

*This file is part of the document FECFile UserManual for PAC's & Party Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find the other parts of this document follow the following links, respectively:*

[FEC HOME](#) > [ELECTRONIC FILING](#) > [FECFile USER MANUAL](#)



# **FECFile User Manual for PAC's & Party 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.

## **Edition date**

10/11/02

## **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

## Transactions

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activities				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
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				

### Transactions

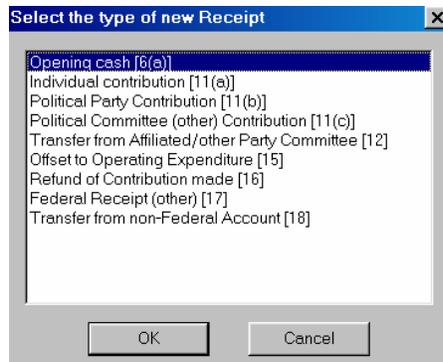
Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected,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

As an alternative, the committee may select the Receipts View, right click within the active window, and select from a list of Receipt types.

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

#### **NOTES:**

*FEC ID#'s are not required for Party Committees or PAC Contributions, but ARE encouraged.*



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

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

A discussion of transactions will follow in the text.

## Receipts from Individuals Line 11(a)

1. Double-click on Line 11(a) of the Summary Page.

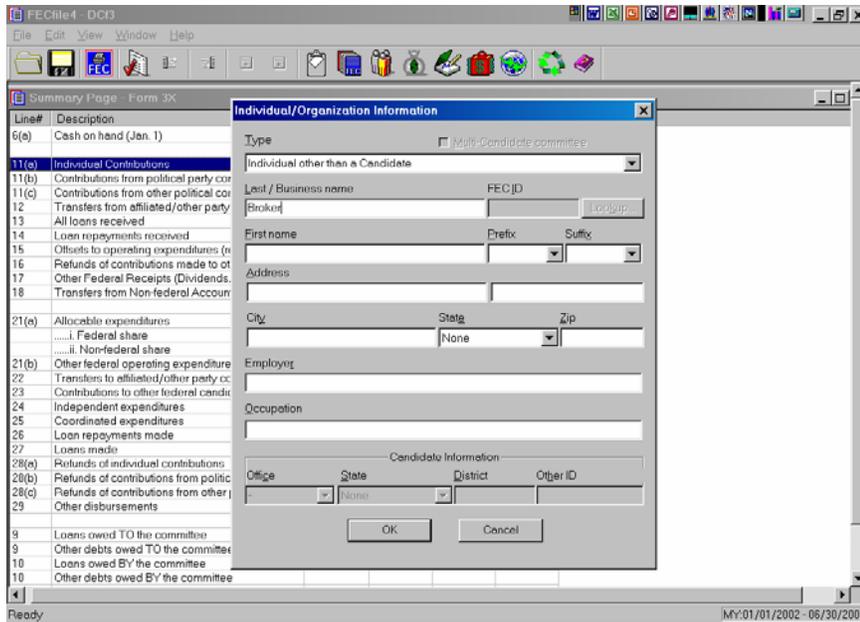
The screenshot shows the 'FECfile4 - DC13' application window. The 'Summary Page - Form 3X' is displayed with a table of financial items. Line 11(a) 'Individual Contributions' is selected. An 'Individual contribution' dialog box is open, showing fields for Name, Date, Amount (0.00), Description, Election, Year of Election, and Candidate/Campaign Committee. The dialog box also has 'Next entry...', 'OK', and 'Cancel' buttons.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(e)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committee				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, re				
16	Refunds of contributions made to other feder				
17	Other Federal Receipts (Dividends, Interest				
18	Transfers from Non-federal Account for Joint				
21(a)	Allocable expenditures				
....i	Federal share				
....ii	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committee				
23	Contributions to other federal candidates and				
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 c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
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				

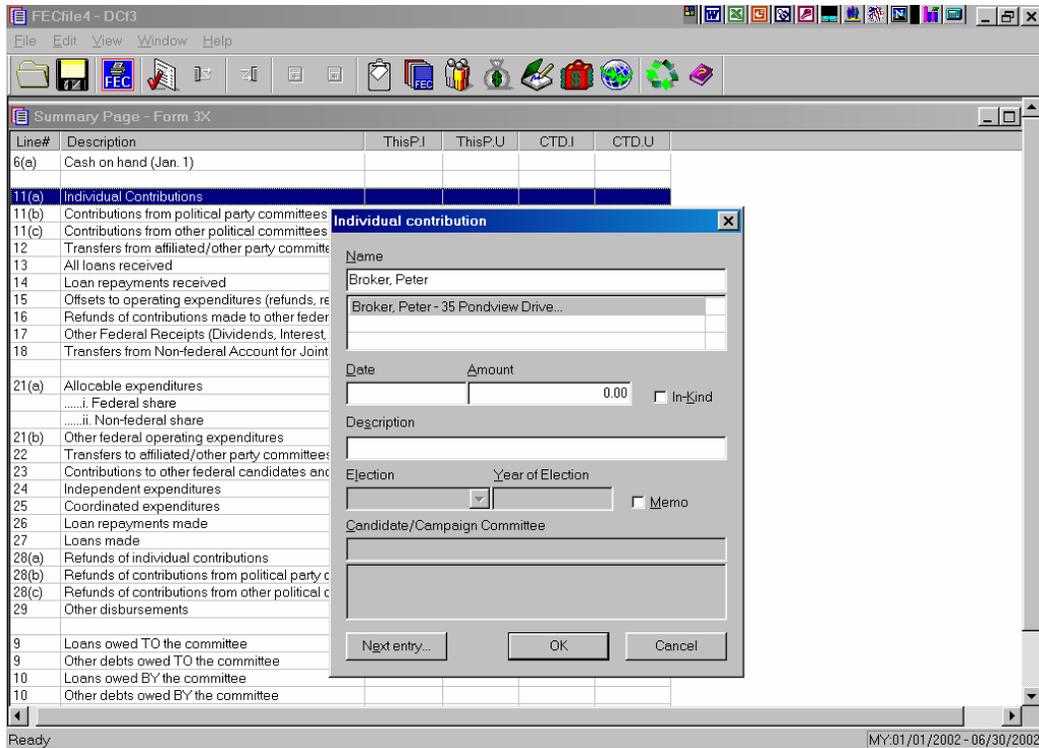
2. The individual contribution dialog box appears.  
Enter the individual's last name in the text area within the dialog box, under Name.
3. If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
4. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



**Shortcut** Press the Insert key, INS, on the keyboard.



5. In the text area, Type, select Individual Other than a Candidate, from the drop down menu.
6. 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.
7. Click OK.



8. The Individual contribution dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
9. 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.
10. Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

## Payroll Deductions

The screenshot shows the FECfile4 - documentation.DCF application window. The main window displays the Summary Page - Form 3X with a table of line items. Line 11(a) is highlighted, and the Individual/Organization Information dialog box is open over it. The dialog box contains the following fields:

- Type: Individual other than a Candidate (dropdown menu)
- Last / Business name: Wyker (text field)
- FEC ID: (text field)
- Lookup... (button)
- First name: James (text field)
- Prefix: Mr. (dropdown menu)
- Suffix: Esq. (dropdown menu)
- Address: 555 Cobblers Pike (text field)
- City: Renville (text field)
- State: Minnesota (dropdown menu)
- Zip: 22035 (text field)
- Employer: RLS (text field)
- Occupation: Trader (text field)
- Candidate Information section:
  - Office: (dropdown menu)
  - State: None (dropdown menu)
  - District: (text field)
  - Other ID: (text field)

Buttons: OK, Cancel

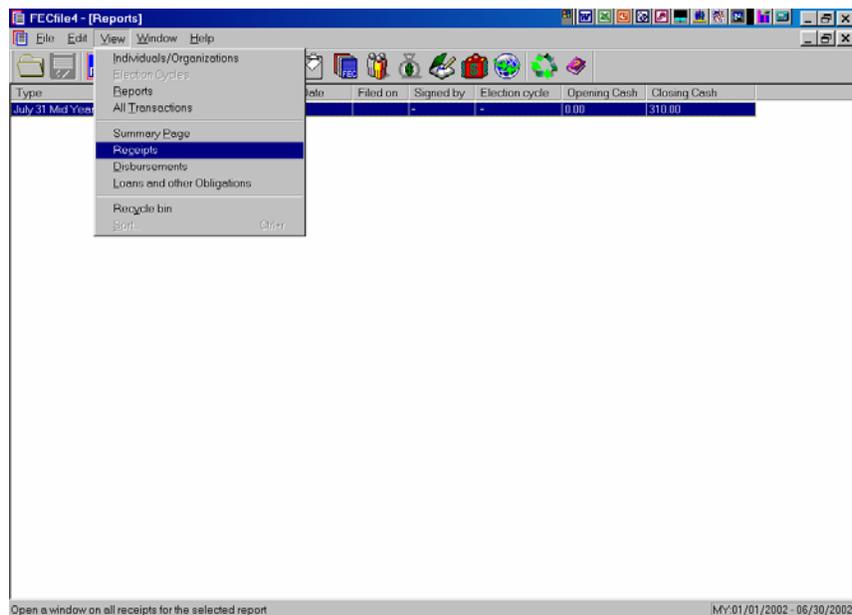
Summary Page - Form 3X Table:

Line#	Description
6(a)	Cash on hand (Jan. 1)
11(a)	Individual Contributions
11(b)	Contributions from political party cc
11(c)	Contributions from other political cc
12	Transfers from affiliated/other part
13	All loans received
14	Loan repayments received
15	Offsets to operating expenditures (
16	Refunds of contributions made to c
17	Other Federal Receipts (Dividend
18	Transfers from Non-federal Accou
21(a)	Allocable expenditures
.....i. Federal share	
.....ii. Non-federal share	
21(b)	Other federal operating expenditur
22	Transfers to affiliated/other party c
23	Contributions to other federal cand
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 politi
28(c)	Refunds of contributions from other
29	Other disbursements
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

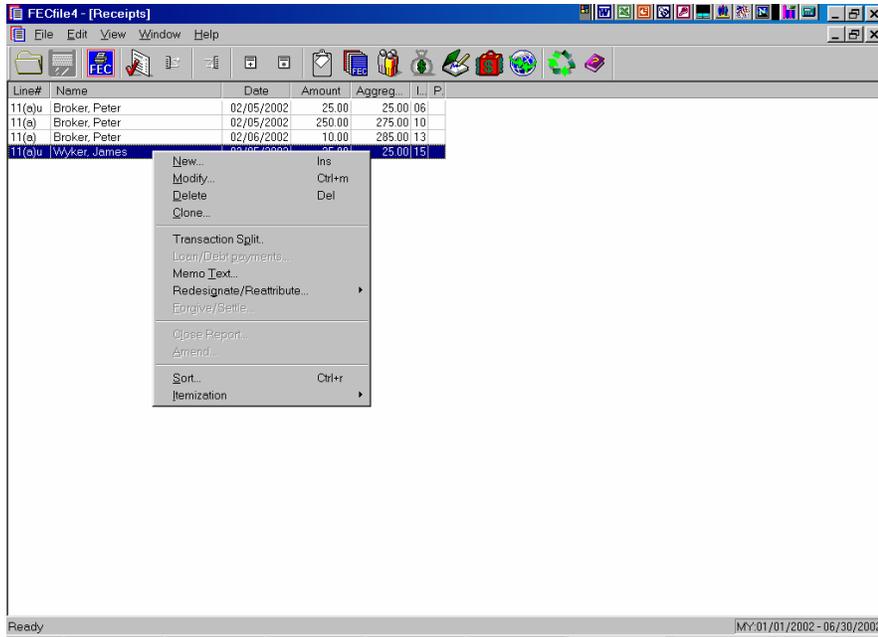
1. Double-click on Line 11(a) of the Summary Page to launch the dialog box.
2. Enter the individual's last name in the text area within the dialog box.
3. If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
4. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
5. In the text area named Type, click on the drop down menu and select Individuals other than a Candidate.
6. Tab to type in the individual's First Name, Prefix, Suffix, Address, City, State, Zip, Employer, and Occupation.

7. Click on OK.
8. Enter the date and the amount of the contribution.
9. Tab to the Description field, and type "Payroll Deduction" as well as the amount deducted per pay period and the frequency of the deduction. This area is a general text area, and can serve as the location for the pay period information, or it may be added in another dialog box.
10. Click on OK.

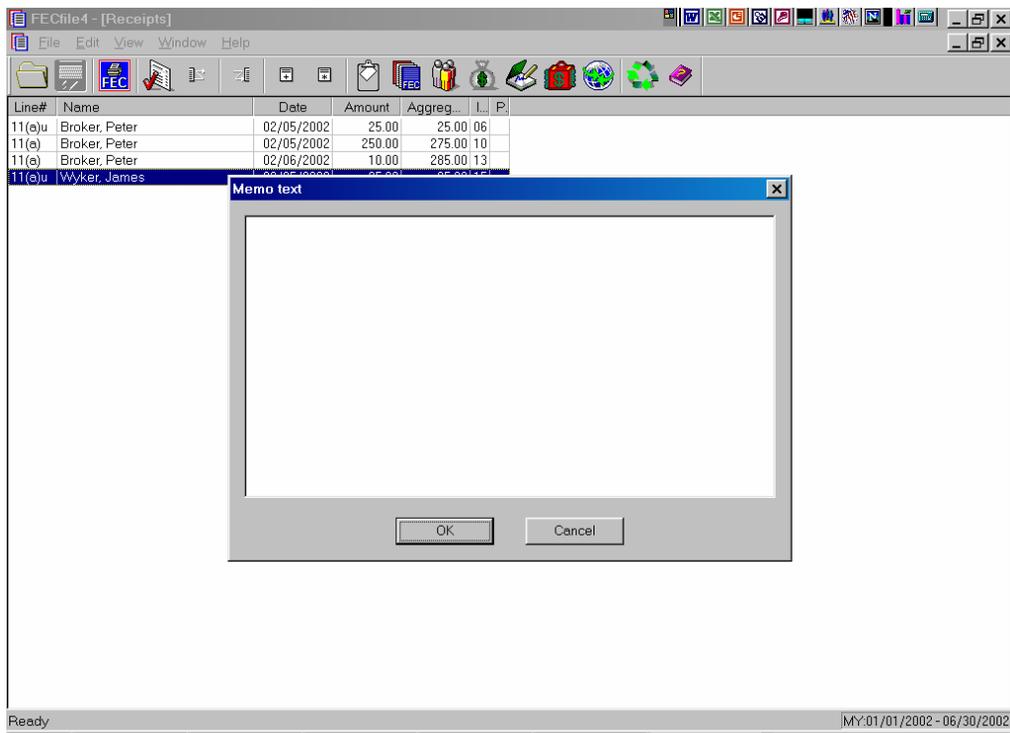
To add additional information for the transaction, please note:



11. Go to View and select Receipts from the drop down menu.

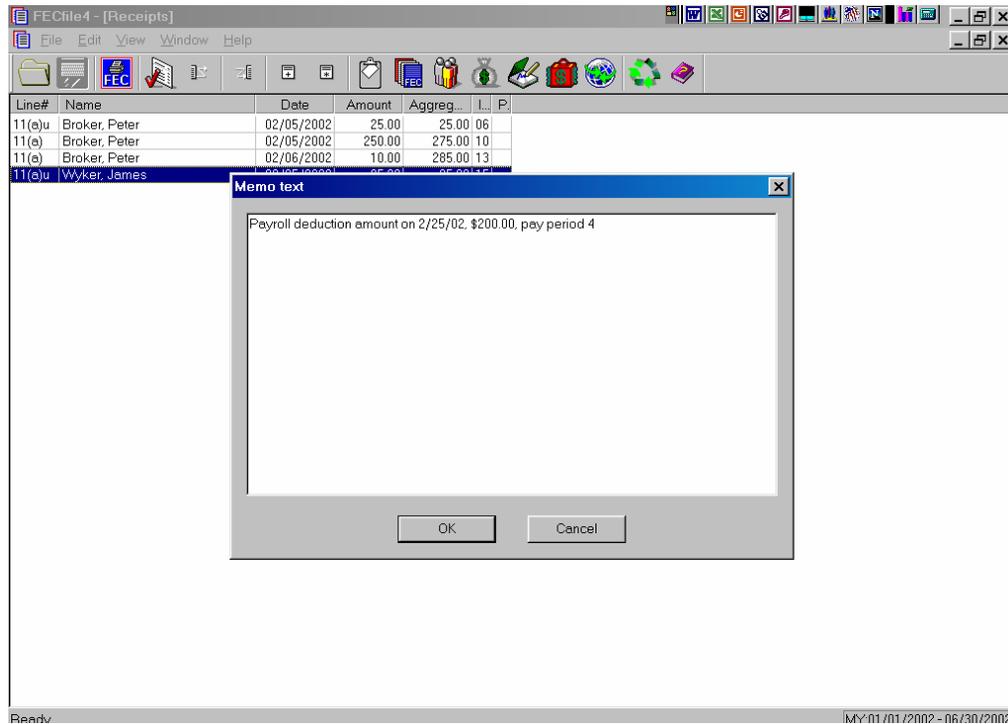


12. Right-click on the contribution that was last added to the list.



13. Select Memo Text from the drop down menu.

14. The information related to the Payroll Deduction, amount deducted per pay period and the frequency of the deduction may be entered here if not previously entered in the Description field.

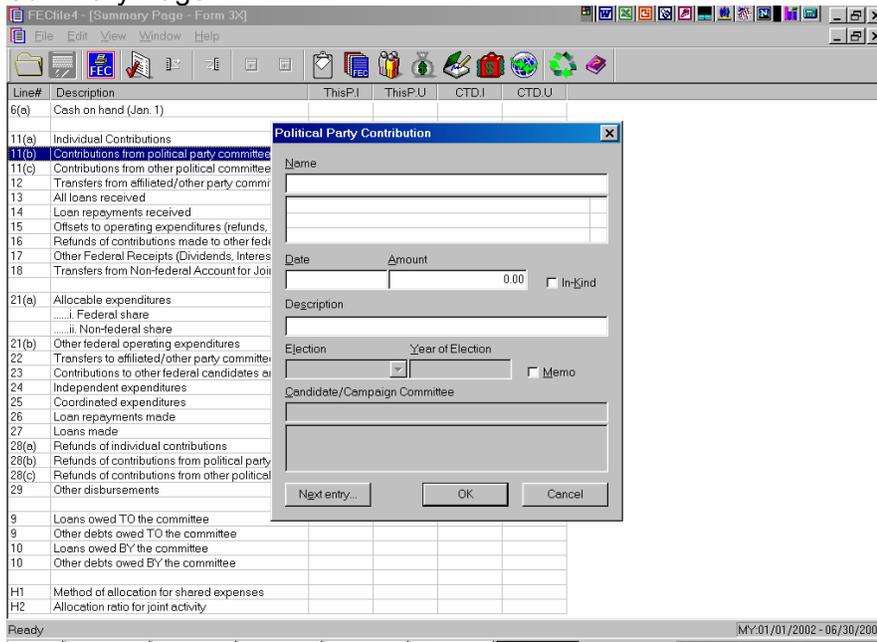


15. Click on OK, and the memo text will appear at the end of the report when viewing using the FECFile Print function.

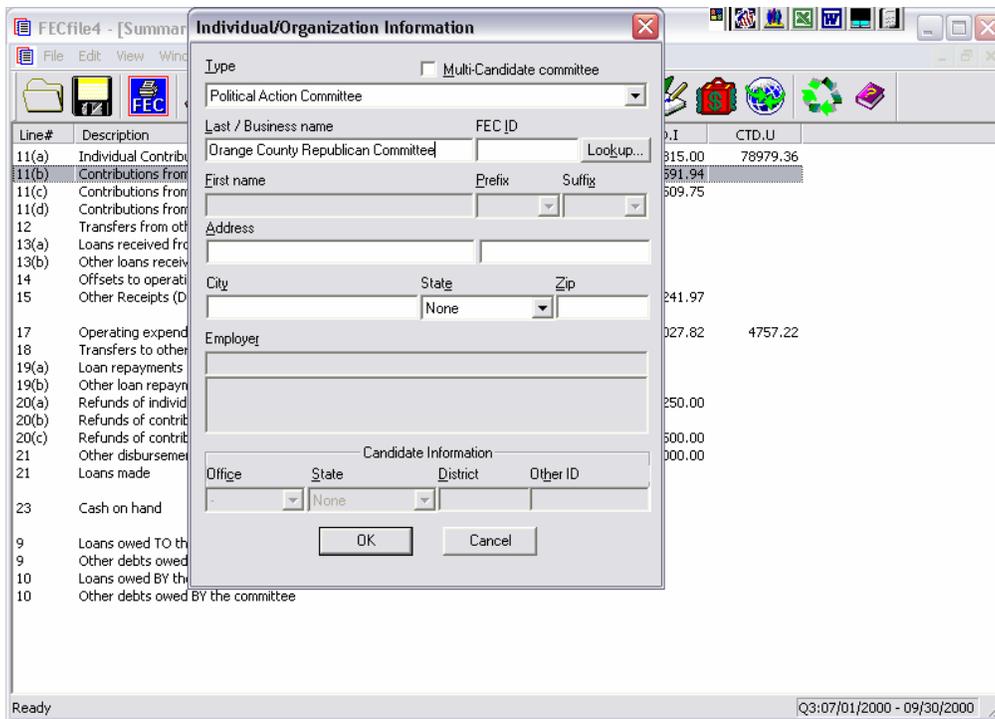
## Receipts From Political Parties Line 11(b)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(e)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activities				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
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				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

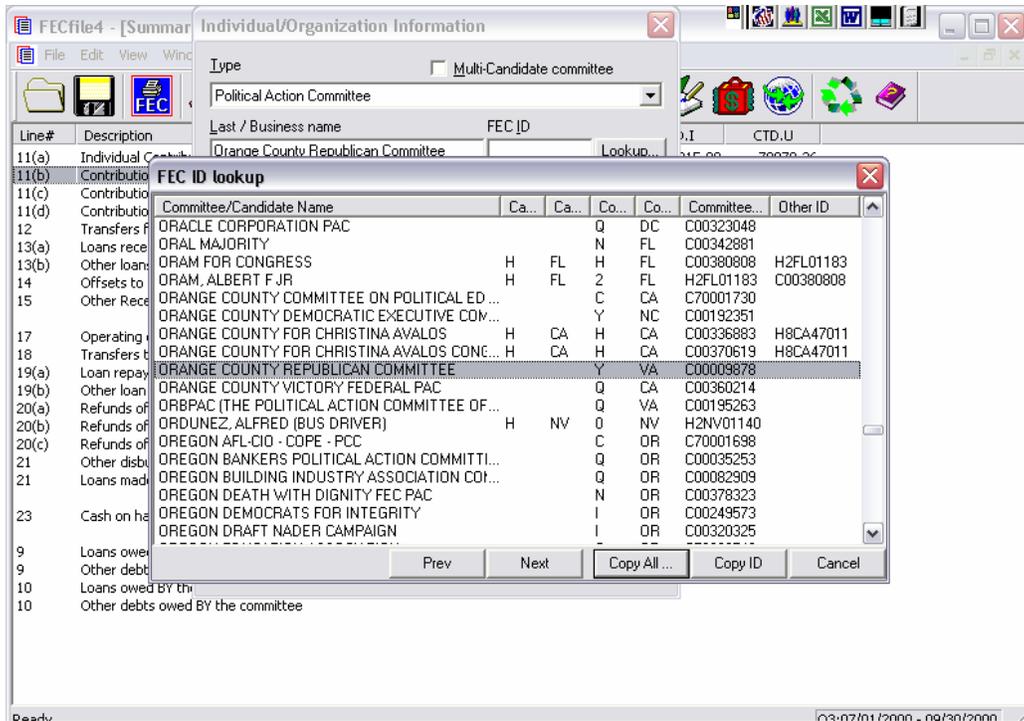
1. To add contributions from Political Parties, double-click on Line 11(b) of the Summary Page.



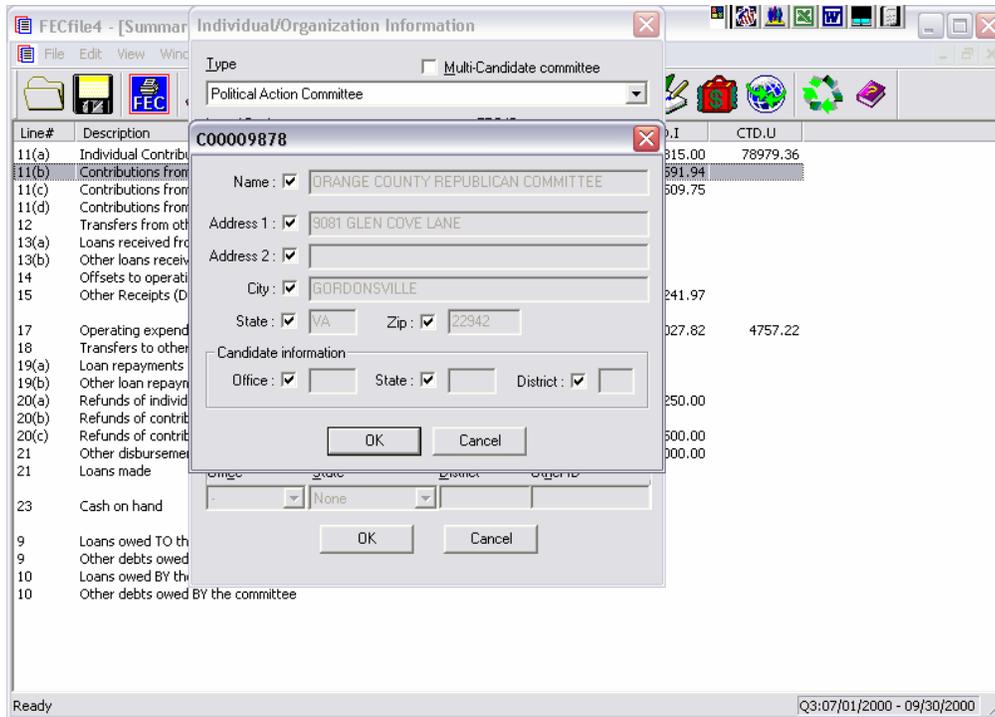
2. Enter the political party's name in the dialog box text area.
3. If the political party has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the political party has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



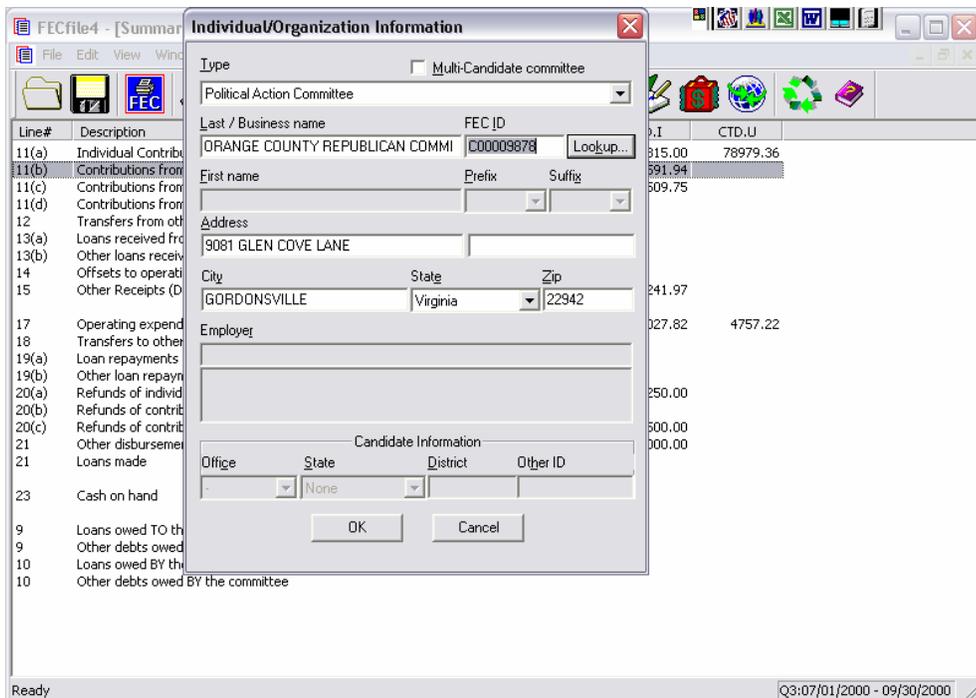
5. Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



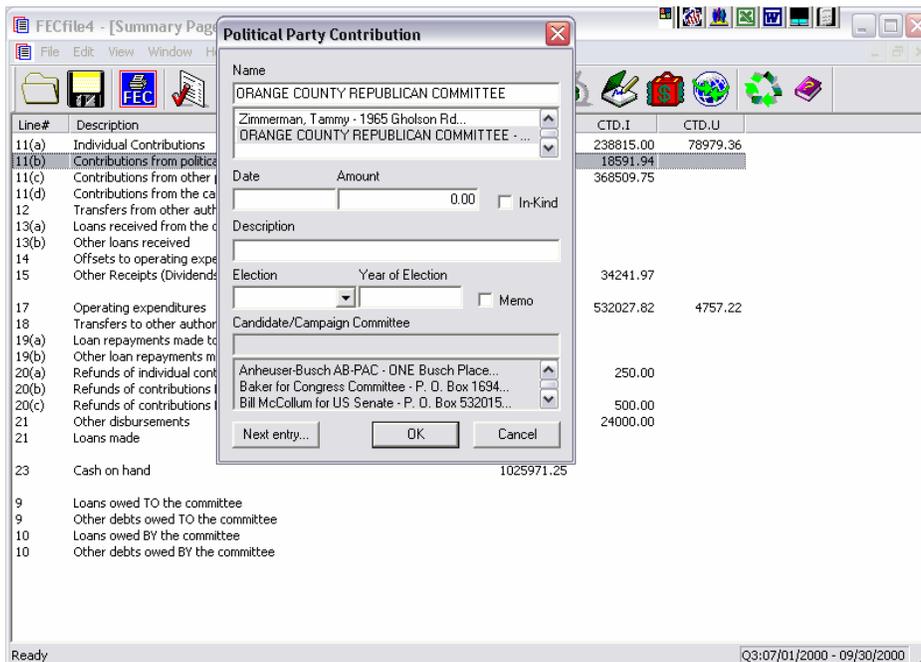
6. Click on the Lookup button in the dialog box.
7. Select the proper committee by highlighting it with the mouse, and select the Copy All button.



8. A dialog box will appear with information about the committee, select OK.
9. An additional dialog box will appear, automatically inserting the correct FEC ID number.



10. Select OK.



11. Insert date and amount in the dialog box.

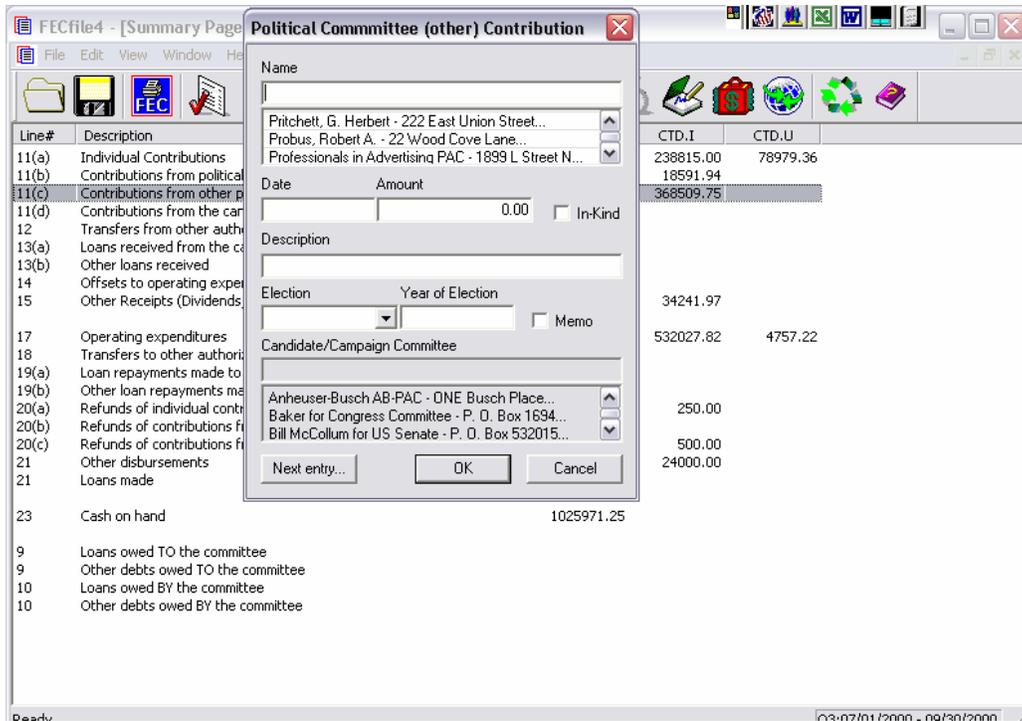
12. Click on OK, and note the added total in the Summary Page.

## Receipts From Other Political Committees Line 11(c)

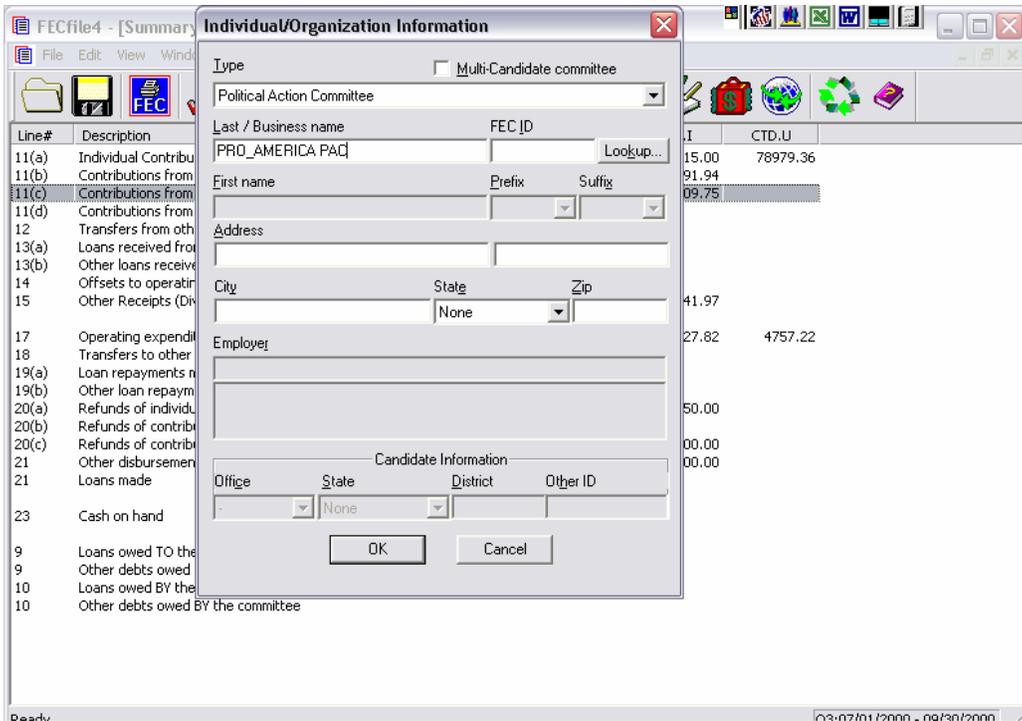
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political parties				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
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				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

Ready |MY:01/01/2002 - 06/30/2002

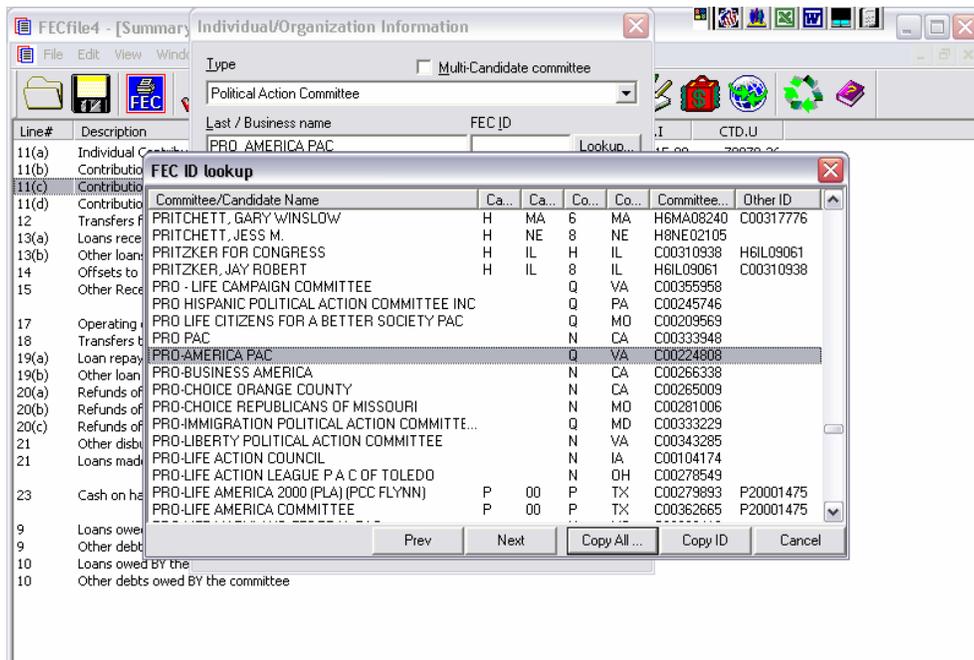
1. Double-click on Line 11(c) of the Summary Page.



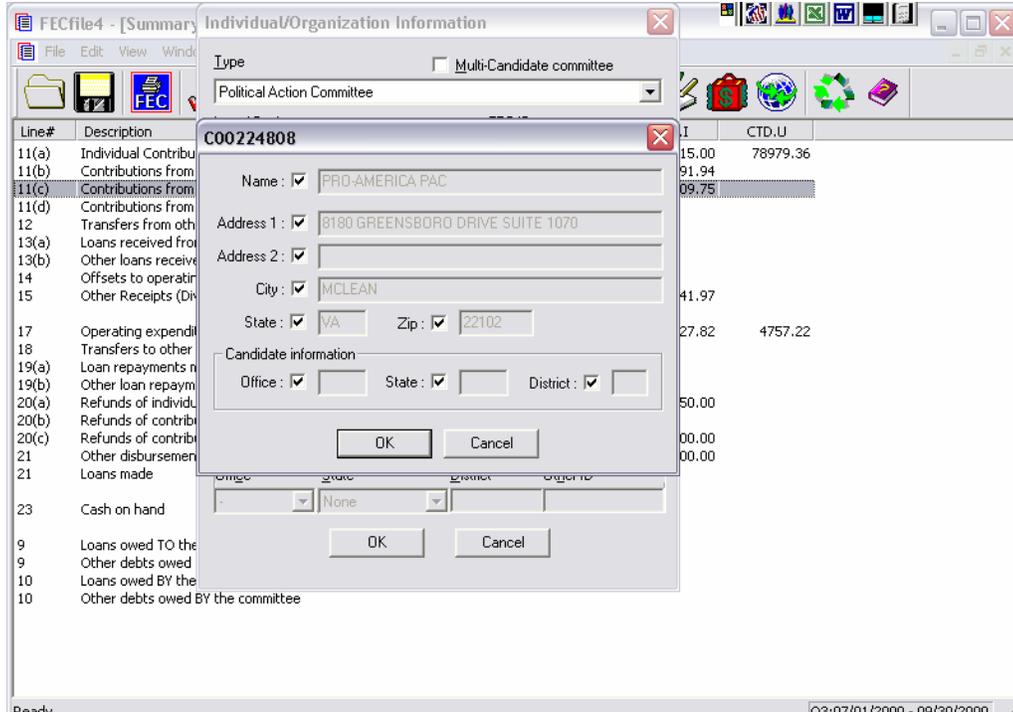
2. Enter the Political Action Committee's name in the dialog box text area.
3. If the PAC has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the PAC has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



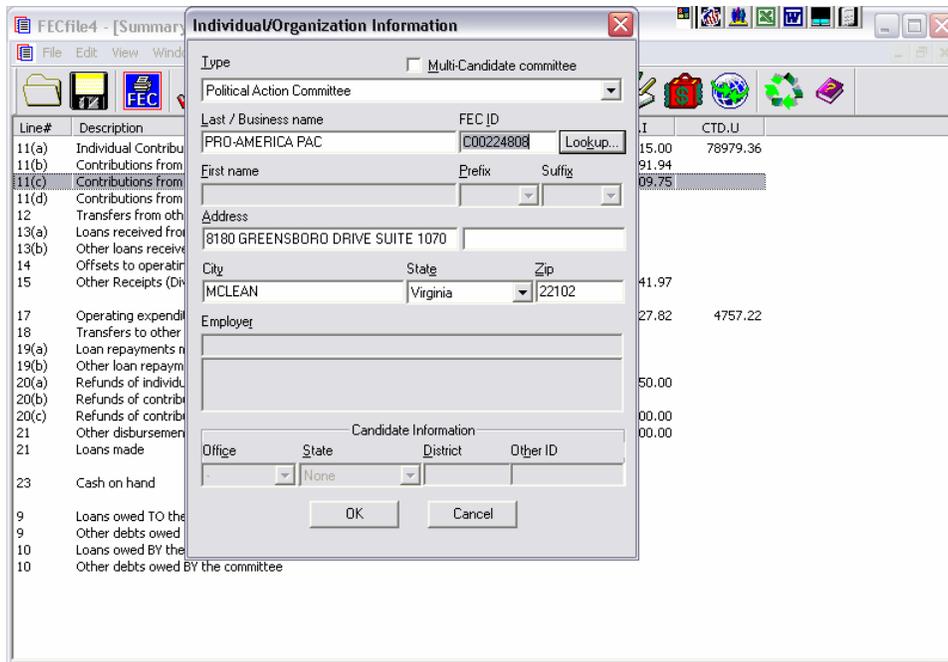
5. In the Type text area, use the drop down menu to locate Political Action Committee, and select it.
6. Click on the Lookup button in the dialog box.



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

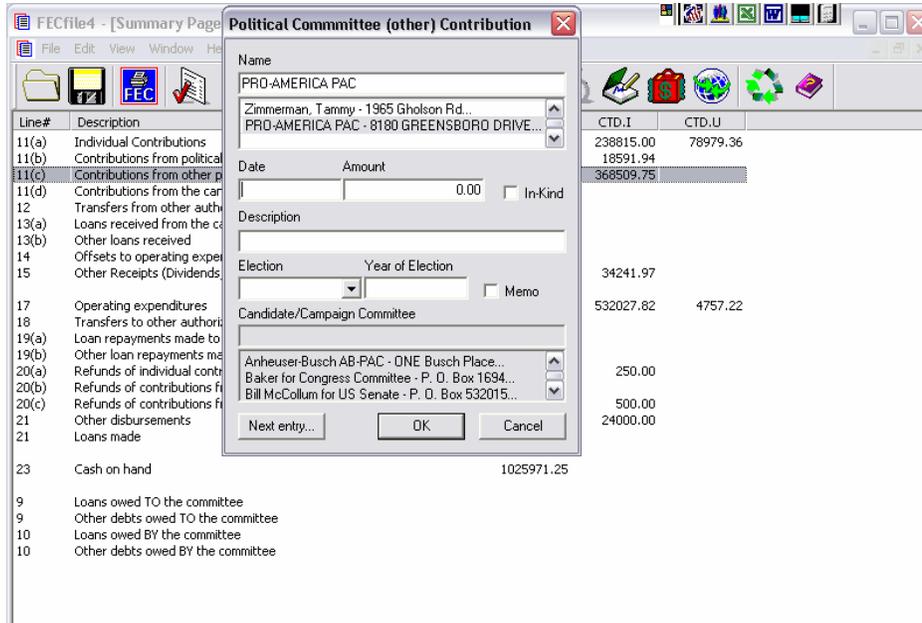


8. FECFile will launch a dialog box, showing the proper committee's information.
9. Select OK in the dialog box.



10. Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.

11. Click on OK, within the dialog box.

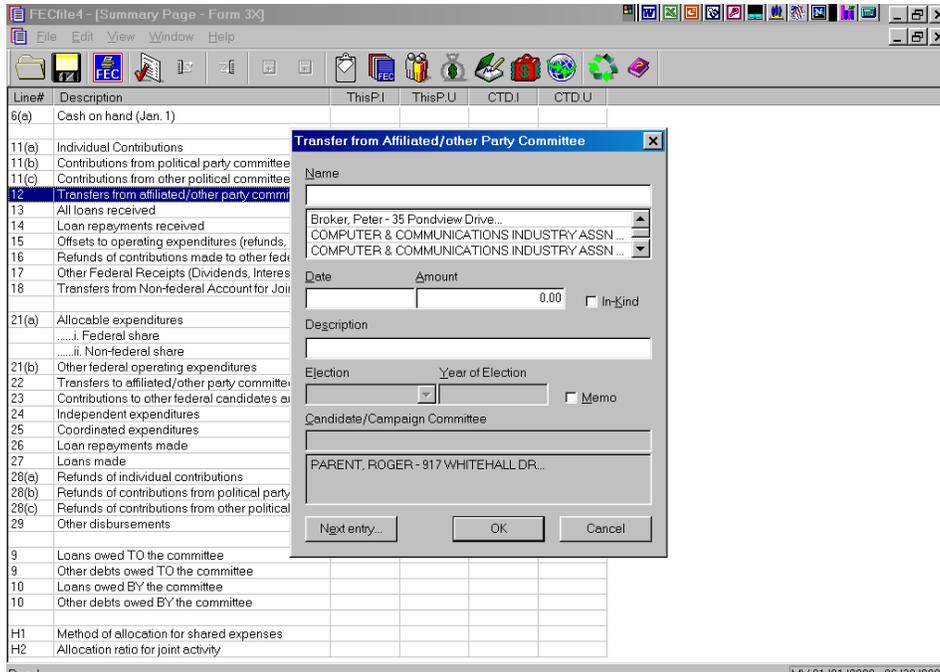


12. Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
13. Click on OK, and note the added total on the Summary Page.

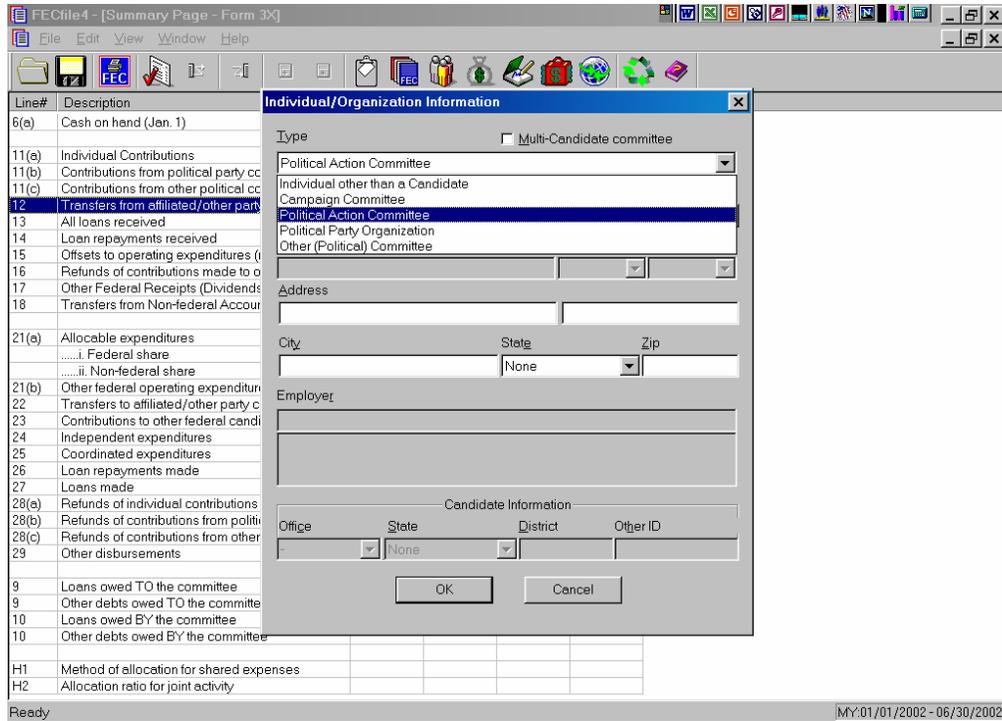
## Transfers From Affiliated/Other Party Committees Line 12

Line#	Description	ThisP I	ThisP U	CTD I	CTD U
6(e)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activities				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
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				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

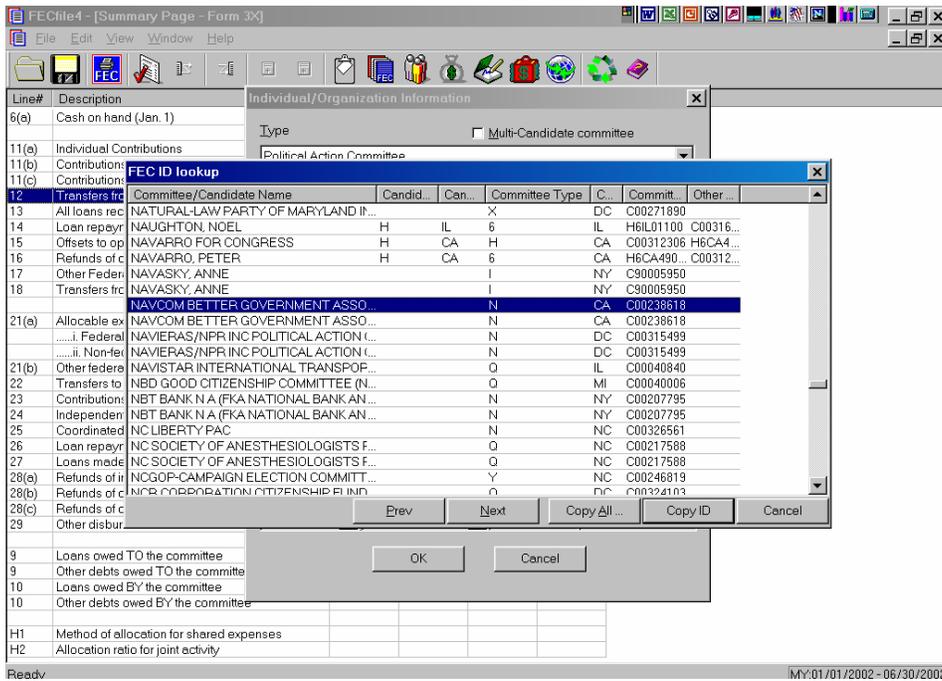
1. Double-click on Line 12 of the Summary Page.



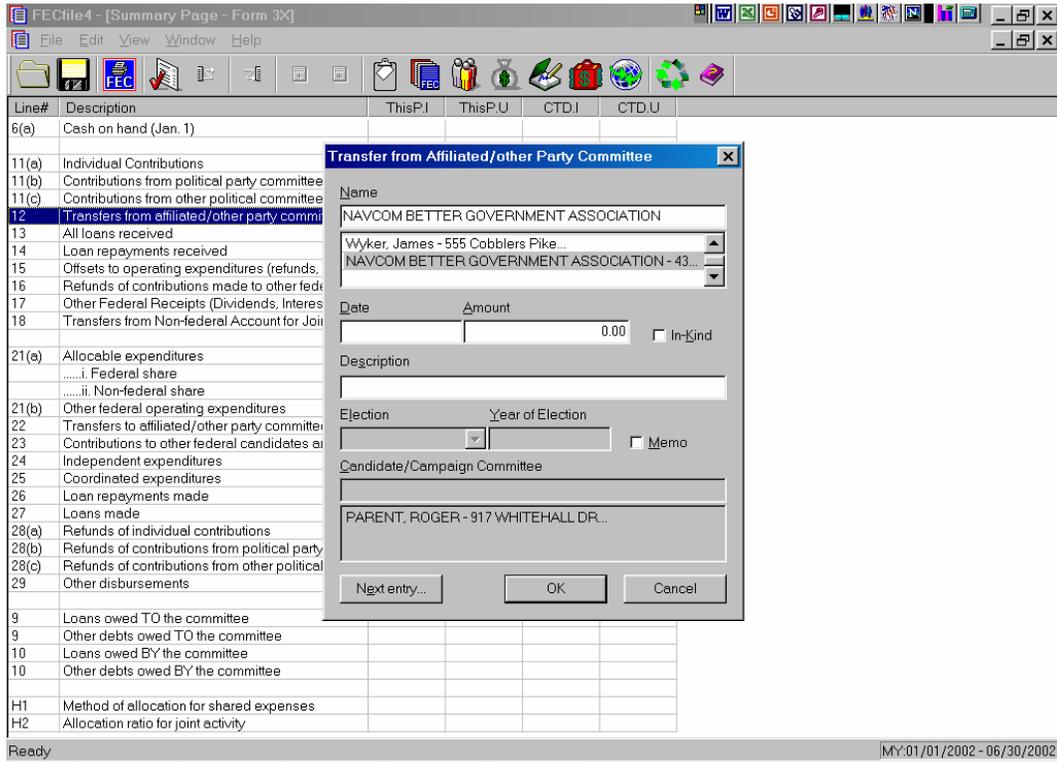
2. Type in the Committee's name in the dialog box text area.
3. If the Committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the Committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



5. Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.
6. Click on the Lookup button in the dialog box.



7. Highlight the proper committee, click on the Copy All button.
8. As proper committee is then loaded into the dialog box, click on OK.
9. As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.

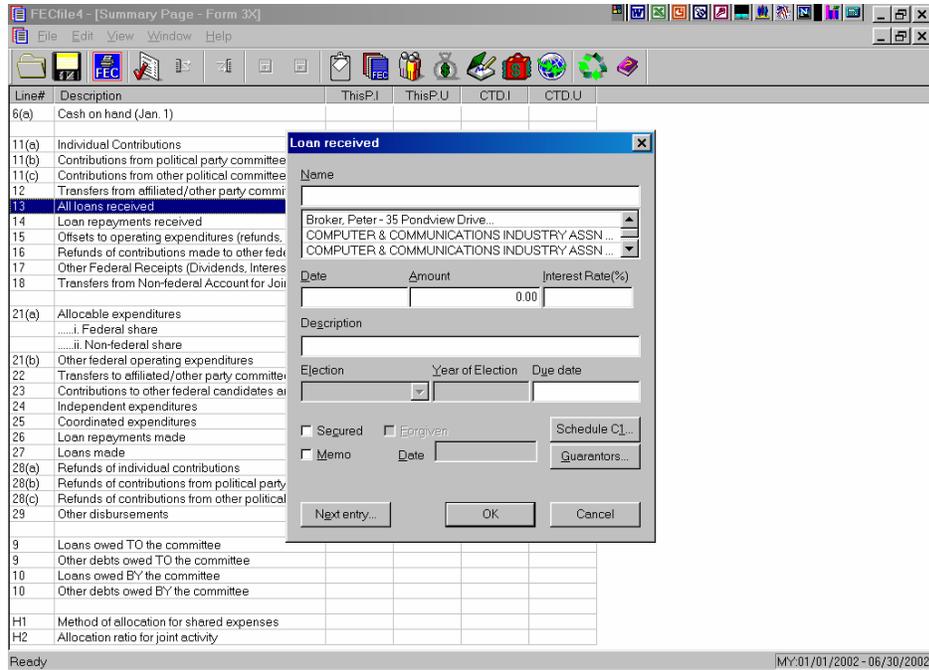


10. Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.

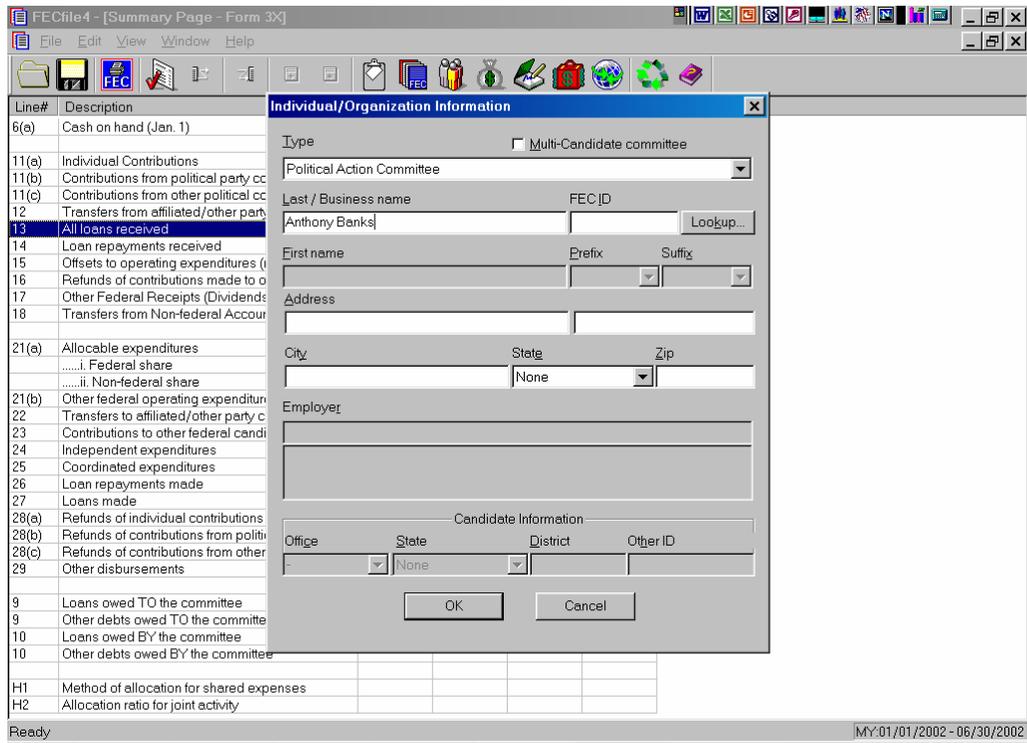
## All Loans Received Line 13

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	<b>All loans received</b>				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candi				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activi				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and politi				
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 commi				
28(c)	Refunds of contributions from other political commi				
29	Other disbursements				
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				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

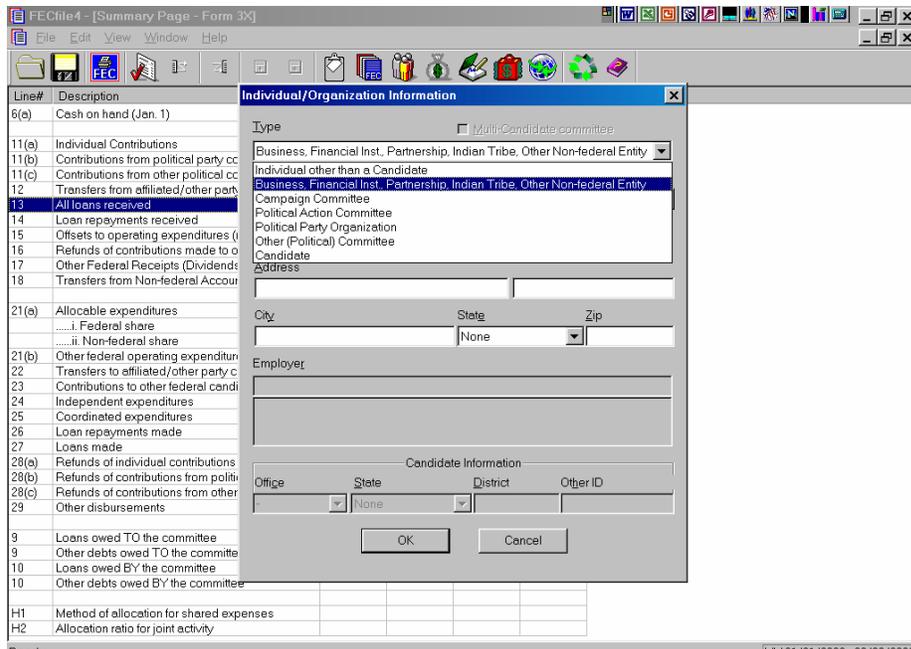
1. Double-click on Line 13 of the Summary Page.



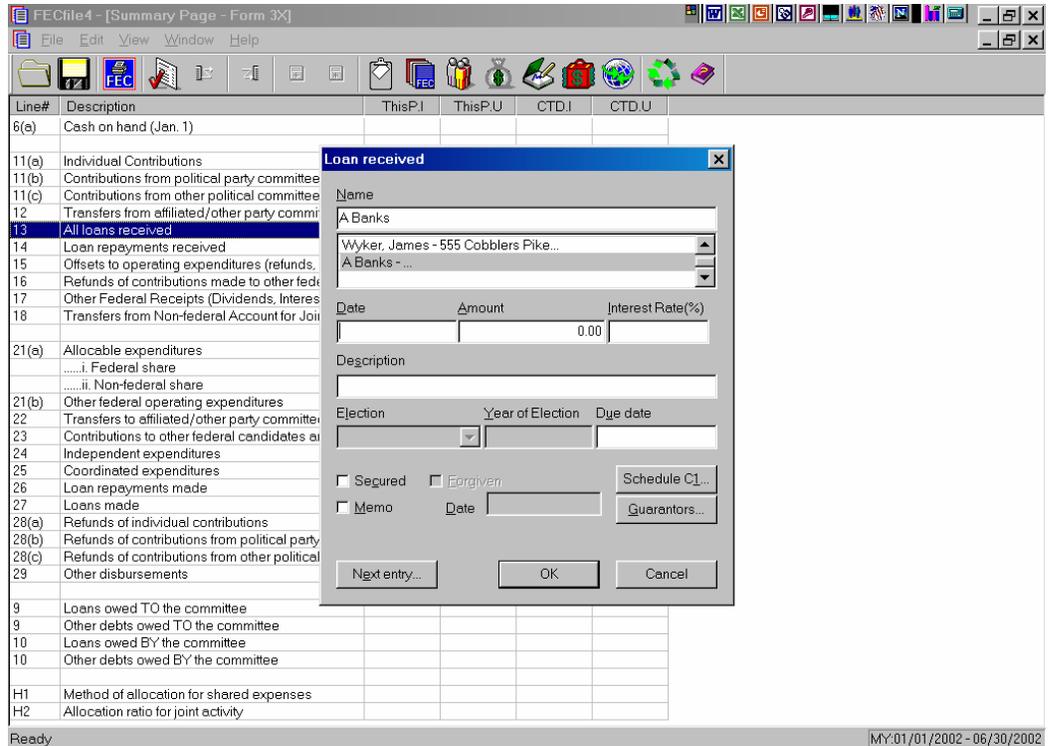
2. Type the name of the creditor in the text area of the dialog box, under name.
3. If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field.



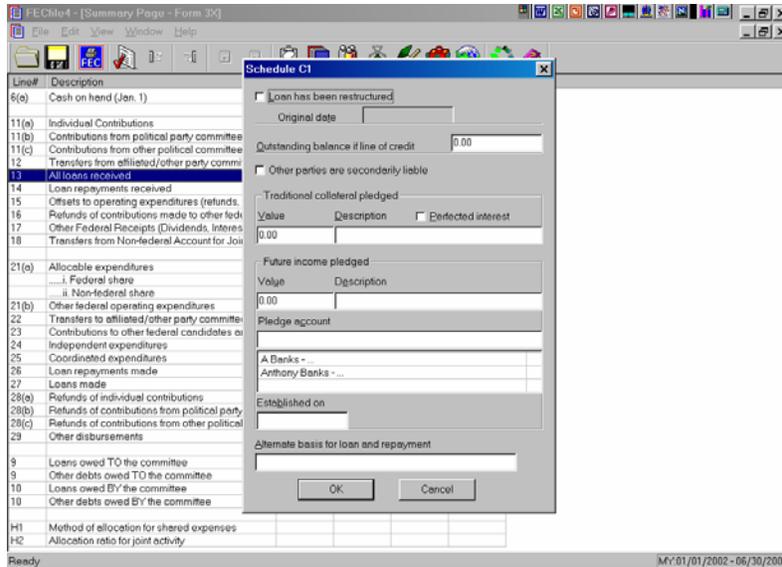
4. If a record for the creditor does not exist, press the Tab key or the Insert key.



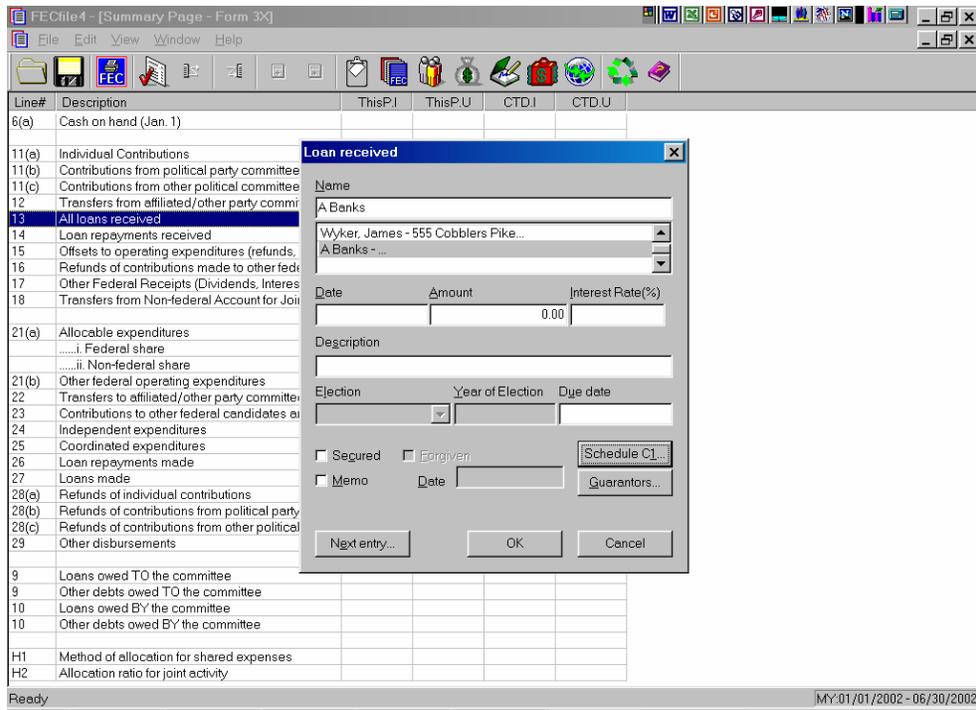
5. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.
6. Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.



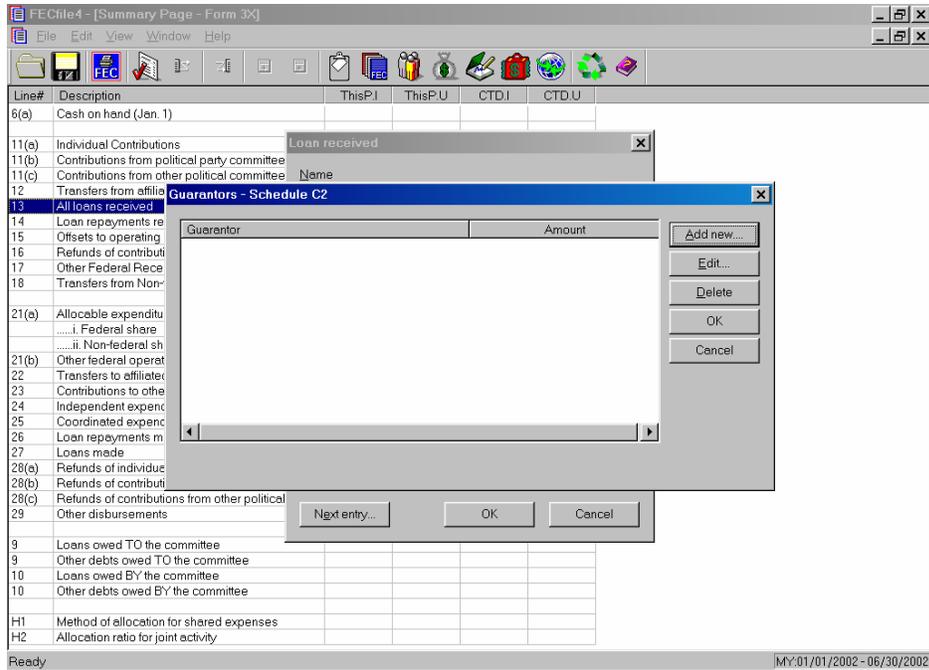
- The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicate a secured loan or non-secured loan.



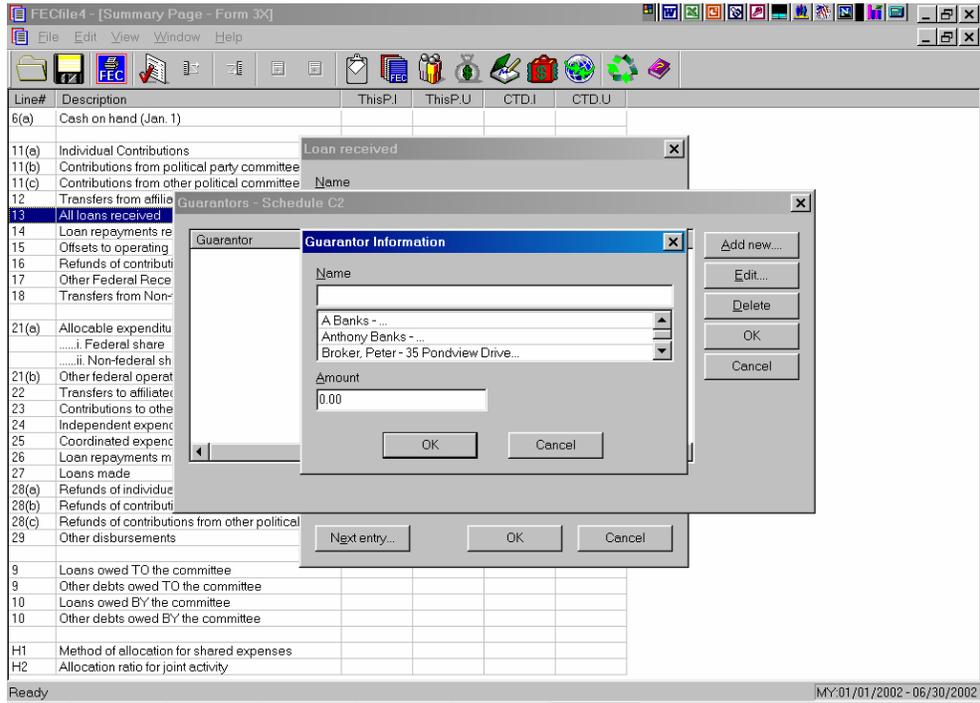
- Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.



- The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.



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



11. Enter the information on the guarantor, and the amount, and click on OK.
12. Click on OK, a second time, and select Yes to save any changes.
13. The Loan received dialog box returns, and select OK, to return to the Summary page.
14. Schedule A supporting Line 13 and Schedule C supporting Line 10 will *both* be automatically created/adjusted, and will be reflected on the Summary Page.

## Line of Credit

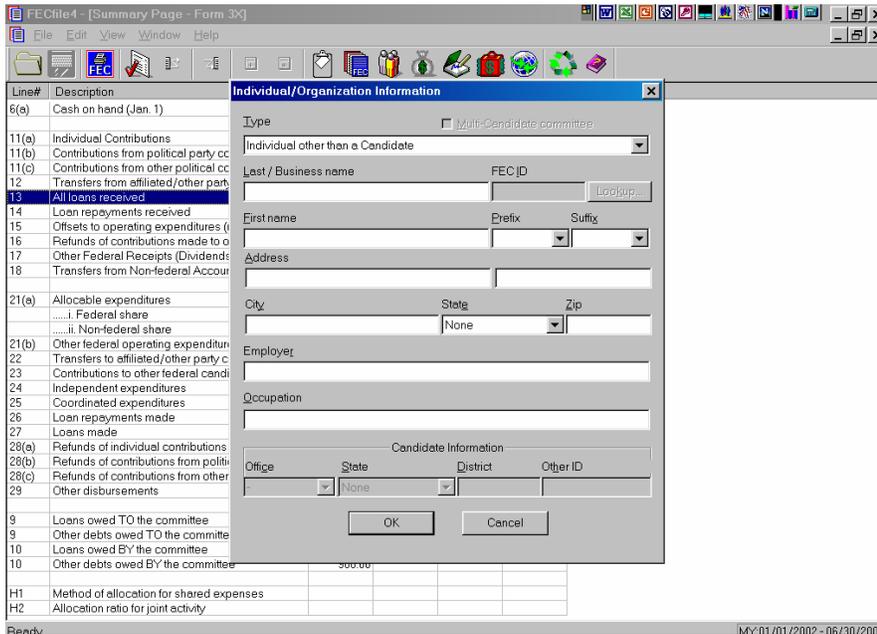
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-730.00		-730.00
11(a)	Individual Contributions	1510.00	50.00	1510.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received		50.00		50.00
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal cand	21.00		21.00	
17	Other Federal Receipts (Dividends, Interest, etc.)		41.00		41.00
18	Transfers from Non-federal Account for Joint Activi				
21(a)	Allocable expenditures				
	.....i. Federal share	38.00		38.00	
	.....ii. Non-federal share	39.00		39.00	
21(b)	Other federal operating expenditures	560.00	50.00	560.00	50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and polit	97.00		97.00	
24	Independent expenditures		40.00		40.00
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party commi				
28(c)	Refunds of contributions from other political commi				
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				

1. Double click on line 13 of the Summary Page.

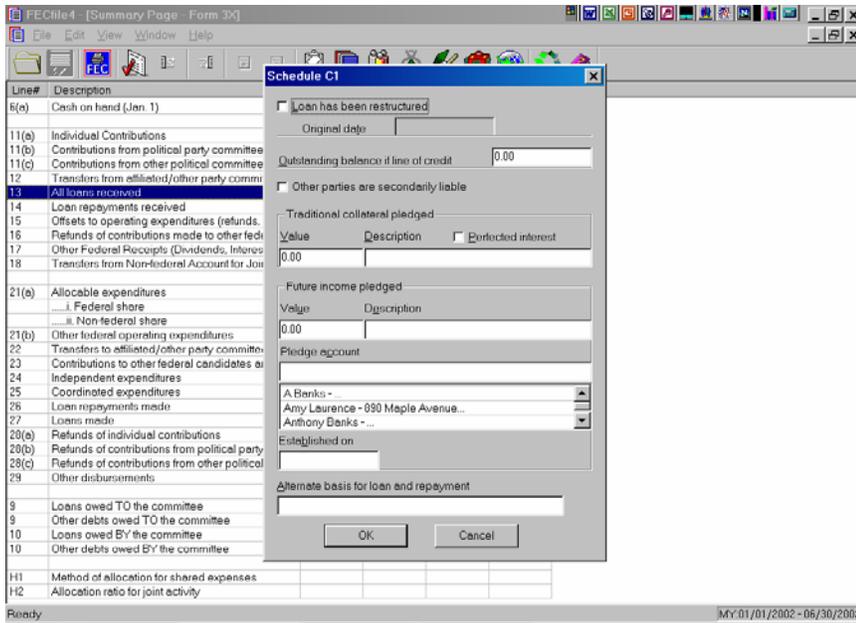
The screenshot shows the 'Loan received' dialog box in the FECFile4 software. The dialog box is open over line 13 of the Summary Page. The Name field is populated with 'BACARDI U S A INC POLITICAL ACTION COMMITTEE' and 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE'. The Amount field is empty, and the Interest Rate(%) field is set to 0.00. There are also checkboxes for Secured, Copy/en, and Memo, and a Date field. Buttons for Next entry..., OK, and Cancel are at the bottom.

2. Enter the name of the creditor, (if a record for the creditor does not exist, press the TAB key, and change the type to Business, Financial Inst.,

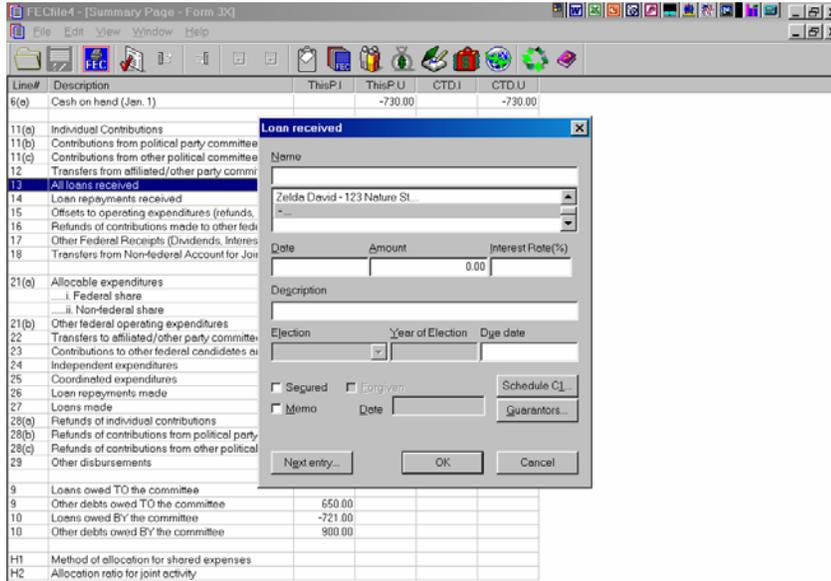
Partnership, Indian Tribe, Other Non-federal and enter the creditor's address and click on OK.



3. Enter the date, amount, (if money is drawn on the line of credit in current reporting period), interest rate, and click on Schedule C-1.



- In Outstanding balance if line of credit, input the full amount of the line of credit.



- Click on OK, and then click on OK once again in the Loan received dialog box.

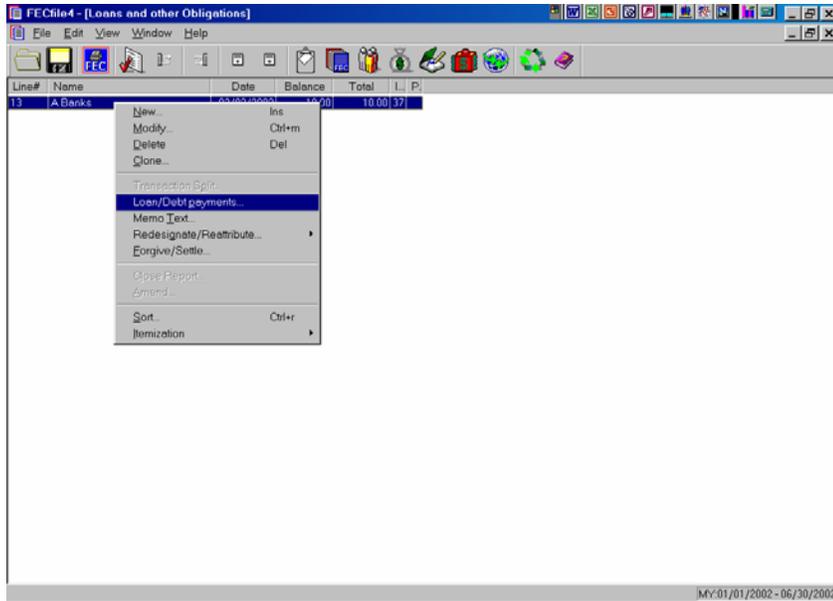
## Loan Repayments Received Line 14

Line#	Description	ThisP:I	ThisP:U	CTD:I	CTD:U
6(e)	Cash on hand				
11(a)	Individual contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from non-federal accounts for joint activities				
13	All loans	10.00		10.00	
14	Loan repayments received				
15	Offsets to contributions				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activities				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	10.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

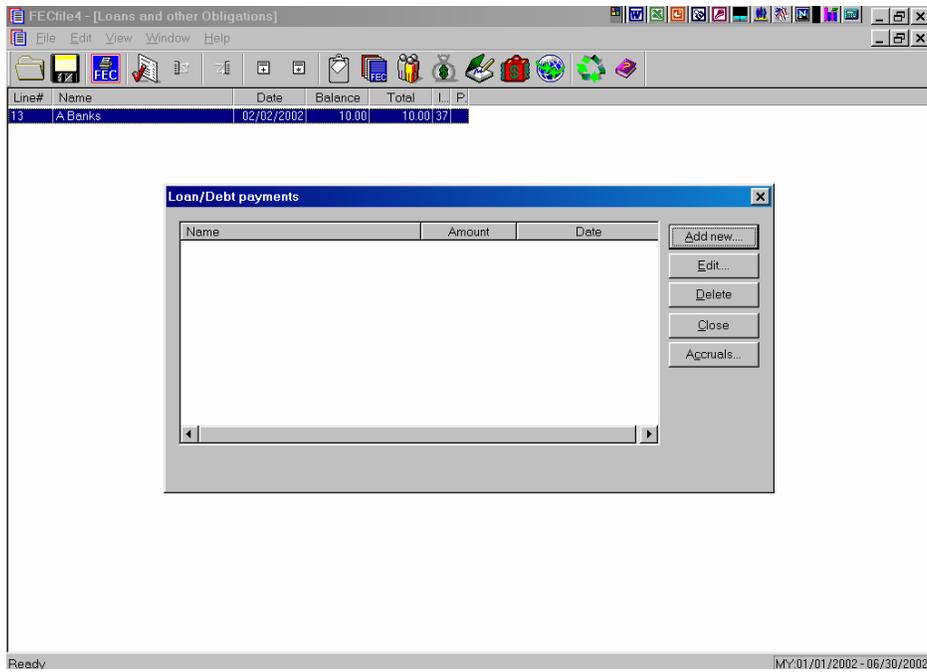
Open a window on all loans, obligations and allocation ratios for the selected report

MY:01/01/2002 - 06/30/2002

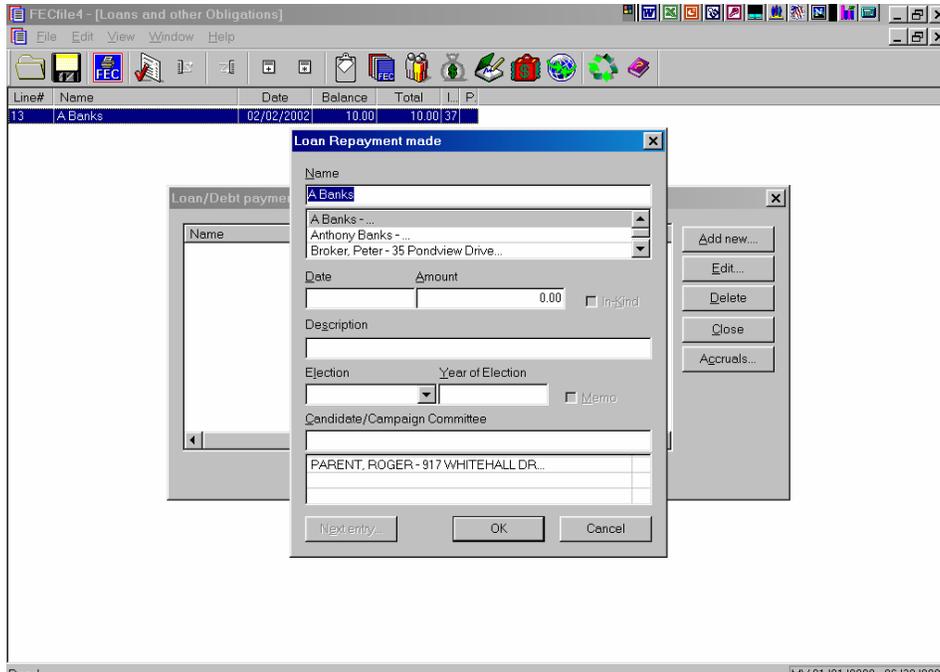
1. At the Summary Page, go to the menu bar, click on View from the drop down menu, and then select Loans and other Obligations.
2. Select the loan by right clicking on the appropriate loan line on which a repayment is being made. (The loan total will correspond to the entries on Line 27).



3. Click on Loan/Debt payments.

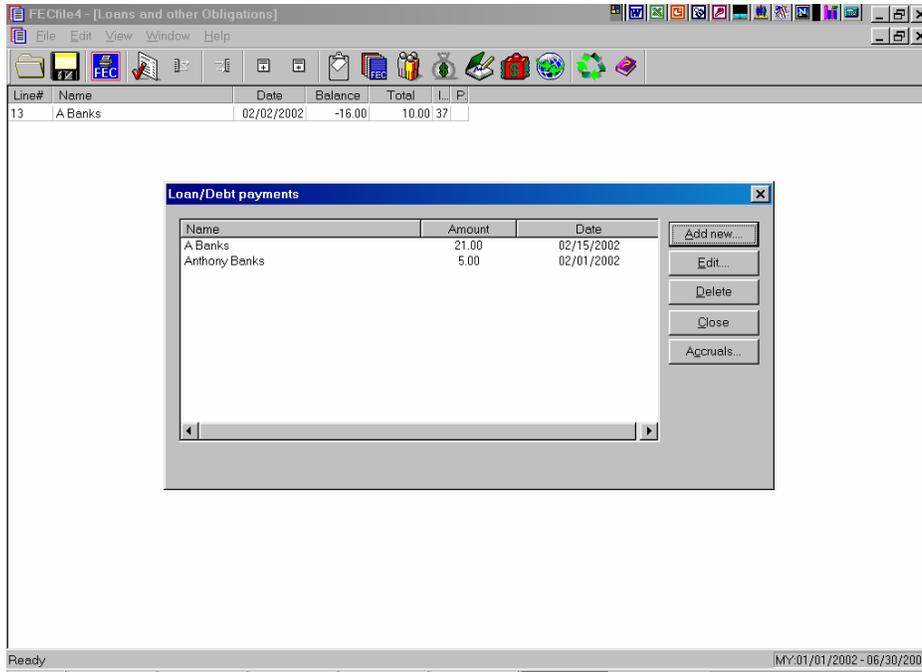


4. The Loan/Debt repayments dialog box appears.



5. Click on the Add new button and enter date and amount in the Loan repayment made dialog box, and click on OK.

**-Note:** This process may also be used to edit mistakenly entered loan repayments. At the Loan/Debt payments screen, choose the Edit button rather than the Add new button.



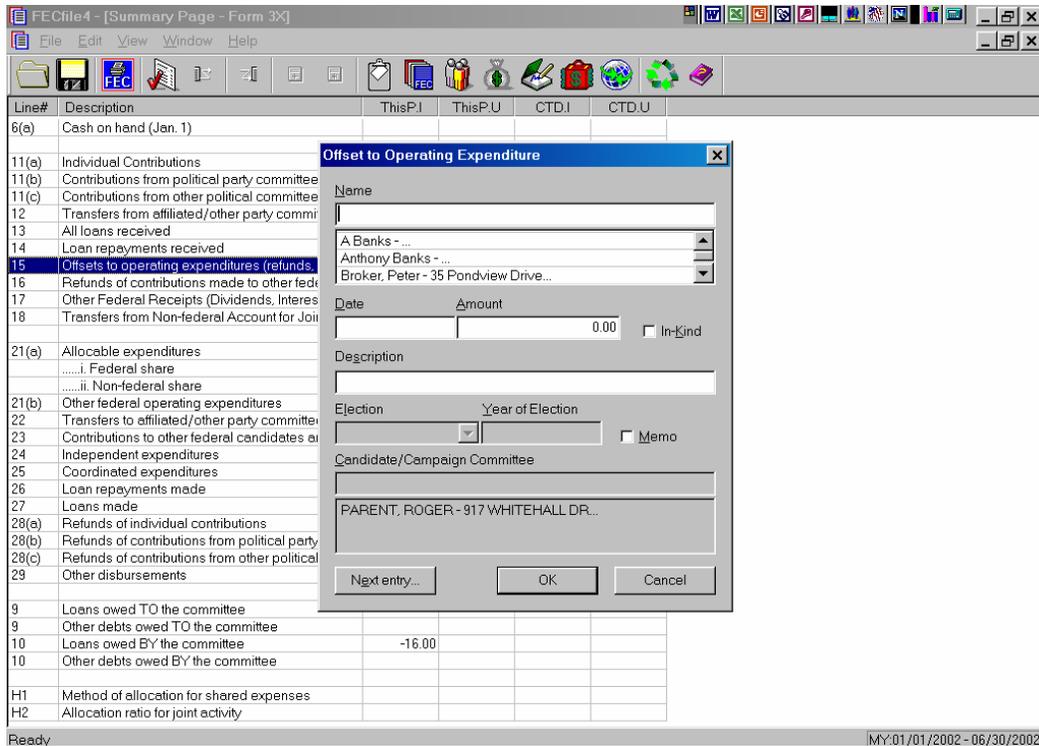
6. Click on Close at the Loan/Debt repayments dialog box.
7. A Schedule A supporting Line 14 will automatically be created by FECFile, and a dollar figure will be entered onto Line 14 of the Summary Page.

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, so that it may be recognized by FECFile. Refer to the later text on the subject.

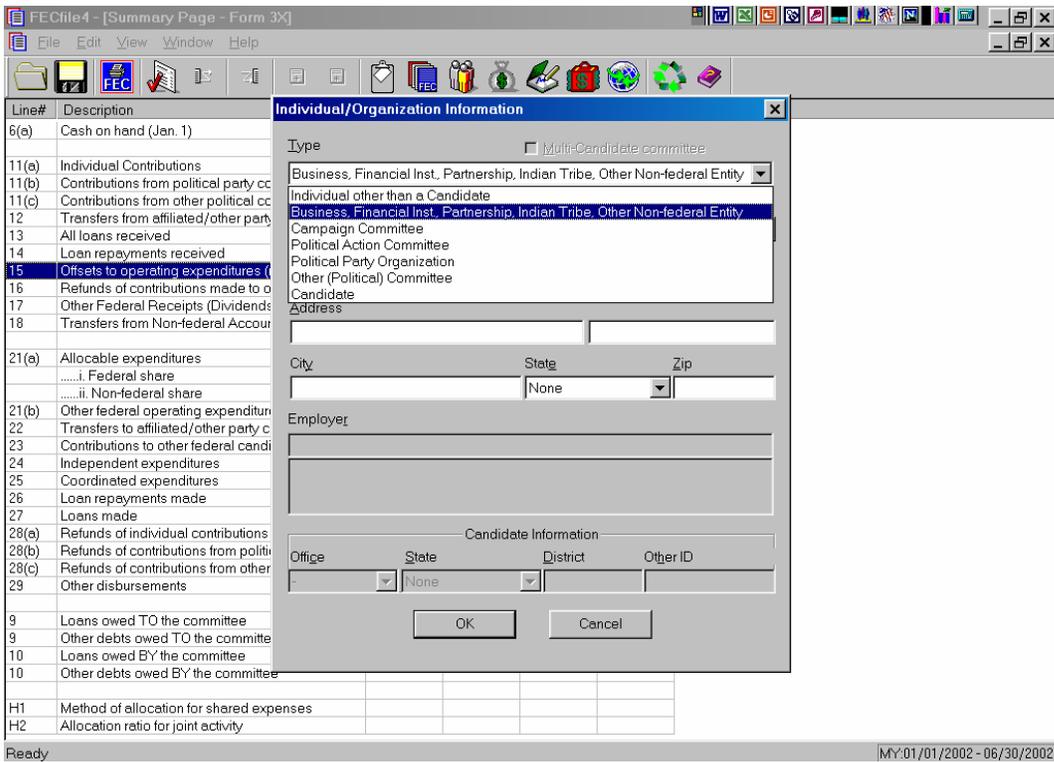
## Offsets to Operating Expenditures Line 15

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candi				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18	Transfers from Non-federal Account for Joint Activi				
21(a)	Allocable expenditures				
	.....i Federal share				
	.....ii Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and politi				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party commi				
28(c)	Refunds of contributions from other political commi				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

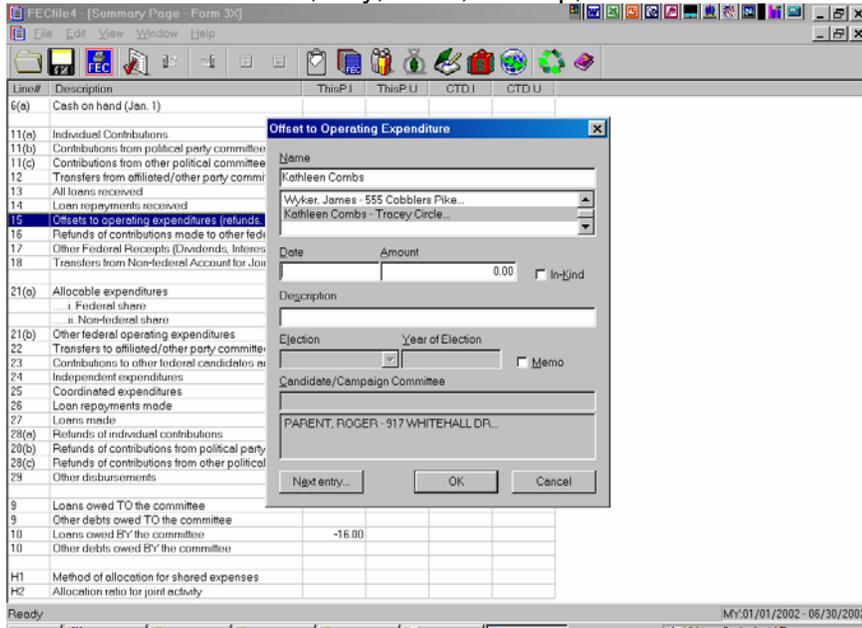
1. Double-click on Line 15 of the Summary Page.



2. The Offset to Operating Expenditure dialog box is launched. Enter the vendor's name in the name text area.
3. If the vendor name has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor name has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



5. Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.
6. Enter vendor's Address, City, State, and Zip, and click on OK.

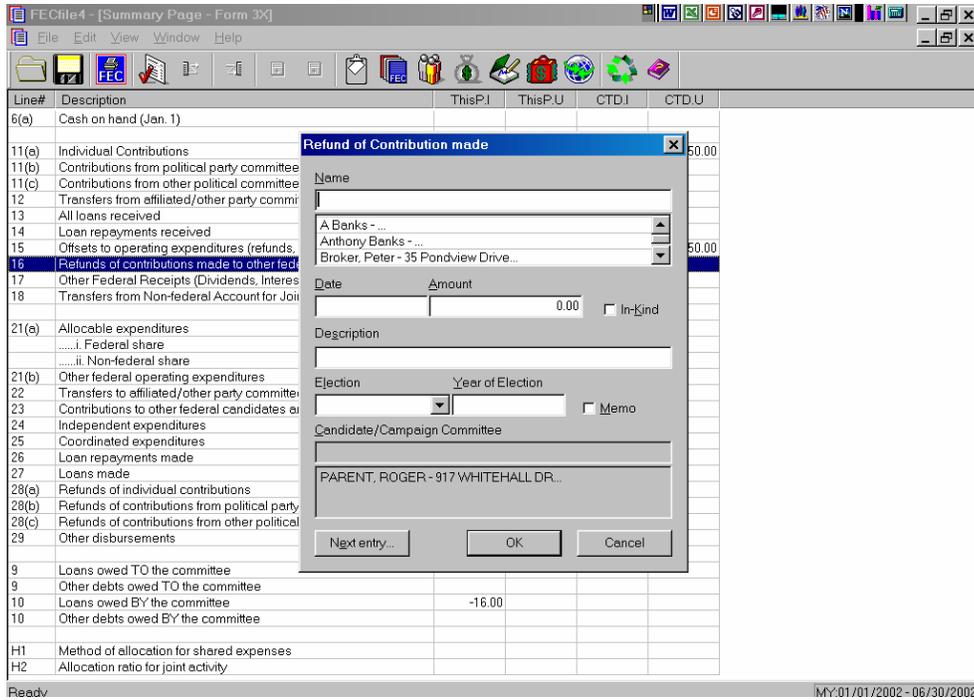


7. In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.
8. The totals are reflected on the Summary Page, on line 15, Offsets to Operating Expenditures, (refunds, rebates, etc.)

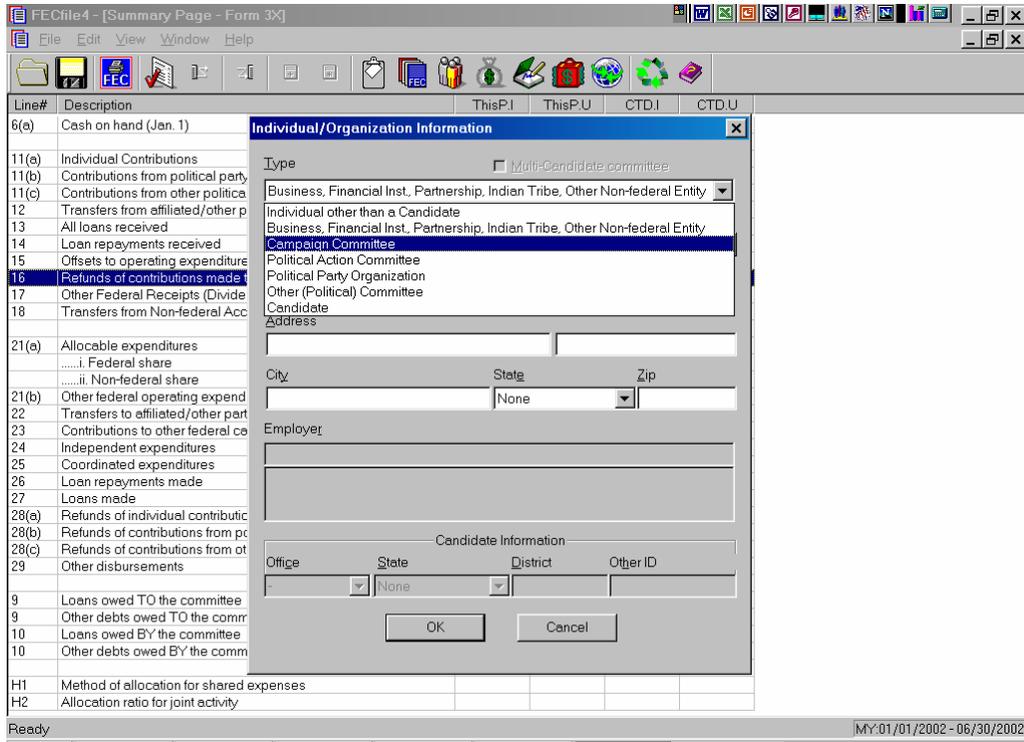
**Refunds of Contributions Made to Other Federal Candidates and Committees Line 16**

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		50.00		50.00
16	Refunds of contributions made to other federal candidates and con				
17	Other Federal Receipts (Dividends, Interest, etc)				
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

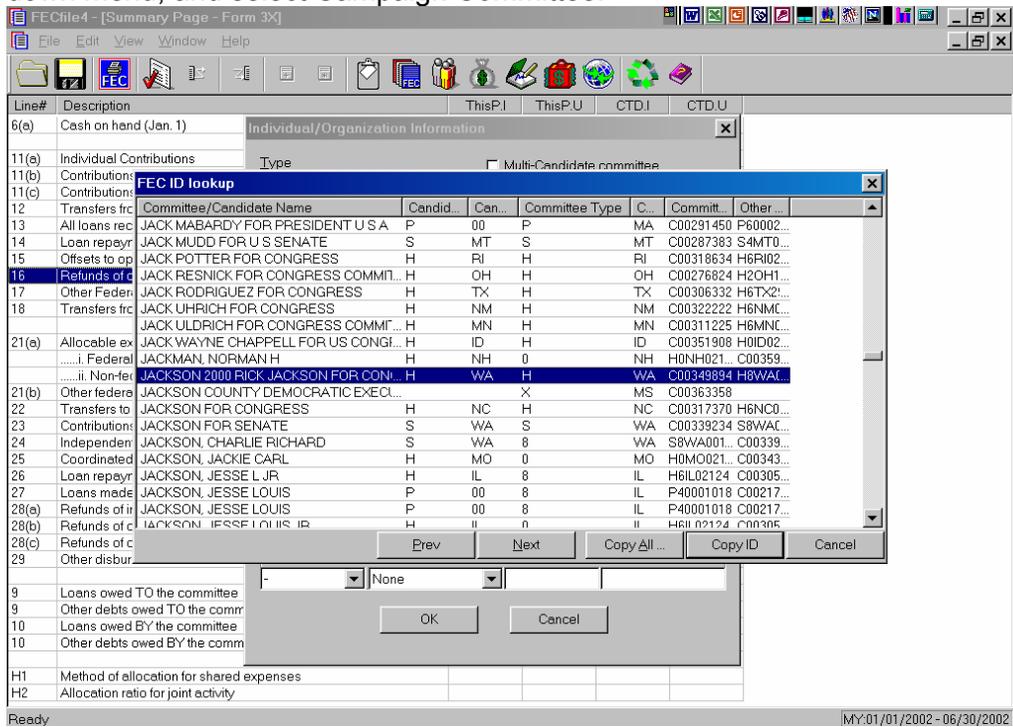
1. Double-click on Line 16 of the Summary Page.



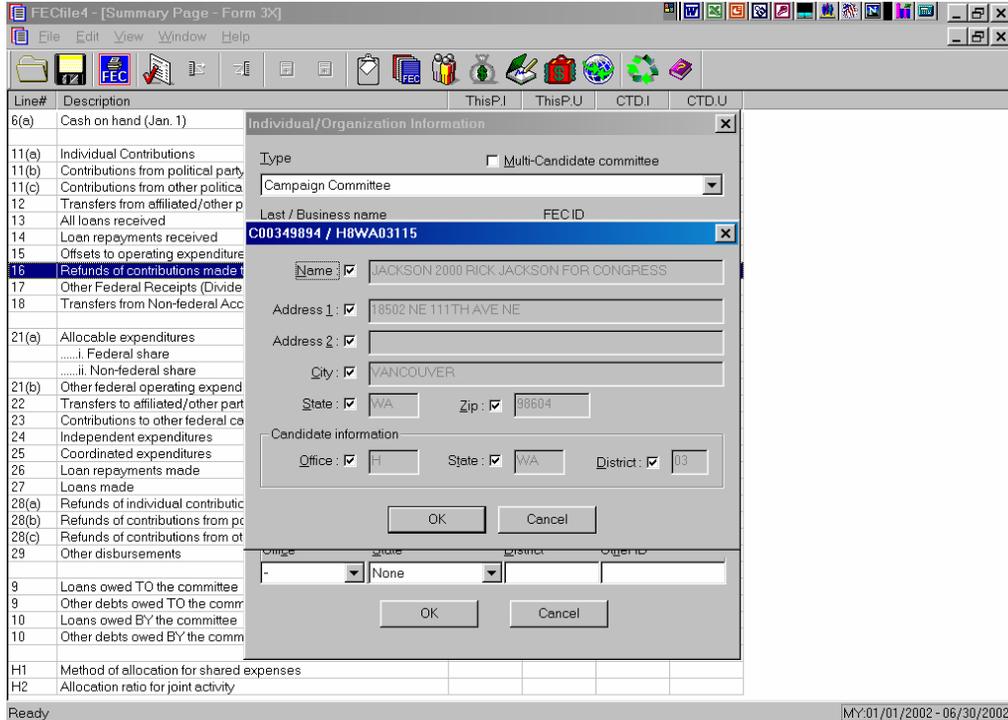
2. Enter the committee's name in the Refund of Contribution made dialog box.
3. If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



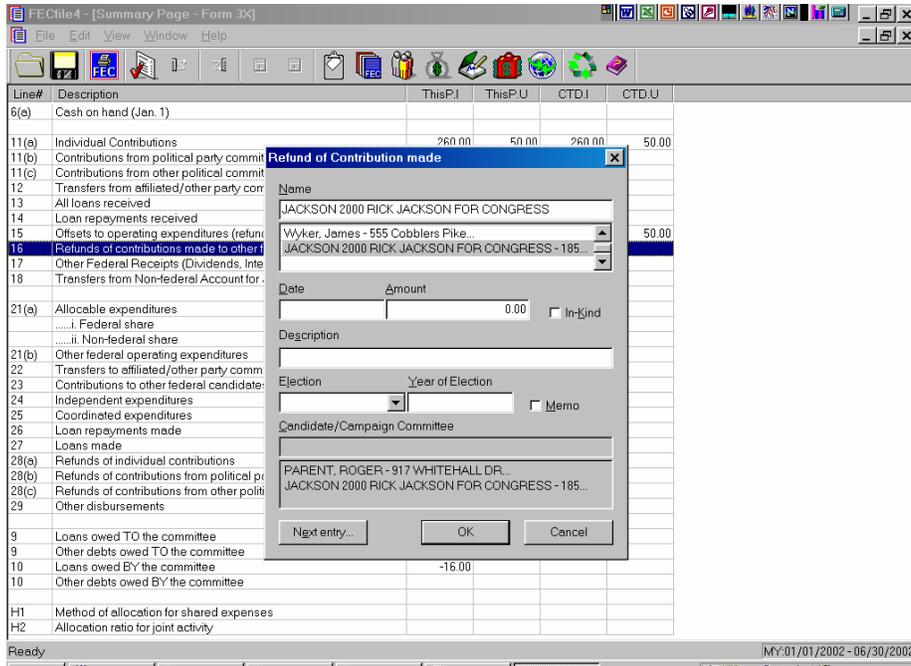
- As the Individual/Organization dialog box appears, select the Type text area drop down menu, and select Campaign Committee.



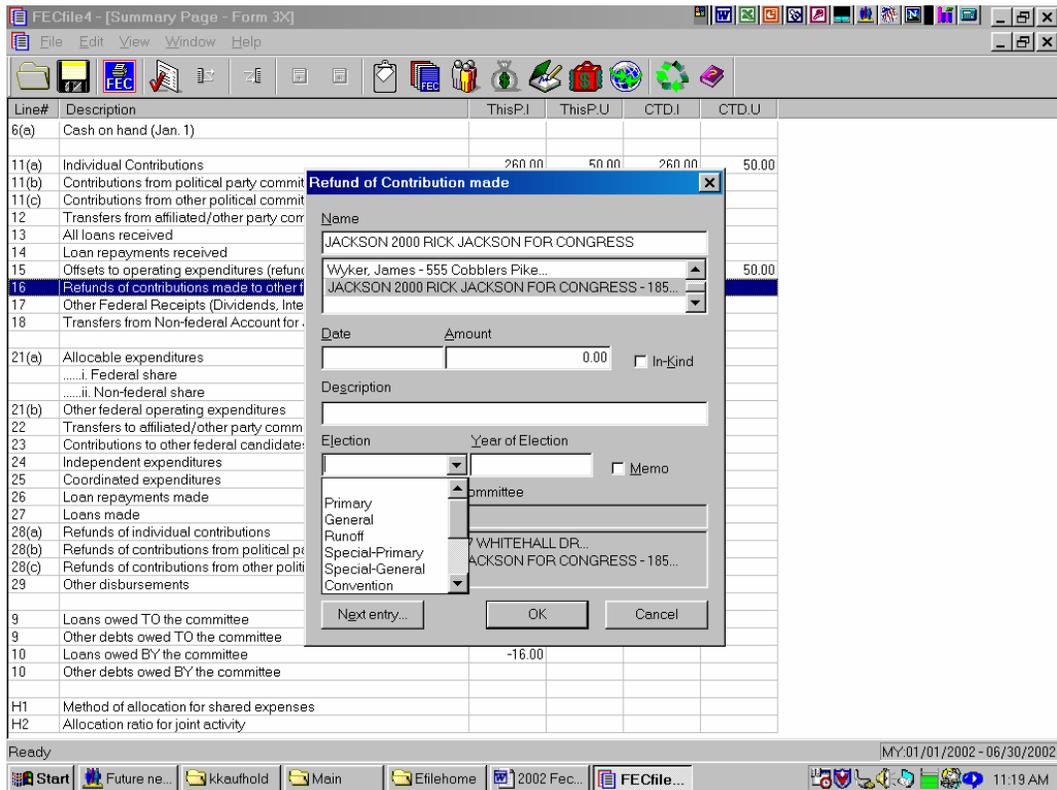
6. Once selected, click on the Lookup button, the the FEC ID lookup dialog box appears.
7. Highlight the proper committee and click on Copy All.



8. The committee data is then loaded into the dialog box, click on OK.
9. Once the FEC ID is noted in the Individual/Organization Information dialog box, click on OK.



10. Enter the Date and Amount of the refund in the Refund of Contributions made dialog box.



11. Using the election drop down menu, select the election and enter the year of election in the text area.
12. Click on OK, and the total will be reflected on Summary Page at line 16.

## Other Federal Receipts (Dividends, Interest etc...) Line 17

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc)		50.00		50.00
16	Refunds of contributions made to other federal candidates and committees	21.00		21.00	
17	<b>Other Federal Receipts (Dividends, Interest etc)</b>				
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

### 1. Double click on Line 17 of the Summary Page.

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				50.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc)				50.00
16	Refunds of contributions made to other federal candidates and committees				
17	<b>Other Federal Receipts (Dividends, Interest etc)</b>				
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
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 committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
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		-16.00		
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

**Federal Receipt (other)**

Name

A Banks - ...  
Anthony Banks - ...  
Broker, Peter - 35 Pondview Drive...

Date:      Amount: 0.00       In-kind

Description

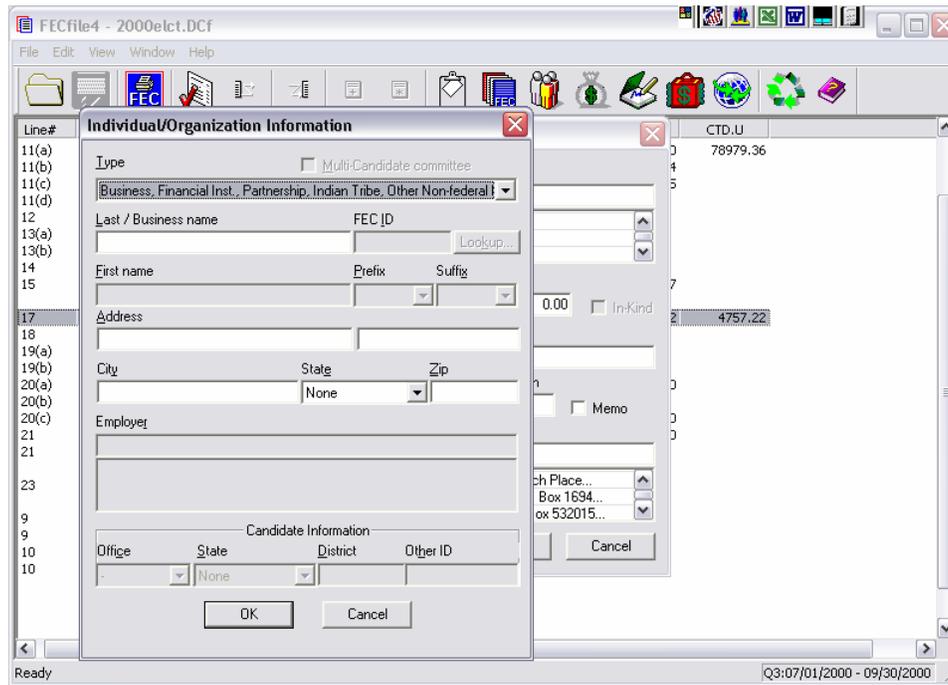
Election:      Year of Election:       Memo

Candidate/Campaign Committee

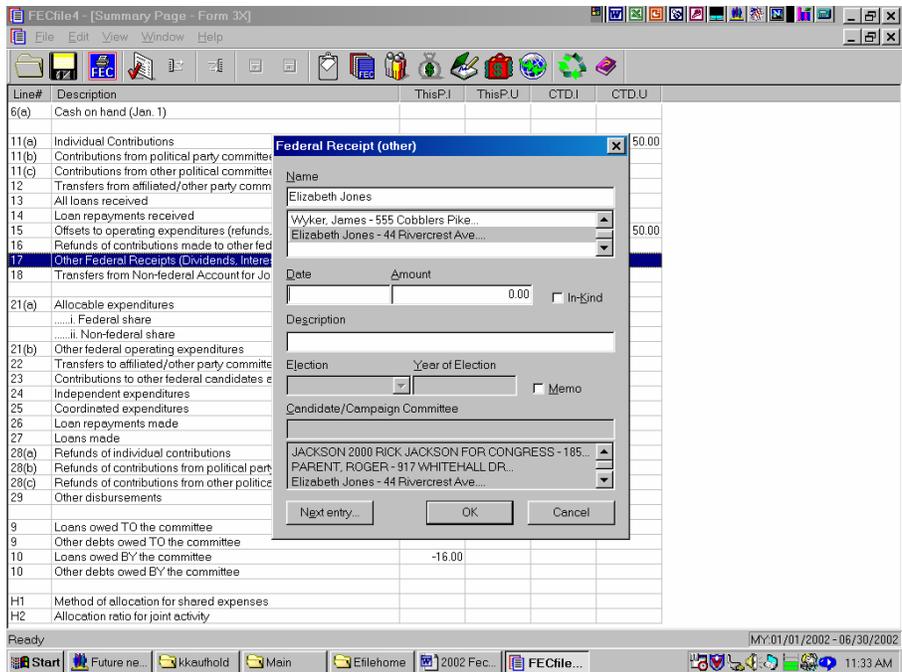
JACKSON 2000 RICK JACKSON FOR CONGRESS - 185...  
PARENT, ROGER - 917 WHITEHALL DR...

Next entry...      OK      Cancel

2. In the Federal Receipt dialog box, enter in the name.
3. If the name has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the name has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



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



7. In the Federal Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.

8. Note the total reflected on line 17 on the Summary Page.

## Method of Allocation for Shared Expenses H1

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		50.00		50.00
16	Refunds of contributions made to other federal candidates and con	21.00		21.00	
17	Other Federal Receipts (Dividends, Interest, etc.)		41.00		41.00
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
	.....i. Federal share				
	.....ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

1. Scroll to the bottom of the Summary Page and double click on the H1 line number.
2. Double click on the H1 line number to launch the methods of allocation for shared expenses dialog box.

3. Select the appropriate allocation option, and type in the allocation ratio. Select next entry, if necessary, to enter an additional allocation.
4. Click on Ok.

# Amending the H1

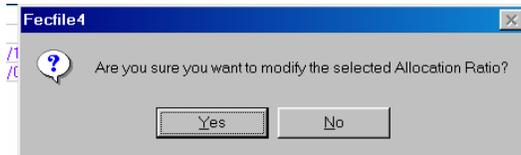
Line#	Descr	ThisPI	ThisPU	CTD.I	CTD.U
6(a)	Cash on				
11(a)	Individual	260.00	50.00	260.00	50.00
11(b)	Contribu	20.00		20.00	
11(c)	Contribu	51.00		51.00	
12	Transfe				
13	All loans	10.00		10.00	
14	Loan rep				
15	Offsets t		50.00		50.00
16	Refunds or	21.00		21.00	
17	Other Feder		41.00		41.00
18	Transfers from Non-federal Account for Joint Activity				
21(a)	Allocable expenditures				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

1. To amend the H1, select view from the Summary Page drop down menu.
2. Select All transactions.

Line#	Name	Description	Date	Amount	Id
11(a)	Broker, Peter	contribution	02/05/2002	25.00	4106
11(a)	Broker, Peter	contribution two	02/06/2002	10.00	4113
11(a)	Wyke, James	Payroll Deductio	02/05/2002	25.00	4115
11(b)	COMPUTER & t		02/20/2002	20.00	4120
11(c)	PARENT, FROG		02/21/2002	51.00	4124
13	A Banks		02/02/2002	10.00	4137
15	Kathleen Combs		02/28/2002	50.00	4142
16	JACKSON 2000		02/25/2002	21.00	4144
17	Elizabeth Jones		03/02/2002	41.00	4147
H1	-			0.00	4150
H1	-			0.00	4152
H1	-			0.00	4153
P126	A Banks		02/15/2002	21.00	4140
P126	Anthony Banks		02/01/2002	5.00	4141



5. Review the dialog box for the transaction, and enter the appropriate changes.
6. As the dialog box appears, asking if changes are required, select yes.



7. Note the changes on the All transactions sheet.