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FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

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Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Lost and Voided Checks

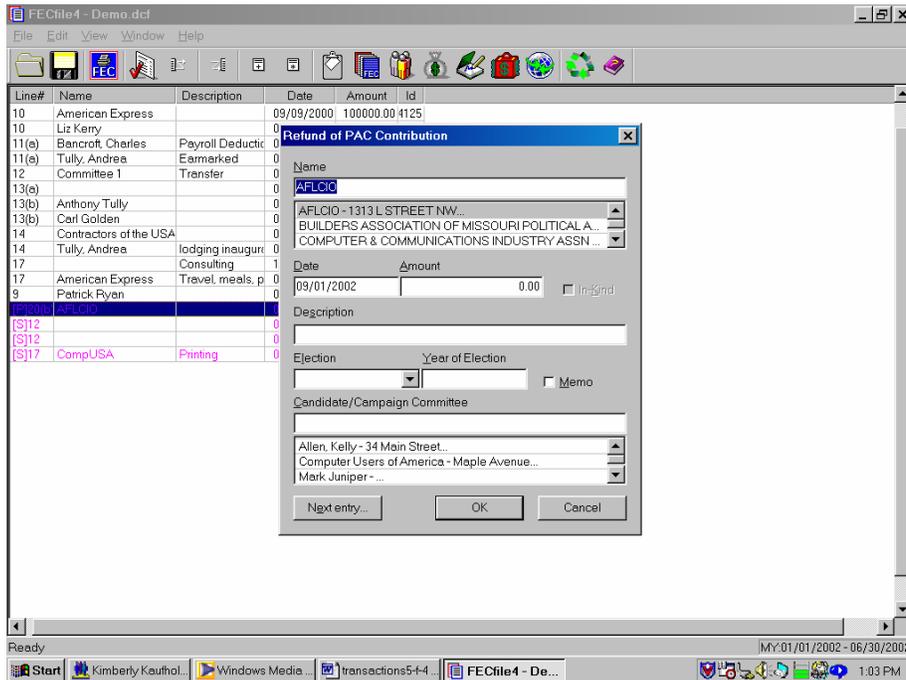
The screenshot shows the 'FECfile4 - [All Transactions]' window. The 'View' menu is open, and 'All Transactions' is selected. The main window displays a list of transactions with the following data:

Line#	Name	Description	Date	Amount	Id
10	America			100000.00	4125
10	Liz Kerry			0.00	4182
11(a)	Bencrof			0.00	4138
11(a)	Tully, Andrea			1000.00	4101
12	Committee 1			12000.00	4102
13(a)				100000.00	4108
13(b)	Anthony Tully			0.00	4155
13(b)	Carl Golden			0.00	4153
14	Contractors of the USA			2350.00	4158
14	Tully, Andrea			1339.00	4126
17		Consulting	12/15/2000	2000.00	4124
17	American Express	Travel, meals, p	02/02/2001	3000.00	4109
9	Patrick Ryan		08/01/2002	0.00	4179
[F]20(b)	AFLCIO		09/01/2002	0.00	4188
[S]12			01/01/2001	1000.00	4104
[S]12			01/01/2001	1000.00	4107
[S]17	CompUSA	Printing	01/31/2001	2500.00	4111

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

The screenshot shows the 'FECfile4 - Demo.dcf' window. A context menu is open over the transaction list, showing options such as 'New...', 'Modify...', 'Delete', 'Clone...', 'Transaction Split...', 'Memo Text...', 'Redesignate/Reattribute...', 'Eargive/Settle...', 'Close Report...', 'Amend...', 'Sort...', and 'Itemization'. The transaction list is visible in the background with the same data as the previous screenshot.

- 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.

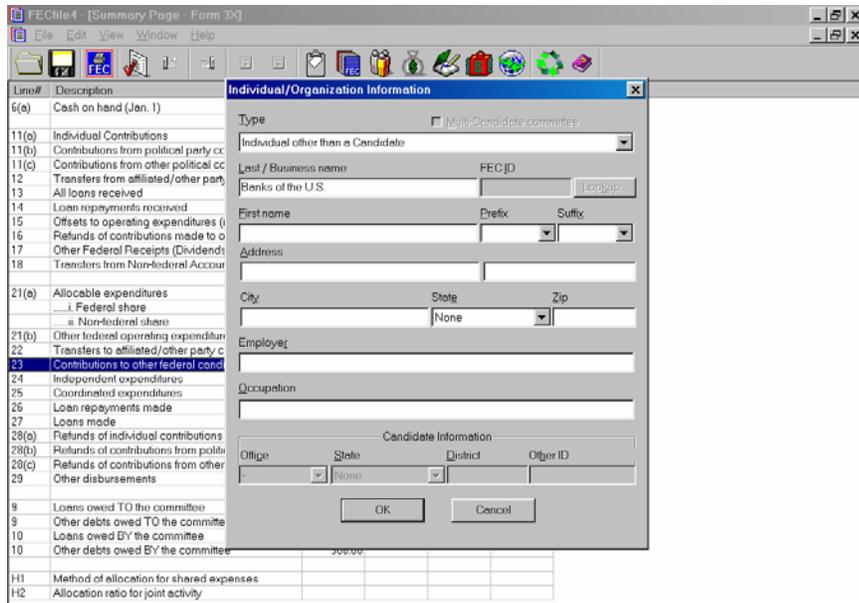
In-Kind Contributions

1. From the FECFile summary sheet, double click on line 21.

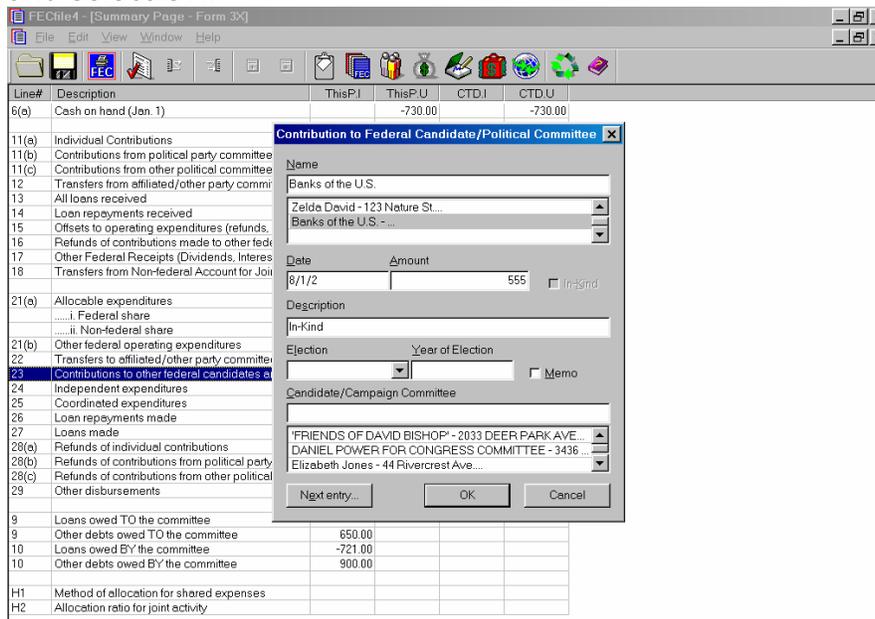
The screenshot shows the FECFile software interface. The main window displays a summary sheet with columns for Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U. Line 21(a) is highlighted, showing 'Allocable expenditures'. A dialog box titled 'Contribution to Federal Candidate/Political Committee' is open, allowing for the entry of an in-kind contribution. The dialog box includes fields for Name, Date, Amount (set to 0.00), Description, Election, Year of Election, and Candidate/Campaign Committee. The 'In-kind' checkbox is checked. The background summary sheet shows various financial entries, including cash on hand, individual contributions, and loans.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-730.00		-730.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
12	Transfers from affiliated/other party commi				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds.				
16	Refunds of contributions made to other fede				
17	Other Federal Receipts (Dividends, Interes				
18	Transfers from Non-federal Account for Joi				
21(a)	Allocable expenditures				
.....i. Federal share					
.....ii. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party commitee				
23	Contributions to other federal candidates a				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party				
28(c)	Refunds of contributions from other political				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee	650.00			
10	Loans owed BY the committee	-721.00			
10	Other debts owed BY the committee	900.00			
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

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

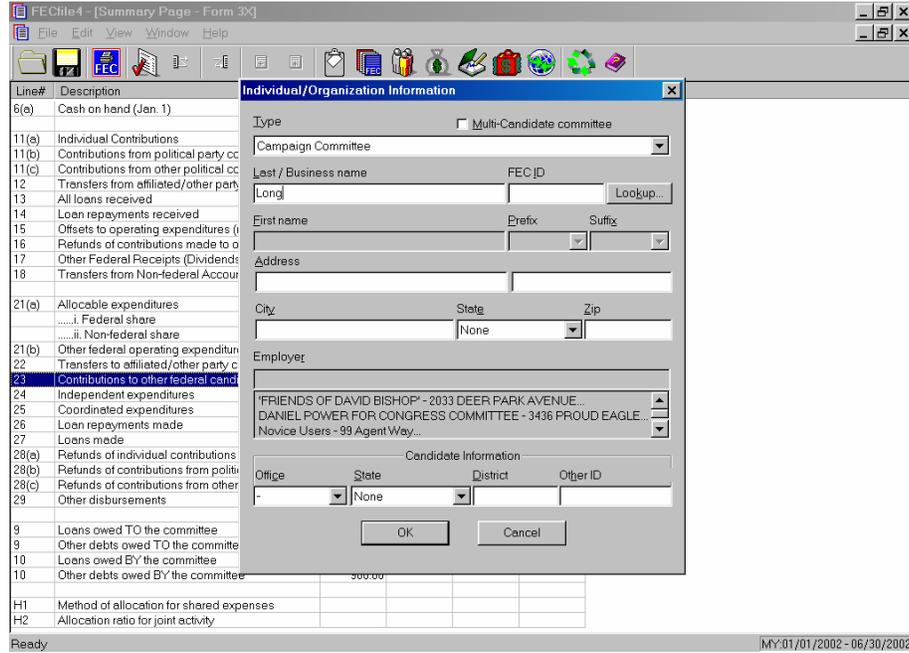


- The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Union, Nonfederal Entity, and select OK.

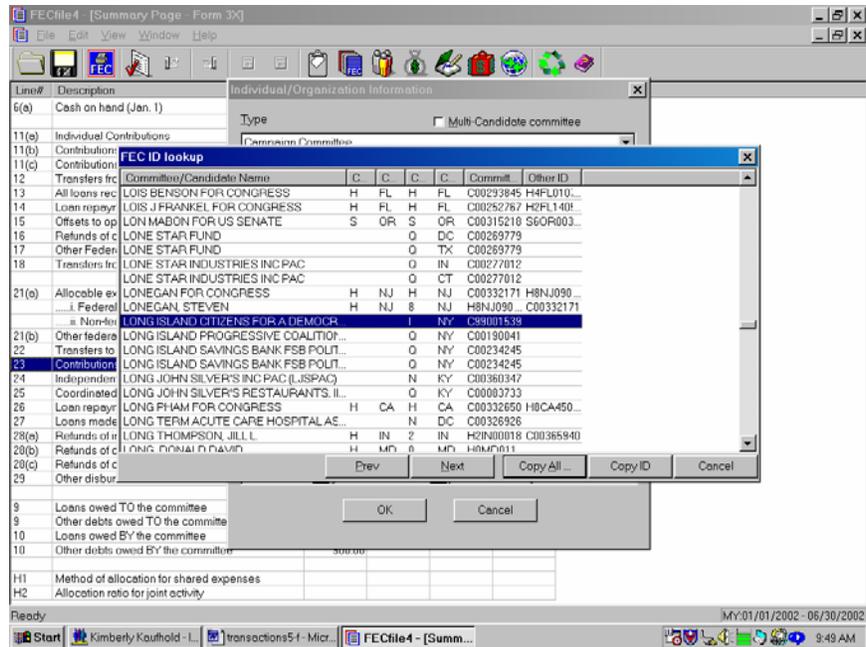


- The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and in the description field, enter "In-kind", and any additional information, such as office supplies. Enter in the election and the year of the election, along with the candidate

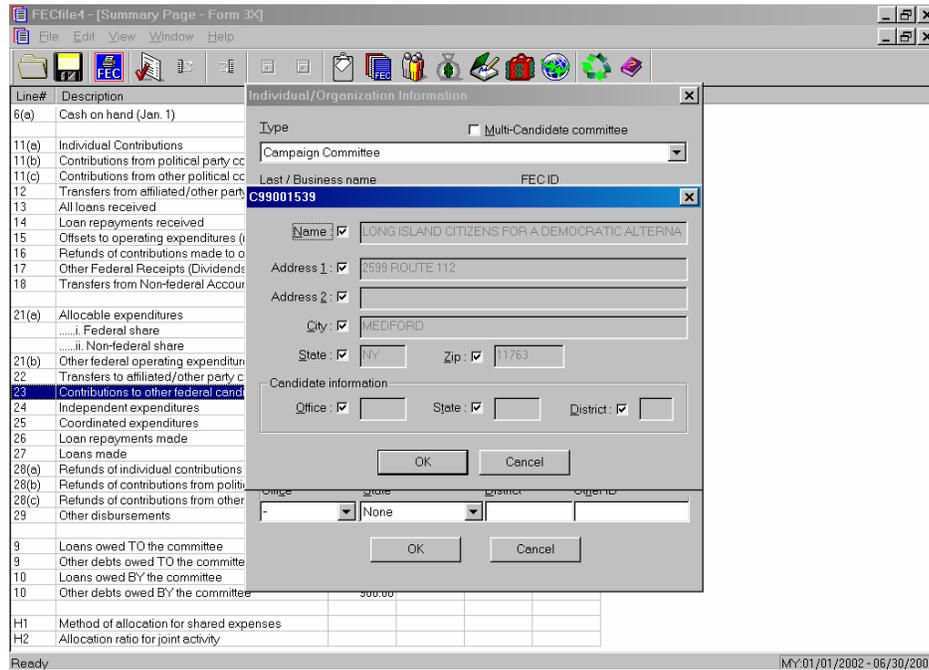
name, and press the Tab key.



5. 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 then select Copy All.



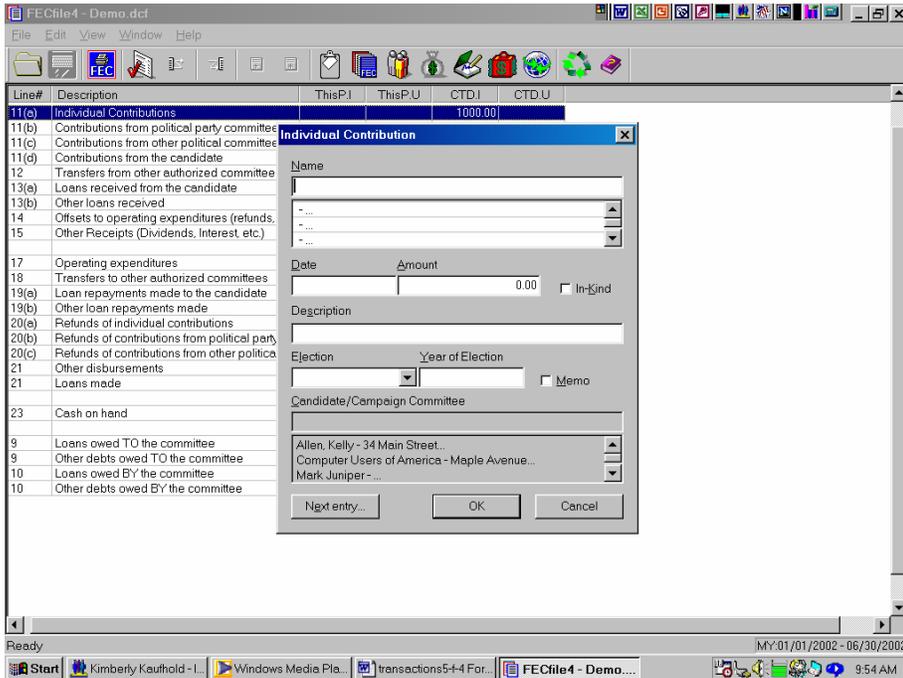
- The candidate ID information appears, select OK. Select OK, as the dialog box returns to the Individual/Organization Information dialog box, and once more on the final dialog box.

In-Kind Receipts

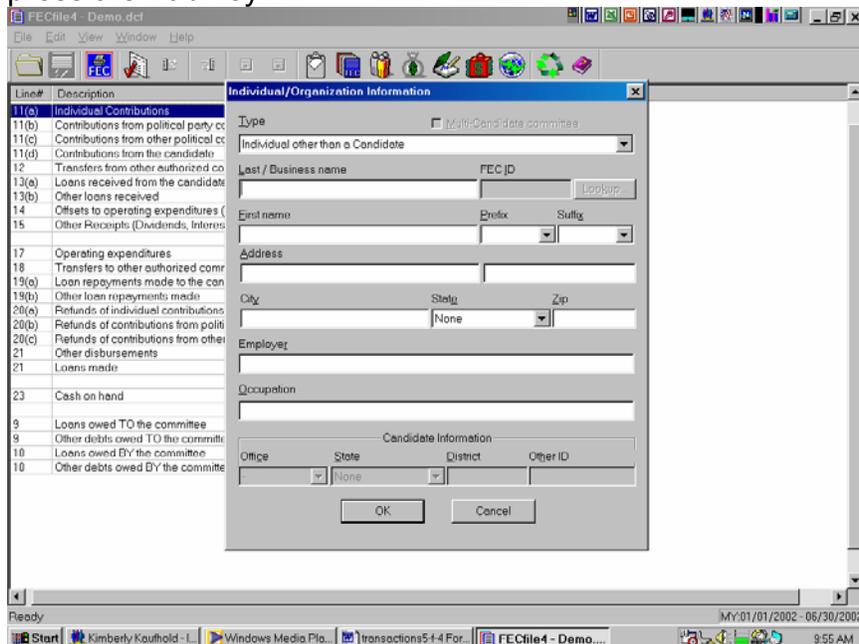
1. Double click on the appropriate line, 11a, 11b, 11c, 11d.
2. Enter in the contributor's name, and press the Tab key.
3. Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.
4. Enter in the date information, and the amount, and click on the In-kind check box.

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

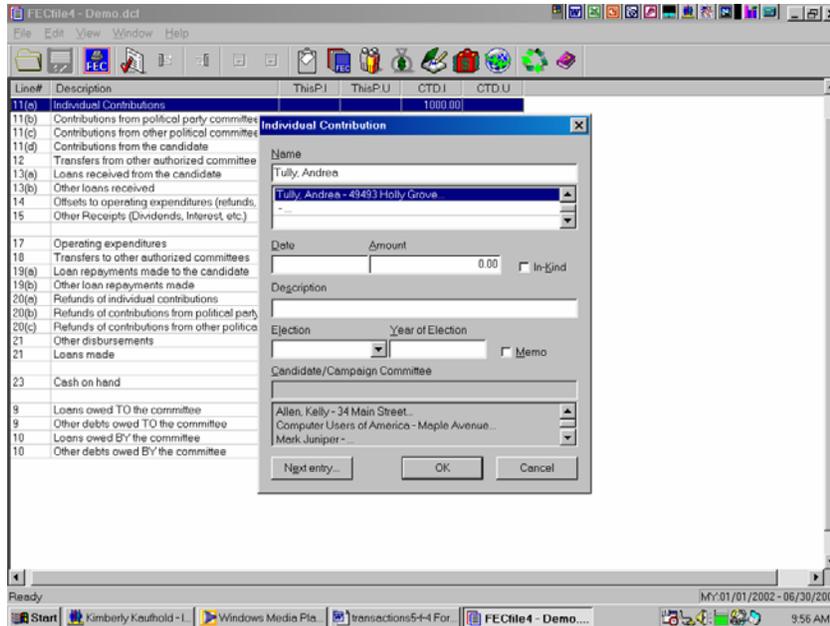
Earmarked Contributions Reported by a Recipient Committee



1. On the FECFile Summary Page, double click on line 11 (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".

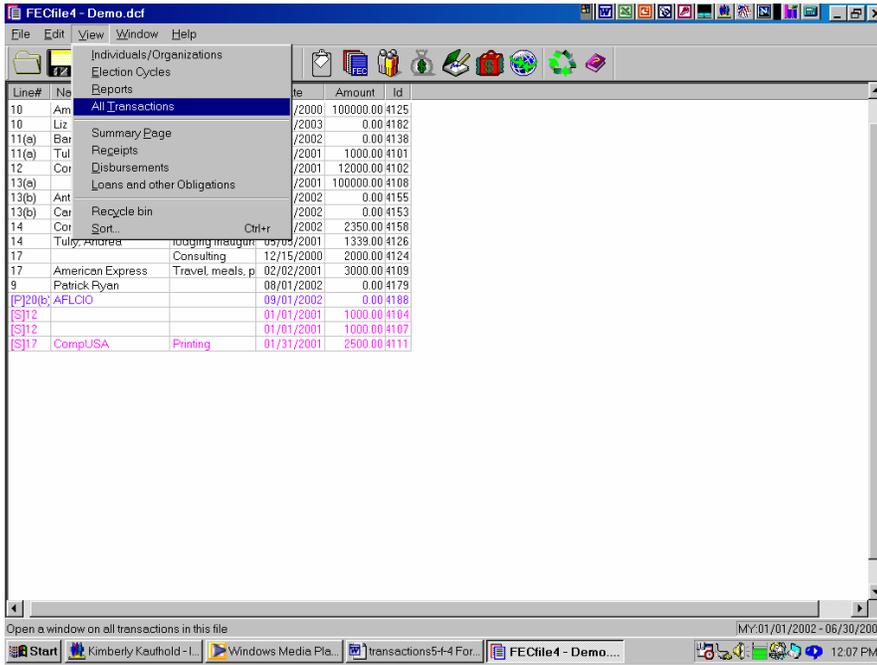
NOTE: The description field may once accept 38 characters.

Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

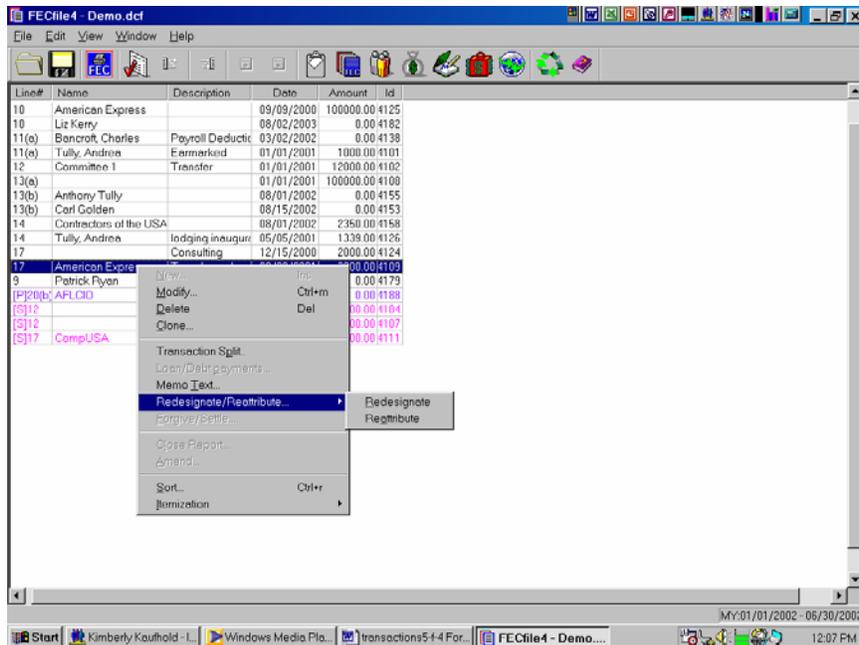
- Click on OK.
- Enter a contribution (individual, PAC, etc.) as you would a standard contribution, but in the description field enter in "earmarked - (conduit name)".
- Right click contribution and select "transaction splits".
- Click on "add new".

8. Enter information for conduit committee, name, date, amount, election etc., and in the description field enter “Conduit – earmarked contributions”.
9. Click OK.

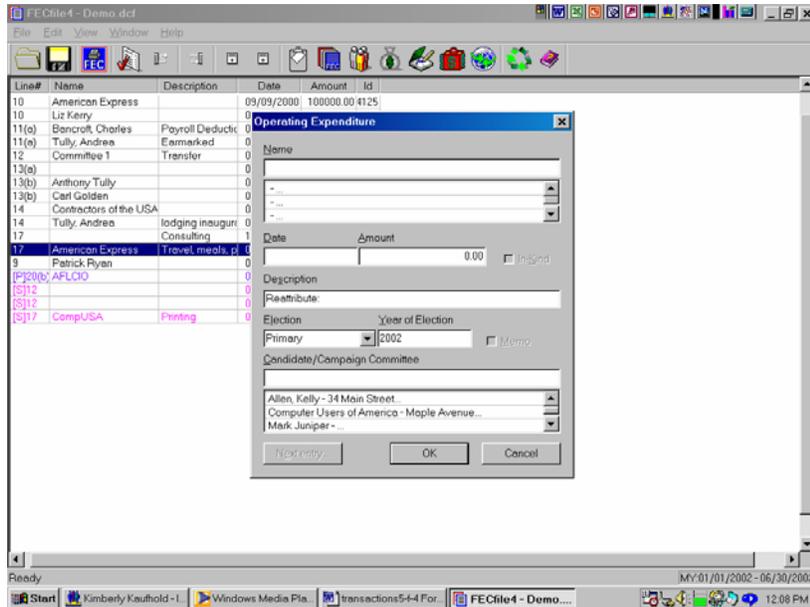
Reattribution involving two reporting periods



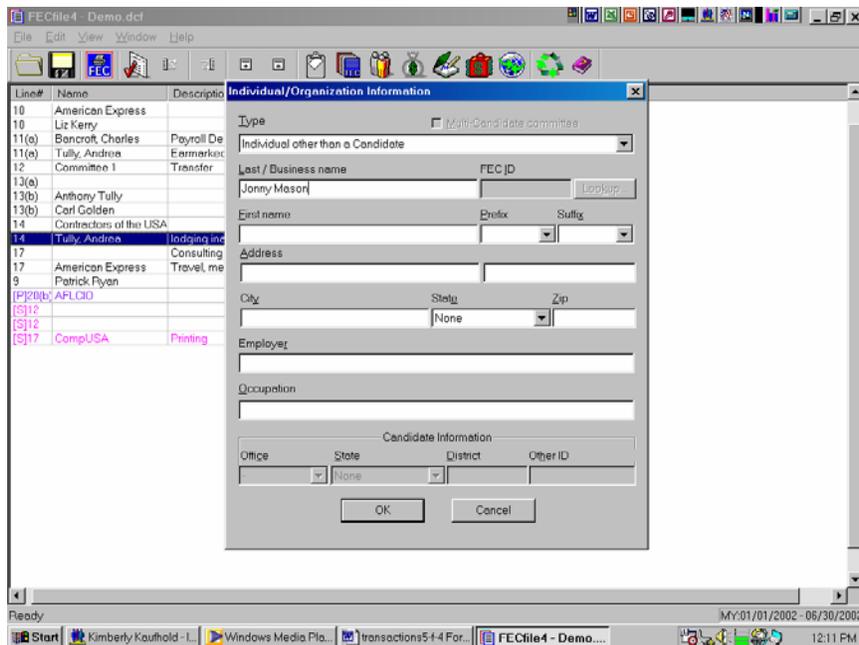
1. From the FECFile main menu, select View, and then All Transactions, from the drop down menu.



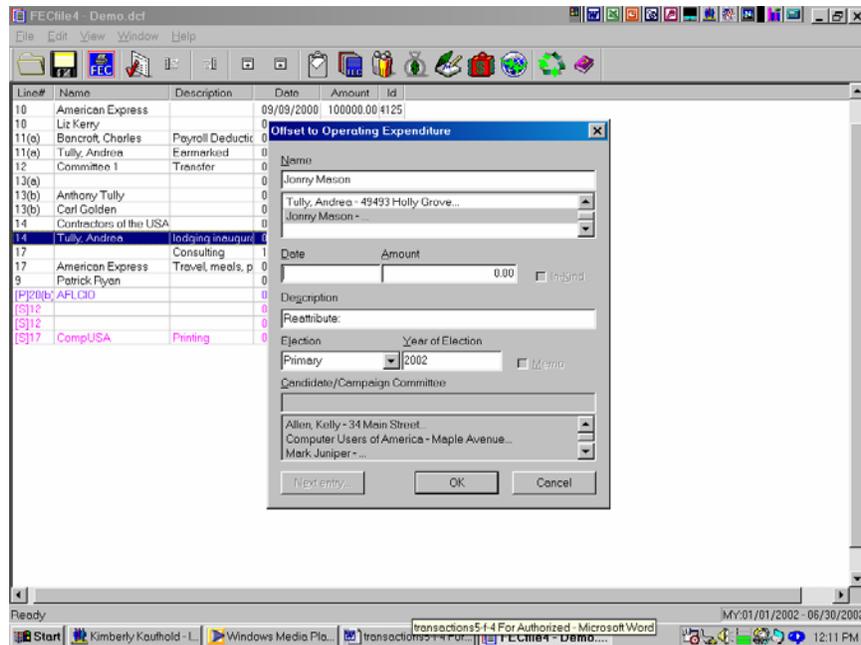
- Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



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



- 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.



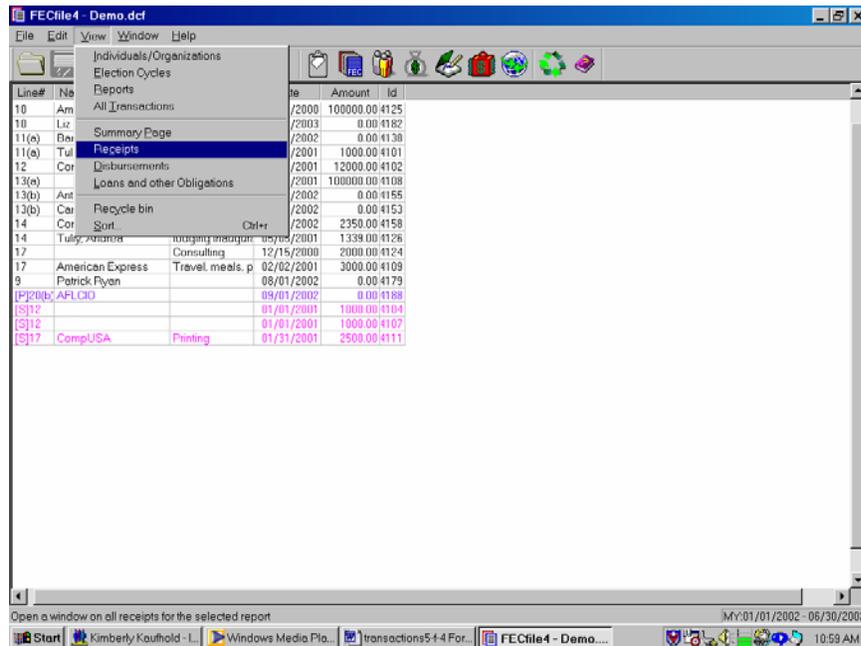
- The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.
NOTE: FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be a memo entry from the new contributor.

Redesignation

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

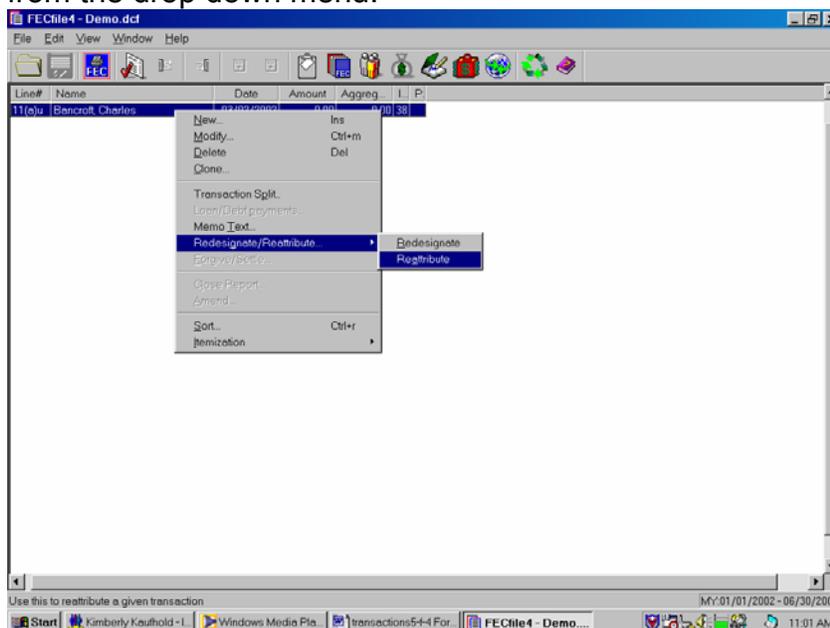
This process is the same for redesignations in one report and between two reports. For a redesignation between two reports, three memo entries are created with this process, one showing the original contribution information, one showing a negative entry for the amount being redesignated, and one showing 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

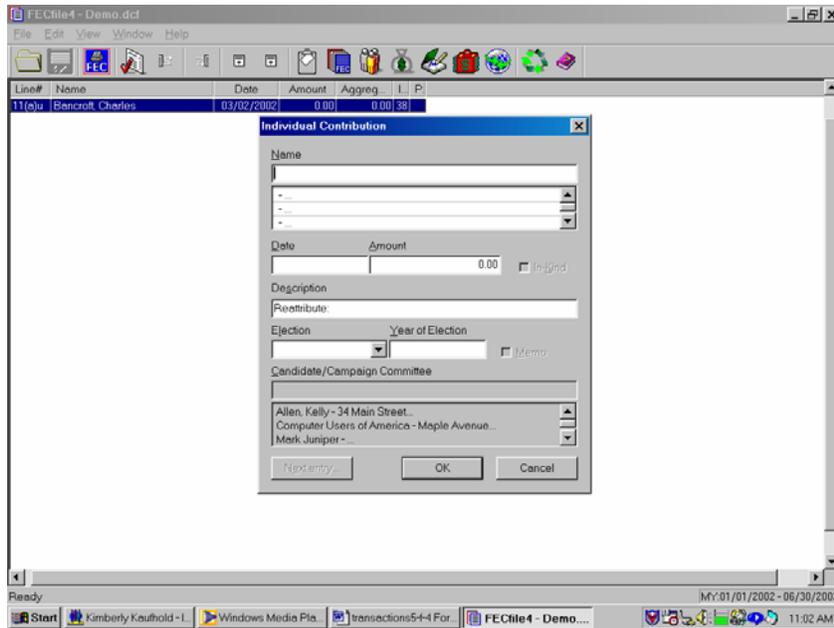


Line#	Name	Date	Amount	Id
10	Am	/2000	100000.00	4125
10	Liz	/2003	0.00	4182
11(a)	Bar	/2002	0.00	4130
11(a)	Tul	/2001	1000.00	4101
12	Cor	/2001	12000.00	4102
13(a)	Ant	/2001	100000.00	4108
13(b)	Ant	/2002	0.00	4155
13(b)	Car	/2002	0.00	4153
14	Cor	/2002	2350.00	4158
14	Tul	/2001	1339.00	4126
17	Consulting	12/15/2000	2000.00	4124
17	American Express	02/02/2001	3000.00	4109
9	Patrick Ryan	08/01/2002	0.00	4179
[P]2002	AFLCIO	09/01/2002	0.00	4188
[S]12		01/01/2001	1000.00	4104
[S]12		01/01/2001	1000.00	4107
[S]17	CompUSA	01/31/2001	2500.00	4111

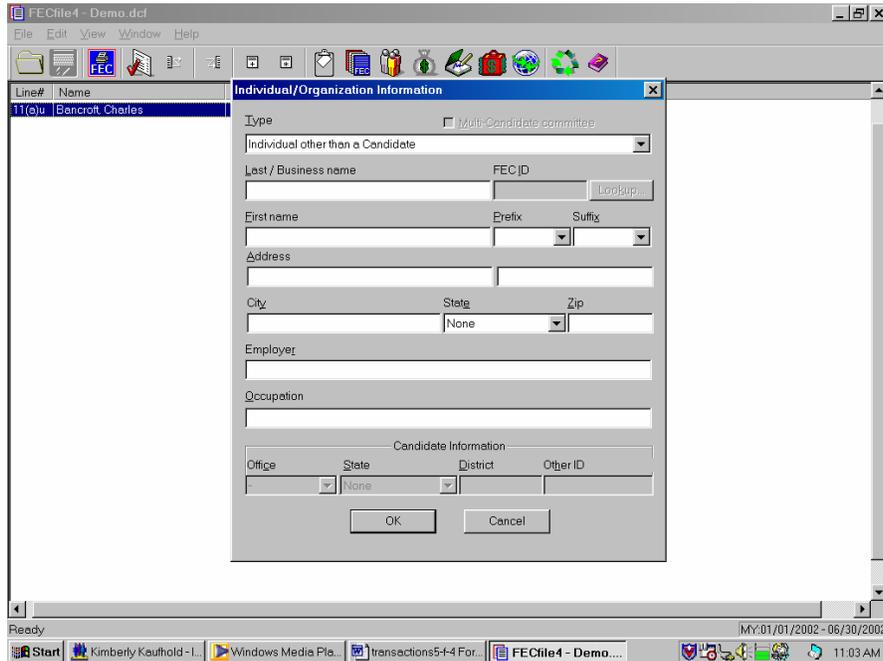
1. From the FECFile main menu, select View, and then select Receipts from the drop down menu.



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

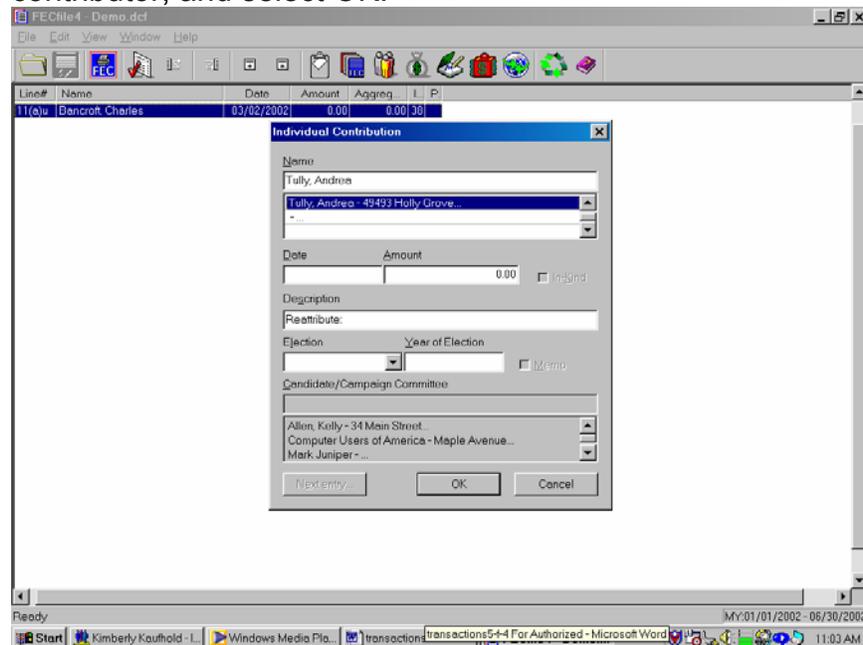


3. The Individual contribution dialog box appears. Enter the name of the new contributor, and press the Tab key.



4. The Individual/Organization Information dialog box appears. Enter in the address, city, state, zip, employer and occupation for the new

contributor, and select OK.



5. 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.
6. Click on the X to close the Receipts window.