

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:

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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

Author

Data Systems Training and User Support

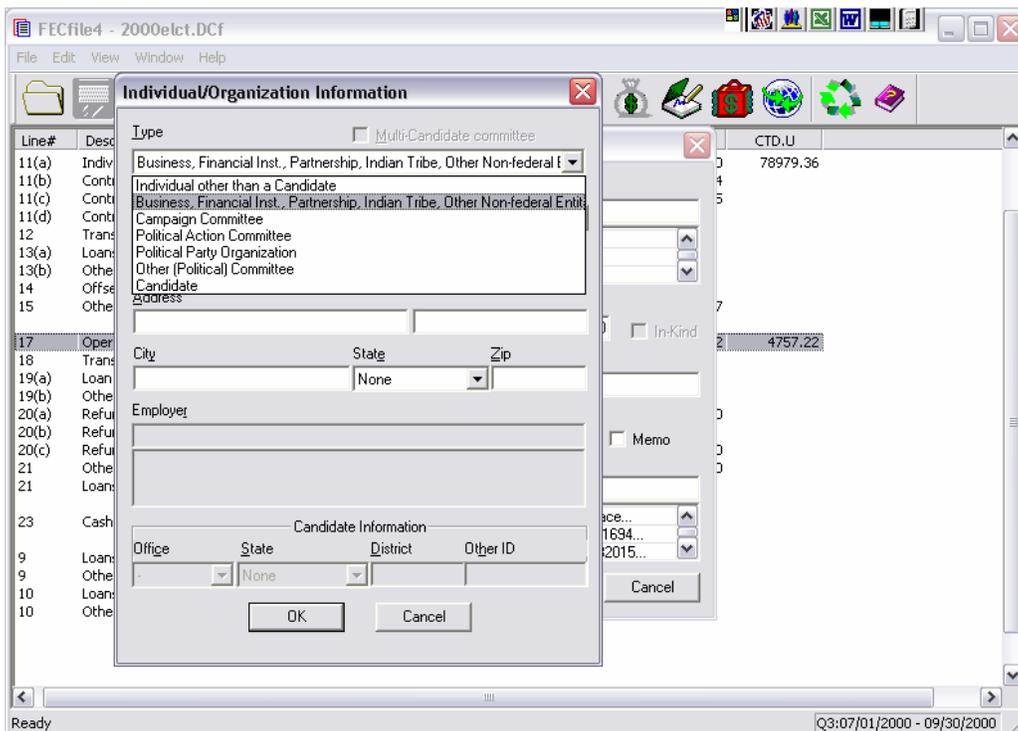
Contact information

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

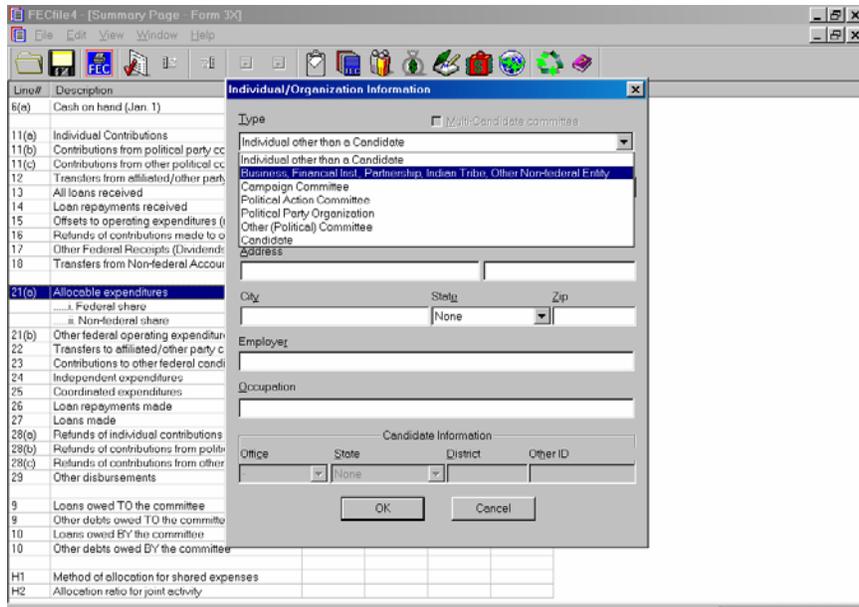
Reports Analysis Division—Reporting Questions

NIC—Technical Questions

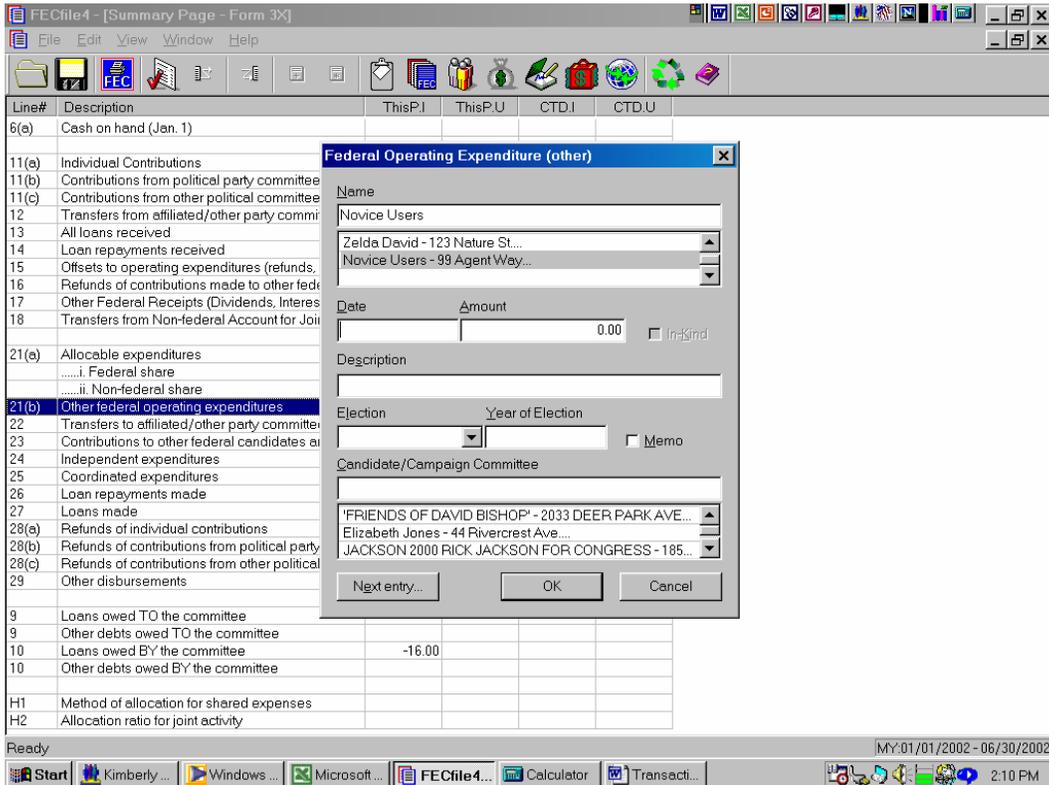
2. The Federal Operating Expenditure dialog box appears. Type in the name of the vendor in the dialog box.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered 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. Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.



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

Transfers to Affiliated/Other Party Committees Line 22

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 candi	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		50.00		50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and polit				
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 22 of the FECfile Summary Page.

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 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 fed				
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 commite				
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				
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				

Transfer to Affiliated/other Party Committee

Name
 COMPUTER & COMMUNICATIONS INDUSTRY ASSN ...
 Elizabeth Jones - 44 Rivercrest Ave ...

Date Amount
 _____ 0.00 In-kind

Description

Election Year of Election
 _____ _____ Memo

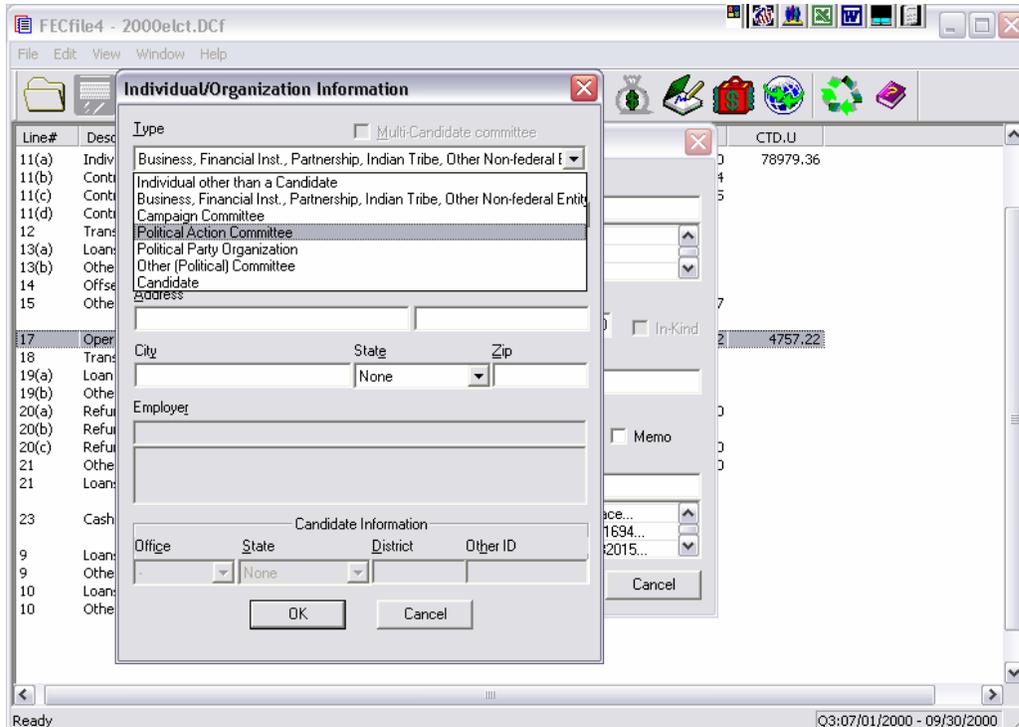
Candidate/Campaign Committee

"FRIENDS OF DAVID BISHOP" - 2033 DEER PARK AVE...
 Elizabeth Jones - 44 Rivercrest Ave...
 JACKSON 2000 RICK JACKSON FOR CONGRESS - 185...

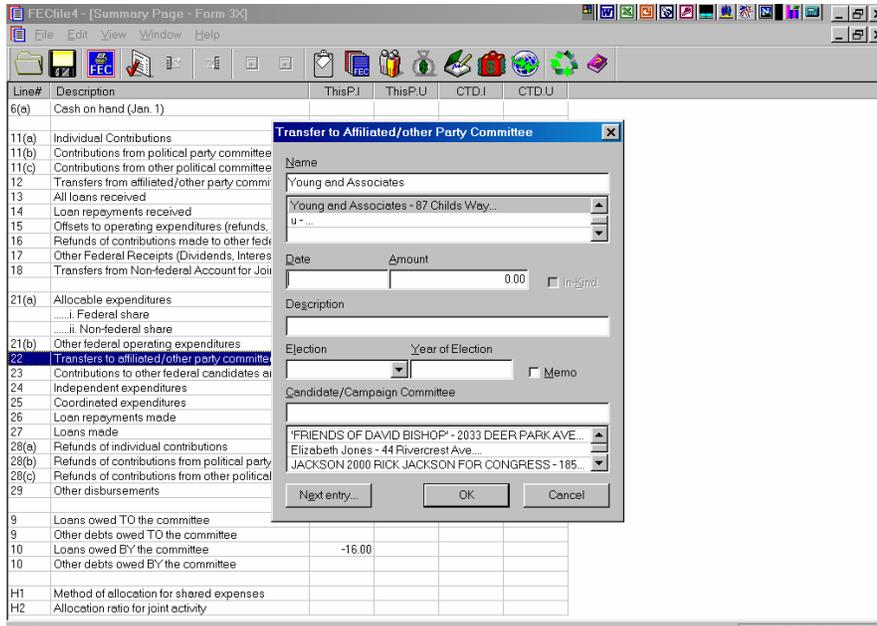
Next entry... OK Cancel

2. The Transfer to Affiliated/other Party Committee dialog box appears.

3. Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.



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



5. The Transfer to Affiliated/other Party Committee dialog box appears. Point to the date field, and enter in the date, amount and description.
6. Click on OK.

Contributions to Other Federal Candidates and Political Committees Line 23

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 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		50.00		50.00
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 23 of the FECfile Summary Page.

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 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 fed				
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 committee				
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				
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				

Contribution to Federal Candidate/Political Committee

Name
 FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE...
 A Banks - ...
 Anthony Banks - ...

Date Amount In-Synd
 _____ 0.00

Description

Election Year of Election
 _____ _____ Memo

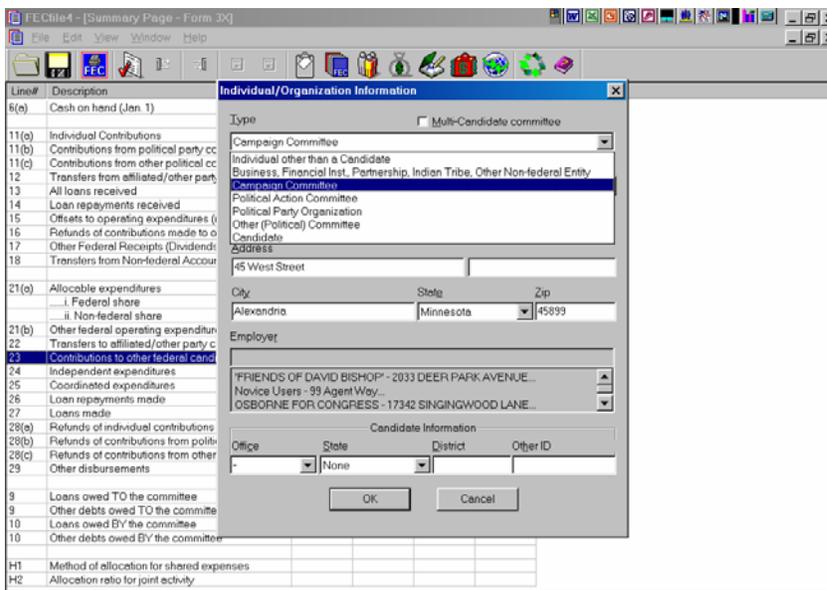
Candidate/Campaign Committee

FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE...
 Elizabeth Jones - 44 Rivercrest Ave...
 JACKSON 2000 RICK JACKSON FOR CONGRESS - 185...

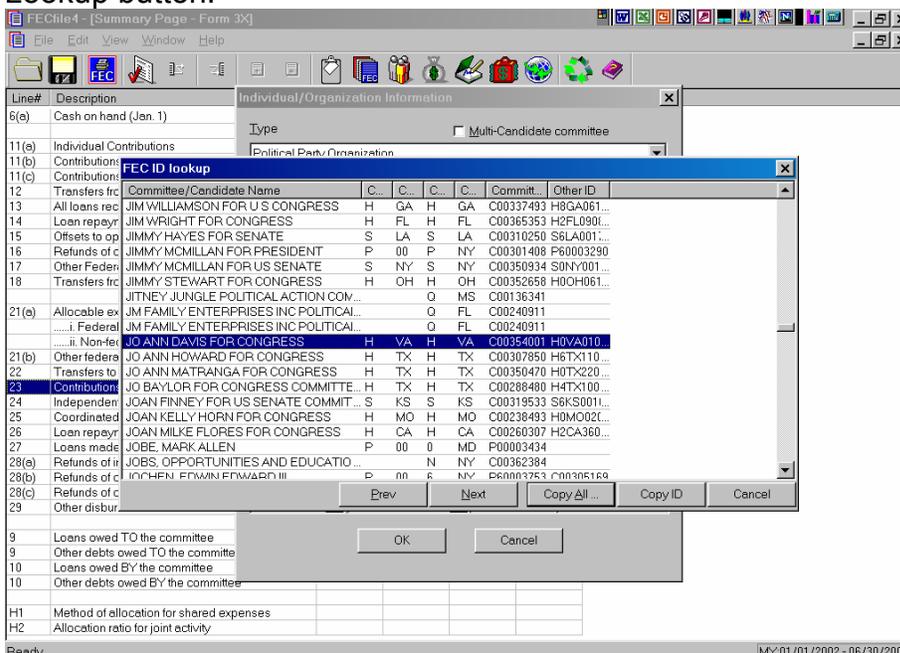
Next entry... OK Cancel

2. The Contribution to Federal Candidate/Political Committee dialog box appears.

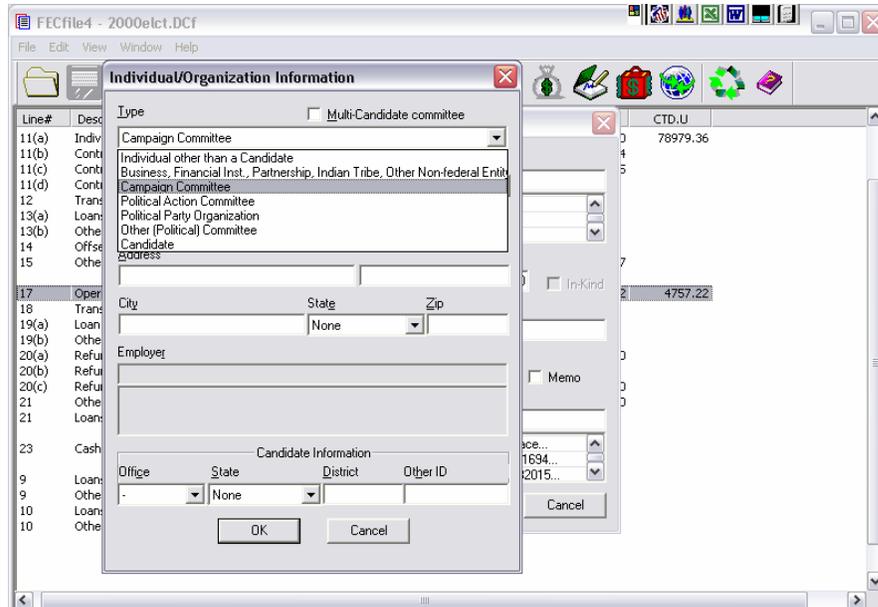
3. Enter the committee or vendor name, if it does not currently appear, and press the tab key. If the name does appear, tab to the address field and continue entry.



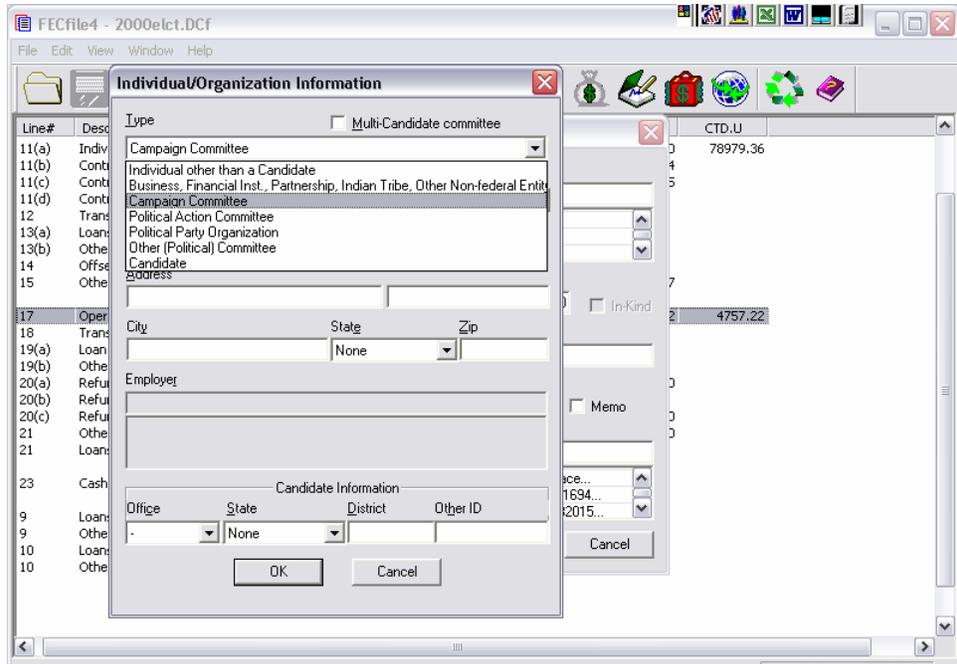
4. If the name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Select the type of organization from the drop down menu, and click on the Lookup button.



5. Select the appropriate committee/candidate name and click on Copy All.

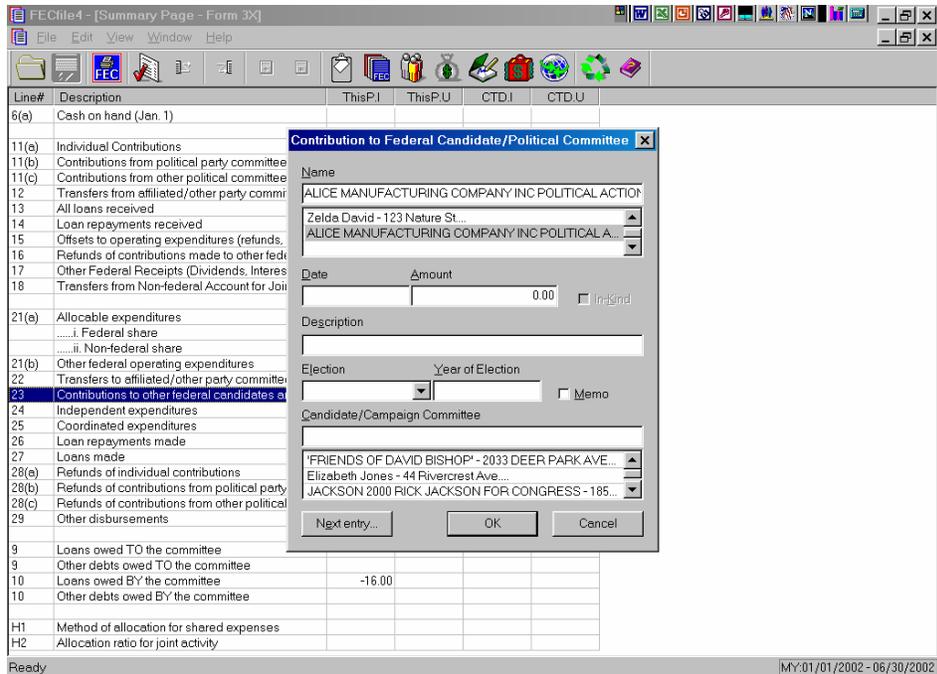


6. The candidate/committee dialog box appears, with the information populated in the appropriate areas.
7. Select OK.



8. The Individual/Organization Information dialog box appears, with the appropriate information populated in the dialog box.

9. Select OK.



10. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and election designation and year of election if a candidate committee.

11. Select OK.

Independent Expenditures Line 24

Line#	Description	ThisPJ	ThisPU	CTD.J	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		38.00		38.00	
.....ii. Non-federal share		39.00			39.00
21(b)	Other federal operating expenditures		50.00		50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	52.00		52.00	
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 24 of the Summary Page.

Line#	Description	ThisPJ	ThisPU	CTD.J	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		38.00		38.00	
.....ii. Non-federal share		39.00			39.00
21(b)	Other federal operating expenditures		50.00		50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	52.00		52.00	
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				

Independent Expenditure

Name

'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...

A Banks - ...

ALICE MANUFACTURING COMPANY INC POLITICAL A...

Date

Amount

0.00 Memo

Description

Candidate

Support Oppose

'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...

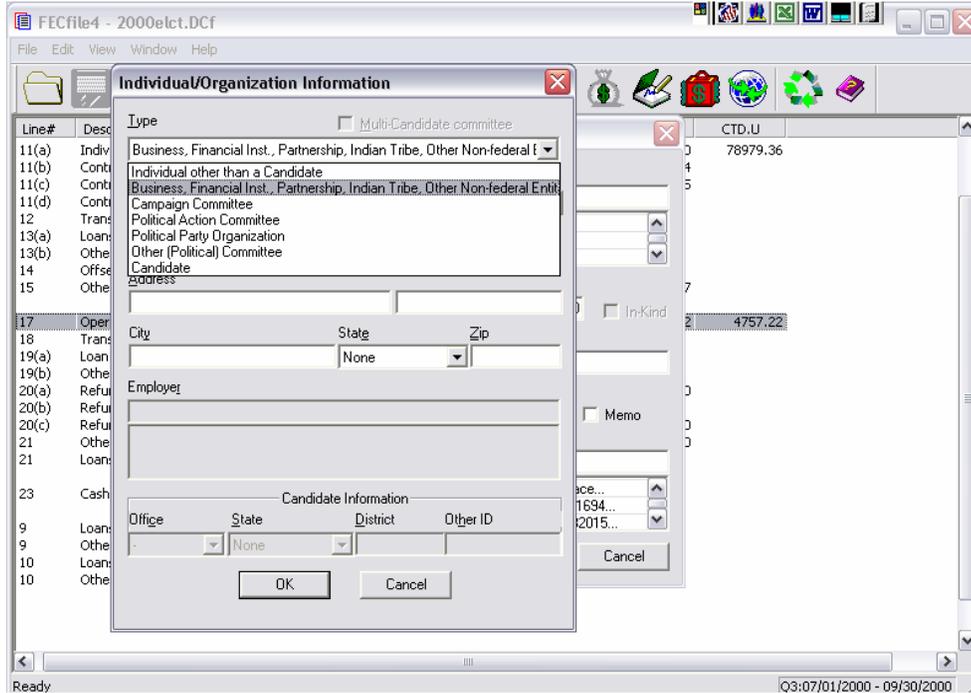
Novice Users - 99 Agent Way...

OSBORNE FOR CONGRESS - 17342 SINGINGWOOD L...

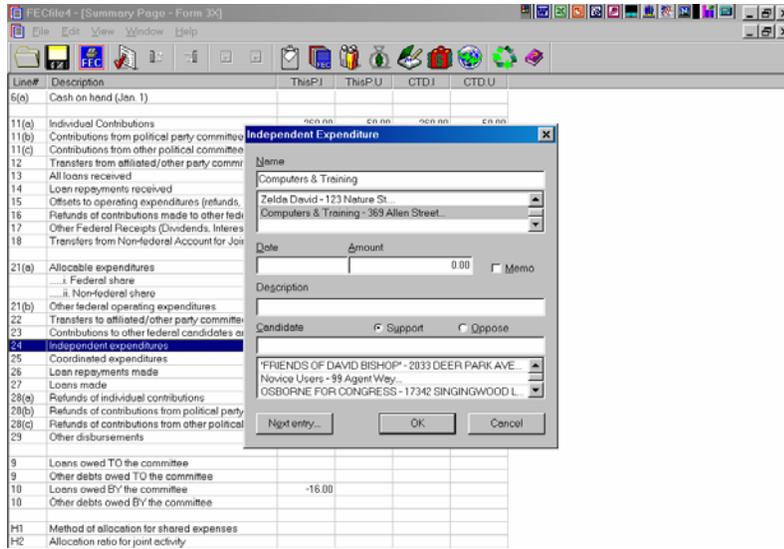
Next entry... OK Cancel

2. The Independent Expenditure dialog box appears.

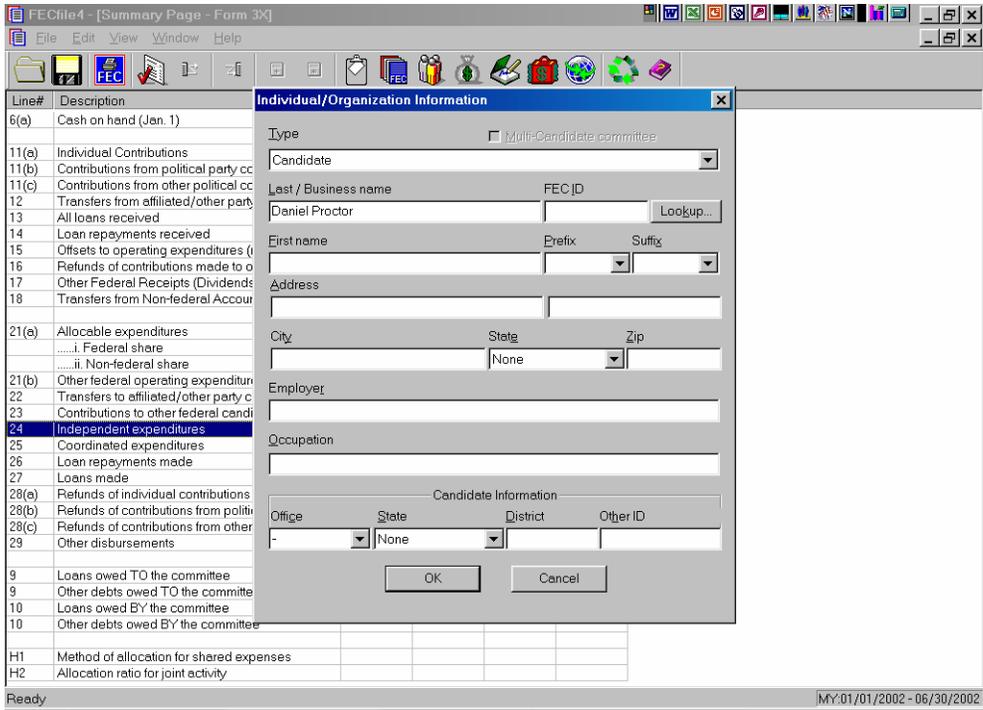
3. Enter in the vendor name.



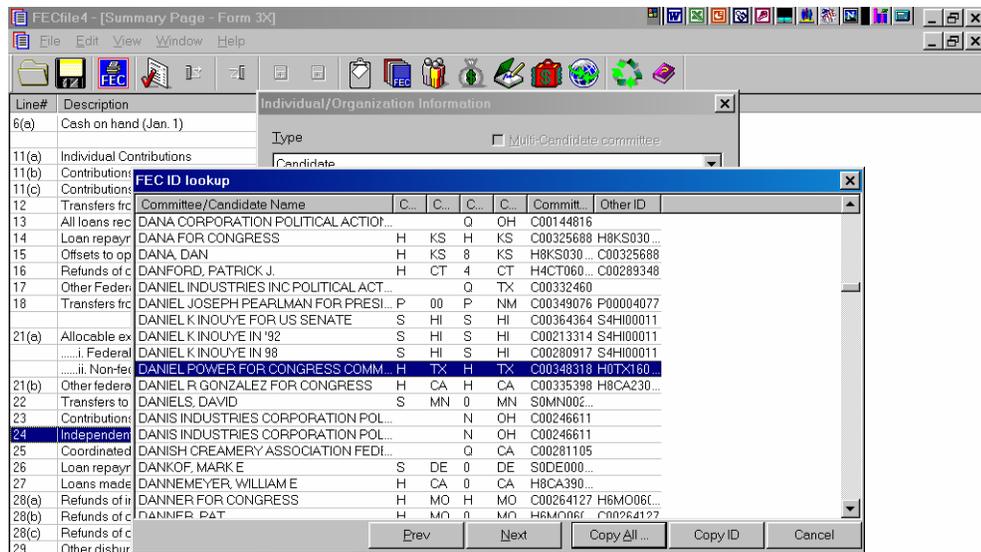
4. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
5. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
6. The Individual/Organization Information dialog box appears. In the type drop-down menu, select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.
7. Point and click in the address field, and type in the address, city, state and zip.
8. Select OK.



9. The Independent Expenditure dialog box appears.
10. Point and click inside the date field, entering in the date, amount and description, or purpose.
11. Select the Support button option, or the Oppose button as appropriate.
12. Point and click in the Candidate field, and enter in the candidate's last name, and press the tab key.
13. 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.
14. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



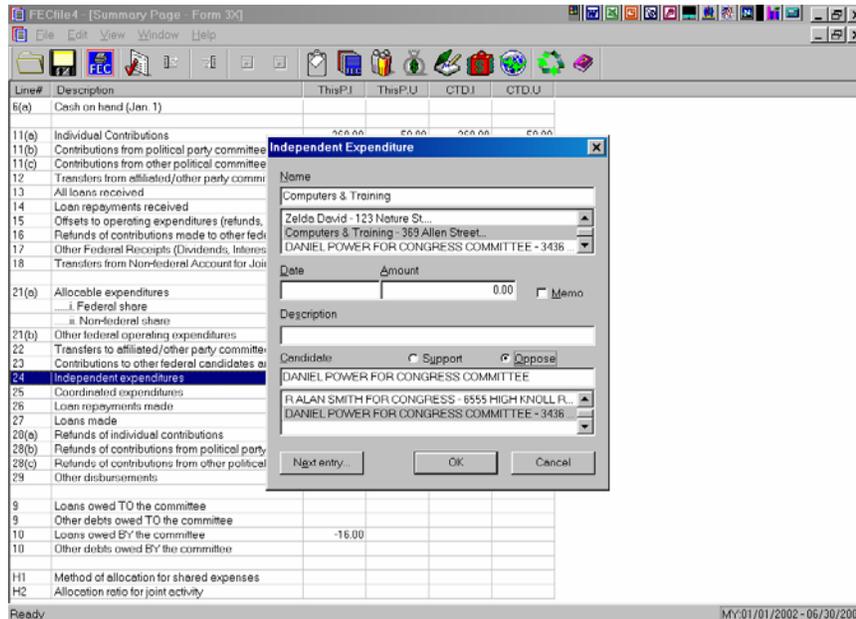
15. The Individual/Organization Information dialog box appears. Select the lookup button.



16. The FEC ID lookup dialog box appears. Select the appropriate candidate name and select the Copy All button. Select OK.

17. The candidate id information is populated into a dialog box, with all of the corresponding candidate information. Select OK.

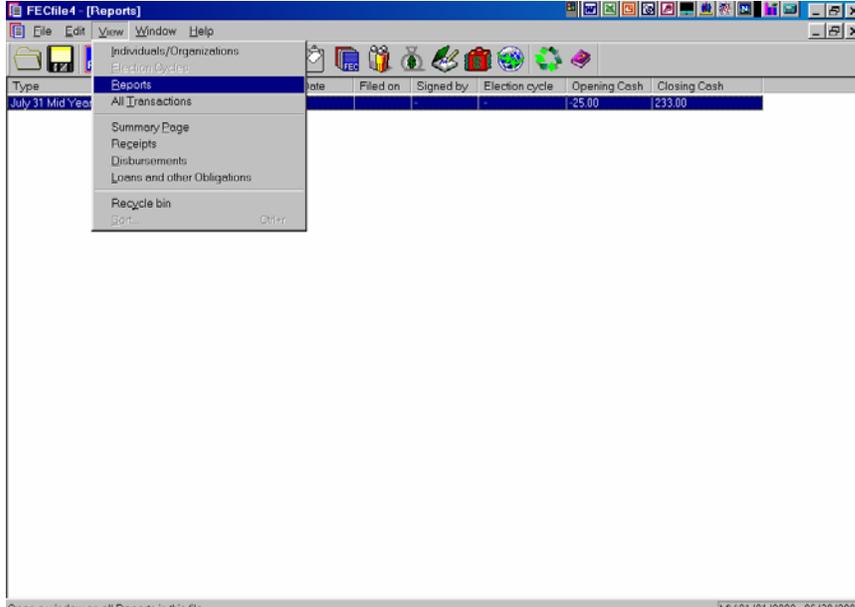
18. The information is then populated into the Individual/Organization Information dialog box. Select OK.



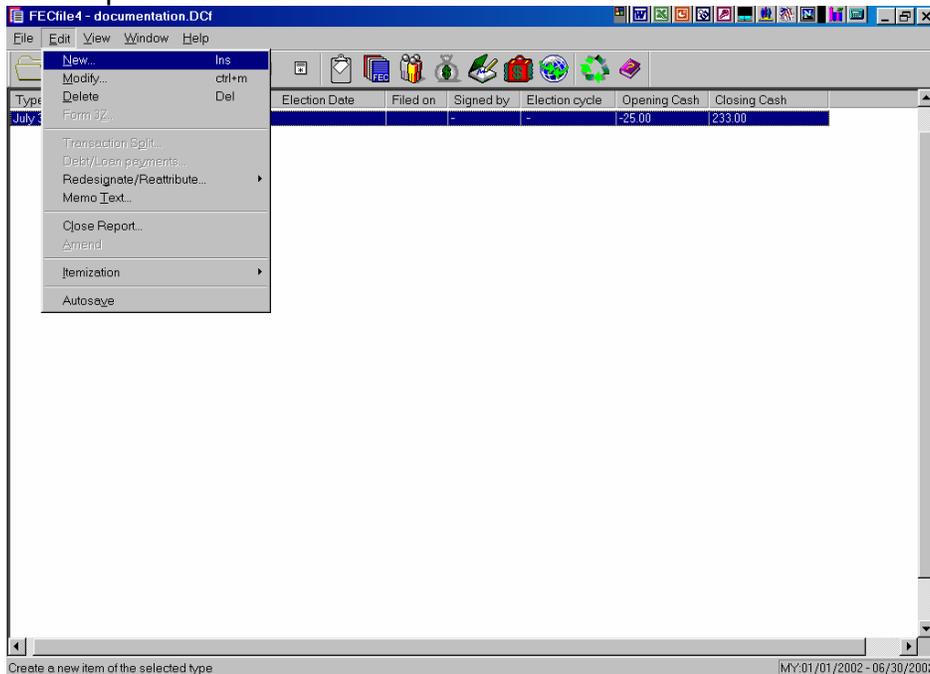
19. The Independent Expenditure dialog box appears, with the populated information. Type in the date information, the amount and description or purpose information. Select OK.

24 Hour Notice

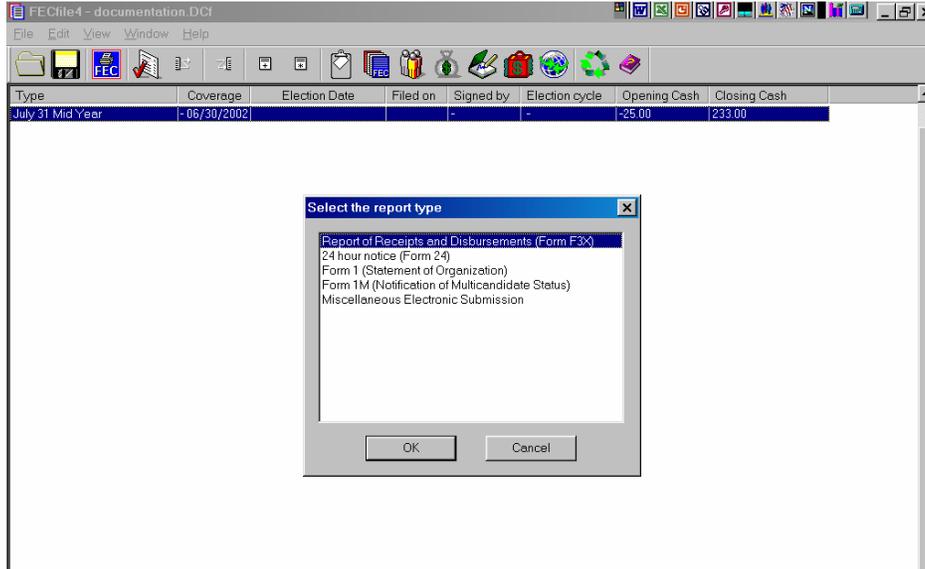
In FECFile, transactions are not created on Form 24. All transactions that are reported on Form 24 are created on Form 3X. Please follow the steps noted above to create transactions for Form 24.



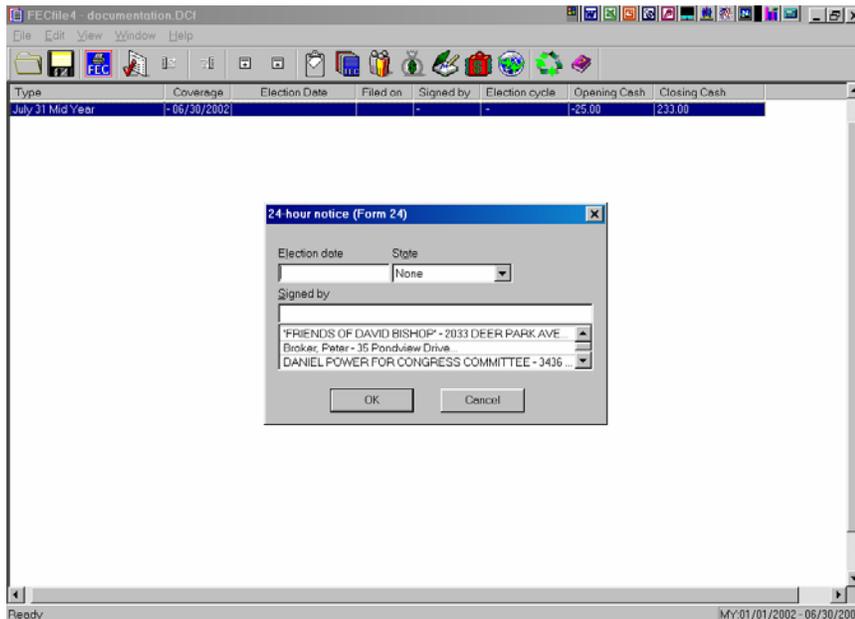
1. From the FECFile main menu bar, select View, and select Reports from the drop down menu.



2. Select Edit from the FECFile menu bar, and select New.

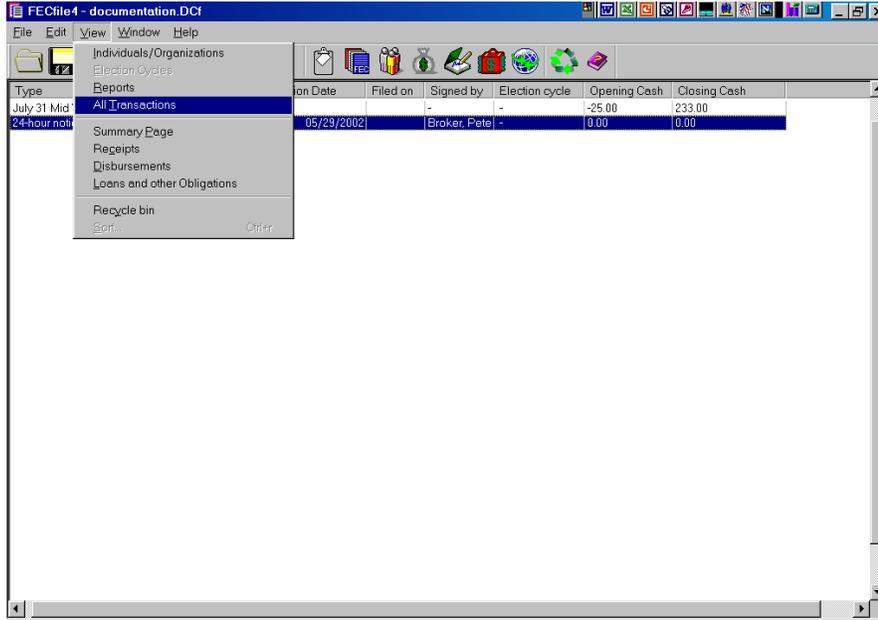


3. The select report type dialog box appears. Select the 24-Hour Notice (Form 24) line, and select OK.

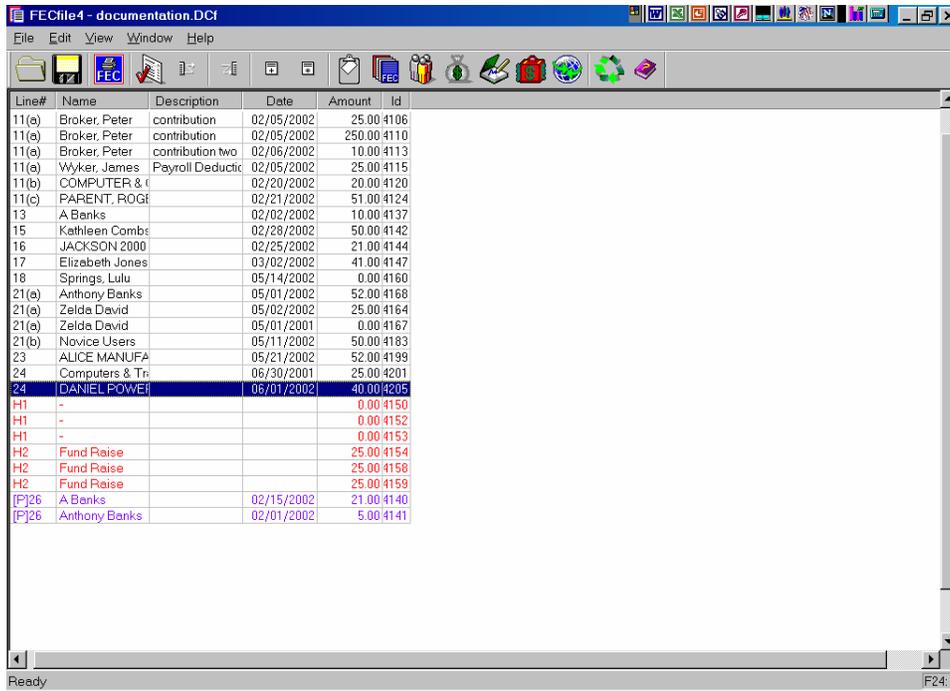


4. The 24 Hour notice (Form 24) dialog box appears. Enter in the election date, the date of the election, the state, the state where the committee is registered, the signed by information, selecting the individual from the list responsible

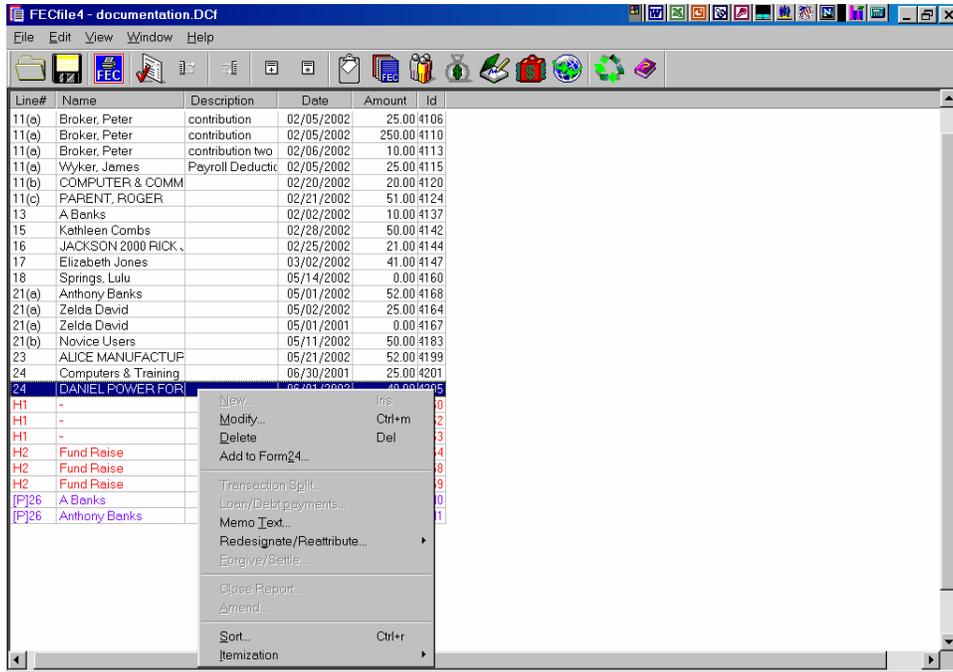
for signing the report. Select OK.



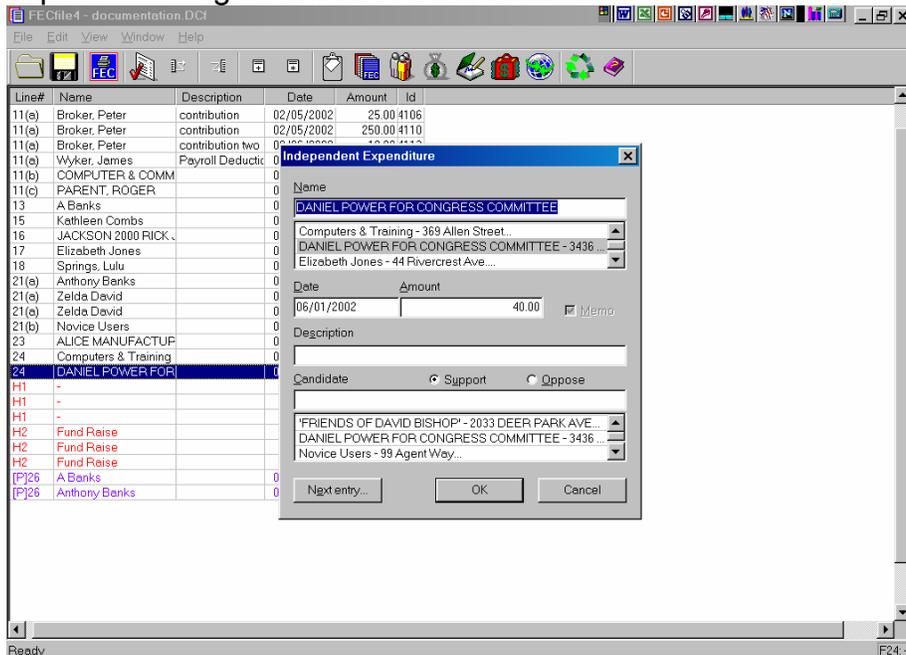
- The information appears in the FECFile text area, under 24 hour notice. Select the report, noted as the 24 hour notice report, click on View from the menu bar, and select All Transactions.



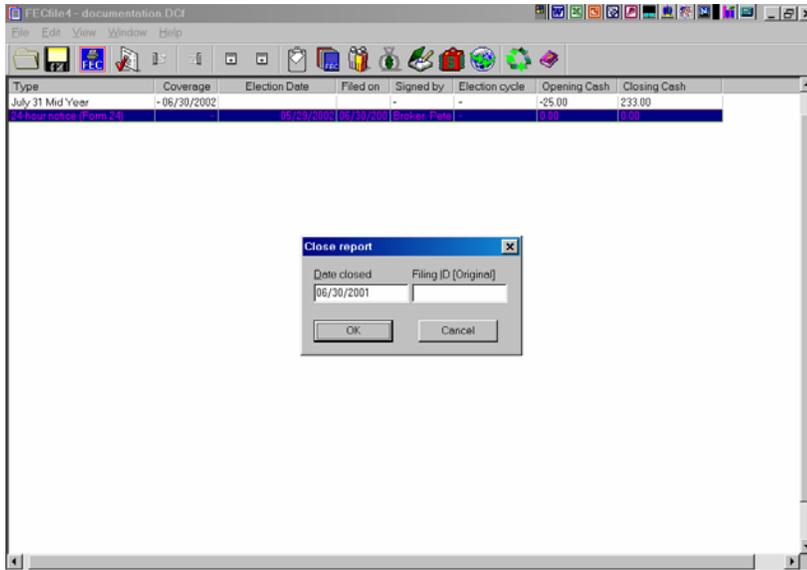
- The Transactions are now in view. Place the mouse pointer on the line 24 item, which is the Independent Expenditure, and click on the right mouse button.



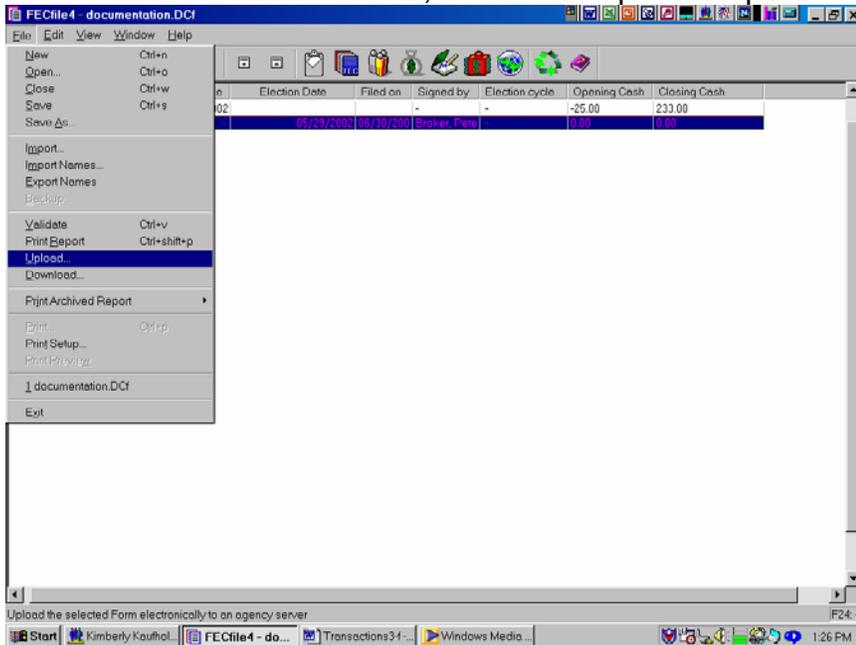
- The drop down menu appears, select Add to Form 24. The transaction has now been documented as a memo, therefore the total independent expenditures figure will not be inflated.



8. The Independent Expenditure dialog box appears. Click on OK.
9. Select Edit from the menu bar, close the report.



10. The close report dialog box appears. Enter in the date closed, and select OK.
11. Select File from the menu bar, and select Upload Report.



12. The application will display a dialog box, expressing status of the upload.

Coordinated Expenditures Line 25

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 committees				
13	All loans received				
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. Select View from the FECFile menu bar and select Summary Page. Double click on the Coordinated Expenditures item in line 25.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(e)	Cash on hand (Jan. 1)			-25.00	-25.00
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, rebates)				
16	Refunds of contributions made to other fed				
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 committee				
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				
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				

Co-ordinated Expenditure

Name
 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
 A Banks - ...
 ALICE MANUFACTURING COMPANY INC POLITICAL A...

Date Amount
 _____ 0.00 Memo

Description

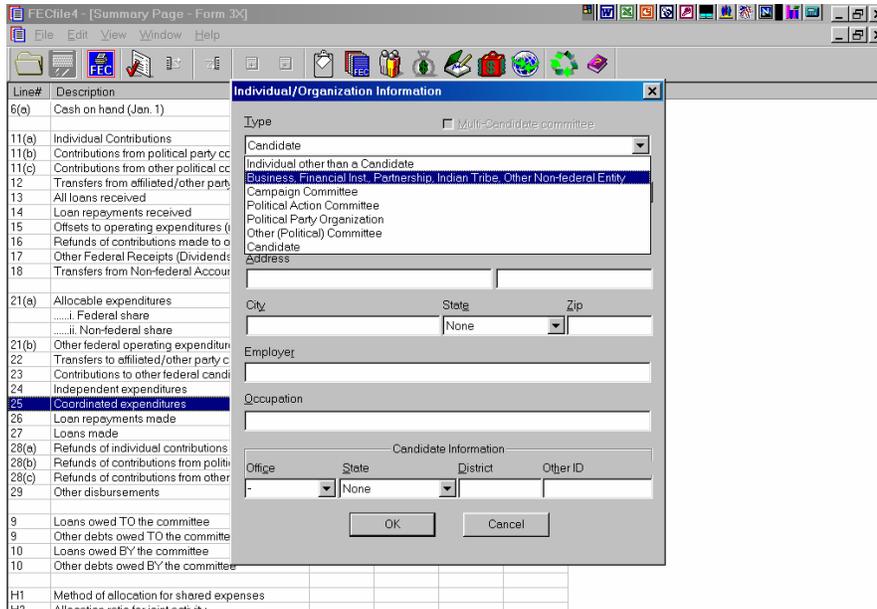
Federal candidate supported

 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
 DANIEL POWER FOR CONGRESS COMMITTEE - 3436...
 Novice Users - 99 Agent Way...

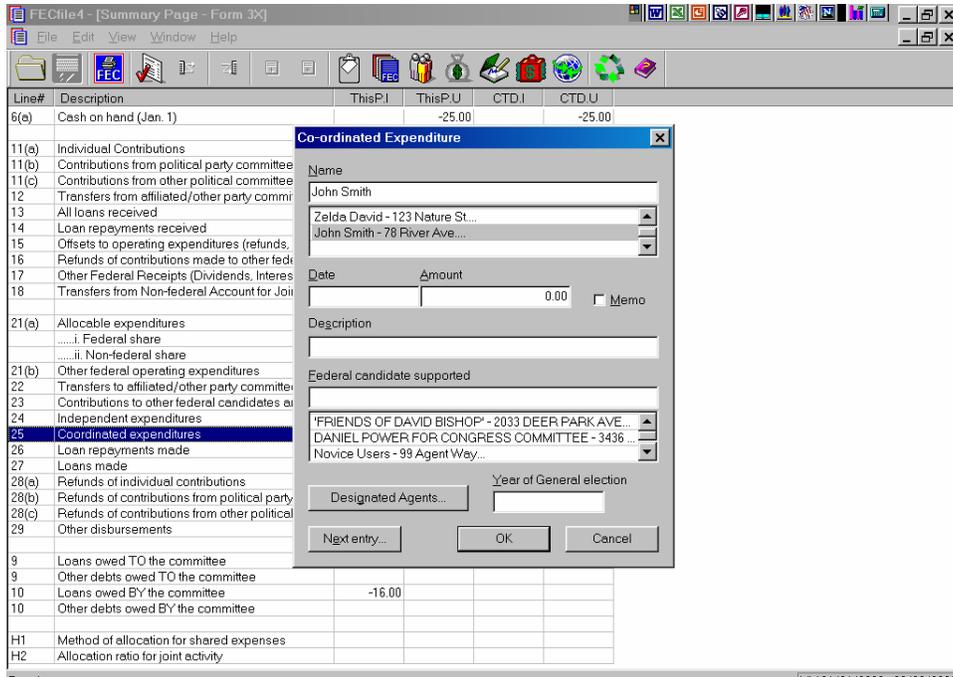
Designated Agents... Year of General election

Next entry... OK Cancel

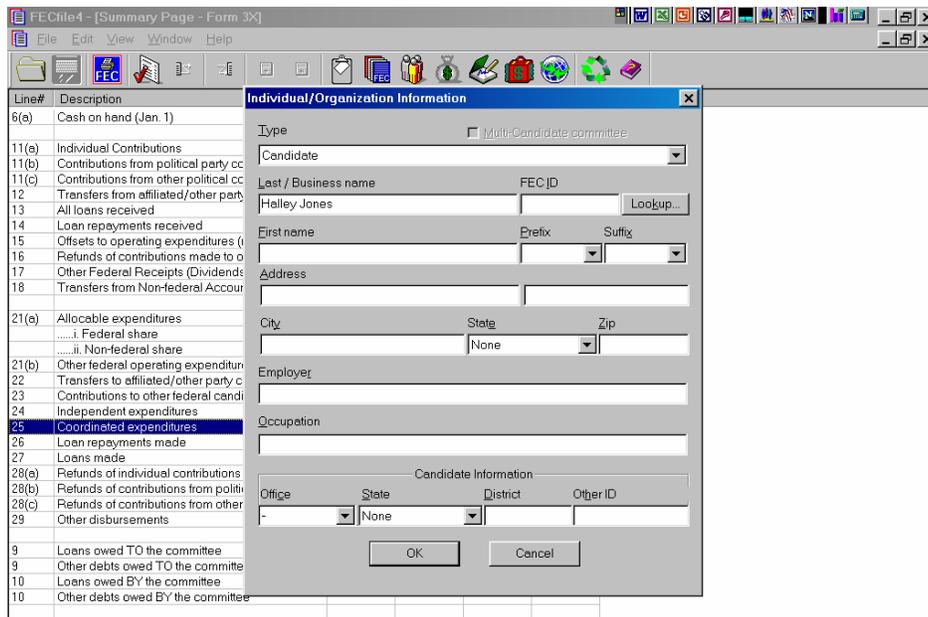
2. The Coordinated Expenditure dialog box appears. Enter the vendor's name in the text box area.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system,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



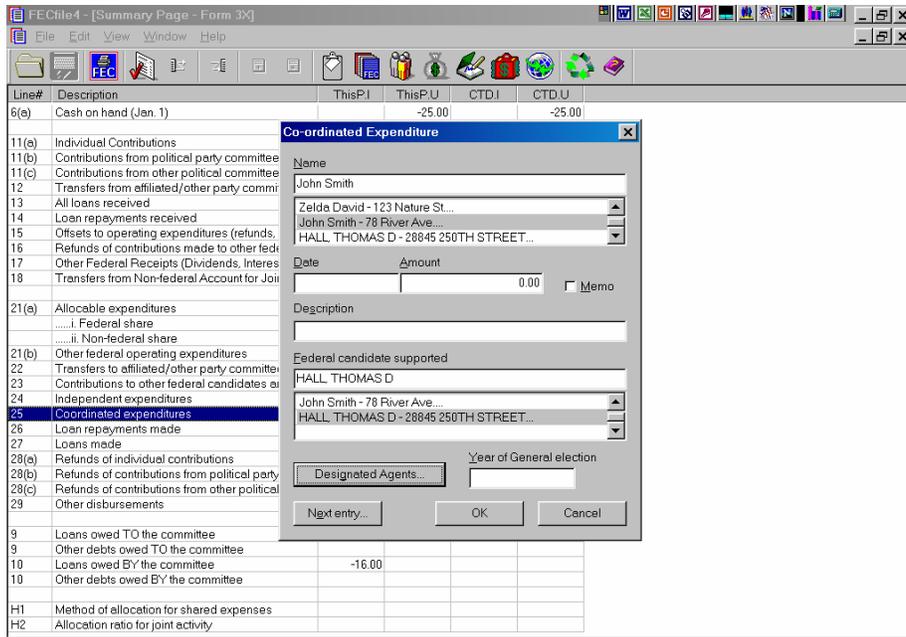
5. The Individual/Organization Information dialog box appears. Select the Business, Financial Inst.,Partnership, Indian Tribe, Other Non-federal selection. Select the address text box area, and enter in the Address, City, State, and Zip, and select OK.



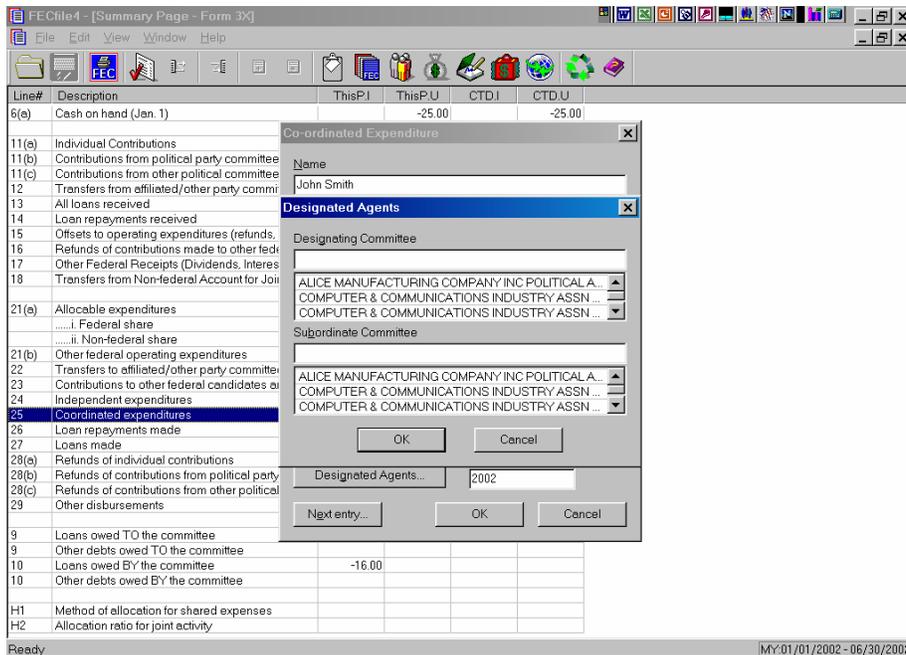
6. The Coordinated Expenditures dialog box appears. Enter in the date, amount and description/purpose.
7. Select the Federal Candidate supported text area, and type in the candidate's name.
8. If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
9. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



10. The Individual/Organization Information dialog box appears. Select the Lookup button, and select the appropriate candidate and select Copy All.
11. The candidate information will appear populated in a dialog box. Select OK.
12. The Individual/Organization Information dialog box appears once again. Select OK.



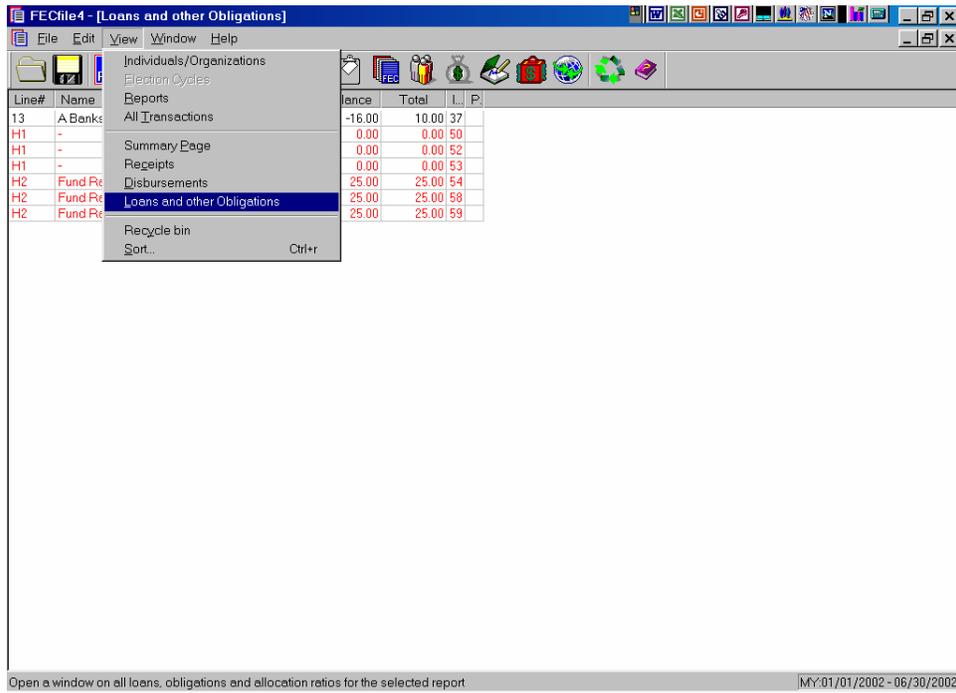
13. The Coordinated Expenditure dialog box appears. Select the Year of General Election field, and enter in the Election year. Point and click on the Designated Agents button.



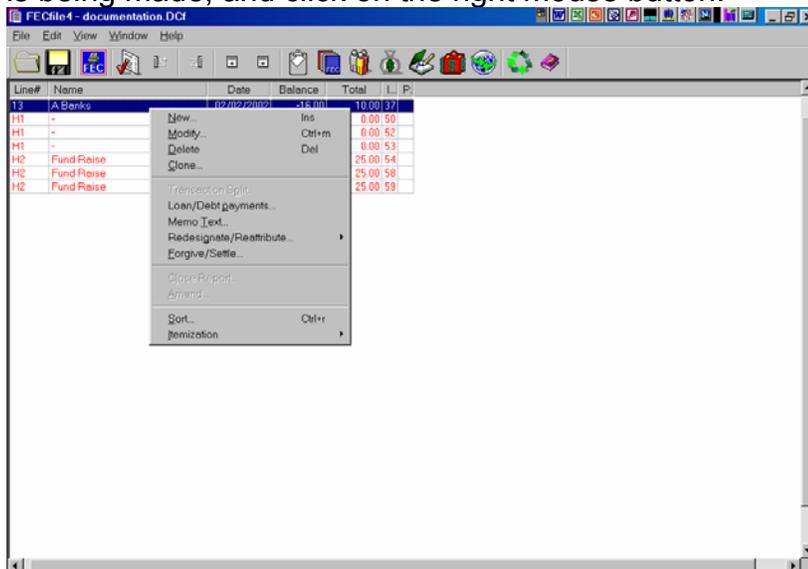
14. The Designated Agents dialog box appears. Enter in the Designating Committee information, and/or the Subordinate Committee information, if

- appropriate.
15. 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.
 16. If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
 17. If information is not entered in the address field areas, enter in the Address, City, State and Zip, and select OK.
 18. As the Designated Agents dialog box appears, select OK.
 19. The Coordinated Expenditure dialog box appears, enter in the appropriate information in the Date and Amount fields, then select OK.

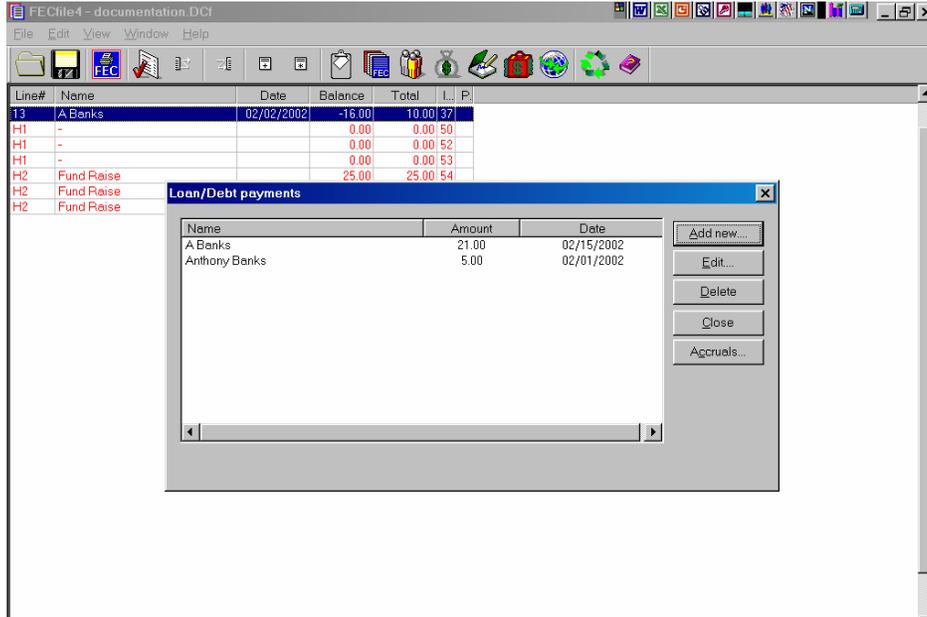
Loan Repayments Made Line 26



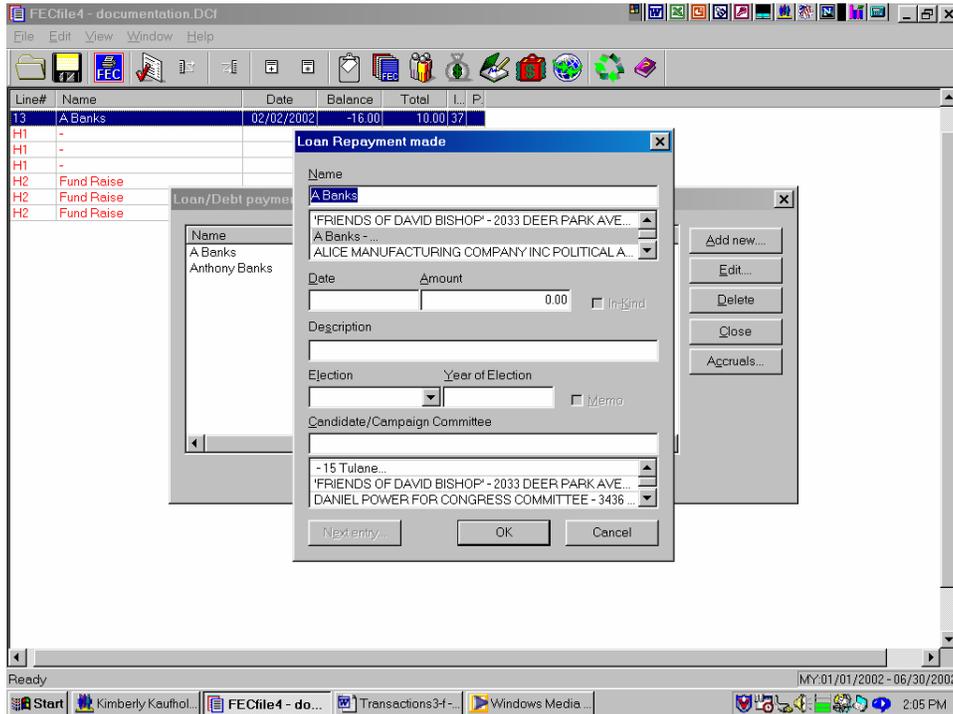
1. From the FECFile menu bar, select View, and select Loans and other Obligations.
2. Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



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



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



5. The Loan Repayment made dialog box appears.

6. 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.
7. If the creditor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
8. Type in the Name, Date, and Amount. Select OK.
9. As the application returns to the Loan/Debt payments dialog box, select Close.

NOTE:

- This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.
- Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.
- If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “*dummy report*” for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.