

*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

## Resignations

The screenshot shows the FECFile4 application interface. The 'View' menu is open, and 'Disbursements' is selected. The main window displays a list of transactions with columns for Line#, Name, Description, Date, Amount, and Id.

Line#	Name	Description	Date	Amount	Id
10	Ma	Summary Page	/2001	900.00	4214
11(a)	Bro	Receipts	/2002	25.00	4106
11(a)	Bro	Disbursements	/2002	250.00	4110
11(a)	Bro	Loans and other Obligations	/2002	10.00	4113
11(a)	Bro	Recycle bin	/2002	-900.00	4263
11(a)	Bro	Sort...	/2002	-15.00	4269
11(a)	Pat	Sort...	/2002	800.00	4255
11(a)	Terry Jones	Retribute:	07/25/2002	900.00	4264
11(a)	Wyker, James	Payroll Deduc	02/05/2002	25.00	4115
11(b)	COMPUTER & COMM		02/20/2002	20.00	4120
11(c)	PARENT, ROGER		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	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
[D]26	A Banks		02/15/2002	21.00	4140

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

The screenshot shows the 'Disbursements' window in the FECFile4 application. The window displays a list of transactions with columns for Line#, Name, Description, Date, Amount, and Id.

Line#	Name	Description	Date	Amount	Id
10	Manual Process Corp	funding	07/05/2001	900.00	4214
11(e)	Bro	Receipts	02/05/2002	25.00	4106
11(e)	Bro	Disbursements			
11(e)	Bro	Loans and other Obligations			
11(e)	Bro	Recycle bin			
11(e)	Pat	Sort...			
11(e)	Pat	Sort...			
11(e)	Terry Jones	Retribute:	07/25/2002	900.00	4264
11(e)	Wyker, James	Payroll Deduc	02/05/2002	25.00	4115
11(b)	COMPUTER & COMM		02/20/2002	20.00	4120
11(c)	PARENT, ROGER		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	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
[D]26	A Banks		02/15/2002	21.00	4140

2. The Disbursements dialog box appears. Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option, dragging across to select redesignate.
3. A dialog box appears. Select the name, date, amount, election and year of the election, of the redesignation and select OK. The main Summary page will reflect the change.

## Credit Card Payments

Line#	Description	ThisPJ	ThisPU	CTD.I	CTD.U
6(e)	Cash on hand (Jan. 1)		-730.00		-730.00
11(a)	Individual Contributions	1060.00	50.00	1060.00	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		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 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	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. From the FECFile main menu, double click on Line 21 (b) of the Summary page.

Line#	Description	ThisPJ	ThisPU	CTD.I	CTD.U
6(e)	Cash on hand (Jan. 1)		-730.00		-730.00
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 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	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				

**Federal Operating Expenditure (other)**

Name  
 FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE...  
 MUTUAL OF OMAHA CO (FORMERLY GENERAL AG...  
 A Banks - ...

Date      Amount  
 \_\_\_\_\_      0.00       In Progress

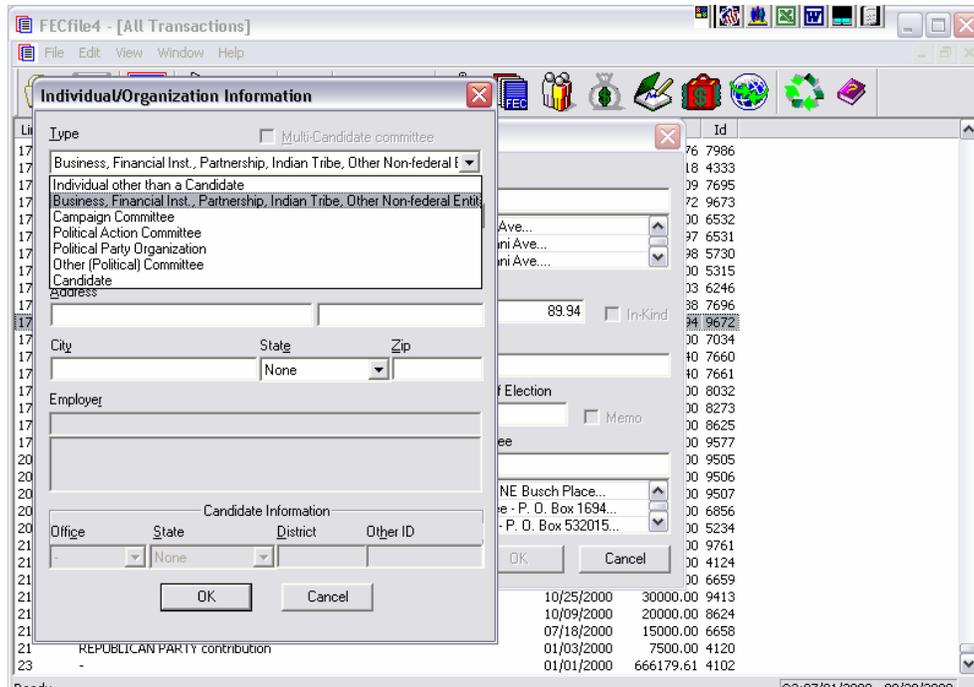
Description  
 \_\_\_\_\_

Election      Year of Election  
 \_\_\_\_\_      \_\_\_\_\_       Memo

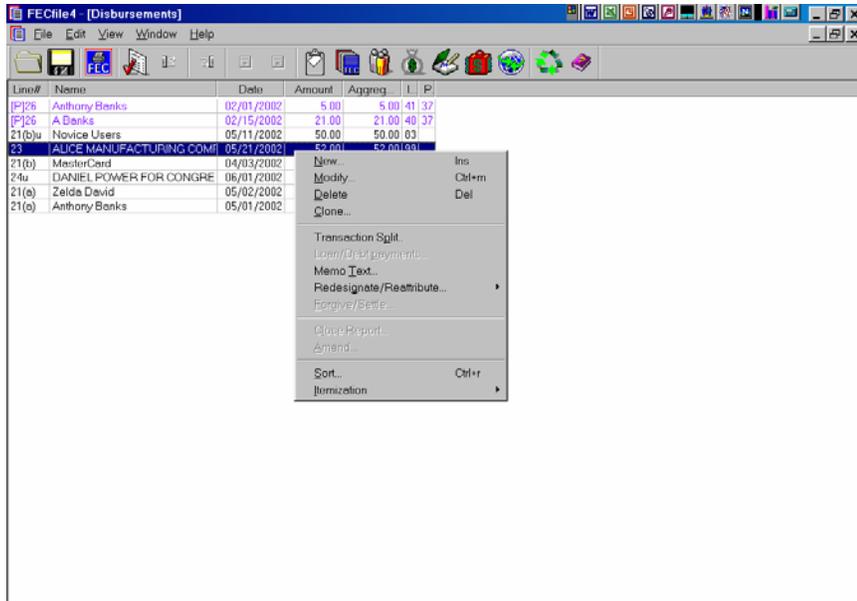
Candidate/Campaign Committee  
 FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE...  
 MUTUAL OF OMAHA CO (FORMERLY GENERAL AG...  
 ALICE ACTION COMMITTEE - ...

Next entry...      OK      Cancel

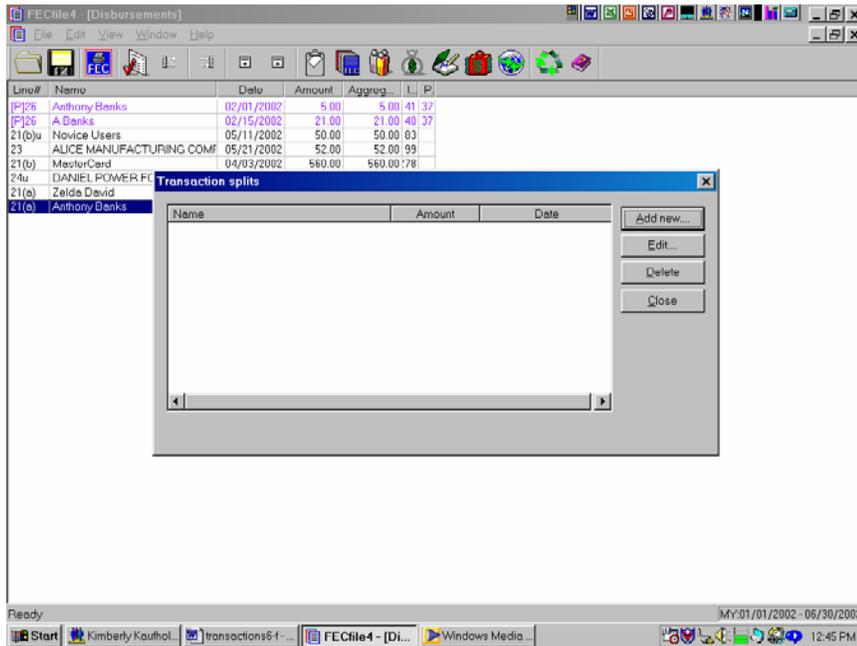
2. The Federal Operating Expenditure dialog box appears. Enter the name of the credit card company.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the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



5. The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.
6. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.  
NOTE: If this is an H4 disbursement, enter the appropriate event and click "Calc".
7. Select View from the menu bar and click on Disbursements.



- As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



- The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

10. Click on close.

## Partnership Contributions

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	1060.00	50.00	1060.00	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	560.00	50.00	560.00	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		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 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	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. From the FECFile Summary page, double click on line 11(a).

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				
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, 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 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	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				

**Individual contribution**

Name

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

A Banks -

Amy Laurence - 890 Maple Avenue ...

Date

Amount

0.00

In-kind

Description

Election

Year of Election

Memo

Candidate/Campaign Committee

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

'MUTUAL OF OMAHA CO' (FORMERLY 'GENERAL AG ...

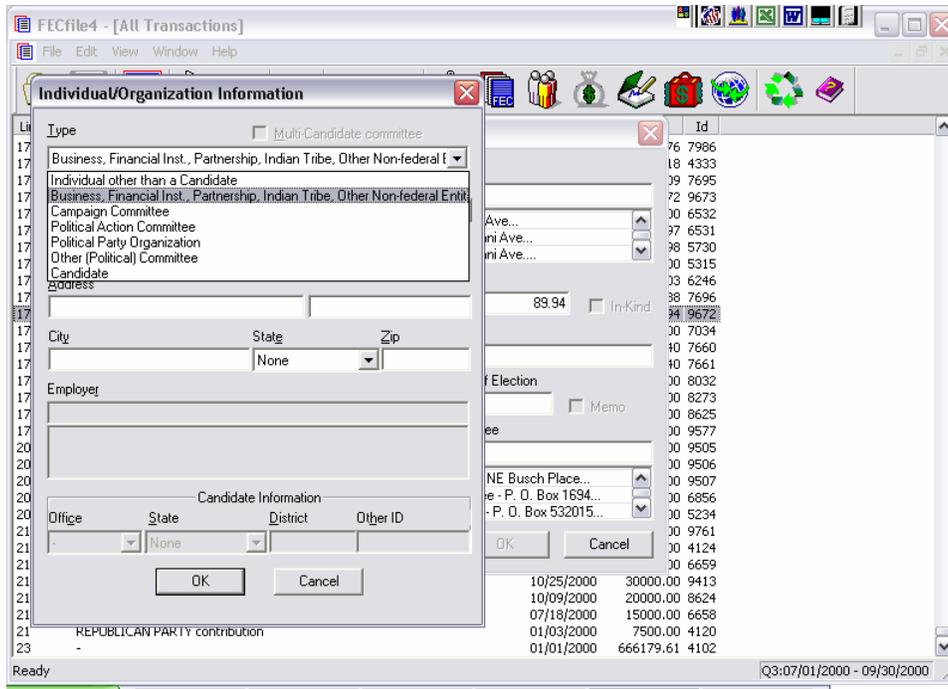
ALICE ACTION COMMITTEE - ...

Next entry...

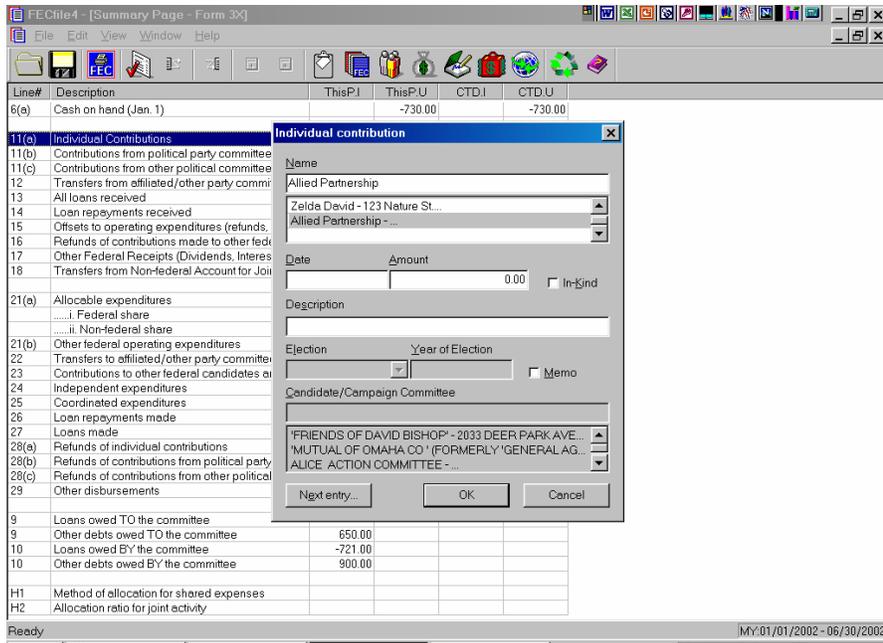
OK

Cancel

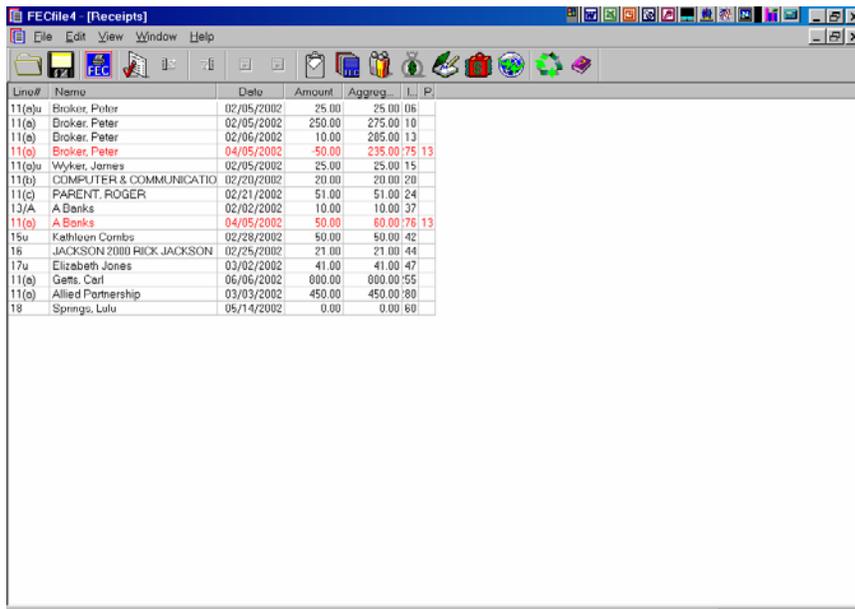
2. The Individual contribution dialog box appears. Enter the partnership's name in the text field.
3. If the partnership has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the partnership has not been previously entered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



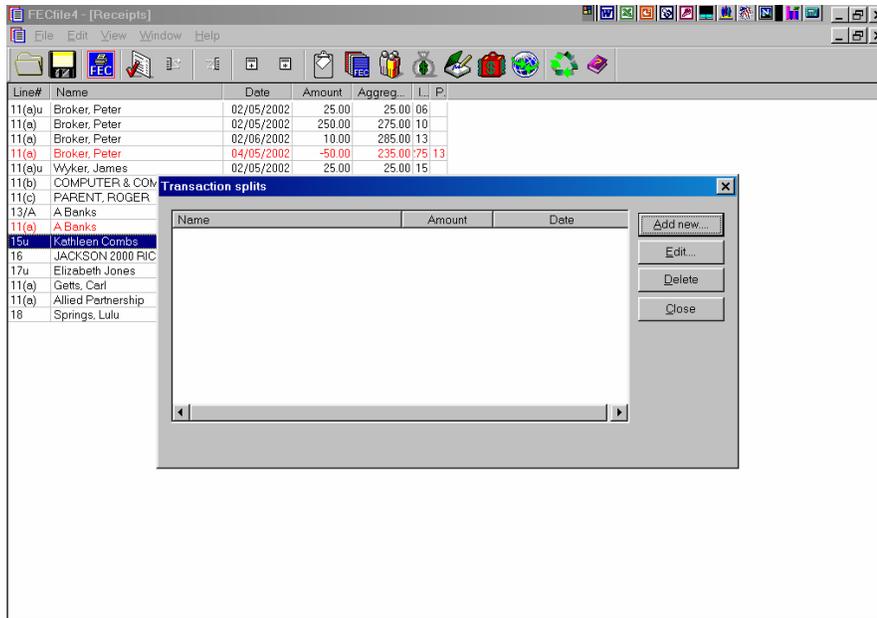
5. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.



6. The Individual contribution dialog box appears. Enter in the date, amount and enter "Partnership" in the text area for the description. Click on OK.



7. Select View from the menu bar, and select Receipts. The Receipts window appears.



8. Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears. Click on Add new, and enter the individual information. Repeat entering additional information as required.
9. Click on close.

## Debt Retirement

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				
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	560.00	50.00	560.00	50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and polit	52.00		52.00	
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. From the FECFile Summary page, double click on line 23.

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				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party commi				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, interes				
16	Refunds of contributions made to other fed				
17	Other Federal Receipts (Dividends, Interest				
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 committees				
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	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				

**Contribution to Federal Candidate/Political Committee**

Name  
 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...  
 'MUTUAL OF OMAHA CO' (FORMERLY 'GENERAL AG...  
 A Banks - ...

Date      Amount       In-kind

Description

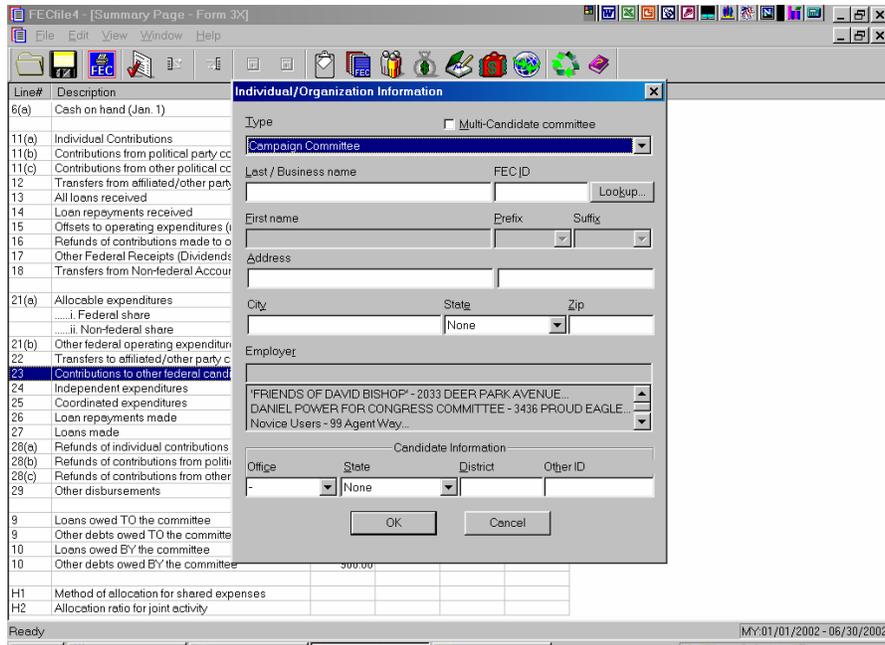
Election      Year of Election

Candidate/Campaign Committee

'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...  
 'MUTUAL OF OMAHA CO' (FORMERLY 'GENERAL AG...  
 ALICE ACTION COMMITTEE - ...

Next entry...      OK      Cancel

2. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee.
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.



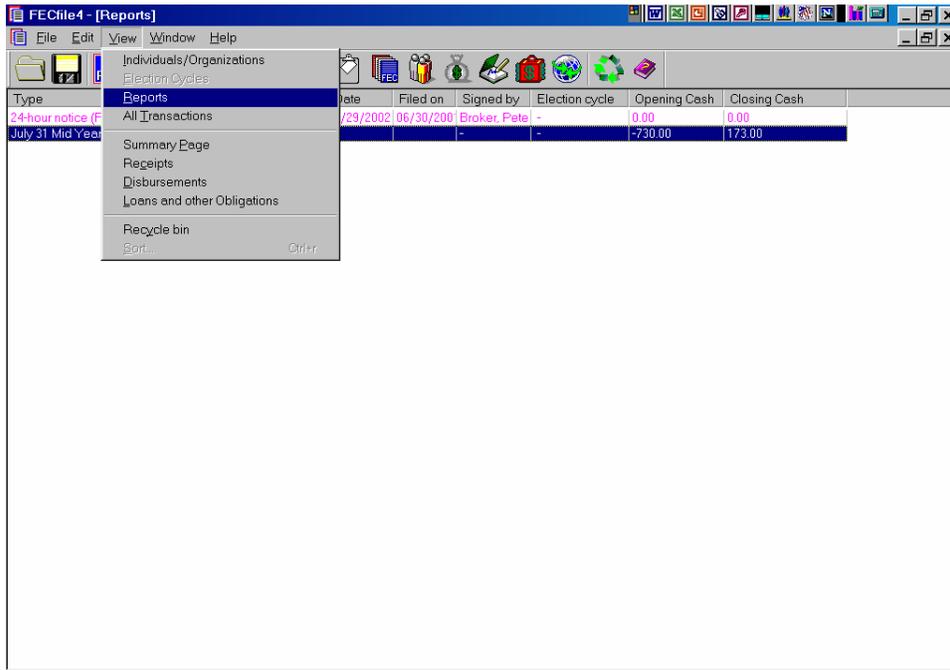
5. The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.



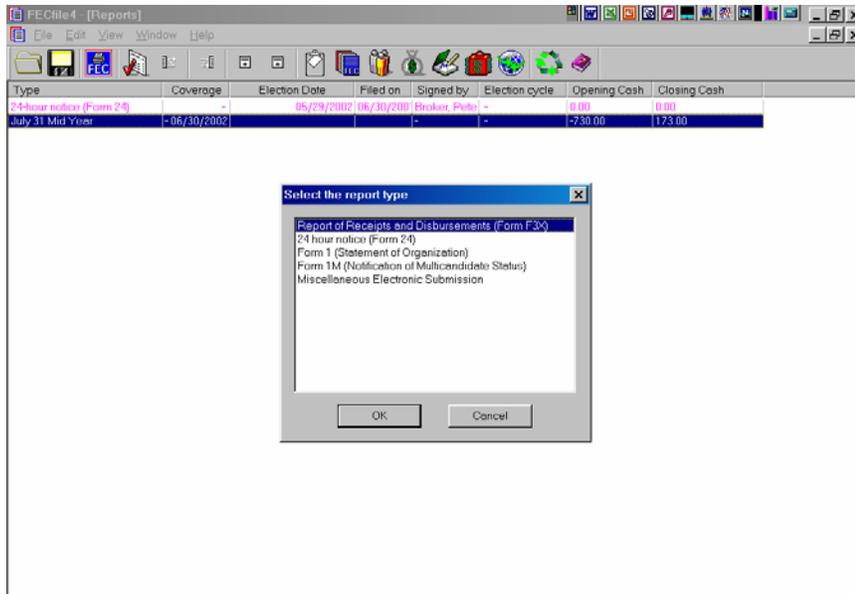
“Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)

9. Click on OK.

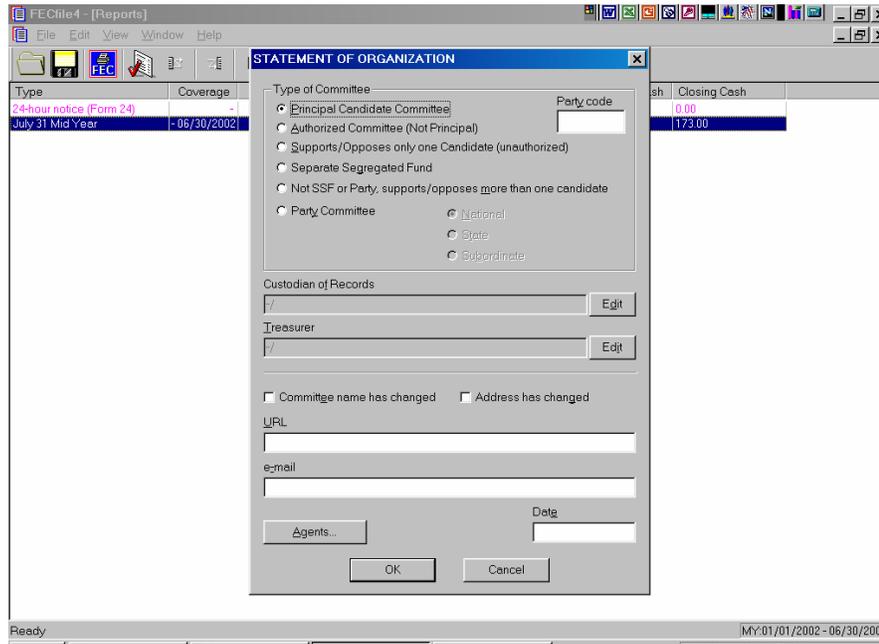
## Statement of Organization



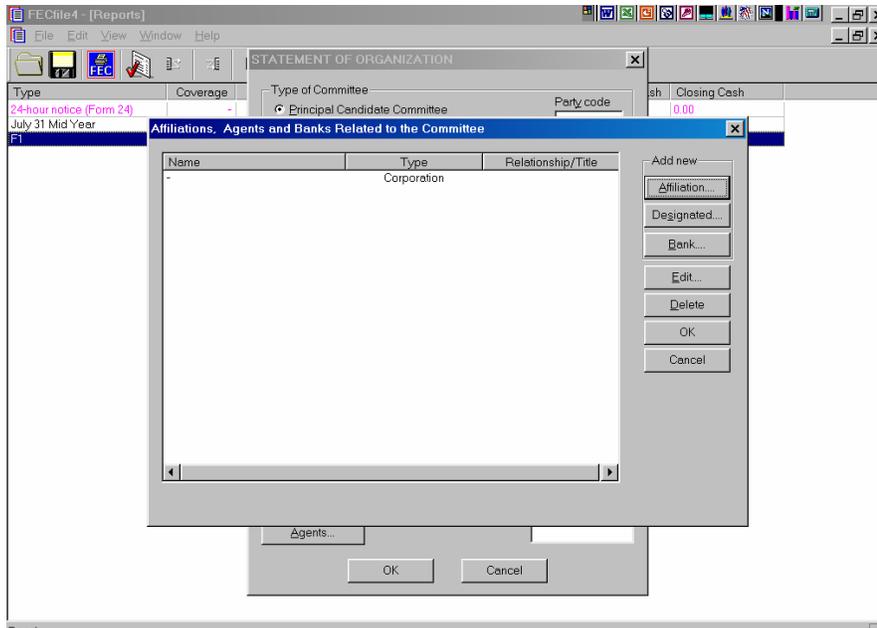
1. From the FECFile main menu, select View from the menu bar, and select Reports.



2. The reports screen appears. Select edit from the menu bar, and select new. The select report type dialog box appears.

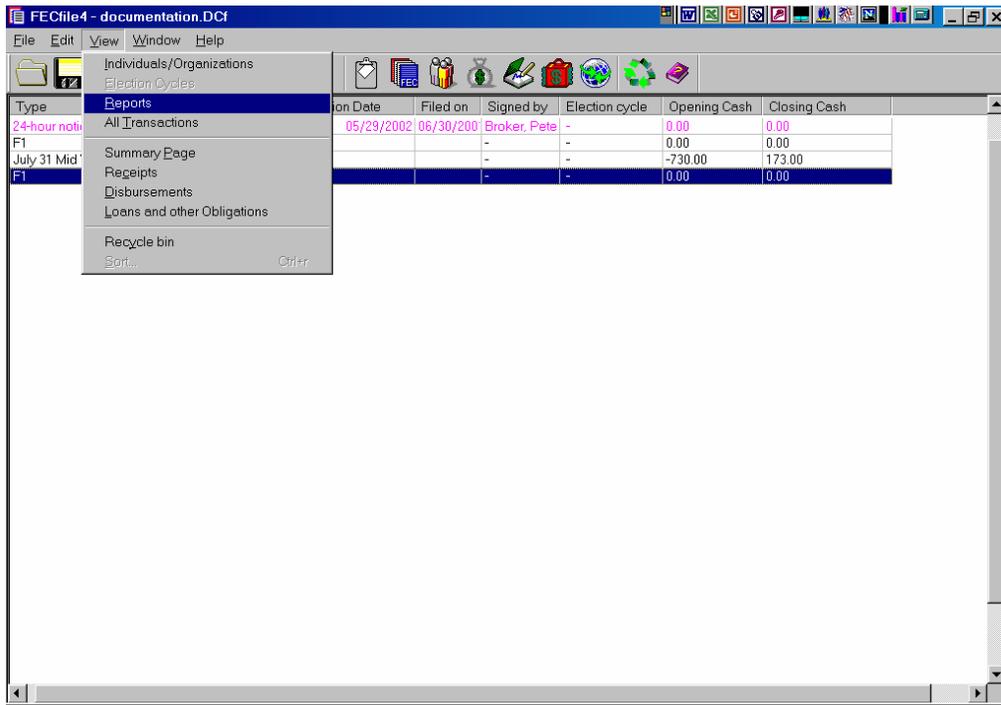


3. Select Form 1 (Statement of Organization), and click on OK. The Statement of Organization dialog box appears. Select the type of committee, (entering a 3 letter party code, when applicable), select the box for the Committee name changed, or Address has changed, when applicable. Enter in the URL, email, and date.

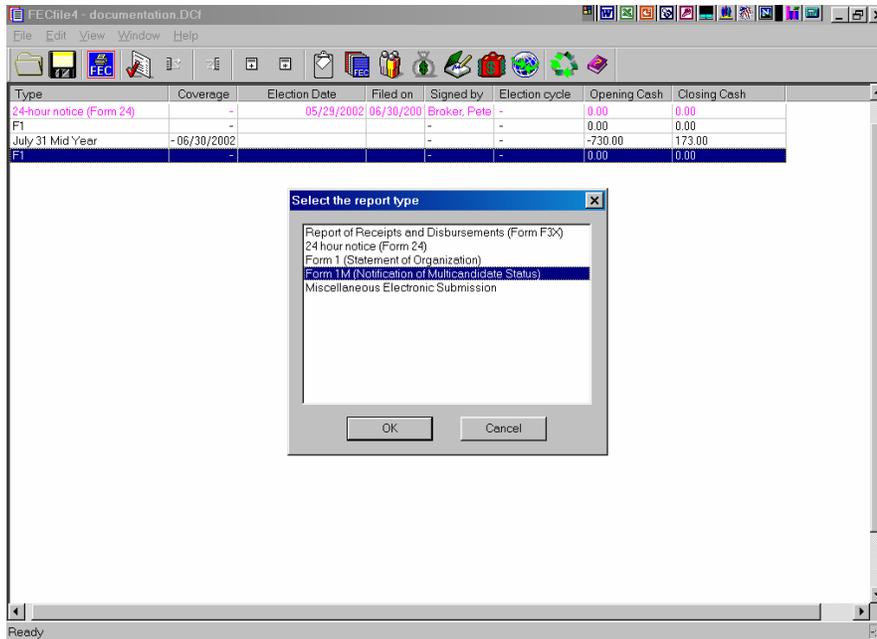


4. To change/or add affiliated committee information, connected organization, designated agent or depository, click on the Agents button.
5. Choose affiliated, designated or bank, (affiliated applies to both affiliated committees and connected organizations). Enter the name, (if the name isn't already on the Individuals/Organizations list or Political Committee list, you must add it as a new individual, organization or party).
6. Add the phone number and the title/relationship and select OK.
7. Select OK at the Affiliations, Agents and Banks dialog box.
8. To change the Treasurer, select the appropriate line and click on Edit in the Affiliations, Agents and Banks dialog box.
9. Enter the name, (if the name is not already documented in the Individuals/Organizations list or the Political Committee list).
10. Add the phone number, title/relationship, and click OK.

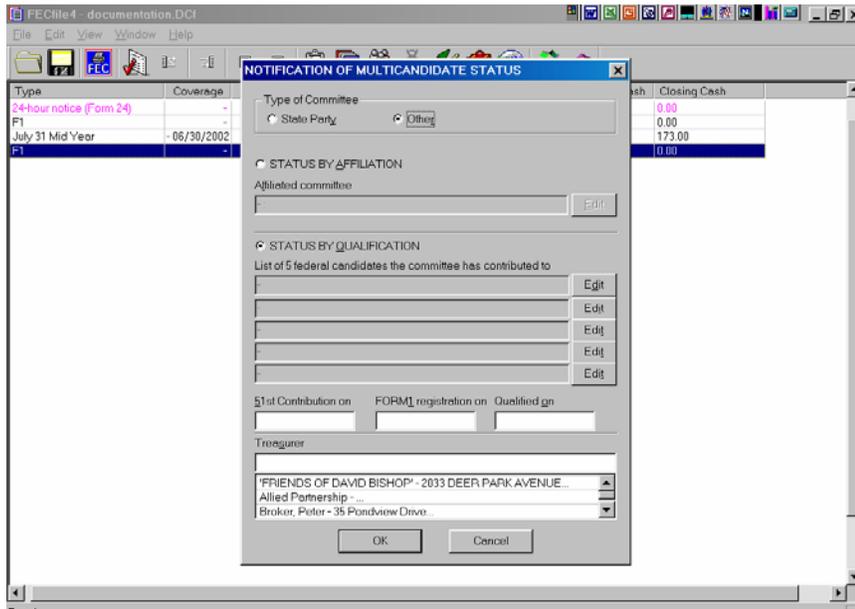
## Form 1M Notification of Multicandidate Status



1. Select View, Reports on the menu bar from the FECFile main menu. Select Edit from the menu bar, and click on New.



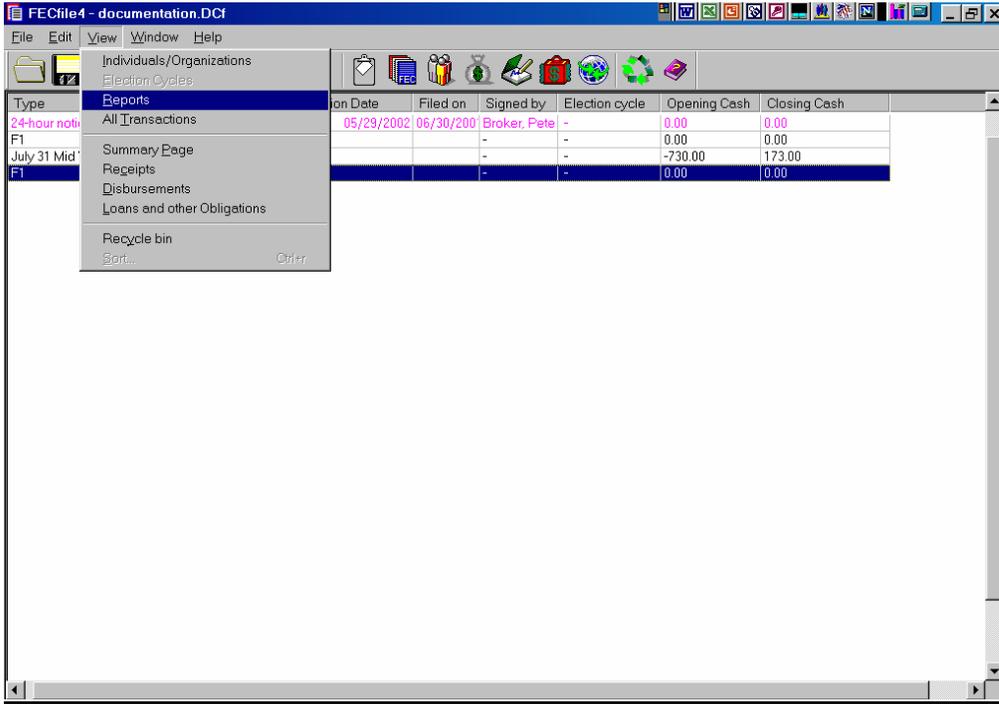
2. The Report dialog box appears. Select Form 1M, (Notification of Multicandidate Status), and click on OK.



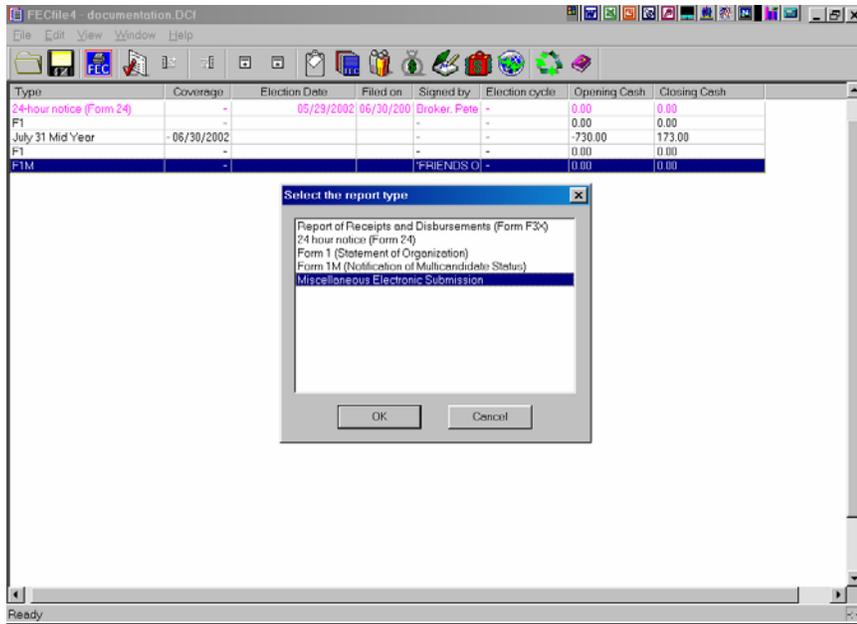
3. The Notification of Multicandidate Status dialog box appears. Select the type of Committee, and select Status by Affiliation or Status by Qualification.

4. When selecting Status by Affiliation, indicate the affiliated committee using the Edit button.
5. When selecting Status by Qualification, indicate the candidates to which the committee has contributed using the Edit button, (being certain to create a record for the contributions using the Tab key), along with entering the date, and then adding data to the remaining fields. The Treasurer field should be populated by entering in the Treasurer's last name and pressing the Tab key.
6. Once the date fields have been populated, press OK, and press OK in the second dialog box, and closing and uploading the report.

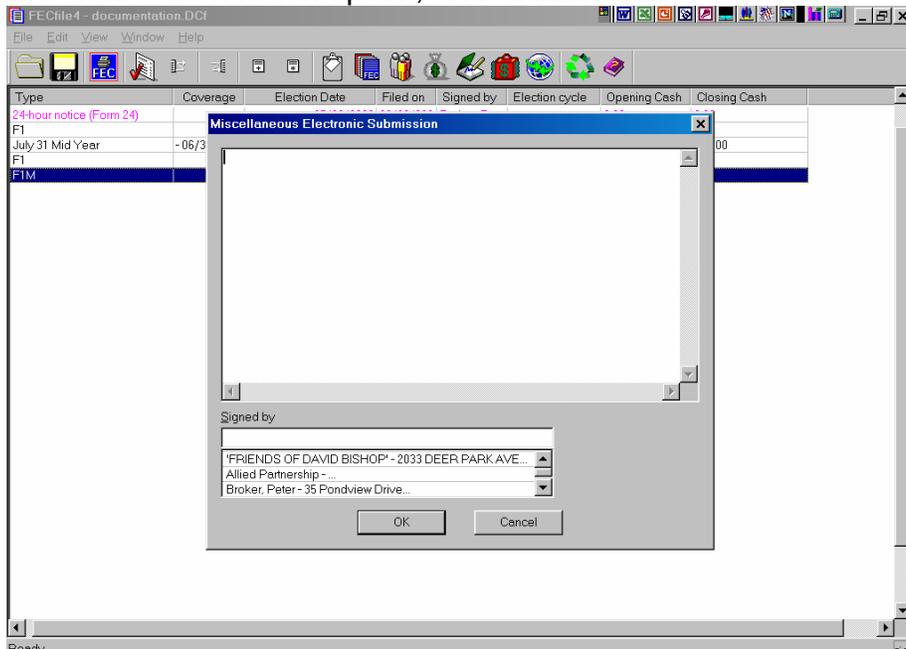
**Miscellaneous Electronic Submission**  
**( a separate document, not attached to a specific report)**



1. Select View, Reports on the menu bar from the FECFile main menu. Select Edit from the menu bar, and click on New.



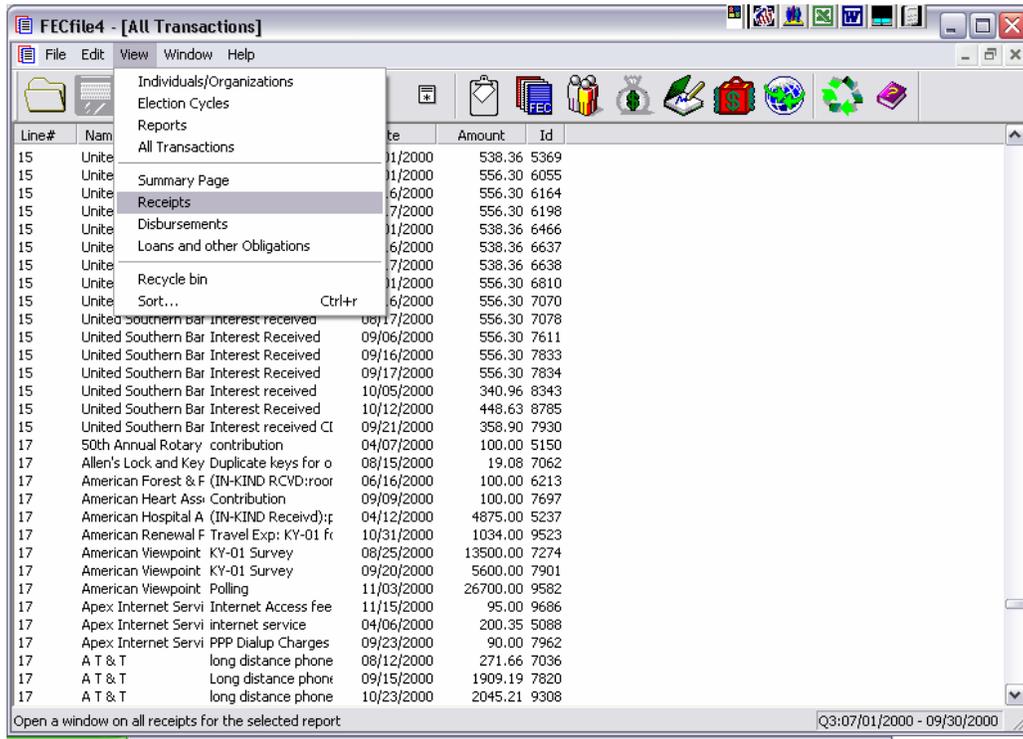
2. The select report types dialog box appears. Select the Miscellaneous Electronic Submission option, and click on OK.



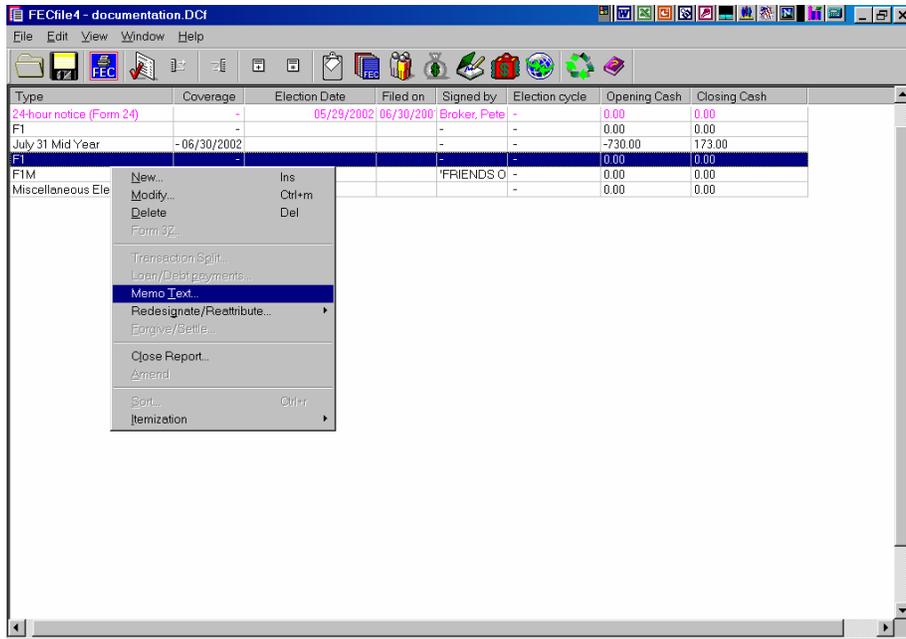
3. The Miscellaneous Electronic Submission dialog box appears. Enter text into the large text field, and then select the Signed by field.

4. The Signed by field should be populated by selecting the treasurer's last name, or by selecting the field and pressing the Tab key.
5. Close and upload the report as all reports.

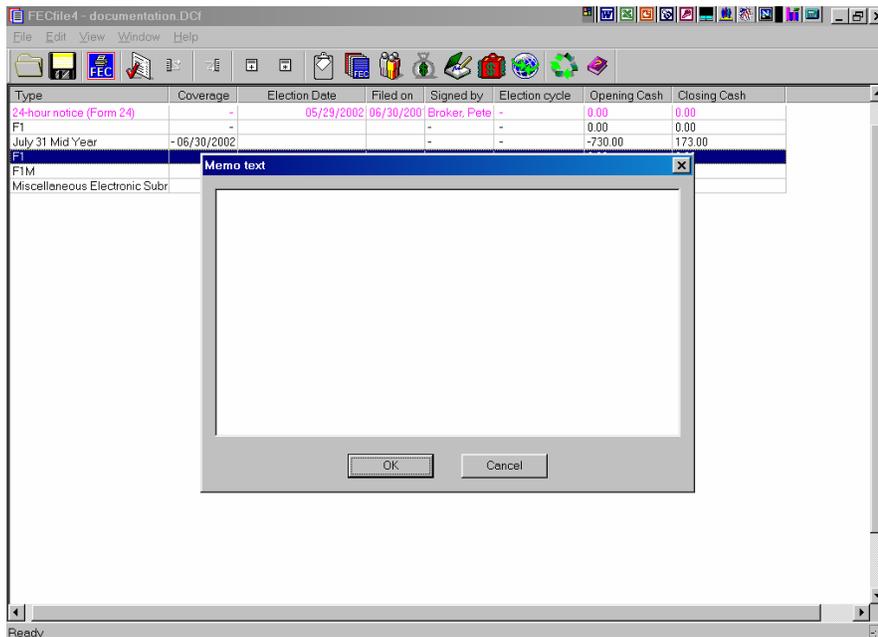
**Memo Text**  
**(information about a specific transaction within a report)**



1. Select View, Summary Page on the menu bar from the FECFile main menu.

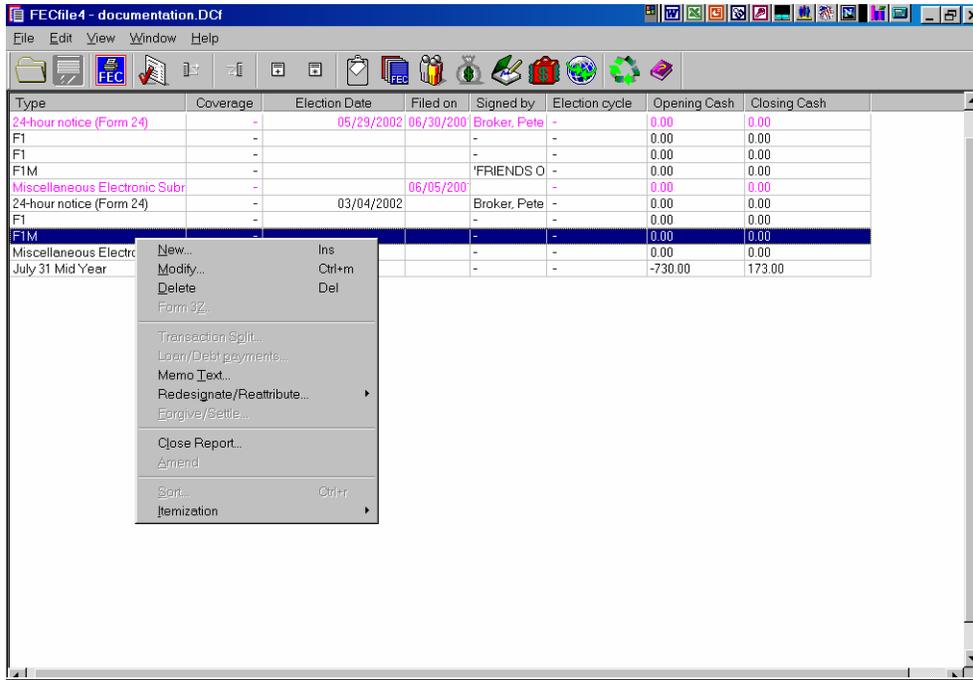


2. Right click on the transaction to which the memo text will be attached.
3. Select memo text and left click.



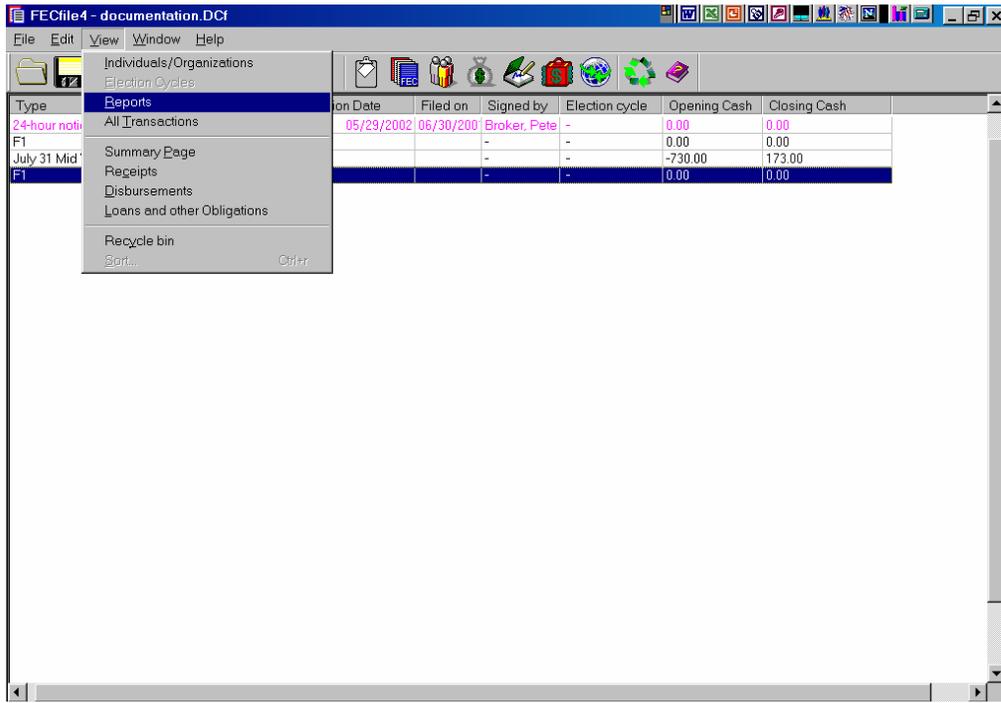
4. Enter in the memo text and select OK.

**Text Record**  
**(a cover letter attached to a specific report at the end)**

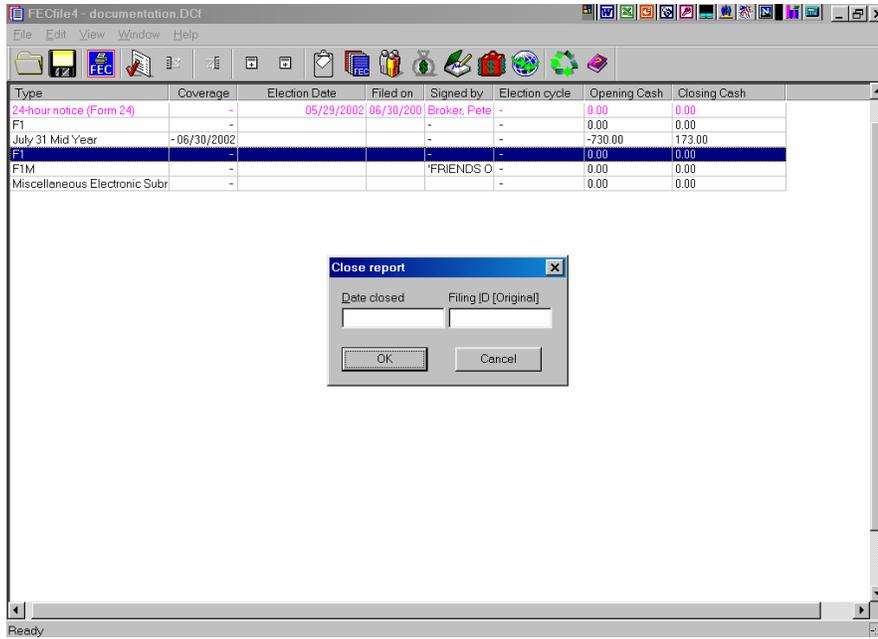


1. Click on View and Reports from the FECFile drop down menu.
2. Right click on the appropriate report.
3. Highlight the Memo text option, and left click.
4. Enter the memo in the Memo Text field and click on OK.

## Closing a Report



1. Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.



2. The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report.