

This file is part of the document FECFile UserManual for Candidate Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section follow the following links, respectively:

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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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Author

Data Systems Training and User Support

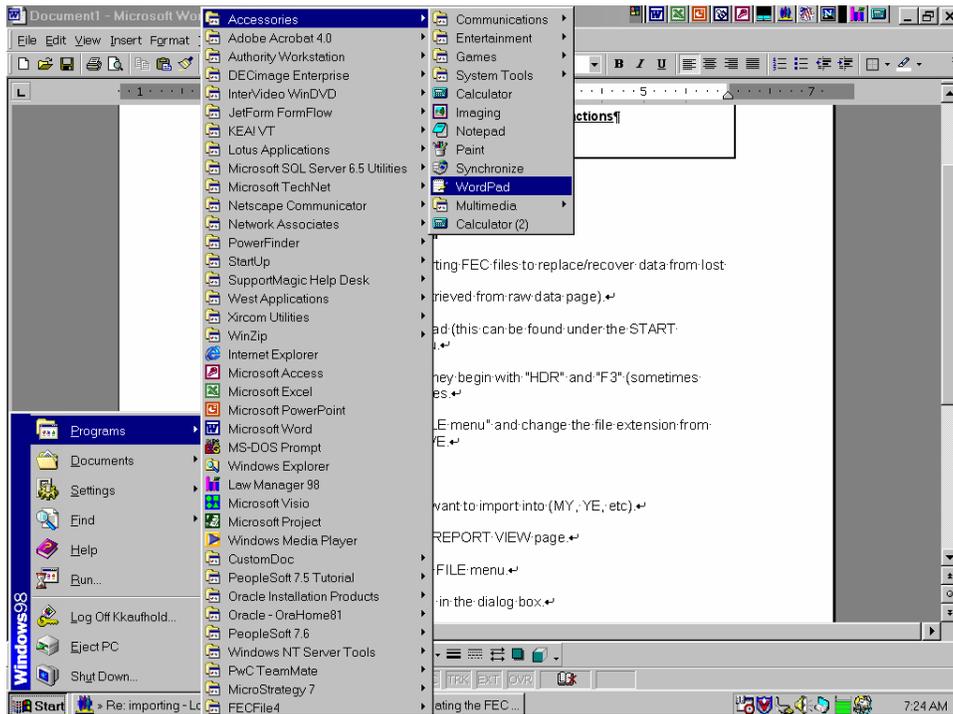
Contact information

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Recovering DCF's and Deleting Transactions



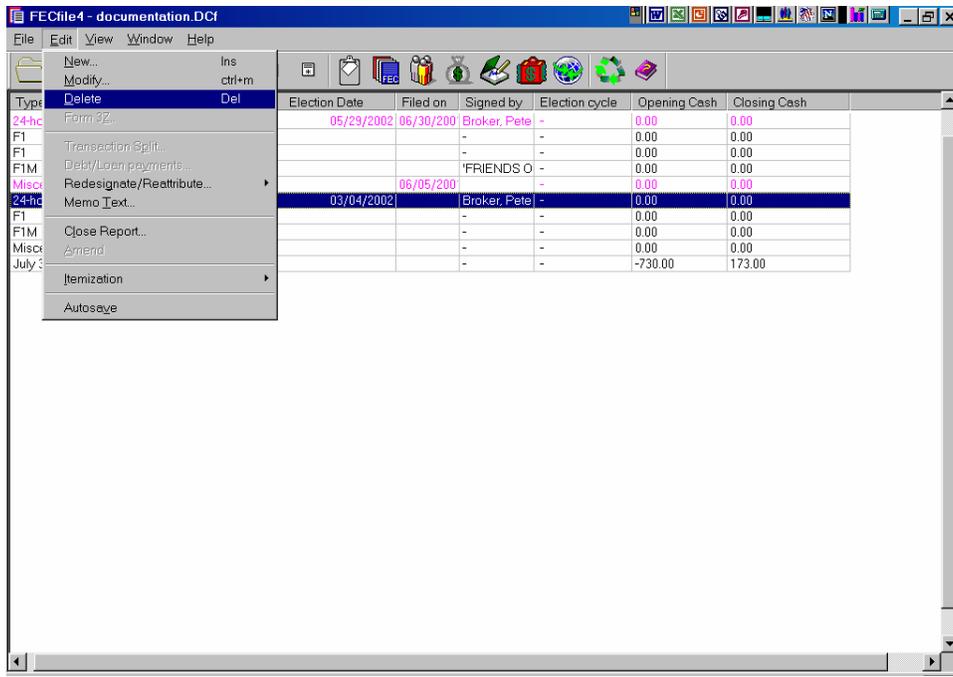
Recovering DCF's or Lost Data

Here are the instructions for importing FEC files to replace/recover data from lost DCF's

1. Access the FEC Electronic Filing Report retrieval web page:
<http://herndon2.sdrdc.com/dcdev/>
2. Enter the committee id in the corresponding field and click on the "Send Query" button. This will retrieve a web page listing of all electronic filings the committee has successfully uploaded.
3. Locate the reports necessary and click on the "Download" link for a certain report.
4. A pop-up window should appear prompting to save to a disk or computer, depending on the operating system. Click on the "Save" button.

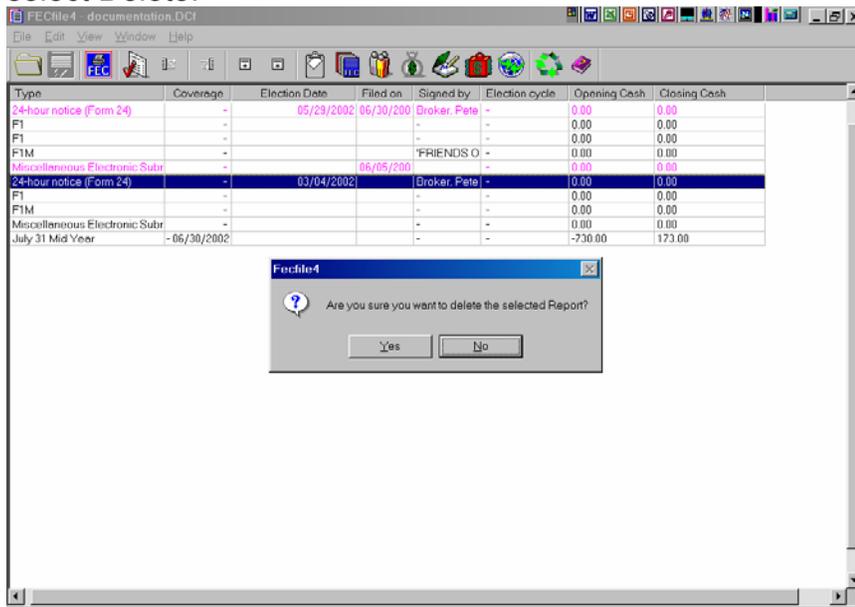
5. The following pop-up window is a "Save As" window. The "Save in" field notes the desktop selected and in the "File Name" field enter in the type of report being downloaded, and click on the "Save" button.
6. Holding the "Shift" key down on the keyboard, click on the downloaded FEC file. Locating the desktop, a list of options will appear. Click on the "Open with" option, and locate the WordPad application.
Note: If the checkbox to "Always use selected program to open this kind of file" is checked, then the next FEC file can be opened by double clicking on the file.
7. Delete the 1st two (2) lines. They begin with "HDR" and "F3N" (sometimes "F3A"). Delete these entire lines.
8. Select "Save As" under the FILE menu and change the file extension from .fec to .txt and then select SAVE.
9. Open up FECFile.
10. Create the REPORT that you want to import into (MY, YE, etc).
11. Highlight the REPORT on the REPORT VIEW page.
12. Select "Import" from under the FILE menu.
13. Select the .txt file (from step 4) in the dialog box.
14. Click on the "Start" button in the next dialog screen.

Note: Deleting the first two lines, (the file header and the Summary Page totals) of the downloaded report, leaves the file with the transactions that were successfully uploaded to the FEC in an importable format. However, the only importable transactions are schedule As, Bs, and H4s. All other transactions will need to be entered in manually. Additionally, as non-itemized transactions are not sent to the FEC, these will also have to be entered in manually. After recovery is complete and reports are reflecting correct totals, the original reports should be uploaded to a blank diskette (which can be erased) to simulate that it has been uploaded.



Deleting Transactions from an Amended Report or Transactions

1. To delete a transaction from an amended report, select the view that displays a single transaction.
2. Click on the single transaction, and select Edit from menu bar, and then select Delete.



3. As the dialog box asks if you are sure you want to delete the selected report, click on OK.
4. To delete a transaction, identify the transaction in the Receipts view. It will be identified with a red "M" in front of the line number.
5. Highlight the transaction, select Edit from the menu bar, and click on Delete.
6. As FECFile asks if you are sure you want to delete the transaction, click on yes.