How to Assume a Total Candidate Loan

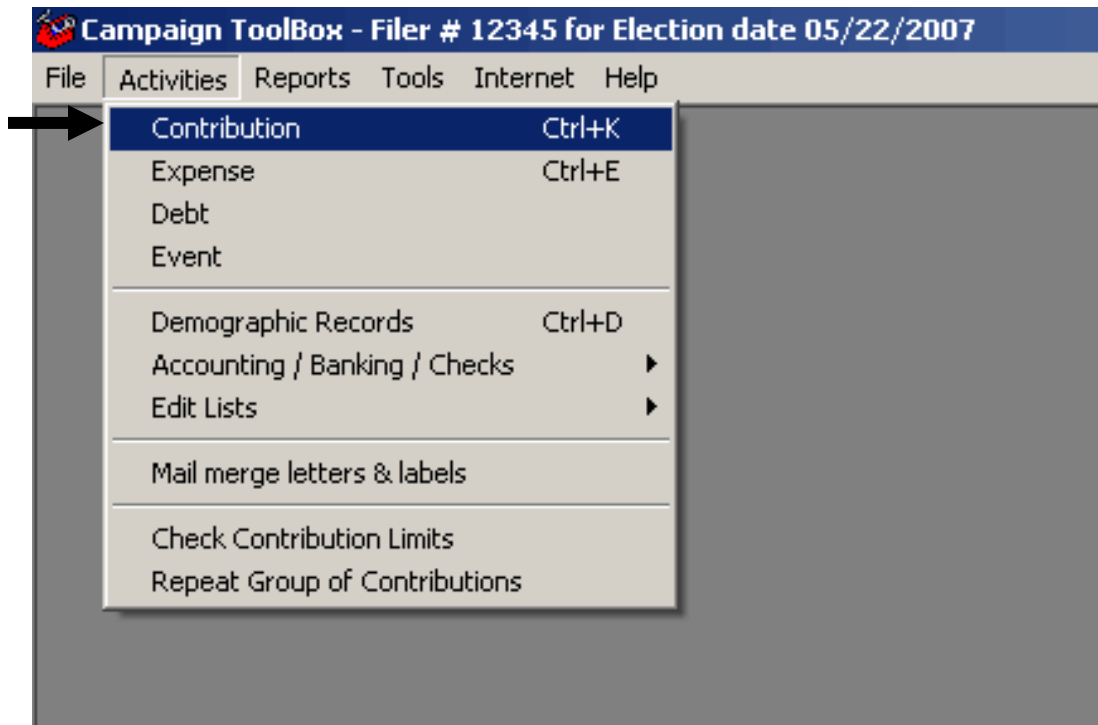For this tutorial we are assuming that you have an outstanding loan out for $4000.00 as shown in the Debt form below.

Open the Contribution form by clicking on **Activities > Contribution.**
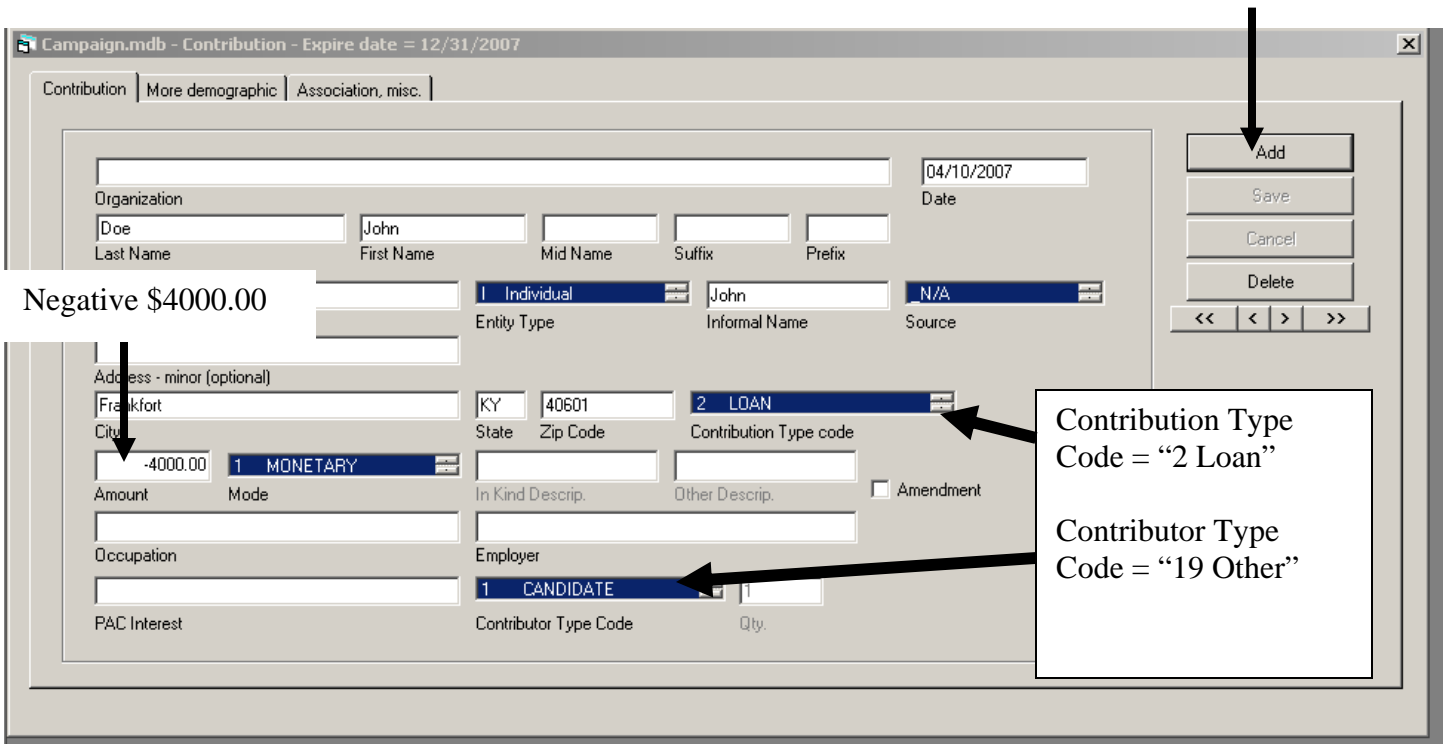
How to Assume a Total Candidate Loan

Click **"Add"** on the Contribution form.

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.**"

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."**
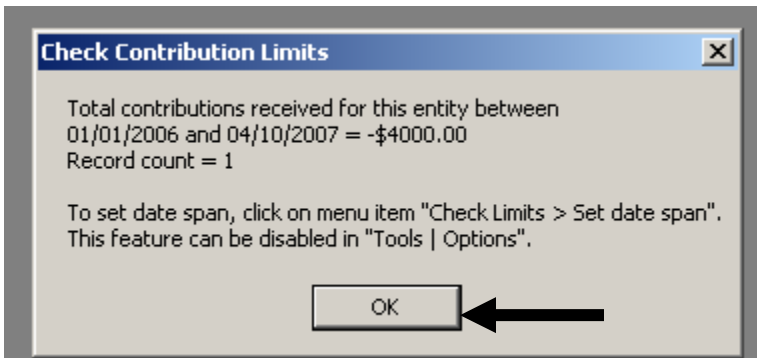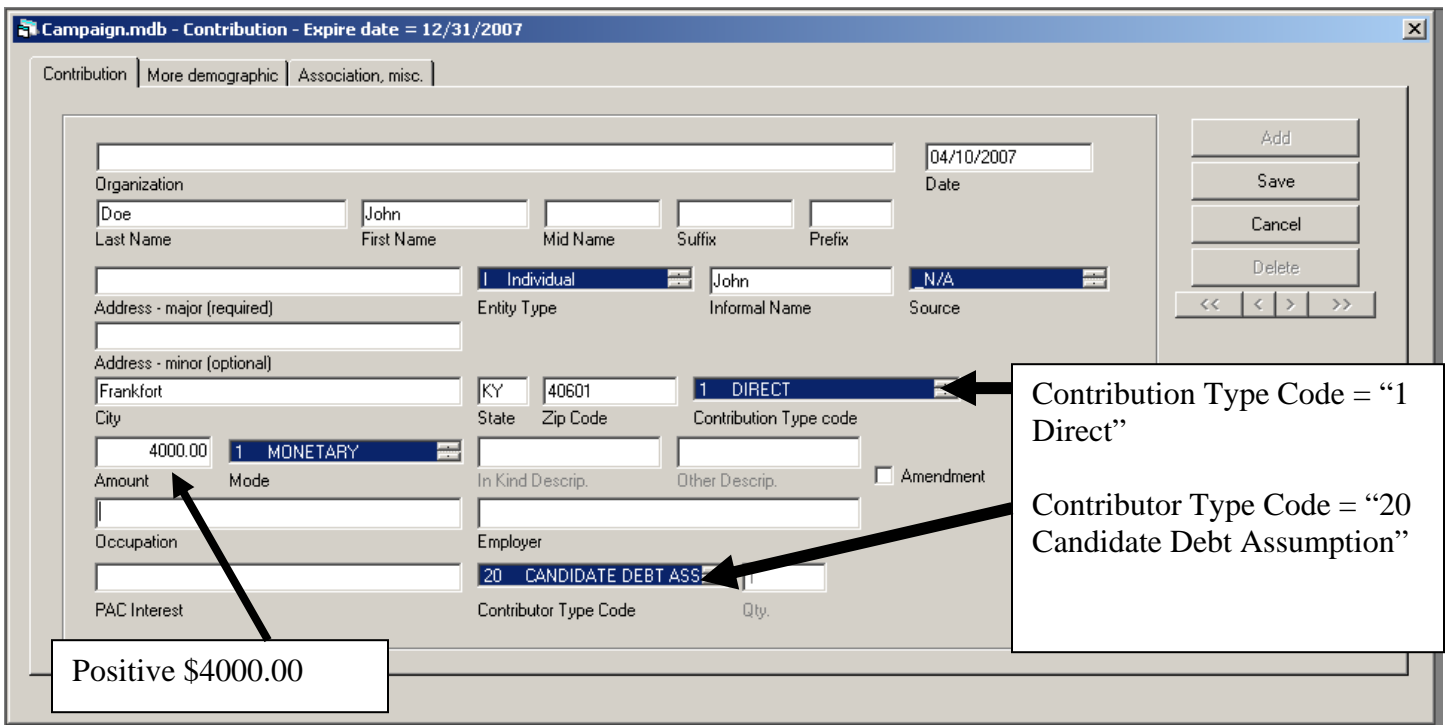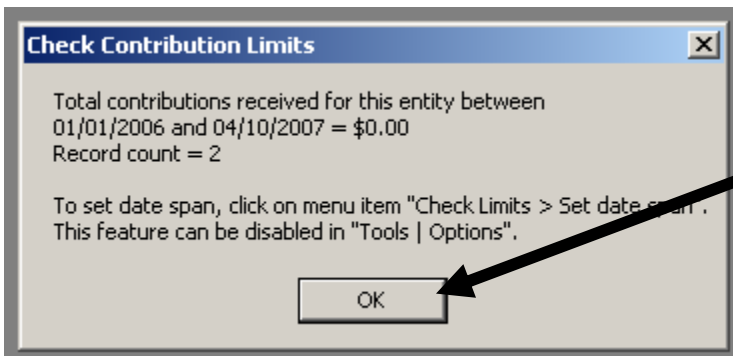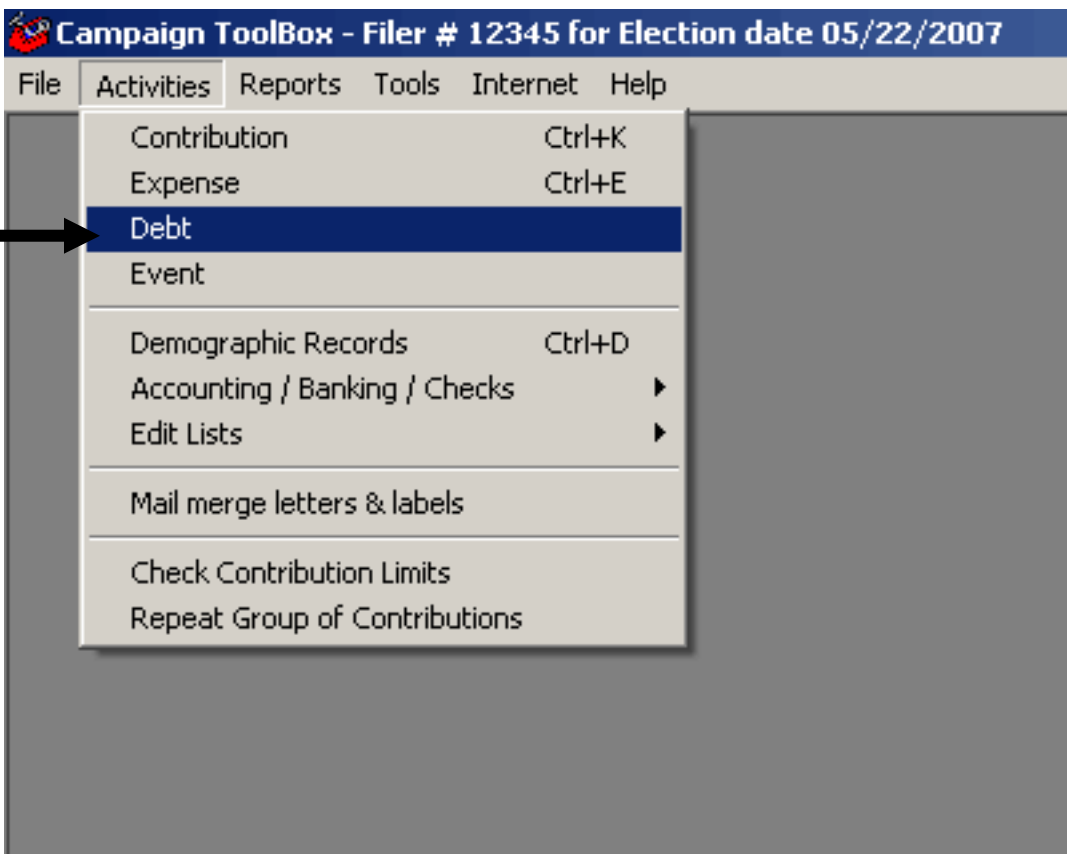
How to Assume a Total Candidate Loan

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

Check Contribution Limits

Total contributions received for this entity between
01/01/2006 and 04/10/2007 = $0.00
Record count = 2

To set date span, click on menu item "Check Limits > Set date span".
This feature can be disabled in "Tools | Options".

OK

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

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

Campaign ToolBox - Filer # 12345 for Election date 05/22/2007

File | Activities | Reports | Tools | Internet | Help

Contribution	Ctrl+K
Expense	Ctrl+E
Debt	
Event	
Demographic Records	Ctrl+D
Accounting / Banking / Checks	▶
Edit Lists	▶
Mail merge letters & labels	
Check Contribution Limits	
Repeat Group of Contributions	

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.