Enter a Loan Repayment

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

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

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.

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.