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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.

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10/11/02

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Contact information

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Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Lost and Voided Checks

1. Double click on the same line as originally reported.

Line#	N	Date	Amount	Id
17	W	09/25/2000	47.76	7986
17	W	02/23/2000	247.18	4333
17	W	09/09/2000	59.09	7695
17	W	11/10/2000	380.72	9673
17	W	07/08/2000	401.00	6532
17	W	07/07/2000	313.97	6531
17	W	05/16/2000	186.98	5730
17	W	04/29/2000	95.00	5315
17	W	06/23/2000	245.03	6246
17	W	4/10/2000	-500.00	
17	W	09/09/2000	127.38	7696
17	W	11/10/2000	89.94	9672
17	W	08/12/2000	185.00	7034
17	W	09/01/2000	1844.40	7660
17	W	09/07/2000	466.40	7661
17	W	09/27/2000	2800.00	8032
17	W	10/03/2000	2200.00	8273
17	W	10/10/2000	9500.00	8625
17	W	11/03/2000	70.00	9577
20(a)	Al	10/31/2000	1000.00	9505
20(a)	Hc	10/31/2000	200.00	9506
20(a)	Jc	10/31/2000	250.00	9507
20(a)	Rt	08/04/2000	250.00	6856
20(c)	Ar	04/10/2000	500.00	5234
21	Bl	12/23/2000	1000.00	9761
21	Ke	01/03/2000	500.00	4124
21	Ml	07/18/2000	1000.00	6659
21		10/25/2000	30000.00	9413
21		10/09/2000	20000.00	8624
21		07/18/2000	15000.00	6658
21		01/03/2000	7500.00	4120
23		01/01/2000	666179.61	4102

2. Select name of the committee.
3. Enter the void date.
4. Input the negative amount.
5. Enter "voided check" in the description field.
6. Enter election and year of election of original contribution.

Refunded Checks

1. Double click on line 16.
2. Select record of committee receiving a refund from.
3. Enter in the date and the amount of the refund, a positive number.
4. Enter election and year of election of the original contribution.

- The Contribution to Federal Candidate/Political Committee dialog box appears. Type in the name of the vendor.

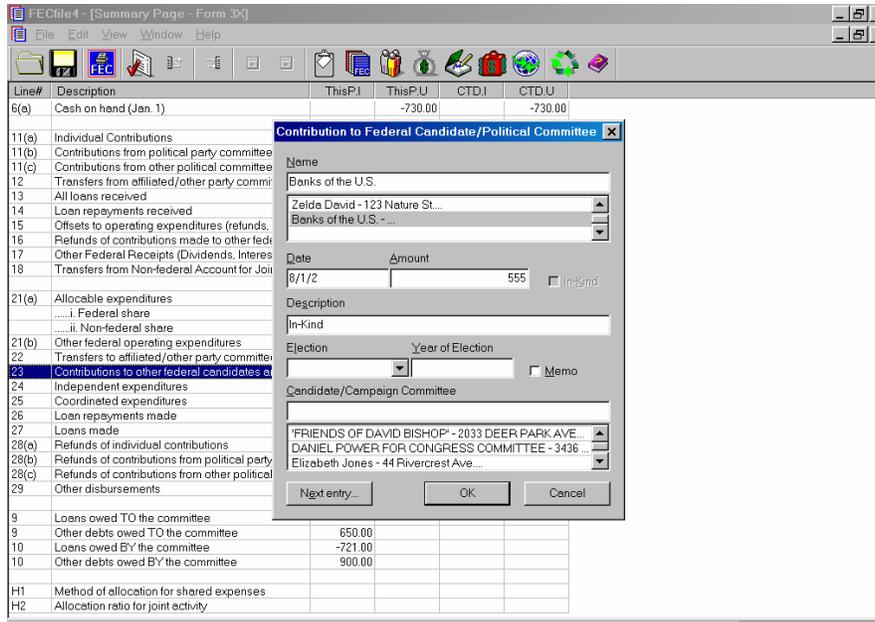
The screenshot shows the 'Individual/Organization Information' dialog box in the FECFile4 software. The dialog box is titled 'Individual/Organization Information' and has a close button (X) in the top right corner. It contains the following fields and controls:

- Type:** A dropdown menu with 'Individual other than a Candidate' selected. There is a checkbox for 'Multi-Candidate committee'.
- Last / Business name:** A text input field.
- FEC ID:** A text input field.
- First name:** A text input field.
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu.
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.
- Employer:** A text input field.
- Occupation:** A text input field.
- Candidate Information:** A section with dropdown menus for 'Office', 'State', 'District', and 'Other ID'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

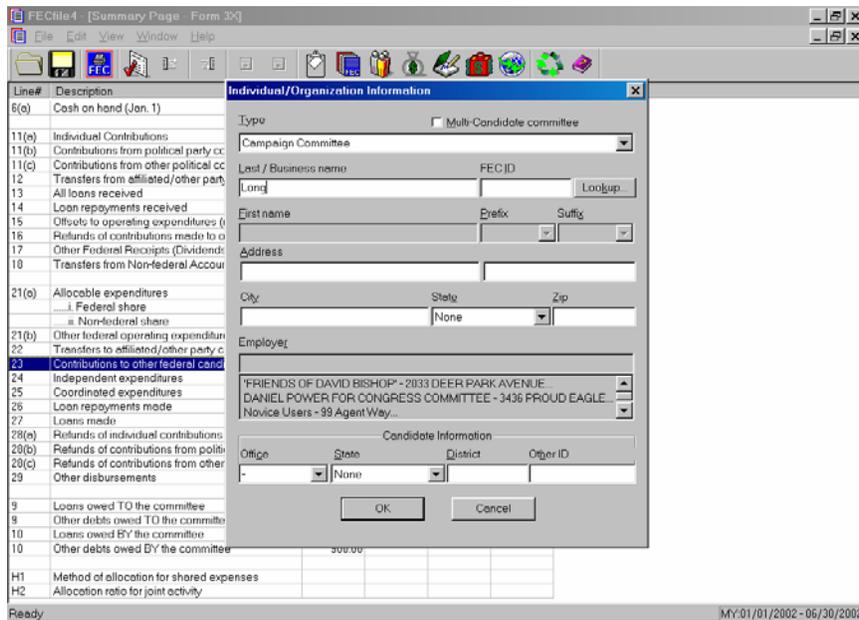
The background shows a table with columns 'Line#', 'Description', and 'Amount'. The table is partially obscured by the dialog box. The table rows include:

Line#	Description	Amount
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 (i	
16	Refunds of contributions made to o	
17	Other Federal Receipts (Dividends	
18	Transfers from Non-Federal Accour	
21(a)	Allocable expenditures	
	... Federal share	
	... 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 polit	
28(c)	Refunds of contributions from other	
29	Other disbursements	
9	Loans owed TO the committee	
9	Other debts owed TO the committe	
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	

- 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.
- If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Union, Nonfederal Entity, and select OK.
- Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.

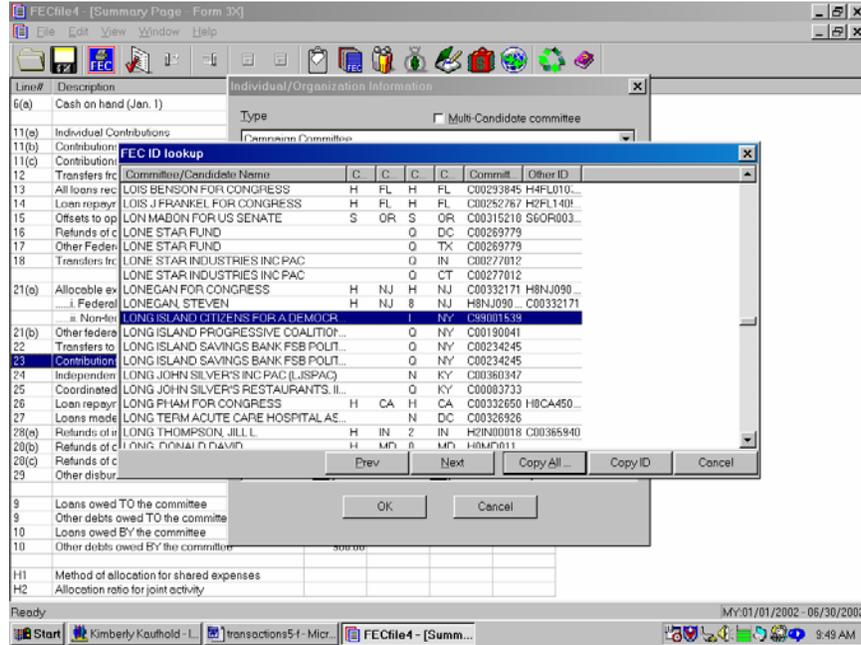


- The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and in the description field, enter “In-kind”. Enter in the election and the year of the election, and press Tab until the next dialog box appears.

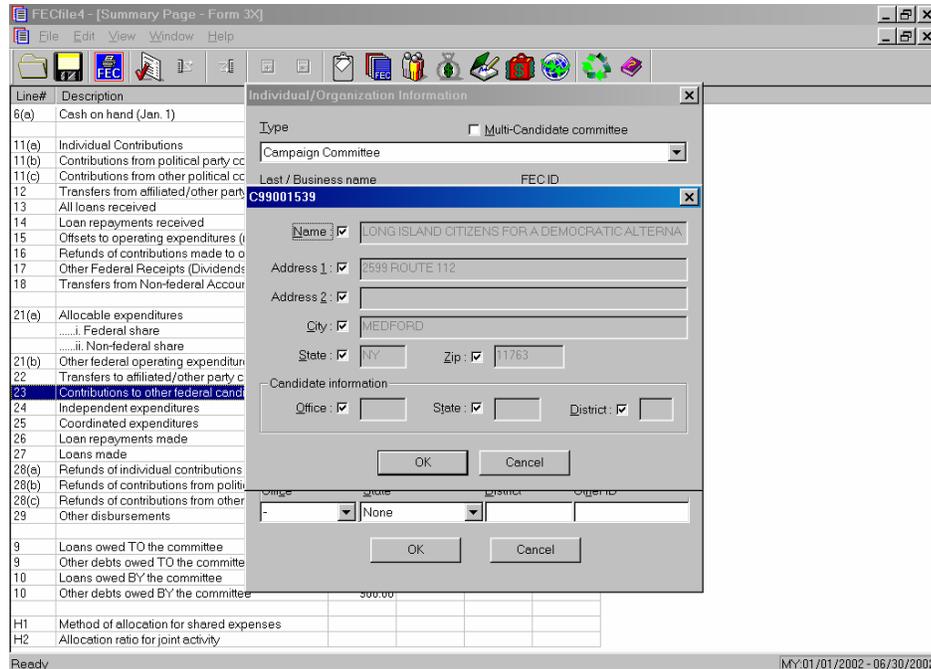


- The Individual/Organization Information dialog box appears. Enter in the candidate name in the last/business name field, and click on the

Lookup button.



9. The FEC ID lookup dialog box appears. Select the proper ID, and the select Copy All.



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

In-Kind Contributions (Receipts)

1. Double click on the appropriate line.
2. Enter in the contributor's name, and press the Tab key.
3. If the contributor 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 contributor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
5. Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.
6. Enter in the date information, and the amount, and **click on the In-kind check box**.
7. Click on OK.

Earmarked Contributions Reported by a Conduit

The screenshot shows the FECFile4 software interface. The main window displays the FECFile Summary Page (Form 3X) with a table of line items. Line 11(a) is selected, and the 'Individual contribution' dialog box is open. The dialog box contains the following fields and options:

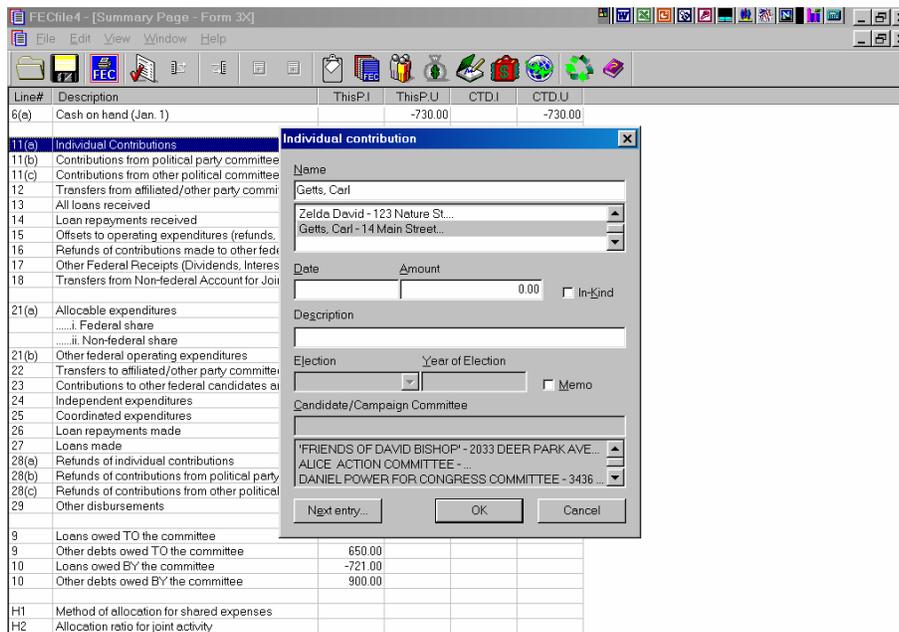
- Name:** A dropdown menu showing 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...'. Below it is a text input field containing 'Amy Laurence - 890 Maple Avenue...'.
- Date:** A date input field.
- Amount:** A numeric input field with '0.00' entered.
- Description:** A text input field.
- Election:** A dropdown menu.
- Year of Election:** A numeric input field.
- Candidate/Campaign Committee:** A dropdown menu showing 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...'. Below it is a text input field containing 'ALICE ACTION COMMITTEE - DANIEL POWER FOR CONGRESS COMMITTEE - 3436...'.
- Buttons:** 'Next entry...', 'OK', and 'Cancel'.

1. On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name and press the Tab key.

The screenshot shows the FECFile4 software interface. The main window displays the FECFile Summary Page (Form 3X) with a table of line items. Line 11(a) is selected, and the 'Individual/Organization Information' dialog box is open. The dialog box contains the following fields and options:

- Type:** A dropdown menu showing 'Individual other than a Candidate'.
- Last / Business name:** A text input field containing 'Carl Getts'.
- FEC ID:** A text input field.
- First name:** A text input field.
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu.
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.
- Employer:** A text input field.
- Occupation:** A text input field.
- Candidate Information:**
 - Office:** A dropdown menu.
 - State:** A dropdown menu.
 - District:** A dropdown menu.
 - Other ID:** A text input field.
- Buttons:** 'OK' and 'Cancel'.

2. 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.
3. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
4. The Individual/Organization Information dialog box appears. In the type field, change to Individuals other than a Candidate. Type in the individual's name, address, city, state and zip, employer, occupation, and select OK.



5. The Individual contribution dialog box appears. Enter in the date, amount, and enter the Campaign Committee designated by the contributor as the recipient in the Description text area. For example, "Earmarked to Joe Smith for Congress".
NOTE: The description field may once accept 38 characters.

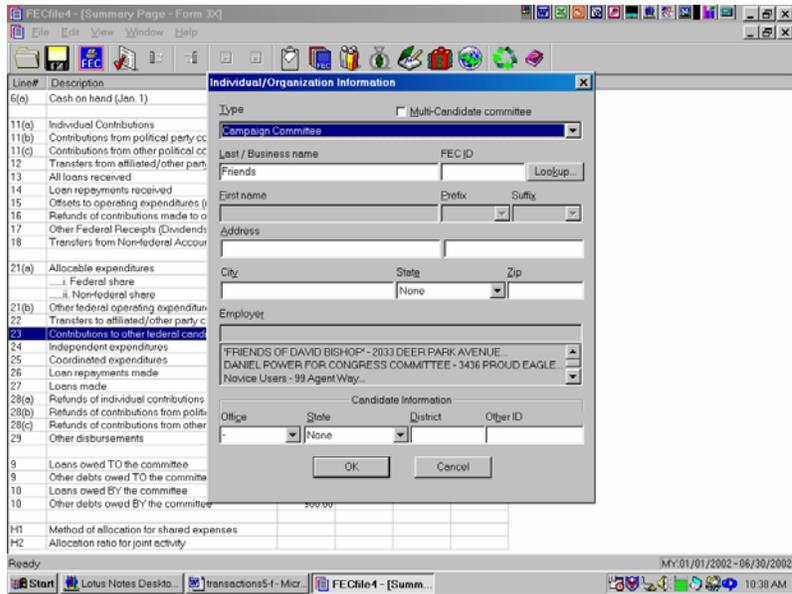
Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

6. Click on OK.

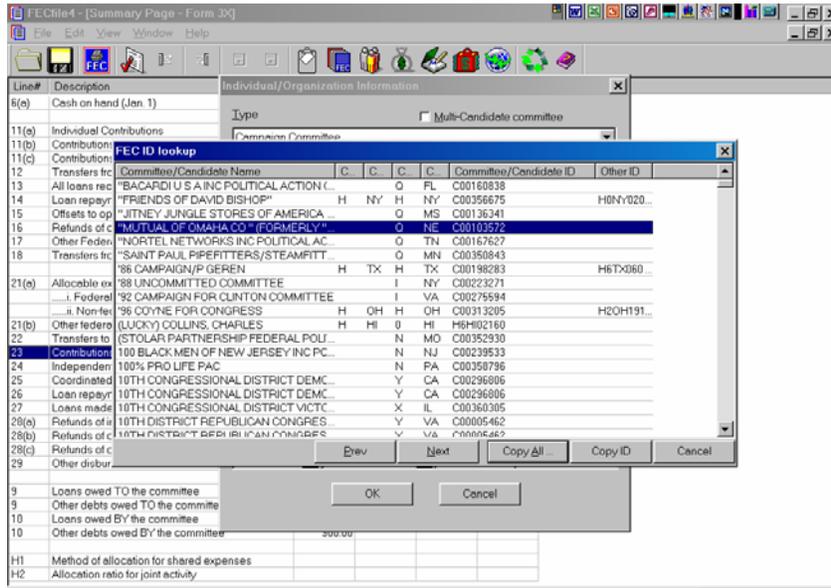
Disbursements (Forwarding of Earmarked Contributions)

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

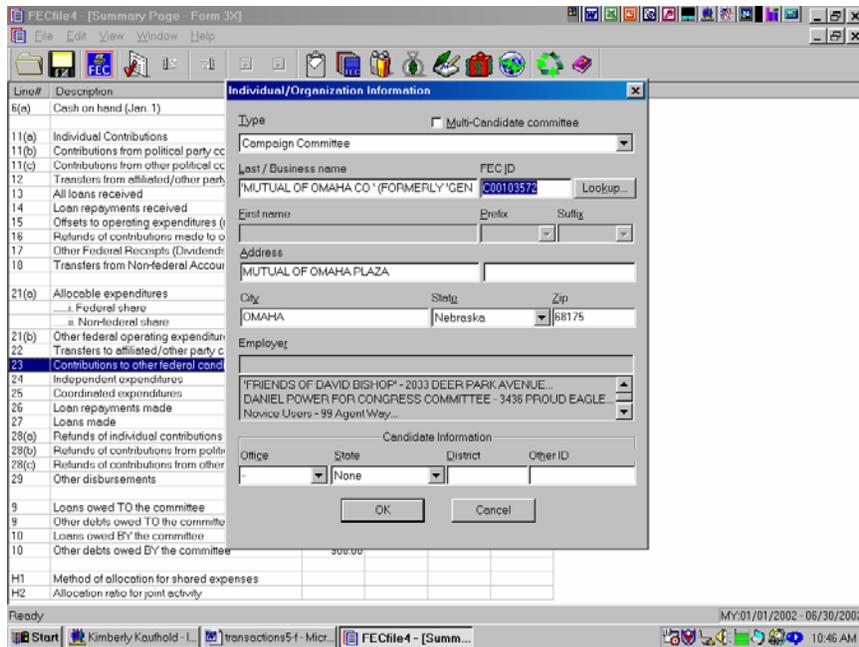
1. Double click on line 23 on the FECFile Summary page. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the Campaign Committee name and press the Tab key.
2. If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
3. If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



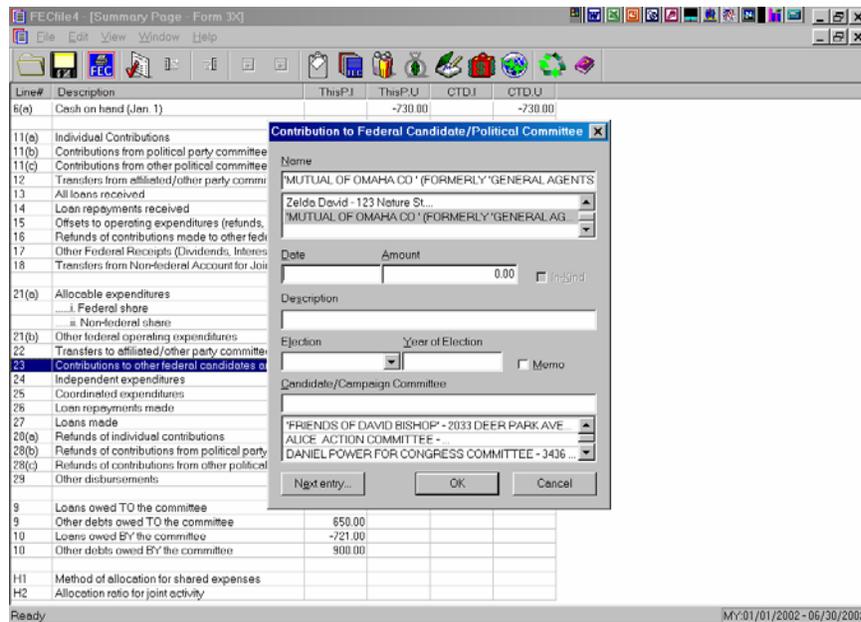
4. The Individual/Organization Information dialog box appears. Change the type field to Campaign Committee. Select the lookup button.



5. The FECID lookup dialog box appears. Select the proper committee, and click on Copy All. The ID dialog box appears. Select OK.



6. The Individual/Organization Information dialog box appears, with the appropriate information loaded into the corresponding fields. Select OK.
7. 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.
8. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



9. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date the contribution was forwarded to the Campaign Committee, the amount of the contribution, and the name of the contributor in the Description field. In addition, add the election and the year of the election for which the contribution was designated.

10. Click on OK.

NOTE: If the contribution was forwarded in the form of the contributor's original check, **CHECK THE MEMO CHECKBOX.**

Reattribution involving two reporting periods

The screenshot shows the 'FECfile4 - [All Transactions]' window. A context menu is open over line 11(a), which is 'Gerts, C'. The menu options include: View, Modify... (Ctrl+m), Delete (Del), Clone..., Transaction Split..., Loan/Debt payments..., Memo Text..., Redesignate/Reattribute..., Designate/Reattribute..., Cross Report..., Amend..., Sort... (Ctrl+r), and Itemization. The background table shows the following data:

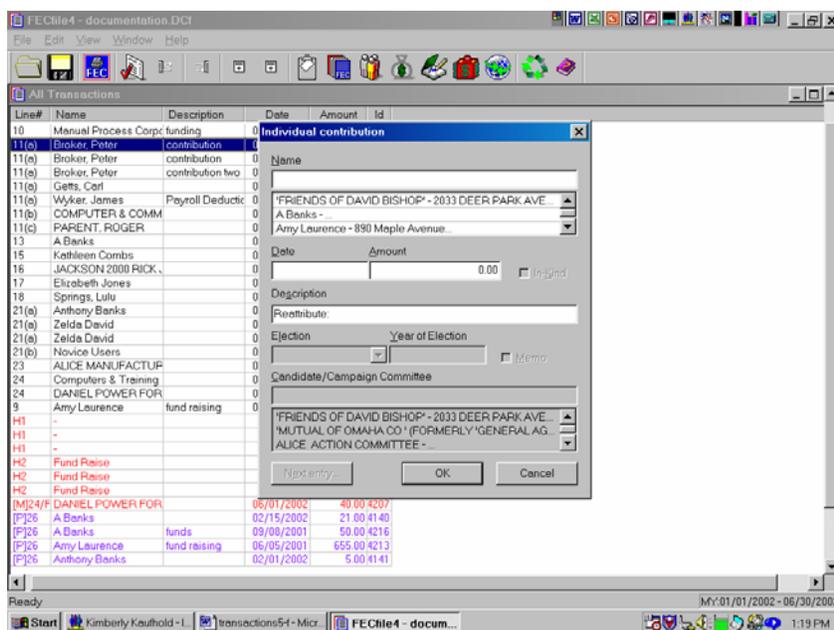
Line#	Name	Description	Date	Amount	Id
10	Manual	All Transactions		1	900.00 4214
11(a)	Broker,	Summary Page		2	25.00 4106
11(a)	Broker,	Receipts		2	250.00 4110
11(a)	Broker,	Disbursements		2	10.00 4113
11(a)	Wyker,	Loans and other Obligations		2	25.00 4115
11(b)	COMPL	Recycle bin		2	20.00 4120
11(c)	PAREN	Recycle bin		2	51.00 4124
13	A Banks	Sort...		2	10.00 4137
15	Kathleen Combs	Loan/Debt payments		2	50.00 4142
16	JACKSON 2000 RICK		02/25/2002	21.00	4144
17	Elizabeth Jones		03/02/2002	41.00	4147
18	Springs, Lulu		05/14/2002	0.00	4160
21(a)	Anthony Banks		05/01/2002	52.00	4168
21(a)	Zelde David		05/02/2002	25.00	4164
21(a)	Zelde David		05/01/2001	0.00	4167
21(b)	Novice Users		05/11/2002	50.00	4163
23	ALICE MANUFACTUR		05/21/2002	52.00	4199
24	Computers & Training		06/30/2001	25.00	4201
24	DANIEL POWER FOR		06/01/2002	40.00	4205
9	Amy Laurence	fund raising	09/05/2001	650.00	4210
H1	-			0.00	4150
H1	-			0.00	4152
H1	-			0.00	4153
H2	Fund Raise			25.00	4154
H2	Fund Raise			25.00	4158
H2	Fund Raise			25.00	4159
[M]24/F	DANIEL POWER FOR		06/01/2002	40.00	4207
[P]26	A Banks		02/15/2002	21.00	4140
[P]26	A Banks	funds	09/08/2001	50.00	4216
[P]26	Amy Laurence	fund raising	06/05/2001	655.00	4213
[P]26	Anthony Banks		02/01/2002	5.00	4141

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

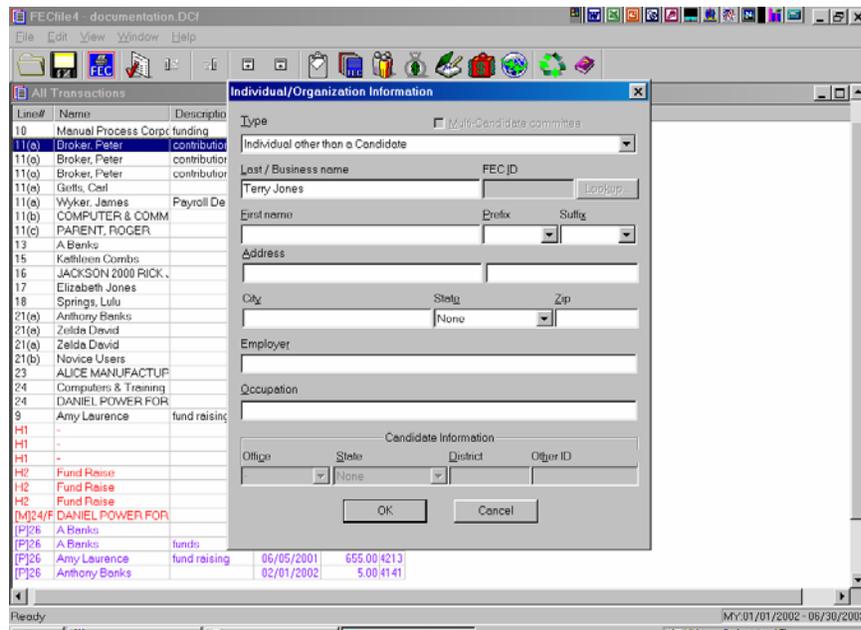
The screenshot shows the 'FECfile4 - documentation.DCI' window. The 'All Transactions' list is visible, and a context menu is open over line 11(a), 'Gerts, Carl'. The menu options include: View, Modify... (Ctrl+m), Delete (Del), Clone..., Transaction Split..., Loan/Debt payments..., Memo Text..., Redesignate/Reattribute..., Designate/Reattribute..., Cross Report..., Amend..., Sort... (Ctrl+r), and Itemization. The 'Redesignate/Reattribute...' option is highlighted. The background table shows the following data:

Line#	Name	Description	Date	Amount	Id
10	Manual Process Corp	funding	07/05/2001	900.00	4214
11(a)	Broker, Peter	contribution	02/05/2002	25.00	4106
11(a)	Broker, Peter			0.00	4110
11(a)	Broker, Peter			0.00	4113
11(a)	Gerts, Carl			0.00	4255
11(b)	Wyker, Jones			0.00	4115
11(b)	COMPUTER & CO			0.00	4120
11(c)	PARENT, ROGER			0.00	4124
13	A Banks			0.00	4137
15	Kathleen Combs			0.00	4142
16	JACKSON 2000 R			0.00	4144
17	Elizabeth Jones			0.00	4147
18	Springs, Lulu			0.00	4160
21(a)	Anthony Banks			0.00	4164
21(a)	Zelde David			0.00	4167
21(a)	Zelde David			0.00	4163
21(b)	Novice Users			0.00	4199
23	ALICE MANUFACT			0.00	4201
24	Computers & Train			0.00	4205
24	DANIEL POWER F			0.00	4207
9	Amy Laurence	fund raising	09/05/2001	650.00	4210
H1	-			0.00	4150
H1	-			0.00	4152
H1	-			0.00	4153
H2	Fund Raise			25.00	4154
H2	Fund Raise			25.00	4158
H2	Fund Raise			25.00	4159
[M]24/F	DANIEL POWER FOR		06/01/2002	40.00	4207
[P]26	A Banks		02/15/2002	21.00	4140
[P]26	A Banks	funds	09/08/2001	50.00	4216
[P]26	Amy Laurence	fund raising	06/05/2001	655.00	4213
[P]26	Anthony Banks		02/01/2002	5.00	4141

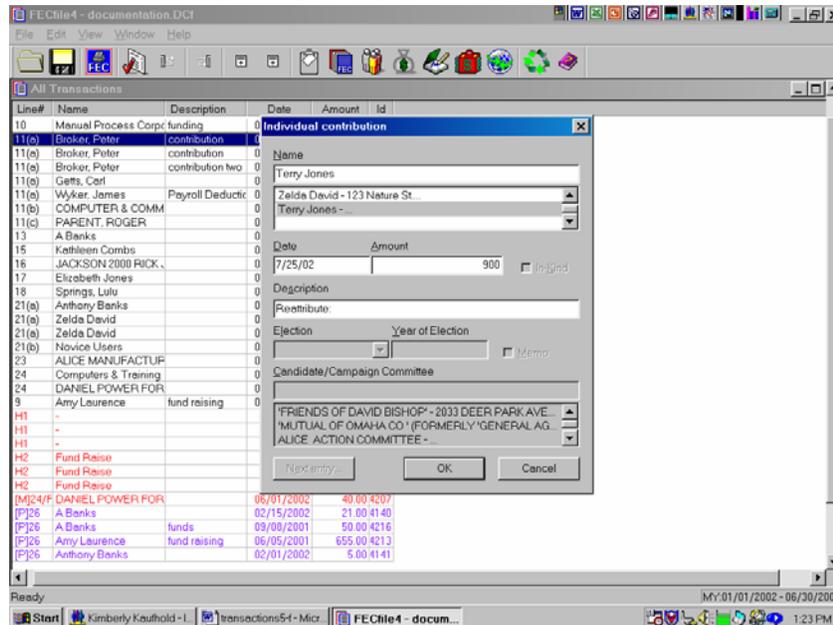
2. Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



3. The Individual Contribution dialog box will appear. Enter the name.
4. 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.
5. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.



- The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.

NOTE: FECFile will automatically create two transactions, one will be a negative entry from the original contributor, and the second will be a memo entry from the new contributor.

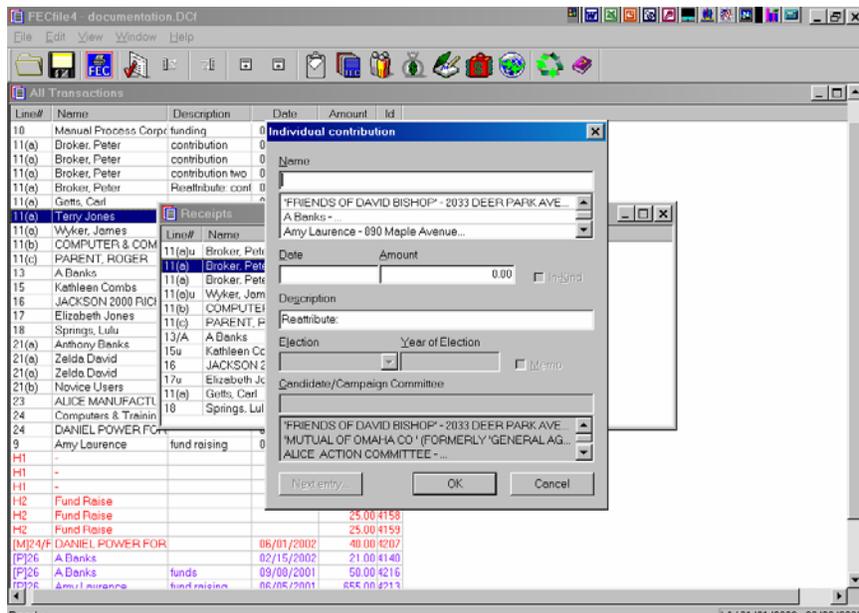
Reattribution involving one reporting period

Line#	Name	Date	Amount	Id
10	Manual Process Corp	07/05/2001	900.00	4214
11(a)	Broker, Peter	02/05/2002	25.00	4106
11(a)	Broker, Peter	02/05/2002	250.00	4110
11(a)	Broker, Peter	02/06/2002	10.00	4113
11(a)	Broker, Peter	07/25/2002	-900.00	4263
11(a)	Getts, Carl	06/06/2002	800.00	4255
11(a)	Wyker, James	02/20/2002	20.00	4120
11(b)	COMPUTER & COMM	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 RICK	02/25/2002	21.00	4144
17	Elizabeth Jones	03/02/2002	41.00	4147
18	Springs, Lulu	05/14/2002	0.00	4160
21(a)	Anthony Banks	05/01/2002	52.00	4168
21(a)	Zelda David	05/02/2002	25.00	4164
21(a)	Zelda David	05/01/2001	0.00	4167
21(b)	Novice Users	05/11/2002	50.00	4183
23	ALICE MANUFACTUR	05/21/2002	52.00	4199
24	Computers & Training	06/30/2001	25.00	4201
24	DANIEL POWER FOR	06/01/2002	40.00	4205
9	Amy Laurence	09/05/2001	650.00	4210
H1	-		0.00	4150
H1	-		0.00	4152
H1	-		0.00	4153
H2	Fund Raise		25.00	4154
H2	Fund Raise		25.00	4158
H2	Fund Raise		25.00	4159
[M]24/F	DANIEL POWER FOR	06/01/2002	40.00	4207
[P]26	A Banks	02/15/2002	21.00	4140
[P]26	A Banks	09/08/2001	50.00	4216
[P]26	Amy Laurence	06/05/2001	655.00	4213

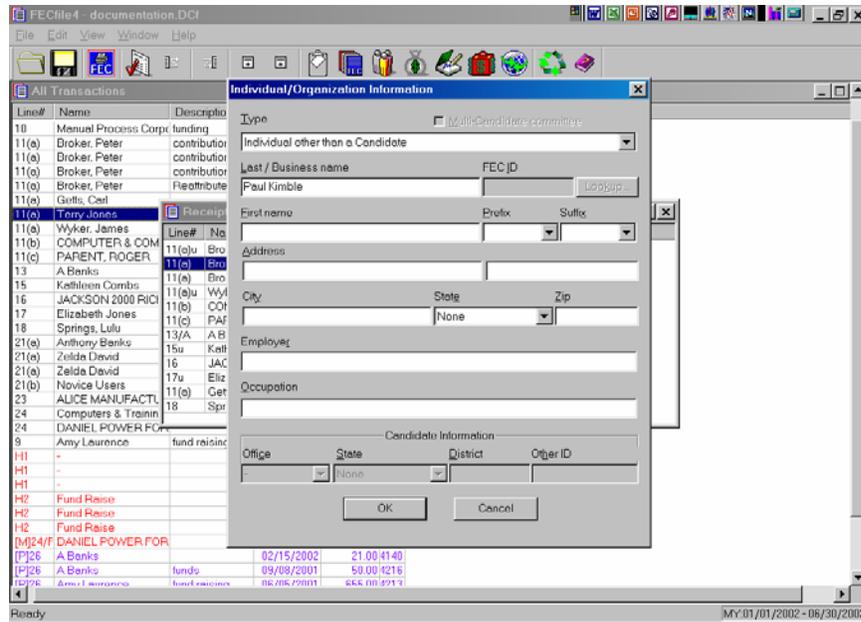
1. From the FECFile main menu, select View, and then select Receipts from the drop down menu.

Line#	Name	Description	Date	Amount	Id
10	Manual Process Corp	funding	07/05/2001	900.00	4214
11(a)	Broker, Peter	contribution	02/05/2002	25.00	4106
11(a)	Broker, Peter	contribution	02/05/2002	250.00	4110
11(a)	Broker, Peter	contribution two	02/06/2002	10.00	4113
11(a)	Broker, Peter	Reattribute, conf	07/25/2002	-900.00	4263
11(a)	Getts, Carl		06/06/2002	800.00	4255

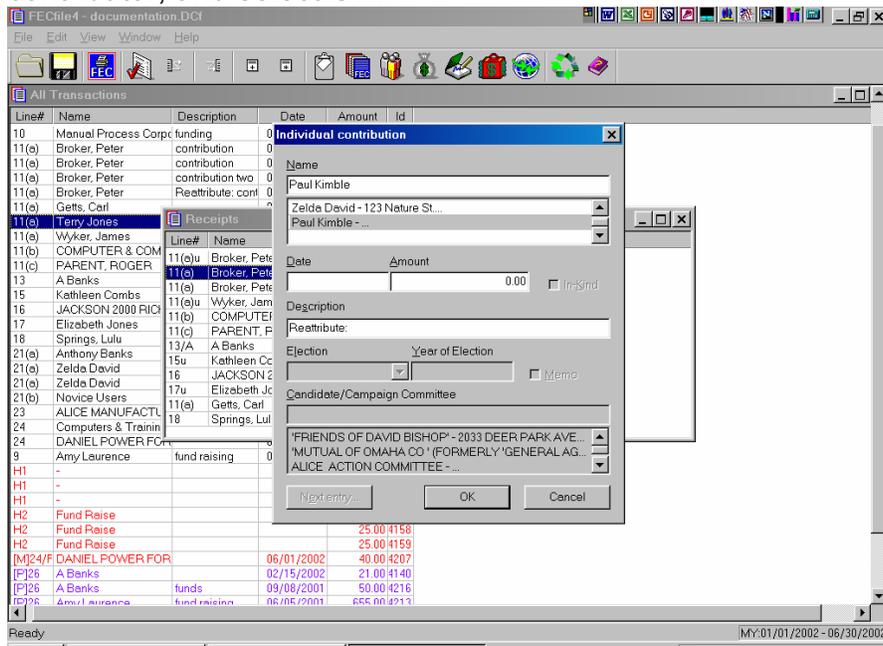
2. The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.



3. The Individual contribution dialog box appears. Enter the name of the new reattributed contributor.
4. 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.
5. If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



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



- The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction. FECFile will automatically create three transactions, one will be a negative entry

from the original contributor, the second will be an entry from the new contributor, and the third will be the original transaction in **Memo Item** form. This third transaction will only display on your printed or uploaded report, not in the receipts window for this report.

8. Click on the X to close the Receipts window.