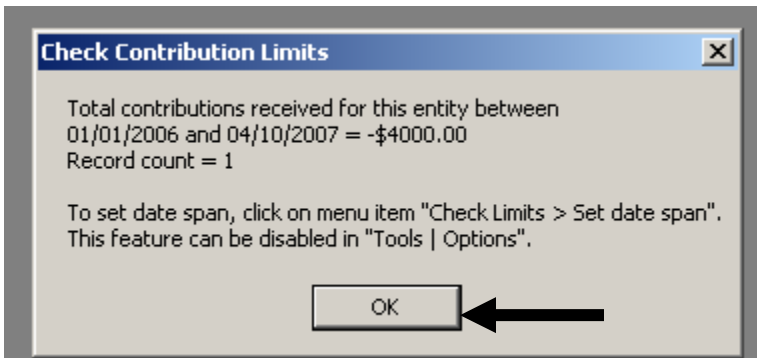


The screenshot shows the same 'Campaign.mdb - Contribution - Expire date = 12/31/2007' window, but now with data entered. The 'Add' button is again highlighted with a black arrow. A callout box on the left points to the 'Amount' field, which contains '-4000.00'. Another callout box on the right points to the 'Contribution Type code' field, which contains '2 LOAN', and the 'Contributor Type Code' field, which contains '1 CANDIDATE'. The 'Date' field is filled with '04/10/2007', and the 'Last Name' field is filled with 'Doe'.

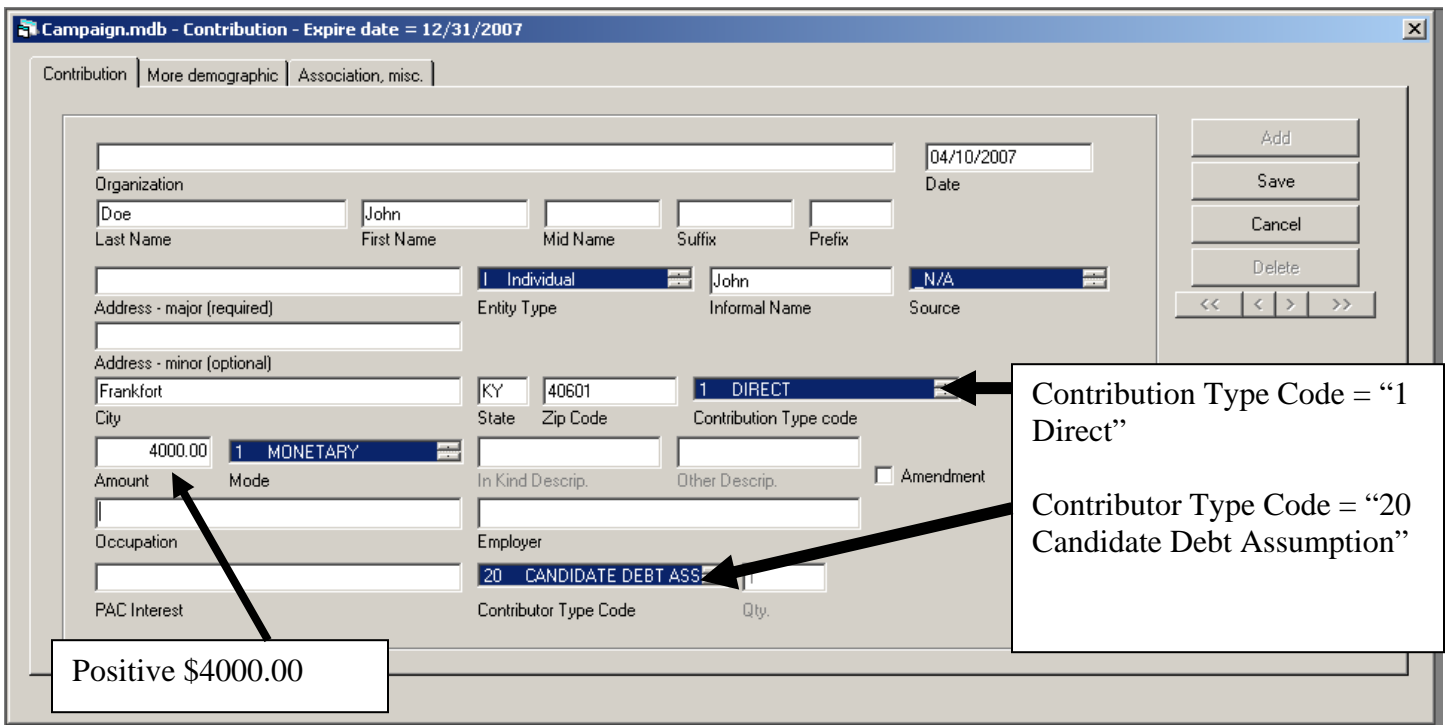
# How to Assume a Total Candidate Loan

Click on “ADD.”

The following window will appear. Click “OK.”

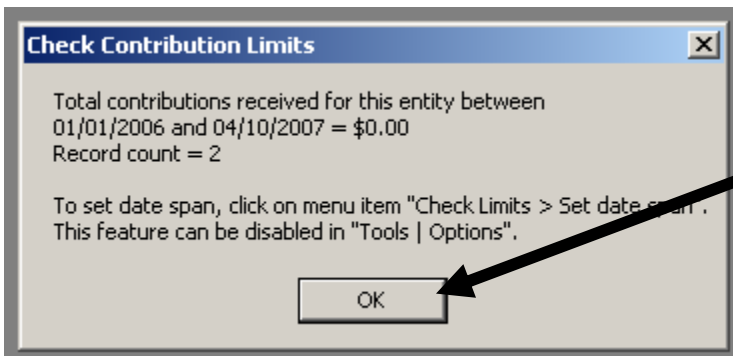


Create another record on the Contribution form for the positive amount of the debt. Designate the Contribution Type Code as “1 Direct” and the Contributor Type Code as “20 Candidate Debt Assumption.”



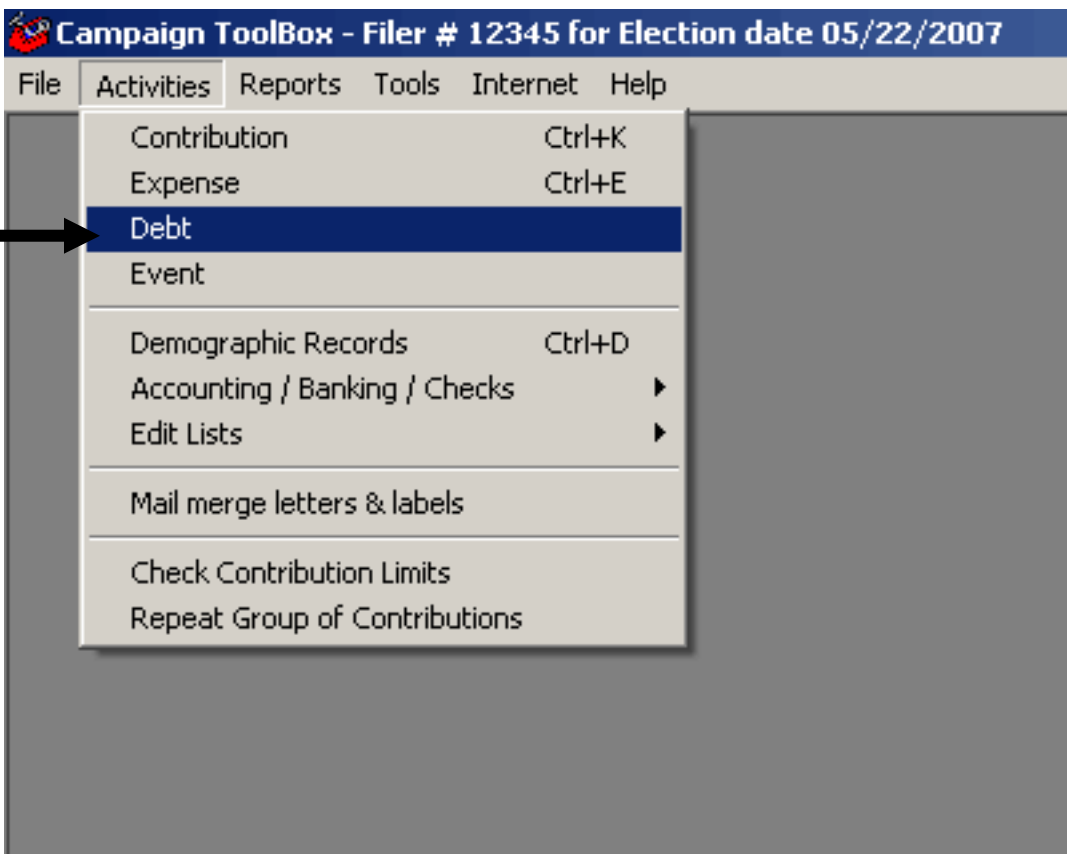
## How to Assume a Total Candidate Loan

The contributions created balance each other out, showing the debt has changed to a contribution for repayment of the candidate loan.



Click **"OK"** and close out Contribution form.

On the top menu bar, click on **Activities > Debt**.



# How to Assume a Total Candidate Loan

Add a “**Current Amount Paid**” amount onto the debt record that equals the amount outstanding on the debt. This will zero out the balance of the candidate loan.

Campaign.mdb - Debt - Expire date = 12/31/2007

Bank of Frankfort  
Name of Creditor

07/07/2006  
Date debt incurred

Last name First name Middle name Suffix Prefix

100 East Main Street  
Address (required Street or PO Box)

4000.00 Original amount

0.00 Prior amount paid

4000.00 Current amount paid ←

0.00 Balance due

Frankfort  
City

KY State

40601 Zip Code

This is for testing purposes  
Description (nature or purpose of debt)

Testing

Comments (for this transaction)

Type of debt  
 Debt owed BY this campaign

This debt is classified as a Loan  
 Amendment

Add  
Save  
Cancel  
Delete

<< < > >>

Current amount paid

Debt records are independent of any other records. Creating an expense record to repay a loan does NOT cause any change to a debt record. You must make such changes directly on the debt record.