

# E. Transactions

## Non Presidential

Summary Page - Form 3					
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)		10.00		10.00
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee	1990.00			
10	Loans owed BY the committee				
10	Other debts owed BY the committee	70.00			

## Presidential

Summary Page - Form 3P					
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6	Cash on hand		21755.17		
16	Federal Funds				
17(a)	Individual Contributions	15733.00		18033.00	
17(b)	Contributions from political party committees				
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate	20000.00		60000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, r	0.70		0.70	
20(b)	Offsets to fundraising expenditures (refunds,				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)				
31	Item on hand to be liquidated				
23	Operating expenditures	51093.60		71638.43	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee	60000.00			
12	Other debts owed BY the committee	192.00			
13	Expenditure Subject To Limitation			71637.73	

## Transactions

Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected, the Summary page view permits the user to select the line number of the transaction type to create, or to enter a transaction by category.

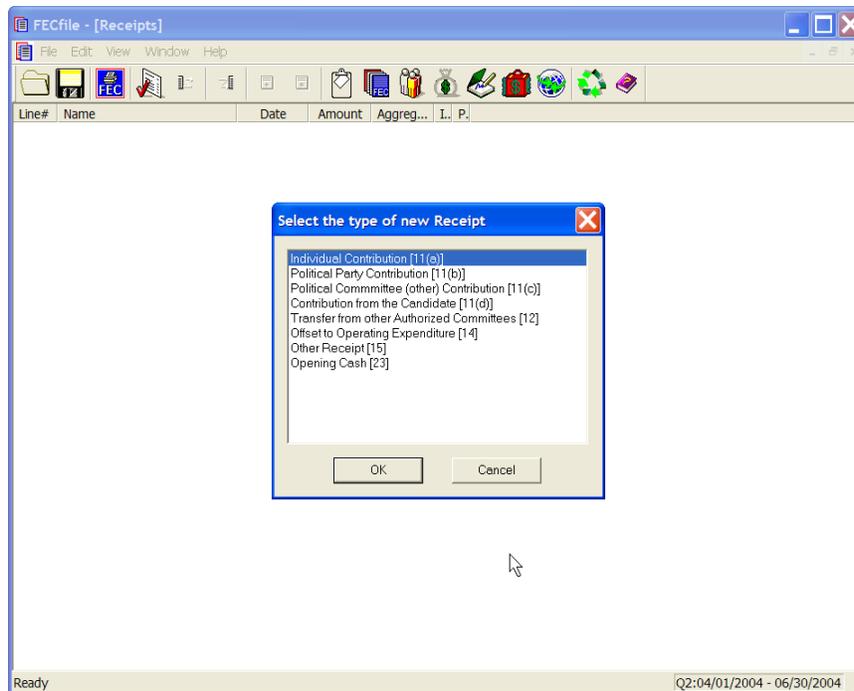
As an example, if the committee wishes to enter receipts first, they may select the Receipts View, right click within the active window, and select from a list of Receipt types.

### **Notes:**

**The transactions available are shown on the Summary Page, and are usually accessed by double clicking on the transaction line. Presidential filers have a different Summary page, See Above. However, most transactions are equivalent, in function, and format but have a different form number. For convenience in this manual, we show the operation of non-presidential forms and indicate the equivalent form number for presidential filers. For example. Cash on Hand is entered using form 23. Presidential filers use form 6, however the process and methods for each form are equivalent.**

**The Summary page is launched by selecting view from the FECFile menu bar, and selecting Summary page.**

**Form 3 users note that an election designation and date must be entered to avoid errors in uploading the file. FEC ID#'s are not required for Party Committees or PAC Contributions.**



This system option functionality is also seen in the following views:

- Disbursements view
- Loans and Debts
- Individuals/Organizations
- All Transactions View

A discussion of specific transactions will follow in the text below. However, after entering a number of transactions, the filer will see a very similar pattern for most transactions. This pattern is as follows:

- Click on the VIEW menu and select SUMMARY PAGE
- Note the list of transactions in the SUMMARY PAGE and double click on the one desired
- IF the Entity is NEW the proper Transaction Entry Screen pops up – Use the selection list to select a name/committee or enter a new name/committee and PRESS TAB KEY.
- The proper Entity Entry Screen pops up to allow you to enter the specific information for a new Entity – Complete it and CLICK OK – you return to the Transaction Entry Screen
- Fill out any further information needed in the Transaction Entry Screen (Date, Dollar Amount, Description, etc.) And CLICK OK.

## Receipts from Individuals Line 11(a) for F3 [17(a) for F3P]

- ✓ Double-click on Line 11(a) / 17(a) of the Summary Page.

**Individual Contribution**

Name

MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...  
10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...  
10TH DISTRICT REPUBLICAN CONGRESSIONAL COM...

Date Amount 0.00  In-Kind

Description  Memo

Election Year of Election  Aggregate

Aggregate

Candidate/Campaign Committee

MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...  
10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...  
10TH DISTRICT REPUBLICAN CONGRESSIONAL COM...

Category code  Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ The individual contribution dialog box appears.
  - Enter the individual's last name in the text area within the dialog box, under Name.
  - Press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate". Below them is a dropdown menu for "Type" with "Individual other than a Candidate" selected. A "Lookup..." button is positioned below the dropdown. The form is divided into several sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with a large text area; "City", "State" (with a dropdown set to "None"), and "Zip" fields; "Employer" and "Occupation" text areas; and "Candidate Information" with fields for "Office", "State" (dropdown set to "None"), "District", and "Other ID". At the bottom are "OK" and "Cancel" buttons.

- ✓ In the text area, Type, select Individual Other than a Candidate, from the drop down menu.
  
- ✓ Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
  
- ✓ Click OK.

- ✓ The Individual contribution dialog box will appear. Insert the date and the dollar amount in the dialog box text area.
  
- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
  
- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

## Receipts From Political Parties Line 11(b) for F3 [17(b) for F3P]

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		27518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

- ✓ To add contributions from Political Parties, double-click on Line 11(b) / 17(b) of the Summary Page

**Political Party Contribution**

Name  
 Sitter for Congress - 679 E. 2nd Avenue, Suite 5...  
 Barger, Karen - 94 Stevens Creek Lane...  
 Barnard, Bruce - 450 E. Electra Rd...

Date: \_\_\_\_\_ Amount: 0.00  In-Kind

Description  
 Election: \_\_\_\_\_ Year of Election: \_\_\_\_\_  Memo

Candidate/Campaign Committee  
 Sitter for Congress - 679 E. 2nd Avenue, Suite 5...  
 Sitter, Douglas - 104 Troon Circle...

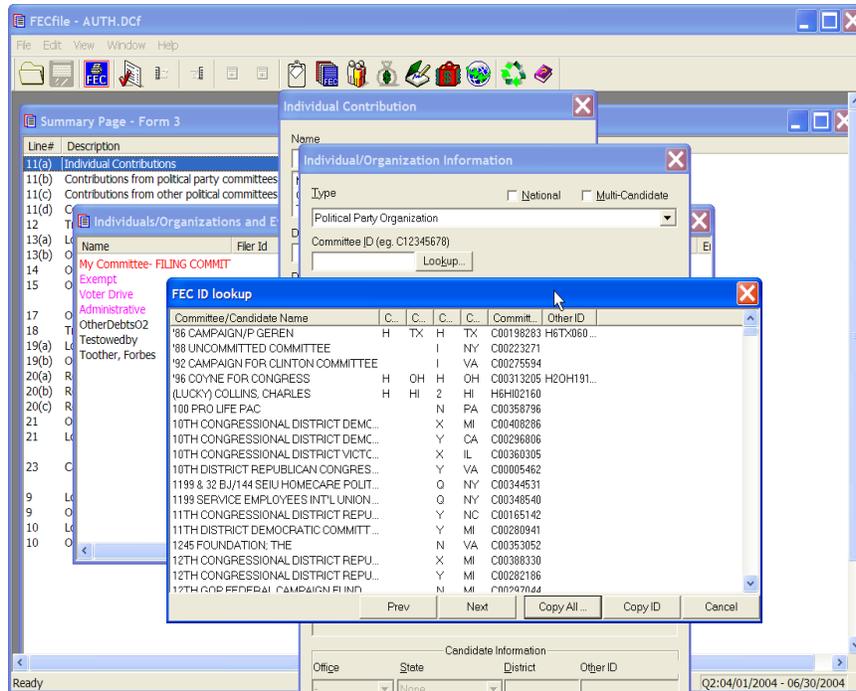
Category code  Increased Limits

Check No. \_\_\_\_\_ Account Identifier \_\_\_\_\_

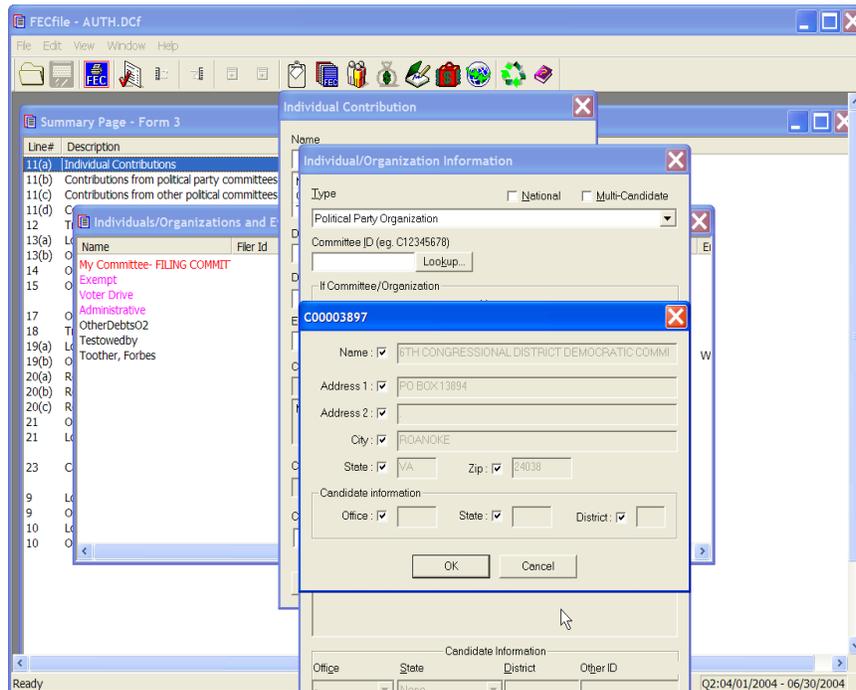
Next entry... OK Cancel

- ✓ Enter the political party's name in the dialog box text area.
- ✓ Press the Tab key or the Insert key.

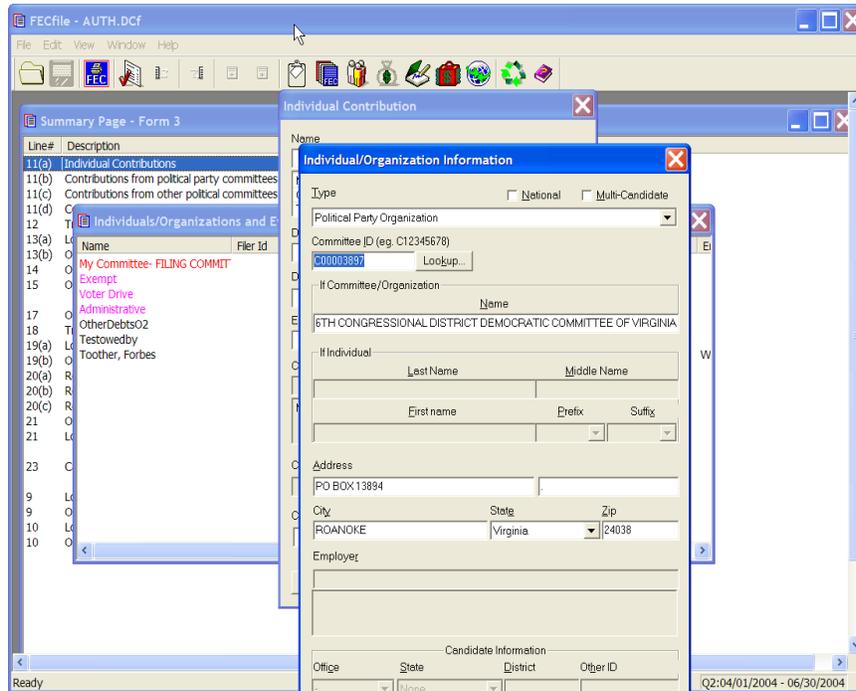
- ✓ Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



- ✓ Click on the Lookup button in the dialog box.
- ✓ Select the proper committee by highlighting it with the mouse, and select the Copy All button.



- ✓ A dialog box will appear with information about the committee, select OK.
- ✓ An additional dialog box will appear, automatically inserting the correct Committee ID number.



- ✓ . Select OK.

**Political Party Contribution** [X]

Name  
  
 MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...  
 10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...  
 10TH DISTRICT REPUBLICAN CONGRESSIONAL COM... [v]

Date                      Amount  
                             In-Kind

Description

Election                      Year of Election       Memo  
 [v]                                             Aggregate

Candidate/Campaign Committee  
  
 MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...  
 10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...  
 10TH DISTRICT REPUBLICAN CONGRESSIONAL COM... [v]

Category code       Increased Limits  
 [v]

Check No.                      Account Identifier  
                     

Next entry...      OK      Cancel

- ✓ Insert date and amount in the dialog box. The Click on OK, and note the added total in the Summary Page.

## Receipts from Other Political Committees Line 11(c) for F3 [ Line 17(c) for F3P]

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		27518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

- ✓ Double-click on Line 11(c)/17(c) of the Summary Page.



- ✓ In the Type text area, use the drop down menu to locate Political Action Committee, and select it.
- ✓ Click on the Lookup button in the dialog box.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
3RD DISTRICT DEMOCRATIC CONGRES...		X	IA		C00380170	
44TH ASSEMBLY DISTRICT COMMITTEE		Y	CA		C00282202	
44TH C D VOTERS DEMOCRATIC COALIT...		N	CA		C00329805	
45TH AD COMMITTEE CALIFORNIA DEM...		N	CA		C00319301	
49TH A D DEMOCRATIC CAUCUS		Y	CA		C00326819	
4TH CONGRESSIONAL DISTRICT DEMOC...		Y	MI		C00099465	
4TH CONGRESSIONAL DISTRICT REPUE...		Y	MN		C00359208	
4TH CONGRESSIONAL REPUBLICAN CLL...		X	WA		C00281758	
4TH WARD DEMOCRATIC ORGANIZATIO...		X	IL		C00397810	
4TH WARD DEMOCRATIC ORGANIZATIO...		X	IL		C00363614	
5 TOWNS PAC		N	NY		C00389213	
500 CLUB		Q	CT		C00191387	
537 GROUP INC, THE		Q	FL		C00373969	
59TH ASSEMBLY DISTRICT COMMITTEE		Y	CA		C00275578	
5TH CONGRESSIONAL DISTRICT REPUE...		Y	WA		C00079913	
6TH CONGRESSIONAL DISTRICT DEMOC...		Y	VA		C00003897	
6TH CONGRESSIONAL DISTRICT REPUE...		Y	MN		C00319673	
6TH DISTRICT REPUBLICAN COMMITTEE		Y	VA		C00005801	

- ✓ Select the specified committee by highlighting it, and click on the Copy All button in the dialog box.

The dialog box titled "C0003897" contains the following fields:

- Name:  6TH CONGRESSIONAL DISTRICT DEMOCRATIC COMMI
- Address 1:  PO BOX 13894
- Address 2:  (empty)
- City:  ROANOKE
- State:  VA Zip:  24038
- Candidate information:
  - Office:  (empty)
  - State:  (empty)
  - District:  (empty)

Buttons: OK, Cancel

- ✓ FECFile will launch a dialog box, showing the proper committee's information.
- ✓ Select OK in the dialog box.

The "Individual/Organization Information" dialog box contains the following fields:

- Type:  National  Multi-Candidate
- Political Action Committee:  (checked)
- Committee ID (eg. C12345678): C00338756 (highlighted)
- If Committee/Organization:
  - Name: CHESAPEAKE PAC
- If Individual:
  - Last Name: (empty) Middle Name: (empty)
  - First name: (empty) Prefix: (empty) Suffix: (empty)
- Address:
  - 170 OLD ENTERPRISE ROAD PO BOX 5323
  - City: UPPER MARLORO State: Maryland Zip: 20774
- Employer: (empty)
- Candidate Information:
  - Office: (empty) State: None District: (empty) Other ID: (empty)

Buttons: OK, Cancel

- ✓ Note, that the Committee ID is now loaded in the ID text area, within the dialog box.

- ✓ Click on OK, within the dialog box.

The screenshot shows a dialog box titled "Political Committee (other) Contribution". It has a standard Windows-style title bar with a close button. The dialog contains several input fields and checkboxes. The "Name" field is empty. Below it is a list box with three items: "MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...", "10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...", and "10TH DISTRICT REPUBLICAN CONGRESSIONAL COM...". The "Date" field is empty, and the "Amount" field contains "0.00". There is an "In-Kind" checkbox which is unchecked. The "Description" field is empty. Below that is an "Election" dropdown menu, a "Year of Election" field, a "Memo" checkbox (unchecked), and an "Aggregate" checkbox (checked). The "Candidate/Campaign Committee" field is empty. Below it is another list box with the same three items as above. The "Category code" field is empty, and there is an "Increased Limits" checkbox which is unchecked. The "Check No." and "Account Identifier" fields are empty. At the bottom of the dialog are three buttons: "Next entry...", "OK", and "Cancel".

- ✓ Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
- ✓ Click on OK, and note the added total on the Summary Page.

## Contributions From The Candidate – Line 11(d) for F3 [Line 17(d) for F3P]

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		28518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

- ✓ Double-click on Line 11(d)/17(d) of the Summary Page.

**Contribution from the Candidate**

Name

charles, Chuck - RURAL ROUTE 4, BOX 2299...  
 Davis, Sebene - 999 e Street...  
 Test, Tests - 999 e Street...

Date Amount  In-Kind

0.00

Description

Election Year of Election  Memo

Aggregate

Candidate/Campaign Committee

MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC...  
 10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136...  
 10TH DISTRICT REPUBLICAN CONGRESSIONAL COM...

Category code  Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

FEFile - AUTH.DCF

Summary Page - Form 3

Line#	Description
11(a)	Individual Contributions
11(b)	Contributions from political party com
11(c)	Contributions from other political com
11(d)	Contributions from the candidate
12	Transfers from other authorized comm
13(a)	Loans received from the candidate
13(b)	Other loans received
14	Offsets to operating expenditures (ref
15	Other Receipts (Dividends, Interest, et
17	Operating expenditures
18	Transfers to other authorized commi
19(a)	Loan repayments made to the candid
19(b)	Other loan repayments made
20(a)	Refunds of individual contributions
20(b)	Refunds of contributions from politica
20(c)	Refunds of contributions from other p
21	Other disbursements
21	Loans made
23	Cash on hand
9	Loans owed TO the committee
9	Other debts owed TO the committee
10	Loans owed BY the committee
10	Other debts owed BY the committee

Individual/Organization information

Type  National  Multi-Candidate

Candidate

Candidate ID (eg: H12345678)

# Committee/Organization Name

# Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

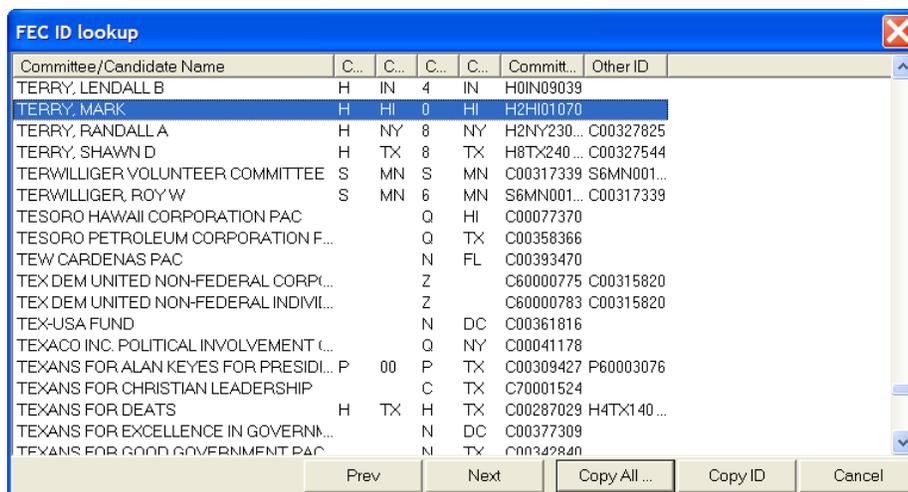
Office State District Other ID

OK Cancel

Ready Q2-04/01/2004 - 06/30/2004

Type in the Candidate's name in the dialog box text area and press the Tab key.

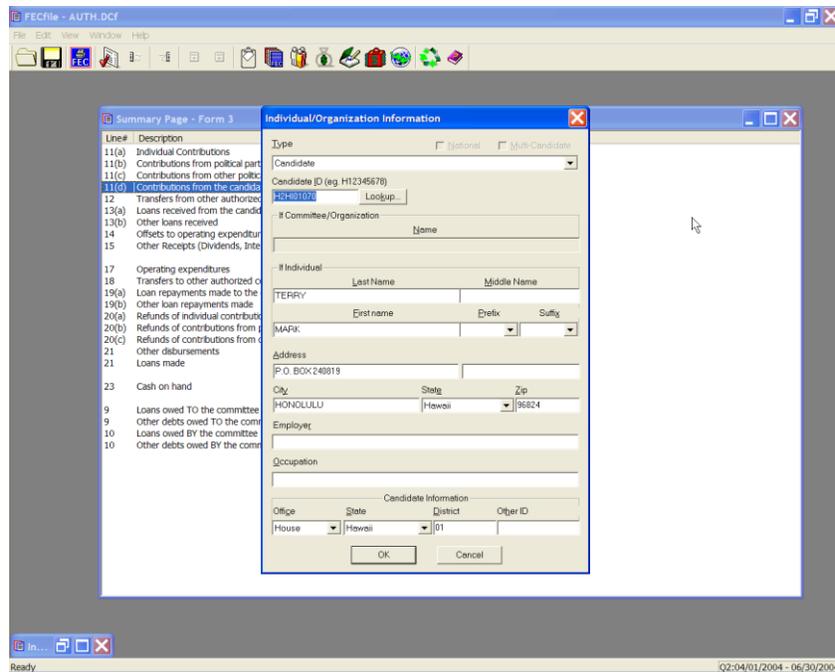
- ✓ Note that in the drop down, type "Candidate" is already selected.
- ✓ Click on the Lookup button in the dialog box.



- ✓ Highlight the proper candidate, click on the Copy All button.



- ✓ As proper Candidate is then loaded into the dialog box, click on OK.



- ✓ As the Candidate ID is automatically loaded into the Individual Organization Information dialog box, select OK.
  
- ✓ Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.

## Transfers from Affiliated/Other Party Committees Line 12 For F3 [ Line 18 for F3P ]

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		28518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

✓ Double-click on Line 12/18 of the Summary Page.

- ✓ Type in the Political Action Committee's name in the dialog box text area.
- ✓ Press the Tab key.
- ✓ Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.

✓ Click on the Lookup button in the dialog box.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
TERRY, LENDALL B	H	IN	4	IN	H0IN09039	
TERRY, MARK	H	HI	0	HI	H2HI01070	
TERRY, RANDALLA	H	NY	8	NY	H2NY230...	C00327825
TERRY, SHAWN D	H	TX	8	TX	H8TX240...	C00327544
TERWILLIGER VOLUNTEER COMMITTEE	S	MN	S	MN	C00317339	S6MN001...
TERWILLIGER, ROY W	S	MN	6	MN	S6MN001...	C00317339
TESORO HAWAII CORPORATION PAC				Q	HI	C00077370
TESORO PETROLEUM CORPORATION F...				Q	TX	C00358366
TEW CARDENAS PAC	N			FL		C00393470
TEX DEM UNITED NON-FEDERAL CORP...	Z				C60000775	C00315820
TEX DEM UNITED NON-FEDERAL INDIVIL...	Z				C60000783	C00315820
TEX-USA FUND	N			DC		C00361816
TEXACO INC. POLITICAL INVOLVEMENT C...				Q	NY	C00041178
TEXANS FOR ALAN KEYES FOR PRESID... P	00	P		TX	C00309427	P60003076
TEXANS FOR CHRISTIAN LEADERSHIP				C	TX	C70001524
TEXANS FOR DEATS	H	TX	H	TX	C00287029	H4TX140...
TEXANS FOR EXCELLENCE IN GOVERN...				N	DC	C00377309
TEXANS FOR GOOD GOVERNMENT PAC				N	TX	C00349840

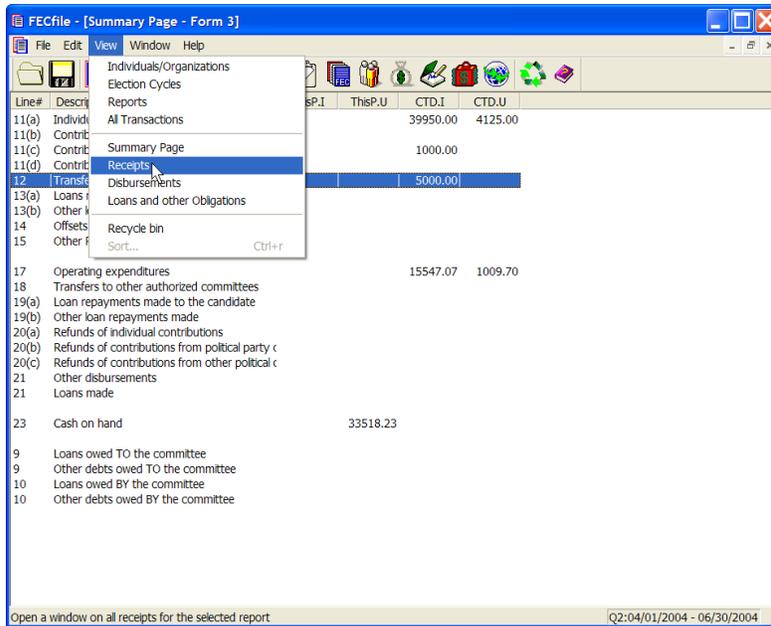
✓ Highlight the proper committee, click on the Copy All button.

The dialog box, titled 'C00393470', contains the following fields and controls:

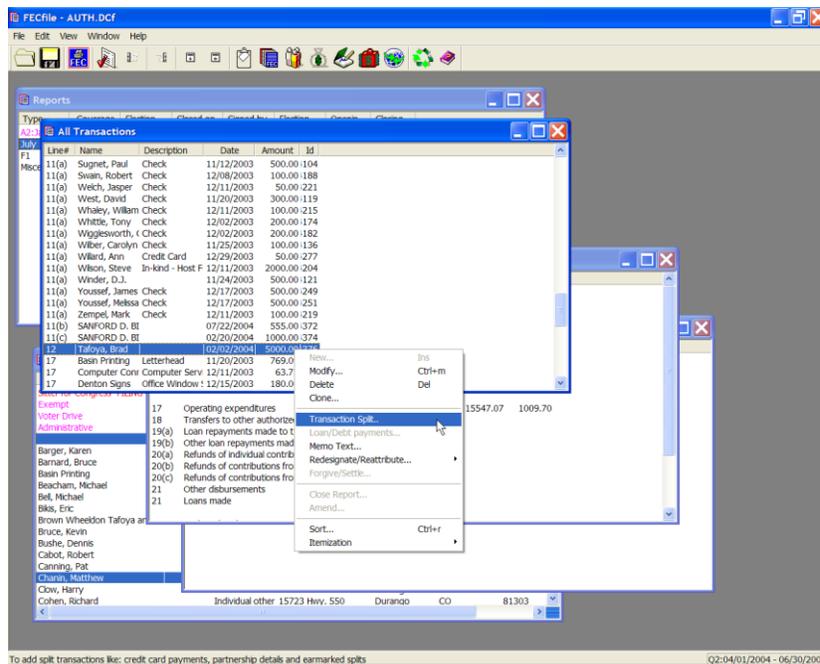
- Name:**  TEW CARDENAS PAC
- Address 1:**  1441 Brickell Avenue
- Address 2:**  15th Floor
- City:**  Miami
- State:**  FL
- Zip:**  33131
- Candidate information:**
  - Office:**  [ ]
  - State:**  [ ]
  - District:**  [ ]

Buttons: OK, Cancel

- ✓ As proper committee is then loaded into the dialog box, click on OK.
- ✓ If the PAC is a multi-candidate committee, check the box at the top.
- ✓ As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.
- ✓ Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.



- ✓ Select View from the menu bar, and select Receipts View or All Transactions View.



- ✓ Right click on the transfer and select transaction split, and add new.

**Transfer from other Authorized Committees** [X]

Name

[Empty text box]

Davis, Sebene - 999 e Street... ▲  
hello, hello - 666 hillmar drive... ▲  
Luna, Carlos - 999 E Street... ▼

Date [Empty text box] Amount [0.00]  In-Kind

Description

[Empty text box]

Election [Empty dropdown] Year of Election [Empty text box]  Memo  
 Aggregate

Candidate/Campaign Committee

[Empty text box]

MUZYK, GEORGE ALEXANDER - 19500 CRYSTAL ROC... ▲  
10TH CONGRESSIONAL DISTRICT DEMOCRATIC - 136... ▲  
10TH DISTRICT REPUBLICAN CONGRESSIONAL COM... ▼

Category code  Increased Limits

[Empty dropdown]

Check No. [Empty text box] Account Identifier [Empty text box]

[Next entry...] [OK] [Cancel]

- ✓ Enter in the information for original contributors that make up the total transfer.

## Loans Received From The Candidate Line 13 (a) for F3 [ Line 19(a) for F3P ]

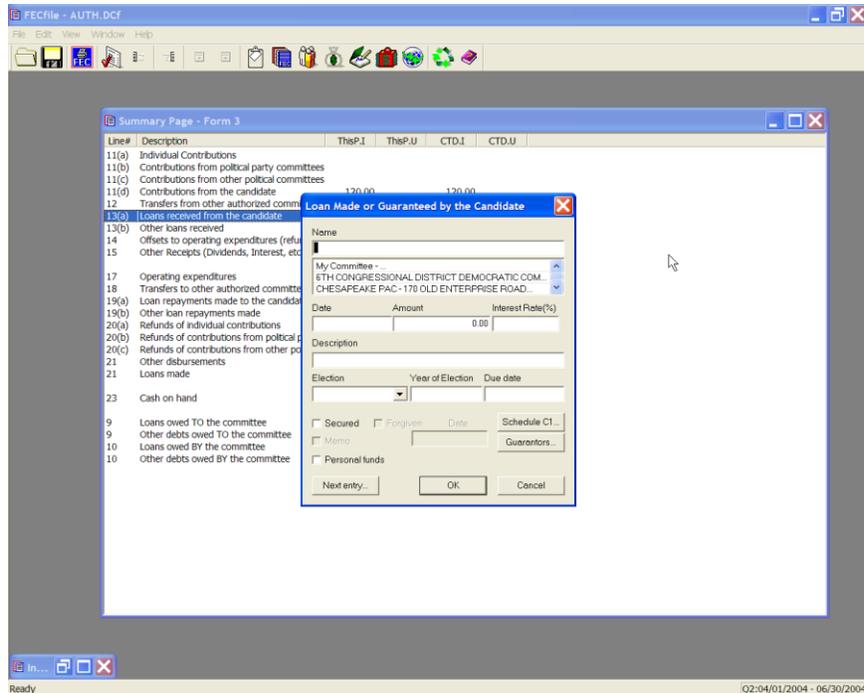
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			5000.00	
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, n				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand			33518.23	
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

✓ Double-click on Line 13(a)/ 19(a) of the Summary Page.

Type the name of the Candidate in the text area of the dialog box, under name.

The Proper Format to enter this information is:

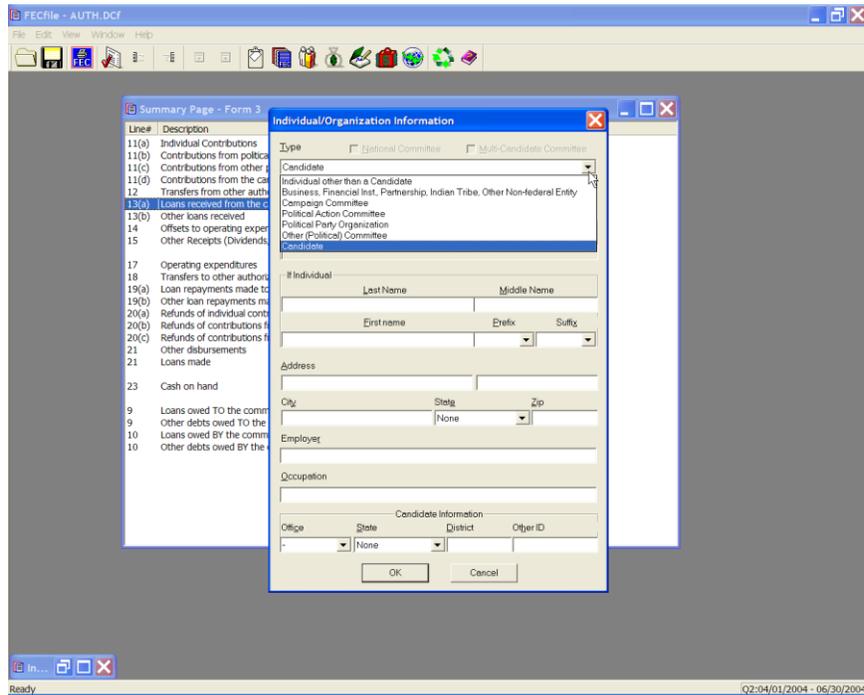
[LastName, FirstName]. If no comma is entered, all information goes in the Last Name field of the system.



- ✓ If a record for the creditor does not exist, press the Tab key or the Insert key/Enter key

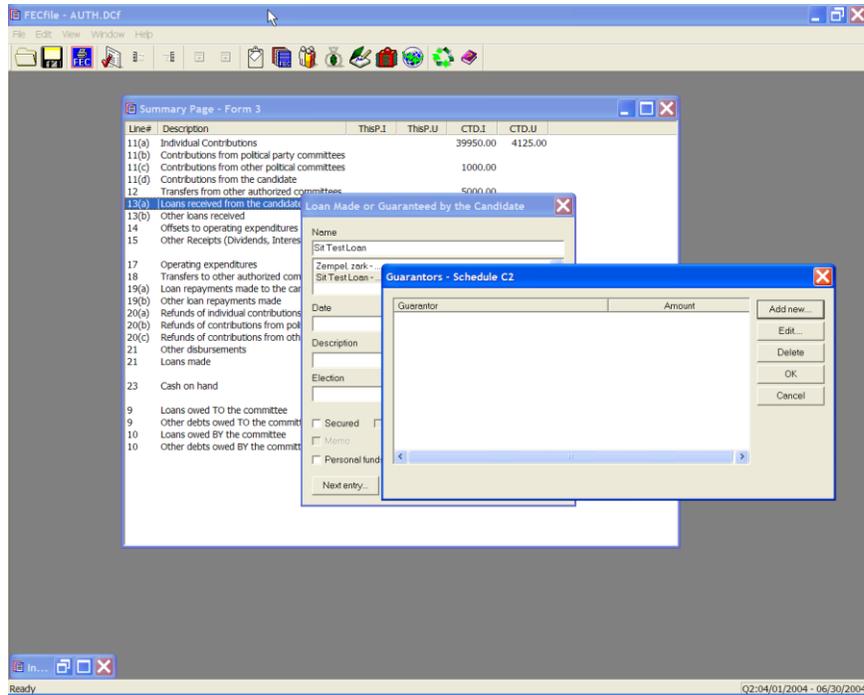
- ✓ An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Candidate if not already selected.

- ✓ Continue within the dialog box, and enter Candidate's Address, City, State and Zip, and select OK.

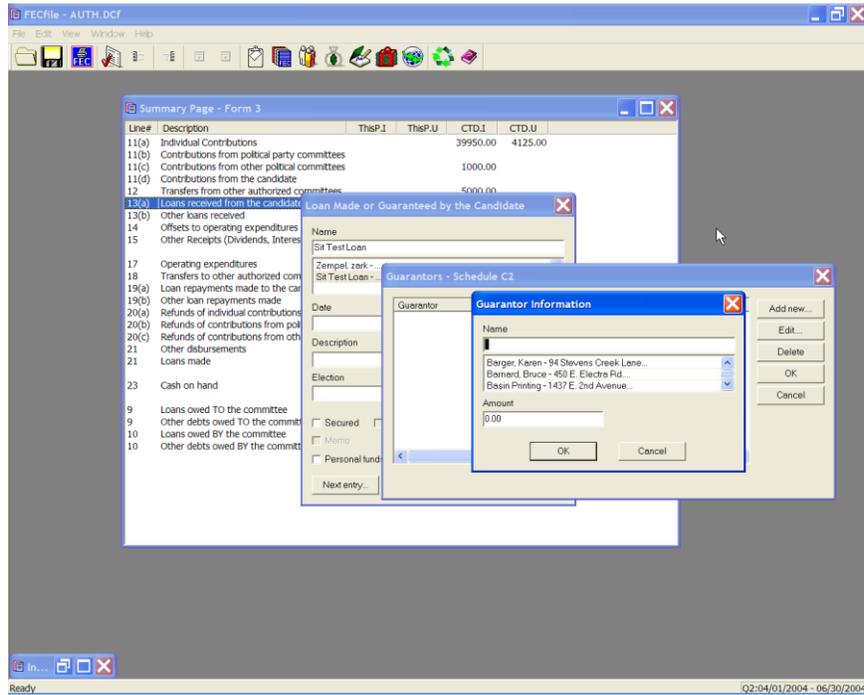


- ✓ The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicate a secured loan or non-secured loan.





Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.



✓ Enter the information on the guarantor, and the amount, and click on OK.

- ✓ Click on OK, a second time, and select Yes to save any changes.
  
- ✓ The Loan received dialog box returns, and select OK, to return to the Summary page.
  
- ✓ Schedule A supporting Line 13 (a) and Schedule C supporting Line 10 will **both** be automatically created/adjusted, and will be reflected on the Summary Page. Similarly, changes will be reflected in the F3P

## Other Loans Received Line 13 (b) for F3 [ Line 19(b) for F3P ]

The screenshot shows the 'Summary Page - Form 3' window. The table below represents the data visible in the window:

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			5000.00	
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, n				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand			33518.23	
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

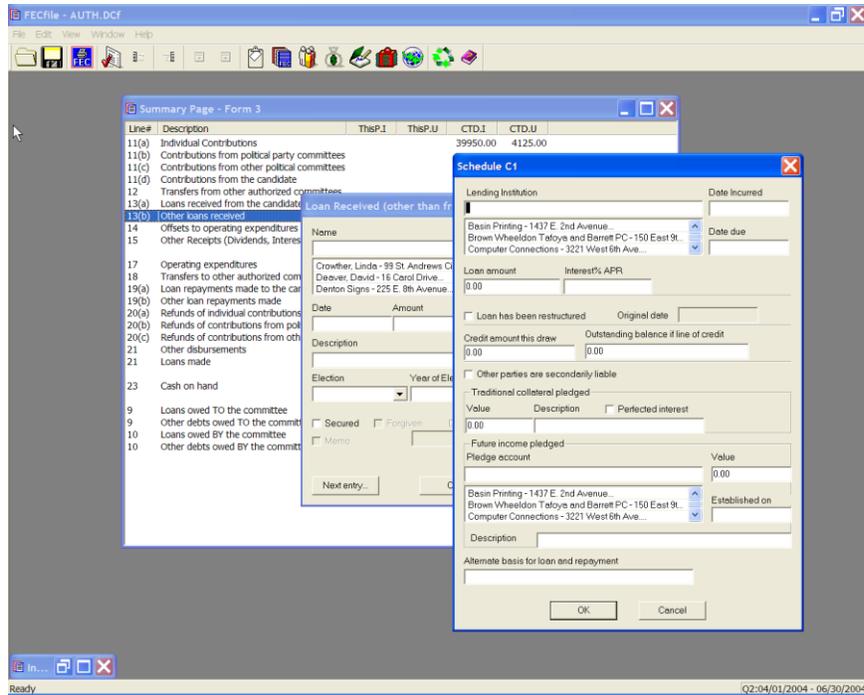
✓ Double-click on Line 13(b)/19(b) of the Summary Page.

The screenshot shows the 'Summary Page - Form 3' window with the 'Loan Received (other than from Candidate)' dialog box open. The dialog box contains the following fields and options:

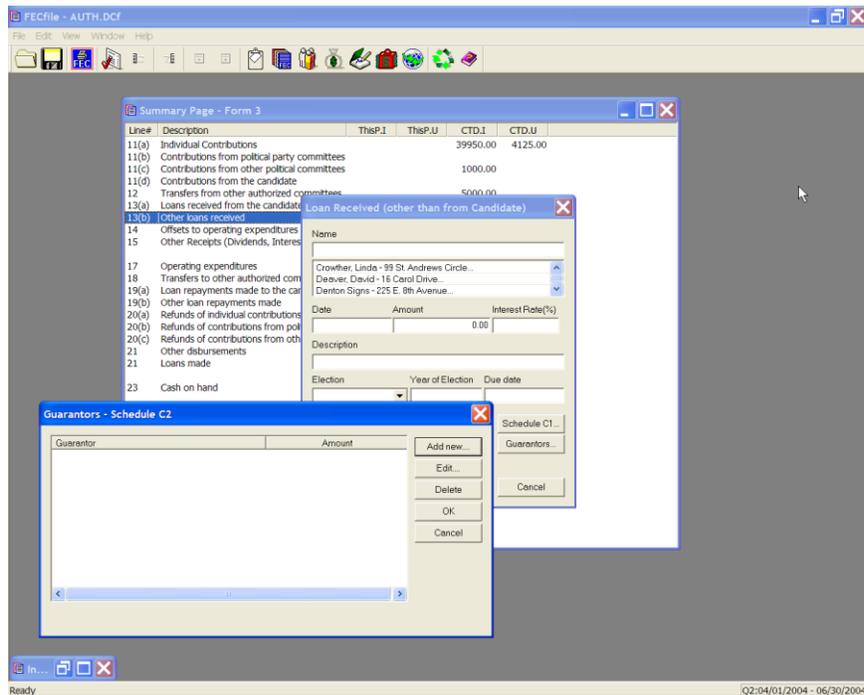
- Name
- Other Credit:
- Novo, Sergio - 180 Ponderosa Park...
- Office Depot - 331 S. Camino Del Rio...
- Pierman, Stuart - 26 Saint Laurent Place...
- Date
- Amount
- Interest Rate(%)
- Description
- Election
- Year of Election
- Due date
- Secured  Forgiven Date Schedule C1...
- Memo Guarantors...
- Next entry...
- OK
- Cancel

- ✓ Type the name of the creditor in the text area of the dialog box, under name.

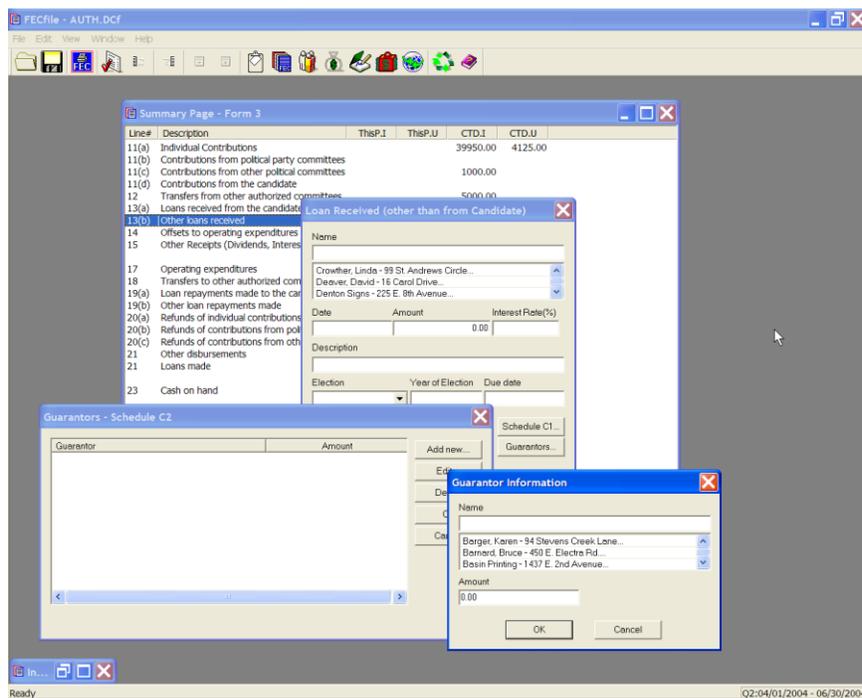
- ✓ If a record for the creditor does not exist, press the Tab key or the Insert key.
- ✓ An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, or Other Non-Federal.
- ✓ Continue within the dialog box, and enter creditor's Address, City, State, and Zip, and select OK.
- ✓ The system returns to the loan received dialog box. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.



1. Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.
2. The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.



- ✓ Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.

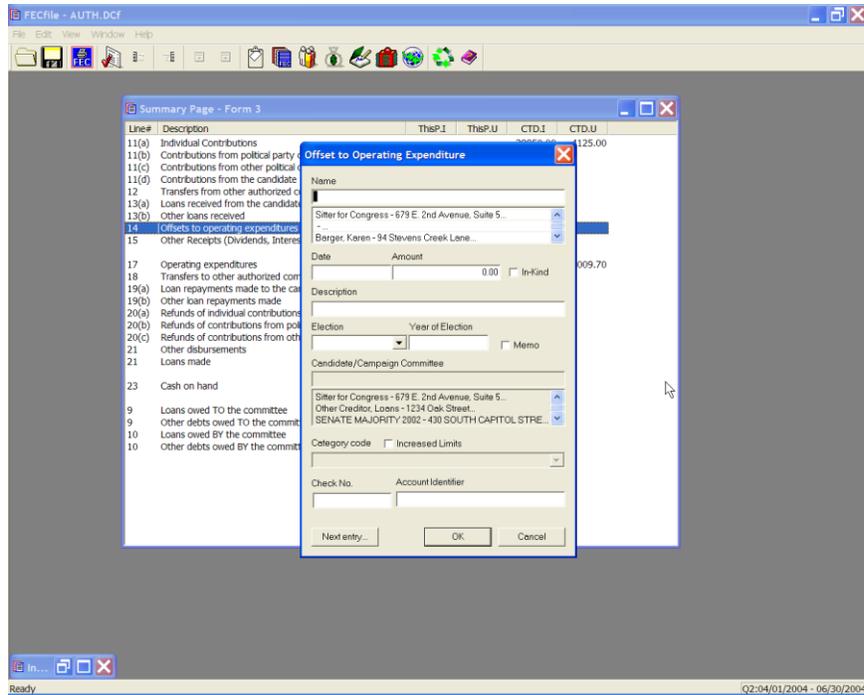


- ✓ Enter the information on the guarantor, and the amount, and click on OK.
- ✓ Click on OK, a second time, and select Yes to save any changes.
- ✓ The Loan received dialog box returns, and select OK, to return to the Summary page.
- ✓ Schedule A supporting Line 13 (b) and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page. Similarly changes will be reflected in the 3P.

**Offsets To Operating Expenditures(refunds, rebates, etc.)  
Line 14 for F3 [Line 20(a) operating expenditure offsets; 20(b) Fundraising expenditure offsets; or 20 (c) legal, accounting expenditure offsets for F3P]**

Line#	Description	THSP.I	THSP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			5000.00	
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		33518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

✓ Double-click on Line 14 / 20(a/b/c) of the Summary Page.



- ✓ The Offset to Operating Expenditure dialog box is launched. Enter the vendor's name in the name text area and press the Tab key or the Insert key.

**Individual/Organization Information**

Type  National  Multi-Candidate

Individual other than a Candidate

Lookup...

If Committee/Organization

Name

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

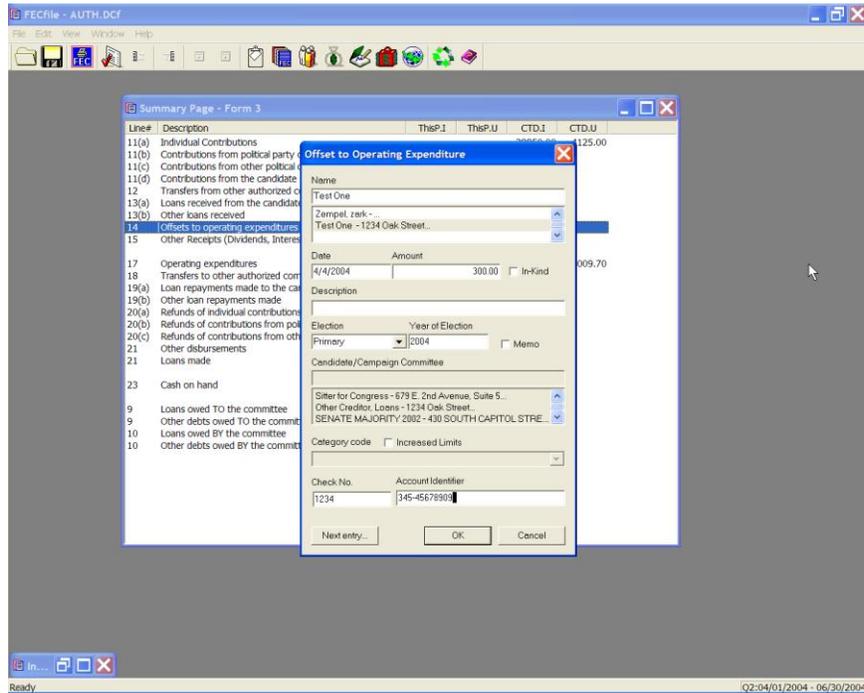
Candidate Information

Office State District Other ID

OK Cancel

✓ Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.

✓ Enter vendor's Address, City, State, and Zip, and click on OK.



✓ In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.

✓ The totals are reflected on the Summary Page, on line 14 / 20(a/b/c), Offsets to Operating Expenditures, (refunds, rebates, etc.)

## Other Federal Receipts (Dividends, Interest Etc...) Line 15 for F3 [ Line 21 for F3P ]

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees			1000.00	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			5000.00	
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)	300.00		300.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		33518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

✓ Double click on Line 15 / 21 of the Summary Page.

- ✓ In the Federal Receipt dialog box, enter in the name, if not previously entered, and press the Tab key or the Insert key.

- ✓ In the Individual/Organization Information dialog box, select the appropriate type by using the drop down menu.
- ✓ Enter the Address, City, State and Zip, and select OK.

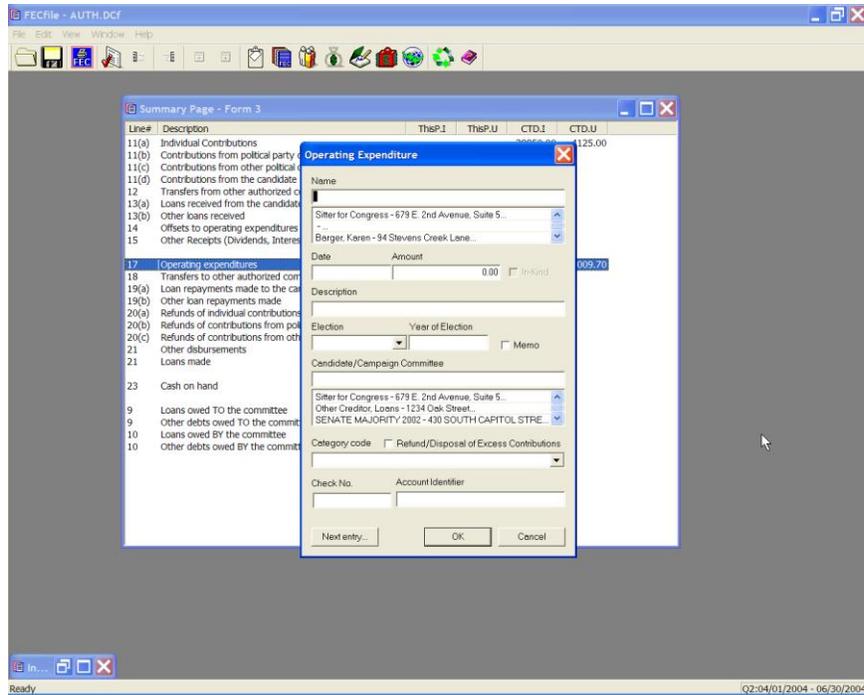
- ✓ In the other Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.
  
- ✓ Note the total reflected on line 15 / 21 on the Summary Page.

## Operating Expenditures Line 17 for F3 [ Line 23 for F3P ]

The screenshot displays the 'FECFile - AUTH.DCF' application window. The main window shows the 'Summary Page - Form 3' with a table of financial entries. Line 17, 'Operating expenditures', is highlighted. An 'Operating Expenditure' dialog box is open, allowing for data entry. The dialog includes fields for Name, Address, Date, Amount (0.00), In-kind checkbox, Description, Election Year, Candidate/Campaign Committee, Category code, Check No., and Account Identifier. The background table shows various contribution and expenditure lines.

Line#	Description	ThSP.I	ThSP.U	CTD.I	CTD.U
11(a)	Individual Contributions				125.00
11(b)	Contributions from political party				
11(c)	Contributions from other political				
11(d)	Contributions from the candidate				
12	Transfers from other authorized c				
13(a)	Loans received from the candidat				
13(b)	Other loans received				
14	Offsets to operating expenditures				
15	Other Receipts (Dividends, Interes				
17	Operating expenditures				009.70
18	Transfers to other authorized com				
19(a)	Loan repayments made to the ca				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from pol				
20(c)	Refunds of contributions from oth				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the commit				
10	Loans owed BY the committee				
10	Other debts owed BY the commit				

- ✓ Double click on 17/23 of the FECFile Summary Page.

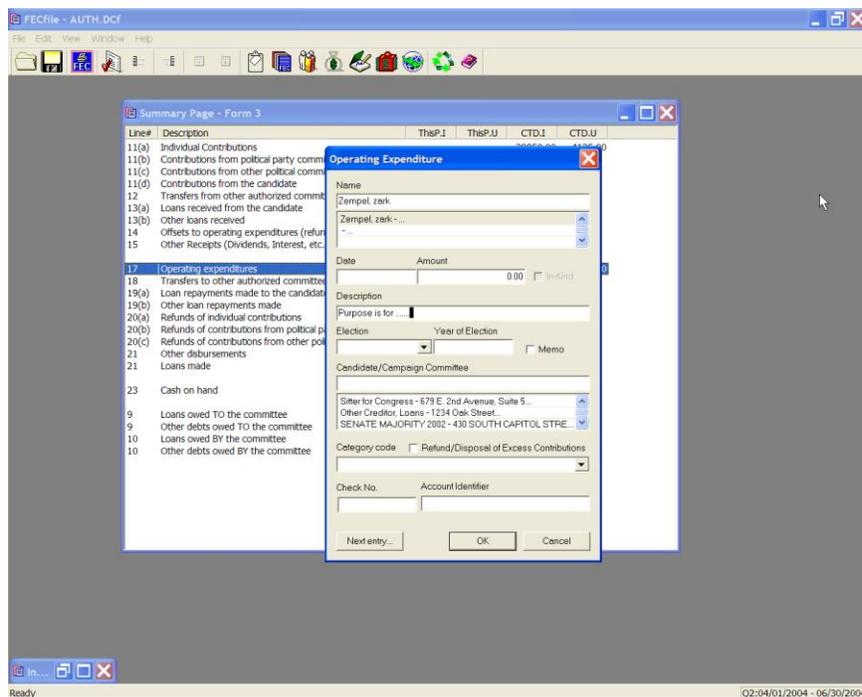


- ✓ The Operating Expenditure dialog box appears. Type in the name of the vendor or individual in the dialog box and press the tab key.

The 'Individual/Organization Information' dialog box contains the following sections and fields:

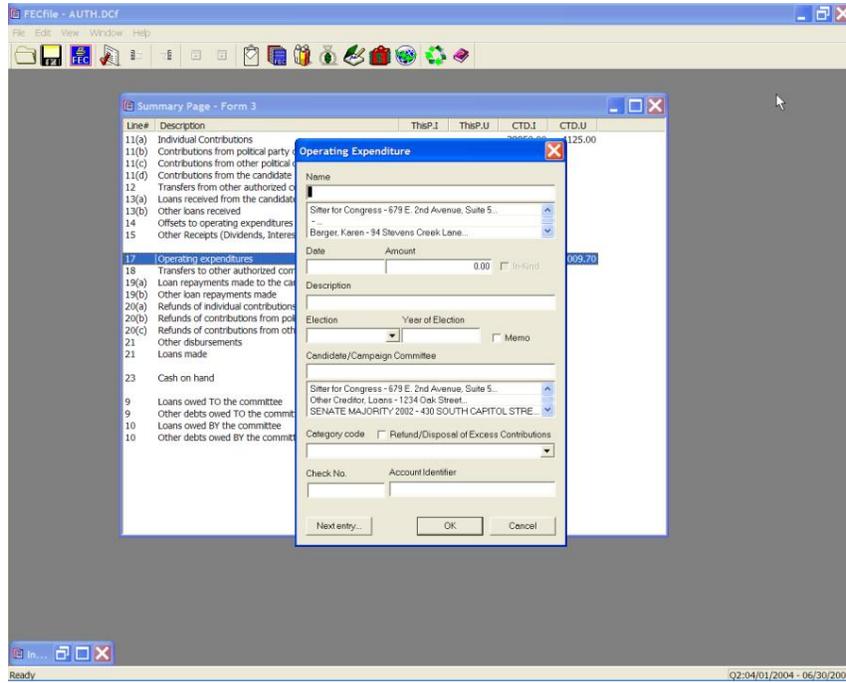
- Type:** A dropdown menu set to 'Individual other than a Candidate'. There are checkboxes for 'National' and 'Multi-Candidate'.
- Lookup:** A button.
- If Committee/Organization:** A section with a 'Name' text input field.
- If Individual:** A section with 'Last Name', 'Middle Name', 'First name', 'Prefix', and 'Suffix' text input fields.
- Address:** A section with a large text input field.
- City, State, Zip:** A section with 'City', 'State' (dropdown menu), and 'Zip' text input fields.
- Employer:** A text input field.
- Occupation:** A text input field.
- Candidate Information:** A section with 'Office', 'State', 'District', and 'Other ID' dropdown menus.
- Buttons:** 'OK' and 'Cancel'.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.

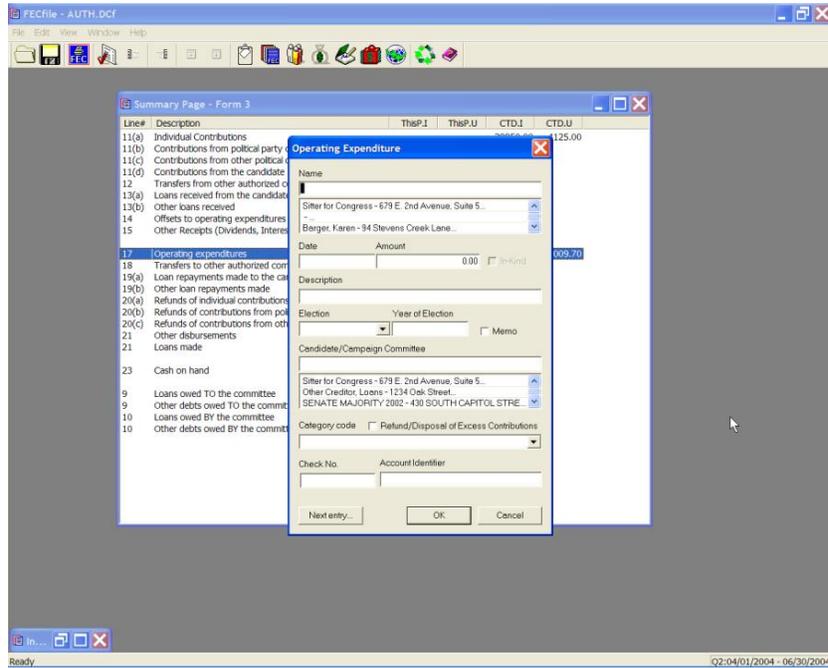


- ✓ The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.
- ✓ Type in the description or purpose, and click on OK.

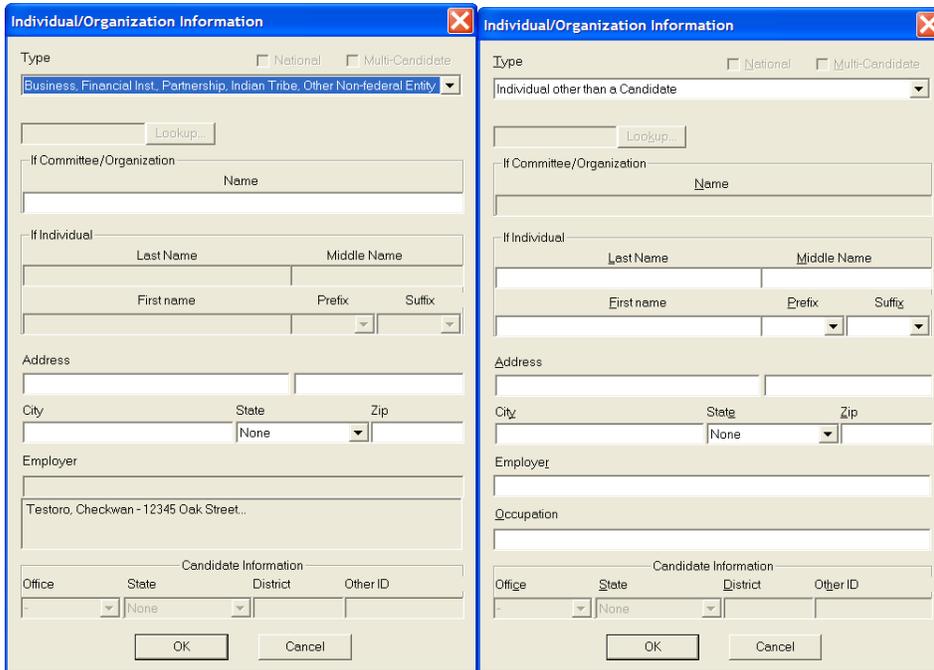
# Credit Card Payments



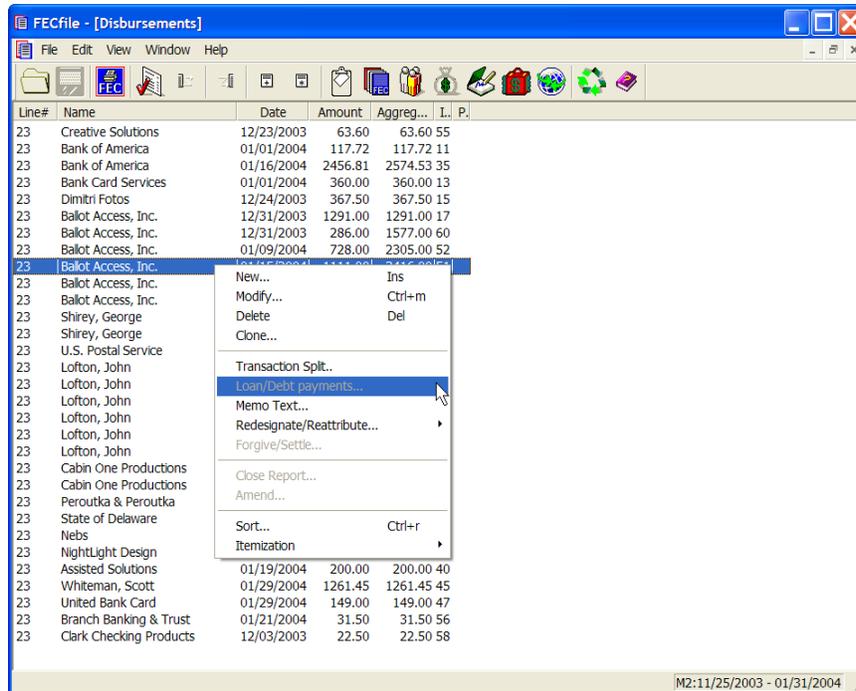
- ✓ From the FECFile main menu, double click on Line 17 / 21 of the Summary page.



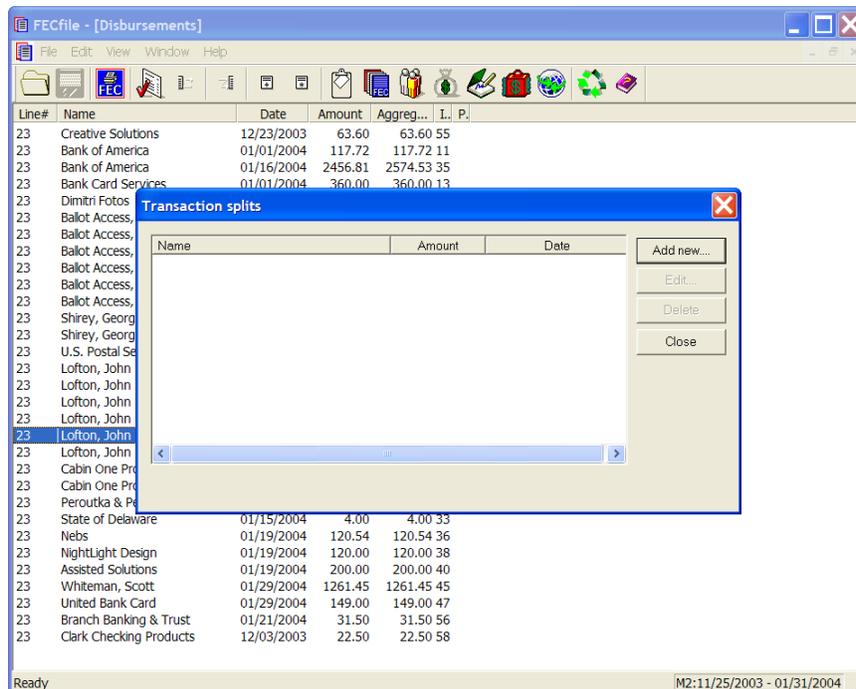
- ✓ The Operating Expenditure dialog box appears. Enter the name of the credit card company, and press the Tab key.



- ✓ The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.
- ✓ FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.
- ✓ Select View from the menu bar and click on Disbursements.

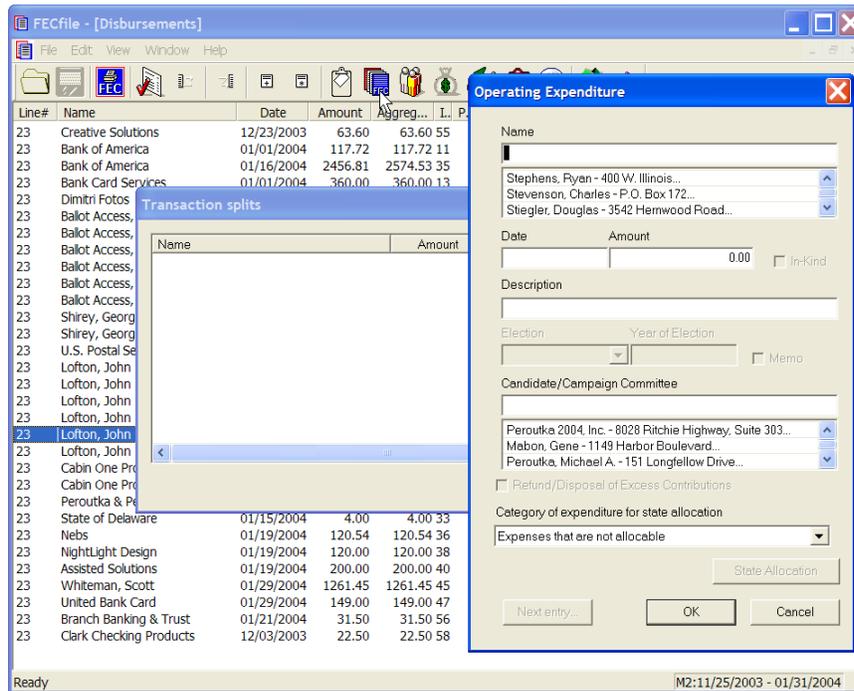


- ✓ As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



- ✓ The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

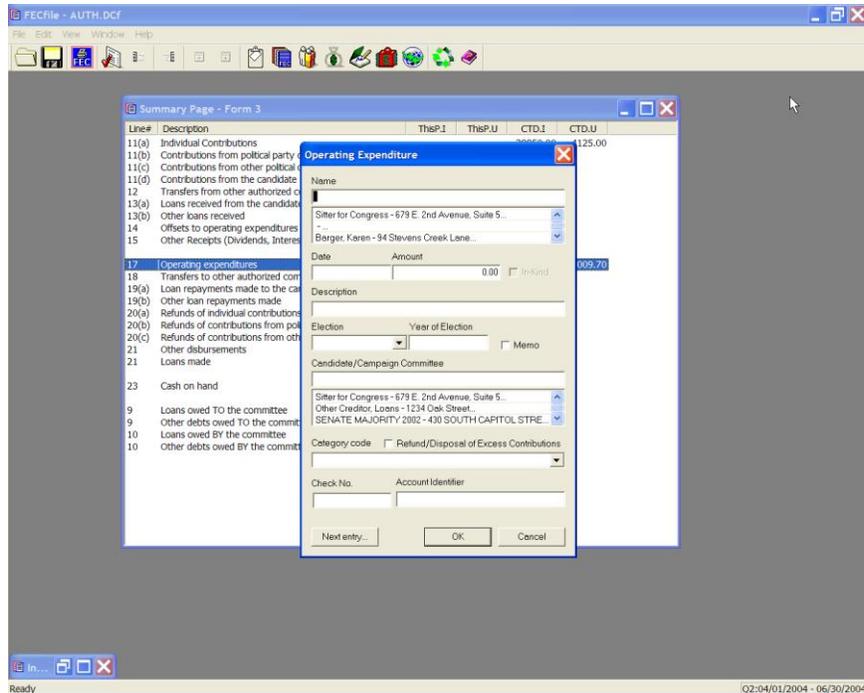


- ✓ Enter and Click on OK. Note added items on the Transaction Split screen.
- ✓ Click on close.

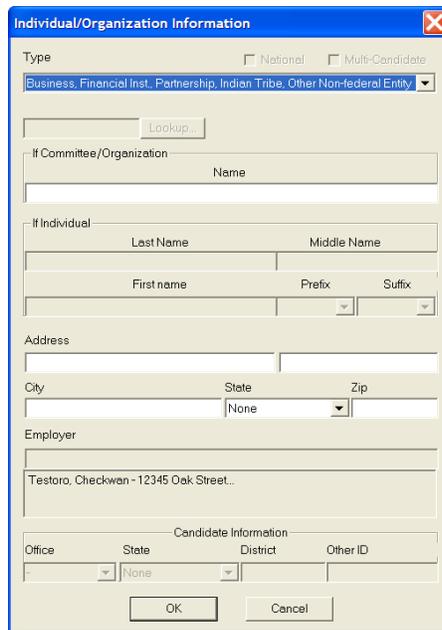
## Reimbursements To Individual (Non-Travel)

Line#	Description	THP.I	THP.U	CTD.I	CTD.U
11(a)	Individual Contributions	39950.00	4125.00	39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, n				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures	15547.07	1009.70	15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

- ✓ From the FECFile main menu, double click on Line 17 / 23 of the Summary page.

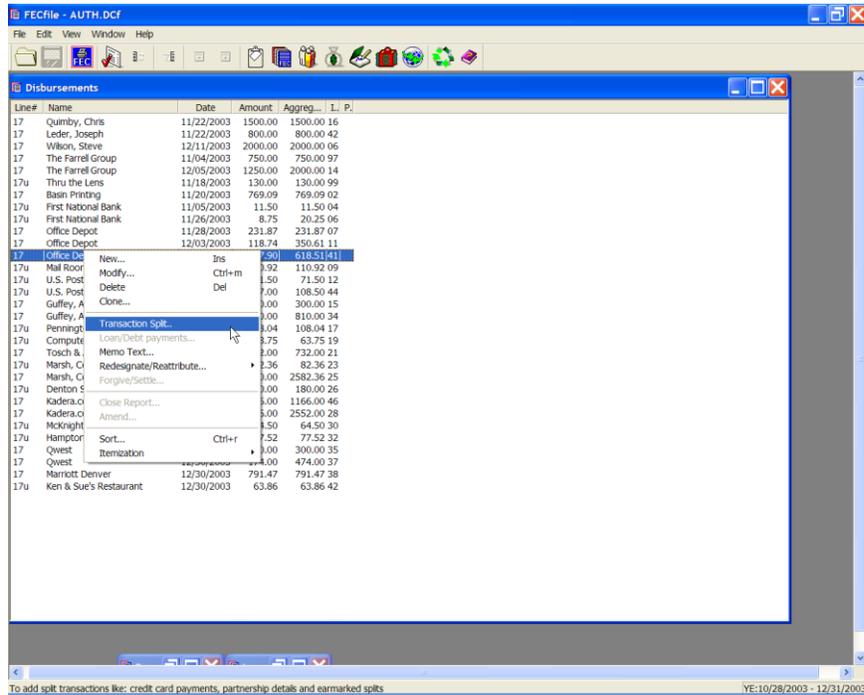


- ✓ The Operating Expenditure dialog box appears. Enter the name of the individual being reimbursed, and press the Tab key.

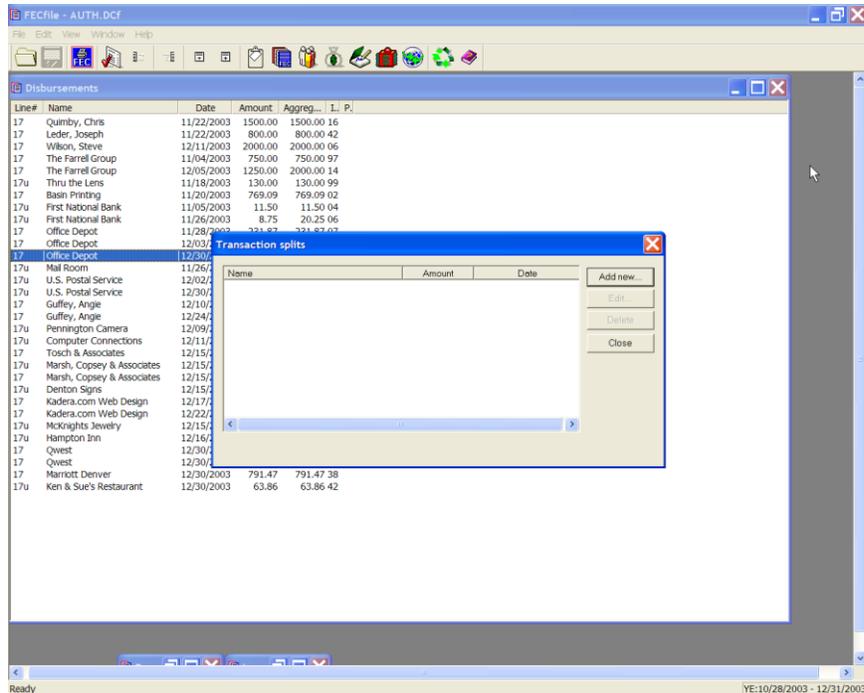


- ✓ The Individual/Organization Information dialog box appears. Enter in the address and information, and select OK.

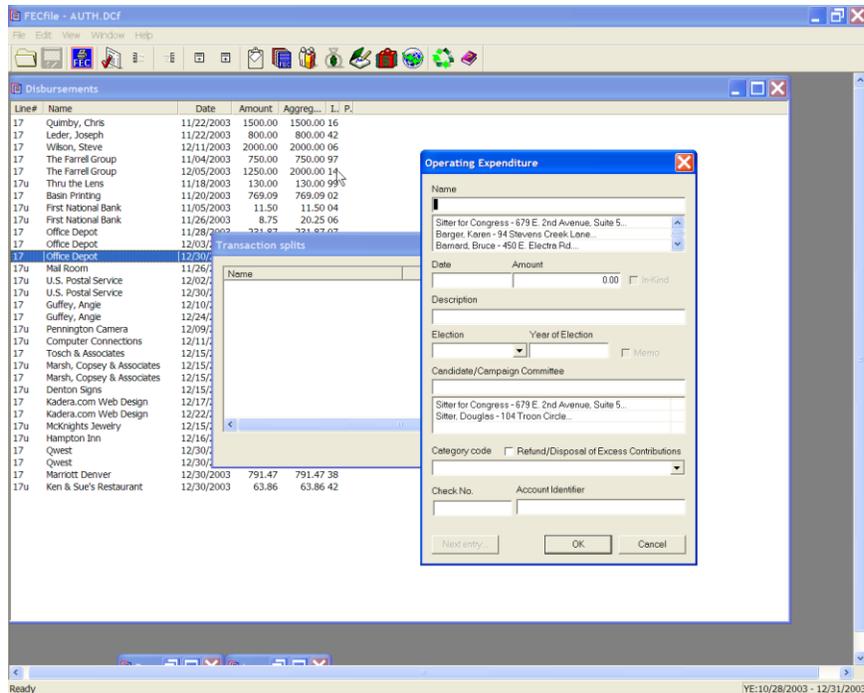
- ✓ FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.
- ✓ Select View from the menu bar and click on Disbursements.



- ✓ As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



- ✓ The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as appropriate.

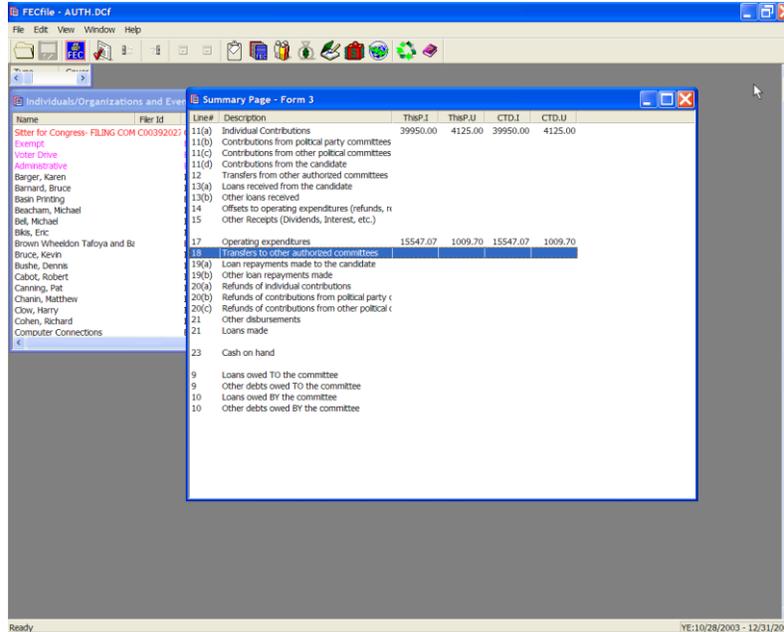


- ✓ Enter and Click on OK. Note added items on the Transaction Split screen.

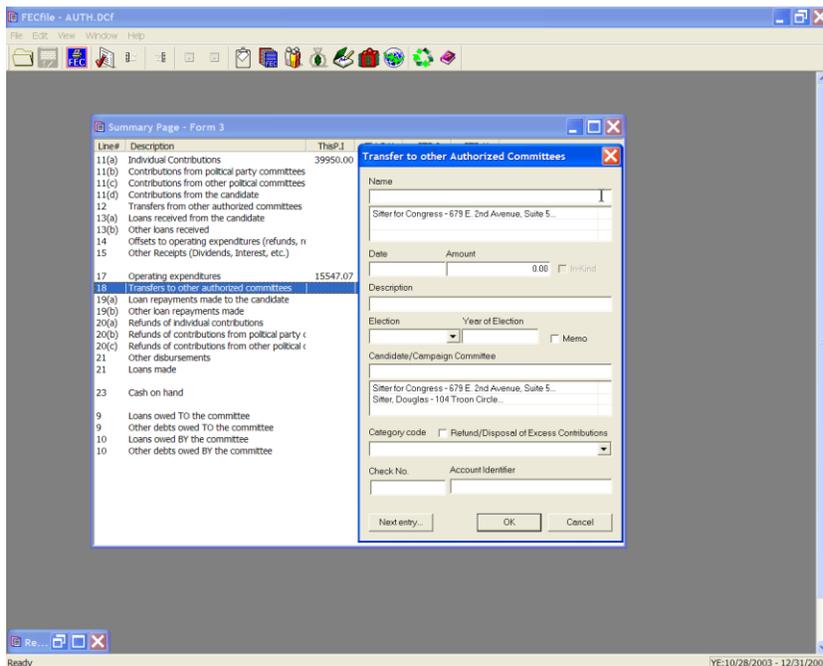
✓ Click on close.

**Note: Travel related reimbursements are entered in the same as a regular operating expenditure on line 17 / 23. No memo entries are necessary.**

# Transfers To Other Authorized Committees Line 18 for F3 [ Line 24 for F3P ]



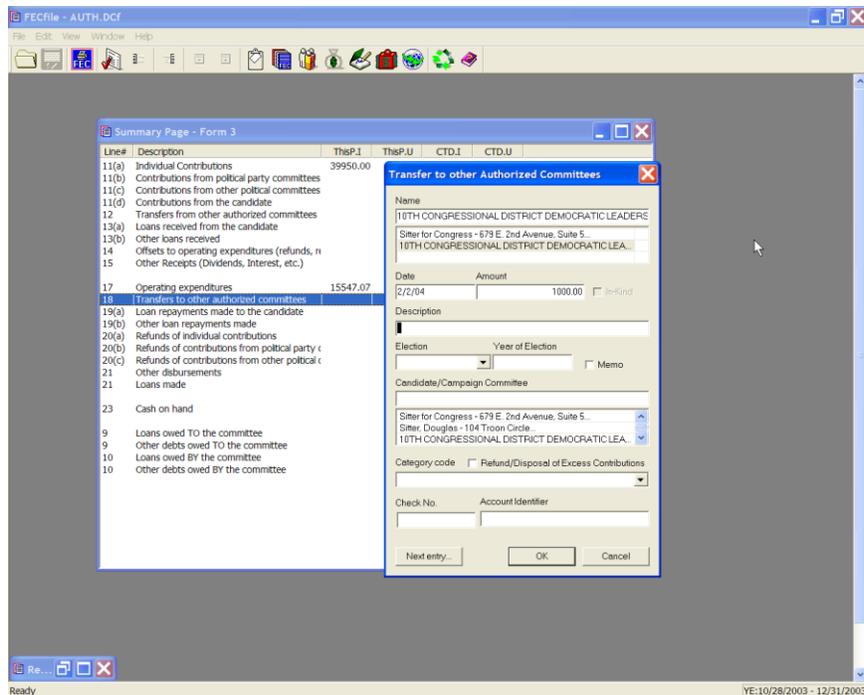
✓ Double click on line 18 / 24 of the FECFile Summary Page.



- ✓ The Transfer to other Authorized Committees dialog box appears.
- ✓ Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.

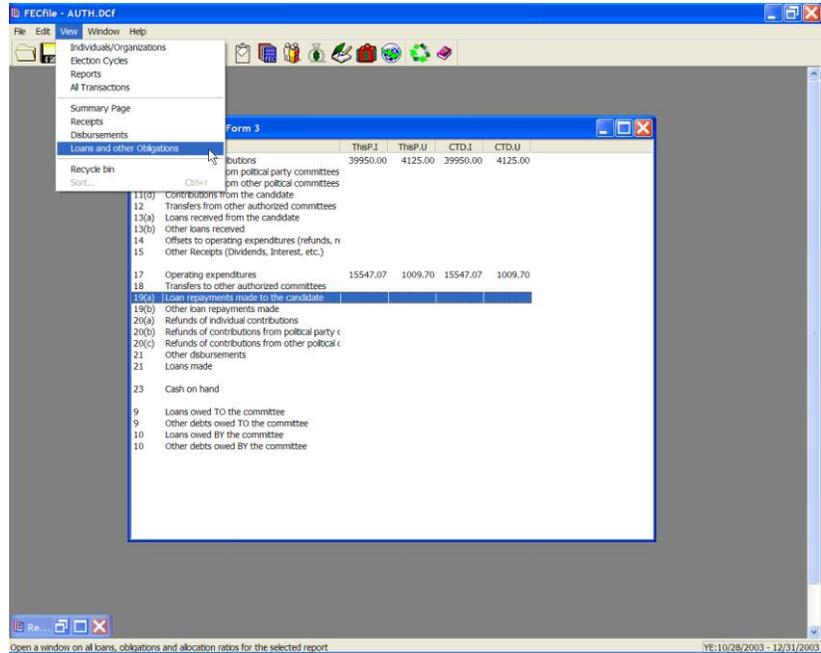
The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate". Below them is a dropdown menu for "Type" which is currently open, displaying a list of options: "Campaign Committee", "Individual other than a Candidate", "Business, Financial Inst. Partnership, Indian Tribe, Other Non-federal Entity", "Campaign Committee" (highlighted), "Political Action Committee", "Political Party Organization", "Other (Political) Committee", and "Candidate". Below the dropdown are several input fields: "Last Name" and "Middle Name" (grouped), "First name", "Prefix", and "Suffix" (grouped), "Address" (with sub-fields for City, State, and Zip), and "Employer". At the bottom, there is a "Candidate Information" section with "Office", "State", "District", and "Other ID" dropdowns. The "OK" and "Cancel" buttons are located at the very bottom of the dialog box.

- ✓ If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK

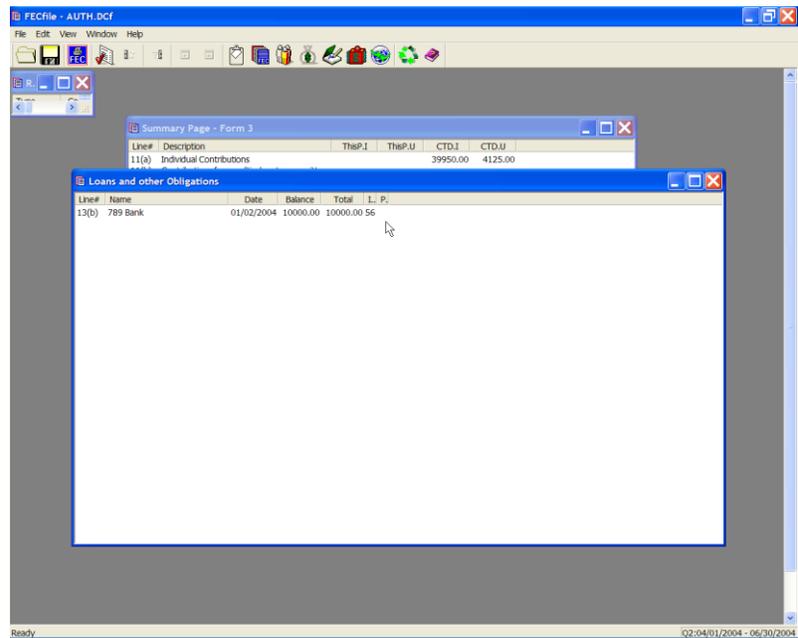


- ✓ The Transfer to other Authorized Committees dialog box appears. Point to the date field, and enter in the date, amount and description.
  
- ✓ Click on OK.

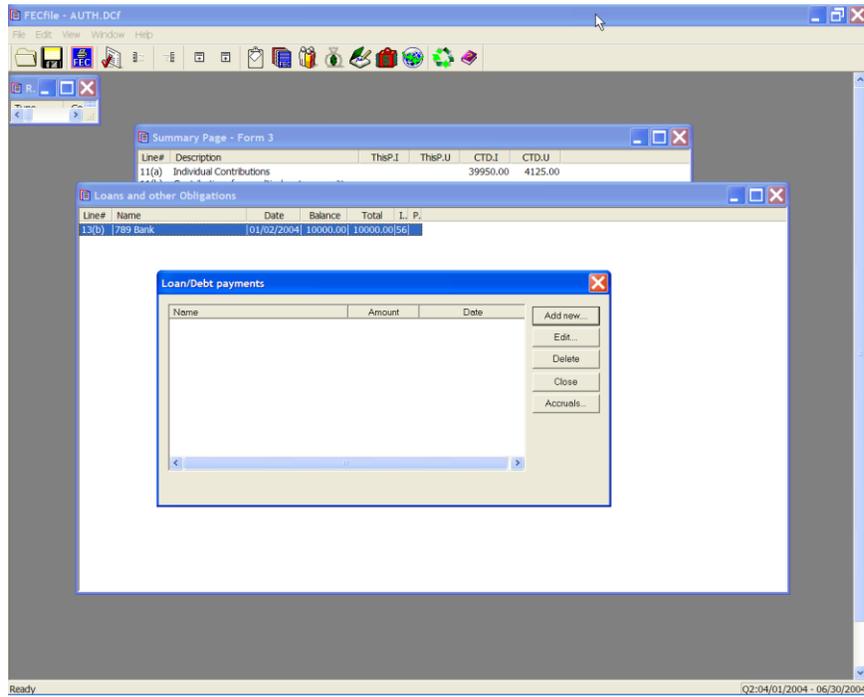
## Loan Repayments Made Lines 19 (a)/9 (b) for F3 [ Lines 27(a)/27(b) for F3P ]



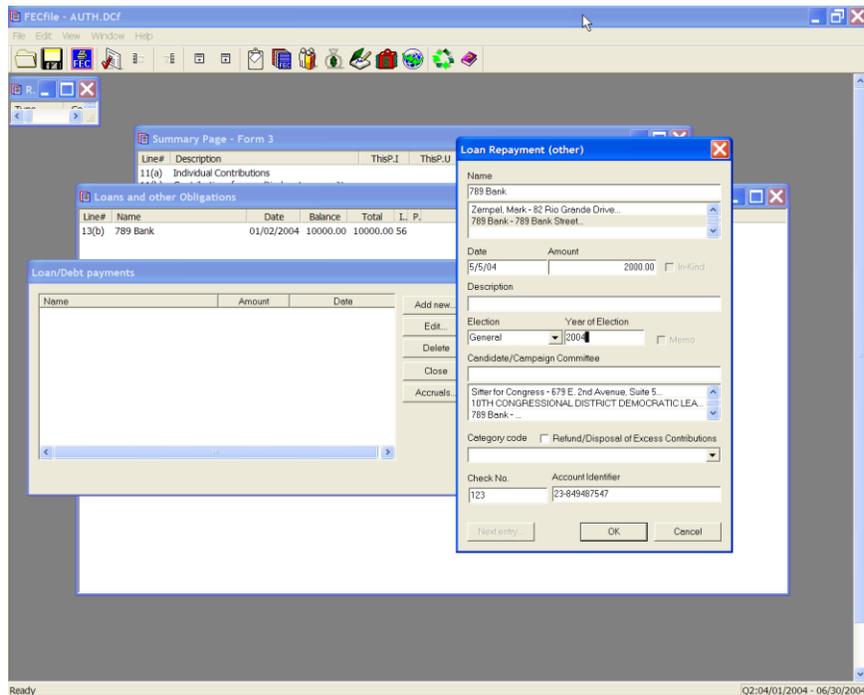
- ✓ From the FECFile menu bar, select View, and select Loans and other Obligations.



- ✓ Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



- ✓ The drop down menu will appear, select Loan/Debt repayments.



- ✓ The Loan/Debt payments dialog box appears. Click on Add new.

**NOTE:**

**This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.**

- ✓ Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.
- ✓ If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “*dummy report*” for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.

## Refunds Lines 20 (a), 20 (b), and 20 (c) for F3 [ Lines 28(a), 28(b), 28(c) for F3P ]

Line#	Description	ThsP1	ThsPU	CTD1	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committees			39950.00	4125.00
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received			10000.00	
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees			1000.00	
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made			2000.00	2000.00
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand		36518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		8000.00		
10	Other debts owed BY the committee				

- ✓ Select the Summary Page in FECFile. Double click line 20(a) / 28(a), Refunds of individual contributions.

Line#	Description	ThsP1	ThsPU	CTD1	CTD.U
11(a)	Individual Contributions				
11(b)	Contributions from political party committees			4125.00	
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc.)				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

**Refund of Individual Contribution**

Name: [Empty]

Address: [Empty]

Date: [Empty] Amount: 0.00  Refund

Description: [Empty] 1009.70

Election: [Empty] Year of Election: [Empty]

Candidate/Campaign Committee: [Empty]

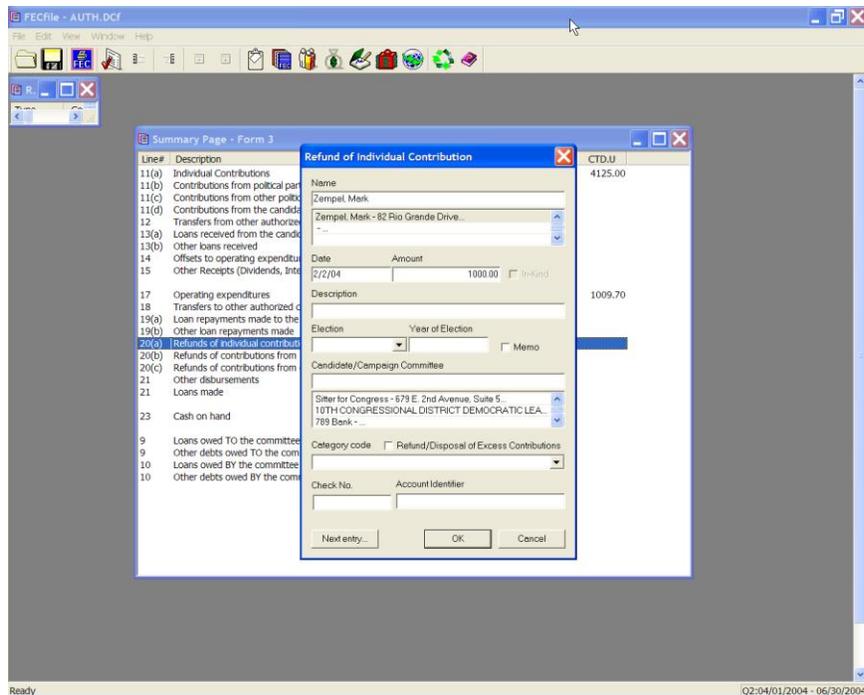
Category code:  Refund/Disposal of Excess Contributions

Check No.: [Empty] Account Identifier: [Empty]

Next entry... OK Cancel

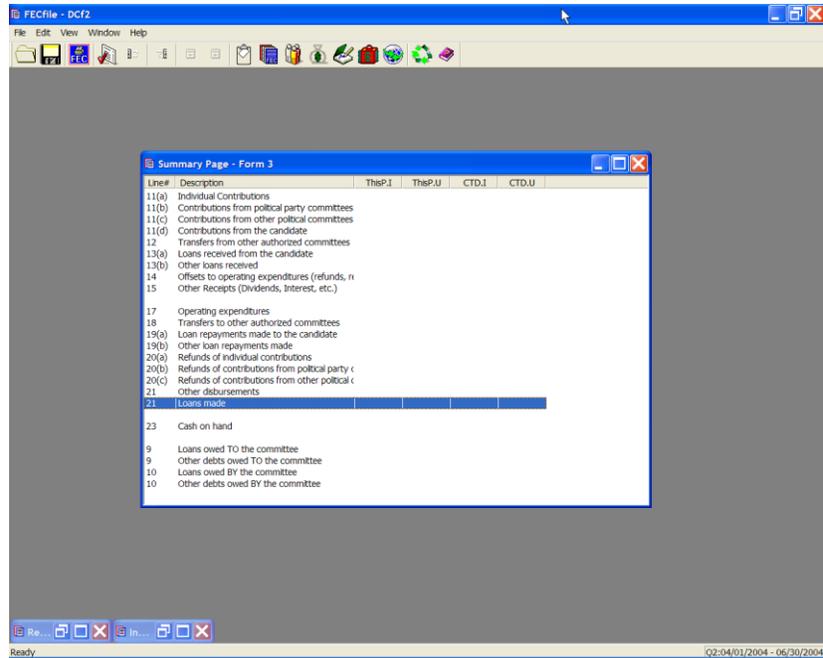
- ✓ The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.
- ✓ For Refunds of Contributions from Political Party Committees, select Line 20(b)/28(b) from the Summary Page.

- ✓ The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.

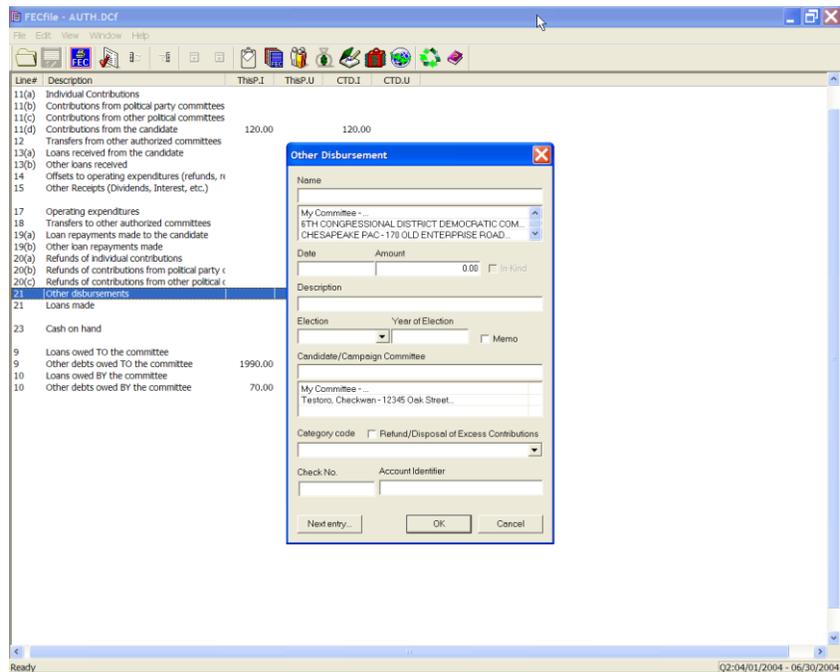


- ✓ For Refunds of Contributions from other Political Committees, select Line 20(c)/28(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

## Loans Made Using Other Disbursements Line 21 for F3 [ Line 29 for F3P ]



- ✓ Select the Summary Page in FECFile, and double click on Line 21/29, Other Disbursements.



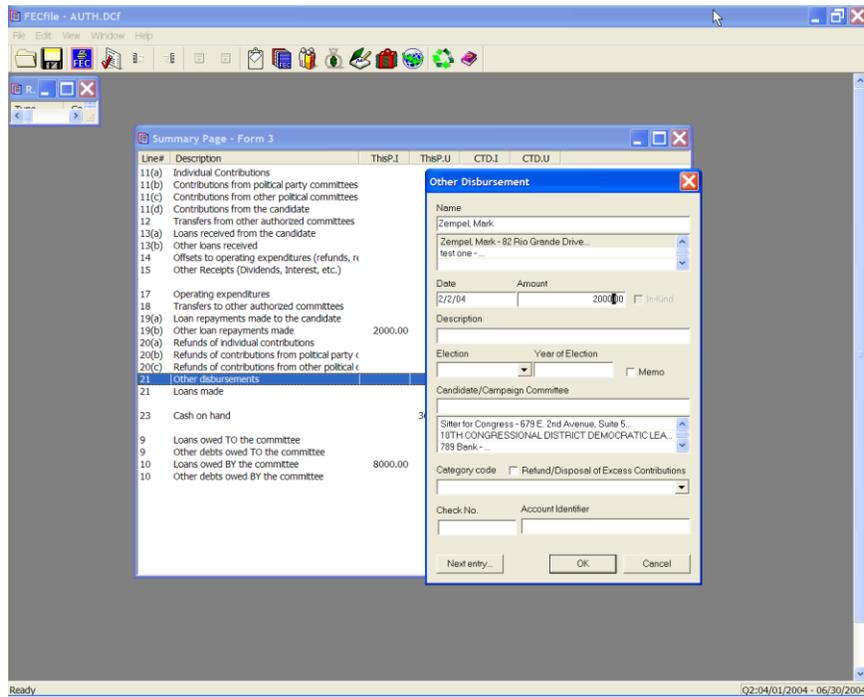
- ✓ The other Disbursement dialog box appears. Select the name text box, and enter the name of the recipient. Press the Tab key.

The Individual/Organization Information dialog box appears. Select the drop down arrow next to type, and select the proper category.

Line #	Description	ThSP-I	ThSP-U
11(a)	Individual contributions		
11(b)	Contributions from political party committees		
11(c)	Contributions from other political committees		
11(d)	Contributions from the candidate		
12	Transfers from other authorized committees		
13(a)	Loans received from the candidate		
13(b)	Other loans received		
14	Offsets to operating expenditures (refunds, in		
15	Other Receipts (Dividends, Interest, etc.)		
17	Operating expenditures		
18	Transfers to other authorized committees		
19(a)	Loan repayments made to the candidate		
19(b)	Other loan repayments made	2000.00	
20(a)	Refunds of individual contributions		
20(b)	Refunds of contributions from political party c		
20(c)	Refunds of contributions from other political c		
21	Other disbursements		
21	Loans made		
23	Cash on hand		3
9	Loans owed TO the committee		
9	Other debts owed TO the committee		
10	Loans owed BY the committee	8000.00	
10	Other debts owed BY the committee		

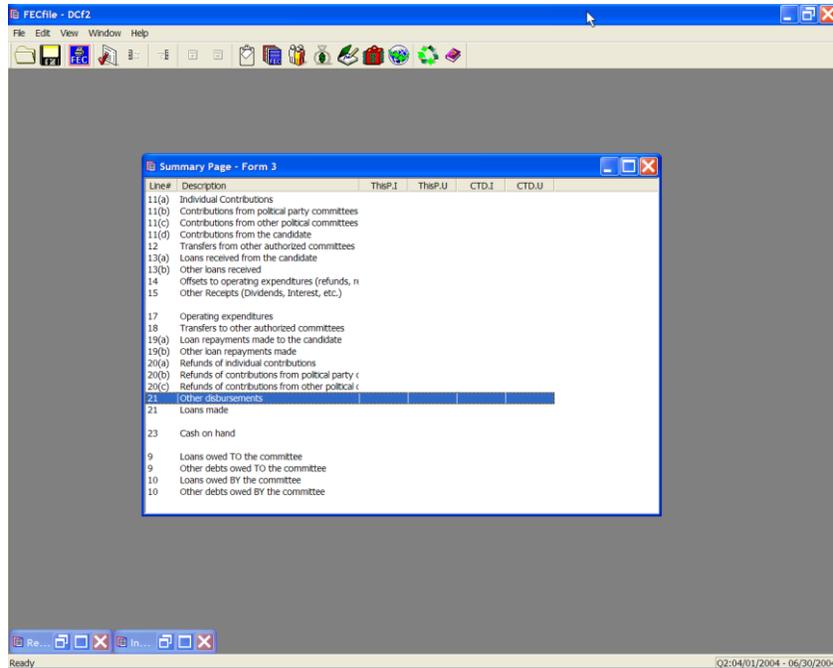
- ✓ **Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however;**

If a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.

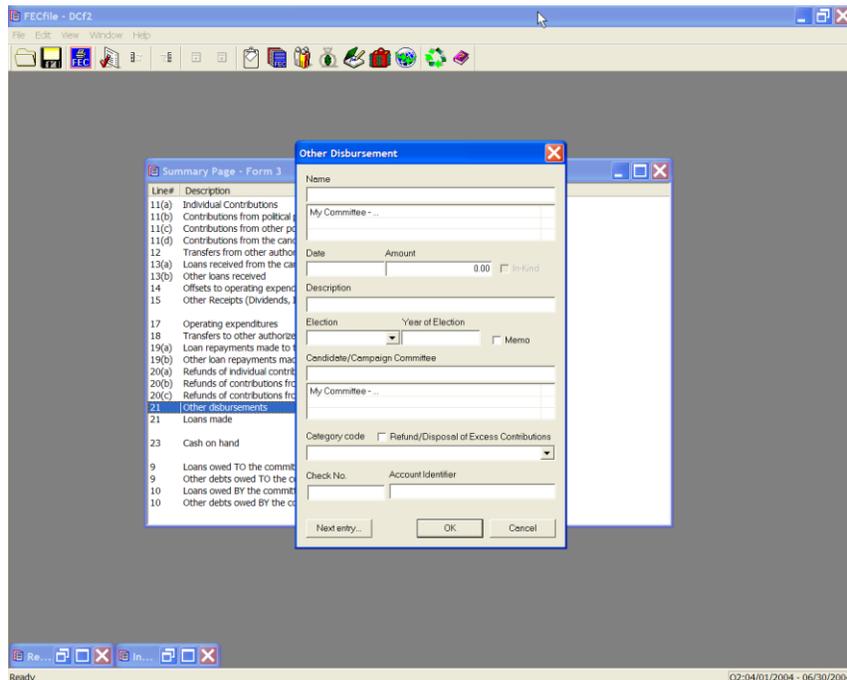


- ✓ The other Disbursement dialog box reappears. Enter the Date, Amount and select OK.

## Other Disbursements Line 21 for F3 [ Line 29 for F3P ]



✓ Double-click on Line 21 On the summary page in FECFile



- ✓ The Other Disbursement dialog box appears. Enter in the vendor name and press the Tab key.

The dialog box is titled "Individual/Organization Information". It has a "Type" dropdown menu with the following options: Individual other than a Candidate (selected), Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity, Campaign Committee, Political Action Committee, Political Party Organization, Other (Political) Committee, and Candidate. There are checkboxes for "National" and "Multi-Candidate". Below the dropdown are fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". There are also fields for "Address", "City", "State", and "Zip". A "None" dropdown is visible under the State field. There are fields for "Employer" and "Occupation". At the bottom, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.

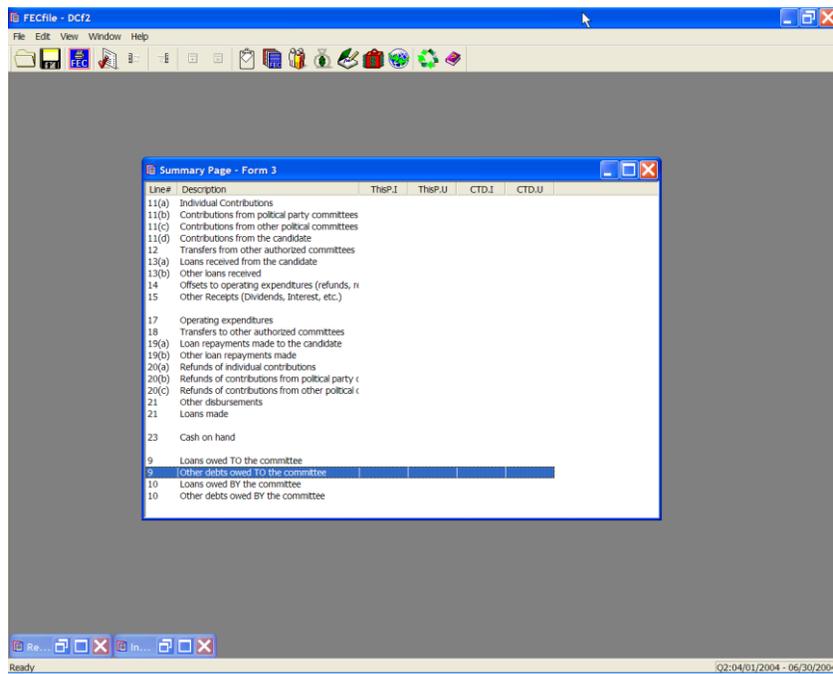
The screenshot shows the "Other Disbursement" dialog box in the foreground. The "Name" field contains "Tootler, Forbes". The "Date" field is empty, and the "Amount" field contains "0.00". The "Description" field is empty. There are fields for "Election" and "Year of Election". The "Candidate/Campaign Committee" field contains "My Committee - ...". The "Category code" field is empty, and there is a checkbox for "Refund/Disposal of Excess Contributions". The "Check No." and "Account Identifier" fields are empty. There are "Next entry...", "OK", and "Cancel" buttons. In the background, the "Summary Page - Form 3" window is visible, showing a list of disbursement items. Item 21, "Other disbursements", is selected.

- ✓ The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

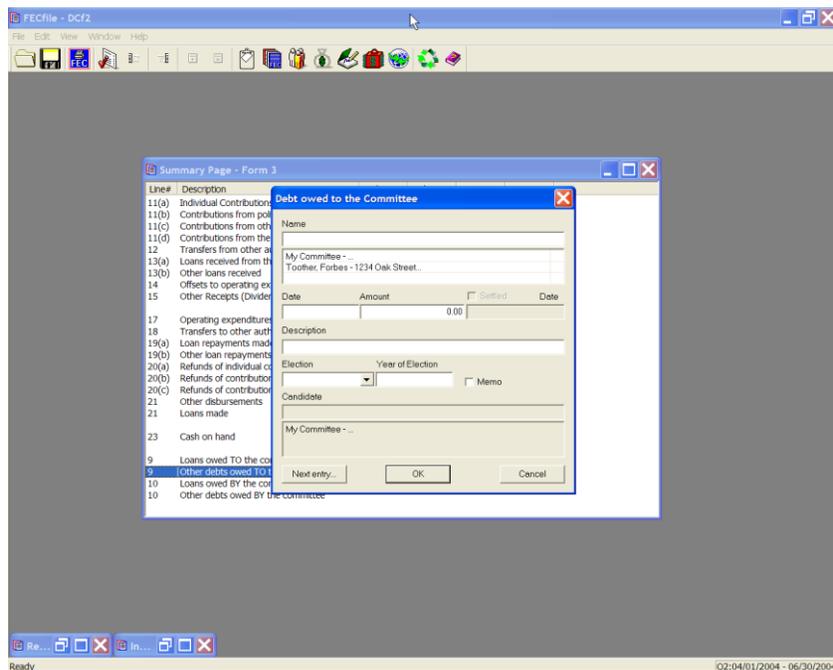
## **Loans Owed TO The Committee Line 9 for F3 [ Line 11 for F3P ]**

- ✓ Within the FECFile Application, as line , Loan Owed TO the Committee is selected, no action will take place. To change this amount, click on one of the other loan lines, as applicable.

## Other Debts Owed TO The Committee Line 9 for F3 [ Line 11 for F3P ]



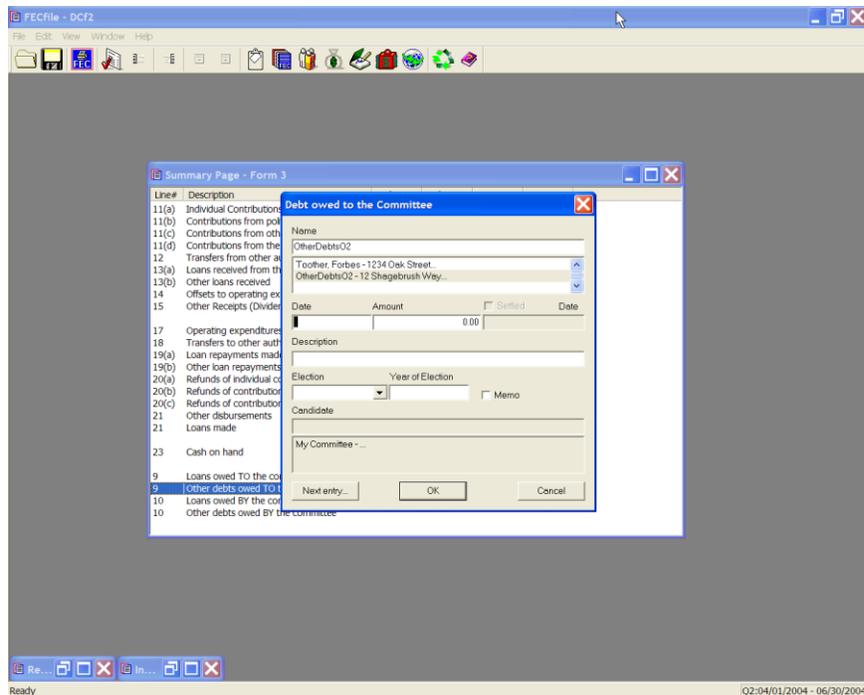
- ✓ Within the FECFile application, open the Summary page and double click on Line, Other Debts Owed to the Committee, to add a new debt owed to the Committee.



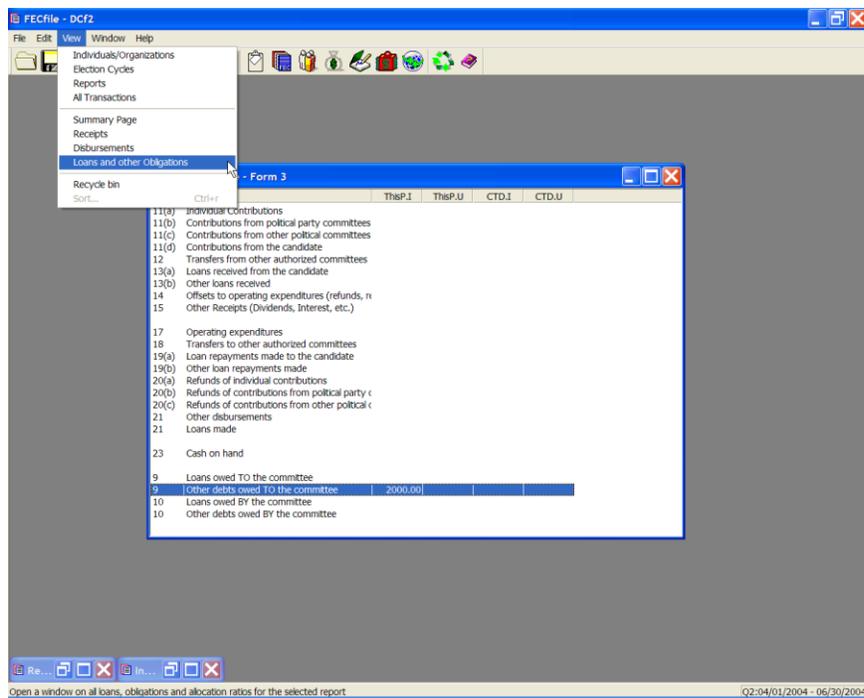
- ✓ The Debts owed to Committee dialog box appears. Enter the name of the vendor in the name field and press the TAB key

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate". Below this is a "Type" dropdown menu which is currently open, displaying a list of options. The option "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity" is highlighted in blue. Other options include "Individual other than a Candidate", "Campaign Committee", "Political Action Committee", "Political Party Organization", "Other (Political) Committee", and "Candidate". Below the dropdown, there are several input fields: "Last Name" and "Middle Name" (two separate text boxes), "First name", "Prefix", and "Suffix" (three separate text boxes), "Address" (a large text box), "City", "State", and "Zip" (three separate text boxes), "Employer" (a text box), and "Occupation" (a text box). At the bottom of the dialog, there is a section for "Candidate Information" with four dropdown menus: "Office", "State", "District", and "Other ID". The "State" dropdown is currently set to "None". At the very bottom are "OK" and "Cancel" buttons.

- ✓ The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.
- ✓ Select the address field, and type in the address, city, state and zip, and click on OK.

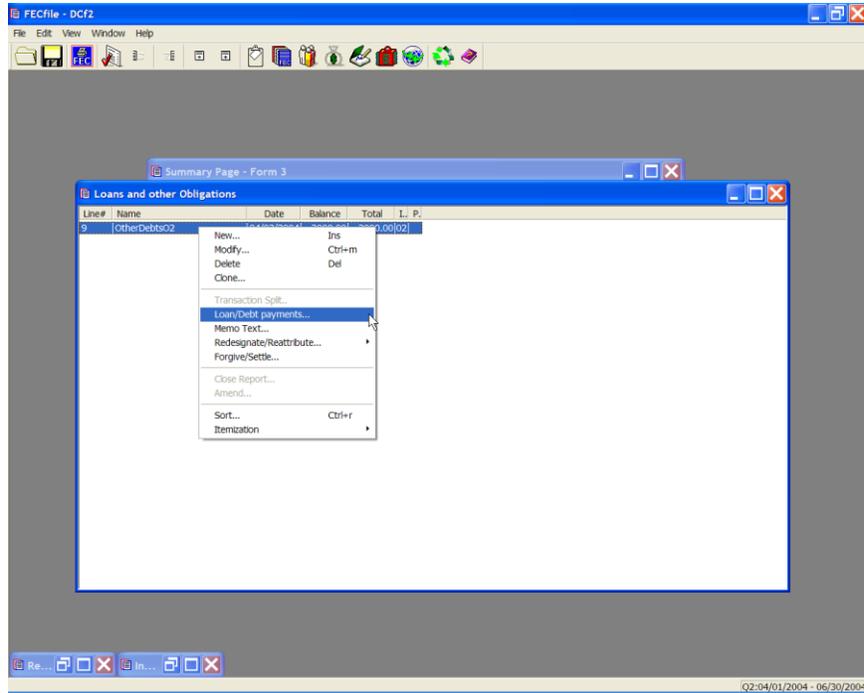


- ✓ The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.

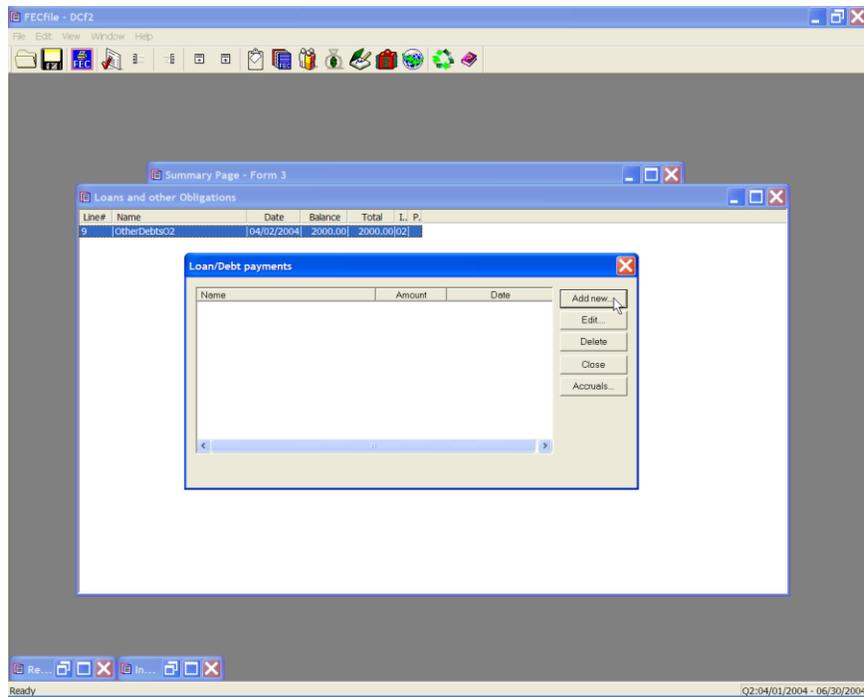


- ✓ Select View from the menu bar, and Loans and other Obligations. The

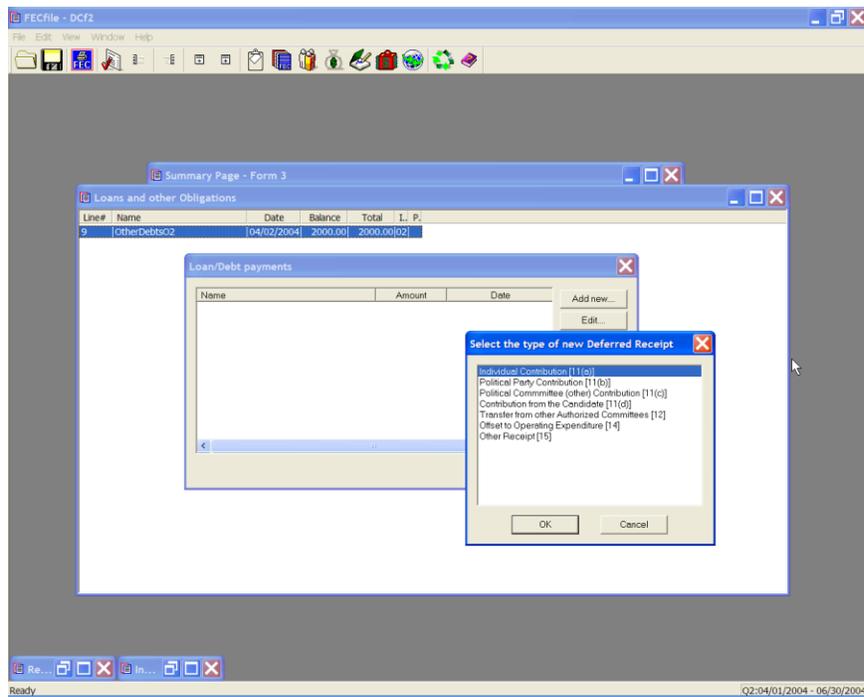
screen changes to include only Loans and other Obligations. Right click on  
the debt on which a repayment is being made.



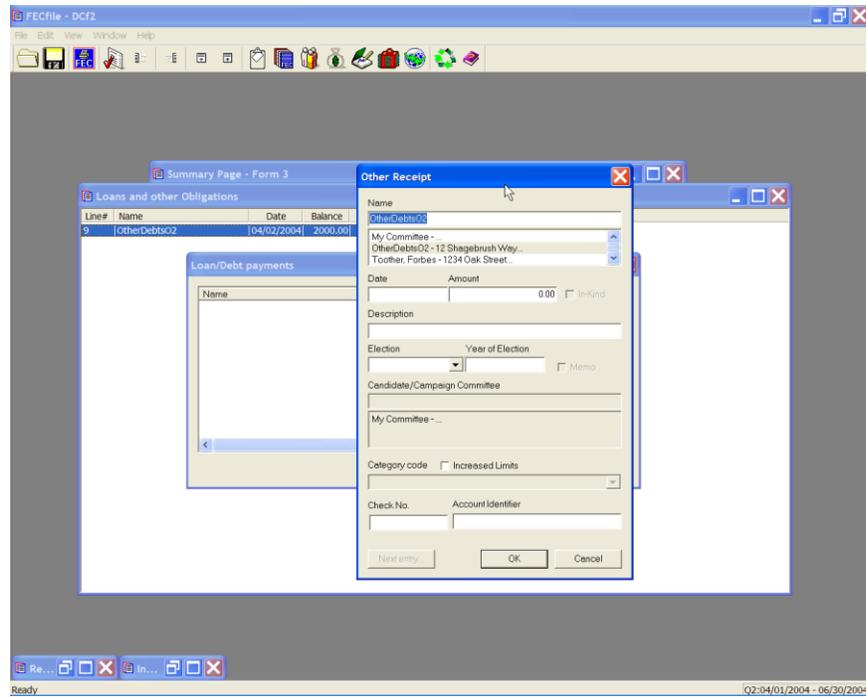
- ✓ The drop down menu appears with a number of options, select Loan/Debt Repayments.



- ✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



- ✓ The Loan Repayment made dialog box appears. Enter the name of the debtor, the date, the amount, and the purpose of the receipt, in the description, and select OK.



- ✓ The Loan/Repayment dialog box appears once again, click on close.

## **Loans Owed BY The Committee Line 10 for F3 [ Line 12 for F3P ]**

- ✓ Selecting line 10 on the Summary Sheet, is inactive, and will give the user no response. To change this amount, click on another applicable line.

## Other Debts Owed BY The Committee Line 10 for F3 [ Line 12 for F3P ]

Line#	Description	ThisP.I.	ThisP.U.	CTD.I.	CTD.U.
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)		10.00		10.00
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee		1990.00		
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

- ✓ To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10/12. A dialog box appears, Debts owed by Committee.

**Debt owed by the Committee**

Name: \_\_\_\_\_

Amount: 0.00  Sifted  Date: \_\_\_\_\_

Description: \_\_\_\_\_

Election: \_\_\_\_\_ Year of Election: \_\_\_\_\_  Memo

Candidate: \_\_\_\_\_

My Committee - ...

Next entry... OK Cancel

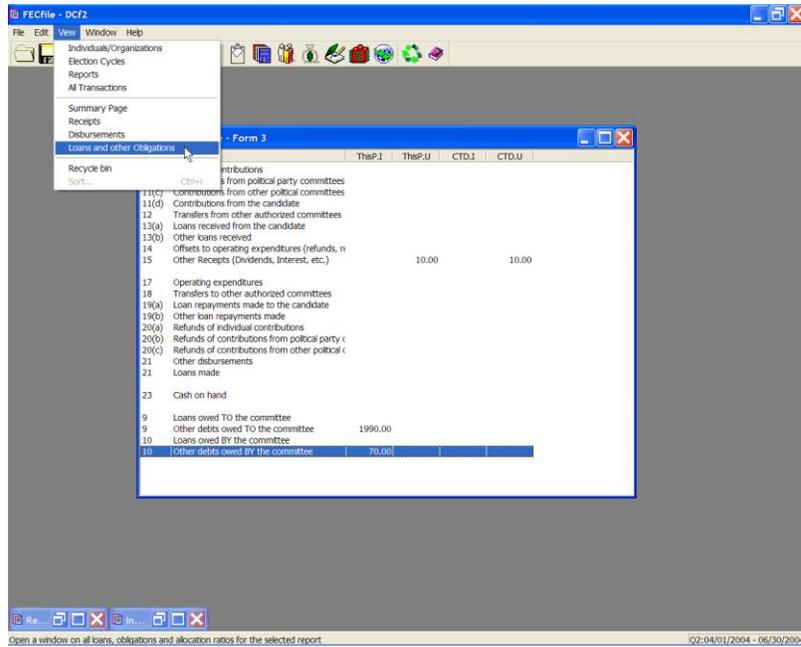
- ✓ Select the name field, and enter the name of the vendor, and press the Tab key. The Individual/Organization dialog box appears.

The dialog box is titled "Individual/Organization Information". It has a "Type" dropdown menu at the top with checkboxes for "National" and "Multi-Candidate". The dropdown is open, showing a list of options. The first option, "Individual other than a Candidate", is highlighted. Below the dropdown are fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". There are also fields for "Address", "City", "State", and "Zip". At the bottom, there are fields for "Office", "State", "District", and "Other ID", along with "OK" and "Cancel" buttons.

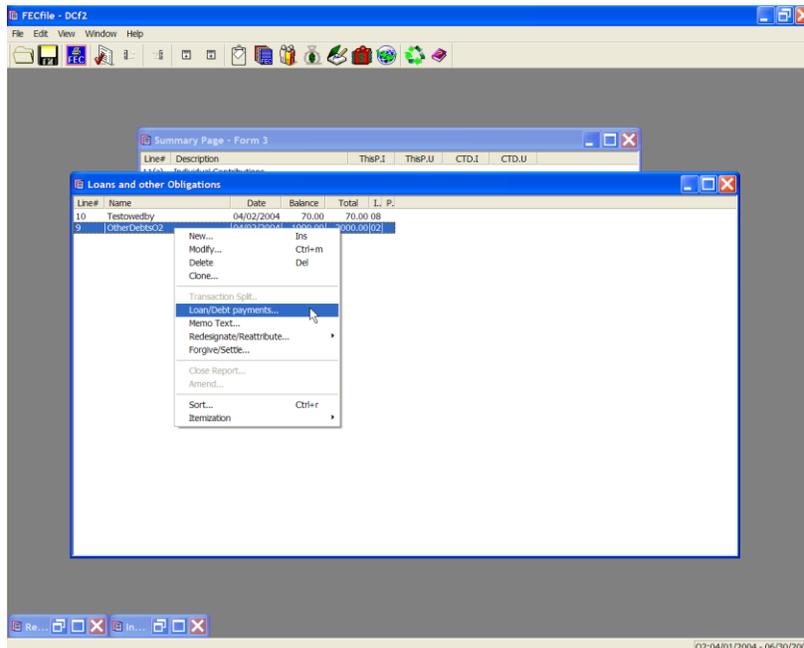
- ✓ In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.

The screenshot shows the "Summary Page - Form 3" window with a table of financial transactions. A dialog box titled "Debit owed by the Committee" is open over the table. The dialog box has a "Name" field with a dropdown arrow, a "Date" field, an "Amount" field with a value of "0.00", a "Description" field, an "Election" dropdown, a "Year of Election" field, and a "Candidate" field. The "Name" field is currently set to "Testowedby-1234 Oak Street...". There are "Next entry...", "OK", and "Cancel" buttons at the bottom of the dialog box.

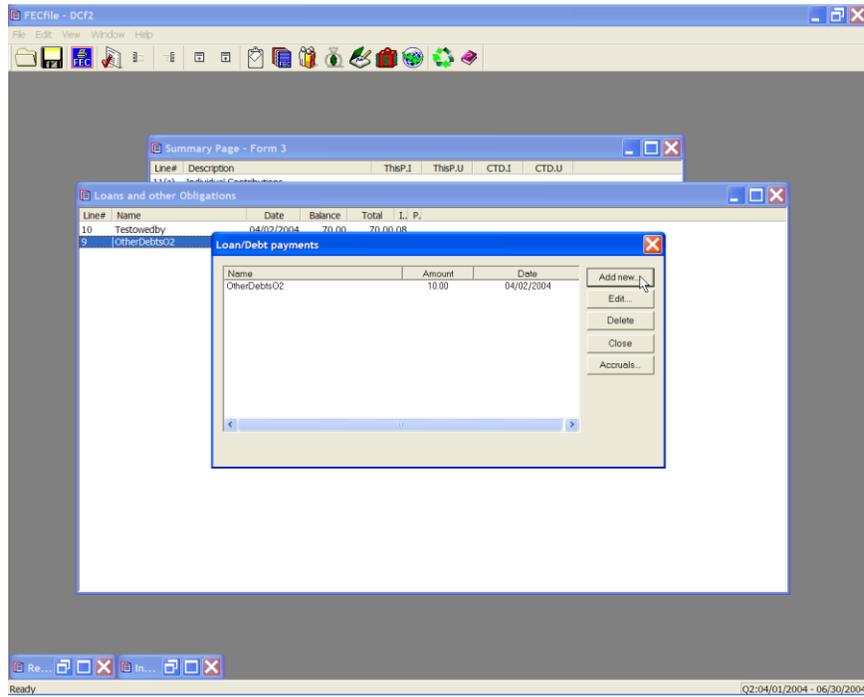
- ✓ The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.



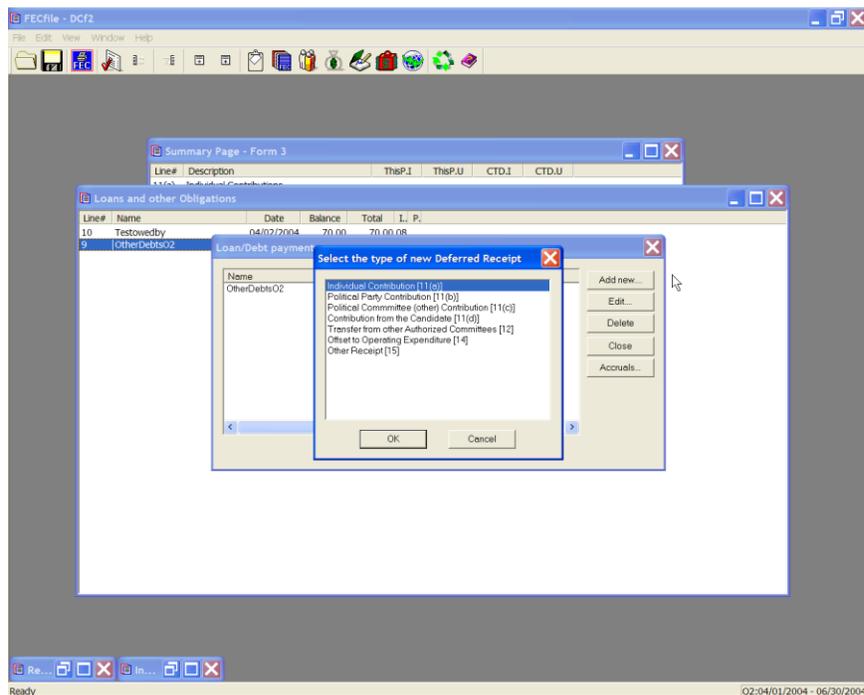
- ✓ The application returns to the FECFile Summary page. To add debt repayments, select View from the menu bar, and select Loans and other Obligations. The screen changes to reflect the Loans and other Obligations screen.



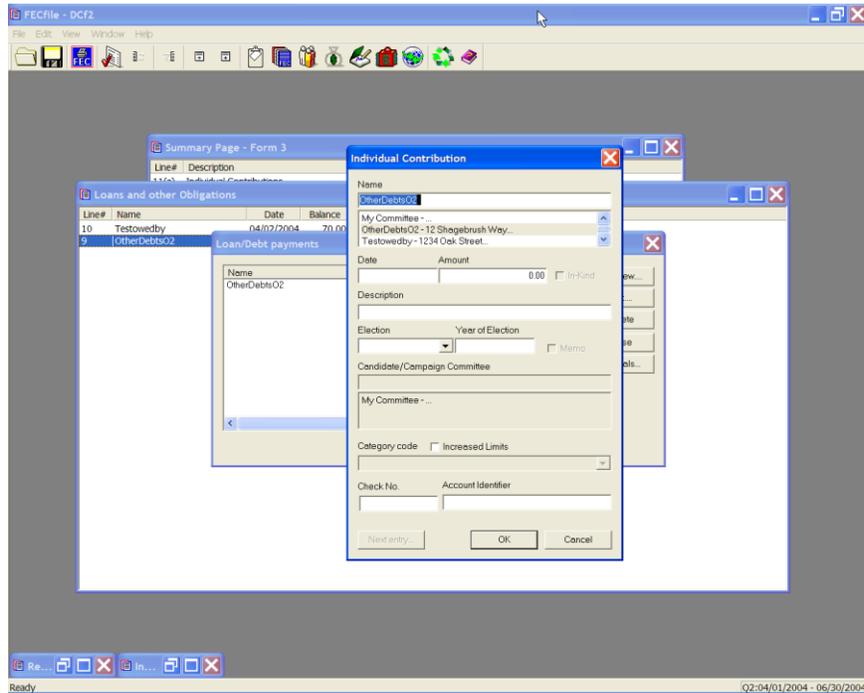
- ✓ Right click on the debt on which a repayment is being made, and a drop down menu will appear.



- ✓ Select Loan/Debt payments. The Loan/Debt payments dialog box will appear.

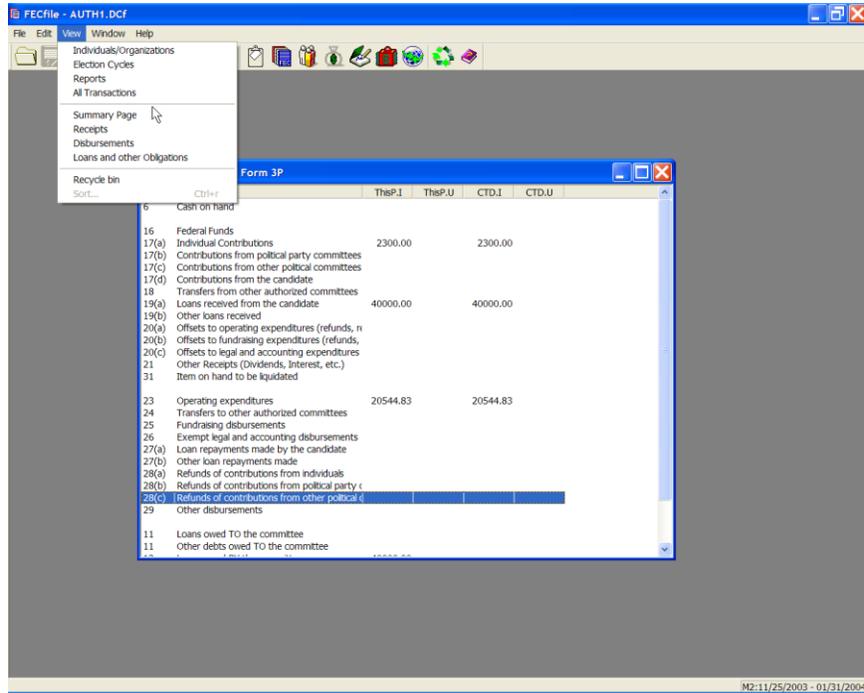


- ✓ Click on Add new, and the New Deferred Disbursement made dialog box will appear. Select the type of new Deferred Disbursement and select OK. The corresponding dialog box will appear. Enter the name of the vendor, the date, the amount, and the purpose of the disbursement, in the description text box.

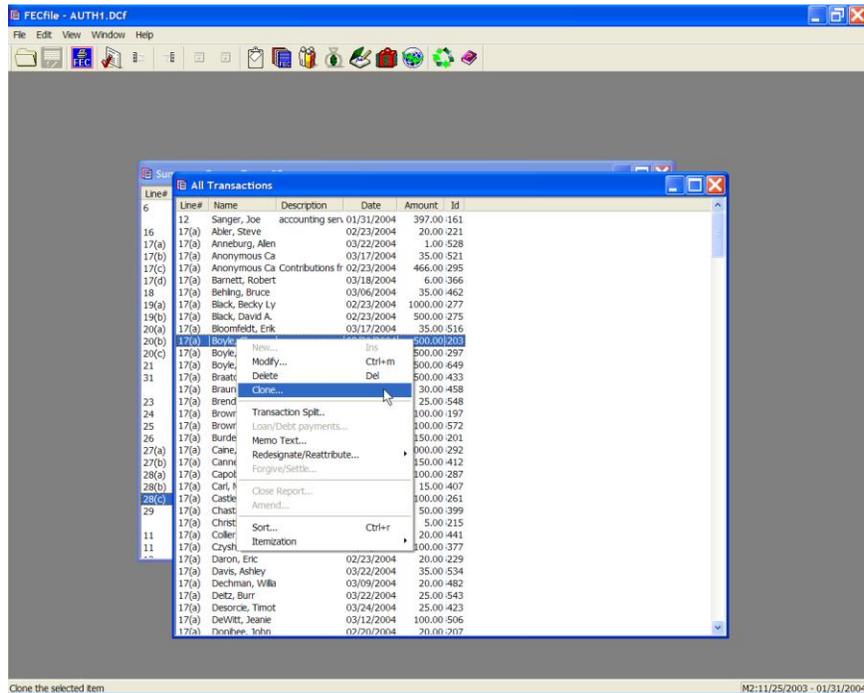


- ✓ Click on OK. The Loan/Debt payments dialog box appears, and click on Close.

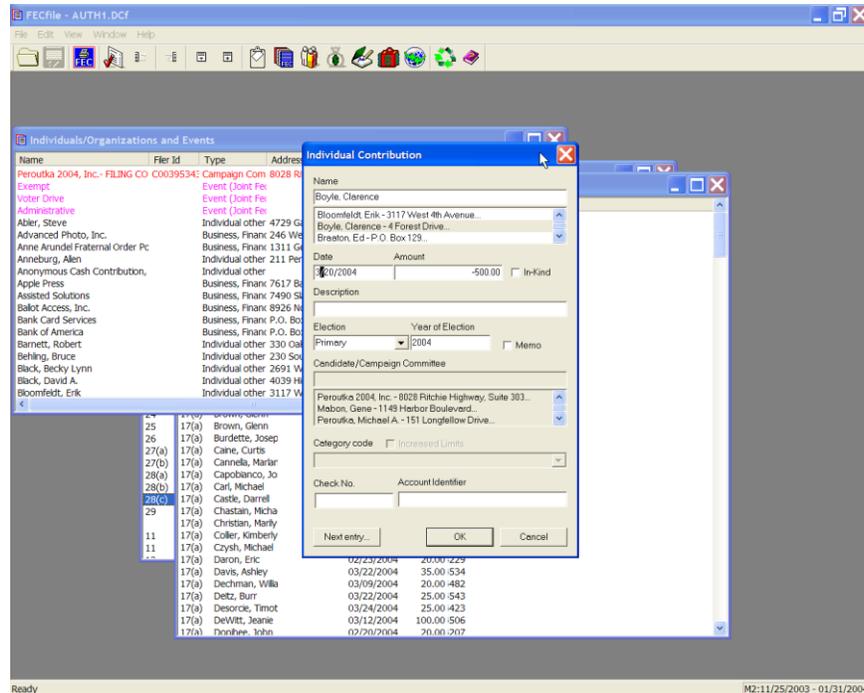
# Lost and Voided Checks



✓ From the FECFile main menu, select View, and All Transactions.



- ✓ Right click on the appropriate transaction, and the drop down menu appears. Select Clone.



- ✓ As the dialog box appears, insert the date of the record to the “void” or “stop payment” date, insert a negative sign in front of the amount, and in the description field, type in voided check. Click on OK.

# In-Kind Disbursement/Contribution (You provide/disburse In-kind to others)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6	Cash on hand		7655.76		
16	Federal Funds				
17(a)	Individual Contributions				
17(b)	Contributions from political party committees	-500.00		29277.00	
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate			80000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, n			0.70	
20(b)	Offsets to fundraising expenditures (refunds				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)	6110.00		6110.00	
31	Item on hand to be liquidated				
23	Operating expenditures	6610.00		108731.94	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee		80000.00		
12	Other debts owed BY the committee		241.00		
13	Expenditure Subject To Limitation			102121.24	

1. From the FECFile summary sheet, double click on line 17/23 for F3P (Presidential shown in this transaction set for comparison).

**Operating Expenditure**

Name: Peroufka 2004, Inc - 8028 Ritchie Highway, Suite 303...  
 Ablex Steve - 4729 Gwynn Place...

Date: \_\_\_\_\_ Amount: 0.00  In-Kind

Description: \_\_\_\_\_

Election: \_\_\_\_\_ Year of Election: \_\_\_\_\_  Memo

Candidate/Campaign Committee: Peroufka 2004, Inc - 8028 Ritchie Highway, Suite 303...  
 Mabon, Gene - 1149 Harbor Boulevard...  
 Peroufka, Michael A - 151 Longfellow Drive...

Refund/Disposal of Excess Contributions

Category of expenditure for state allocation: Expenses that are not allocable

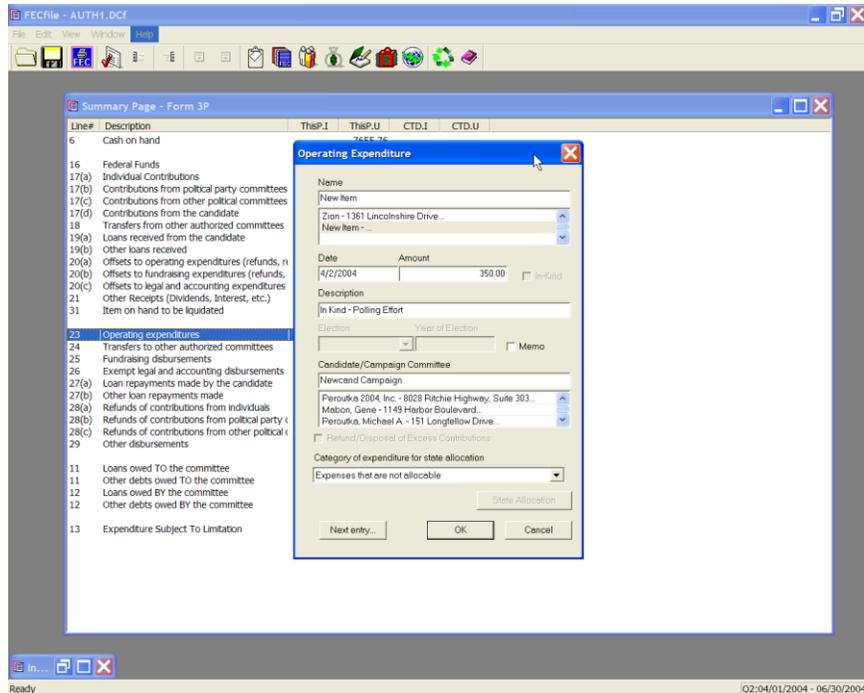
State Allocation: \_\_\_\_\_

Next entry... OK Cancel

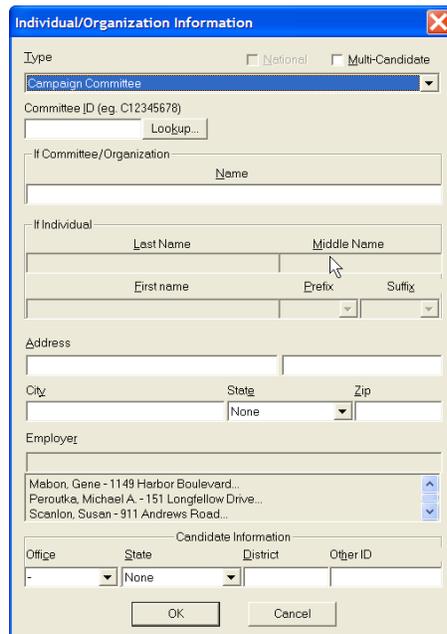
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Type in the name of the vendor, and press the Tab key.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a dropdown menu for "Type" with the selected option being "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity". There is a "Lookup..." button. The form is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with a text field; "City", "State", and "Zip" fields; and "Employer" with a text field. At the bottom, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID", all of which are currently set to "None". "OK" and "Cancel" buttons are at the very bottom.

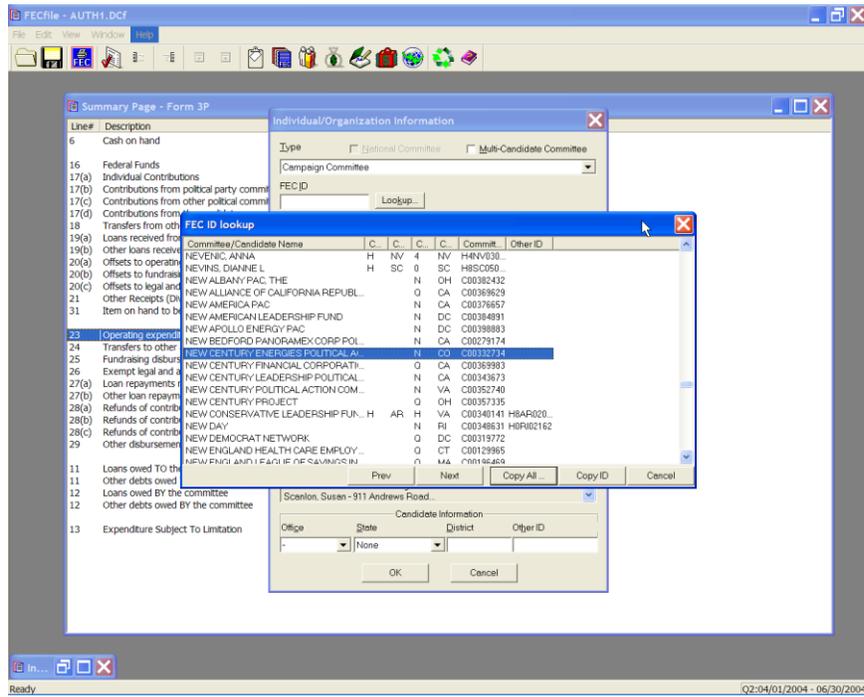
- ✓ The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Union, Nonfederal Entity, and select OK.



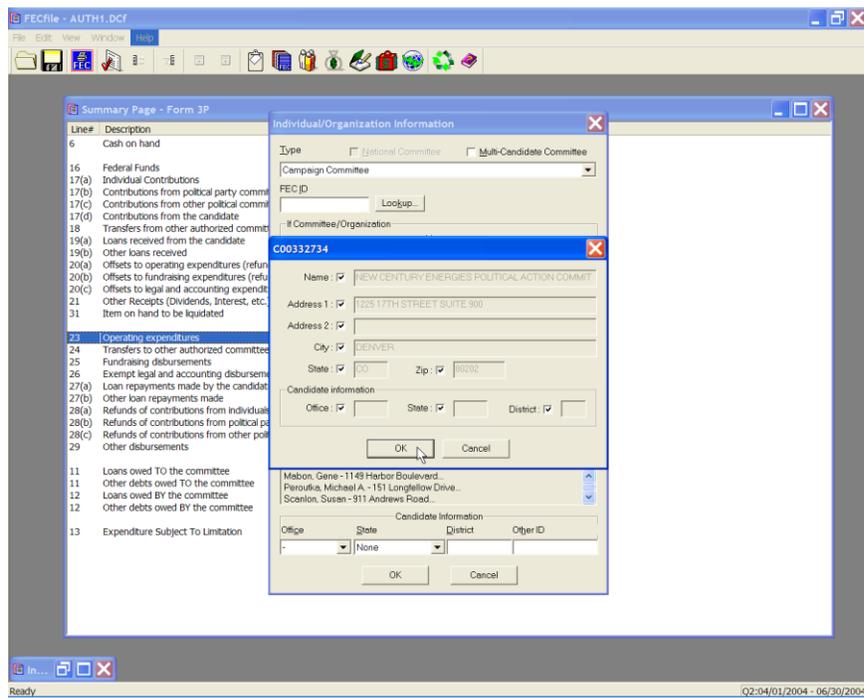
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and in the description field, enter “In-kind”, and any additional information, such as office supplies. Enter in the election and the year of the election, along with the candidate name and press the TAB key.



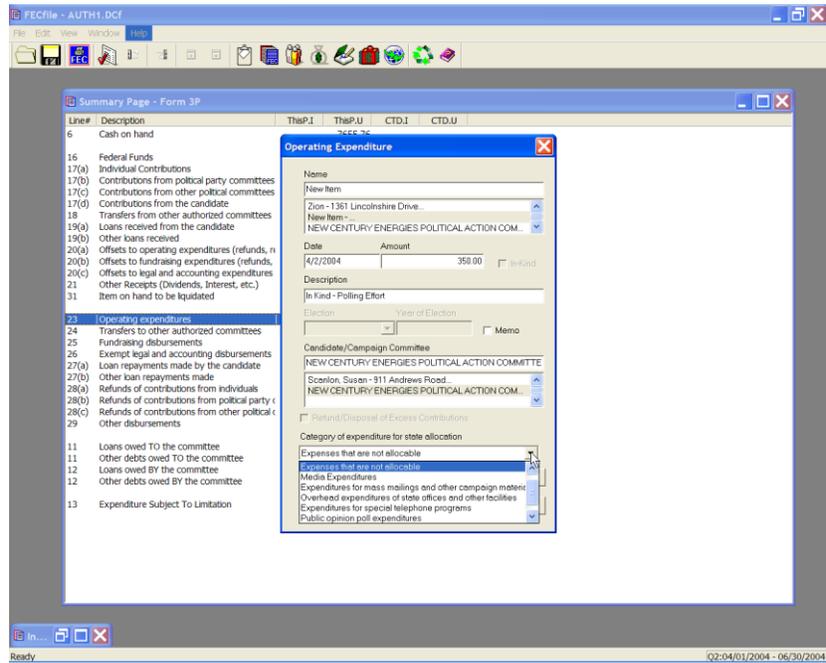
- ✓ The Individual/Organization Information dialog box appears. Enter in the candidate name in the type field, and click on the Lookup button.



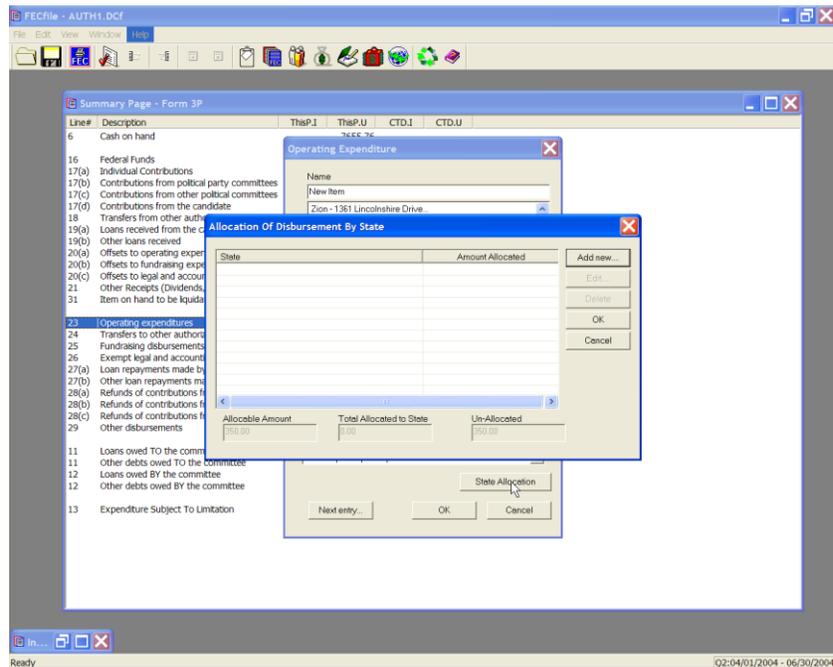
- ✓ The FEC ID lookup dialog box appears. Select the proper ID, and the select Copy All.



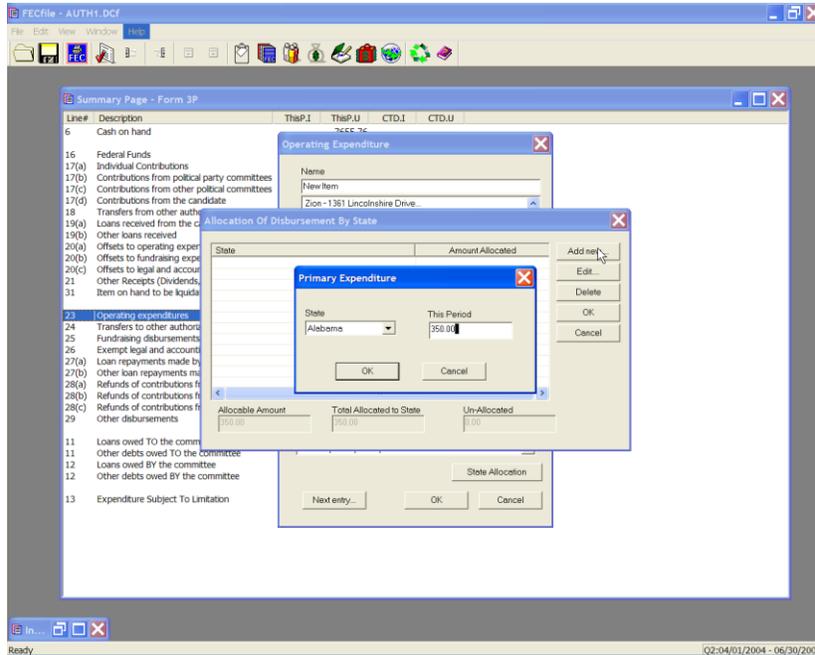
- ✓ The candidate ID information appears, select OK. Then select OK, as the dialog box returns to the Individual/Organization Information dialog box.



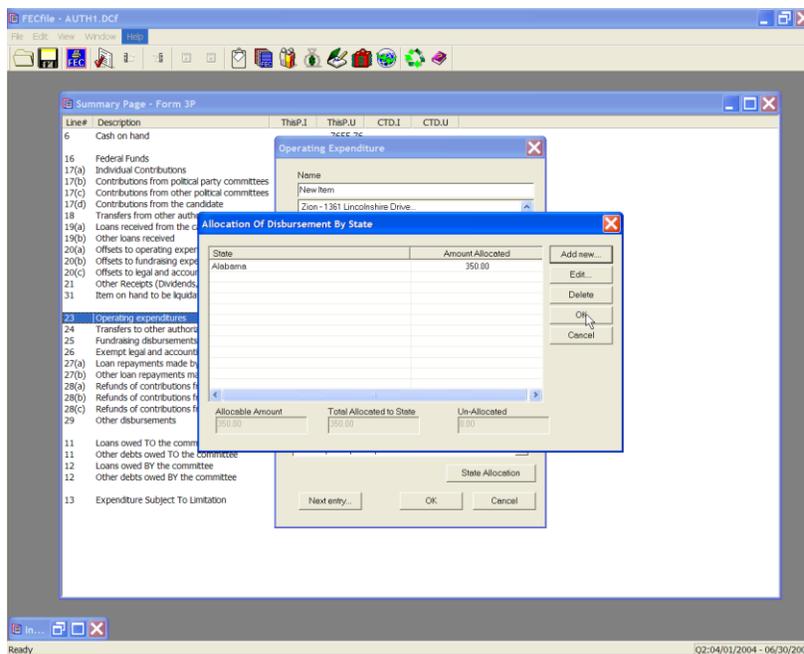
- ✓ IF State allocations need to be recorded, Select the drop down list of “Category of expenditure for state allocation” and pick the appropriate category.



- ✓ The Allocation of Disbursement by state dialog box appears. Click on “Add New” button.



- ✓ Enter one or more allocation transactions to allocate the amount. Select state, enter amount, Click OK.



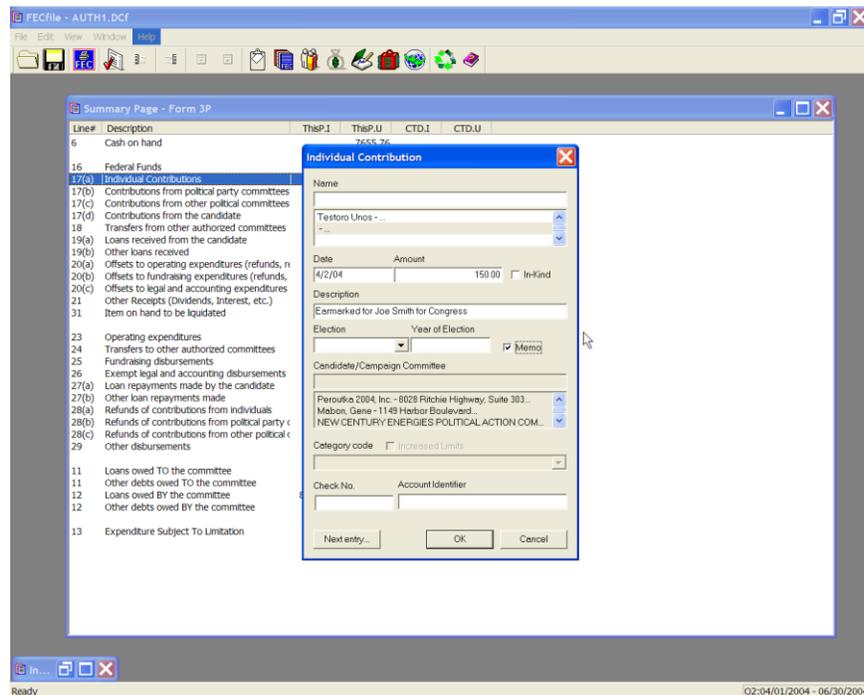
- ✓ Repeat until allocations entry is complete. Click on OK to return to Operating expenditure dialog box, and once more to complete.
- In-Kind Receipts (You receive In-kind from others)**
- ✓ Double click on the appropriate line, 11(a), 11(b), 11(c), 11(d) for F3 [17(a), 17(b), 17(c), 17(d) for F3P ].
  - ✓ Enter in the contributor's name, and press the Tab key.
  - ✓ Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.
  - ✓ Enter in the date information, and the amount, and click on the In-kind check box.

**Note: The In-kind amount is automatically entered on line 17 (b) to avoid inflating receipt totals.**

## Earmarked Contributions Reported By a Recipient Committee

- ✓ On the FECFile Summary Page, double click on line 11(a)/17(a) to launch the Individual Contribution dialog box. Enter the individual's name and press the Tab key.

- ✓ The Individual/Organization Information dialog box appears. In the type field, change to Individuals other than a Candidate. Type in the individual's name, address, city, state and zip, (if over \$200.00 in the cycle), employer, occupation, and select OK.



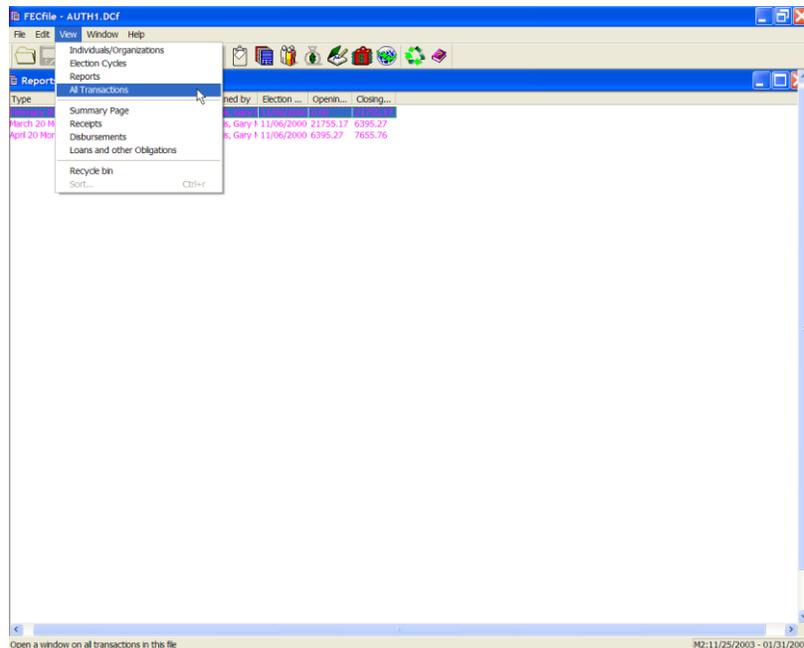
- ✓ The Individual contribution dialog box appears. Enter in the date, amount, and enter the Campaign Committee designated by the contributor as the recipient in the Description text area. For example, “Earmarked to Joe Smith for Congress”.

**NOTE: The description field may once accept 38 characters. Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.**

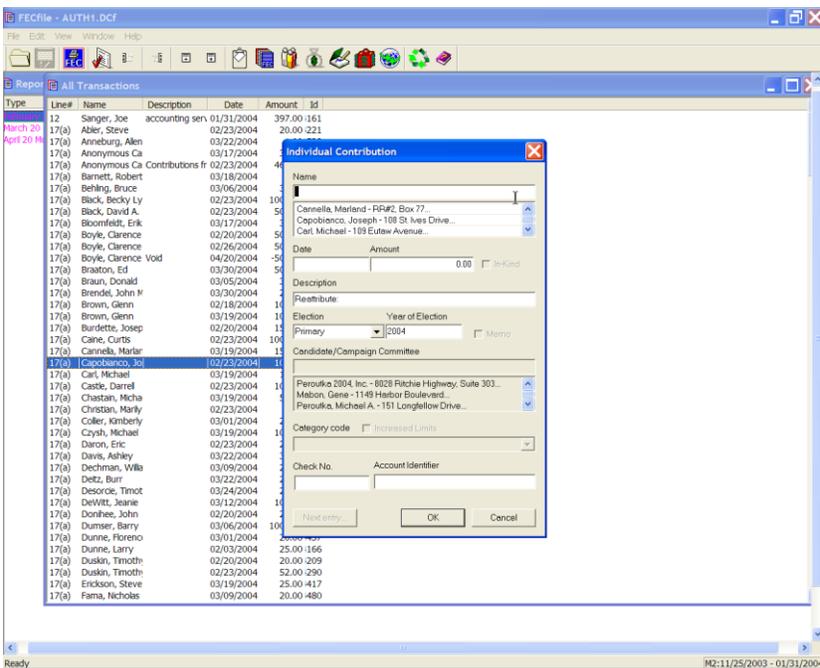
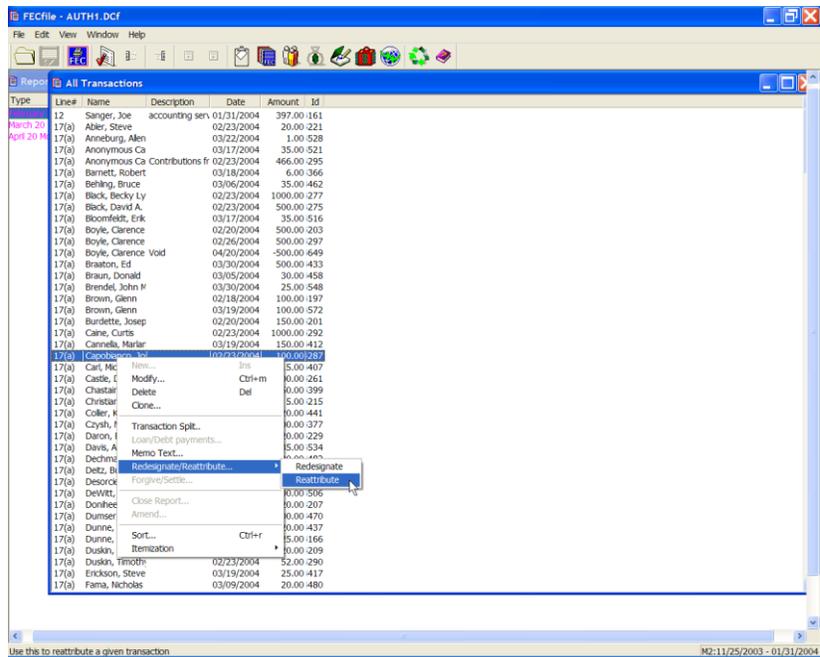
- ✓ Click on OK.
- ✓ Enter a contribution (individual, PAC, etc. ) as you would a standard contribution, but in the description field enter in “earmarked - (conduit name”.

- ✓ Right click contribution and select “transaction splits”.
- ✓ Click on “add new”.
- ✓ Enter information for conduit committee, name, date, amount, election etc., and in the description field enter “Conduit – earmarked contributions”.
- ✓ Click OK.

## Reattribution Involving Two Reporting Periods



- ✓ From the FECFile main menu, select View, and then All Transactions, from the drop down menu.
- ✓ Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



- ✓ The Individual Contribution dialog box will appear. Enter the name, and press the Tab key.

**Individual/Organization Information**

Type  National  Multi-Candidate  
 Individual other than a Candidate

Lookup...

If Committee/Organization Name

If Individual Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information

Office State District Other ID

OK Cancel

- ✓ The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.

The screenshot shows the 'FECFile - AUTH1.DCF' application window. The main area displays a list of transactions with columns for Type, Line#, Name, Description, Date, Amount, and Id. The list includes entries for various contributors like Sanger, Joe; Abler, Steve; and many others. An 'Individual Contribution' dialog box is open over the list, with the following fields filled:

- Name: Casp1
- Address: Zion - 1361 Lincolnshire Drive...
- Date: 4/2/04
- Amount: 100.00
- Description: Contribution
- Election: Primary
- Year of Election: 2004
- Category code: Increased Limits

The dialog box also has 'Next entry', 'OK', and 'Cancel' buttons at the bottom.

- ✓ The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.

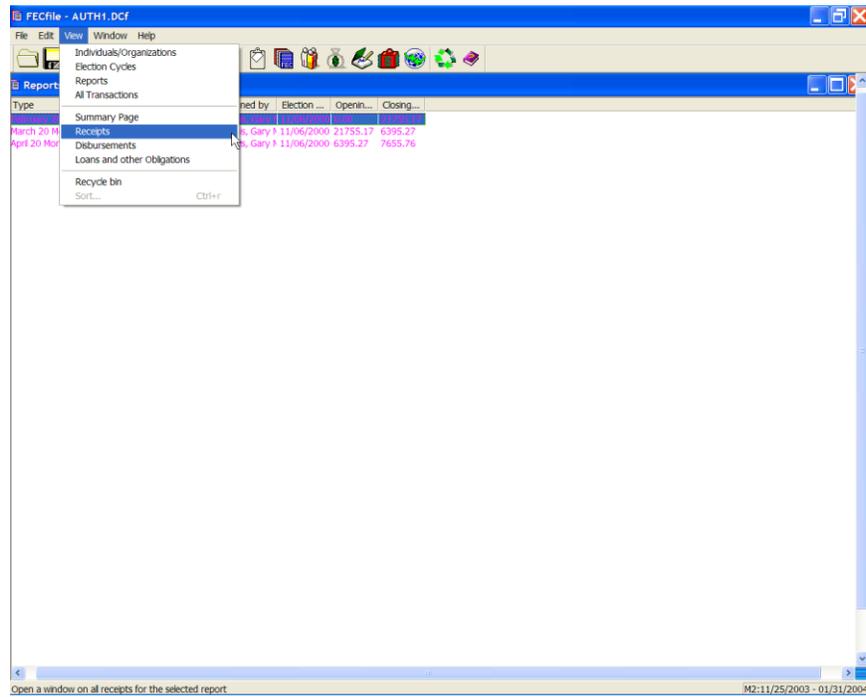
**NOTE: FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be a memo entry from the new contributor.**

## Redesignation

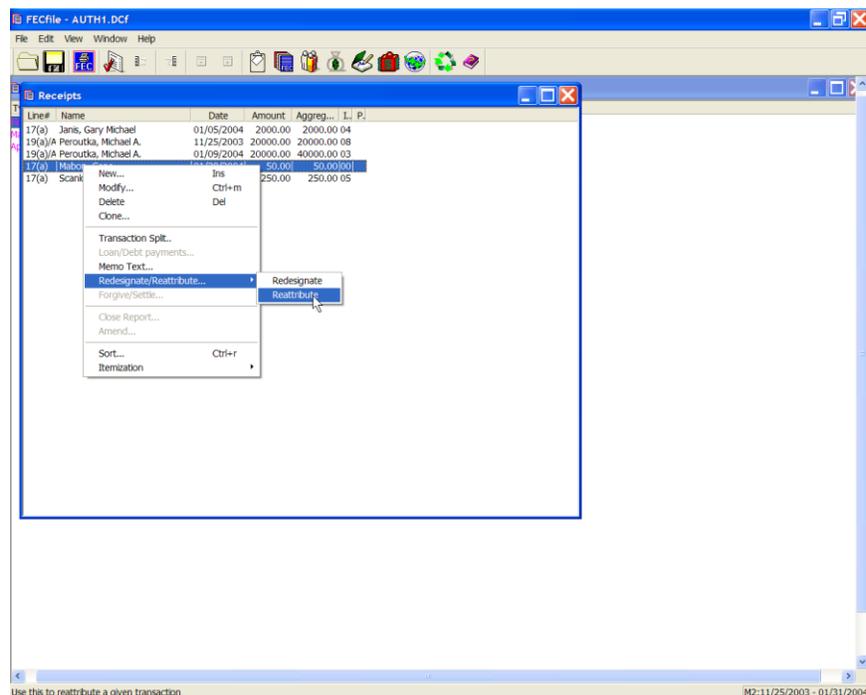
- ✓ Select contribution to be redesignated from “All Transactions” view.
- ✓ Right click contribution and select redesignate.
- ✓ Enter redesignation information including the name of the contributor, date of redesignation, amount redesignated, and election amount is being designated to.
- ✓ Click on OK.

This process is the same for redesignations in one report and between two reports. For a redesignation between two reports, three memo entries are created with this process, one showing the original contribution information, one showing a negative entry for the amount being redesignated, and one showing a positive entry with the amount being designated for a different election. For a redesignation in one report, only the second two memo entries will appear since the original contribution is on that report.

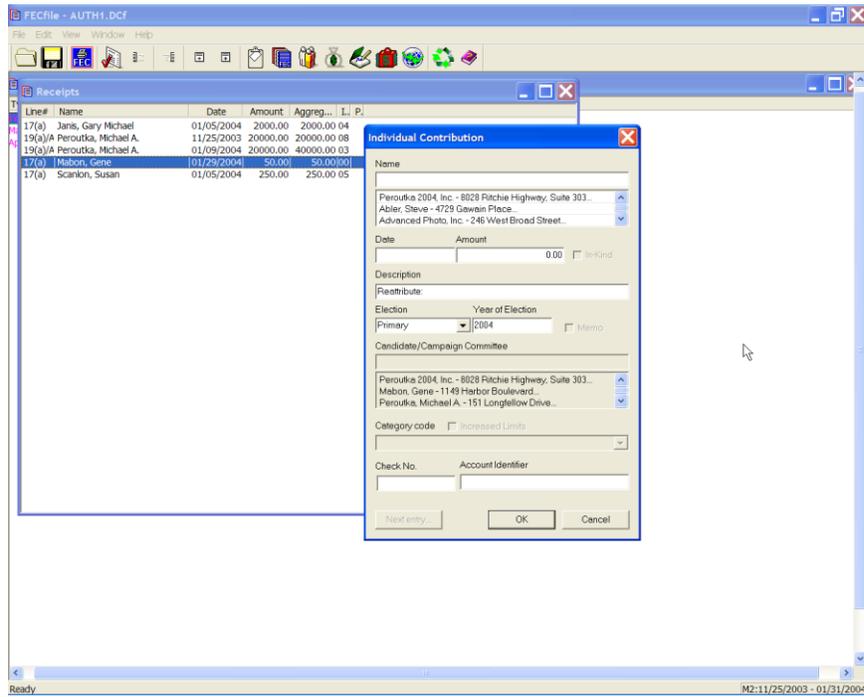
## Reattribution Involving One Reporting Period



- ✓ From the FECfile main menu, select View, and then select Receipts from the drop down menu.



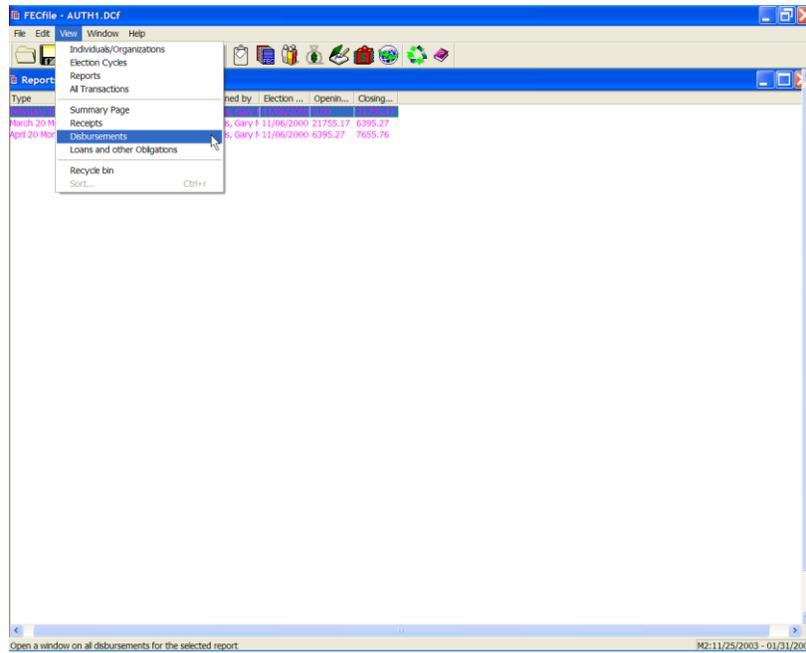
- ✓ The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.



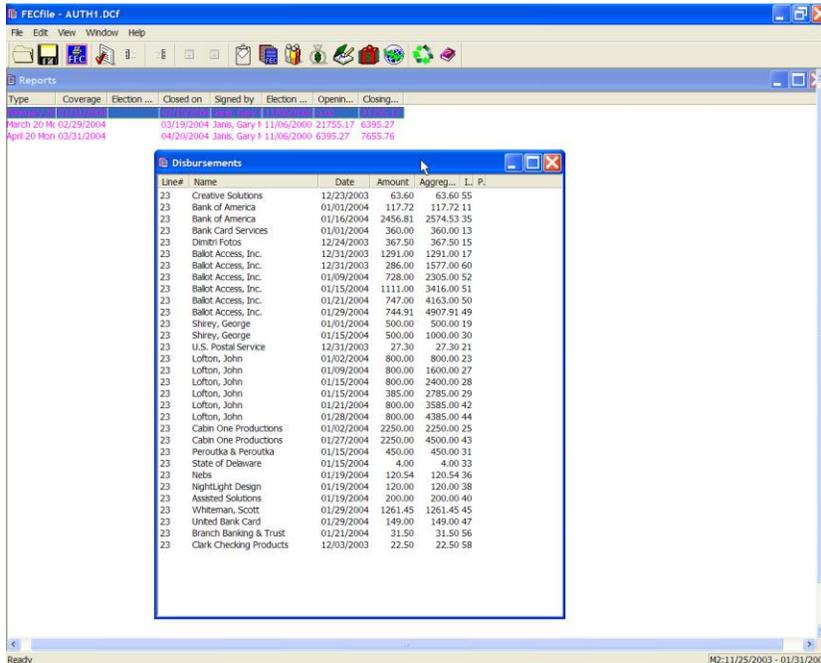
- ✓ The Individual contribution dialog box appears. Enter the name of the new contributor, and press the Tab key.
- ✓ The Individual/Organization Information dialog box appears. Enter in the address, city, state, zip, employer and occupation for the new contributor and select OK.

- ✓ The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction. FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be an entry from the new contributor.
  
- ✓ Click on the X to close the Receipts window.

# Redesignations Involving One Reporting Period



- ✓ From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.



- ✓ The Disbursements dialog box appears. Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option,
- ✓ Dragging across to select redesignate.
- ✓ A dialog box appears. Enter in the name, and select OK. The main Summary page will reflect the change.

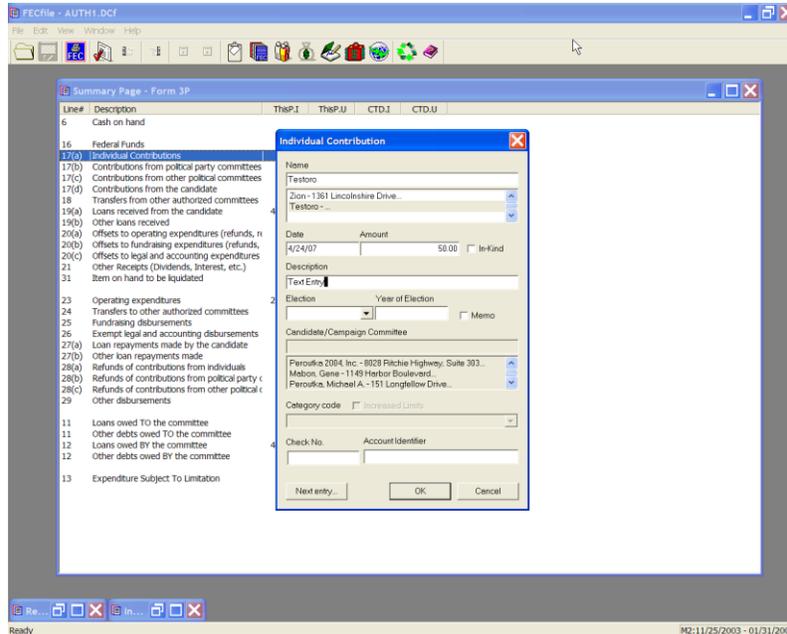
## Partnership Contributions

Line#	Description	TheP.I	TheP.U	CTD.I	CTD.U
6	Cash on hand				
16	Federal Funds				
17(a)	Individual Contributions	2300.00		2300.00	
17(b)	Contributions from political party committees				
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate	40000.00		40000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, n				
20(b)	Offsets to fundraising expenditures (refunds,				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)				
31	Item on hand to be liquidated				
23	Operating expenditures	20544.83		20544.83	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee	40000.00			
12	Other debts owed BY the committee	397.00			
13	Expenditure Subject To Limitation			20544.83	

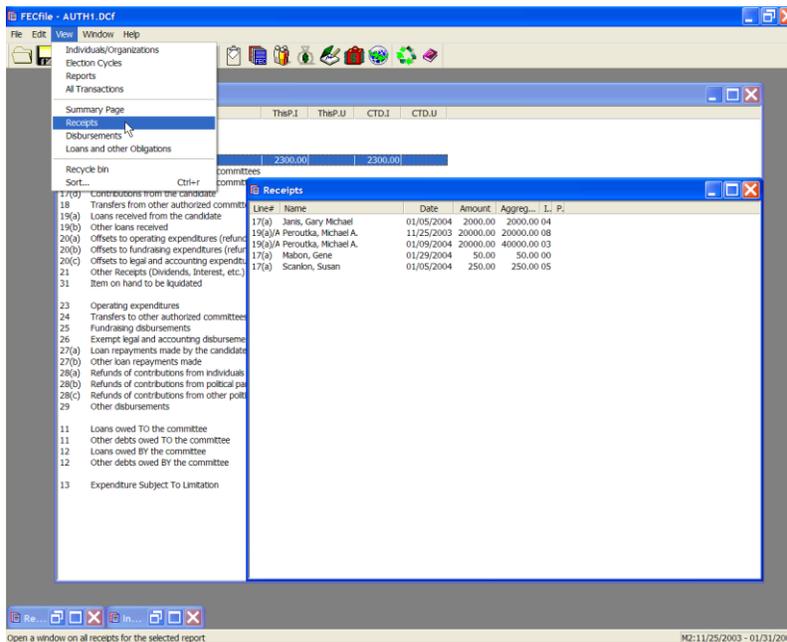
- ✓ From the FECFile Summary page, double click on line 11(a)/17(a)
- ✓ The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.

- ✓ The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.

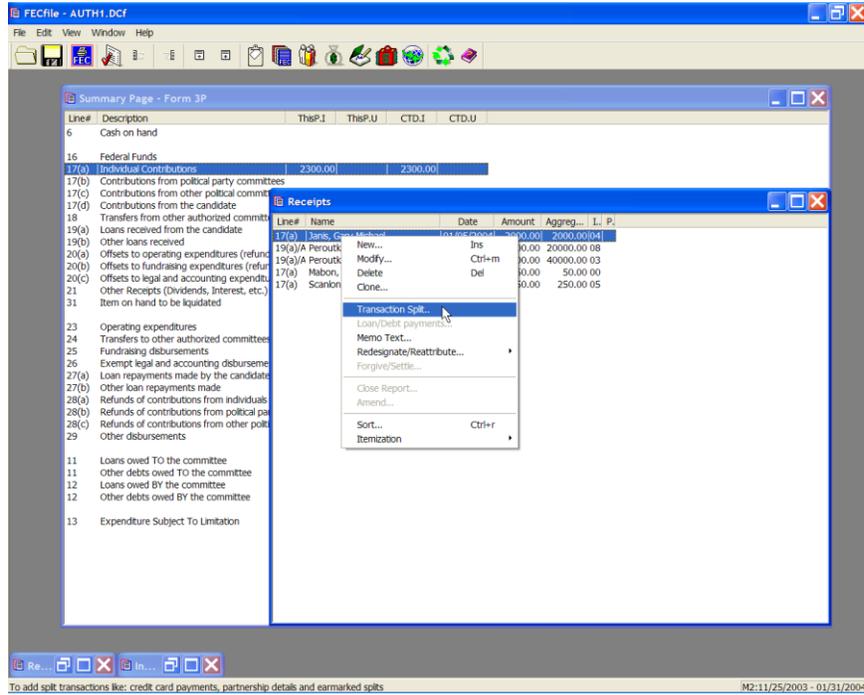
- ✓ The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.



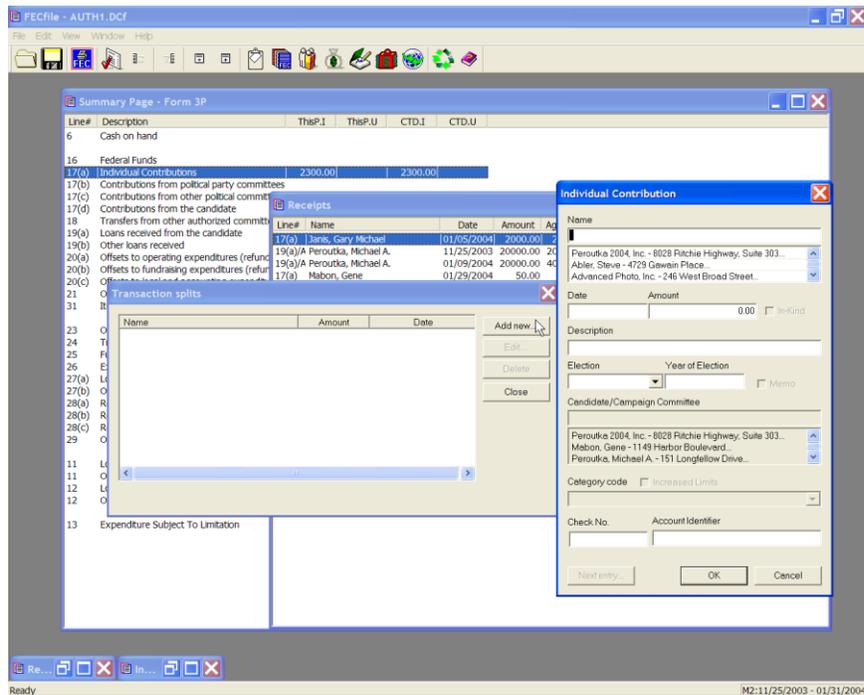
- ✓ Select View from the menu bar, and select Receipts. The Receipts window appears.



- ✓ Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears.



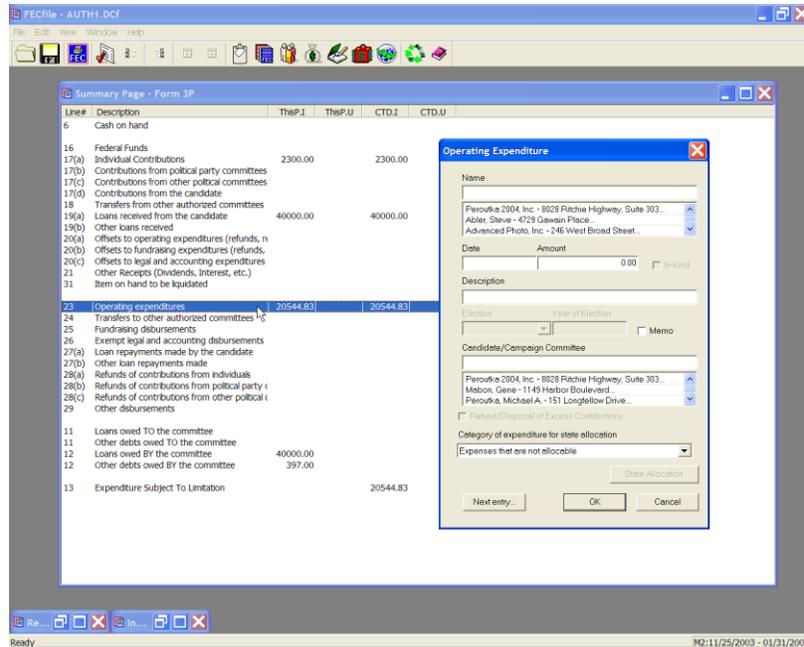
- ✓ Click on Add new, and enter the individual information.



- ✓ Repeat entering additional information as required. Each entry is added to the Transaction Split Screen. When done adding, Click on close.

## Debt Retirement

- ✓ From the FECFile Summary page, double click on line 17/23.

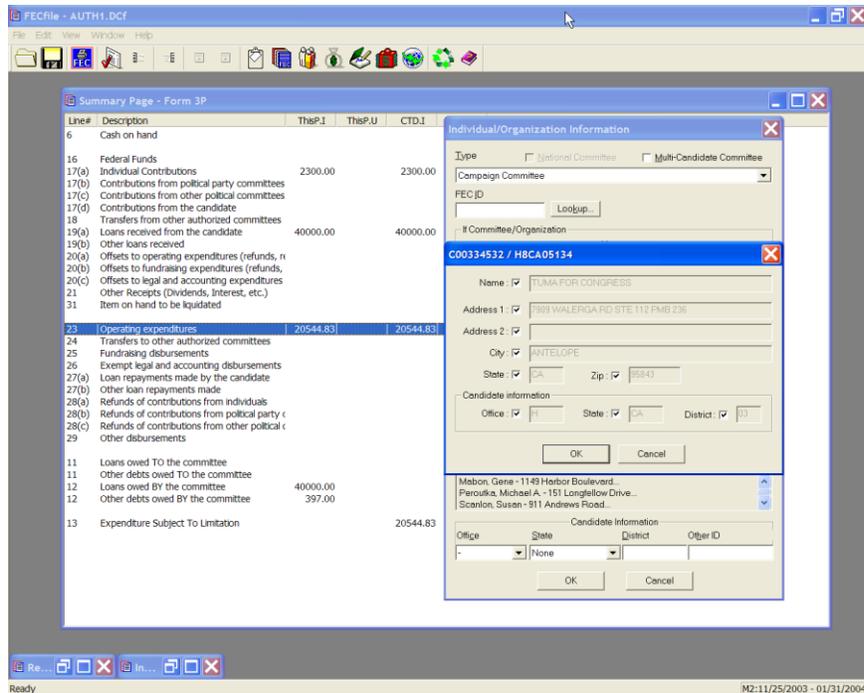
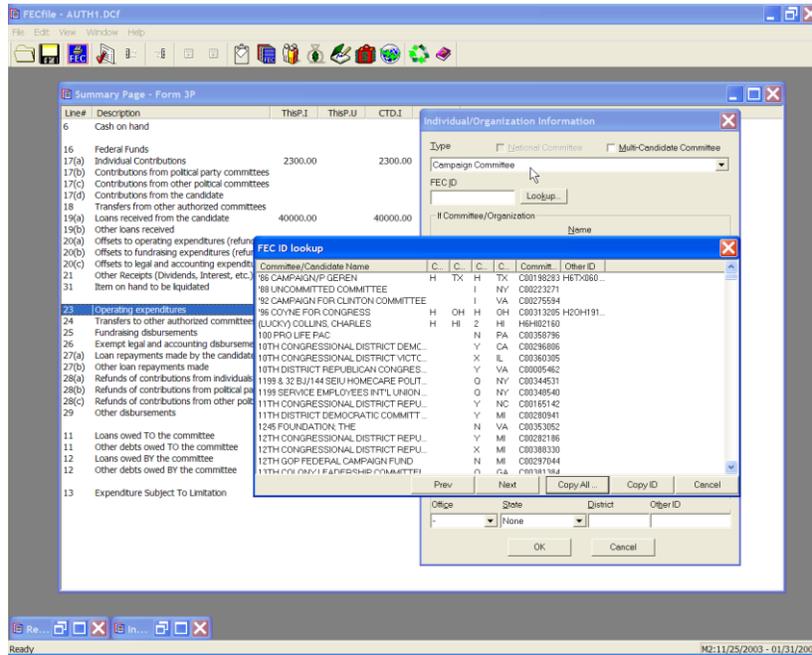


- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee, and press the Tab key.

The 'Individual/Organization Information' dialog box is shown. The 'Type' dropdown is set to 'Individual other than a Candidate'. There are checkboxes for 'National' and 'Multi-Candidate'. Below the 'Type' dropdown is a 'Lookup...' button. The 'If Committee/Organization' section has a 'Name' field. The 'If Individual' section has fields for 'Last Name', 'Middle Name', 'First name', 'Prefix', and 'Suffix'. The 'Address' section has fields for 'City', 'State', and 'Zip'. The 'Employer' and 'Occupation' sections have text input fields. The 'Candidate Information' section has dropdowns for 'Office', 'State', 'District', and 'Other ID'. There are 'OK' and 'Cancel' buttons at the bottom.

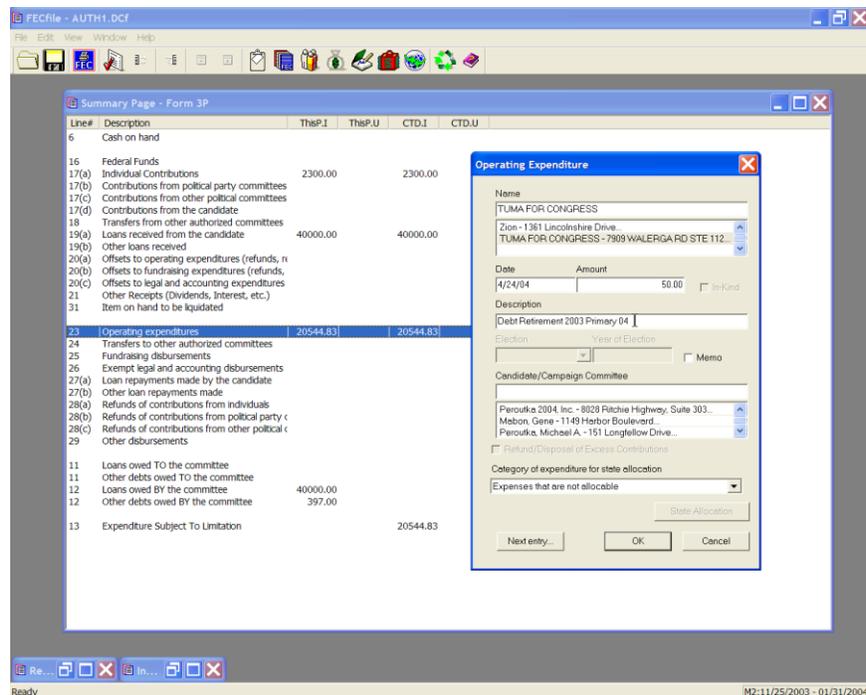
- ✓ The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.

✓



- ✓ The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.

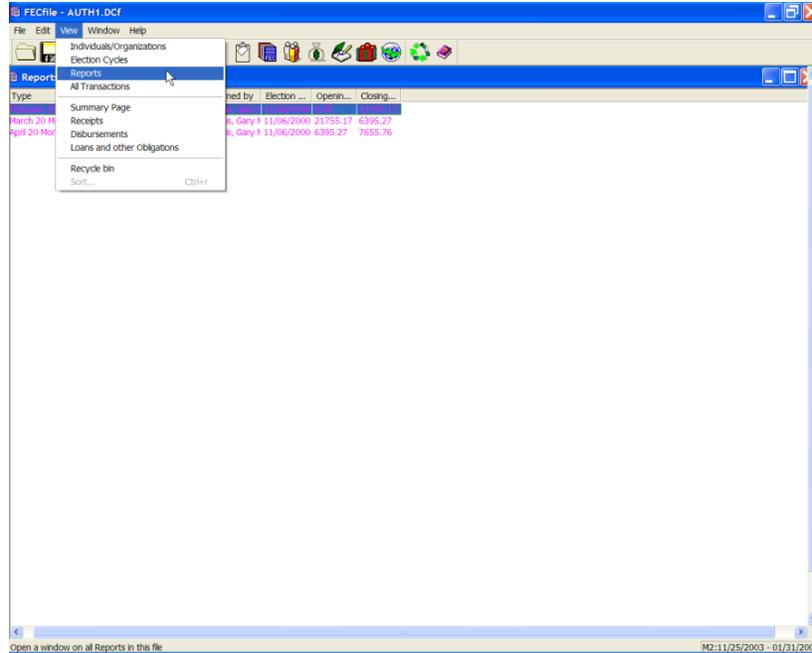
- ✓ The Individual/Organization Information dialog box appears, select OK.



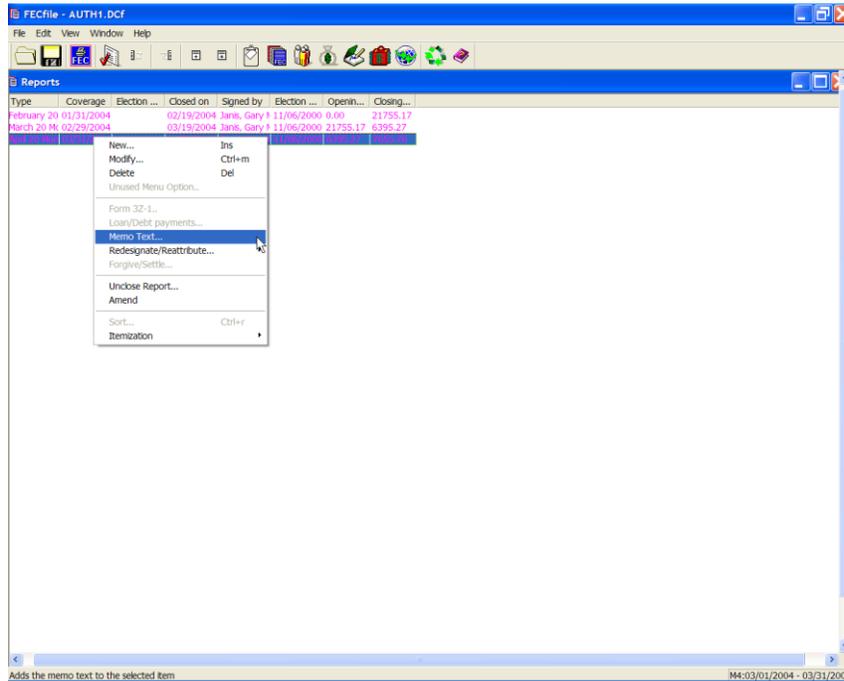
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in “Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)

- ✓ Click on OK.

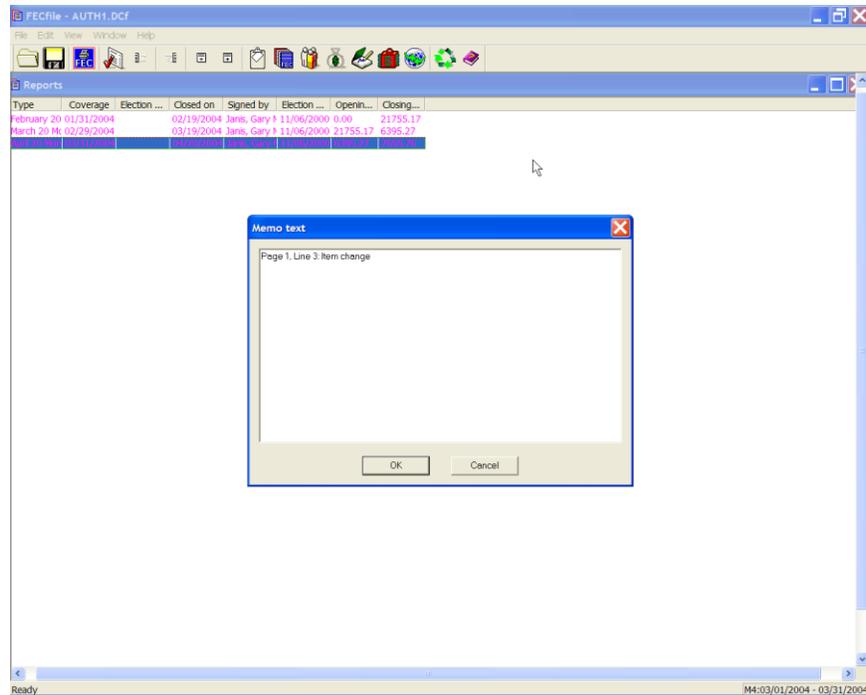
## Memo Text - (Information about a specific transaction within a report)



- ✓ Select View, Reports on the menu bar from the FECFile main menu.



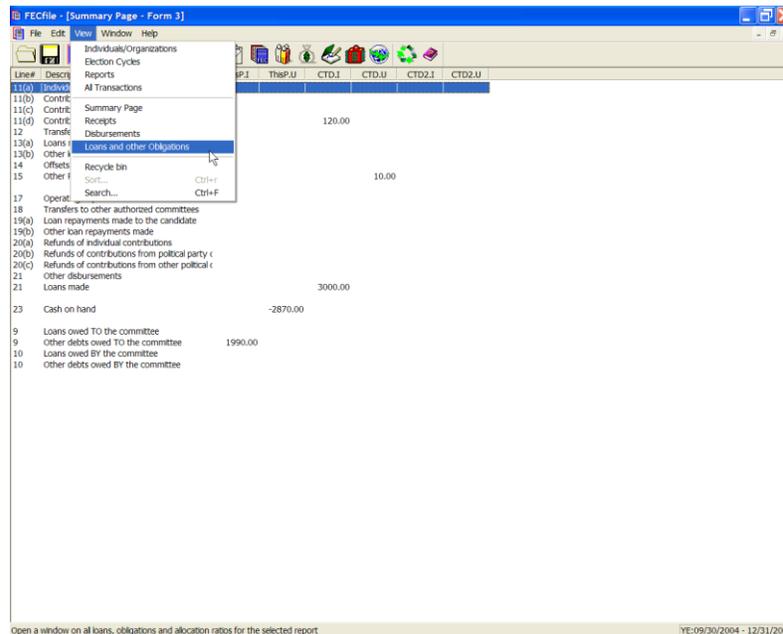
- ✓ Right click on the transaction to which the memo text will be attached.
- ✓ Select memo text and left click.



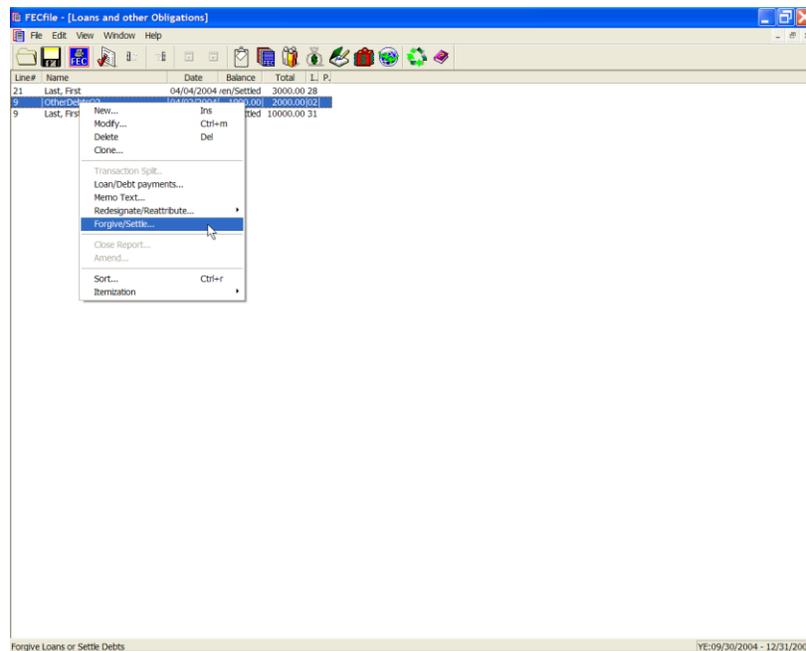
- ✓ Enter in the memo text and select OK.

## Memo Text - (Automatic Memo Generation)

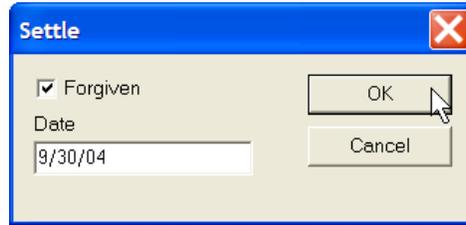
A memo text entry will be created when a loan is forgiven, or a forgiveness is rescinded. To see this, do the following:



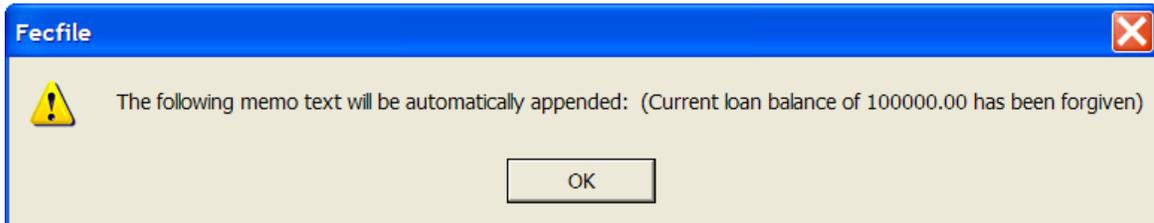
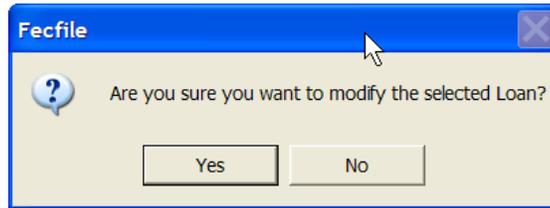
✓ Click on the View Menu, and select “Loans and Other Obligations”



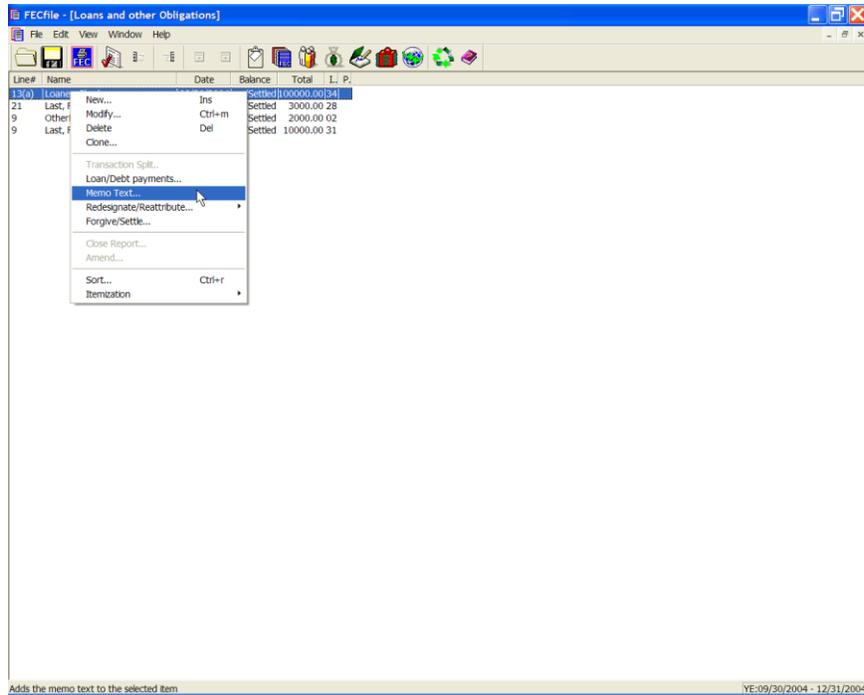
- ✓ Right click on the affected loan and select Forgive/Settle from the selection box.



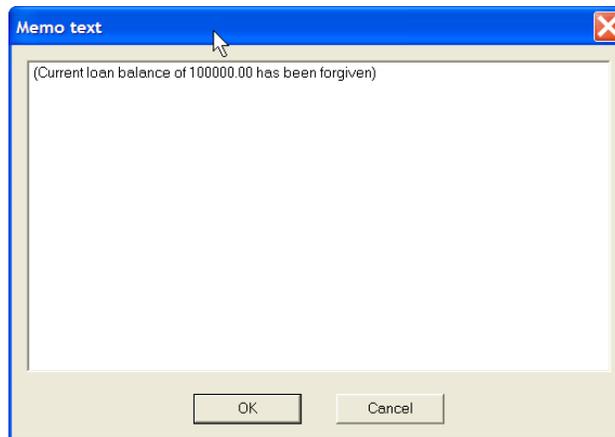
- ✓ Check the Forgiven box, enter the date for the loan forgiveness, and click the OK button.
- ✓ Respond to the “Are you sure...” box and click the Yes button.



- ✓ FECFile notifies you that an auto memo text will be created. This entry is appended to any memo text information that may already exist.



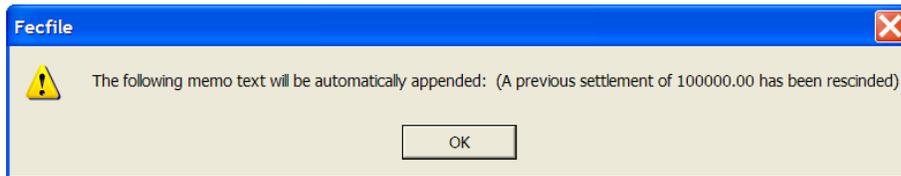
- ✓ To see the resulting memo, right click on the affected loan transaction, and select Memo Text... from the selection menu.



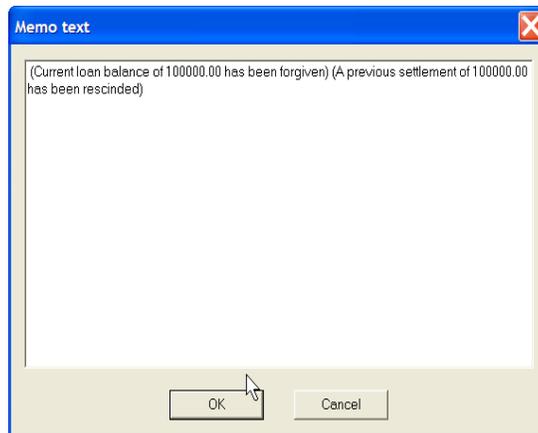
- ✓ The memo text content is shown.
- ✓ A similar memo is generated if a previous loan forgiveness is rescinded.
- ✓ Right click on the forgiven loan...and click on the Forgiven check box...the check that was there and the date that was entered, is cleared...



- ✓ Click on OK...



- ✓ FECFile notifies you of the memo information that will be appended. In looking at the memo text...we see that the memo of the rescinded forgiveness is appended to the memo text content.



## Reporting Federal Funds (Line 16 - F3P Only)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6	Cash on hand				
16	Federal Funds	[000000.00]		[000000.00]	
17(a)	Individual Contributions	2300.00		2300.00	
17(b)	Contributions from political party committees				
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate	40000.00		40000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, n				
20(b)	Offsets to fundraising expenditures (refunds,				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)				
31	Item on hand to be liquidated				
23	Operating expenditures	20544.83		20544.83	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee	40000.00			
12	Other debts owed BY the committee	397.00			
13	Expenditure Subject To Limitation			20544.83	

- ✓ In the Presidential filing Summary Page, double click on line 16 Federal Funds.

**Federal Funds**

Name  
 Peroutka 2004, Inc. - 8028 Ritchie Highway, Suite 303...  
 Abler, Steve - 4729 Gawain Place...  
 Advanced Photo, Inc. - 246 West Broad Street...

Date      Amount  
 \_\_\_\_\_      \_\_\_\_\_ 0.00     In-Kind

Description  
 \_\_\_\_\_

Election      Year of Election  
 \_\_\_\_\_      \_\_\_\_\_     Memo

Candidate/Campaign Committee  
 Peroutka 2004, Inc. - 8028 Ritchie Highway, Suite 303...  
 Mabon, Gene - 1149 Harbor Boulevard...  
 Peroutka, Michael A. - 151 Longfellow Drive...

Category code     Increased Limits  
 \_\_\_\_\_

Check No.      Account Identifier  
 \_\_\_\_\_      \_\_\_\_\_

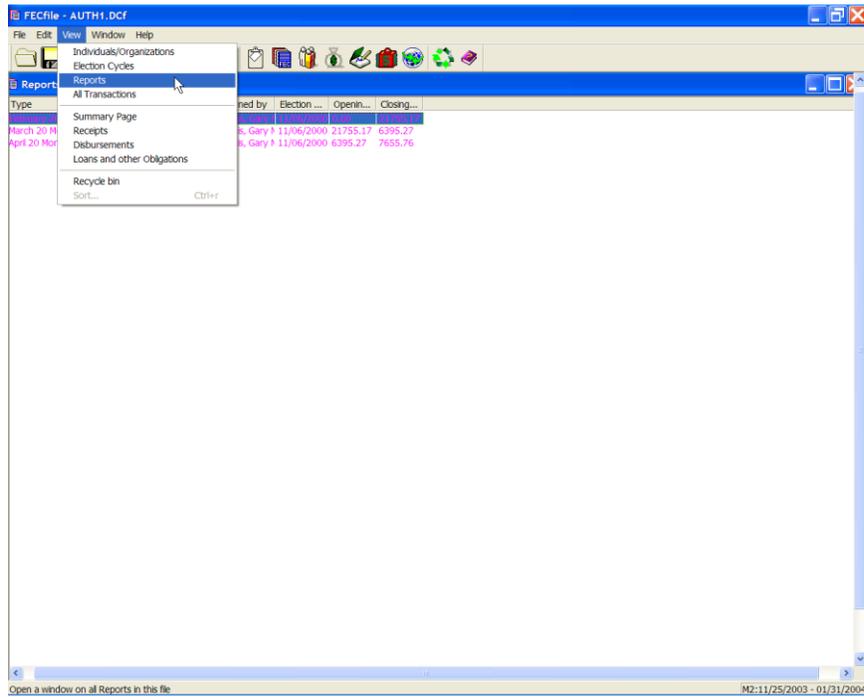
Next entry...    OK    Cancel

- ✓ The Federal Funds Entry screen appears. Enter /Select the appropriate name, and press TAB.

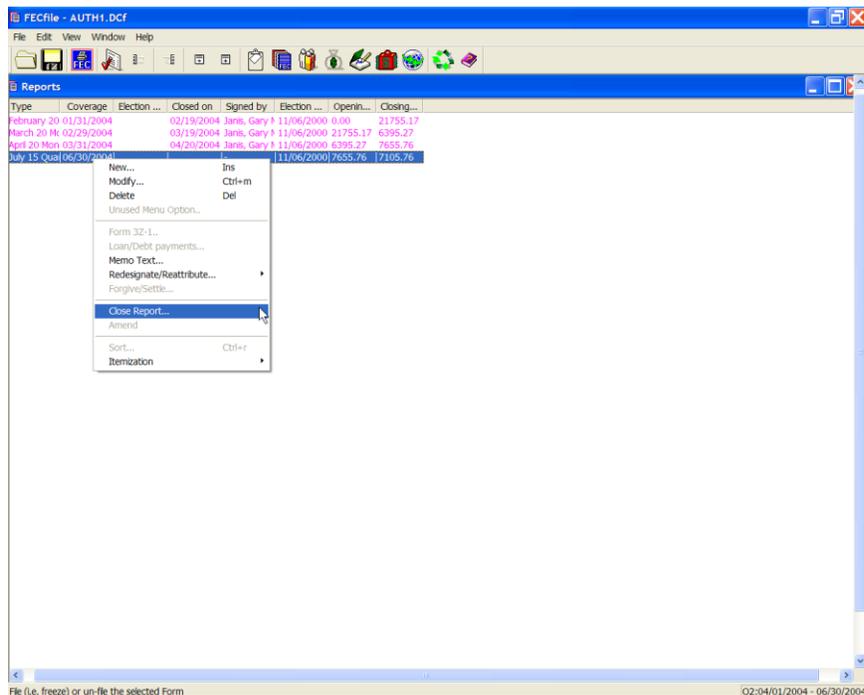
- ✓ Select the Business, Financial Inst..... item in the drop down box and enter name, address and other information.

- ✓ Enter the date, amount, description and select OK. Note the balance update in line 16 on the Summary Page.

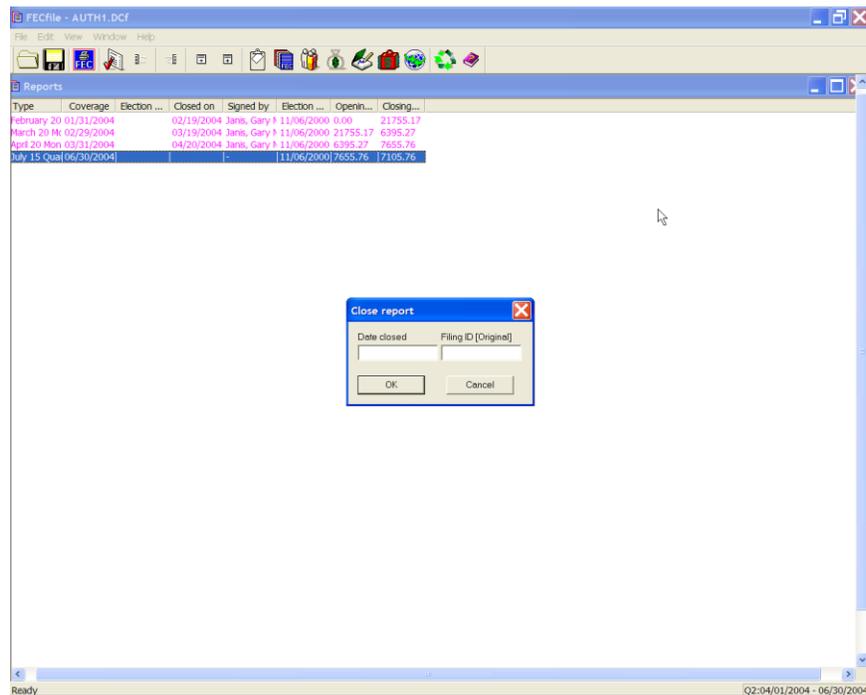
## Closing a Report



- ✓ Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.

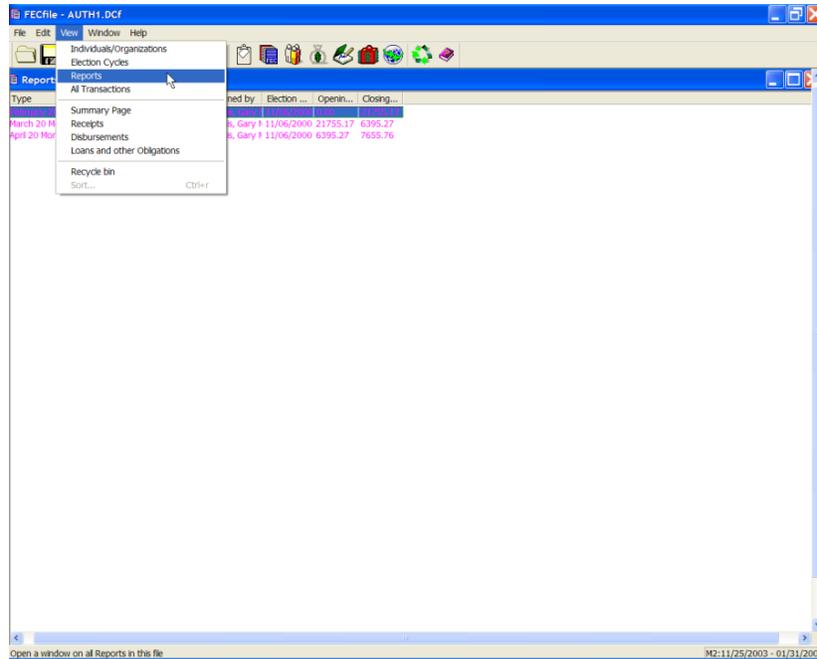


- ✓ Click on the close report option.

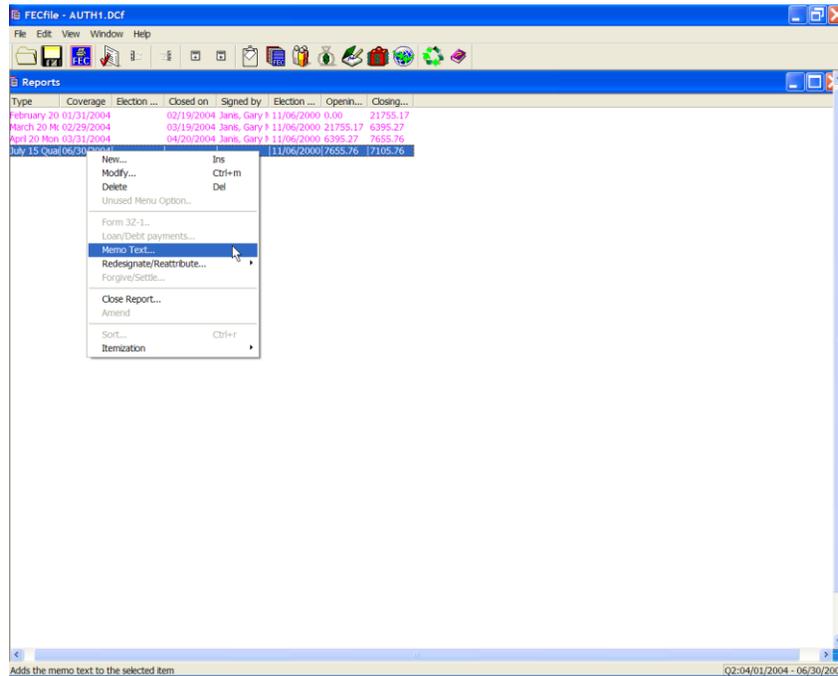


- ✓ The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.

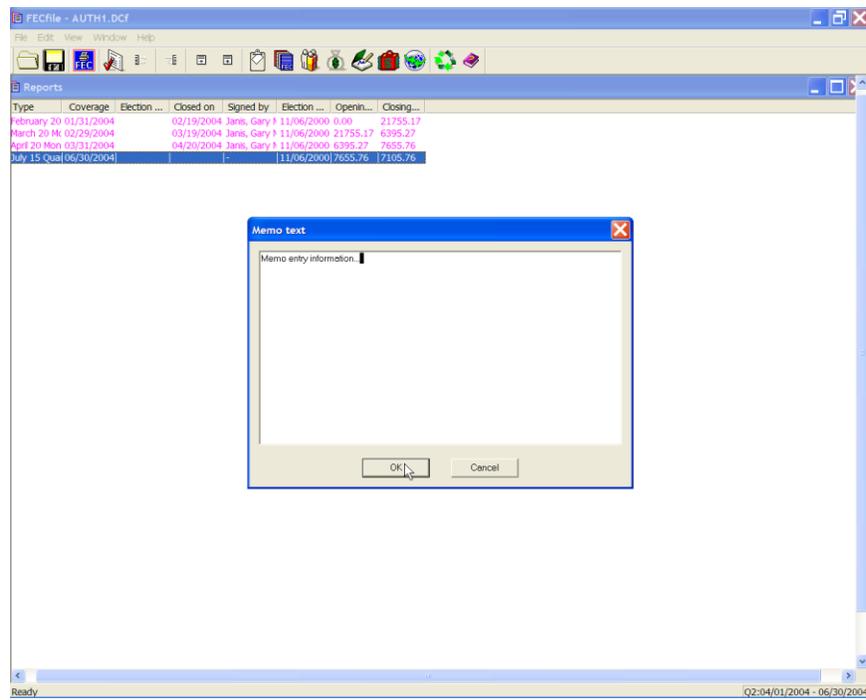
## Text Record - (A cover letter attached to a specific report at the end)



- ✓ Click on View and Reports from the FECFile drop down menu. Right click on the appropriate report.



- ✓ Highlight the Memo text option, and left click.



- ✓ Enter the memo in the Memo Text field and click on OK.