

Enter a Forgiven Loan

Select Detailed Information → Receipts. Select “Add New.”

Use the drop down list under Receipt Type and select “Forgiven Loan.” Select “Loan Proceed Link” and use the search option on the next screen to find the original loan.

Highlight the name of the original loan contributor and select "OK."

The "Receipts List" window displays a table of transactions. The first row, for JANE BROWN, is highlighted. The window also includes search filters for Type, From Date, and To Date, and a "Display" button. Summary information for the selected entry is shown in the top right.

#	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

Summary Information:
JANE BROWN
PO BOX 123
RALEIGH, NC 27601
Type: Loan Proceed
Date: 01/01/2010
Amount: \$1,000.00

At the Receipt Information screen select "Find Payer."

The "Receipt Information" window shows details for a "Forgiven Loan" receipt. The "Find Payer" button is highlighted with a yellow box and a red arrow. The "Summary Information" section displays lender details and a table with Amount and Date columns.

Receipt Type: Forgiven Loan

Summary Information:
Lender: JANE BROWN
PO BOX 123
RALEIGH, NC 27601-
Number of Payers: 0

Amount	Date
\$1,000.00	07/20/2010

At the Name List screen, search for the name of the original lender. Highlight the name and select “OK.”

The Name List window has a search bar with 'Type' set to 'Other Organization' and 'Name (or beginning part of a name)' containing 'JANE BROWN'. A 'Show All' checkbox is checked. The 'Display' button is visible. Below the search bar are buttons for 'Add New', 'Edit', 'Delete', and 'Clear'. A table lists one entry: # 1, Name JANE BROWN, Type IND, G. N, C. N, L. N, Street PO BOX 123, City RAL. The status bar shows '1 Names listed.' and 'Ok' and 'Cancel' buttons.

#	Name	Type	G.	C.	L.	Street	City
1	JANE BROWN	IND	N	N	N	PO BOX 123	RAL

Add the amount of the forgiven loan and the date that the loan was forgiven. Select “Add Close.”

The Receipt Information window shows 'Receipt Type' as 'Forgiven Loan'. It has buttons for 'Loan Proceed Link ...' and 'Note(s)'. Below, 'Name/Address' is 'JANE BROWN, 6 SMITH BLVD, CITY, NC 00000'. 'Summary Information' shows 'Lender: JANE BROWN, 6 SMITH BLVD, CITY, NC 00000' and 'Number of Payers: 0'. There are 'Amount' and 'Date' input fields. Buttons at the bottom include 'Add Close', 'Add Refresh', 'Add Exist', 'Refresh', and 'Cancel'.

You will see a message that reminds you to file a Forgiven Loan Statement. The Forgiven Loan Statement form is available online at <http://www.sboe.state.nc.us/content.aspx?id=10>.

The CF Remote Message dialog box contains an information icon and the text: 'New Forgiven Loan Message : A CRO-6200 form (Forgiven Loan Statement) will be required by the Campaign Finance office when filing the report showing this forgiven loan.' An 'OK' button is at the bottom.