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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

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Data Systems Training and User Support

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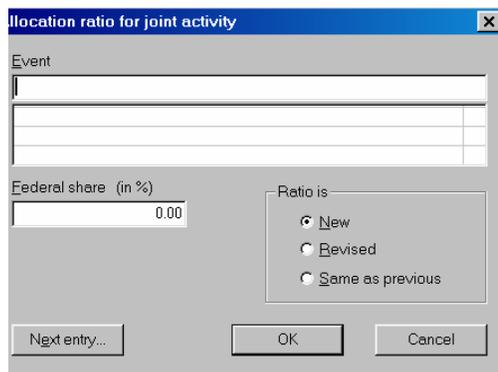
Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Allocation Ratio for Joint Activity H2

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. Select H2 from the bottom of the Summary Page, and double click on the selection.



The dialog box titled "Allocation ratio for joint activity" contains the following elements:

- An "Event" field with a dropdown menu.
- A "Federal share (in %)" field with a text input containing "0.00".
- A "Ratio is" section with three radio button options: "New" (selected), "Revised", and "Same as previous".
- Buttons for "Next entry...", "OK", and "Cancel".

2. The Allocation ratio for joint activity dialog box appears.

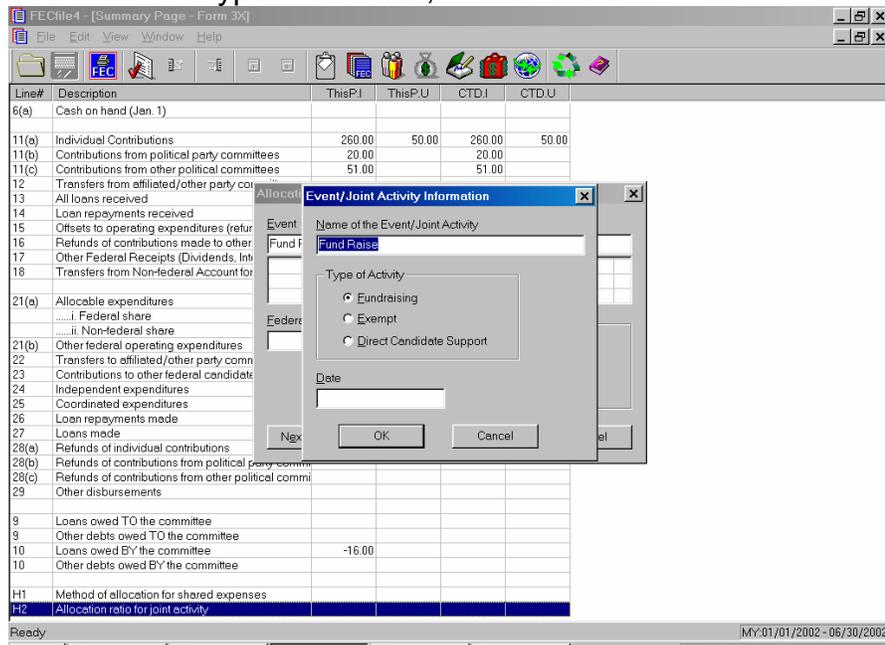
3. Type in the information on the event, and press the TAB key.

The screenshot shows the 'FECFile4 - [Summary Page - Form 3X]' application window. The main window contains a table with the following columns: Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U. The table lists various financial items such as 'Cash on hand (Jan. 1)', 'Individual Contributions', and 'Allocable expenditures'. A dialog box titled 'Allocation ratio for joint activity' is overlaid on the table. The dialog box has an 'Event' field containing 'Fund Raise', a 'Federal share (in %)' field with '0.00', and a 'Ratio is' section with radio buttons for 'New', 'Revised', and 'Same as previous'. The dialog box also includes 'Next entry...', 'OK', and 'Cancel' buttons. The status bar at the bottom of the window shows 'Ready' and the date 'MY:01/01/2002 - 06/30/2002'.

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				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds)				
16	Refunds of contributions made to other committees				
17	Other Federal Receipts (Dividends, Interest)				
18	Transfers from Non-federal Account for				
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				
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		-16.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

An additional dialog box will appear, addressing the event/and joint activity.

- Once the dialog box appears, select on the appropriate activity, tab to the date field and type in the date, and select OK.



- As the date is entered, the application returns to the allocation ratio for joint activity dialog box. Enter the federal share in the appropriate area, select the type of ratio and select OK.

FF-File4 - [Summary Page - Form 30]

File Edit View Window Help

Line#	Description	ThisP	ThisP-U	CTD-I	CTD-U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	250.00	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)				
16	Refunds of contributions made to other candidates				
17	Other Federal Receipts (Dividends, Interest)				
18	Transfers from Non-federal Account for				
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				
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		-16.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

Allocation ratio for joint activity

Event: Fund Raise

Federal share (in %): 25

Ratio is: New Revised Same as previous

Next entry... OK Cancel

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

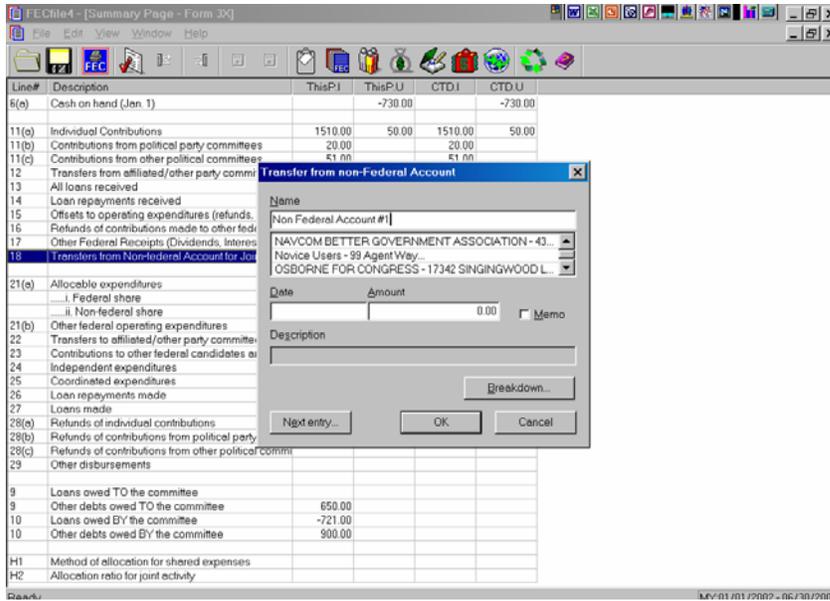
Transfers From Non-federal Accounts for Joint Activity, Line 18

Please note: Prior to entering an H3 transfer, the H1 or H2 ratio must be entered.

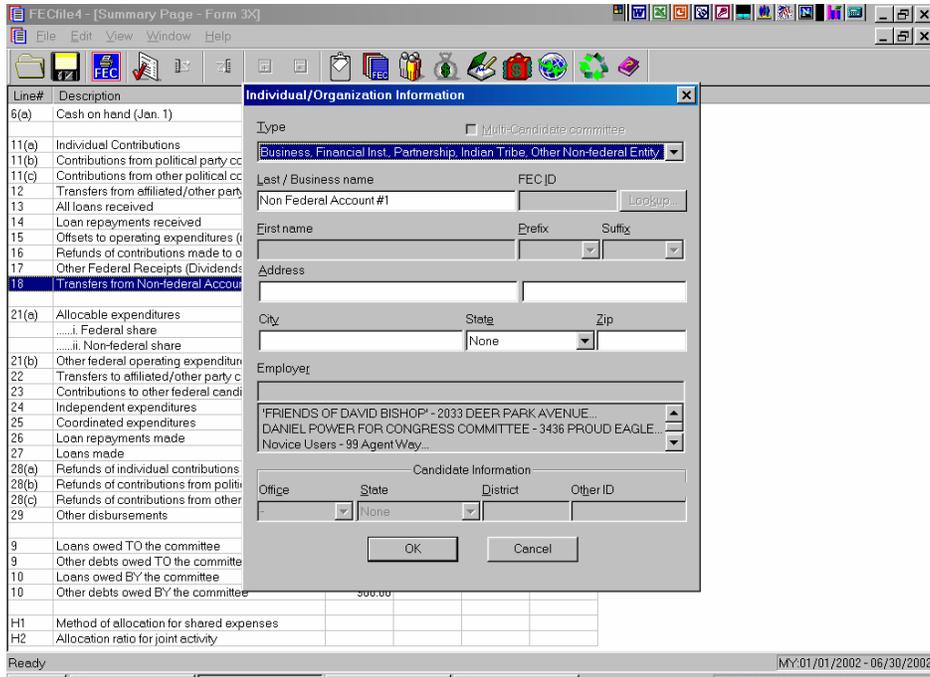
1. View the Summary page, double click on line 18, transfers from non-federal accounts for Joint activity.

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)		50.00		50.00
16	Refunds of contributions made to other federal candidates	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				
	...U 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				

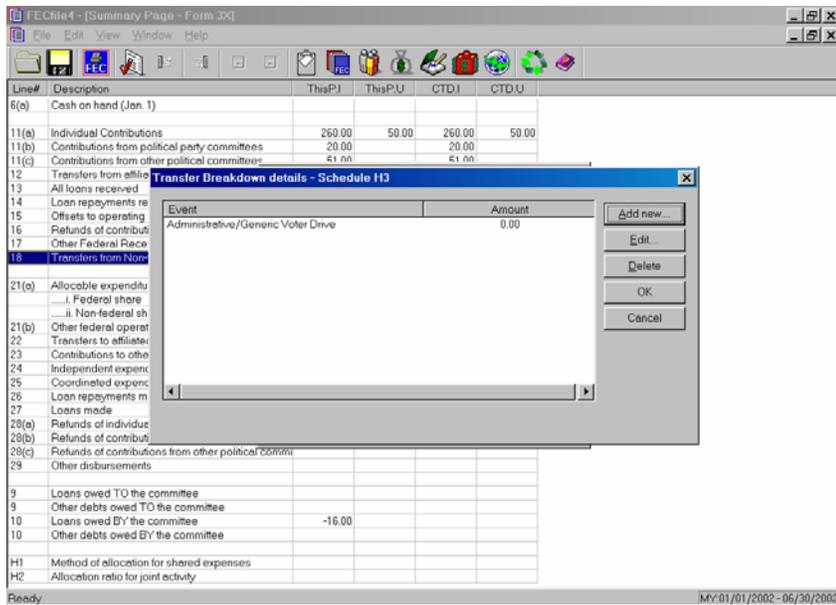
2. The transfer from non-federal account dialog box appears. Type in the name of the non-federal account, and press the tab key.



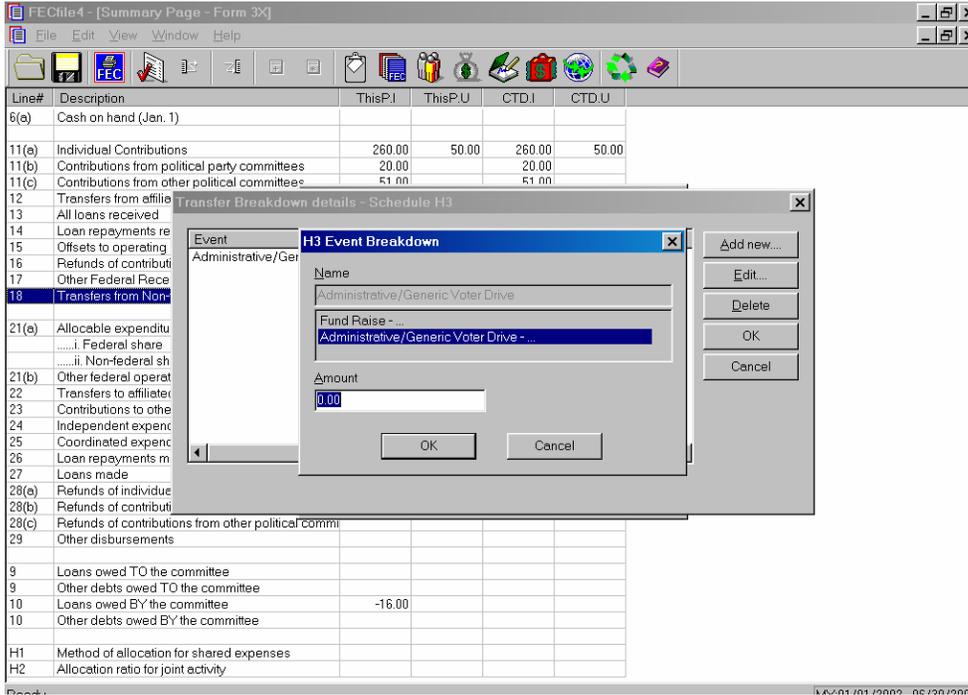
3. If the non-federal account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the non-federal account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
5. Upon pressing the tab key, the Individual/Organization Information dialog box appears. Enter in the appropriate information, to include address information and select OK.



- Once OK is selected, the Transfer from non-federal account dialog box appears. Type in the date information and the amount. Select breakdown to bring up the next following box.



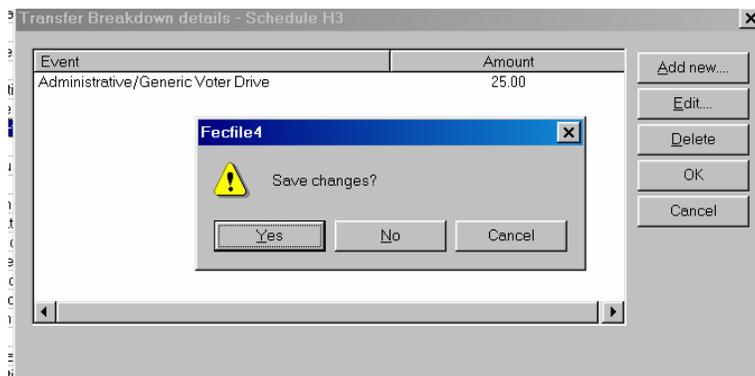
7. Select the appropriate event and click on the edit button in the dialog box.



8. The H3 Event Breakdown dialog box appears. Enter in the dollar amount in the dialog box and click on OK.

9. The Transfer Breakdown Details dialog box appears. Click on OK.

10. As the FECfile dialog box appears, and asks to save changes, select yes.



11. Select OK in the Transfer from Non-Federal account dialog box.

**Allocable Expenditures 21 (a):
H4 Administrative/Voter Drive**

(Note: Create H1 ratio before entering H4 disbursements)

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 federal 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)		50.00		50.00
16	Refunds of contributions made to other federal committees	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				

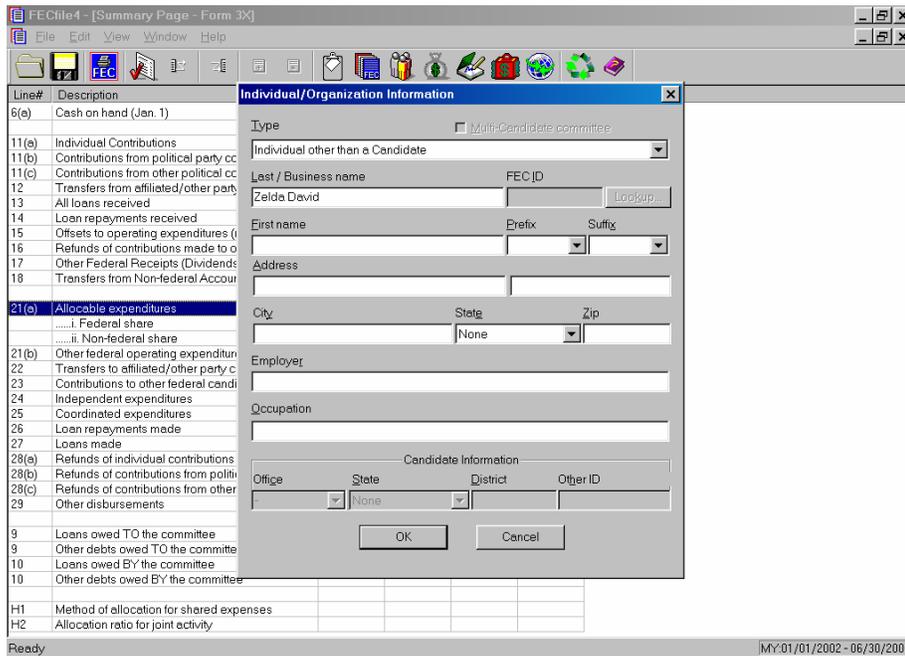
1. Double click on 21(a) of the FECfile Summary Page.

The dialog box 'Allocable expenditure' is open over the table. It contains the following fields and options:

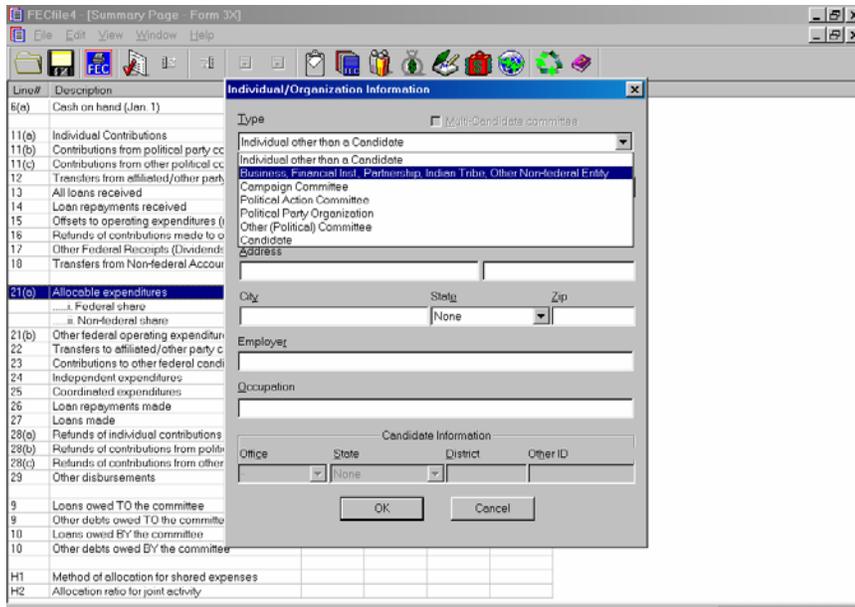
- Name:** A dropdown menu showing 'A Banks - Anthony Banks - Broker, Peter - 35 Pondview Drive...'.
- Date:** A date input field.
- Total amount:** A numeric input field with '0.00' entered.
- Federal share:** A numeric input field with '0.00' entered.
- Description:** A text input field with a 'Memo' checkbox.
- Event:** A dropdown menu showing 'Administrative/Genetic Voter Drive'.
- Ejection:** A dropdown menu.
- Year of Election:** A numeric input field.
- This expenditure is:** Radio buttons for 'Schedule B (2)', 'Independent (Sch E)', and 'Coordinated (Sch F)'.
- Candidate & Designated Agent:** A button.
- Buttons:** 'Next entry...', 'OK', and 'Cancel'.

2. The allocable expenditure dialog box appears. Type in the name of the vendor or individual in the dialog box.

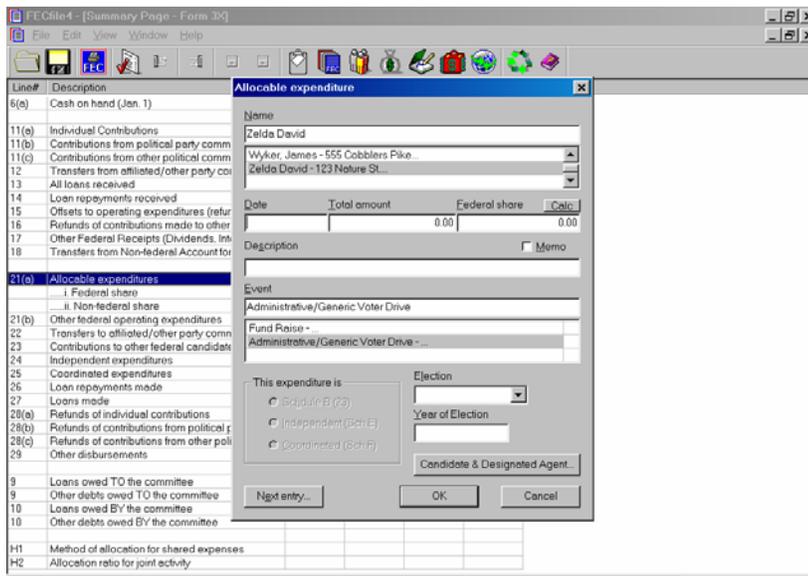
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



5. 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.



6. Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.



7. Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the CALC button, in the dialog box. The CALC button automatically calculates the Federal Share.

8. Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the disbursement.
9. Point and click, selecting the Event field, and selecting the event. FECfile defaults to the Administrative/Generic voter Drive field.
10. Click on OK.

H4 Fundraising

(Note: Create H2 ratios before entering H4 disbursements)

Line#	Description	ThisPI	ThisPU	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)		50.00		50.00
16	Refunds of contributions made to other federal com	21.00		21.00	
17	Other Federal Receipts (Dividends, Interest, etc.)		41.00		41.00
18	Transfers from Non-federal Account for Joint Activ				
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				

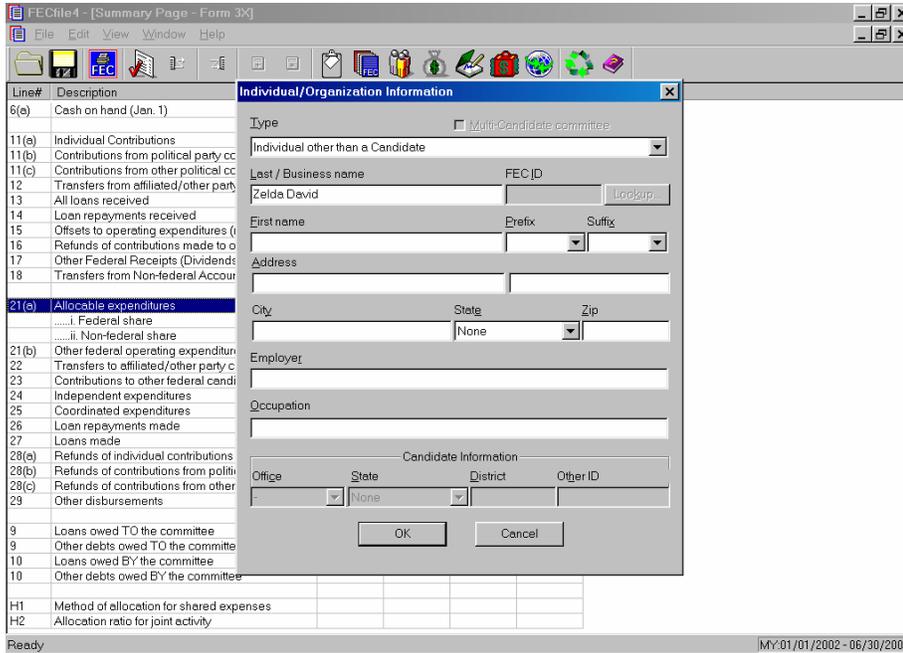
1. Double click on 21(a) of the FECfile Summary Page.

The dialog box 'Allocable expenditure' is open over the table. It contains the following fields and options:

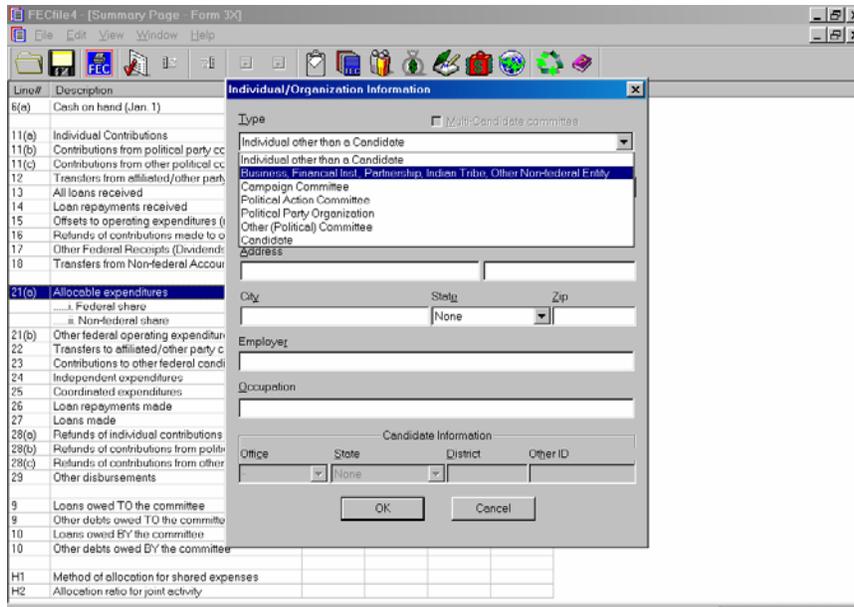
- Name: [Text field]
- Date: [Text field]
- Total amount: [Text field]
- Federal share: [Text field]
- Description: [Text field]
- Event: [Text field]
- Fund Raise: [Text field]
- This expenditure is: Statute B (22) Independent (501-B) Coordinated (501-F)
- Election: [Dropdown menu]
- Year of Election: [Text field]
- Candidate & Designated Agent: [Text field]
- Buttons: Next entry..., OK, Cancel

2. The allocable expenditure dialog box appears. Type in the name of the vendor in the dialog box.

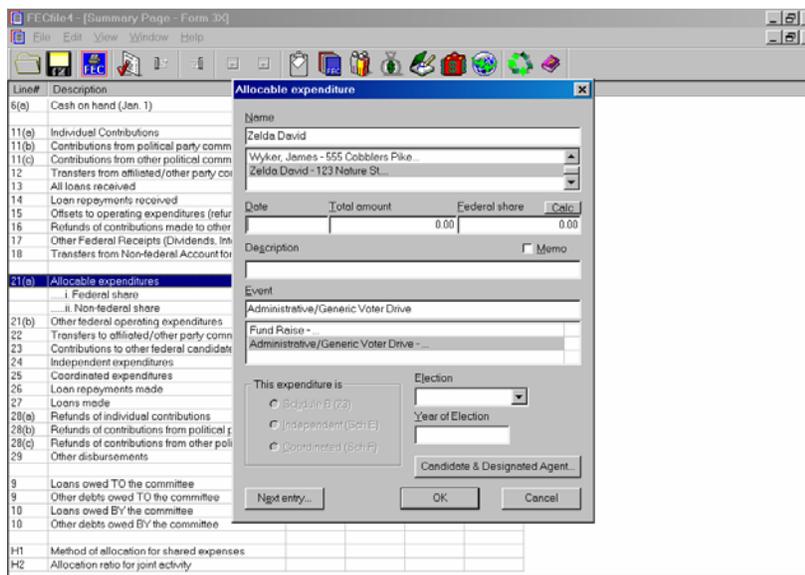
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



5. 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.



- Point and click inside the address field, and type in the address, and click on OK. The expenditure allocable dialog box appears.



- Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the appropriate event then click on the CALC button, in the dialog box.
- Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the

expenditure.

9. Click on OK.

H4 Exempt Activity

(Note: Create H2 ratios before entering H4 disbursements)

Line#	Description	ThisPI	ThisPU	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)		50.00		50.00
16	Refunds of contributions made to other federal committees	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				

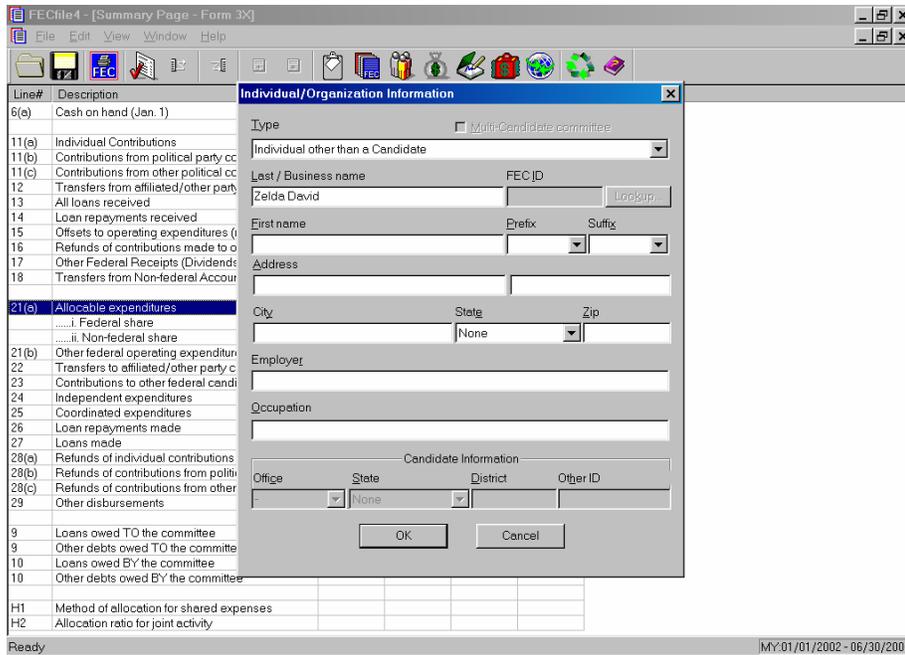
1. Double click on 21(a) of the FECfile Summary Page.

The dialog box 'Allocable expenditure' is open over the summary page. It contains the following fields and options:

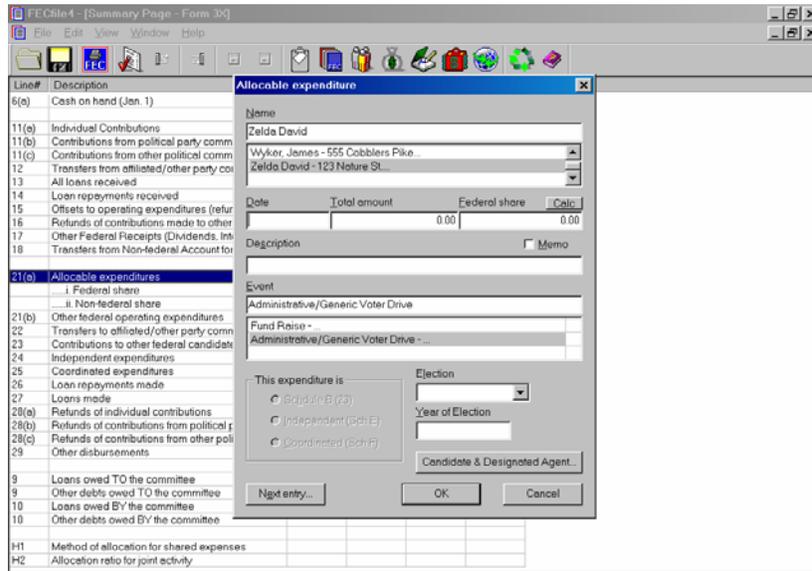
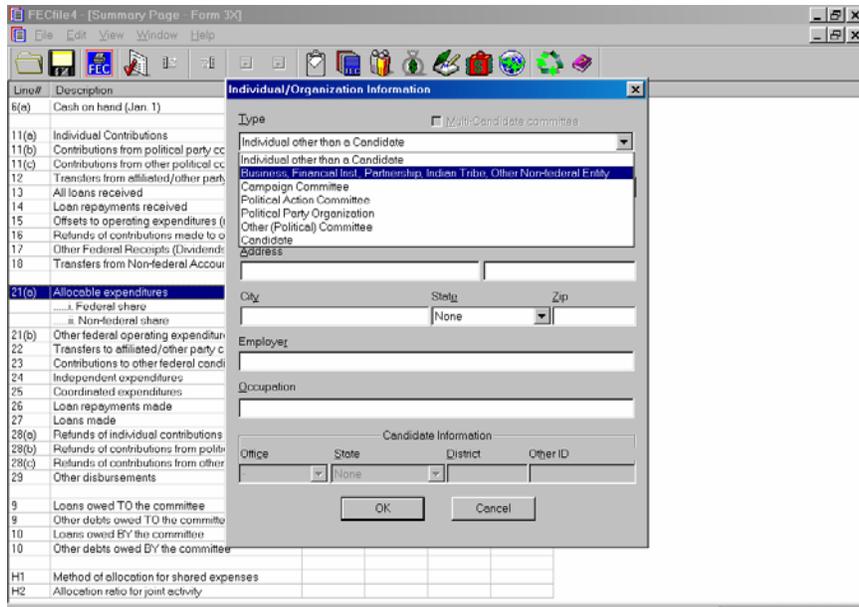
- Name: [Empty text field]
- Date: [Empty text field]
- Total amount: [Empty text field]
- Federal share: [0.00]
- Description: [Empty text field]
- Event: Administrative/Genetic Voter Drive
- Fund Raise: Administrative/Genetic Voter Drive
- This expenditure is: Regular B (22), Independent (G4/B), Board memo (G4/B)
- Election: [Empty dropdown menu]
- Year of Election: [Empty text field]
- Candidate & Designated Agent:
- Buttons: Next entry..., OK, Cancel

2. The allocable expenditure dialog box appears. Type in the name of the vendor in the dialog box.

3. If the vendor 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 has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



5. 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.



6. Point and click inside the date field and enter the date, followed by entering in the total amount of the expenditure.
7. Click on Exempt event if the allocation ratio has been established.
8. Click on CALC. This button will automatically calculate the federal share. Once the function has been performed, point and click in the description area of the dialog box.

9. Type in the description or purpose, and click on OK.

H 4 Direct Candidate Support

(Note: Create H2 ratios before entering H4 disbursements)

Line#	Description	ThisPJ	ThisPU	CTDJ	CTDU
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)		50.00		50.00
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					
.....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 21(a) of the FECfile Summary Page.

The dialog box 'Allocable expenditure' is open over line 21(a). It contains the following fields and options:

- Name: A dropdown menu with 'A Banks -' selected.
- Date: A date field.
- Total amount: 0.00
- Federal share: 0.00
- Description: A text field with a 'Memo' checkbox.
- Event: A dropdown menu with 'Administrative/Genomic Voter Drive' selected.
- This expenditure is: Radio buttons for 'Schedule B (B)', 'Independent (BdE)', and 'Coordinated (BdE)'. 'Independent (BdE)' is selected.
- Election: A dropdown menu.
- Year of Election: A text field.
- Buttons: 'Next entry...', 'OK', and 'Cancel'.

2. The allocable expenditure dialog box appears. Type in the name of the vendor in the dialog box.

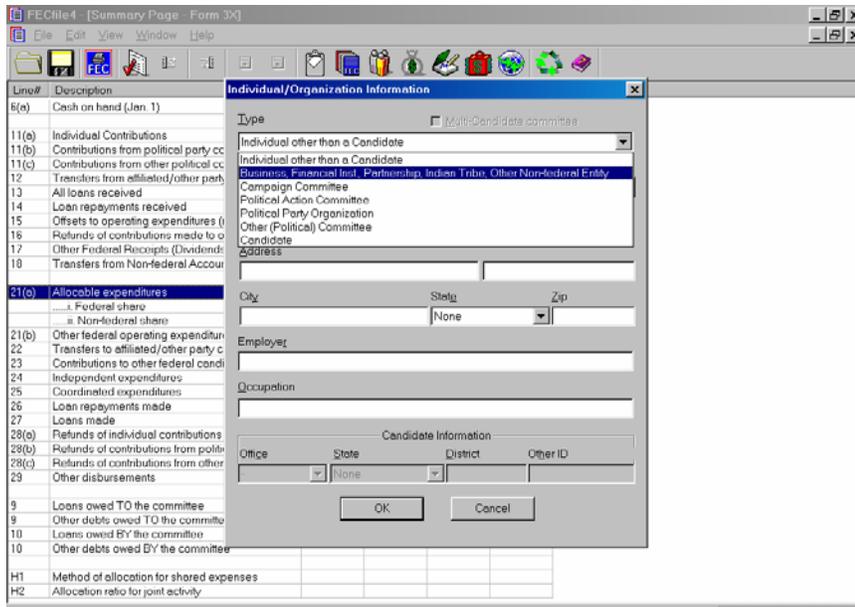
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows the 'Individual/Organization Information' dialog box in the FECFile4 software. The dialog box is titled 'Individual/Organization Information' and has a close button (X) in the top right corner. It contains the following fields and options:

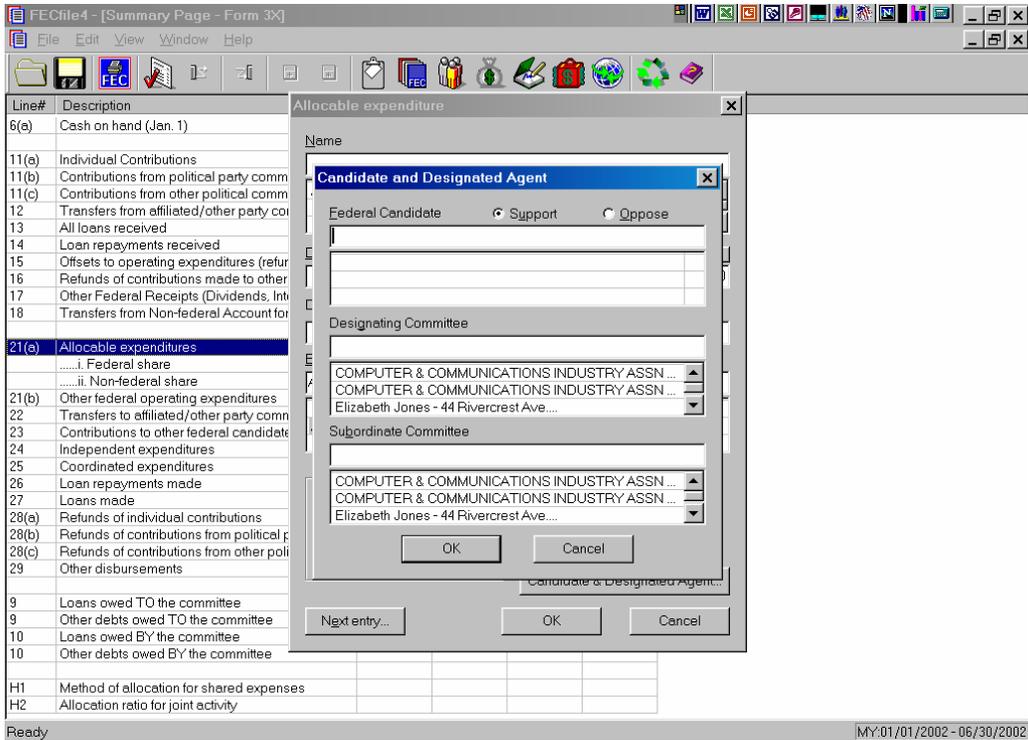
- Type:** A dropdown menu with the option 'Individual other than a Candidate' selected. There is a checkbox for 'Multi-Candidate committee'.
- Last / Business name:** A text field containing 'Zelda David' and a 'Lookup...' button.
- FEC ID:** A text field.
- First name:** A text field.
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu.
- Address:** A text field.
- City:** A text field.
- State:** A dropdown menu with 'None' selected.
- Zip:** A text field.
- Employer:** A text field.
- Occupation:** A text field.
- Candidate Information:** A section with four dropdown menus: 'Office', 'State', 'District', and 'Other ID', all with 'None' selected.

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background shows a table with columns 'Line#', 'Description', and 'Amount'. The table is partially obscured by the dialog box.

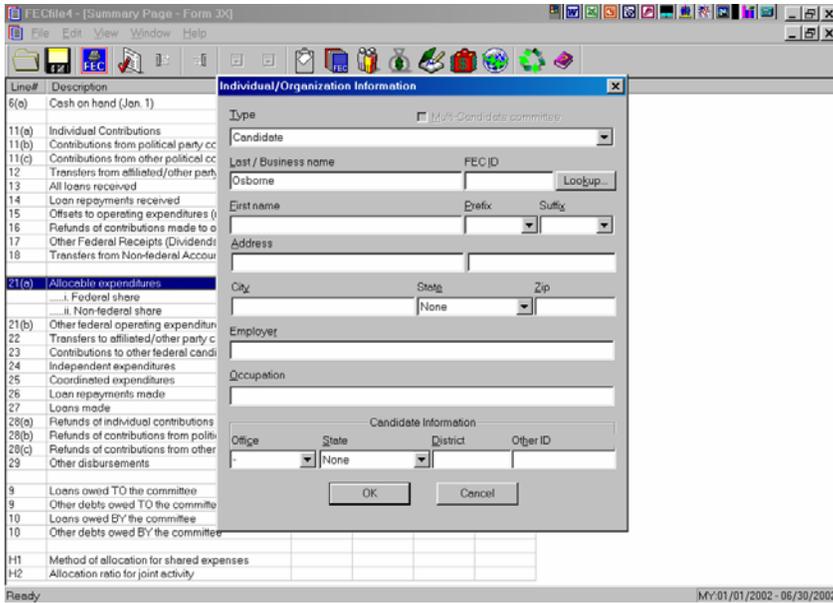
5. The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.



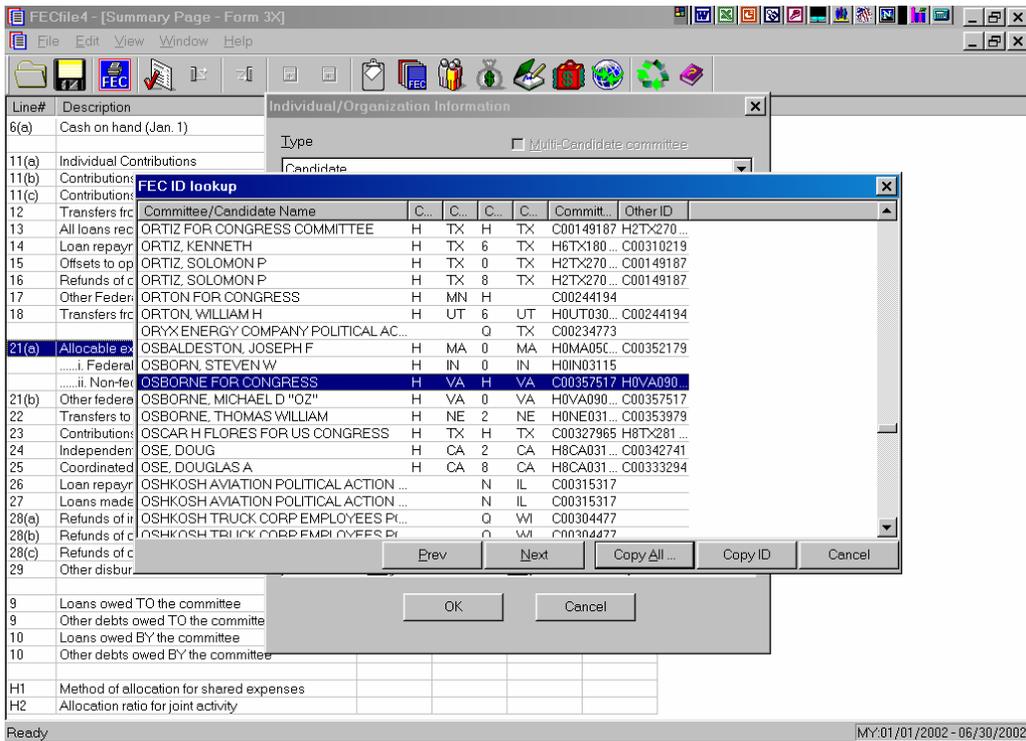
6. Point and click inside the date field and enter the date, followed by entering in the total amount of the expenditure.
7. Point and click inside the event field, and select DCS event that has been established.
8. Click on CALC. This will automatically calculate the federal share. Once the function has been performed, point and click in the description area of the dialog box.
9. Type in the description or purpose of the expenditure.
10. Point and click inside the "This expenditure is" field and select the appropriate schedule, (B,E, or F).



11. Click on the Candidate and Designated Agent button in the dialog box. The corresponding dialog box will launch.
12. Point and click inside the Federal Candidate text area, and type in the candidate's name.
13. Press the tab key to move to the next dialog box.

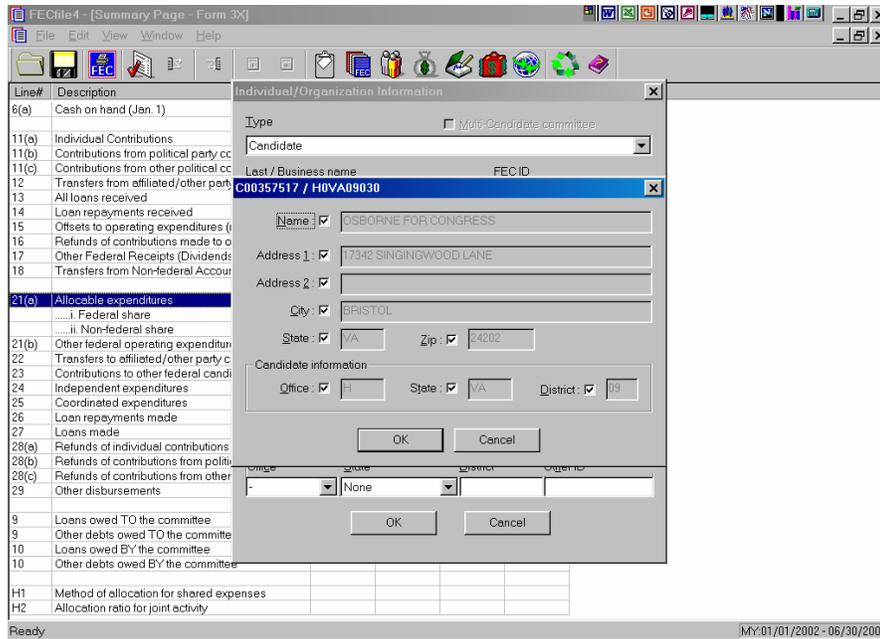


14. The Individual/Organization Information dialog box appears. Point and click on the Lookup button.

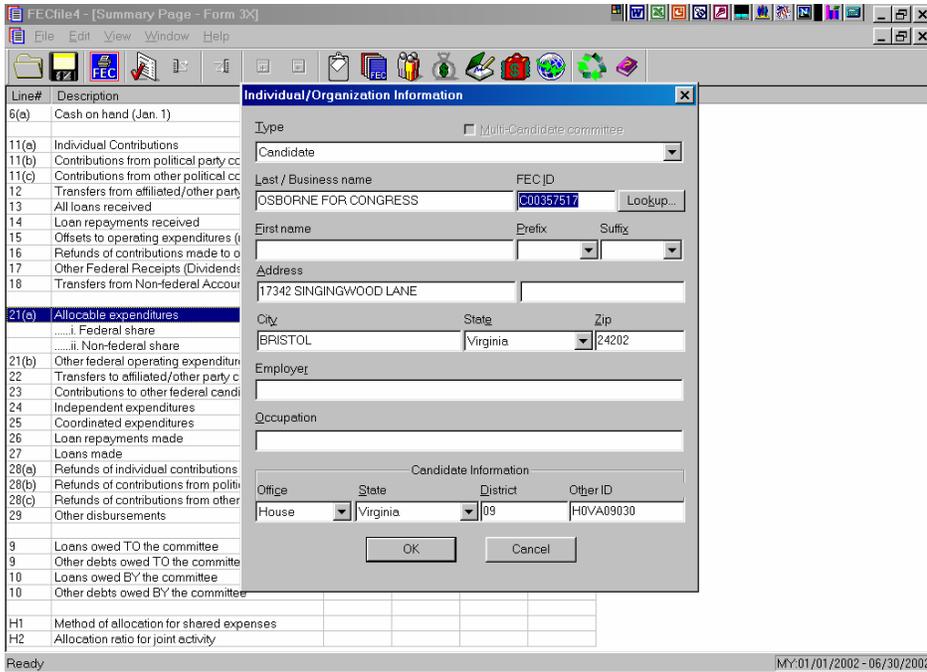


15. The FEC ID lookup dialog box appears.

16. Review the list, and locate the appropriate candidate committee and select it by clicking on it. Once selected, click on the Copy All button.



17. The candidate/committee dialog box appears, with the corresponding information. Select OK.



18. The Individual/Organization Information dialog box reappears, populated with the appropriate candidate/committee information.

19. Select OK.

20. The Candidate and Designated Agent dialog box appears. If necessary, type in the Designating Committee and/or Subordinate committee information, if schedule F was chosen and select OK.

