

This file is the document FECFile UserManual for PAC's & Party Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section 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.

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Reports Analysis Division—Reporting Questions

NIC—Technical Questions

FECFile Unauthorized Manual

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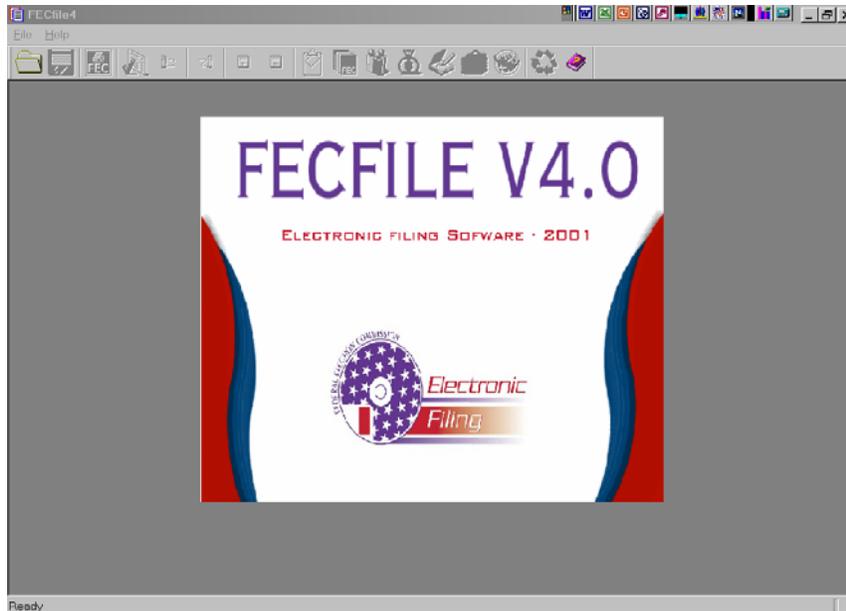
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FECFile

Introduction



With the introduction of electronic filing, the Federal Election Commission has created **FECFile** for political committee computer users who intend to file electronically, but do not have other software applications that support electronic filing. With several commercial electronic filing computer applications available, the outside user community has several different options available. **FECFile** is provided, free of charge, to the electronic filing community, and is intended as an automated tool for reporting FEC financial activity.

The term “electronic filing” as discussed here, is defined as sending information, as per FEC guidelines, from the user, to the FEC, via computer. This computer connection may be through the Internet, or through a modem connection. Once the reports and necessary information has been entered, it is then encrypted, based upon a proper password, and transferred to the FEC. Users may also submit data on a diskette, if necessary, which shall be discussed later in the text.

This manual for is designed for WEB users specifically, we will discuss the elements of electronic filing and questions directed to the WEB user.

Important Numbers and Referral Information

Technical FECFile Questions, Unofficial Electronic Filings, Web ?'s and Passwords:

NIC Technologies, Electronic Filing Office (202) 694-1642

Reporting Questions:

Reports Analysis Division (202) 694-1130

Reporting Requirements:

Information Division at (800) 424-9530 or the appropriate Campaign guide

Passwords:

NIC Technologies, Electronic Filing Office (202) 694-1642

Website Referral:

Please find the Electronic Filing web page at www.fec.gov/electfil/electron.html, for the following information:

- ✓ the **FECFile** download page, (to download software)
- ✓ common errors
- ✓ mandatory electronic filing information

- ✓ electronic filing FAQs
- ✓ information for software developers
- ✓ statistics
- ✓ the **FECFile** user's manual
- ✓ password information

The specifics on FEC reporting may be found at <http://www.fec.gov/reporting.html>, for the following information:

- ✓ rules and regulations of FEC financial reporting

Who can use FECFile
and
How they can obtain it?

Who can use **FECFile**?

- Any non-presidential committee required to create federal campaign finance reports may use **FECFile**.
- Senate committees must file on paper with Secretary of the Senate and cannot use **FECFile** to create electronic reports. The FEC has an unofficial web site for Senate committees to view their info on the Internet, but must contact the Electronic Filing office for information.

How **FECFile** be obtained?

FECFile is provided free of charge, and can be obtained by the following methods:

- Downloaded at the FEC website
<http://www.fec.gov/electfil/electron.html>
- By mail , 1-800-424-9530 to receive a copy

NOTE:

Once receiving **FECFile**, the user must obtain a password from the Electronic Filing Office. See the following page for instructions.

Passwords
(Who can obtain them and How they are obtained)

In order to file electronically, the committee user **must** have an electronic filing password. This password is provided by the FEC Electronic Filing Office and acts as the signature on a paper report, indicating that the electronic filing originated with the committee in whose name it is filed. The password is encrypted, and **FECFile** uses the password and the FEC committee ID number to identify the filing, ensuring proper origination.

Who can obtain a password?

- The committee's official treasurer or assistant treasurer must be the requestor of an electronic filing password.
- If an additional password is requested for an assistant treasurer, the treasurer and assistant must sign the request.

(If the treasurer has changed and the FEC has not been officially notified, they must file an amended Statement of Organization prior to receiving a password.)

How is a password obtained?

The treasurer or assistant treasurer must fax or mail a request letter to the Electronic Filing office, at 202-219-0674,

or

Electronic Filing, Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463.

Committee letterhead should be used, if available, and must include:

- ✓ the committee name
- ✓ 9 digit FEC ID number
- ✓ treasurer's name
- ✓ phone number
- ✓ treasurer's signature
- ✓ identical information is also required for the assistant treasurer (if requested)
(If only the assistant treasurer is to receive a password, the assistant and the treasurer must sign the request).

*The following information must be included in the request for a password:
"I represent that I am the duly appointed treasurer and have authority
as such to sign FEC reports for the above committee".*

*A sample password letter may be found on the FEC Website, at
<http://www.fec.gov/electfil/passreqlet.html>*

Upon verification by the Electronic Filing office, typically within a few hours, the password will be provided via telephone.

What happens if a password is forgotten?

If a password is forgotten, the committee must request a new password, following the same steps as requesting an original password, faxing or mailing the Electronic Filing office, at 202-219-0674.

FECFile Installation and Setup

Before creating reports and filing electronically with FECFile, the software must be installed on the computer. Installation and setup of the committee using the FECFile setup program may be accomplished quickly, but prior to installation, the system must meet the minimum requirements shown below.

Minimum System Requirements

- ⇒ PC type computer system
- ⇒ 8 megabytes of RAM
- ⇒ Microsoft Windows 95, 98, ME or NT 4, 2000 and XP operating system
- ⇒ 3.5 High Density Floppy Diskette Drive and/or CD Drive
- ⇒ Modem or Network Internet Connection (to file electronically and download software)

PLEASE NOTE: It is has been found that selecting an installation directory other than the default can cause the program to operate abnormally. Therefore, it is recommended to use the default installation path when installing the software.

Installation procedures

From diskette if you received an FECFile Installation diskette series:

1. Close any open applications on the computer.
2. Insert the disk labeled Disk 1 of 4 into drive A or drive B.
3. From the Start menu, select Run and then type **A:\setup** or **B:\setup** (depending on the drive you are using) in the command-line box, and click *OK*. Go to Finalize Installation (below).

From CDRom if you received an FECFile Installation CD:

1. Close any open applications on the computer.
2. Insert the Installation CD into the CD drive.
3. From the Start menu, select Run and then type **[Drive]:\setup**, where [Drive] = the drive letter assigned to the CD drive on the system.

For example, if the CDROM drive used drive letter "E" on the system, enter **E:\setup** in the command-line box, and click **OK**. As an alternative, double click the "My Computer" Icon on the Windows Desktop. The window will open. Double click on the CD Drive icon. Then find and double click on the **setup.exe** file. Go to Finalize Installation (below).

From download:

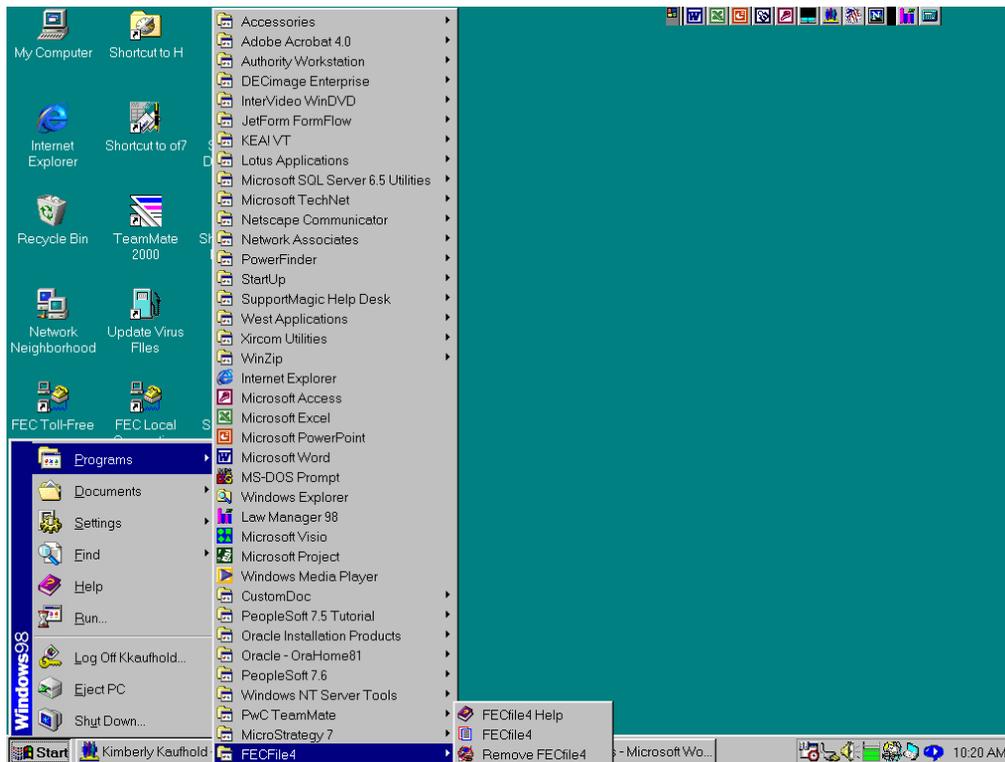
1. Download FECFile from <http://herndon1.sdrdc.com/cgi-bin/fecfile>
2. Save the file to a place selected on the hard drive.
3. When the download is complete, Double click on the **setup.exe** file. Go to Finalize Installation (below).

Finalize Installation:

1. Follow the instructions provided during the setup process. Do not install on a network drive.
2. When the installation is complete the screen will display "FECFile4 Setup is complete and your software is now installed".

FECFile has now been installed!

Starting FECFile and Retrieving the Candidate Database



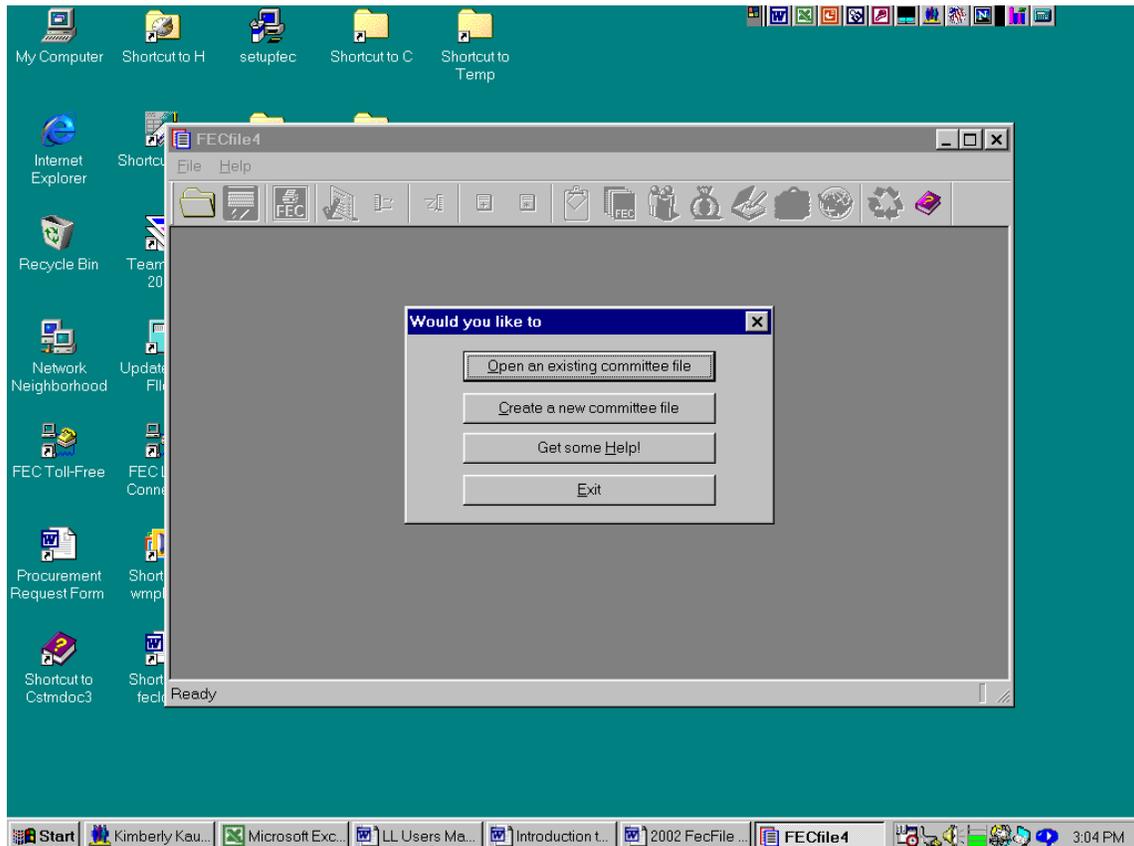
Opening FECFile

To open the FECFILE application, you must launch the software application.

1. Click the Start button on the Taskbar, continue holding down the mouse button and drag up to select Programs.
2. Select Programs and then drag across, highlighting FECFile.
3. Select FECFile, from the menu selection.
4. The application will launch, and FECFile will open.
5. The application will now prompt the user for the type of operation needed to perform.

Getting Started with FECFile

Once launching FECFile, there are several options from which to choose:



- ✓ Open an existing committee file,
allows the user to access committee information and reports already created and saved
- ✓ Create a new committee file,
allows the user to create a new committee file where all information and reports for the committee will be stored
- ✓ Getting Some Help
shows the user a step-by-step diagram of the electronic filing process
- ✓ Exiting,
closes the application

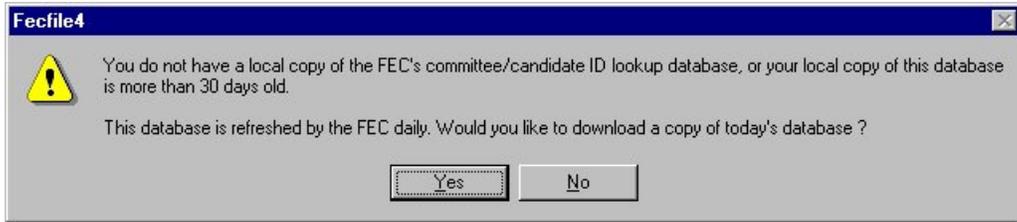
All of these options will be explained in the following text.

Retrieving the Candidate Database

Updating and Uploading the Lookup File

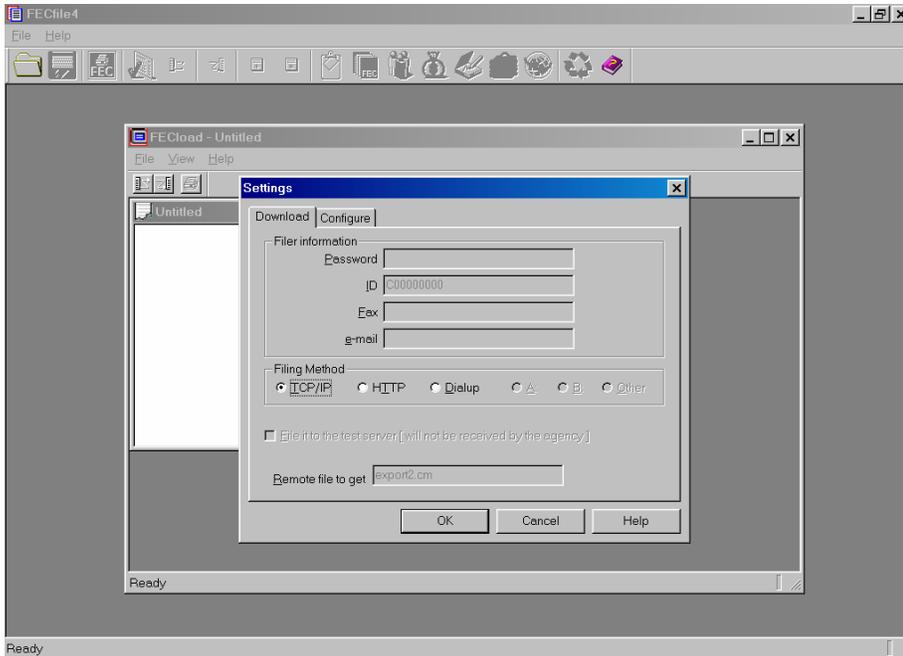
FECFile uses a standard file called a Lookup file to identify, or “lookup” candidate and committee ID information. As part of the ongoing process of assigning these ID’s, the FEC updates the master list and changes it everyday. The FECFile application will notify the user when it is more than 30 days old.

The FEC’s master list is part of the FECFile installation (in a file called export2.cm). The FECFile software is designed to notify the user every 30 days. However, the user may download a recent copy of the file at any time. As the application is initially installed, it is recommended to download a new copy at that time.



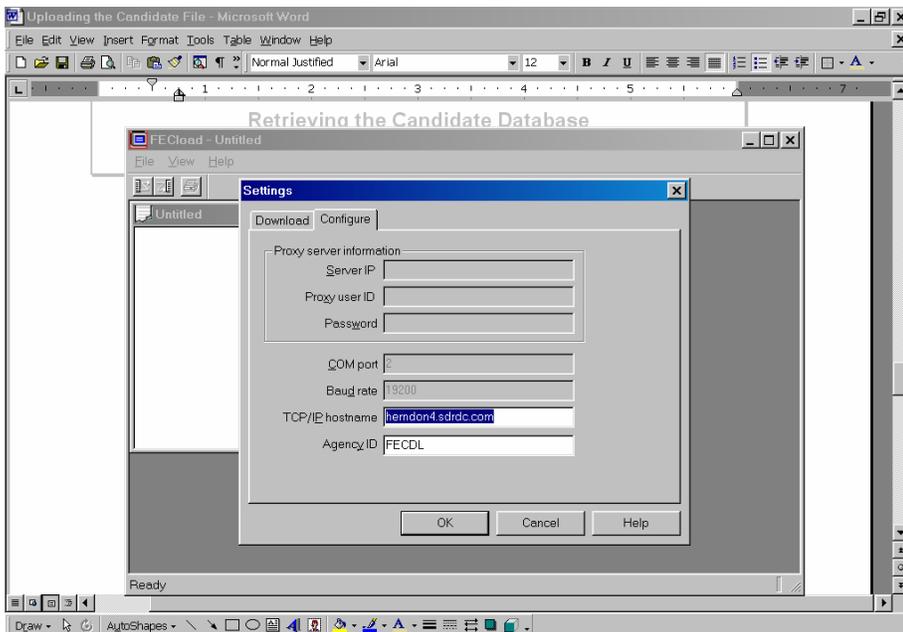
Notification

Upon opening the FECFile application and the user's file, the application will notify asking to download a copy of today's database if the Lookup table is older than 30 days. There are two options here. By selecting No, the file will not be updated but transactions may be entered into FECFile. However, by selecting Yes, the FECLoad Settings window will appear asking to select the filing method (i.e., the communication method used to download the latest file).

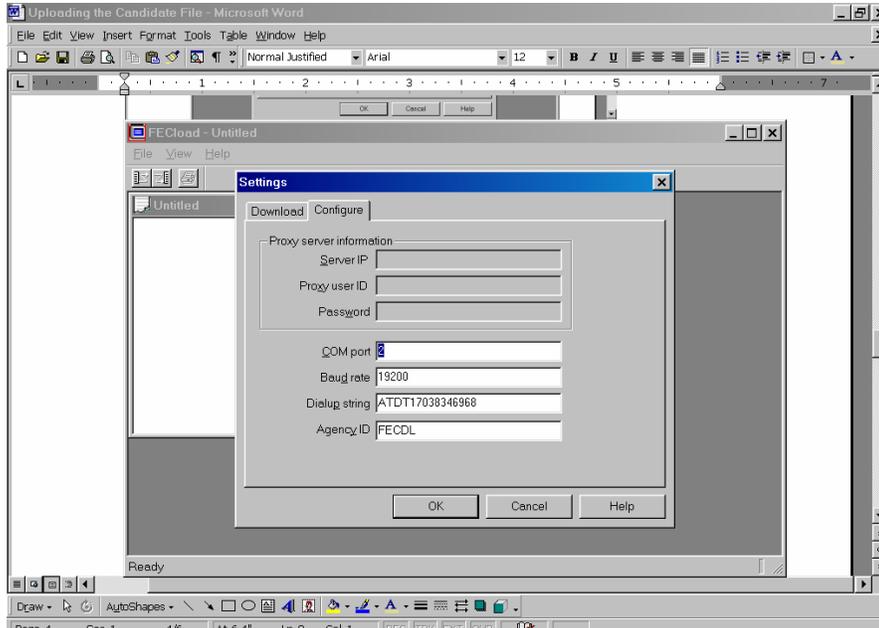


The options are TCP/IP (an Internet connection) or Dialup (a modem connection) from the Download screen. All other fields on this screen will be inactive (shaded gray).

The configuration screen will vary according to the filing method selected.

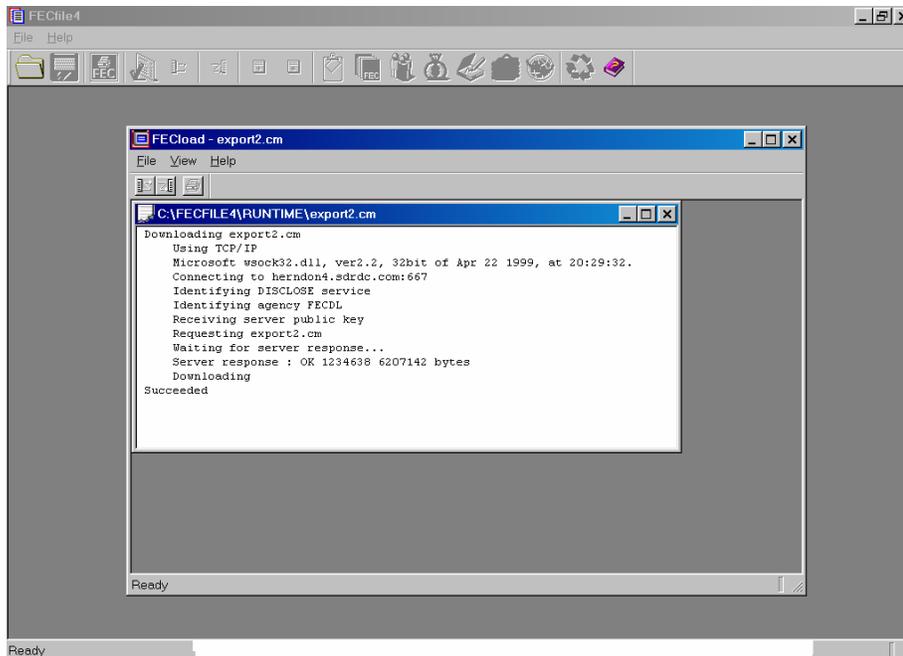


- If TCP/IP is selected on the Download screen, the screen will have **herndon4.sdrdc.com** as the hostname (the name of the server that has the export2.cm file available for download) and the Agency ID will be **FECDL**. Internet connection must be made, prior to the download.



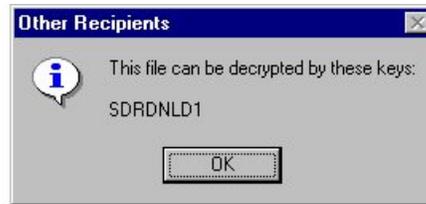
- If *Dialup* is selected from the *Download* screen, the *Configure* screen will have the COM port set as **2**; the Baud rate set as **19200**; the Dialup string as **ATDT17038346968** and Agency ID as **FECDL**.

The COM port is the communication port that runs the computer's modem. If connection cannot be made with this setting, or a different COM port is used, change the COM port number in this field (possibilities COM port 1, COM port 2, COM port 3 or COM port 4). The same holds true when using a different Baud rate, the settings must change as well. The program defaults to the two settings noted, as they are the most frequently utilized. The Dialup string and Agency ID should not be modified unless instructed by the software's technical support staff, at the number noted in the beginning of this guide.



1. When selecting OK from the settings screen, the application will ask where to save the Lookup file (export2.cm). The software defaults to the location where the program is installed. It is critical to save this file to the same location as the program. The file will default to export2.cm. Do not change the name of this file.
2. Click OK.
3. If asked “do you want to replace the existing file?”, click Yes. The download process will begin. It may take several minutes depending on the speed of the modem and/or quality of the Internet connection.

During the download, the screen will display FECLoad in the upper left corner. Inside FECLoad, a window displays the download results. The program will display several messages, informing it is about to download. The program will pause, state “Requesting export2.cm”; then the process continues. The following message appears, “Server response”, and in the bottom right corner, a number displaying the file as it is downloading (the number represents the bytes being transferred). The process speed is dependent upon connectivity. As it is near completion, a window displays it is “Working”.



The final dialog box reads, "The file can be decrypted by these keys: SDRDNLD1."

4. Click OK.

A dialog box informs FECLoad is "Working", followed by the word "Succeeded" as the last line on the screen.

Creating a New Committee File and Filing Types



Create a new committee file

All initial users of the **FECFile** application must select the **Create a New Committee File** option upon the first use of the software. Typically this option is only selected one time, the initial time the committee information is entered into the FECFile application. After entering the information initially, the committee file is created. All following entries, when the committee will add new reports, or open files for use, the **Open an Existing Committee File** option will be the option selected.

For your first session, after selecting the *Create a New Committee File* option, the program will ask you, in a dialogue box, if you are sure you wish to create a new file.

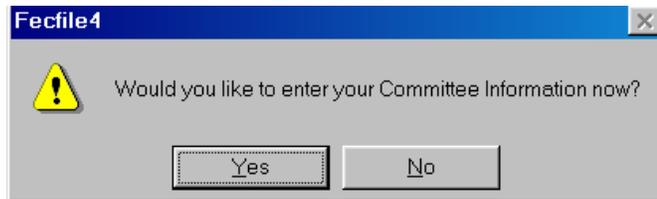
1. Select create a new committee file to perform the new committee execution.

The application will ask if you wish to create a new committee file, or cancel to open an existing committee file.

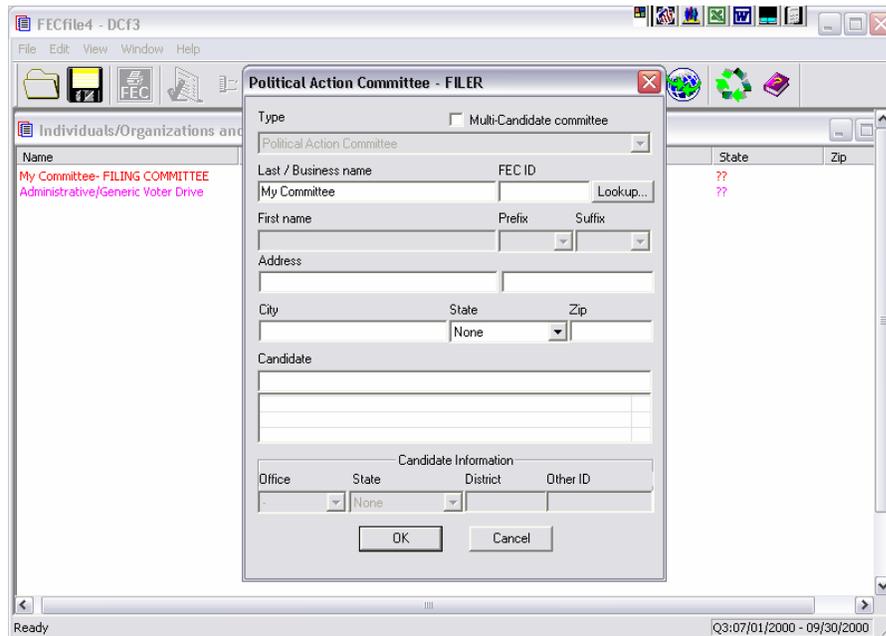
2. Click OK, to create a new committee file.



3. The application will ask "Would you like to enter your Committee Information now?"

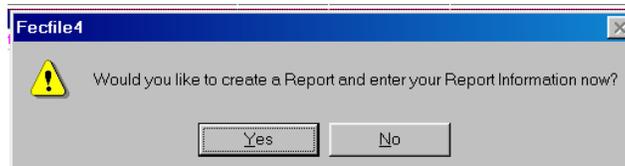


4. Select yes, then tab from field to field to fill in the following information:
the committee name
the FEC ID (as it was issued to the committee)
address
city
state
zip code

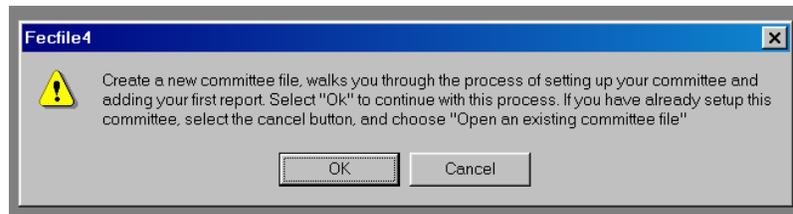


5. After completing the entry of the committee information, the application will ask "Would you like to create a Report and enter your Report Information now?"

This will also occur if the user selected no, when asked if information entry was required.



6. Select yes, and reference the "Creating a Report" text now....



Filing Types

When beginning the process of entering information into FECFile, the question of committee type is critical because the answer provided will determine the FEC form that will be used by the FECFile application.

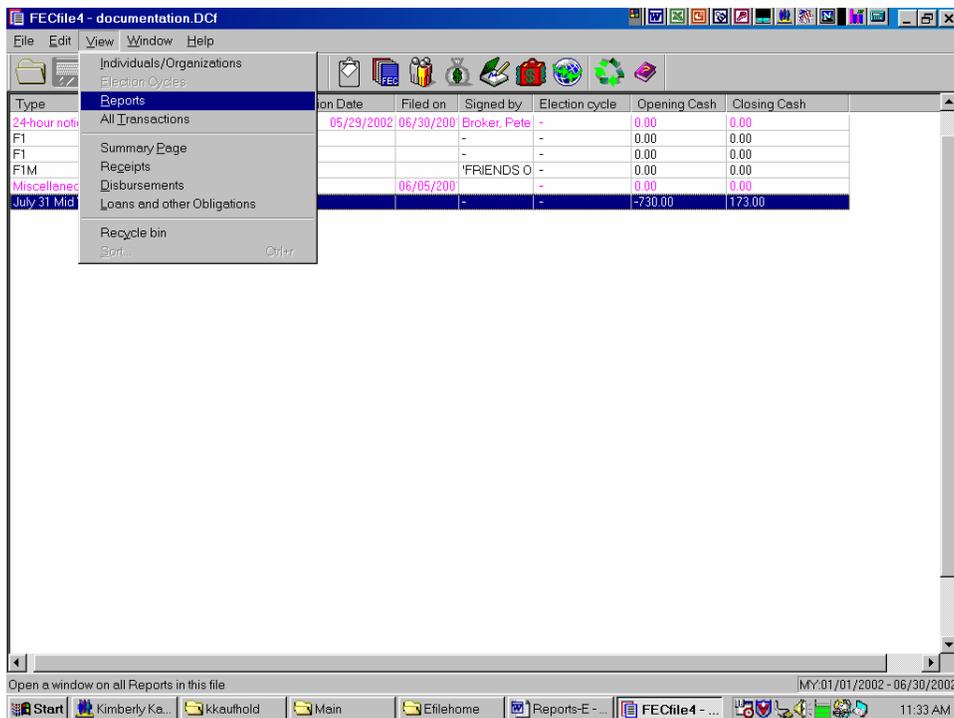
These committee options include:

- ✓ Campaign Committee
- ✓ Political Action Committee
- ✓ Political Party Organization
- ✓ Other (Political) Committee

1. As the FECFile application requests, select the committee type by clicking on it with the mouse; then select OK.

If this is the first time the committee has entered the program (or the first time they have created a file for a new committee), OK is selected. If, however, they have created a file for their committee previously, Cancel is selected, Open an Existing Committee File is selected, as discussed previously.

If the committee is unclear or uncertain about the committee type, refer to the most recent Statement of Organization (FEC Form 1). If the committee type cannot be determined, the committee must contact the Reports Analyst Division of the FEC at (202) 694-1130.



1. To select the Reports window in FECFile, select view from the drop down menu bar and select Reports.

The “Reports” window displays a history of all reports contained in the committee file. By selecting “View” on the menu bar and selecting “Reports”, the automatic sort feature is visible. The sort is based on the report coverage dates (i.e., Date from and Date to) and the Filed on date. The user does not have the opportunity to change the order of reports in this view. The user can, however, modify the size of the columns by dragging, wide or narrow, permitting more information to be easily viewed.

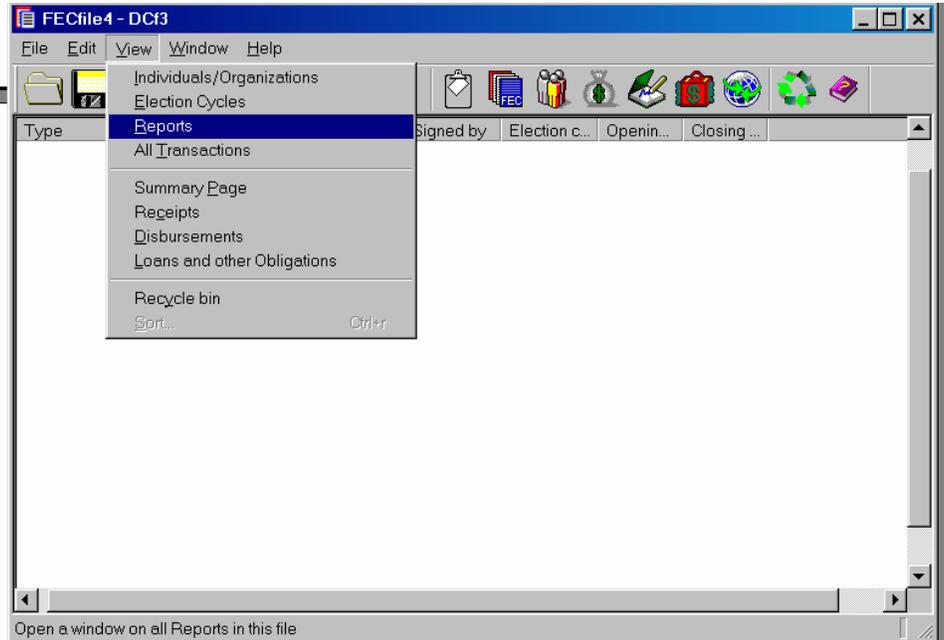
There are several things the user can do to a report:

- Create
- Modify
- Delete
- Close
- Amend
- Unclose
- Validate
- Upload

The following text will review the different reports available using FECFile.

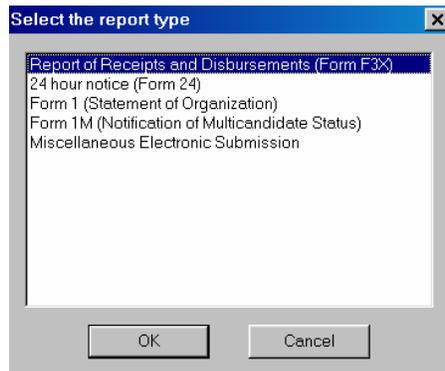
Creating a Report of Receipts and Disbursements (Form 3X)
(This is for PACS and Party Committees)

1. Upon launching FECFile, select your existing committee file, (*.dcf).
2. Select View, from the menu bar and select Reports.

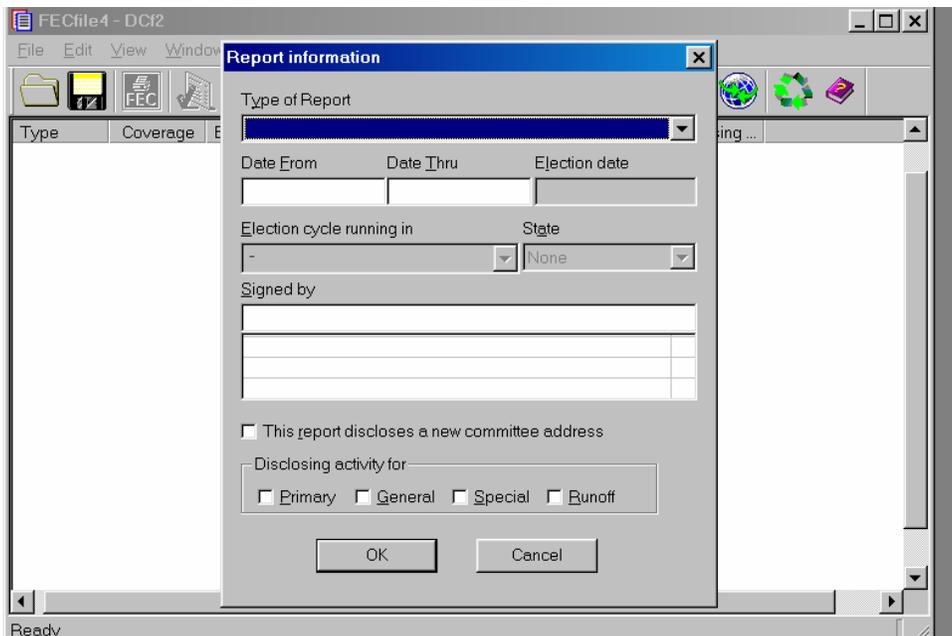


3. Select Edit from the menu bar and then select New.

 **shortcut** (Right-click and select New, or use the Ins key on your keyboard!)



4. Select Report of Receipts and Disbursements (Form 3X) and click on OK.



5. The Receipts and Disbursements Report has several options.
Select the report required from the “Type of Report” drop-down menu.
6. Point and click inside the “Date From” field and enter in the date required.

Note: Due to the nature of the report selected, some date fields will be automatically populated by the FECFile application. Point and click inside the “Date Thru” field, and enter in the date required. Again, this is necessary if the date field was not automatically generated.

Note: You may accept the default dates, or change them if necessary. Caution is required when changing the default dates. Pre-Primary reports, Pre-General reports and Post-General reports can alter the coverage dates of adjacent reports. If there is uncertainty about report coverage dates, users must check with an FEC representative prior to changing the default dates.

Date formats should be entered as follows:

m/d (1/1)
mm/dd (01/01)
mm/dd/yy (01/01/00)
mm/dd/yyyy (01/01/2000).

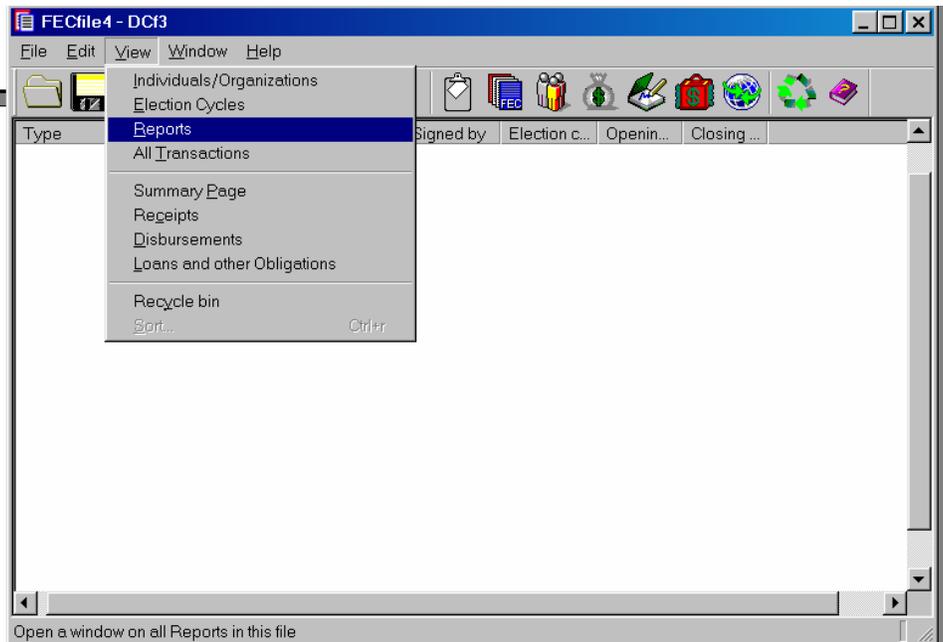
PLEASE NOTE THAT IF THE YEAR IS NOT PROVIDED, THE SOFTWARE DEFAULTS TO THE CURRENT YEAR.

7. The treasurer’s name may be selected from the Individuals/Organizations list.
Note: If the treasurer’s name is not listed, it must be entered in the same manner as a standard individual.
8. If the committee’s address has been changed on the Individuals/Organizations list, check the box reading, “This report discloses a new committee address”.
9. Click on OK.
10. The Reports table will appear.

Creating a 24 Hour Notice Form, (Form 24)

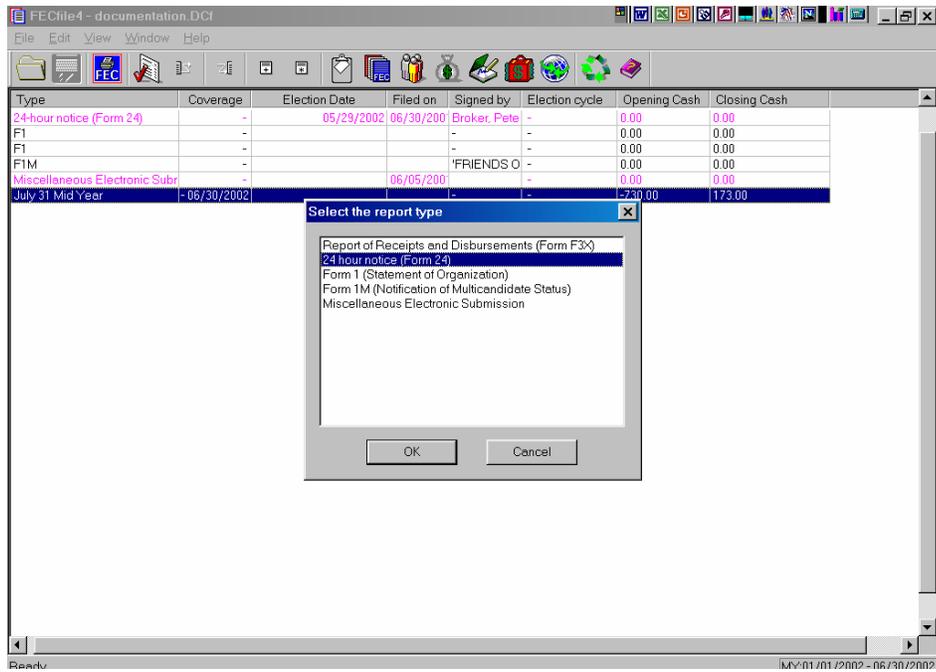
Only PAC's and Party Committees report a 24 hour notice to the FEC. If filing the Form 3X electronically, the option to select 24 Hour Notice appears in the Report View. However if filing using Form 3, this report type will not appear, as it is not applicable.

1. Upon launching FECFile, select your existing committee file, (*.dcf).
2. Select View, from the menu bar and select Reports.

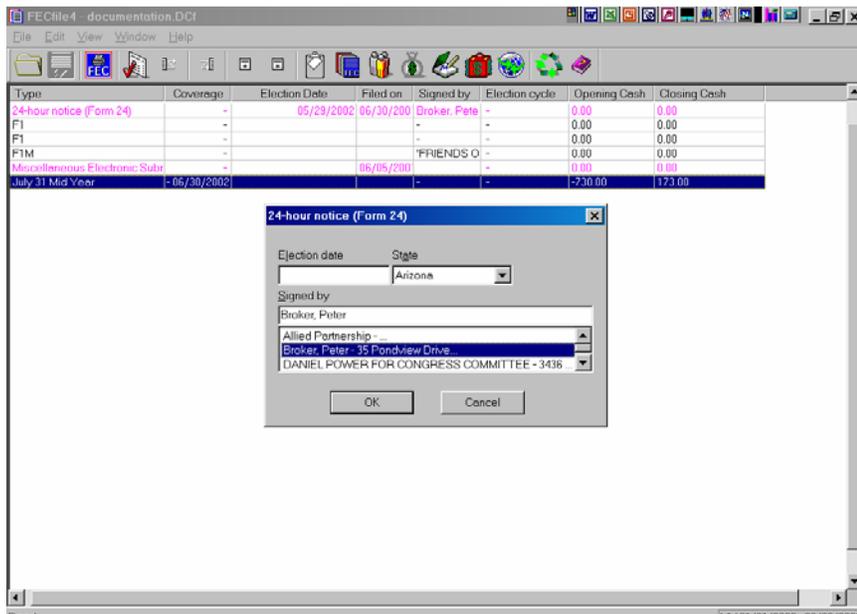


3. Select Edit from the menu bar and then select New.

 **shortcut** (Right-click and select New, or use the Ins key on your keyboard!)



4. Select the 24 Hour Notice Form, (Form 24), and click on OK.
5. Type in the Election date, state (where the committee is registered), and select the drop down area to populate the signed by field, and select OK.



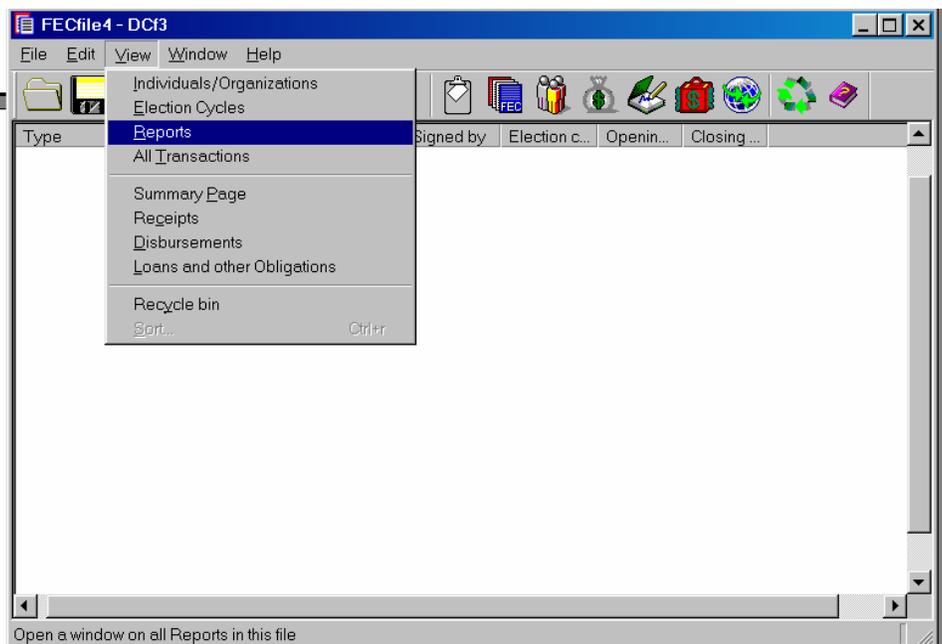
- The FECFile application returns to the Report screen. Select the report identified as the 24 Hour Notice in the type column, and select View, All Transactions from the menu bar. A shortcut to select All Transactions may be used by selecting the Globe on the icon bar.

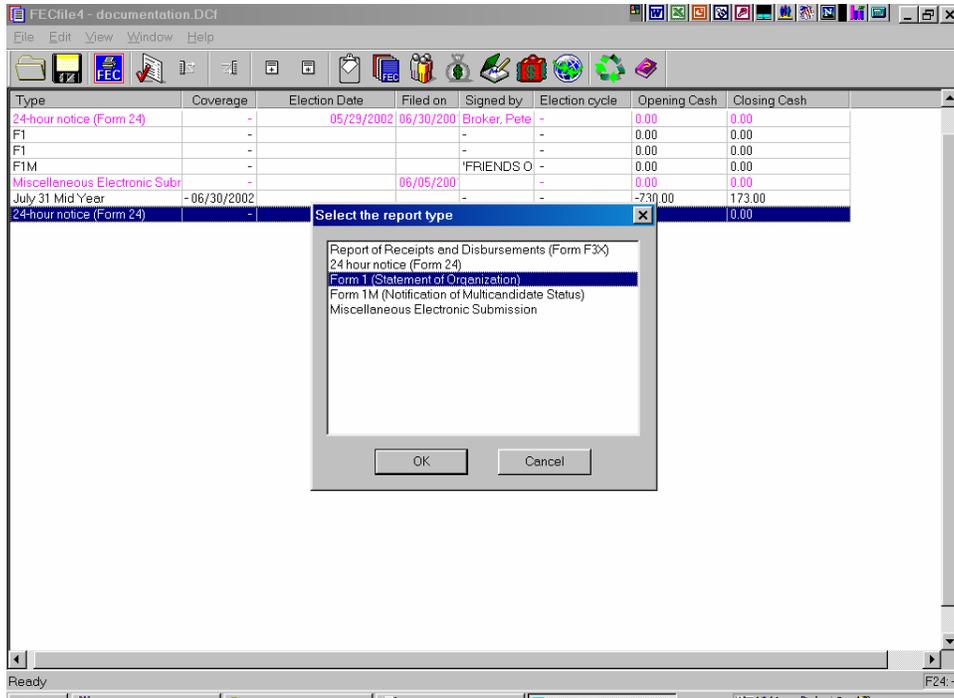
Line#	Name	Description	Date	Amount	Id
10	Manual Process Corp	funding	07/05/2001	900.00	4214
11(a)	A Banks	Redesignate	04/05/2002	-50.00	4276
11(a)	Allied Partnership	Partnership	03/03/2002	450.00	4280
11(a)	Broker, Peter	contribution	02/05/2002	25.00	4106
11(a)	Broker, Peter	contribution	02/05/2002	250.00	4110
11(a)	Broker, Peter	contribution two	02/06/2002	10.00	4113
11(a)	Broker, Peter	Reattribute: cont	07/25/2002	-900.00	4263
11(a)	Broker, Peter	Reattribute: cont	07/06/2002	-15.00	4269
11(a)	Broker, Peter	Redesignate: cc	04/05/2002	-50.00	4275
11(a)	Getts, Carl		06/06/2002	800.00	4255
11(a)	Paul Kimble	Reattribute:	07/06/2002	15.00	4270
11(a)	Terry Jones	Reattribute:	07/25/2002	900.00	4264
11(a)	Wyker, James	Peyroll Deducit	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)	MasterCard		04/03/2002	560.00	4278
21(b)	Novice Users		05/11/2002	50.00	4183
23	ALICE MANUFACTUR		05/21/2002	52.00	4199
23	✓	2002	04/04/2002	45.00	4284
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

- Select the independent expenditure that should appear on the 24 hour notice.
- Right click on the entry to be changed, and select add to Form 24. This permits the changing of the information on the transaction, however the information should be the same. Note that the Memo box has a check mark, as the transaction is recorded as a memo. The reason for this being that the total expenditures will not appear inflated. These steps are repeated for each transaction to be reported on this 24 Hour Notice.
- Additional 24 Hour Notices for future periods must be created and uploaded separately. Use the above steps to create additional 24 Hour Notices.

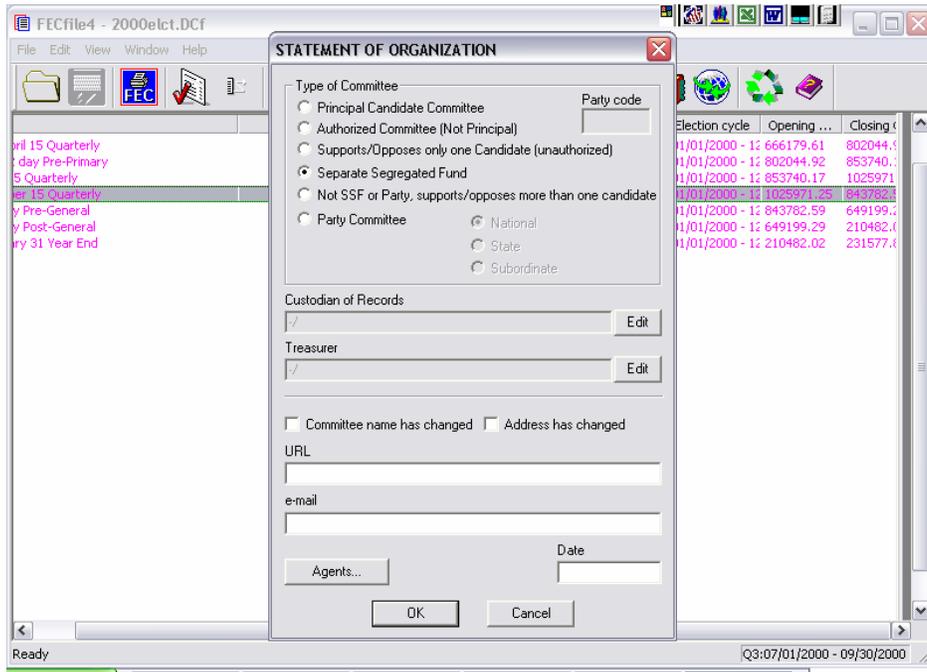
Creating a Statement of Organization, (Form 1)

1. Upon launching FECFile, select your existing committee file, (*.dcf).
2. Select View, from the menu bar and select Reports.

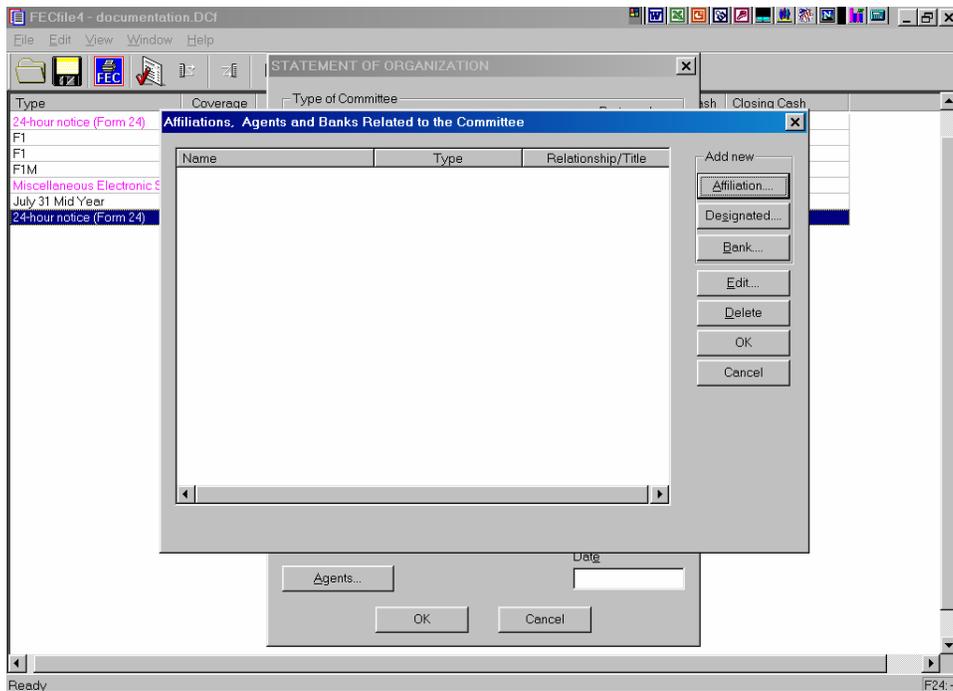




3. Select Form 1, Statement of Organization, and select OK.



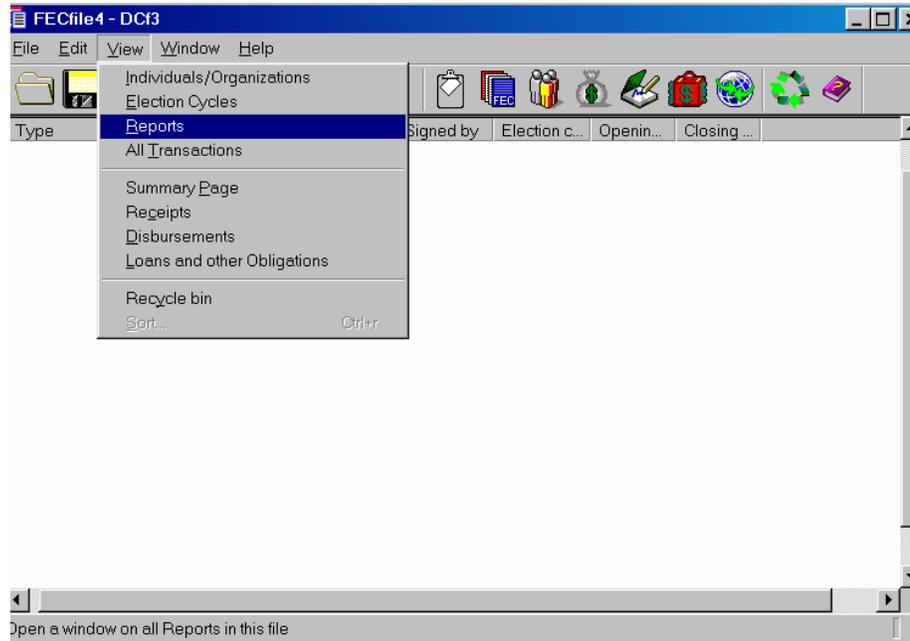
4. The Statement of Organization dialog box appears. Enter in the type of Committee, the URL, and the e-mail address and the date.



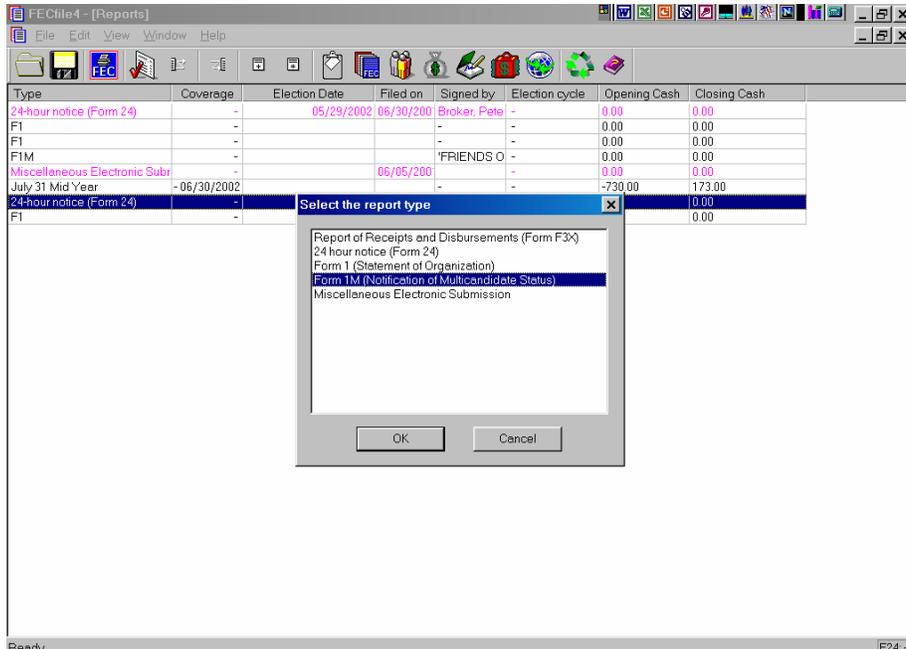
5. Click on the Agents button, and the Affiliations, Agents and Banks Related to the Committee dialog box appears. Enter in the pertinent data and click on OK.
6. When FECFile asks to save changes, click on YES.
7. The application returns to the Statement of Organization dialog box. Click on OK.
8. To modify the Individual/Organization information, select view from the drop down menu, and select Individuals/Organizations.
9. Locate the Individual/Organization in the list, and click on the right mouse button. The Individuals/Organization dialog box appears.
10. Enter in the updated information in the appropriate location in the dialog box, and select OK. As the application asks if you wish to modify the selected record, click on Yes.

Notice of Multicandidate Status (Form 1M)

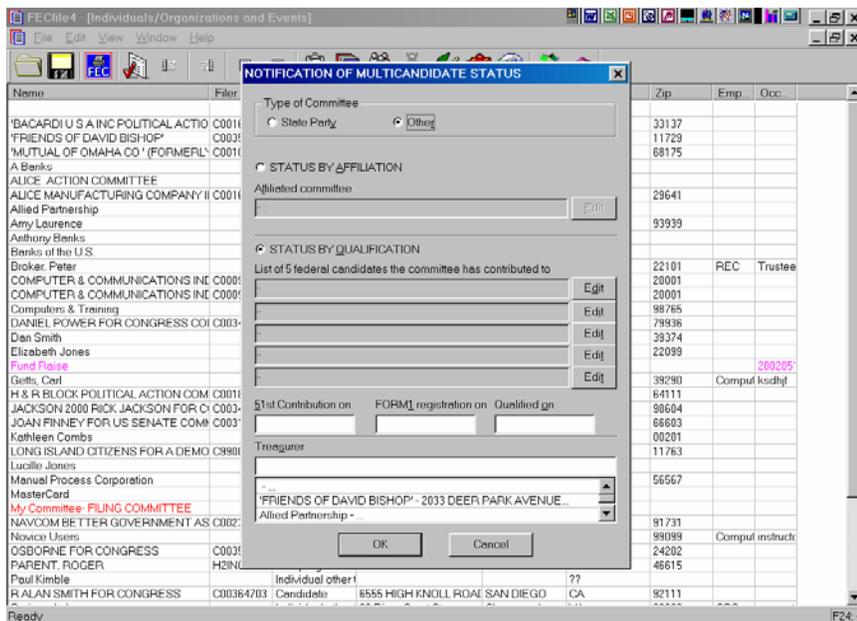
1. Upon launching FECFile, select your existing committee file, (*.dcf).
2. Select View, from the menu bar and select Reports.



3. Select Edit from the menu bar and then select New.



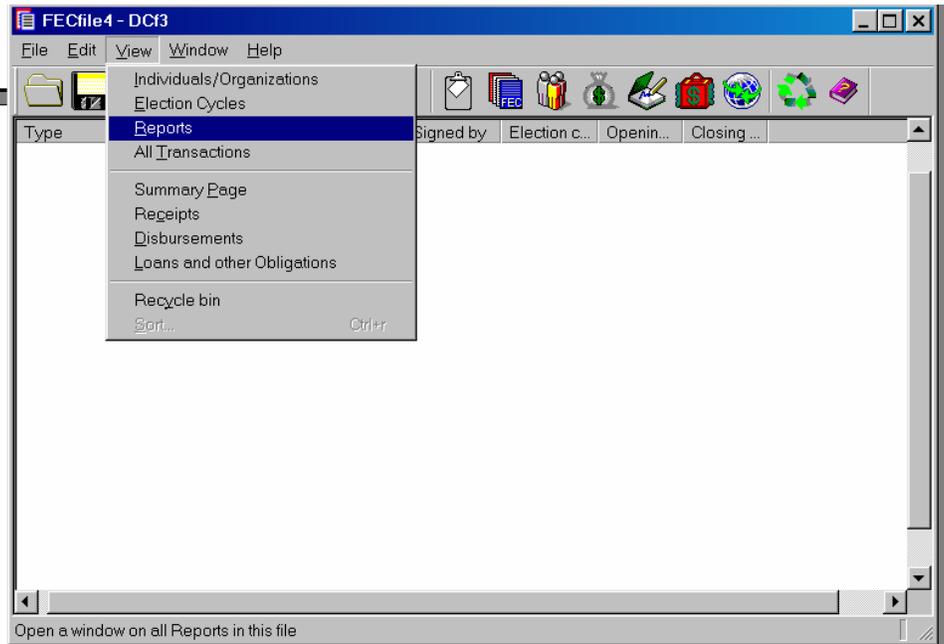
4. Select the Form 1M, Notice of Multicandidate Status, and select OK.



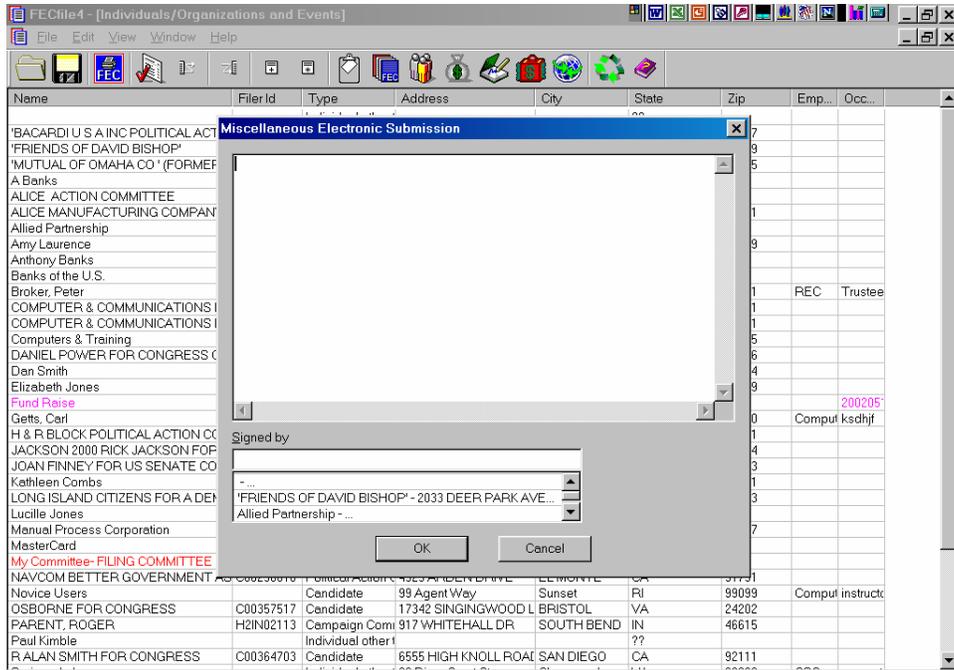
5. The Notification of Multicandidate Status dialog box appears. Select the Type of Committee, status by affiliation or status by qualification, entering in the corresponding data. Enter in the Treasurers name, and select OK.

Miscellaneous Electronic Submission

1. Upon launching FECFile, select your existing committee file, (*.dcf).
2. Select View, from the menu bar and select Reports.



3. Select Edit from the menu bar and then select New.



- The Miscellaneous Electronic Submission dialog box appears. Type in the appropriate information, populate the signed by field by selecting the name of the individual signing the report, and select OK.

Transactions

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

Transactions

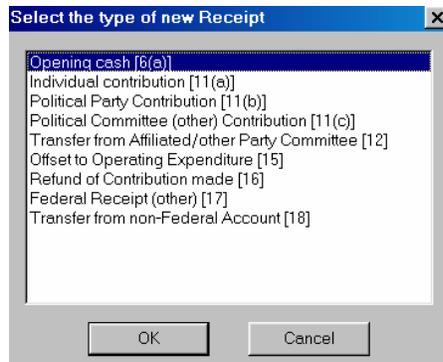
Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected,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

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

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

NOTES:

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



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

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

A discussion of transactions will follow in the text.

Receipts from Individuals Line 11(a)

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

The screenshot shows the FECfile4 - DC13 application window. The main window displays the Summary Page - Form 3X with a table of financial entries. Line 11(a) is highlighted in blue. An 'Individual contribution' dialog box is open over the table, containing the following fields and controls:

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

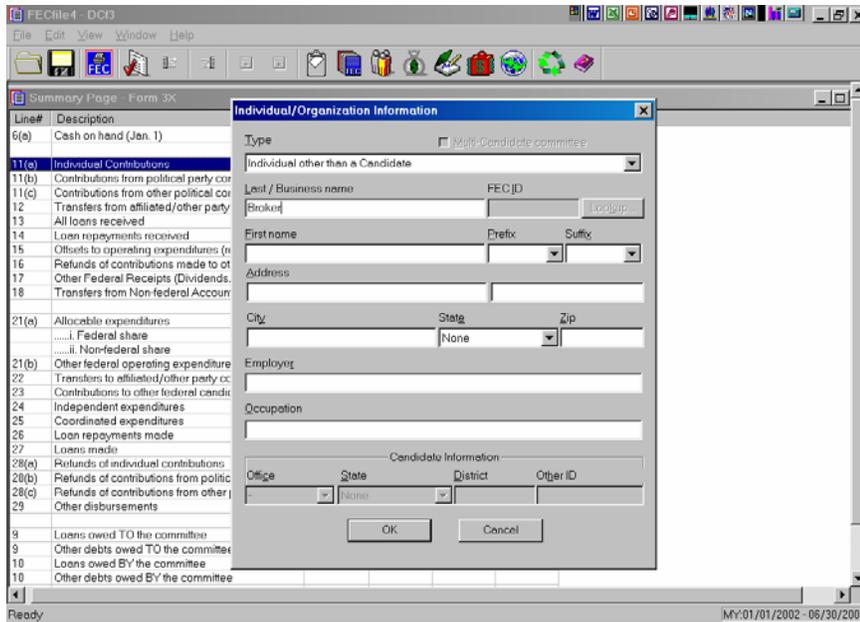
The dialog box contains the following fields and controls:

- Name: [Text field]
- Date: [Text field]
- Amount: [Text field] 0.00
- In-Kind:
- Description: [Text field]
- Election: [Dropdown menu]
- Year of Election: [Text field]
- Memo:
- Candidate/Campaign Committee: [Text field]
- Buttons: Next entry..., OK, Cancel

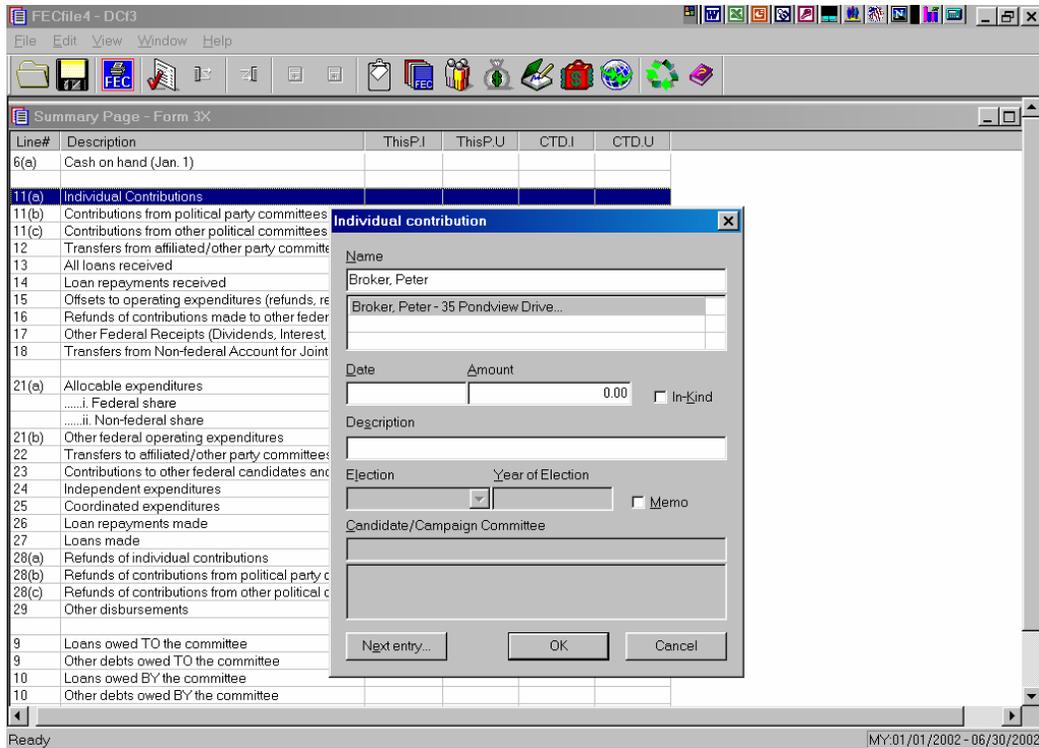
2. The individual contribution dialog box appears.
Enter the individual's last name in the text area within the dialog box, under Name.
3. If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
4.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



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



5. In the text area, Type, select Individual Other than a Candidate, from the drop down menu.
6. Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
7. Click OK.



8. The Individual contribution dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
9. If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
10. Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Payroll Deductions

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

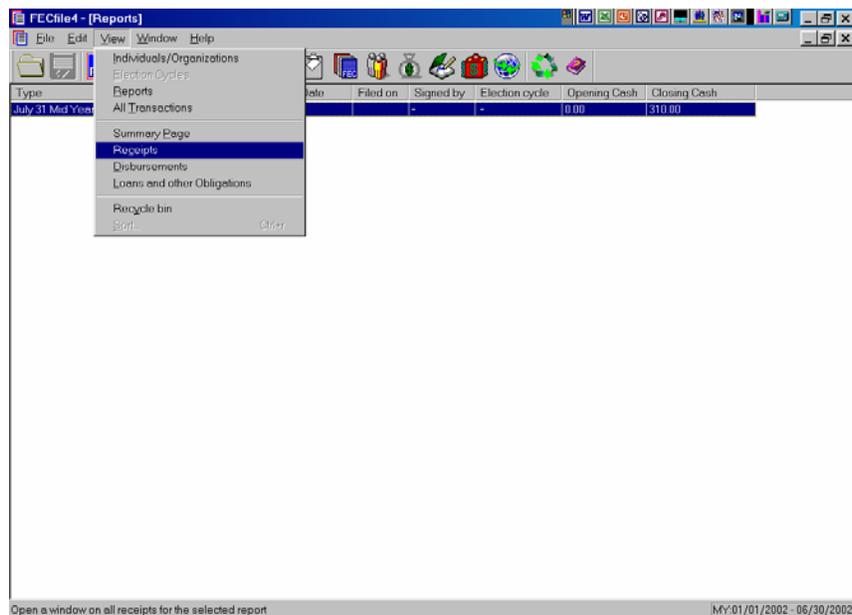
- Type:** Individual other than a Candidate (dropdown menu)
- Last / Business name:** Wyker (text field)
- FEC ID:** (text field)
- Lookup...:** (button)
- First name:** James (text field)
- Prefix:** Mr. (dropdown menu)
- Suffix:** Esq. (dropdown menu)
- Address:** 555 Cobblers Pike (text field)
- City:**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

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box. The status bar at the bottom of the application window shows 'Ready' and the date range 'MY:01/01/2002 - 06/30/2002'.

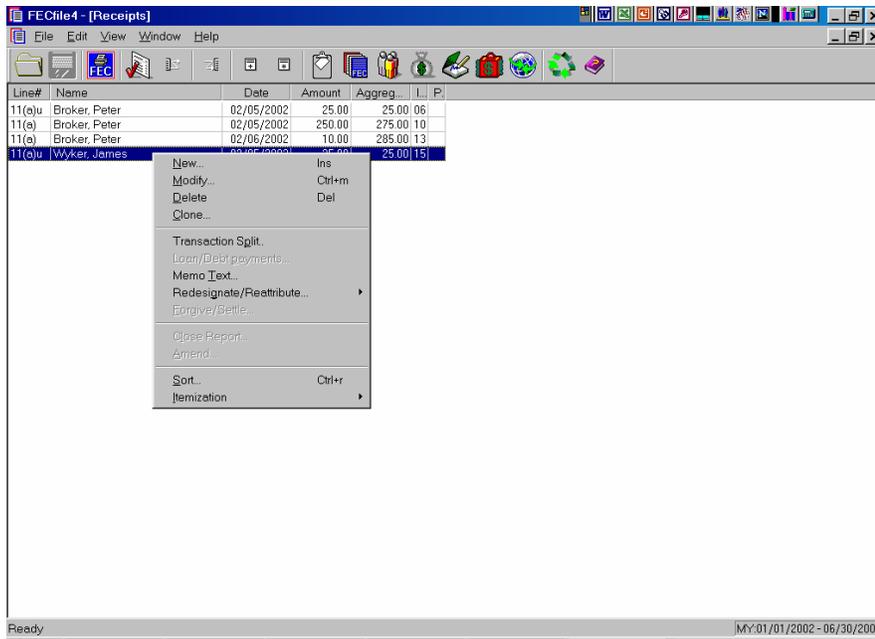
1. Double-click on Line 11(a) of the Summary Page to launch the dialog box.
2. Enter the individual's last name in the text area within the dialog box.
3. If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the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

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

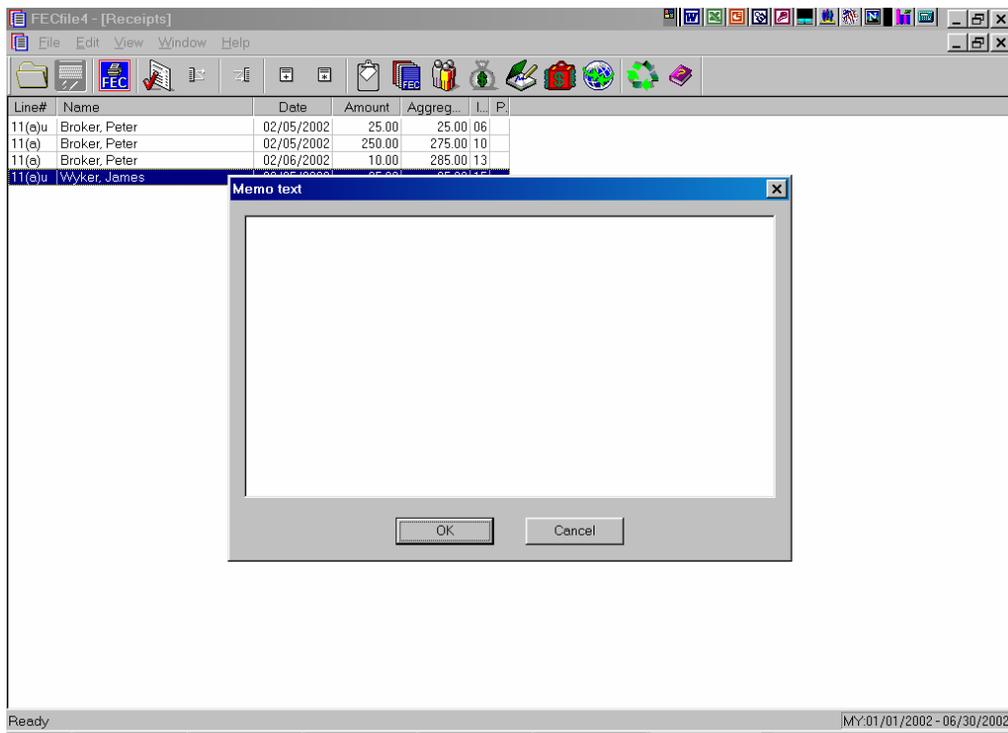
To add additional information for the transaction, please note:



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

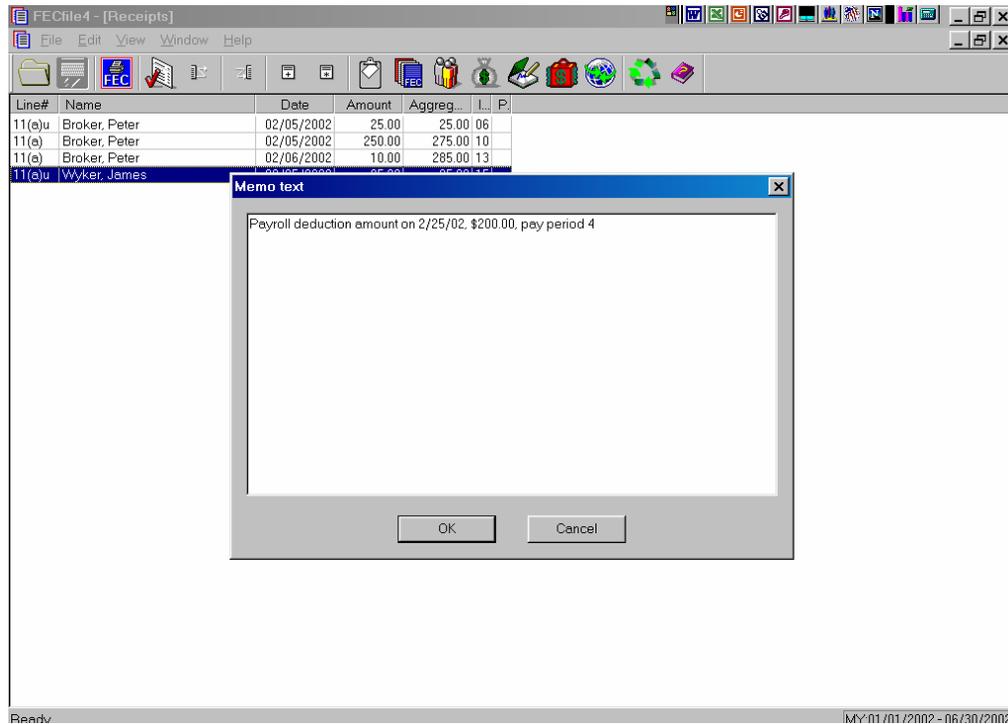


12. Right-click on the contribution that was last added to the list.



13. Select Memo Text from the drop down menu.

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

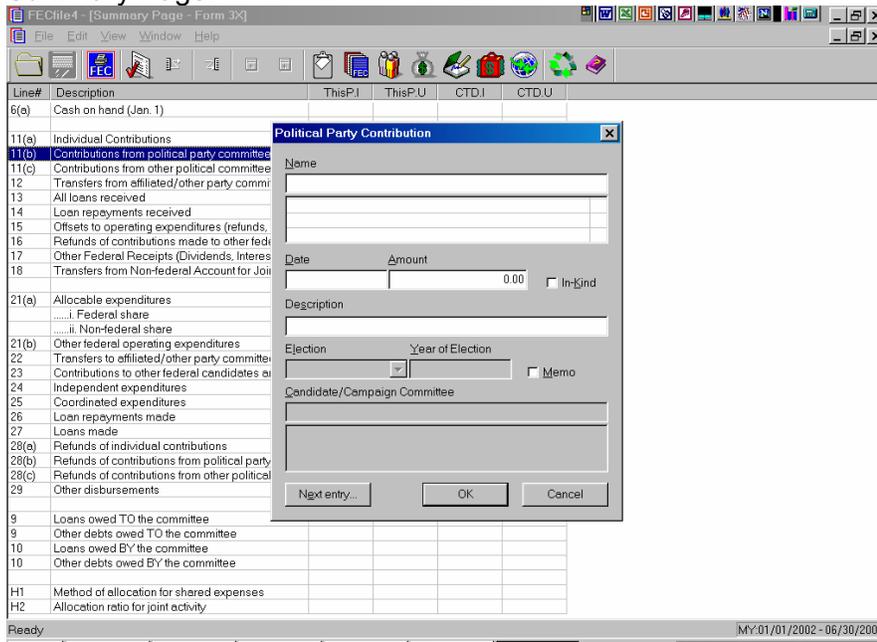


15. Click on OK, and the memo text will appear at the end of the report when viewing using the FECFile Print function.

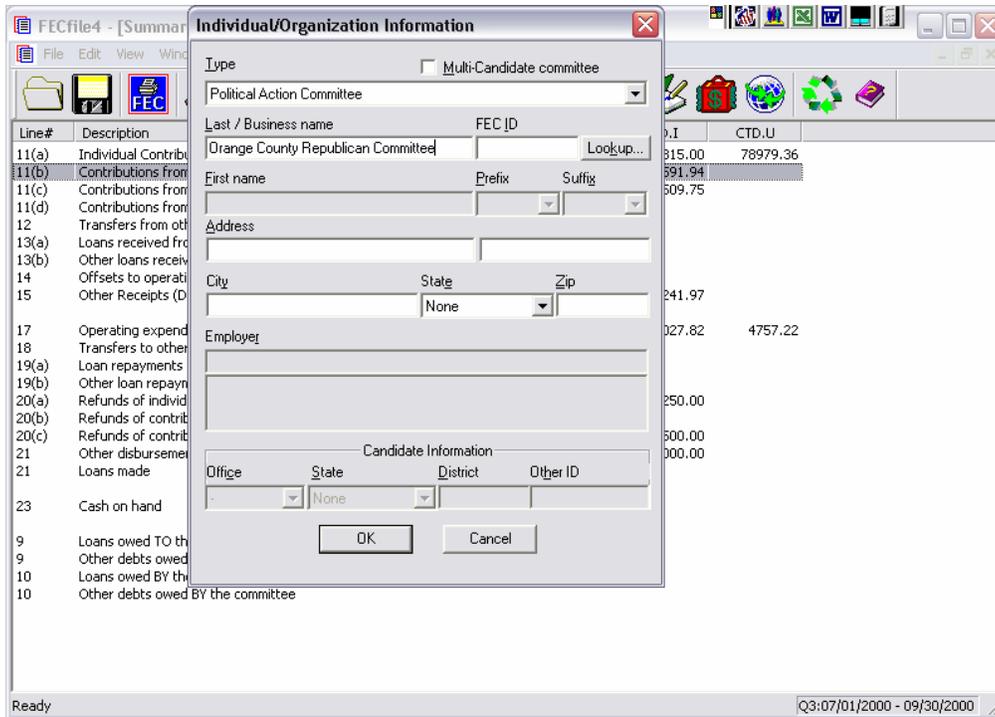
Receipts From Political Parties Line 11(b)

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

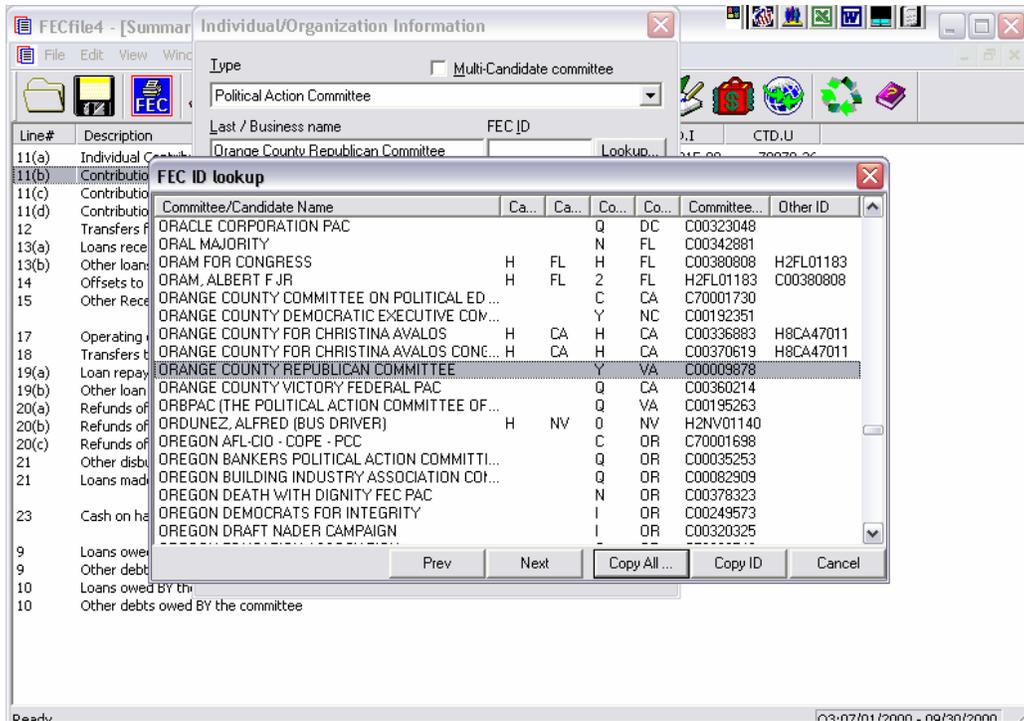
1. To add contributions from Political Parties, double-click on Line 11(b) of the Summary Page.



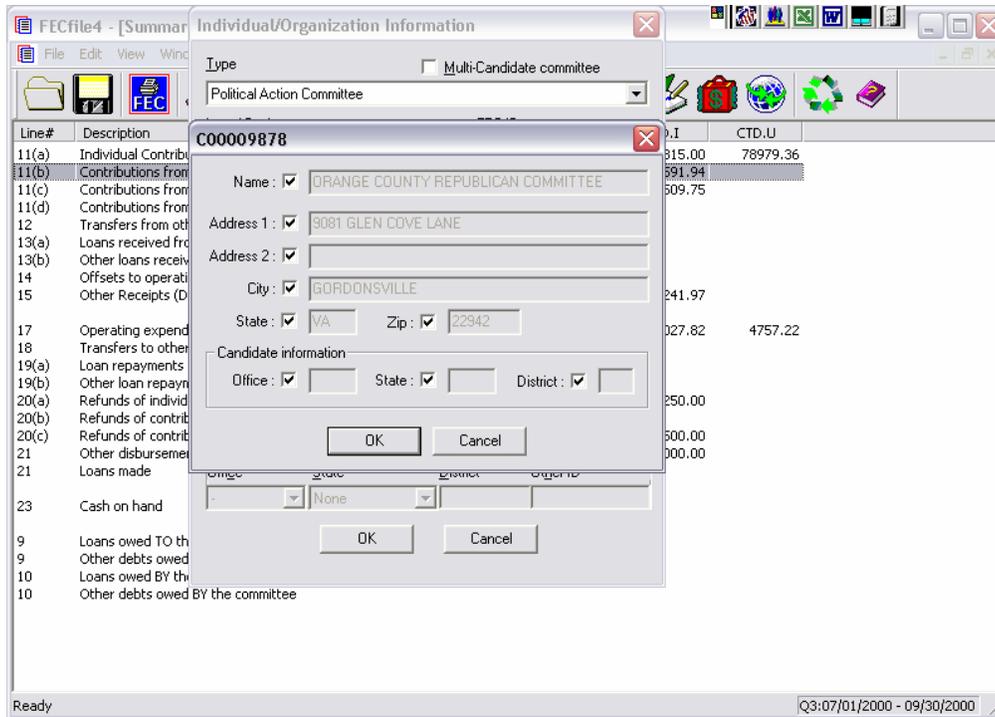
2. Enter the political party's name in the dialog box text area.
3. If the political party has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the political party has not been previously entered into the system, press the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



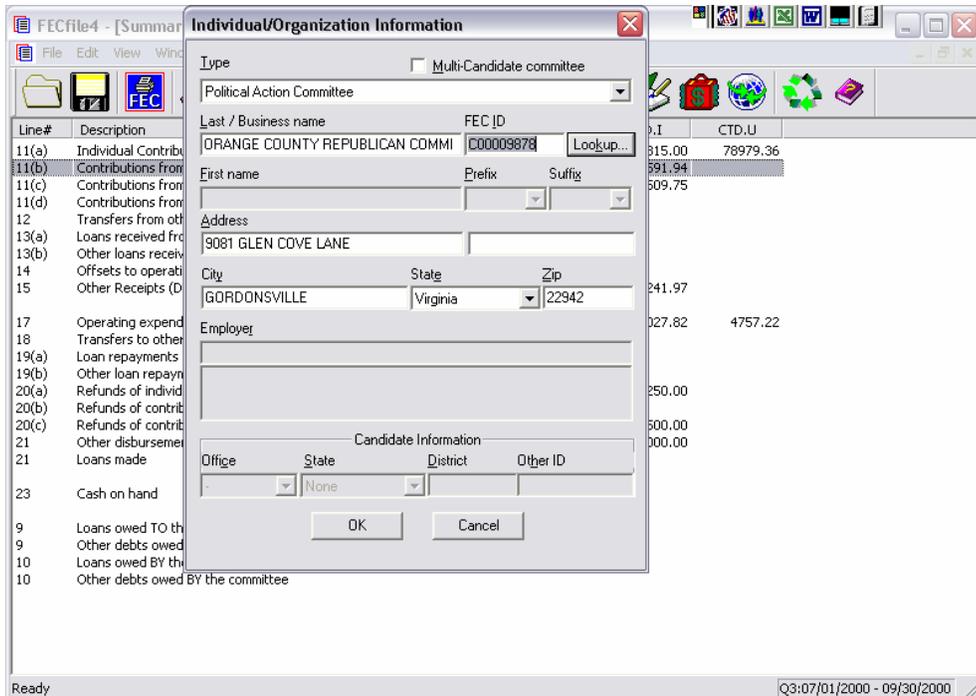
5. Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



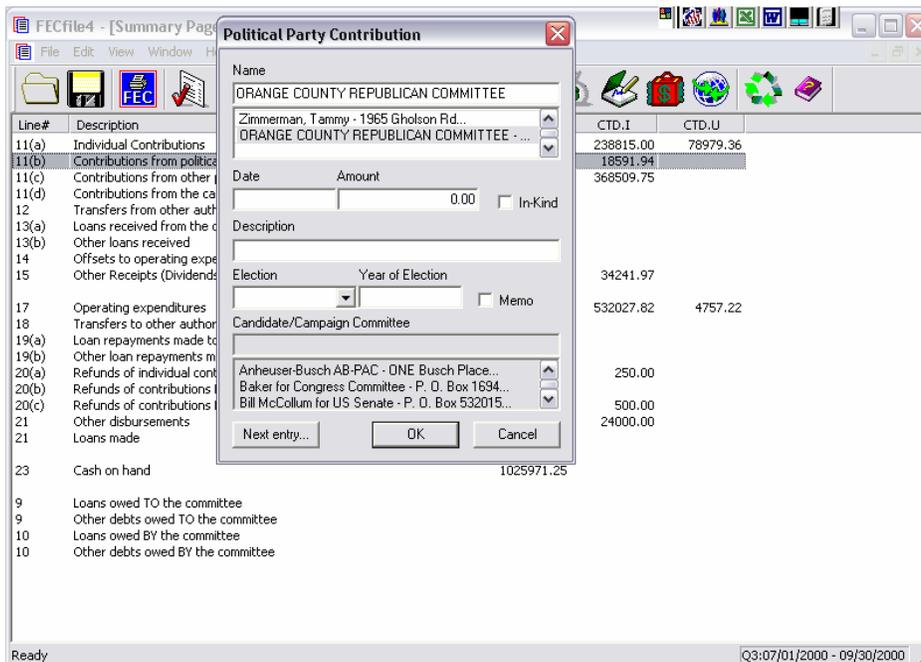
- Click on the Lookup button in the dialog box.
- Select the proper committee by highlighting it with the mouse, and select the Copy All button.



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



10. Select OK.



11. Insert date and amount in the dialog box.

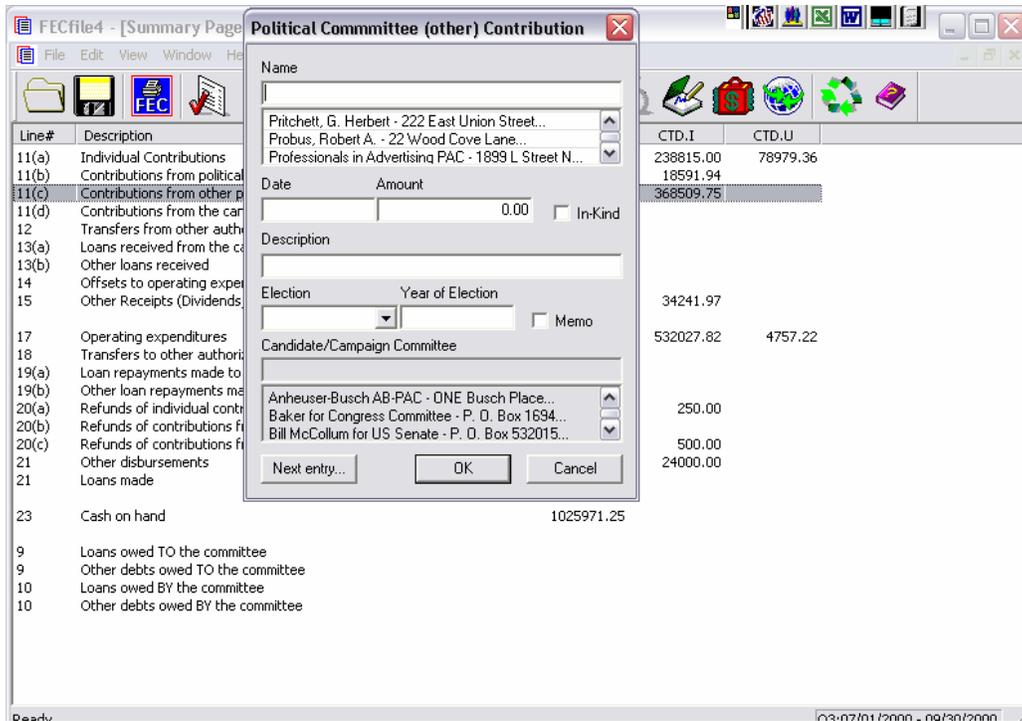
12. Click on OK, and note the added total in the Summary Page.

Receipts From Other Political Committees Line 11(c)

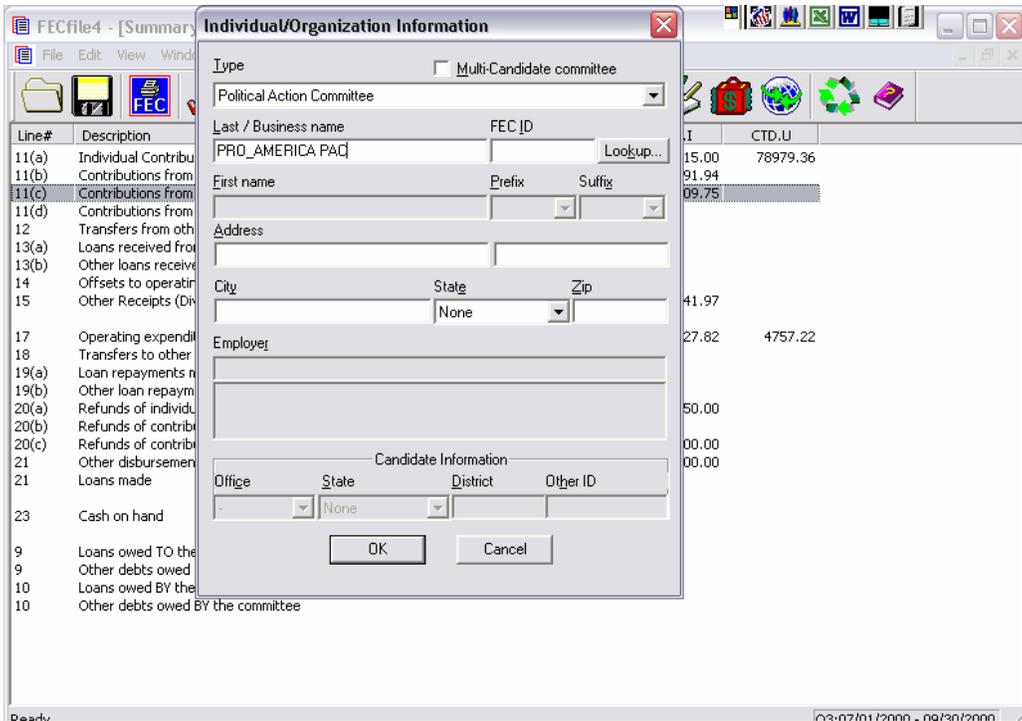
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees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

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

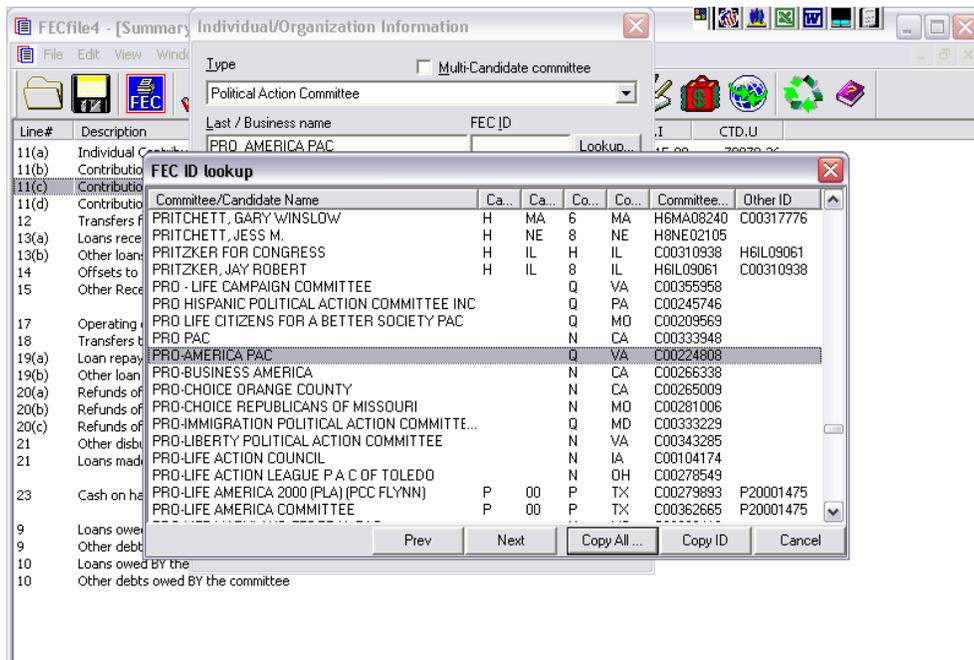
1. Double-click on Line 11(c) of the Summary Page.



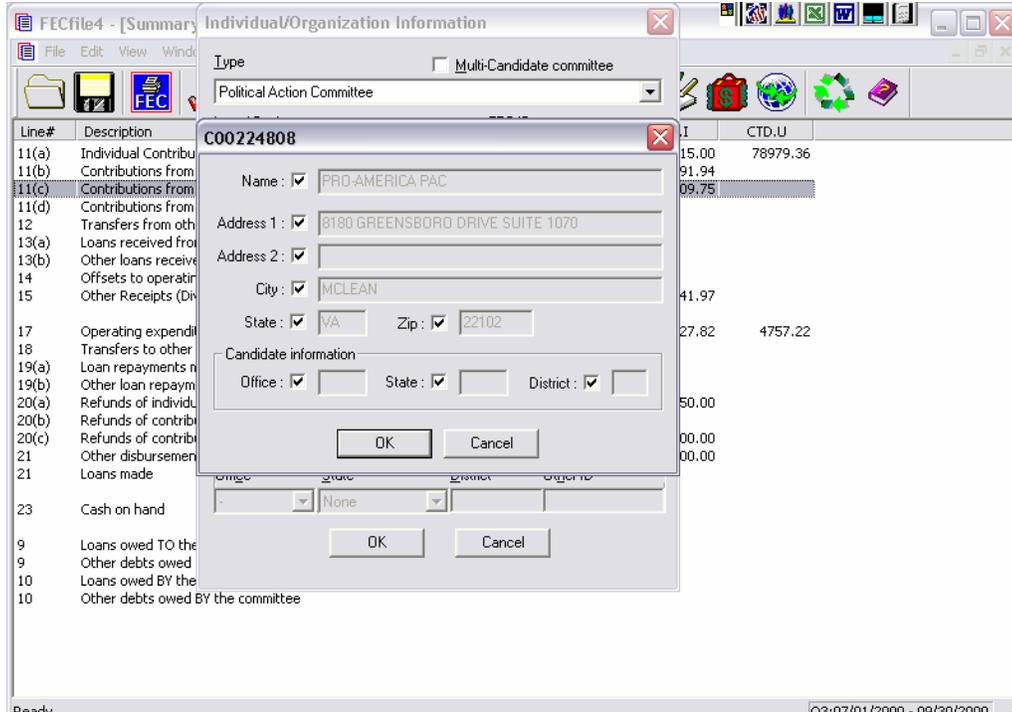
2. Enter the Political Action Committee's name in the dialog box text area.
3. If the PAC has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the PAC has not been previously entered into the system, press the Tab key, to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



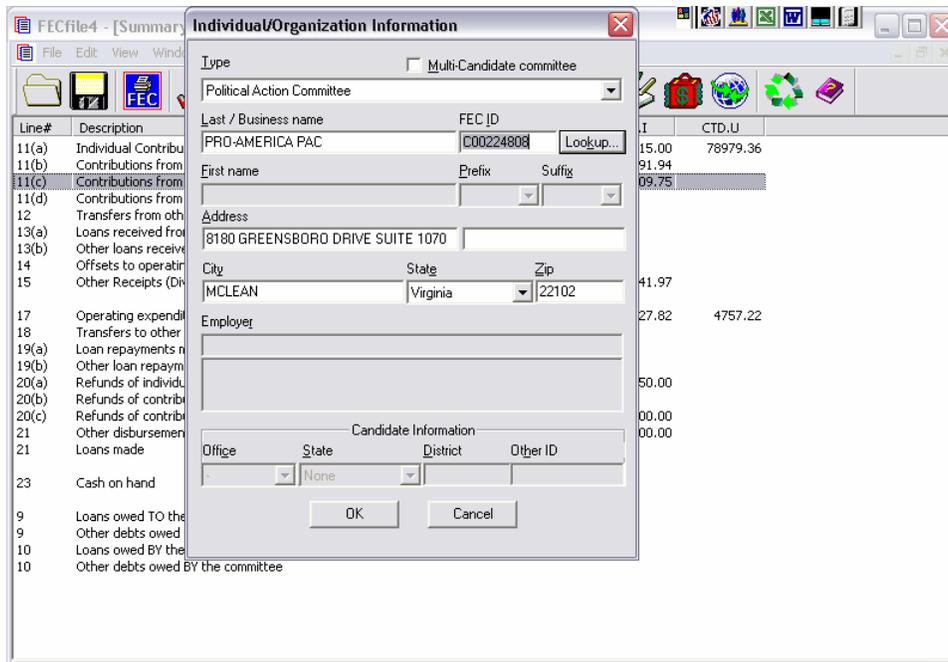
5. In the Type text area, use the drop down menu to locate Political Action Committee, and select it.
6. Click on the Lookup button in the dialog box.



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

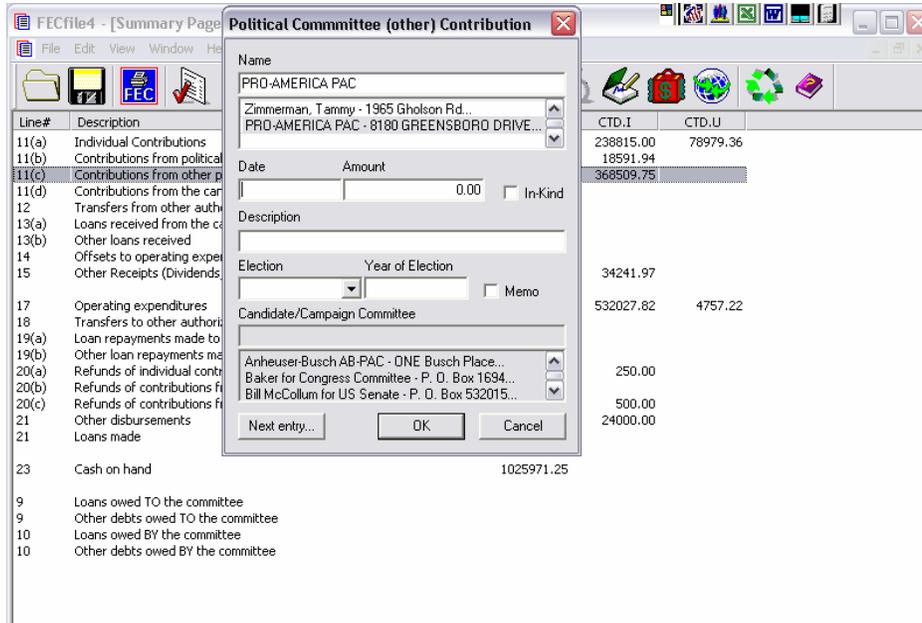


8. FECFile will launch a dialog box, showing the proper committee's information.
9. Select OK in the dialog box.



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

11. Click on OK, within the dialog box.



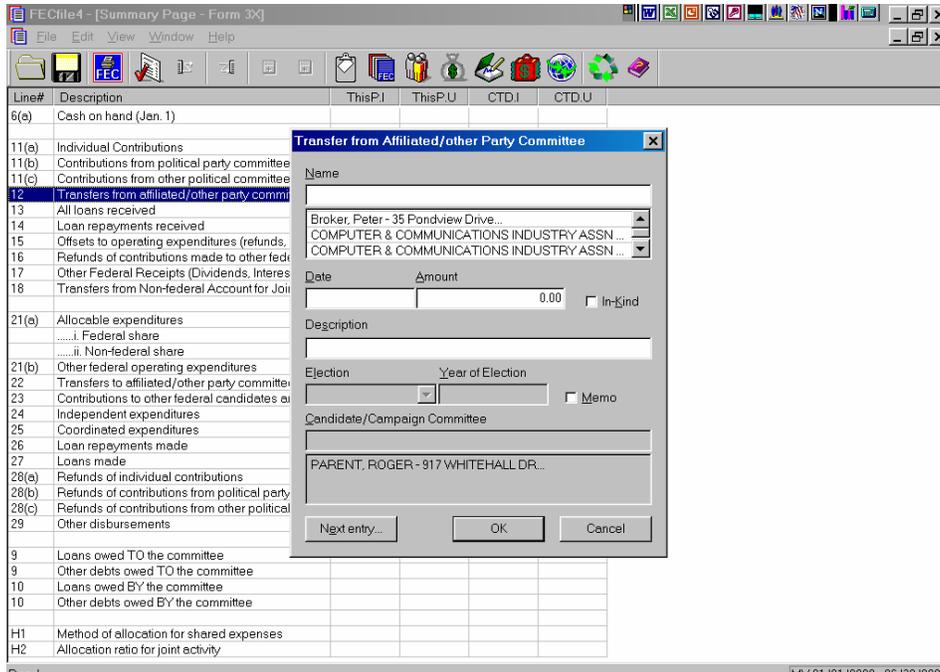
12. Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
13. Click on OK, and note the added total on the Summary Page.

Transfers From Affiliated/Other Party Committees Line 12

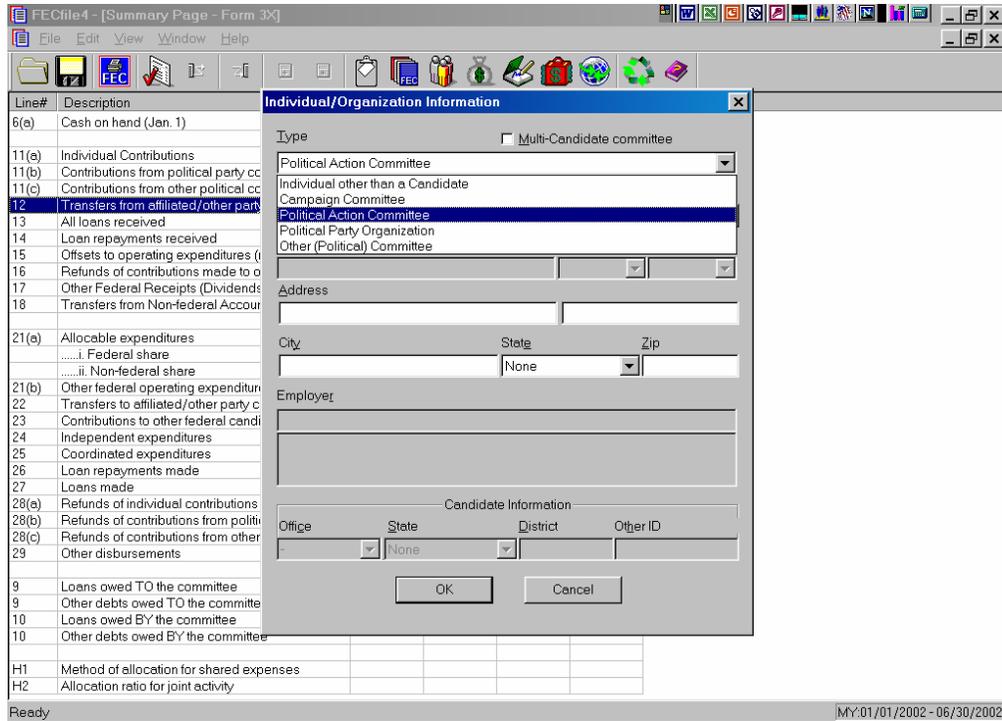
Line#	Description	ThisP I	ThisP U	CTD I	CTD U
6(e)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other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

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

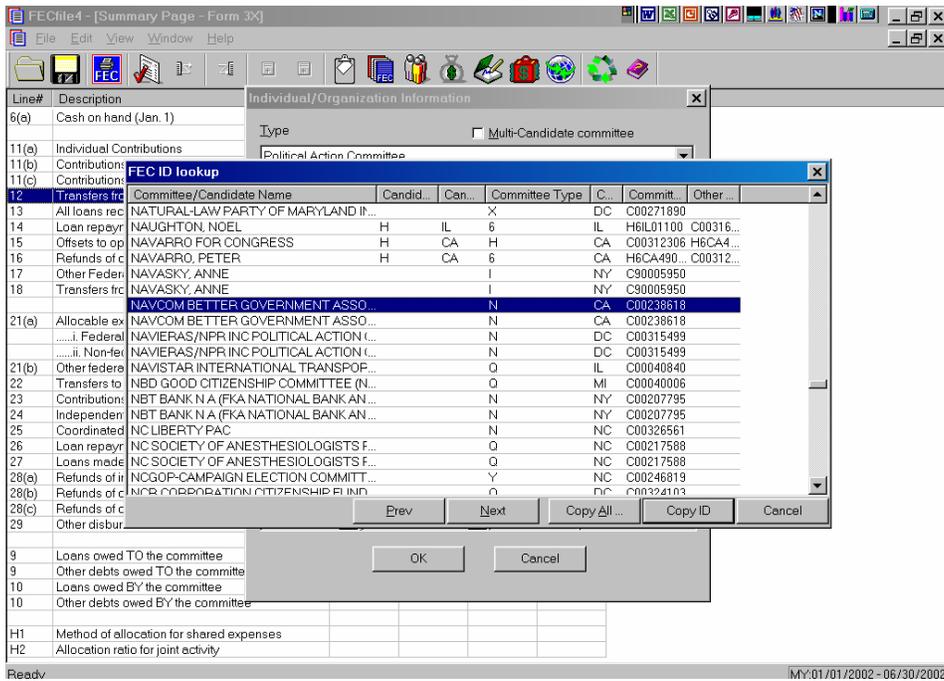
1. Double-click on Line 12 of the Summary Page.



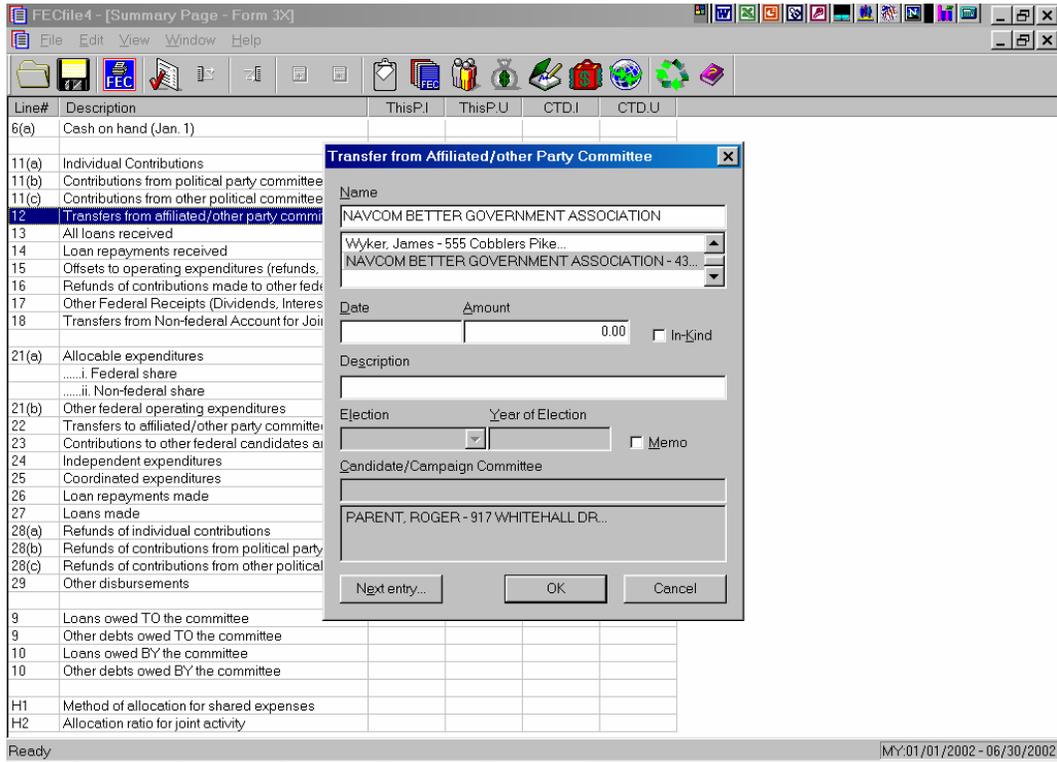
2. Type in the Committee's name in the dialog box text area.
3. If the Committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the Committee has not been previously entered into the system, press the Tab key, to launch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



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



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

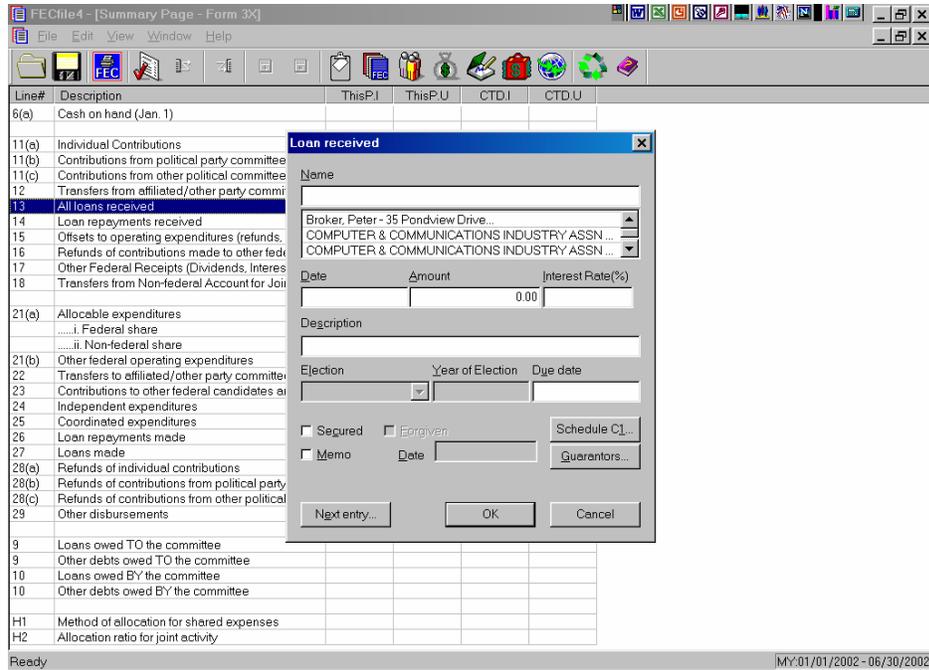


10. Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.

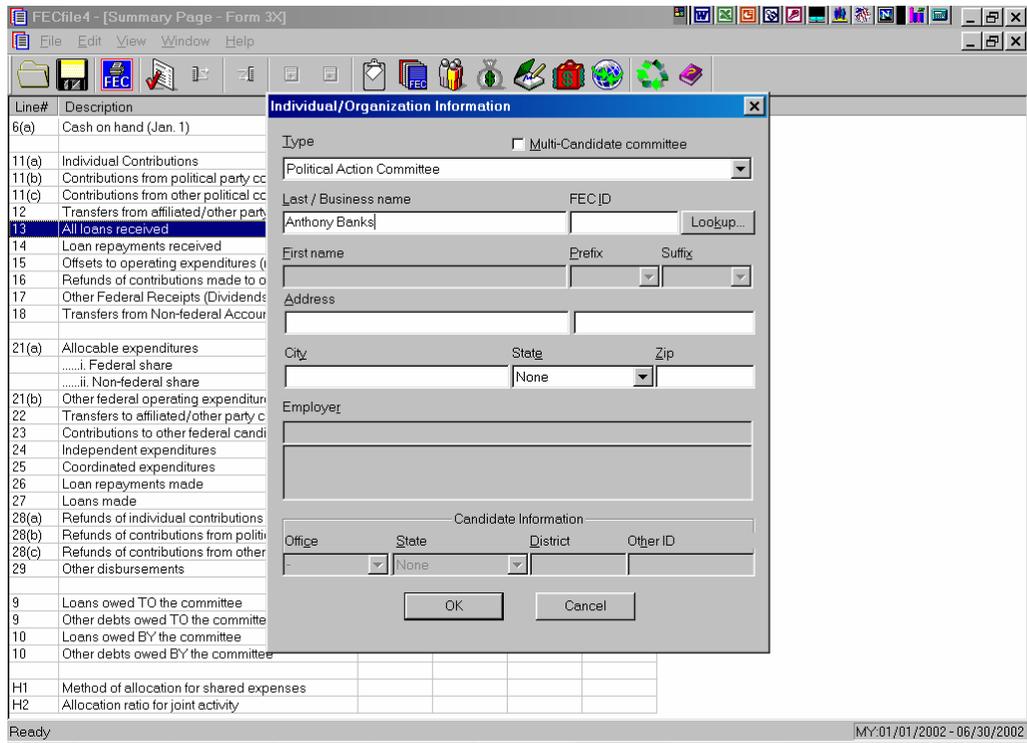
All Loans Received Line 13

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	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				

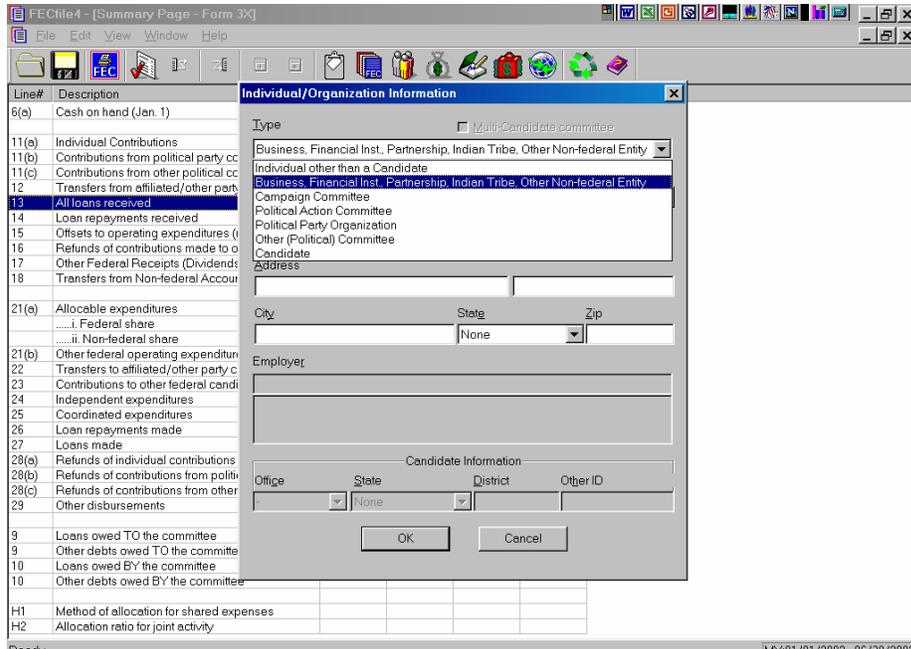
1. Double-click on Line 13 of the Summary Page.



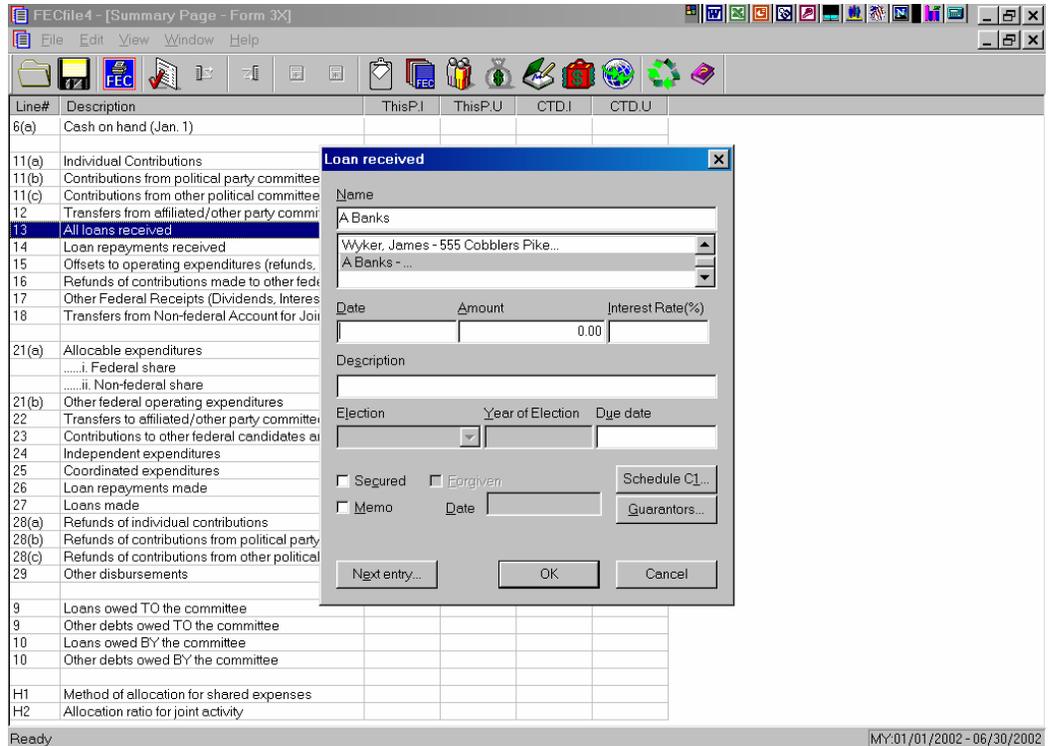
2. Type the name of the creditor in the text area of the dialog box, under name.
3. If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field.



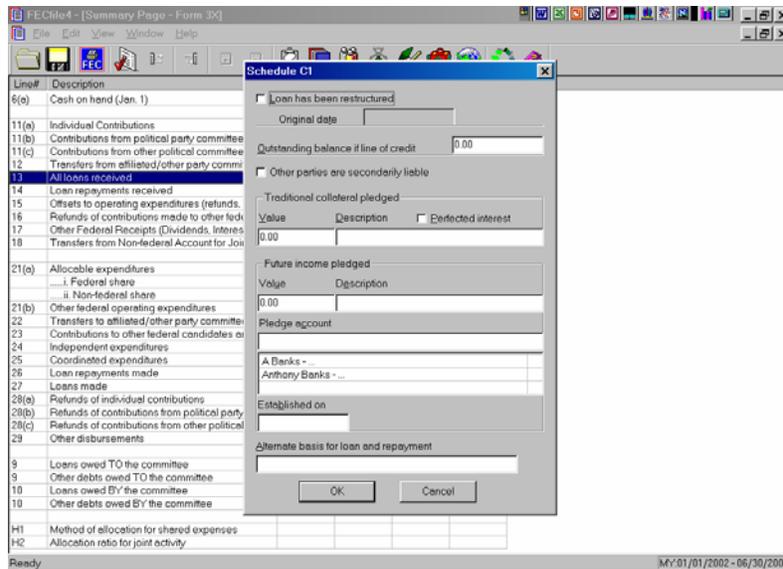
4. If a record for the creditor does not exist, press the Tab key or the Insert key.



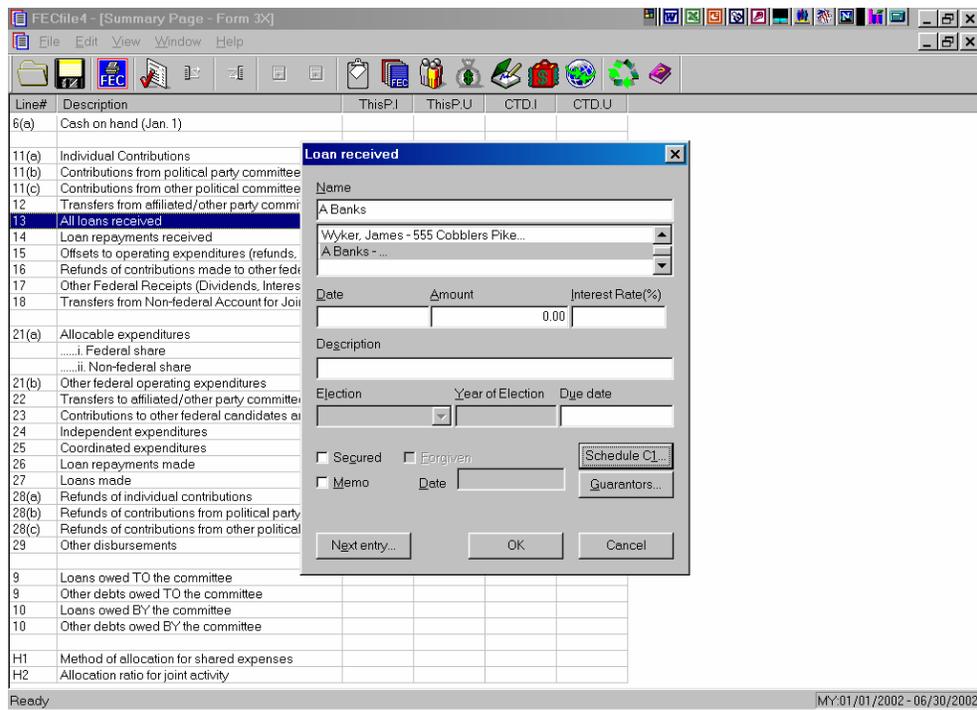
5. An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.
6. Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.



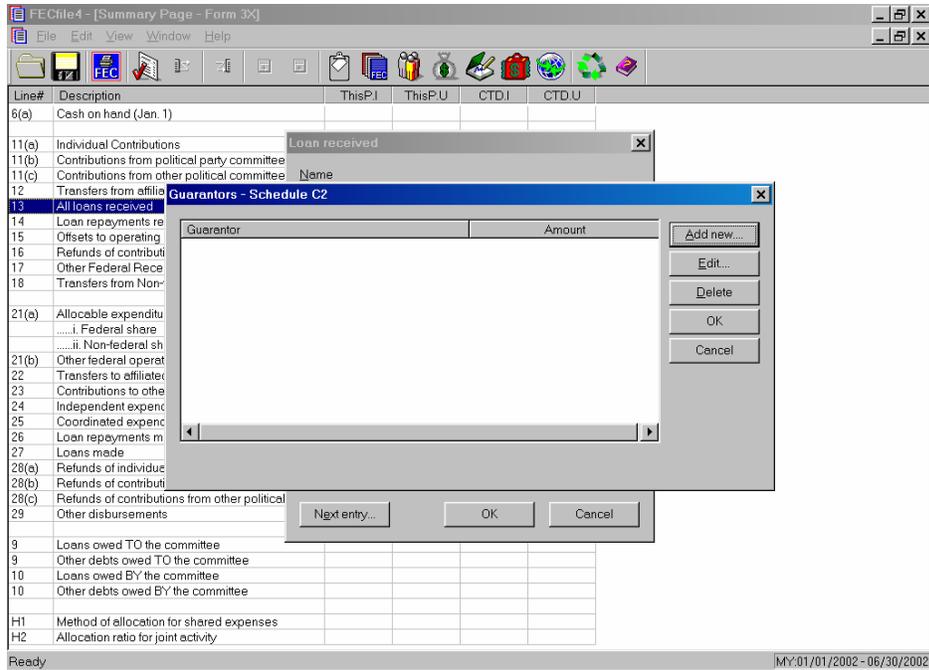
- The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicate a secured loan or non-secured loan.



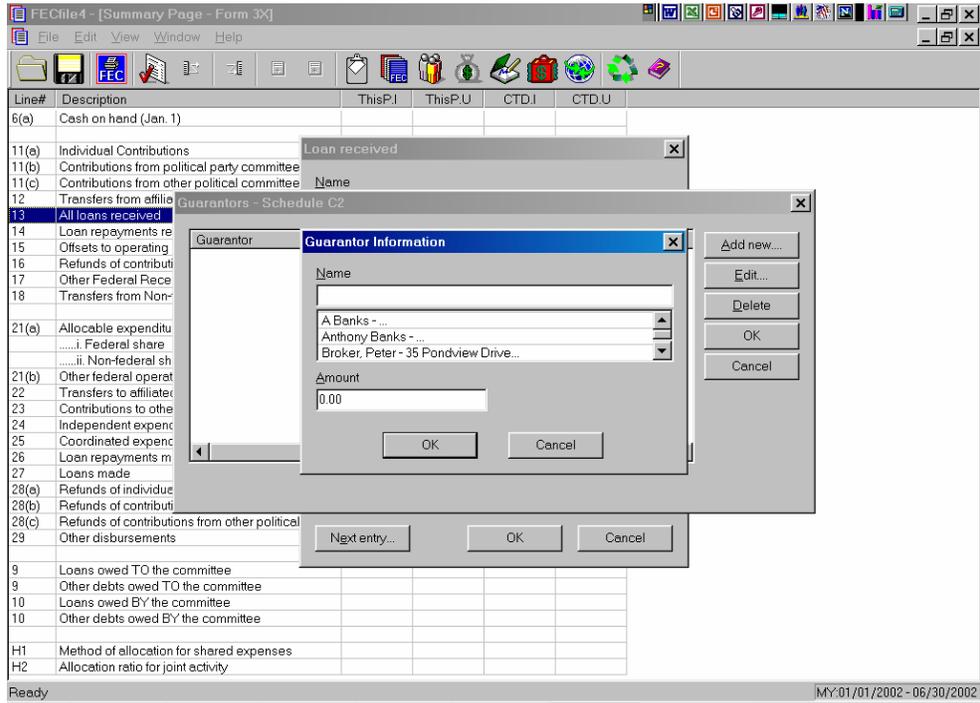
- Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.



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



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



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

Line of Credit

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-730.00		-730.00
11(a)	Individual Contributions	1510.00	50.00	1510.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received		50.00		50.00
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal cand	21.00		21.00	
17	Other Federal Receipts (Dividends, Interest, etc.)		41.00		41.00
18	Transfers from Non-federal Account for Joint Activi				
21(a)	Allocable expenditures				
i. Federal share	38.00		38.00	
ii. Non-federal share	39.00		39.00	
21(b)	Other federal operating expenditures	560.00	50.00	560.00	50.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and polit	97.00		97.00	
24	Independent expenditures		40.00		40.00
25	Coordinated expenditures				
26	Loan repayments made	26.00		26.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party commi				
28(c)	Refunds of contributions from other political commi				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee	650.00			
10	Loans owed BY the committee	-721.00			
10	Other debts owed BY the committee	900.00			
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

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

The screenshot shows the 'Loan received' dialog box in the FECFile4 software. The dialog box is open over line 13 of the Summary Page. The 'Name' field contains 'BACARDI U S A INC POLITICAL ACTION COMMITTEE'. The 'Date' field is empty, and the 'Amount' field is 0.00. The 'Description' field is empty. The 'Election' and 'Year of Election' fields are empty. The 'Date date' field is empty. There are checkboxes for 'Secured', 'Copy/en', and 'Memo'. The 'Date' field is empty. There are buttons for 'Next entry...', 'OK', and 'Cancel'.

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

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

The screenshot shows the 'Individual/Organization Information' dialog box in the FECFile4 software. The background window displays a summary page of Form 3X with various line items. The dialog box contains the following fields and options:

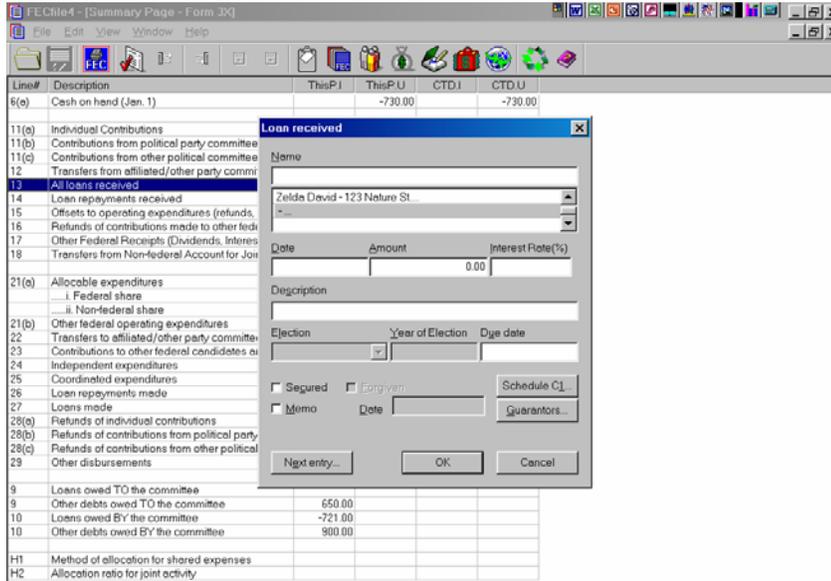
- Type:** Individual other than a Candidate
- Multi-Candidate committee:**
- Last / Business name:** [Text field]
- FEC ID:** [Text field]
- Lookup:** [Button]
- First name:** [Text field]
- Prefix:** [Text field]
- Suffix:** [Text field]
- Address:** [Text field]
- City:** [Text field]
- State:** [Dropdown menu]
- Zip:** [Text field]
- Employer:** [Text field]
- Occupation:** [Text field]
- Candidate Information:**
 - Office:** [Dropdown menu]
 - State:** [Dropdown menu]
 - District:** [Dropdown menu]
 - Other ID:** [Text field]
- Buttons:** OK, Cancel

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

The screenshot shows the 'Schedule C1' dialog box in the FECFile4 software. The background window displays the same summary page of Form 3X. The dialog box contains the following fields and options:

- Loan has been restructured:**
- Original date:** [Text field]
- Outstanding balance of line of credit:** 0.00
- Other parties are secondarily liable:**
- Traditional collateral pledged:**
 - Value:** 0.00
 - Description:** [Text field]
 - Excluded interest:**
- Future income pledged:**
 - Value:** 0.00
 - Description:** [Text field]
- Pledge account:** [Dropdown menu]
- Established on:** [Text field]
- Alternate basis for loan and repayment:** [Text field]
- Buttons:** OK, Cancel

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



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

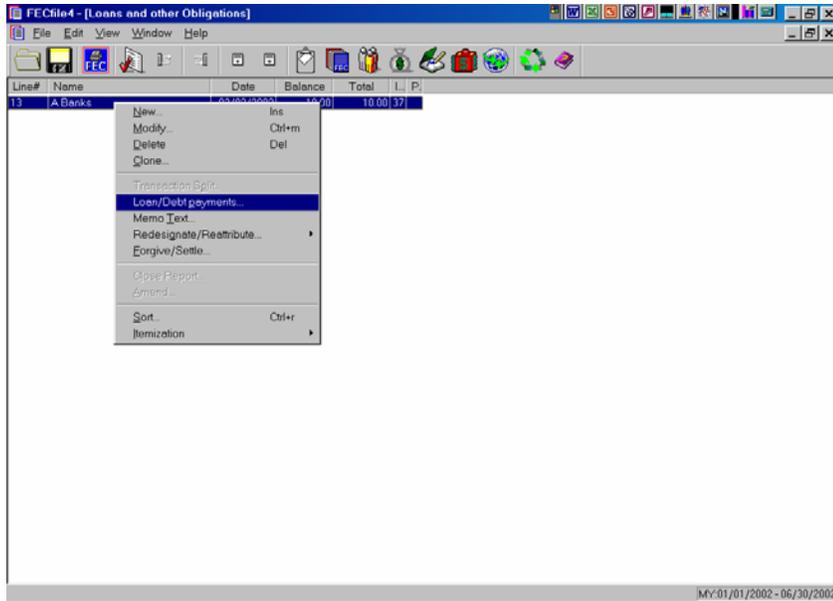
Loan Repayments Received Line 14

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

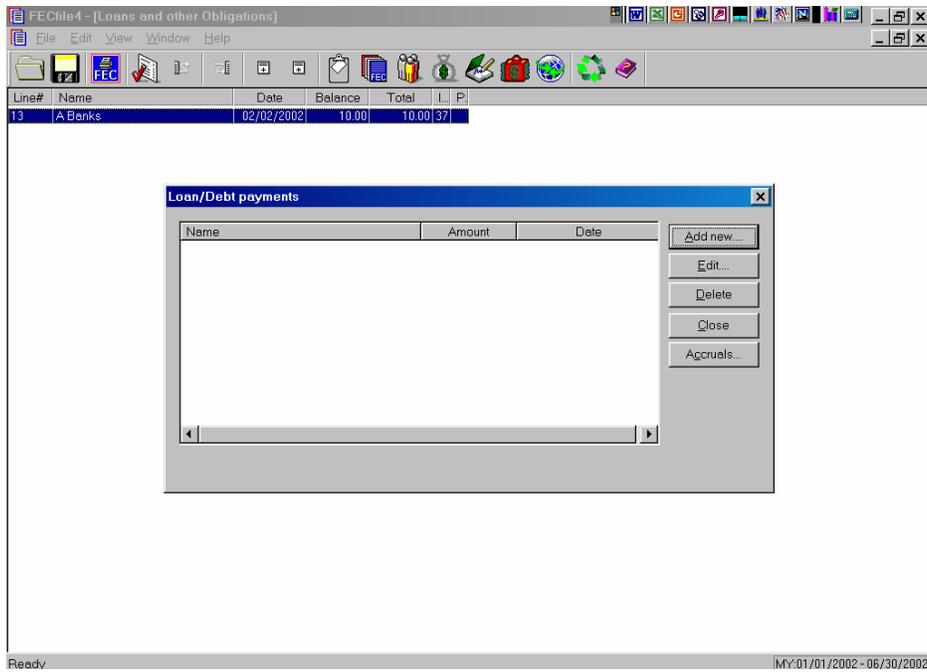
Open a window on all loans, obligations and allocation ratios for the selected report

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

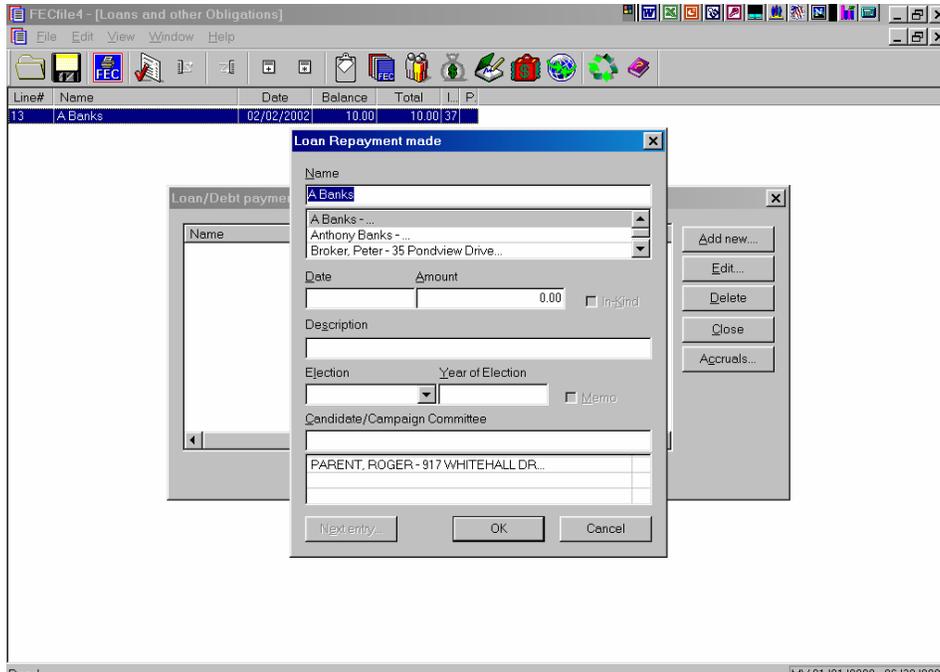
1. At the Summary Page, go to the menu bar, click on View from the drop down menu, and then select Loans and other Obligations.
2. Select the loan by right clicking on the appropriate loan line on which a repayment is being made. (The loan total will correspond to the entries on Line 27).



3. Click on Loan/Debt payments.

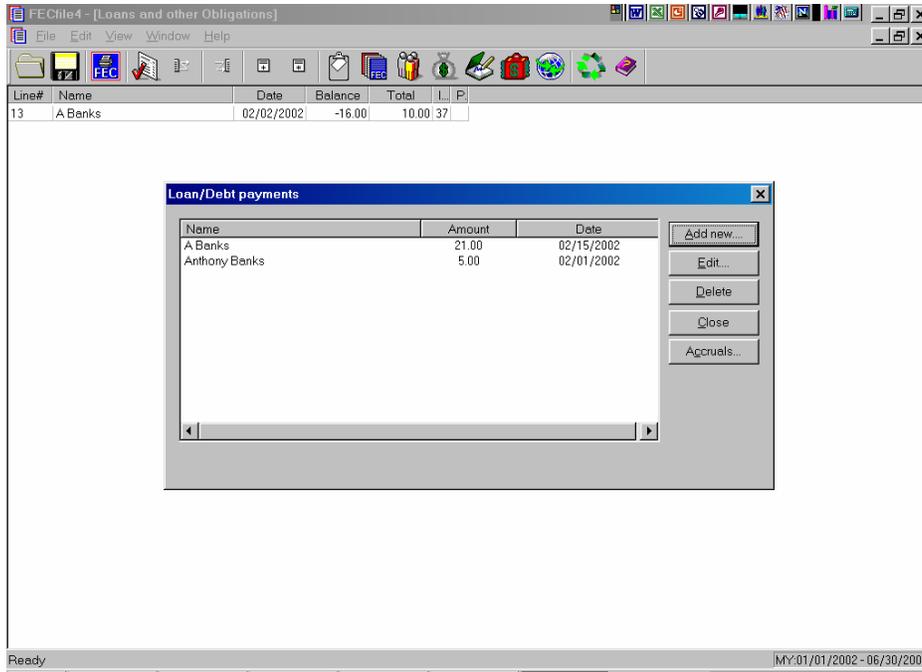


4. The Loan/Debt repayments dialog box appears.



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

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



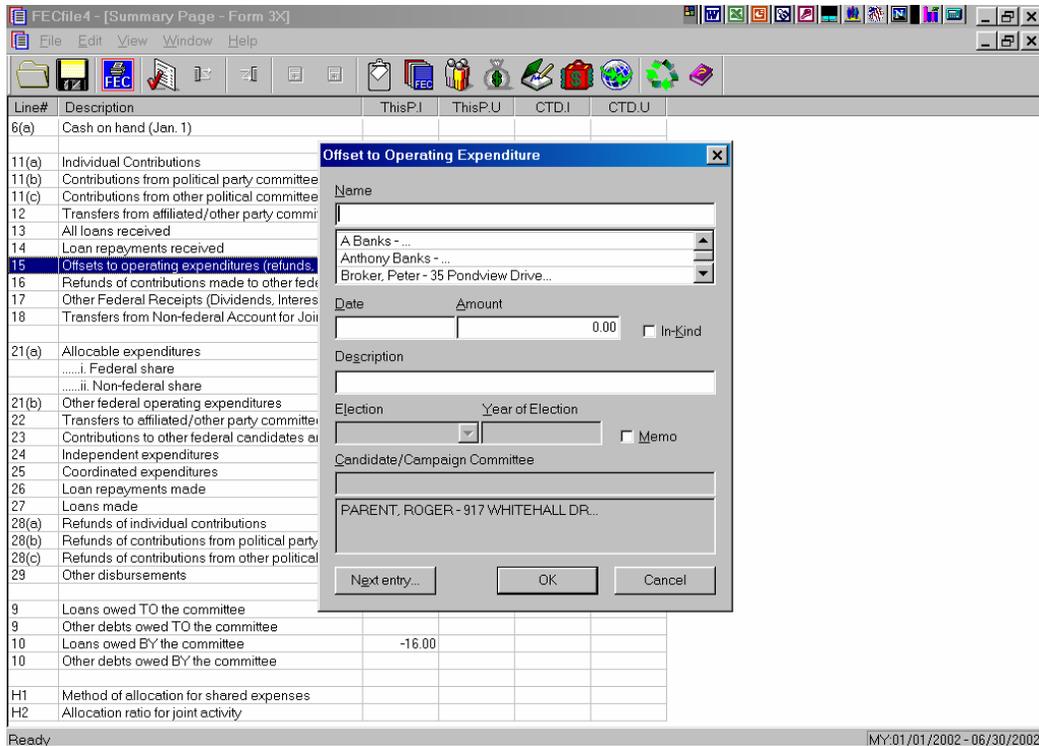
6. Click on Close at the Loan/Debt repayments dialog box.
7. A Schedule A supporting Line 14 will automatically be created by FECFile, and a dollar figure will be entered onto Line 14 of the Summary Page.

If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “dummy report” for the previous reporting period in which the loan will be created, so that it may be recognized by FECFile. Refer to the later text on the subject.

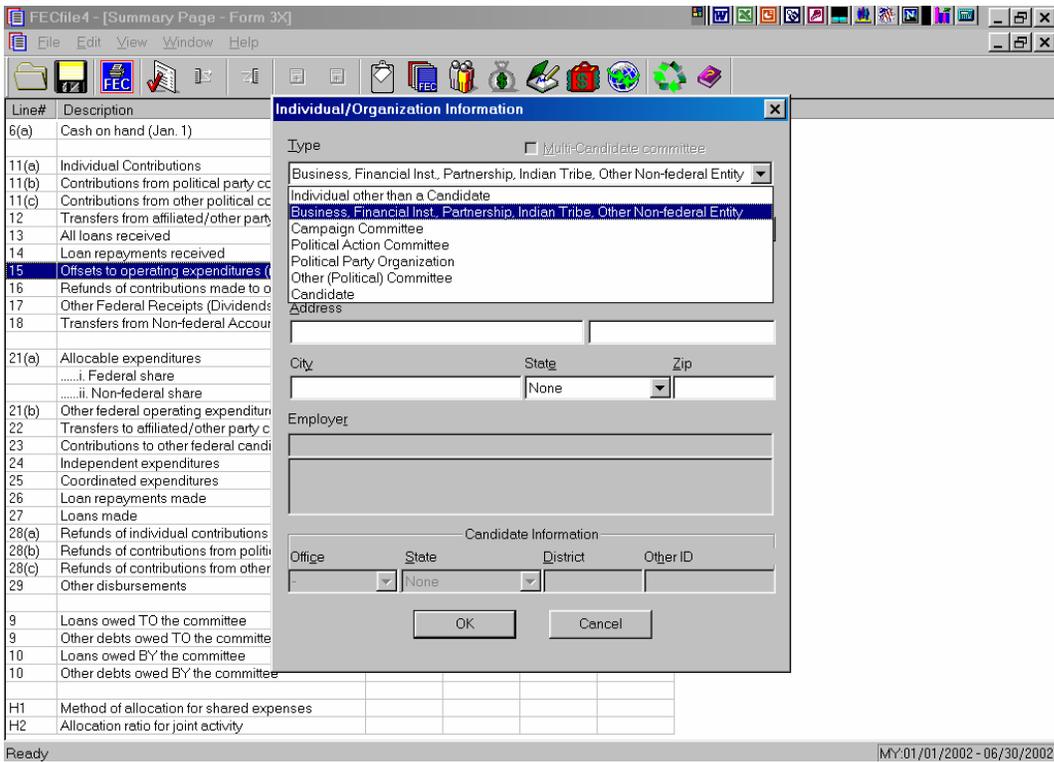
Offsets to Operating Expenditures Line 15

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

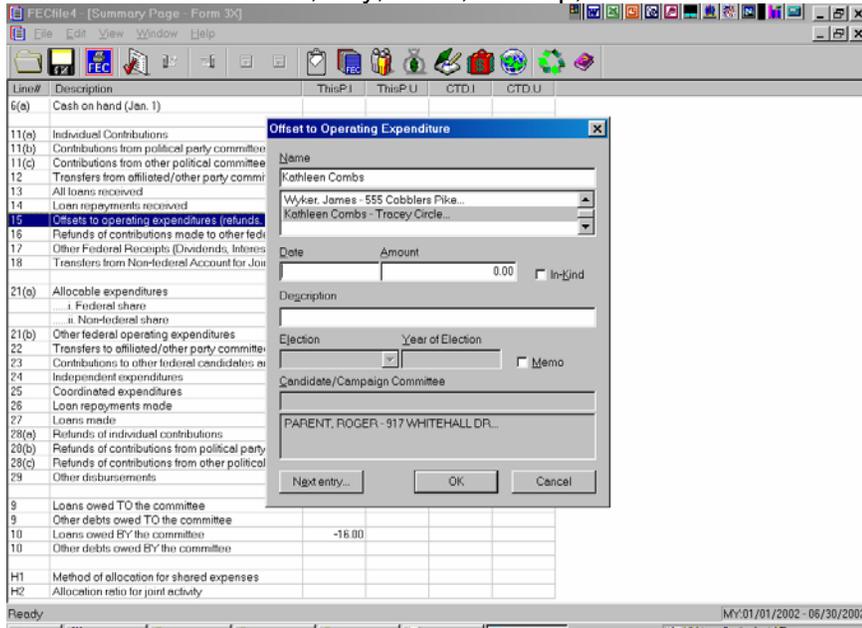
1. Double-click on Line 15 of the Summary Page.



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



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

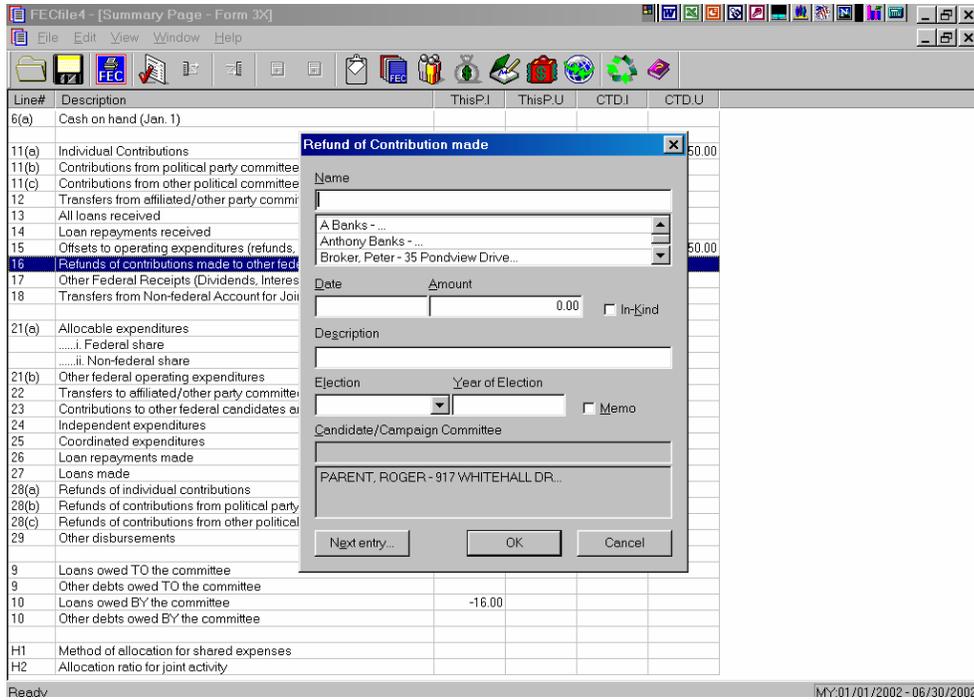


7. In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.
8. The totals are reflected on the Summary Page, on line 15, Offsets to Operating Expenditures, (refunds, rebates, etc.)

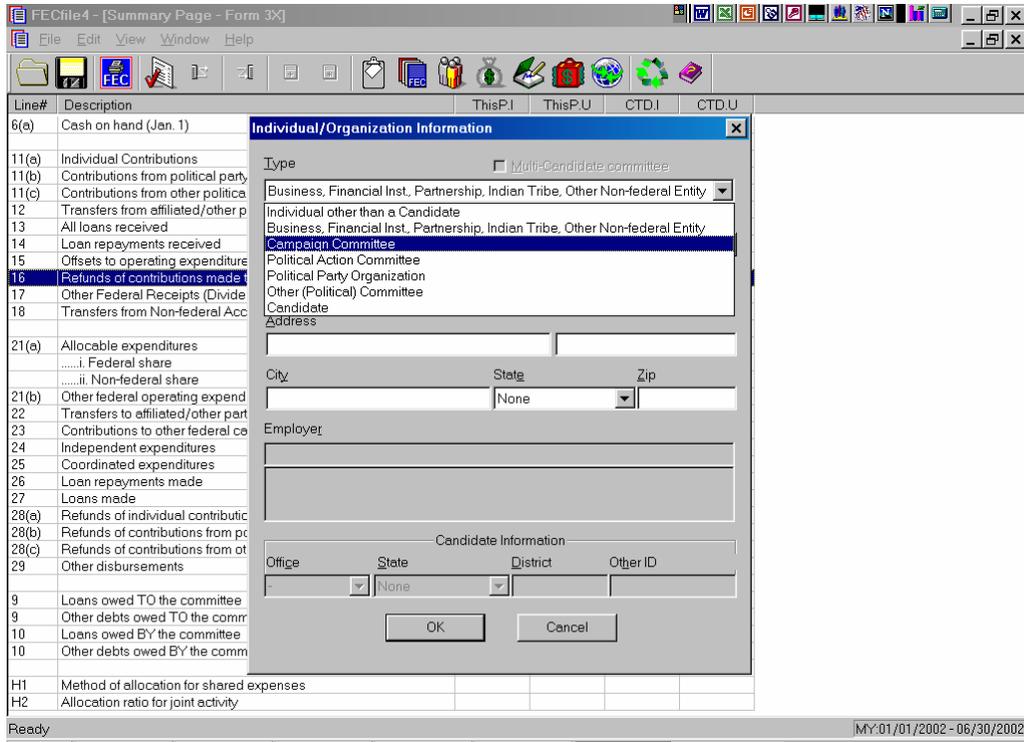
Refunds of Contributions Made to Other Federal Candidates and Committees Line 16

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

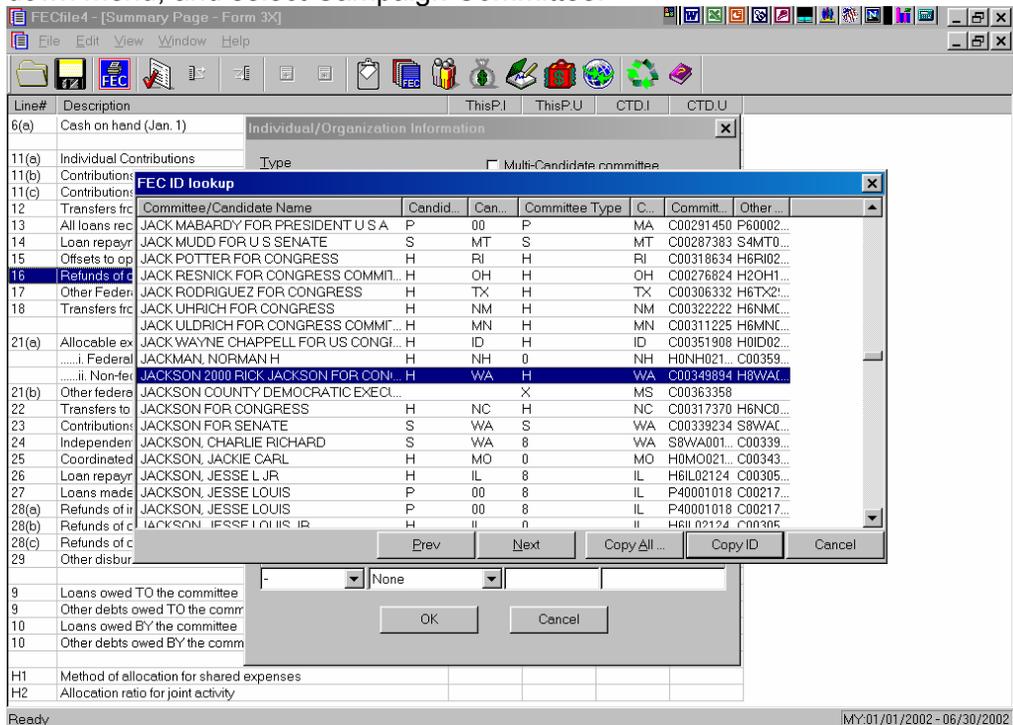
1. Double-click on Line 16 of the Summary Page.



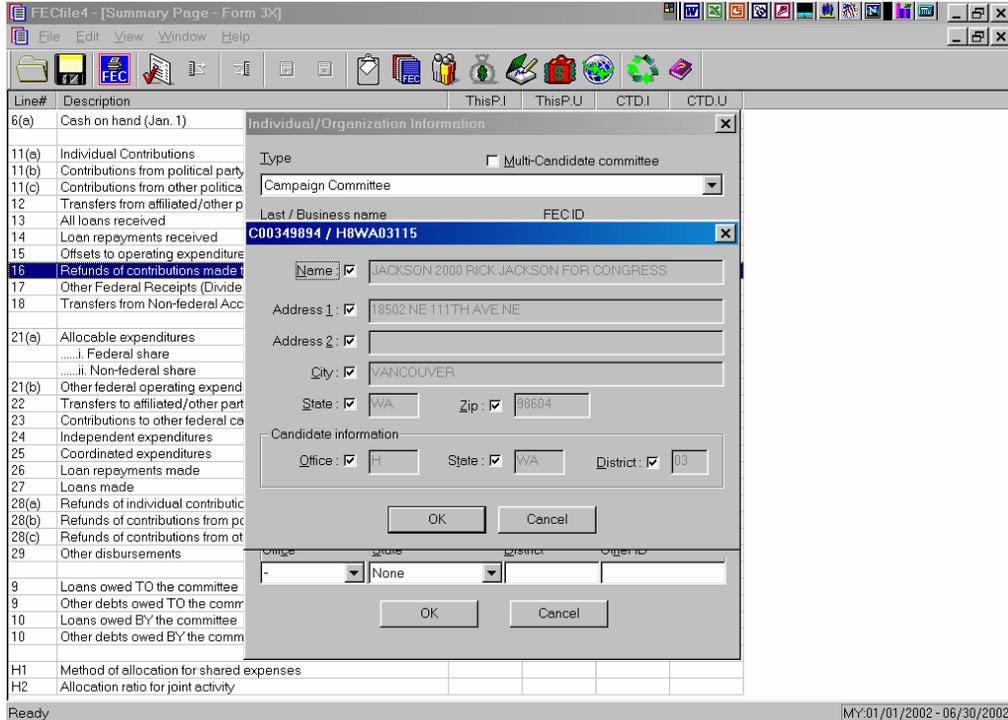
2. Enter the committee's name in the Refund of Contribution made dialog box.
3. If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the committee has not been previously entered into the system, press the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



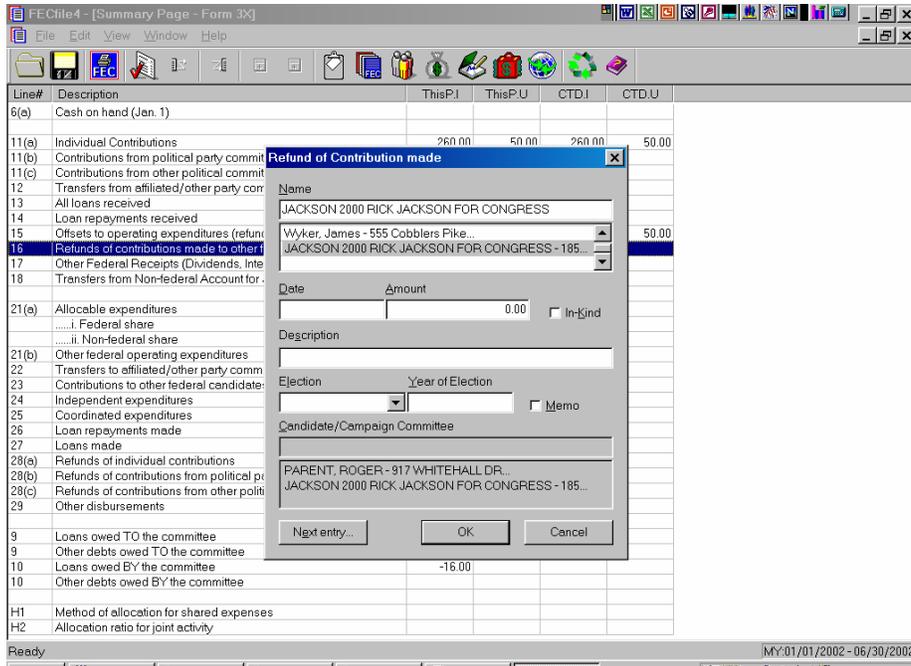
- As the Individual/Organization dialog box appears, select the Type text area drop down menu, and select Campaign Committee.



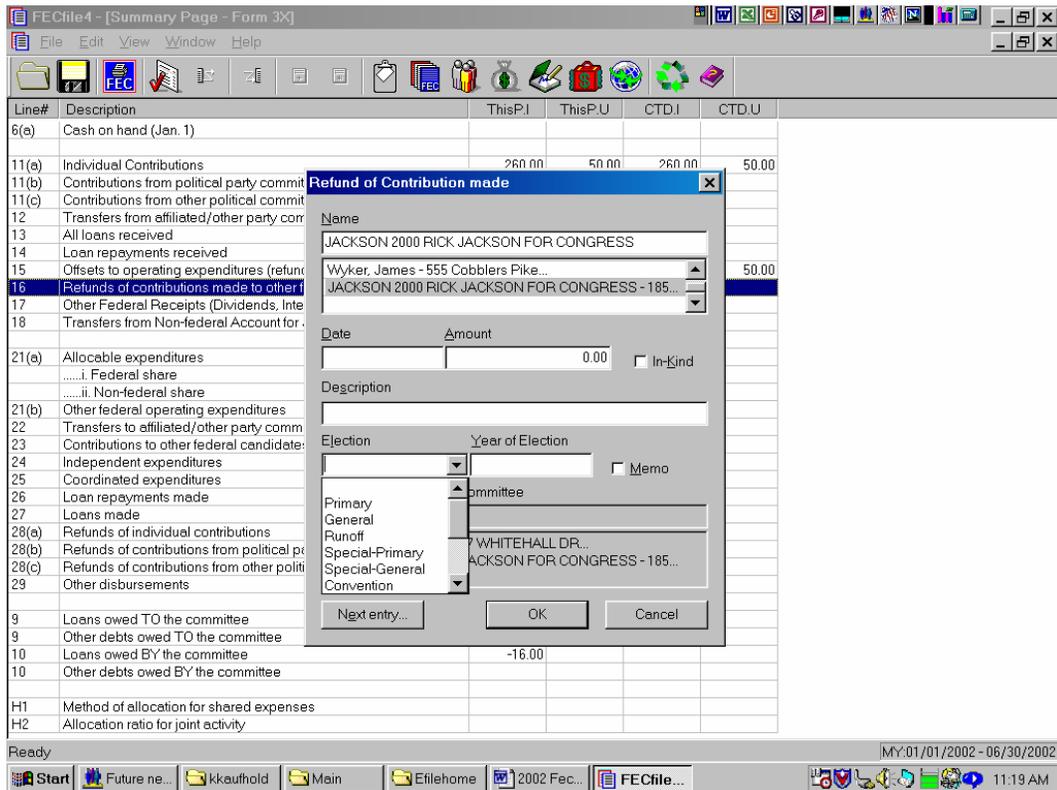
6. Once selected, click on the Lookup button, the the FEC ID lookup dialog box appears.
7. Highlight the proper committee and click on Copy All.



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



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



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

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

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

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

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				50.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)				50.00
16	Refunds of contributions made to other federal candidates and committees				
17	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				
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				

Federal Receipt (other)

Name

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

Date: Amount: 0.00 In-kind

Description

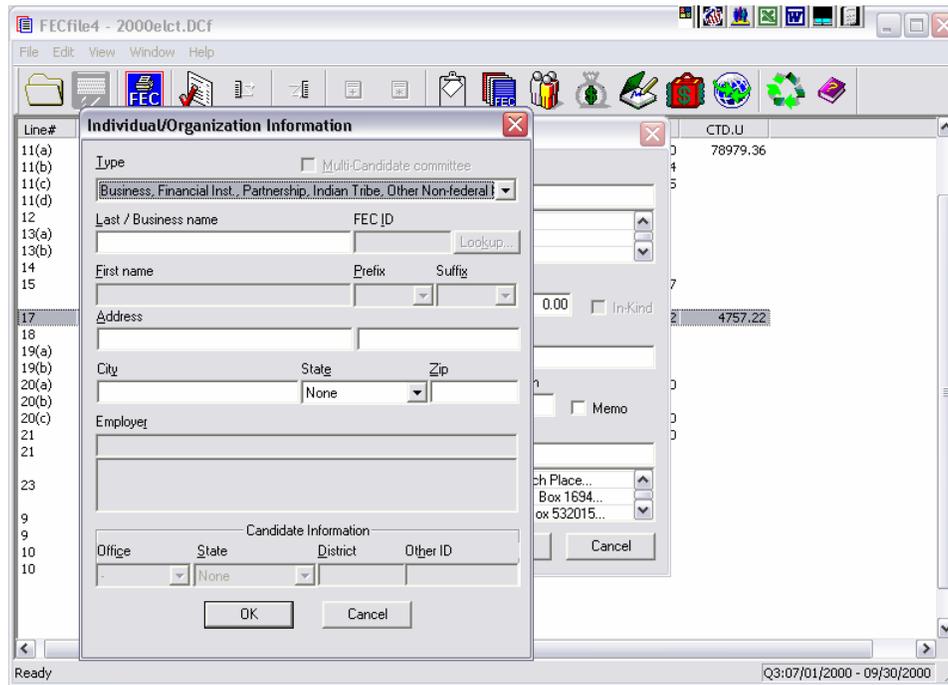
Election: Year of Election: Memo

Candidate/Campaign Committee

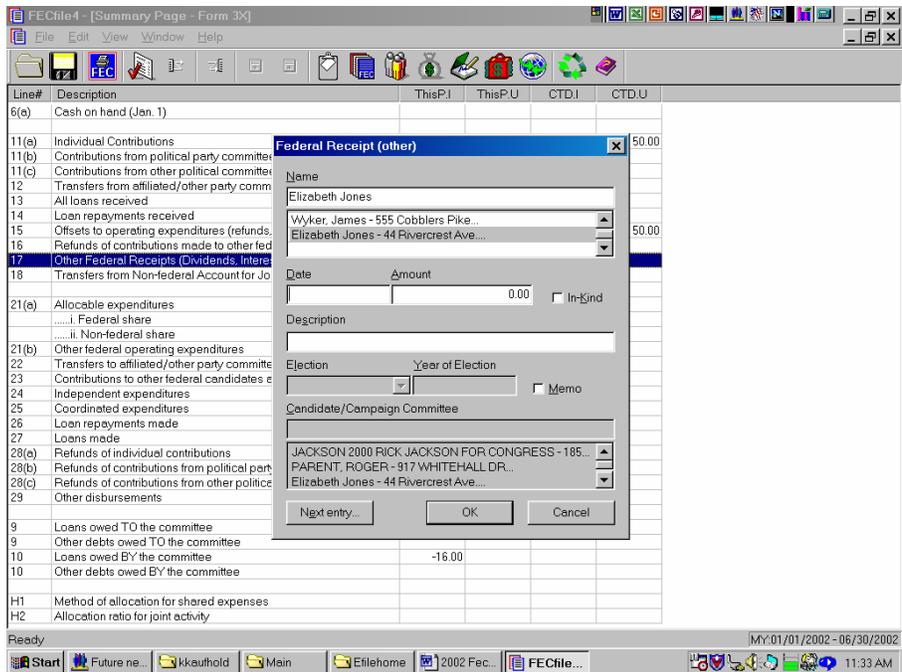
JACKSON 2000 RICK JACKSON FOR CONGRESS - 185...
PARENT, ROGER - 917 WHITEHALL DR...

Next entry... OK Cancel

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



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



7. In the Federal Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.
8. Note the total reflected on line 17 on the Summary Page.

Method of Allocation for Shared Expenses H1

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

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

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

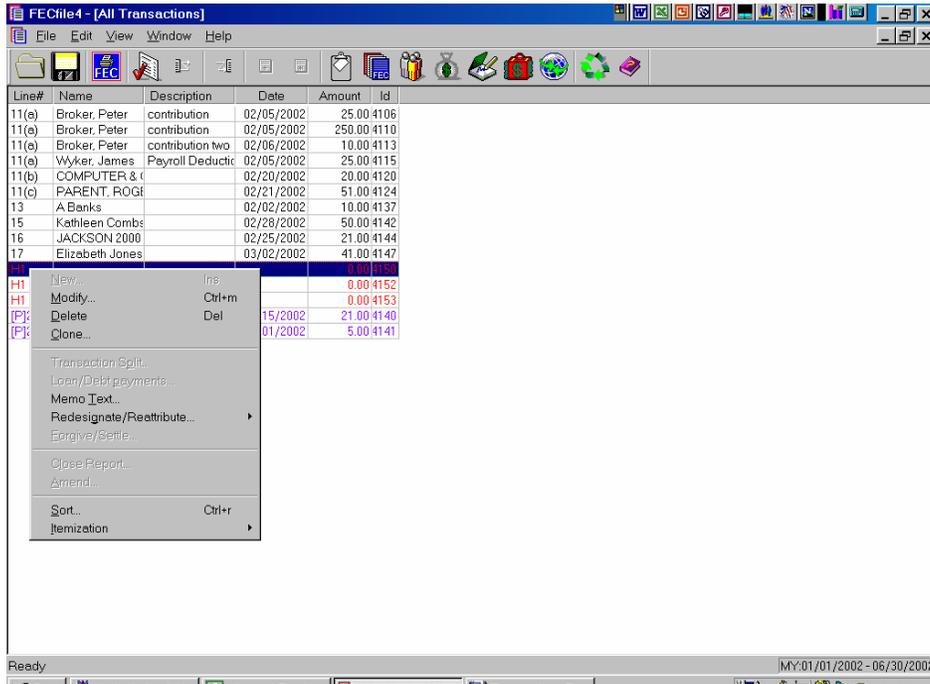
Amending the H1

Line#	Descr	ThisPI	ThisPU	CTD.I	CTD.U
6(a)	Cash on				
11(a)	Individual	260.00	50.00	260.00	50.00
11(b)	Contribu	20.00		20.00	
11(c)	Contribu	51.00		51.00	
12	Transfe				
13	All loans	10.00		10.00	
14	Loan rep				
15	Offsets t		50.00		50.00
16	Refunds or 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				

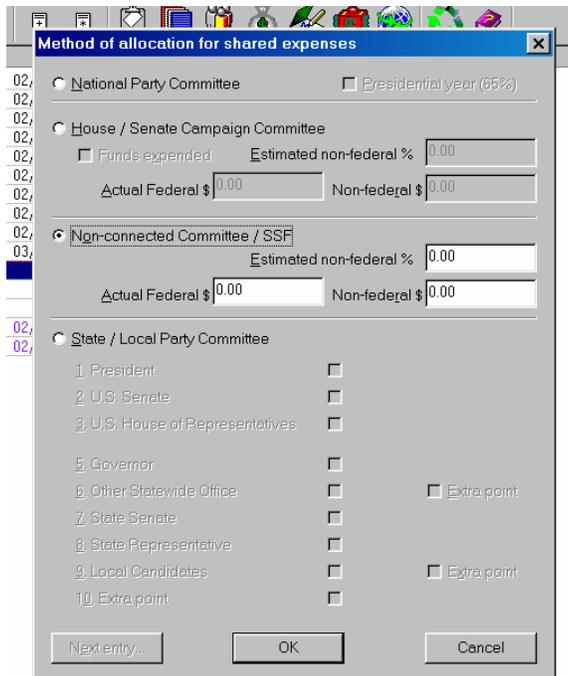
1. To amend the H1, select view from the Summary Page drop down menu.
2. Select All transactions.

Line#	Name	Description	Date	Amount	Id
11(a)	Broker, Peter	contribution	02/05/2002	25.00	4106
11(a)	Broker, Peter	contribution	02/05/2002	250.00	4110
11(a)	Broker, Peter	contribution two	02/06/2002	10.00	4113
11(a)	Wyke, James	Payroll Deducti	02/05/2002	25.00	4115
11(b)	COMPUTER & c		02/20/2002	20.00	4120
11(c)	PARENT, FROG		02/21/2002	51.00	4124
13	A Banks		02/02/2002	10.00	4137
15	Kathleen Combs		02/28/2002	50.00	4142
16	JACKSON 2000		02/25/2002	21.00	4144
17	Elizabeth Jones		03/02/2002	41.00	4147
H1	-			0.00	4150
H1	-			0.00	4152
H1	-			0.00	4153
P126	A Banks		02/15/2002	21.00	4140
P126	Anthony Banks		02/01/2002	5.00	4141

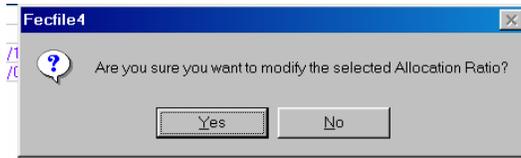
- From the list shown, select the H1, using the right mouse button.



- As the drop up menu appears, select Modify.



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



7. Note the changes on the All transactions sheet.

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.

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

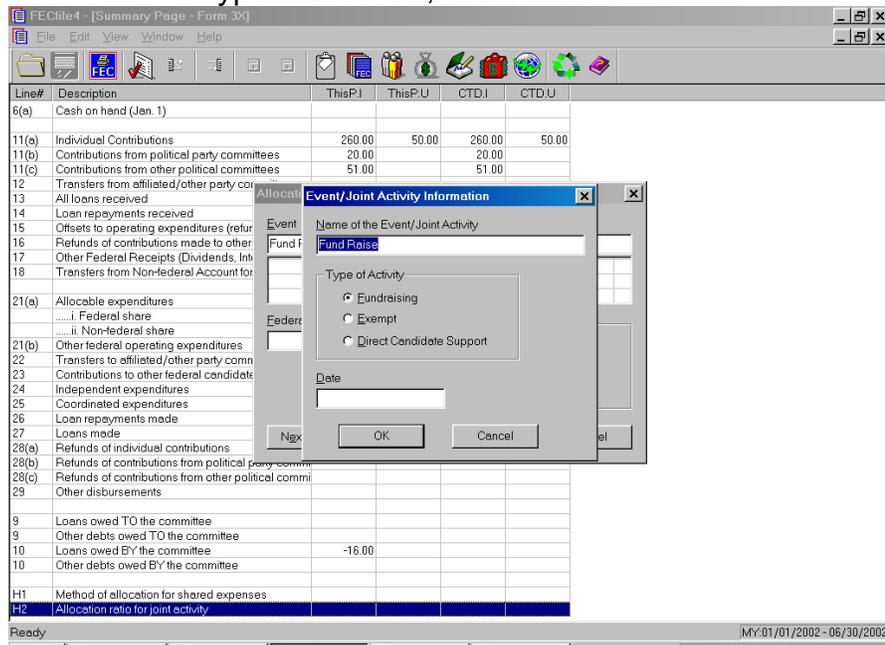
3. Type in the information on the event, and press the TAB key.

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'. An 'Allocation ratio for joint activity' dialog box is overlaid on the table. The dialog box has a title bar and a close button. It contains a text field for 'Event' with the value 'Fund Raise', a 'Federal share (in %)' field with the value '0.00', and a 'Ratio is' section with three radio button options: 'New' (selected), 'Revised', and 'Same as previous'. There are also 'Next entry...', 'OK', and 'Cancel' buttons at the bottom of the dialog box. The status bar at the bottom of the application 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

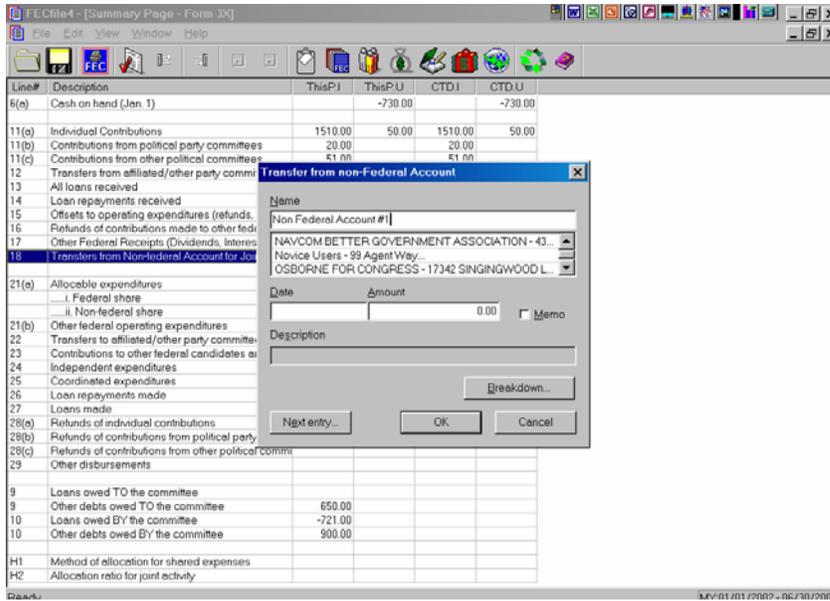
Transfers From Non-federal Accounts for Joint Activity, Line 18

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

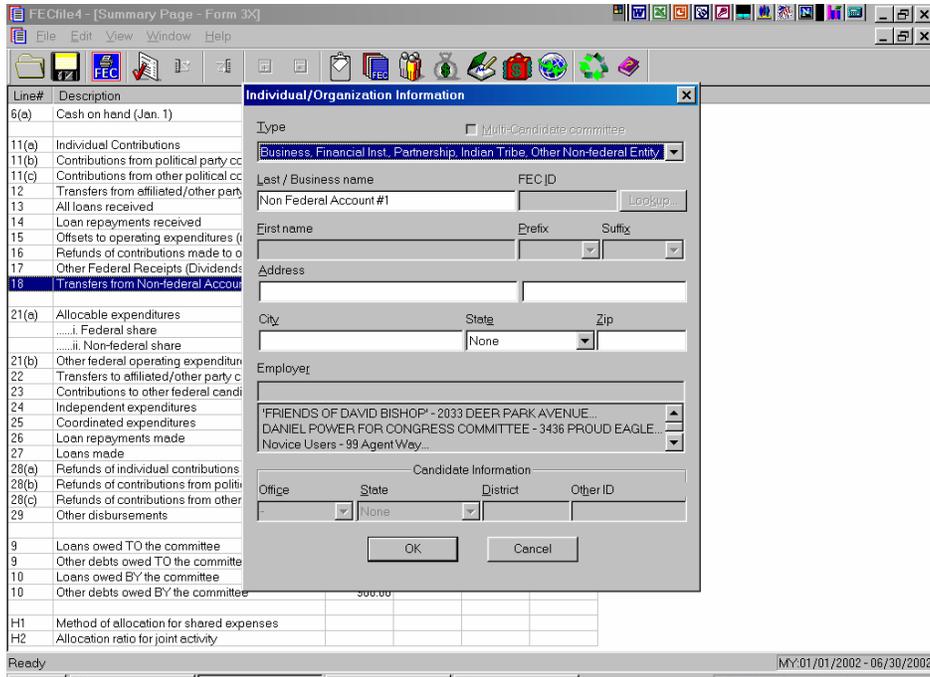
1. View the Summary page, double click on line 18, transfers from non-federal accounts for Joint activity.

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				
	... 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				

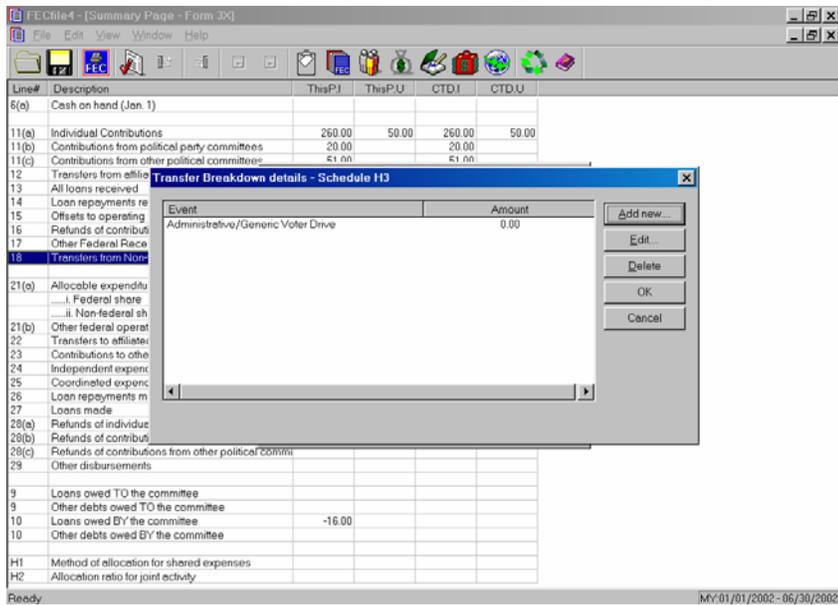
2. The transfer from non-federal account dialog box appears. Type in the name of the non-federal account, and press the tab key.



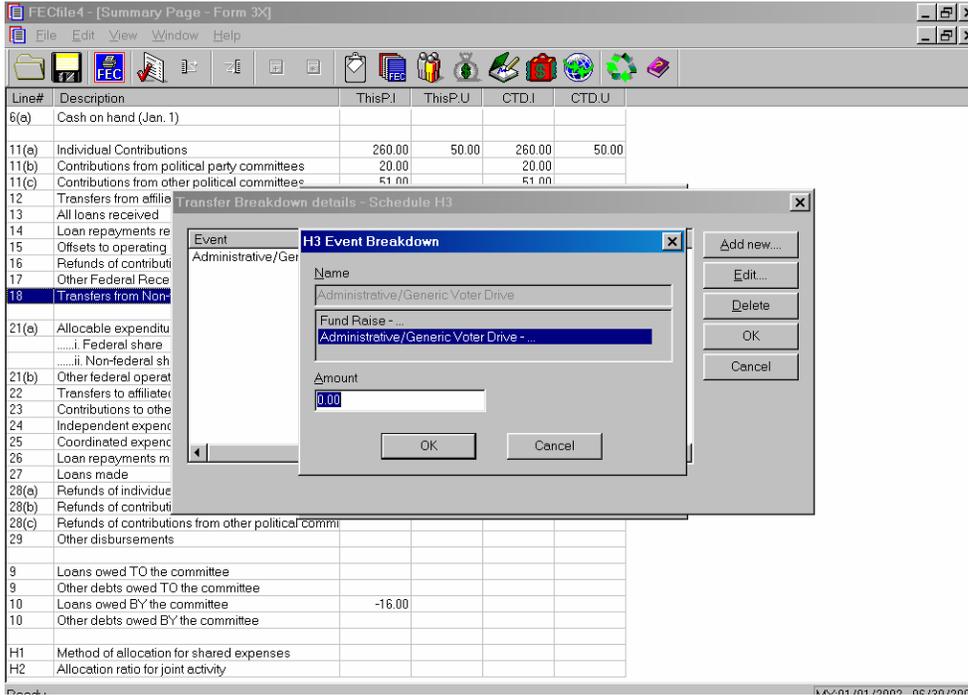
3. If the non-federal account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the non-federal account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information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



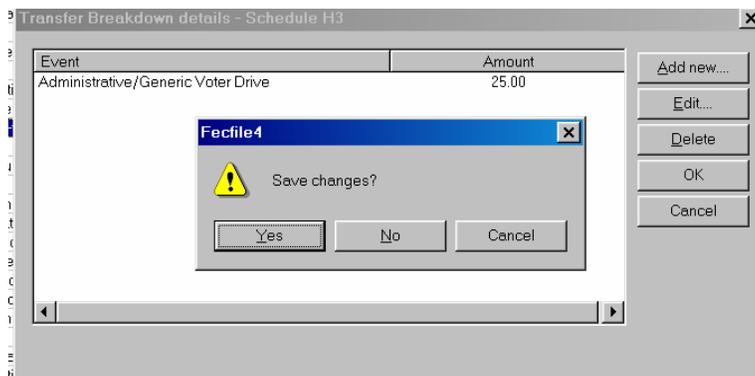
7. Select the appropriate event and click on the edit button in the dialog box.



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				

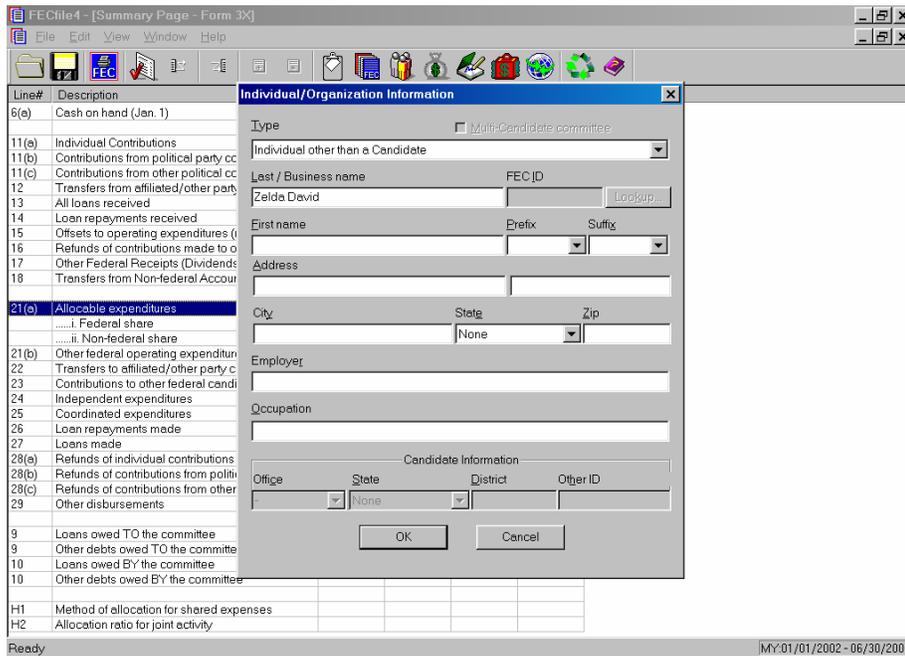
1. Double click on 21(a) of the FECfile Summary Page.

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

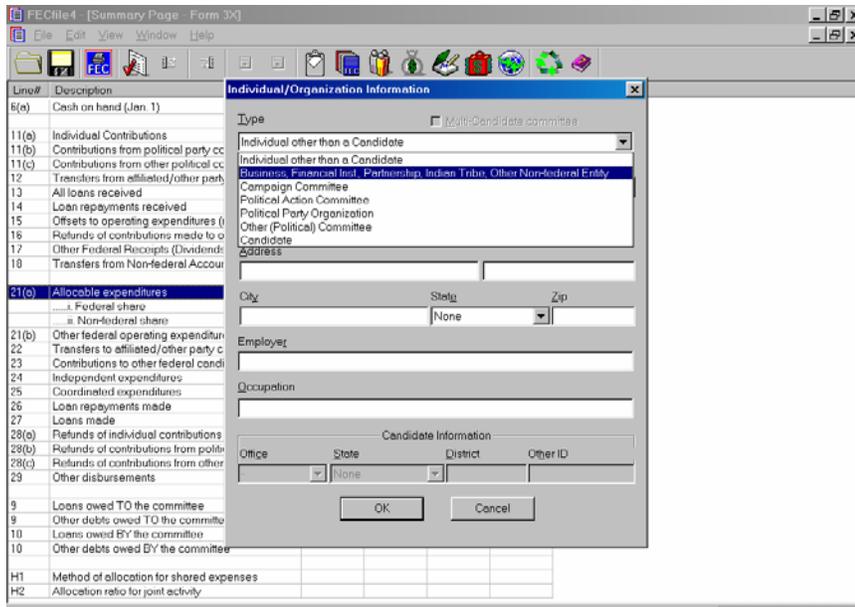
- Name:** A dropdown menu with 'A Banks - Anthony Banks - Broker, Peter - 35 Pondview Drive...' selected.
- Date:** A date field.
- Total amount:** A numeric field with '0.00' entered.
- Federal share:** A numeric field with '0.00' entered.
- Description:** A text field with 'Administrative/Generac Voter Drive' entered.
- Event:** A dropdown menu with 'Administrative/Generac Voter Drive' selected.
- Ejection:** A dropdown menu.
- Year of Election:** A text field.
- This expenditure is:** Radio buttons for 'Schedule B (2)', 'Independent (Sch E)', and 'Coordinated (Sch F)'. 'Independent (Sch E)' is selected.
- 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.

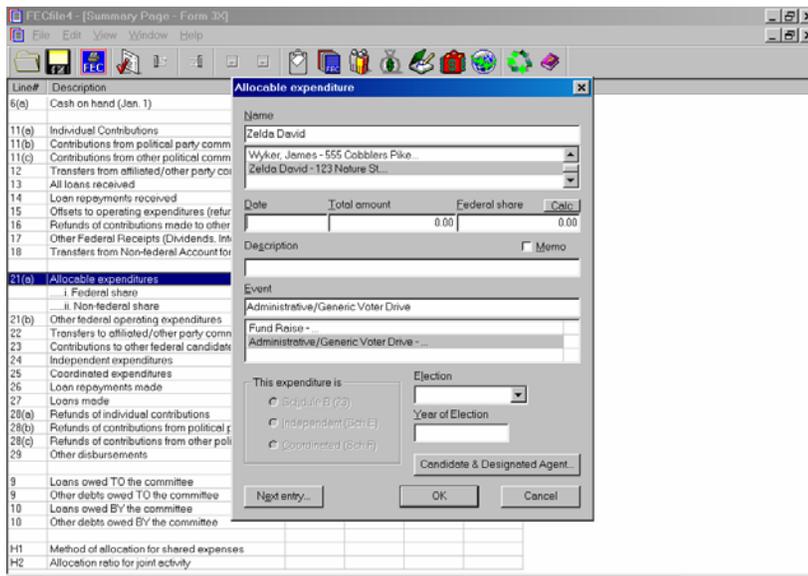
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



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 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				

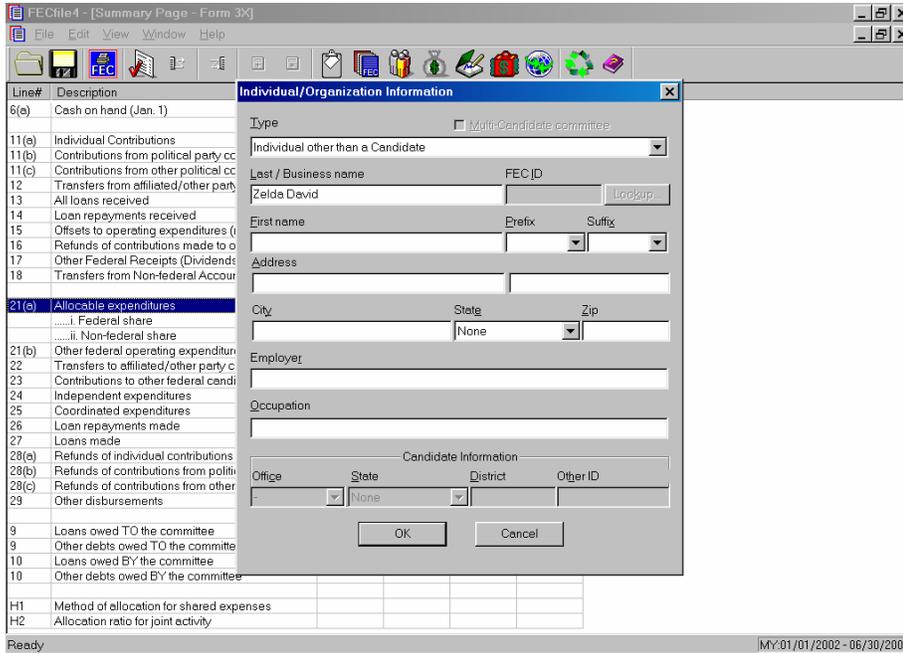
1. Double click on 21(a) of the FECfile Summary Page.

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

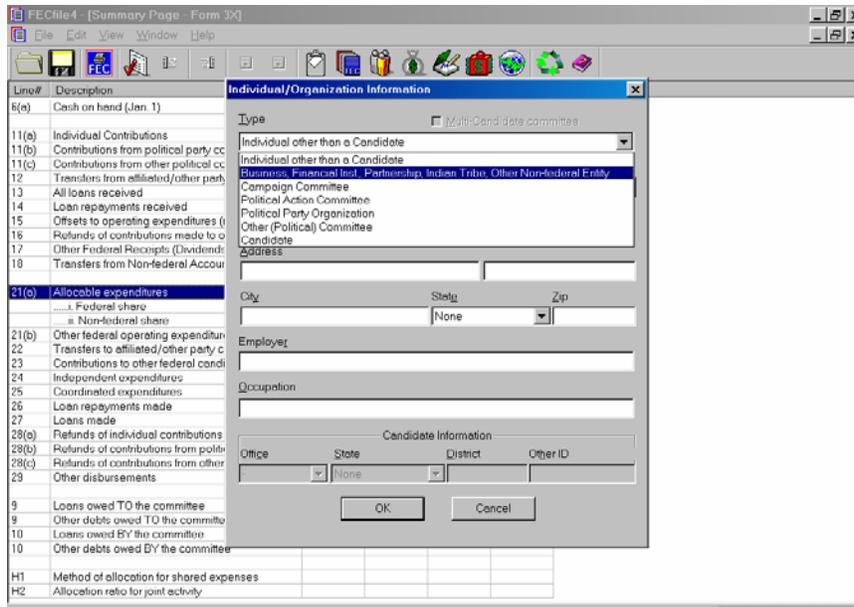
- Name: [Empty]
- Vendor: A Banks - ...
- Date: [Empty]
- Total amount: 0.00
- Federal share: 0.00
- Description: [Empty]
- Event: Administrative/Generic Voter Drive
- Fund Raise: Administrative/Generic Voter Drive - ...
- This expenditure is: Statute B (22) Independent (501-B) Coordinated (501-F)
- Election: [Empty]
- Year of Election: [Empty]
- Candidate & Designated Agent: [Empty]
- Buttons: Next entry..., OK, Cancel

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

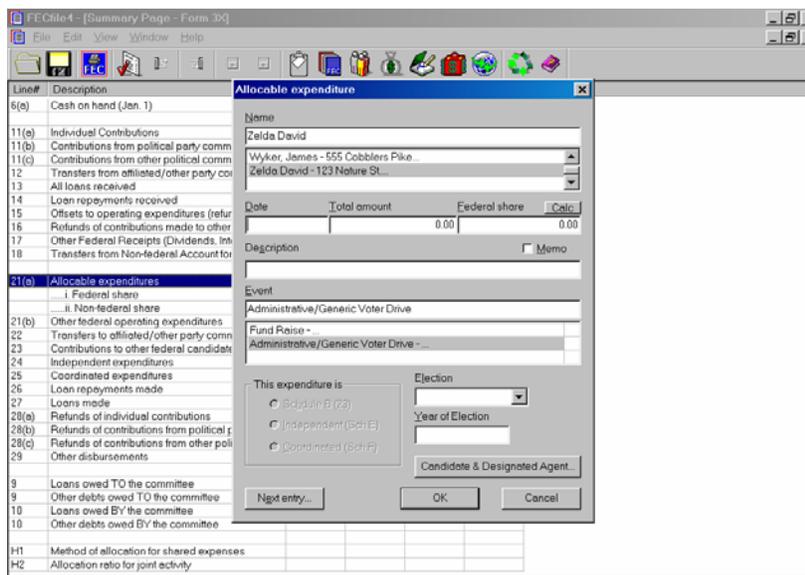
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



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				

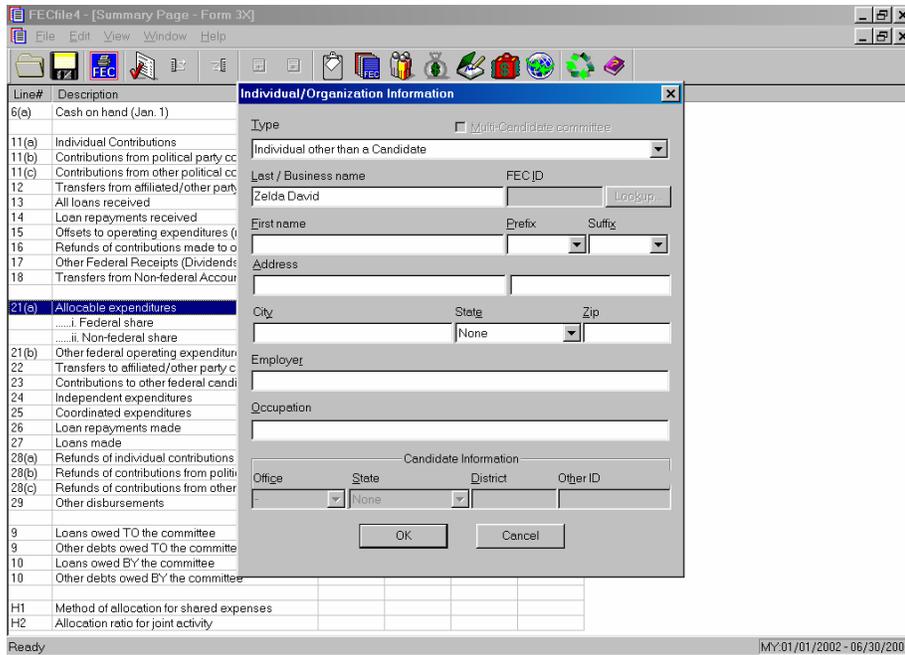
1. Double click on 21(a) of the FECfile Summary Page.

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

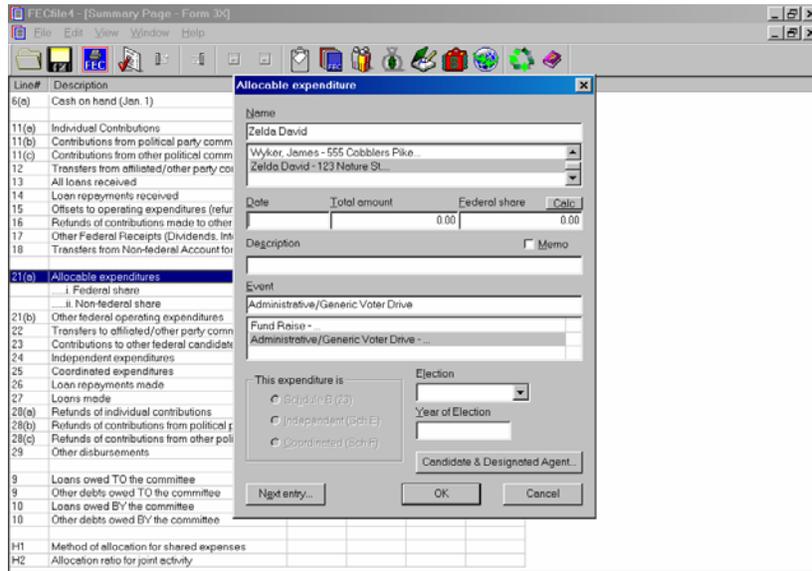
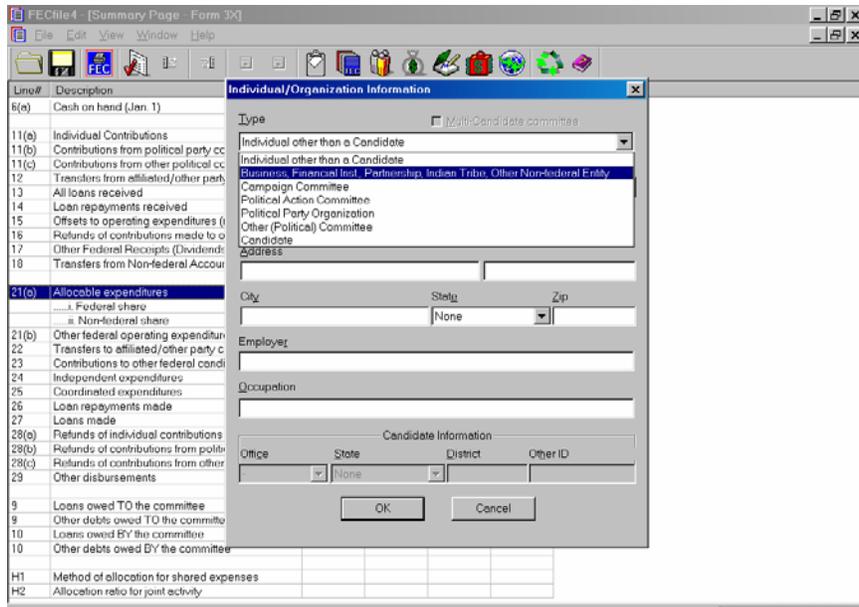
- Name: [Empty text field]
- Vendor: A dropdown menu with "A Banks - ..." selected.
- Date: [Empty text field]
- Total amount: [Empty text field]
- Federal share: [Empty text field]
- Description: [Empty text field]
- Event: Administrative/Genetic Voter Drive
- Fund Raise: Administrative/Genetic Voter Drive - ...
- This expenditure is: Regular B (22), Independent (24), Coordinated (25)
- Election: [Empty dropdown menu]
- Year of Election: [Empty 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.



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.

Allocable expenditure

Name: A Banks - ...

Date: Total amount: Federal share: 0.00 0.00

Description: [Memo]

Event: Administrative/Genomic Voter Drive

Fund Raise - ...

Administrative/Genomic Voter Drive - ...

This expenditure is: Schedule B (S2) Independent (Sch E) Coordinated (Sch F)

Election: [Dropdown]

Year of Election: [Text]

Candidate & Designated Agent: [Text]

Next entry... OK Cancel

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

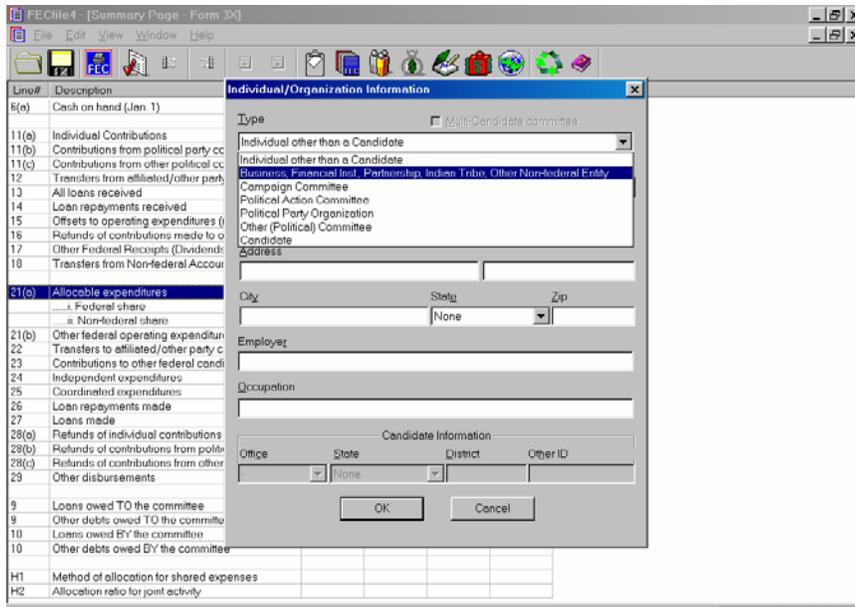
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

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:

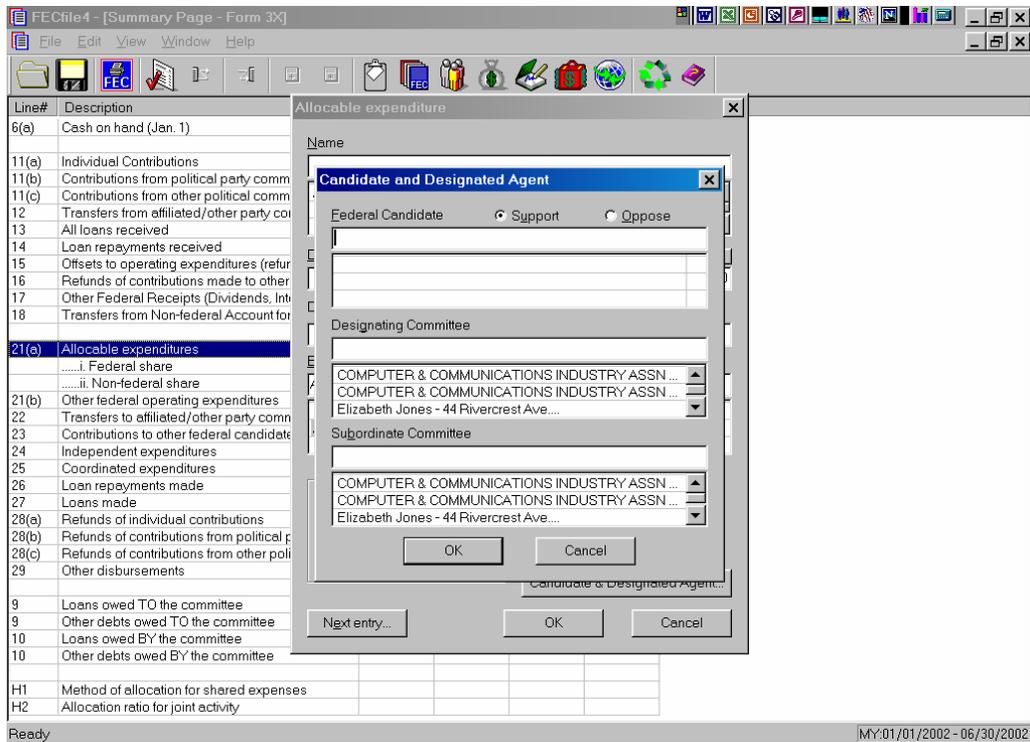
- Type:** A dropdown menu currently set to 'Individual other than a Candidate'. There is a checkbox for 'Multi-Candidate committee' which is unchecked.
- Last / Business name:** Text field containing 'Zelda David'. To its right is a 'Lookup...' button.
- FEC ID:** An empty text field.
- First name:** An empty text field.
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu.
- Address:** A large text area for the address.
- City:** A text field.
- State:** A dropdown menu currently set to 'None'.
- 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'. The 'State' dropdown is currently set to 'None'.

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background shows a table with columns 'Line#', 'Description', and several empty columns. The table contains various financial entries, including 'Cash on hand (Jan. 1)', 'Individual Contributions', 'Transfers from affiliated/other party', 'Loans received', 'Loans repayments received', 'Offsets to operating expenditures', 'Refunds of contributions made to other', 'Other Federal Receipts (Dividends)', 'Transfers from Non-federal Accounts', 'Allocable expenditures', 'Other federal operating expenditures', 'Transfers to affiliated/other party', 'Contributions to other federal candidates', 'Independent expenditures', 'Coordinated expenditures', 'Loans repayments made', 'Loans made', 'Refunds of individual contributions', 'Refunds of contributions from political parties', 'Refunds of contributions from other sources', 'Other disbursements', 'Loans owed TO the committee', 'Other debts owed TO the committee', 'Loans owed BY the committee', and 'Other debts owed BY the committee'. The status bar at the bottom of the window shows 'Ready' and the date range 'MY:01/01/2002 - 06/30/2002'.

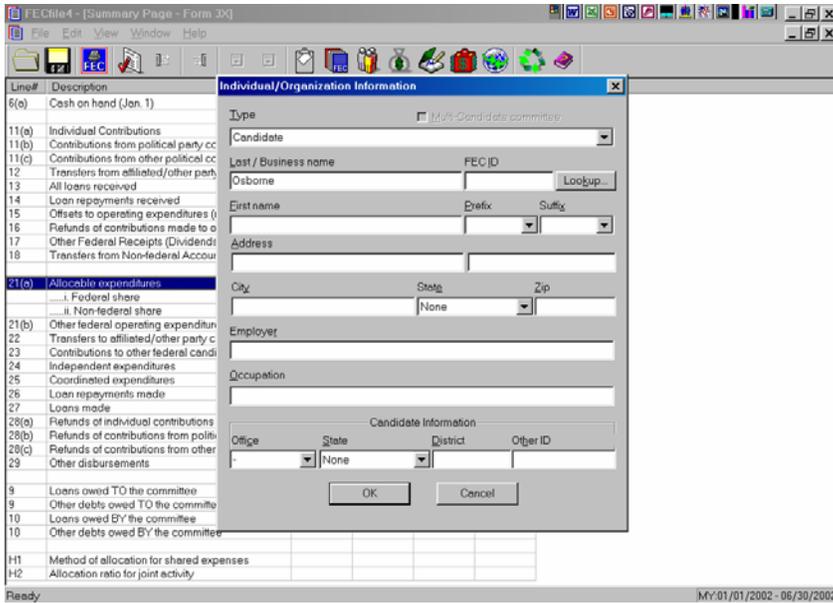
5. The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.



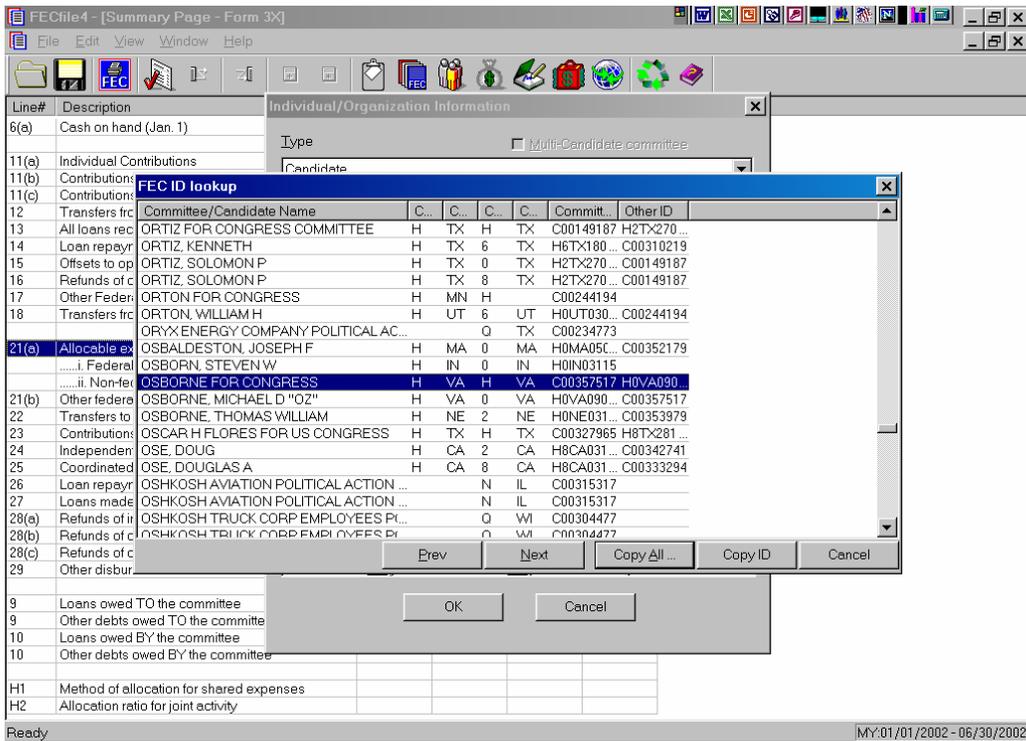
6. Point and click inside the date field and enter the date, followed by entering in the total amount of the expenditure.
7. Point and click inside the event field, and select DCS event that has been established.
8. Click on CALC. This will automatically calculate the federal share. Once the function 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.

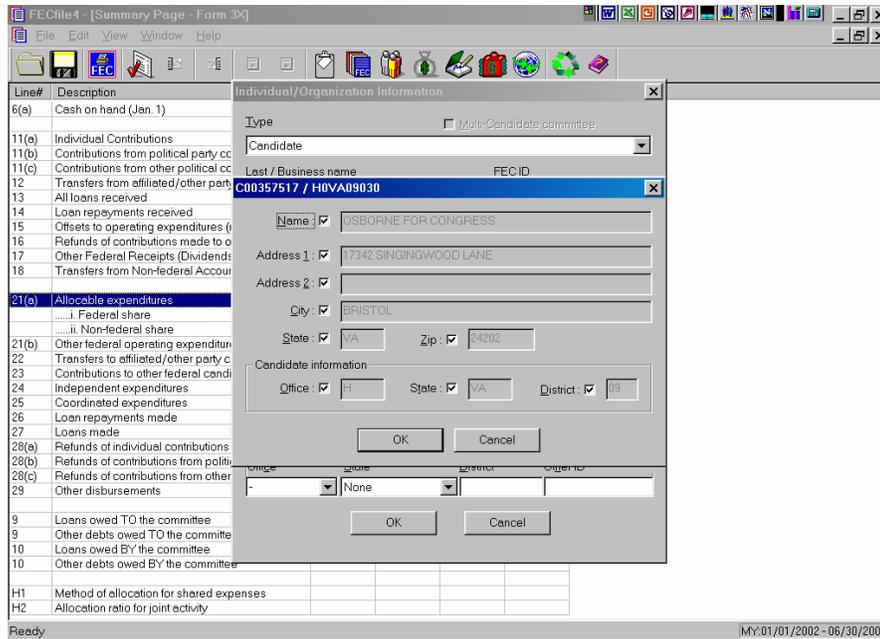


14. The Individual/Organization Information dialog box appears. Point and click on the Lookup button.

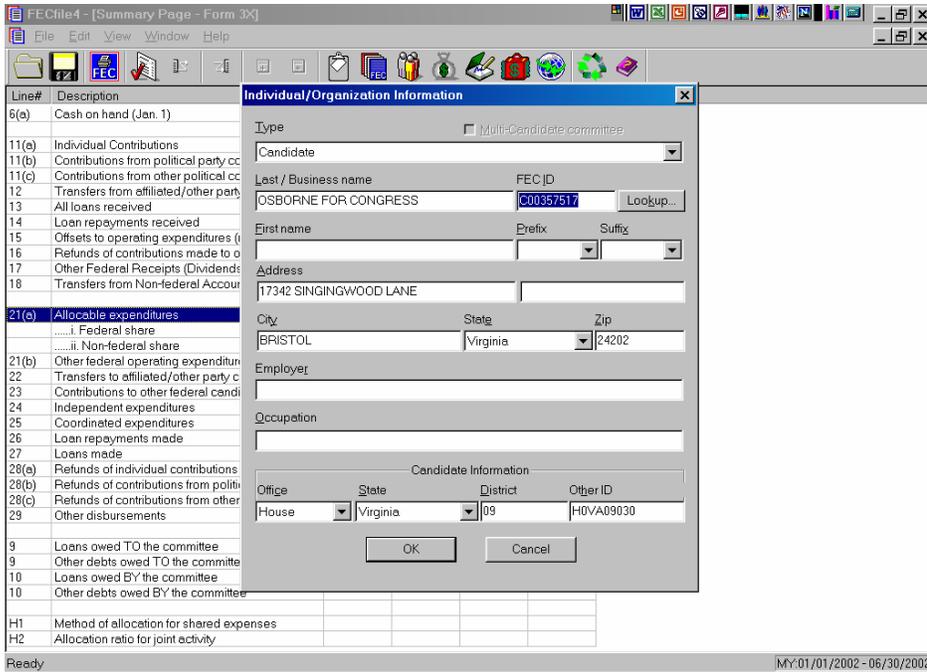


15. The FEC ID lookup dialog box appears.

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.



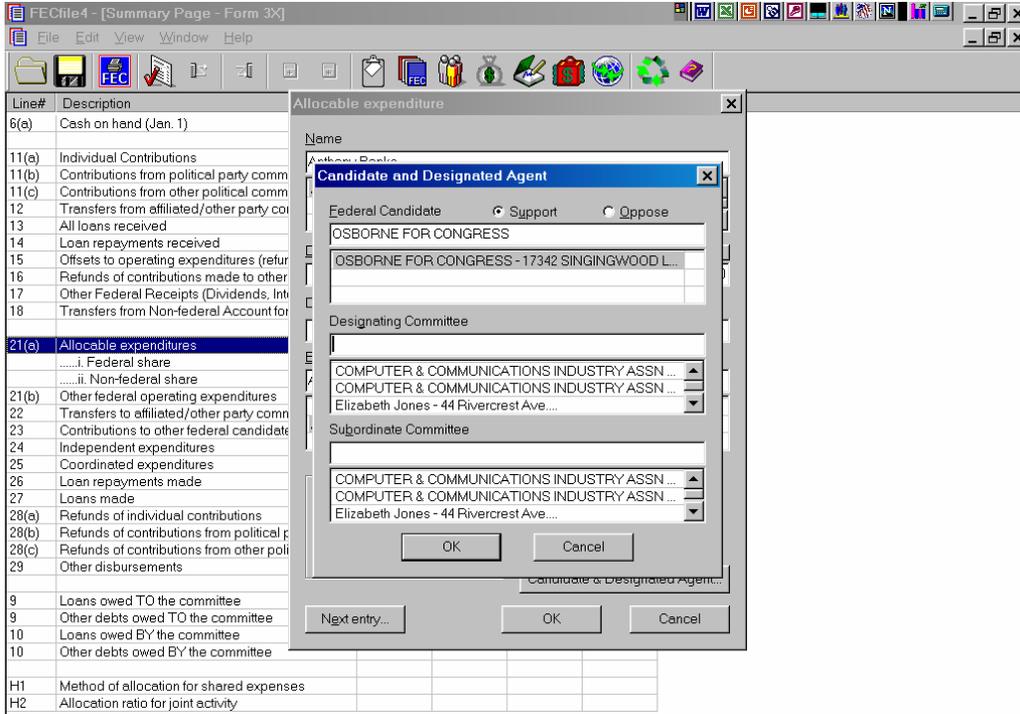
17. The candidate/committee dialog box appears, with the corresponding information. Select OK.



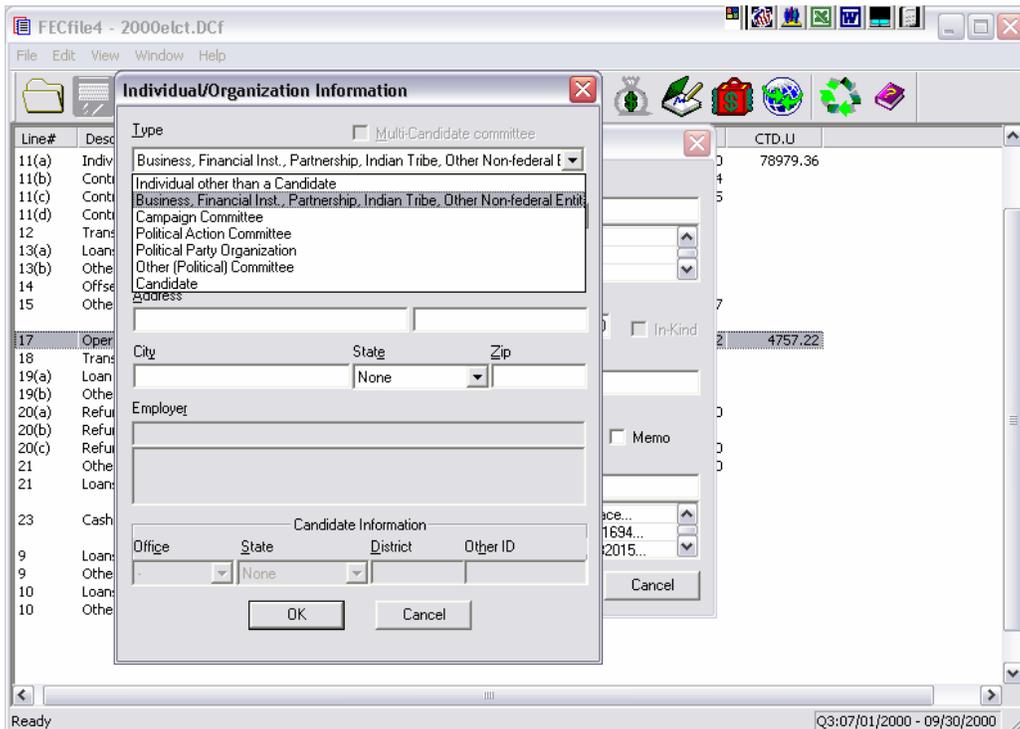
18. The Individual/Organization Information dialog box reappears, populated with the appropriate candidate/committee information.

19. Select OK.

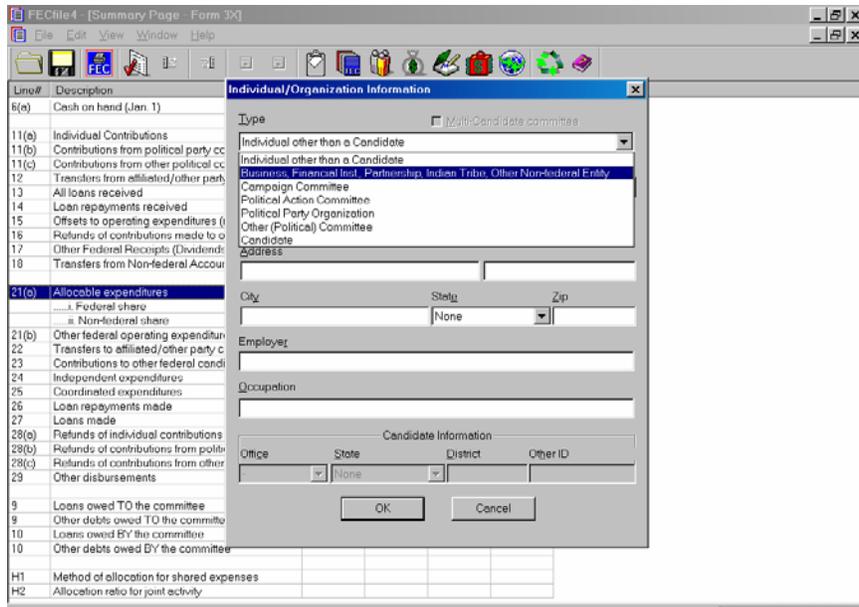
20. The Candidate and Designated Agent dialog box appears. If necessary, type in the Designating Committee and/or Subordinate committee information, if schedule F was chosen and select OK.



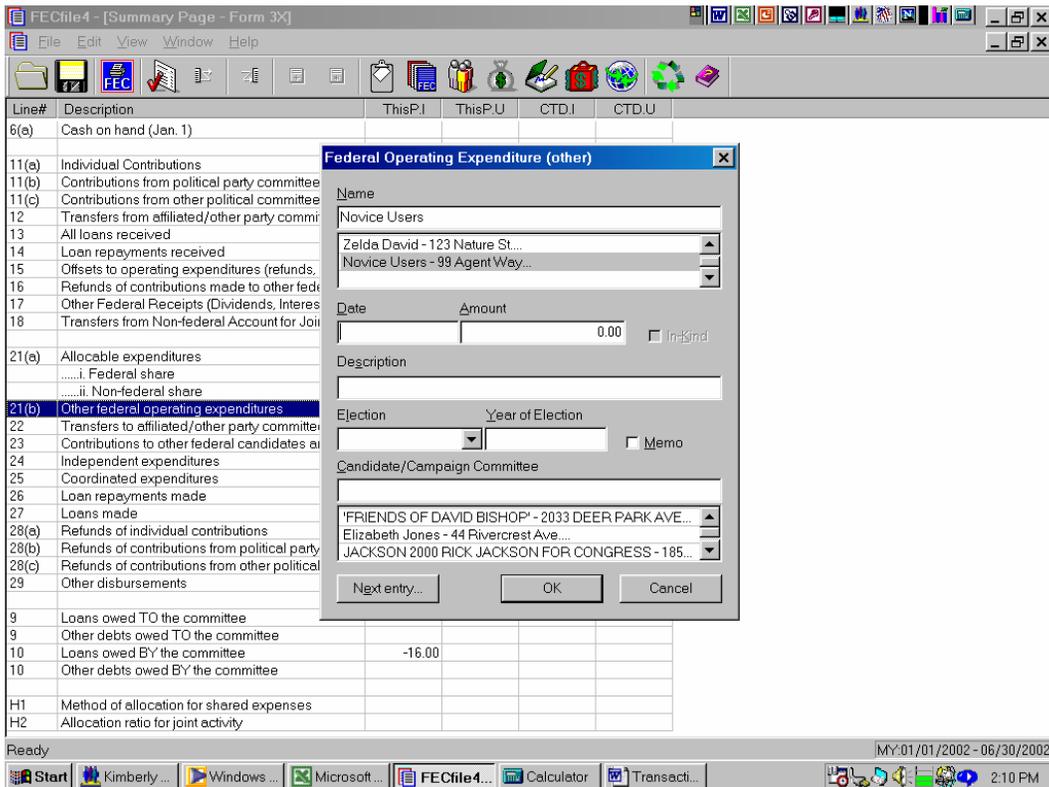
2. The Federal Operating Expenditure dialog box appears. Type in the name of the vendor in the dialog box.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered 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

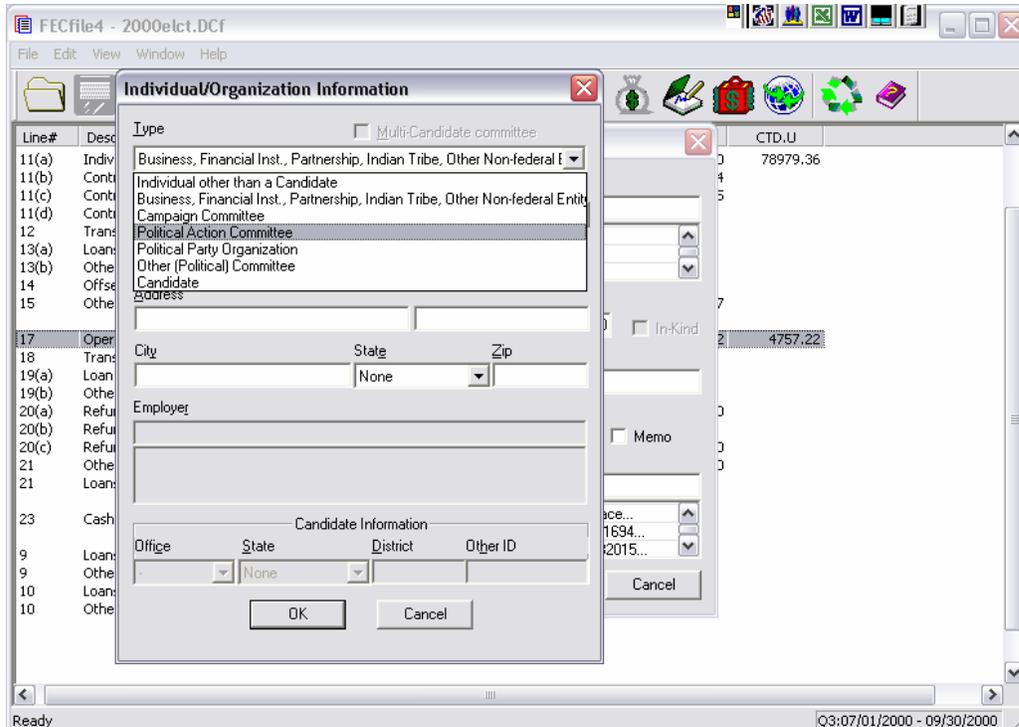
Candidate/Campaign Committee

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

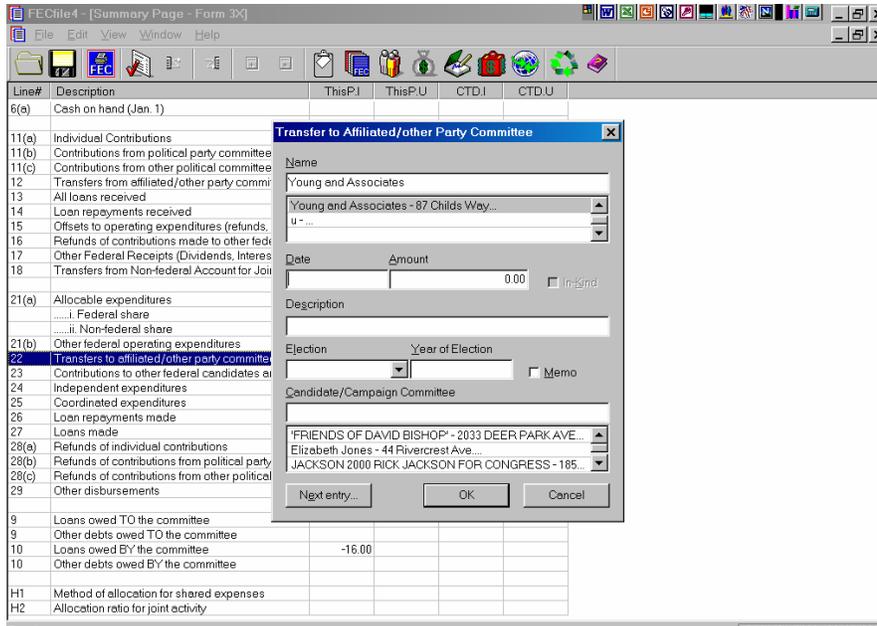
Next entry... OK Cancel

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 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 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
 _____ 0.00 In-Synd

Description

Election Year of Election
 _____ _____ Memo

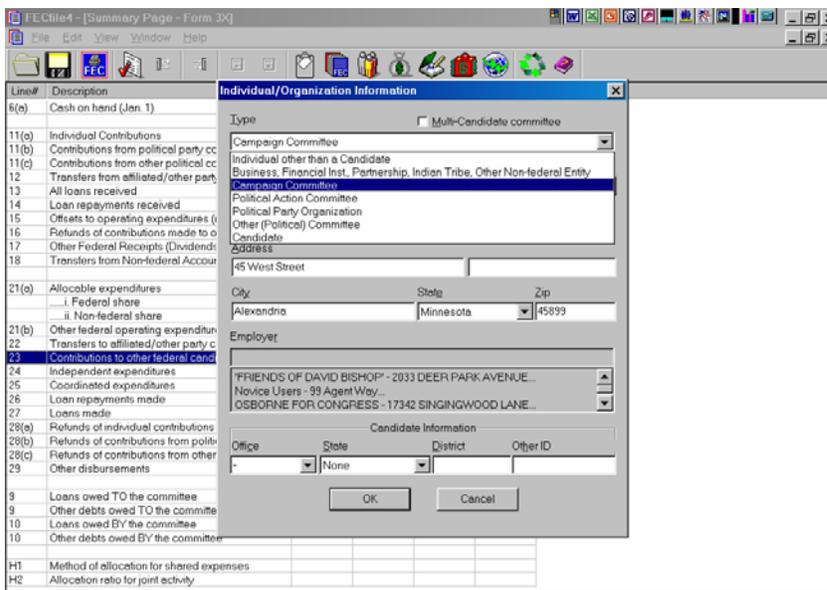
Candidate/Campaign Committee

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

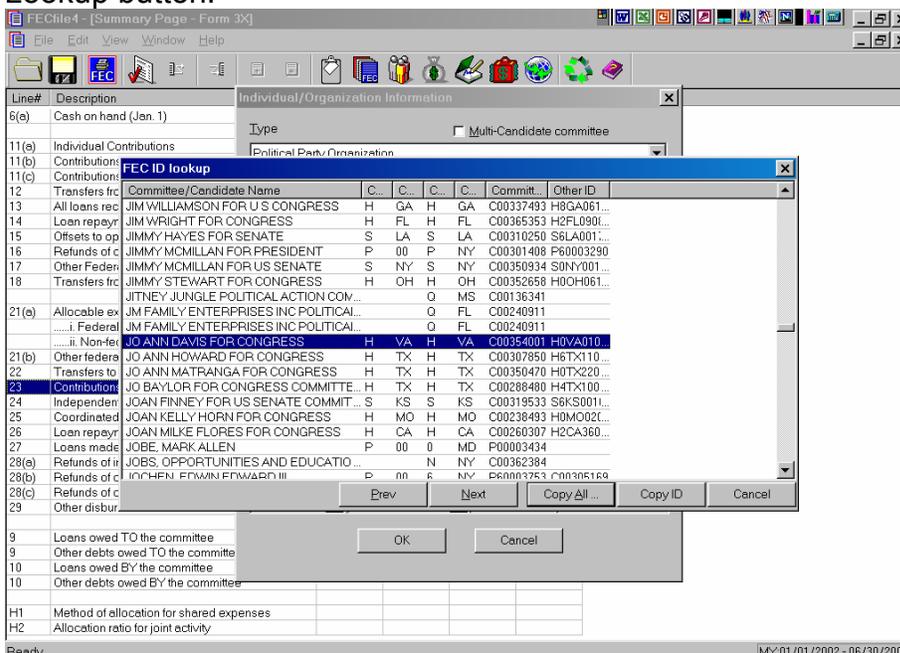
Next entry... OK Cancel

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

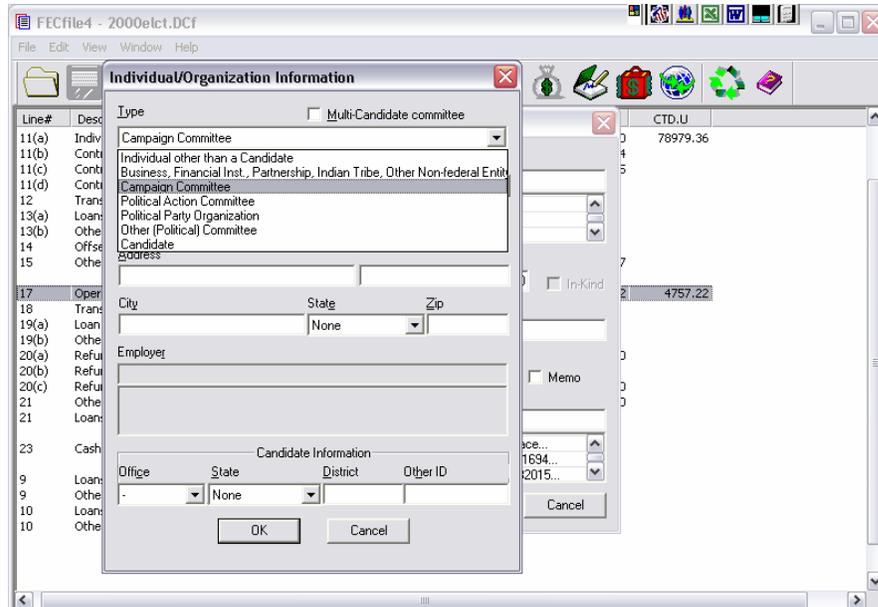
- Enter the committee or vendor name, if it does not currently appear, and press the tab key. If the name does appear, tab to the address field and continue entry.



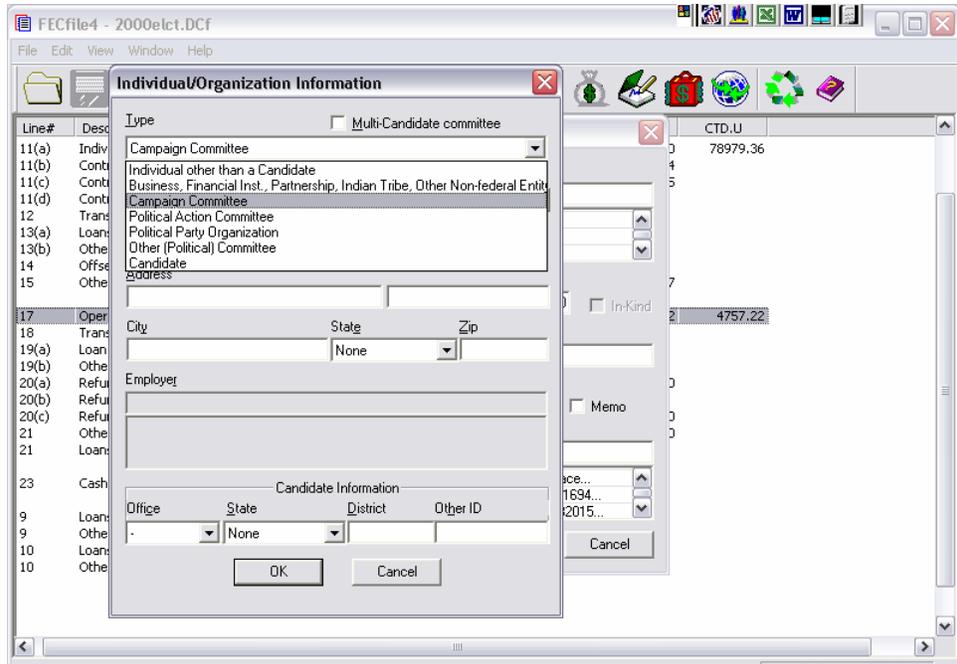
- If the name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Select the type of organization from the drop down menu, and click on the Lookup button.



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

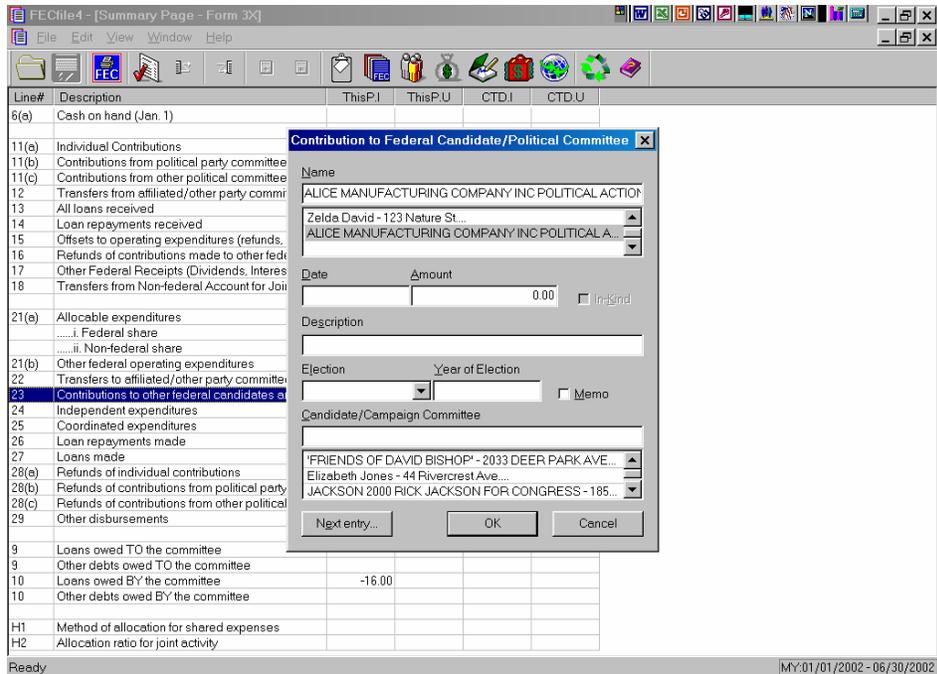


6. The candidate/committee dialog box appears, with the information populated in the appropriate areas.
7. Select OK.



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...

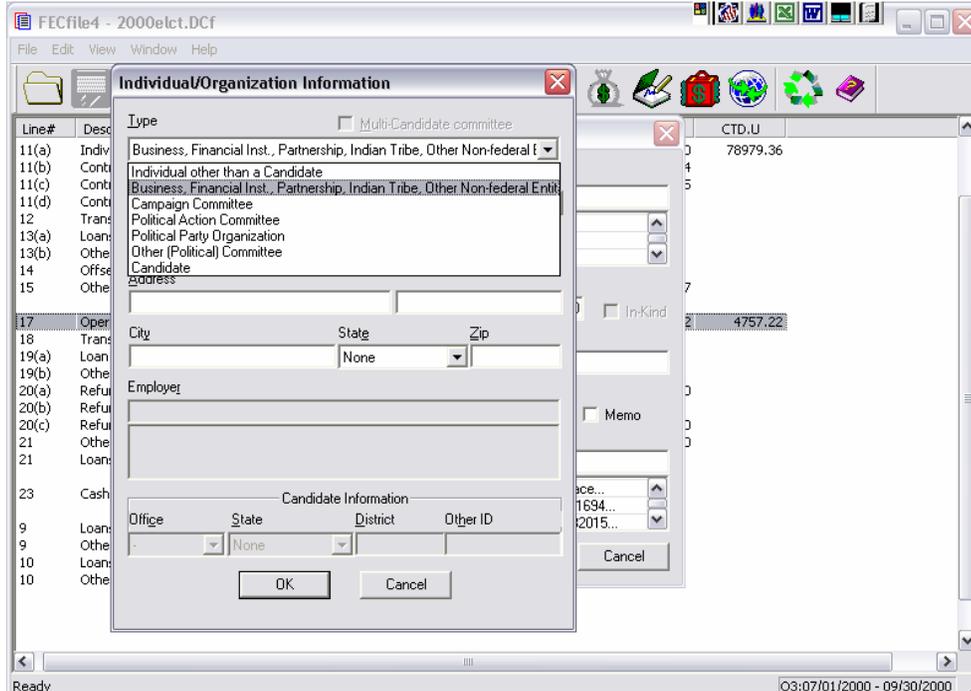
Novice Users - 99 Agent Way...

OSBORNE FOR CONGRESS - 17342 SINGINGWOOD L...

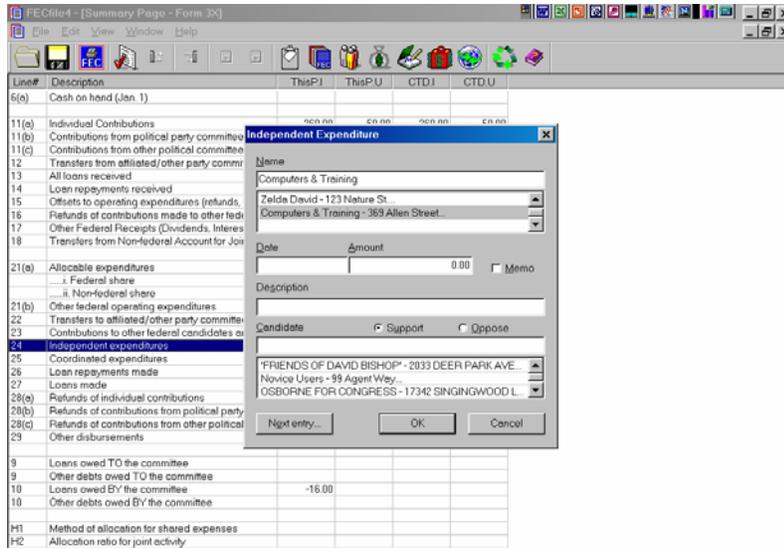
Next entry...

2. The Independent Expenditure dialog box appears.

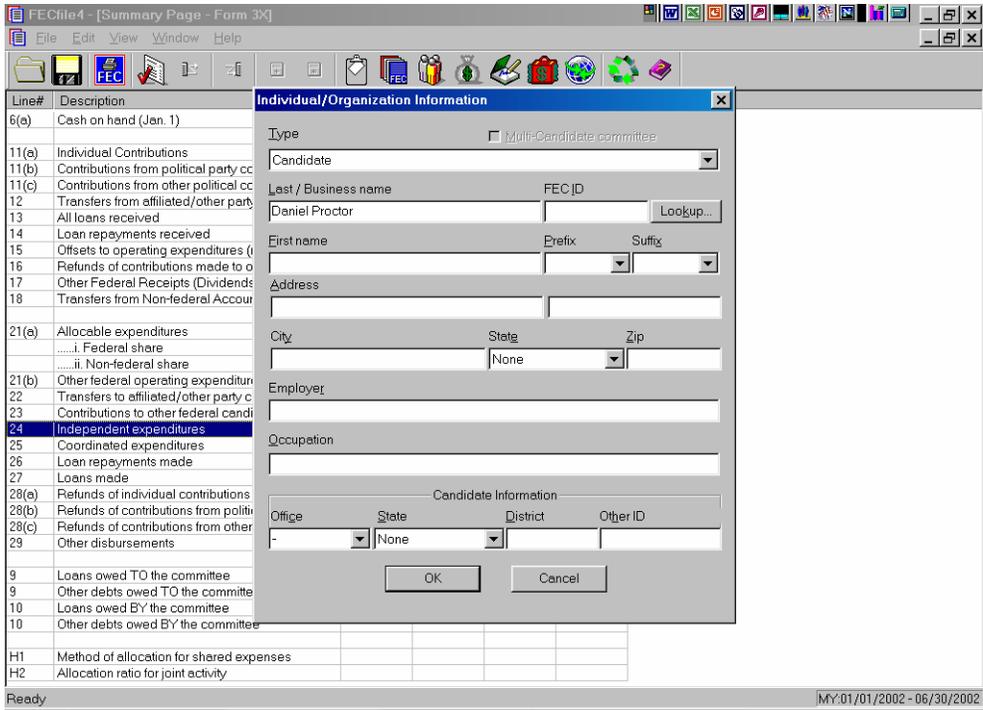
3. Enter in the vendor name.



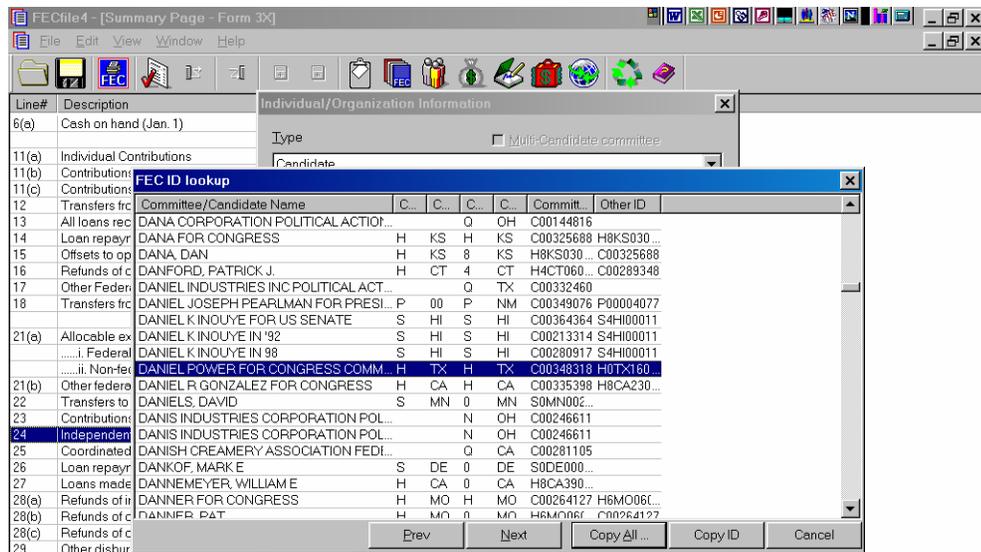
4. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
5. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
6. The Individual/Organization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



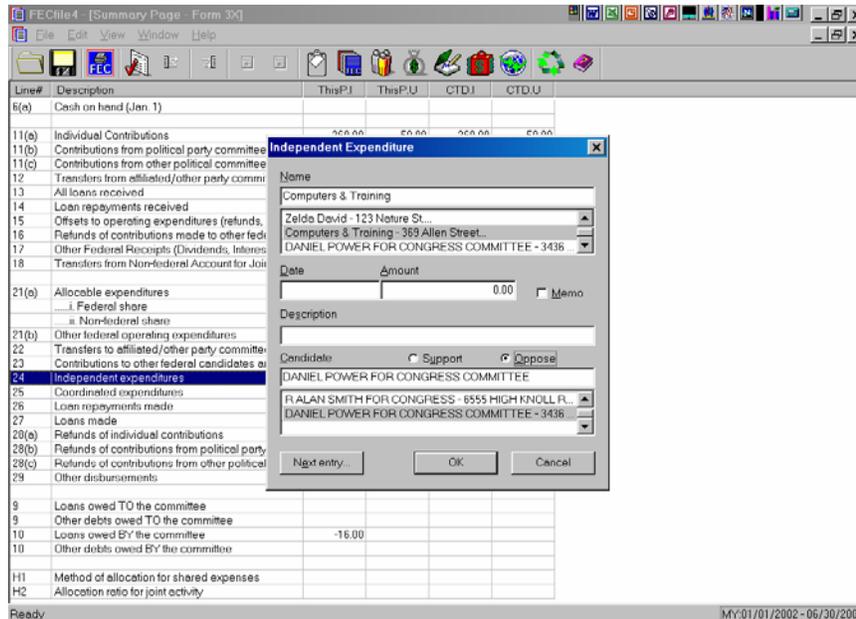
15. The Individual/Organization Information dialog box appears. Select the lookup button.



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.

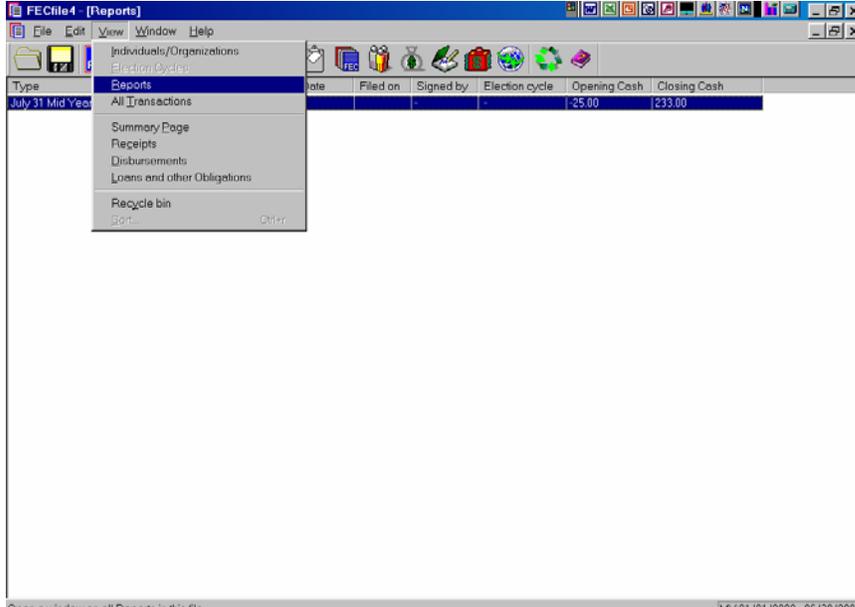
18. The information is then populated into the Individual/Organization Information dialog box. Select OK.



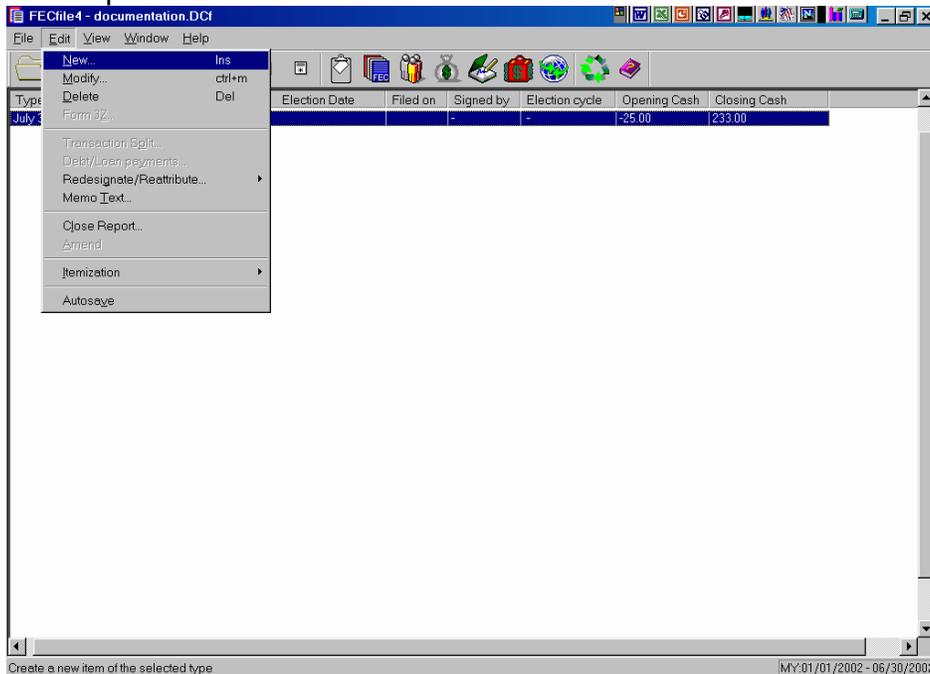
19. The Independent Expenditure dialog box appears, with the populated information. Type in the date information, the amount and description or purpose information. Select OK.

24 Hour Notice

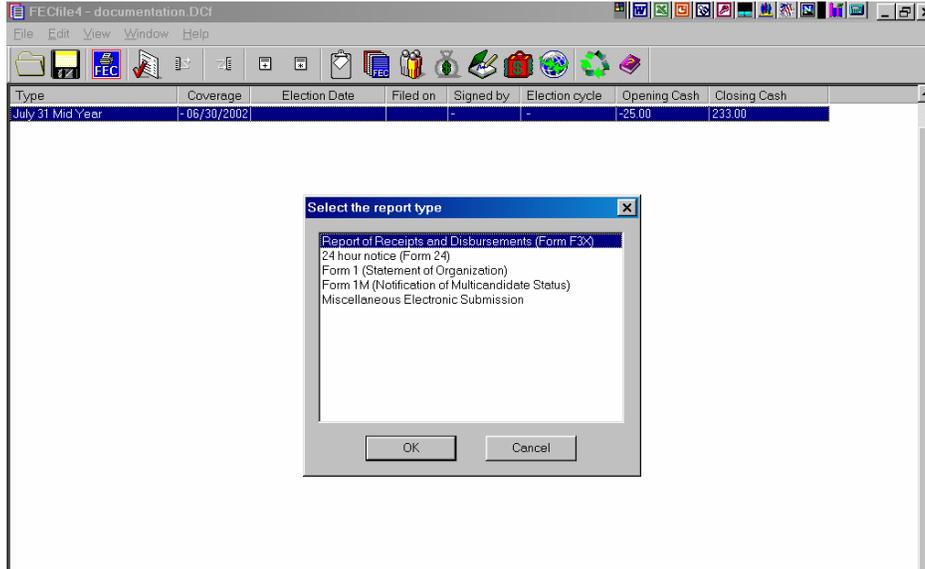
In FECFile, transactions are not created on Form 24. All transactions that are reported on Form 24 are created on Form 3X. Please follow the steps noted above to create transactions for Form 24.



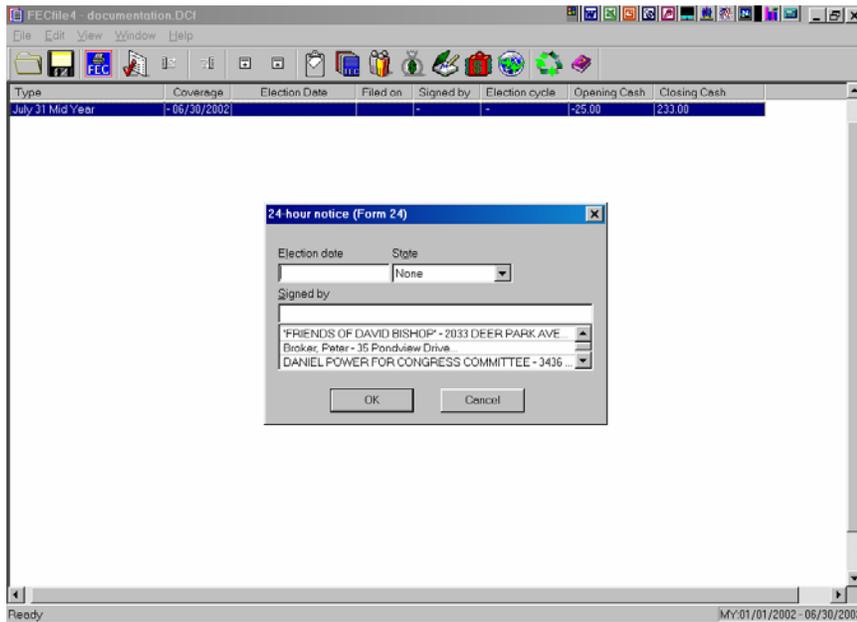
1. From the FECFile main menu bar, select View, and select Reports from the drop down menu.



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

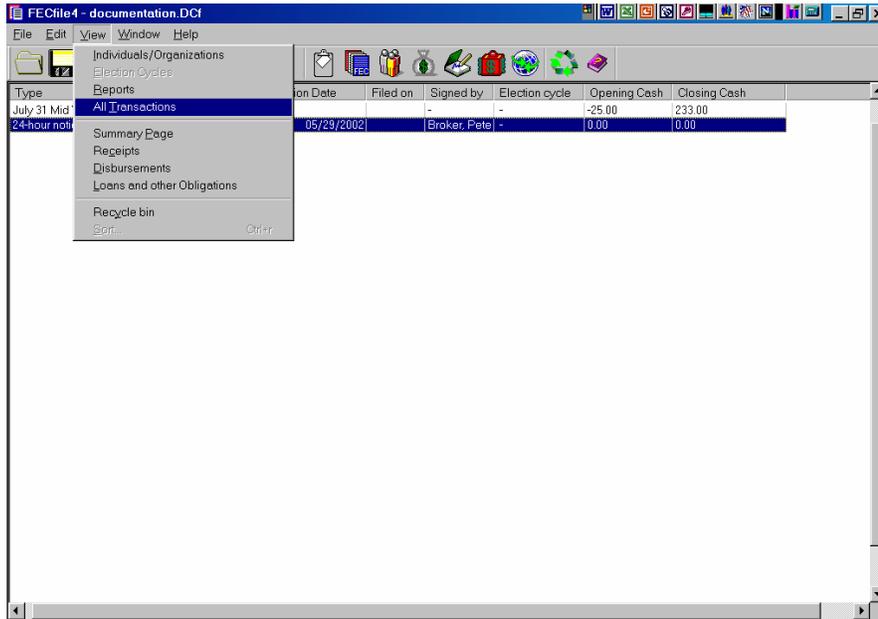


3. The select report type dialog box appears. Select the 24-Hour Notice (Form 24) line, and select OK.

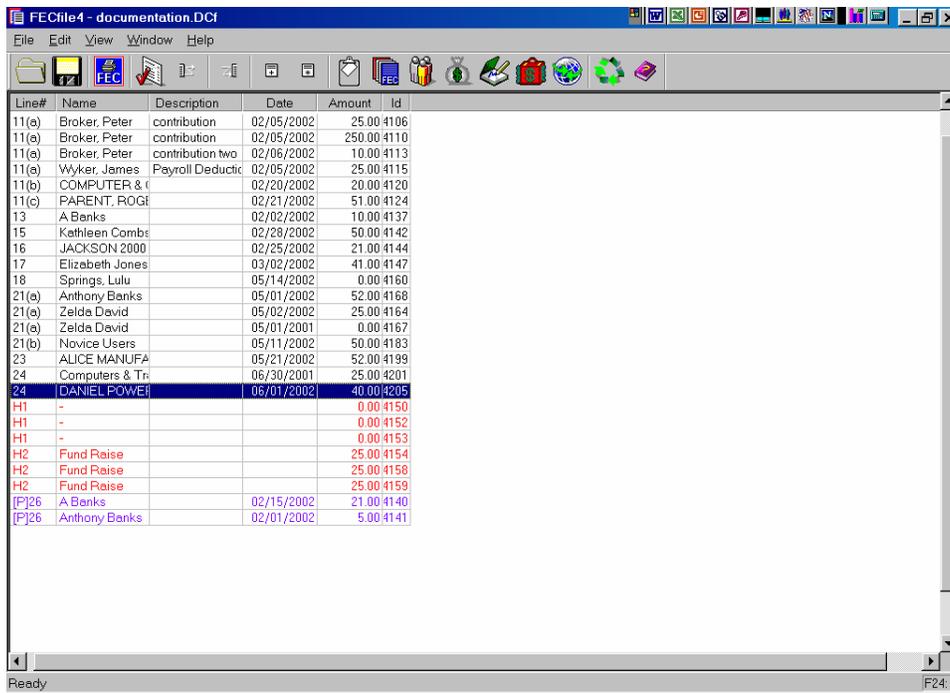


4. The 24 Hour notice (Form 24) dialog box appears. Enter in the election date, the date of the election, the state, the state where the committee is registered, the signed by information, selecting the individual from the list responsible

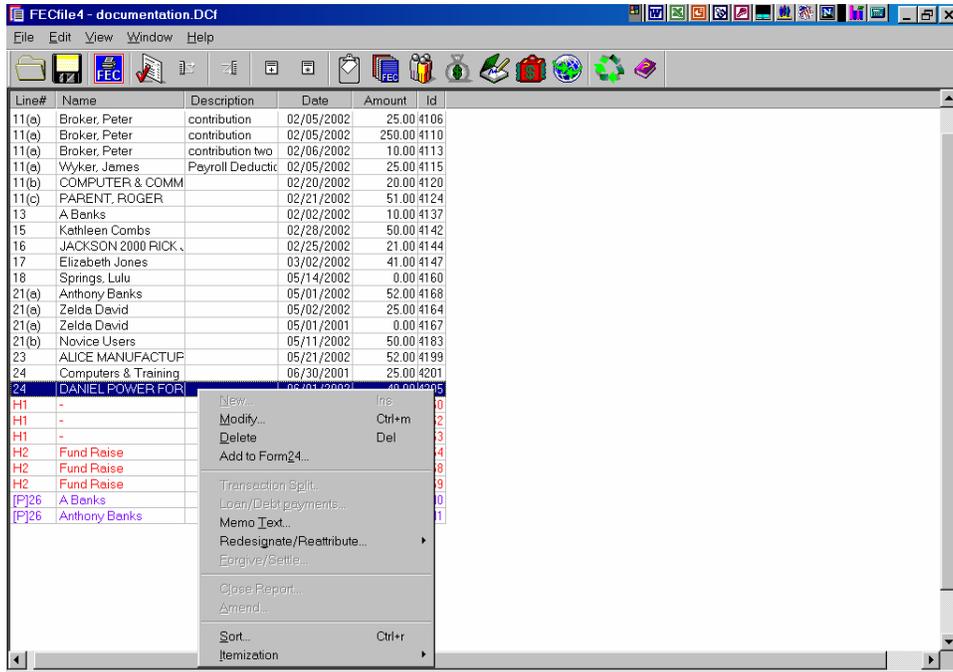
for signing the report. Select OK.



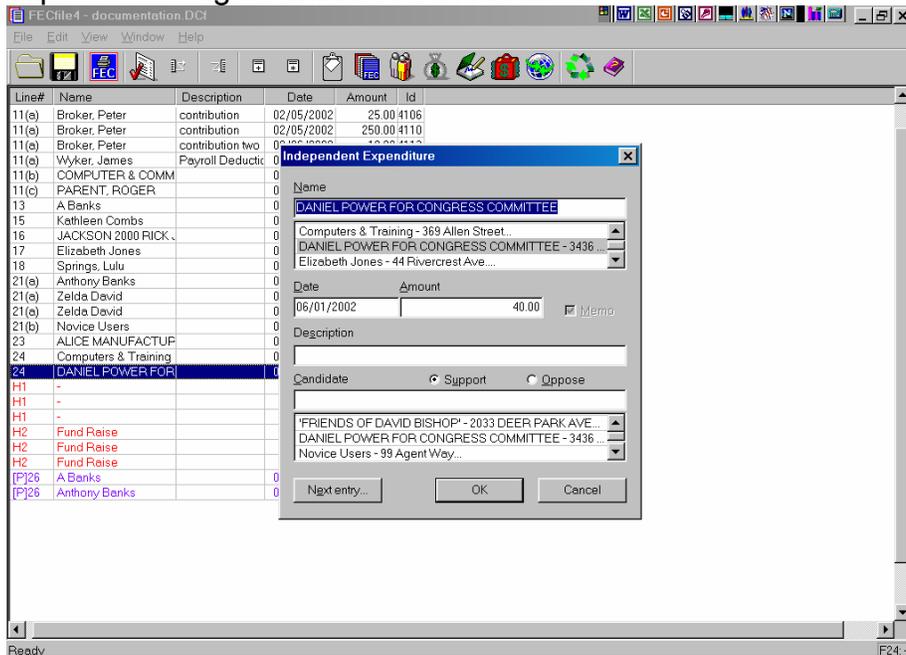
- The information appears in the FECFile text area, under 24 hour notice. Select the report, noted as the 24 hour notice report, click on View from the menu bar, and select All Transactions.



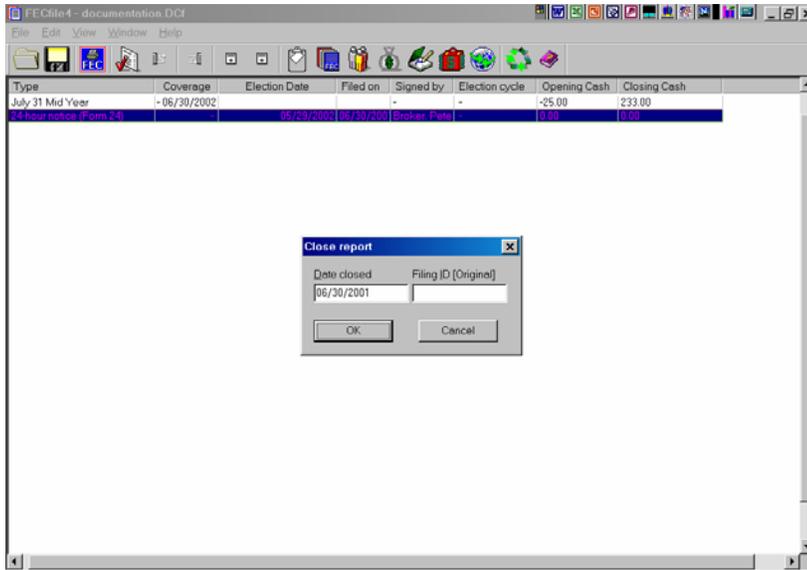
- The Transactions are now in view. Place the mouse pointer on the line 24 item, which is the Independent Expenditure, and click on the right mouse button.



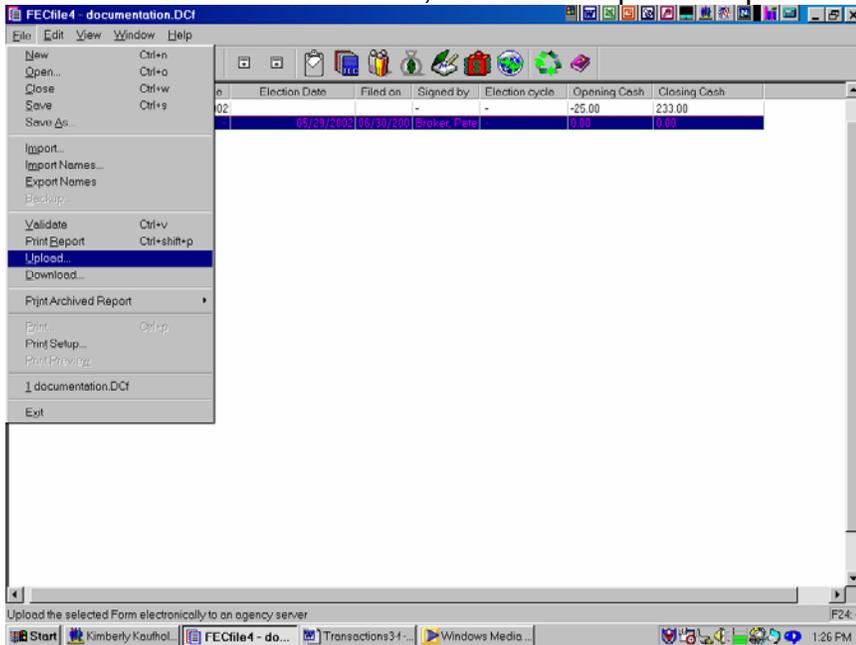
- The drop down menu appears, select Add to Form 24. The transaction has now been documented as a memo, therefore the total independent expenditures figure will not be inflated.



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

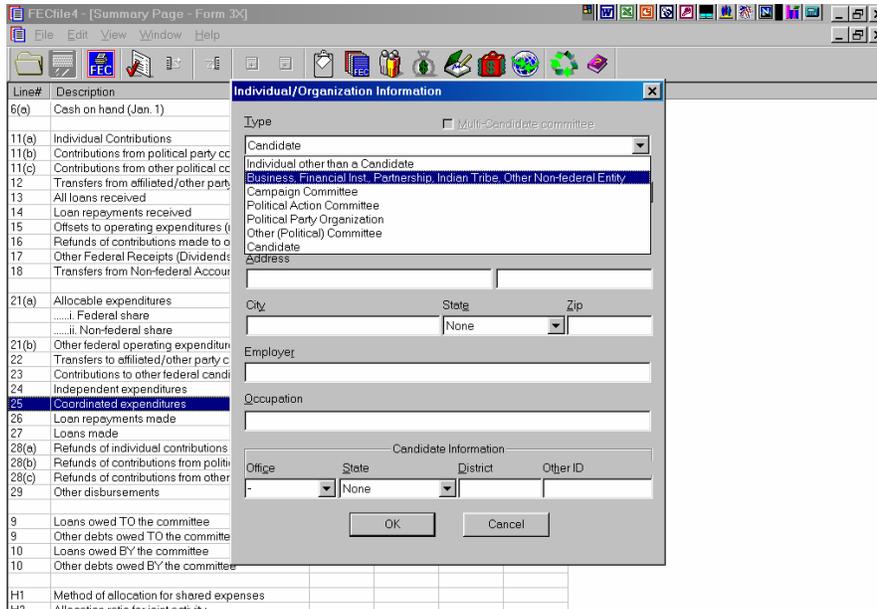
Federal candidate supported

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

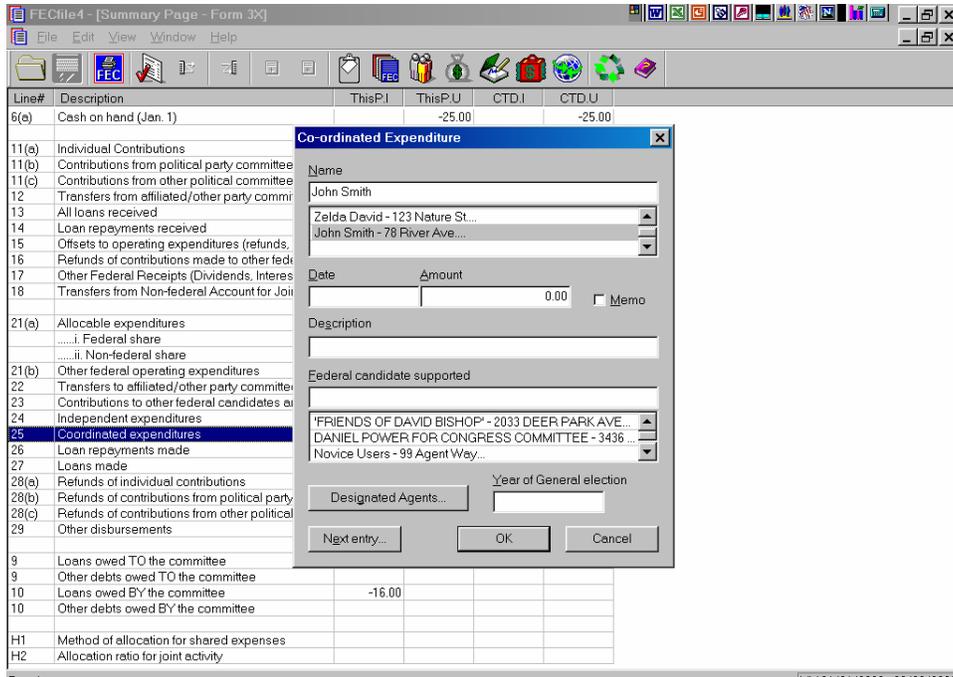
Designated Agents... Year of General election

Next entry... OK Cancel

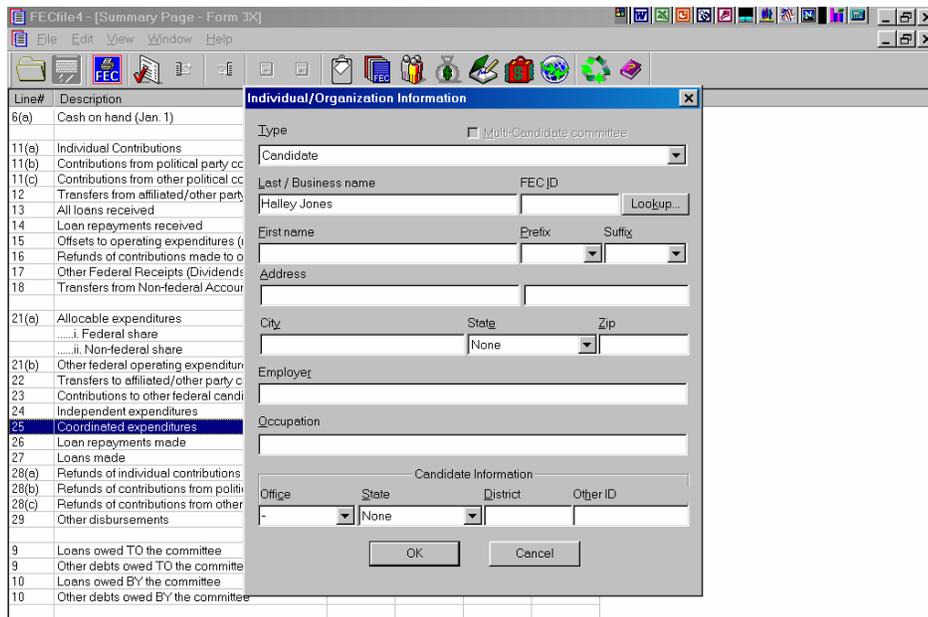
2. The Coordinated Expenditure dialog box appears. Enter the vendor's name in the text box area.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system,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



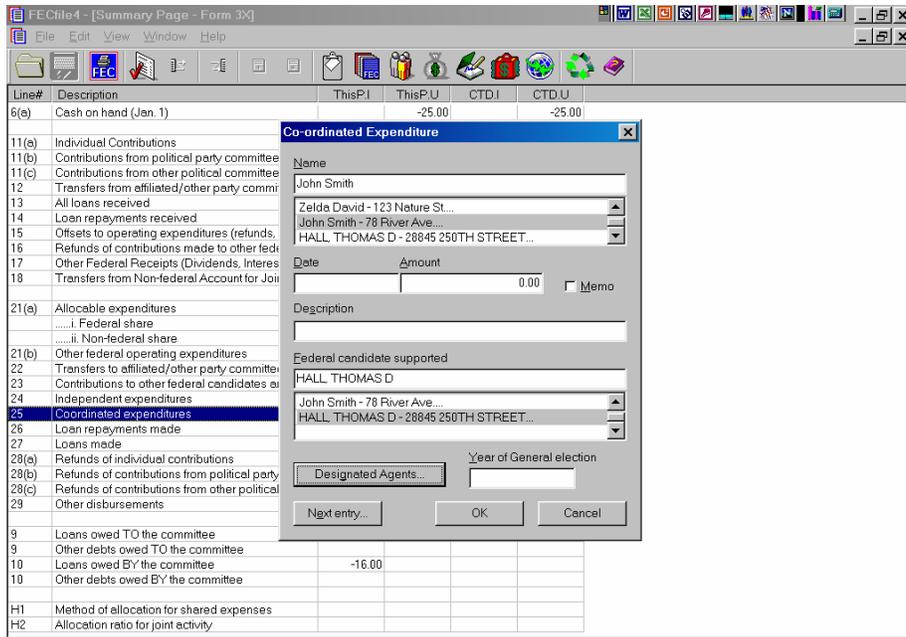
5. The Individual/Organization Information dialog box appears. Select the Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal selection. Select the address text box area, and enter in the Address, City, State, and Zip, and select OK.



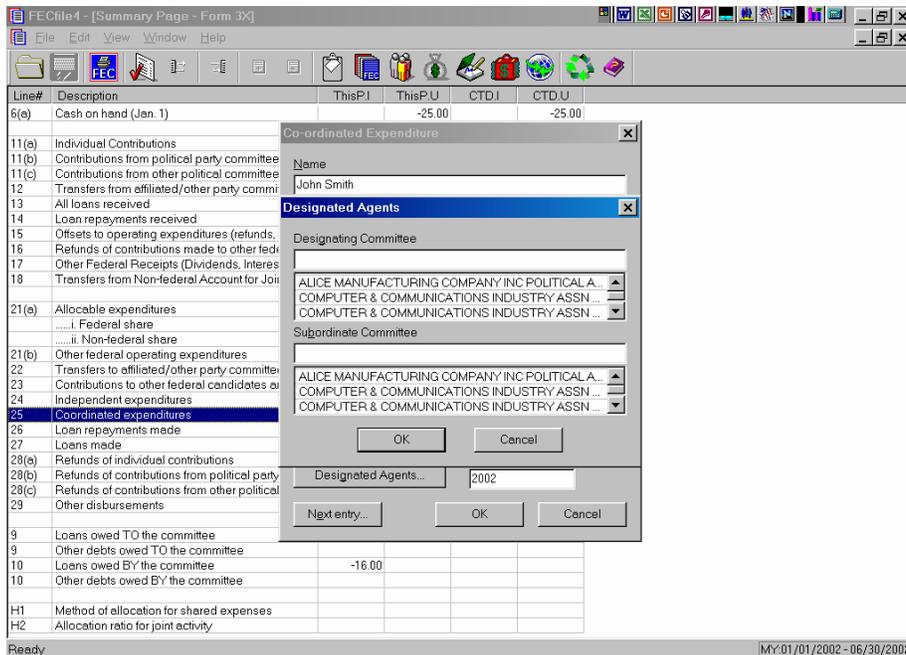
6. The Coordinated Expenditures dialog box appears. Enter in the date, amount and description/purpose.
7. Select the Federal Candidate supported text area, and type in the candidate's name.
8. If the individual has already been entered into the system, then select that individual's name by clicking on 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.



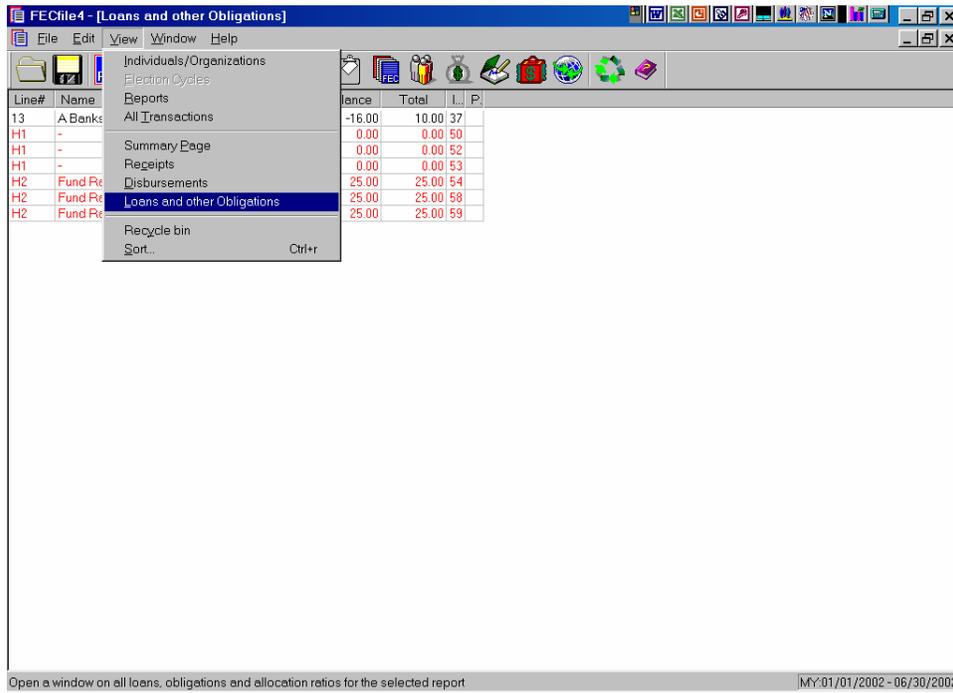
13. The Coordinated Expenditure dialog box appears. Select the Year of General Election field, and enter in the Election year. Point and click on the Designated Agents button.



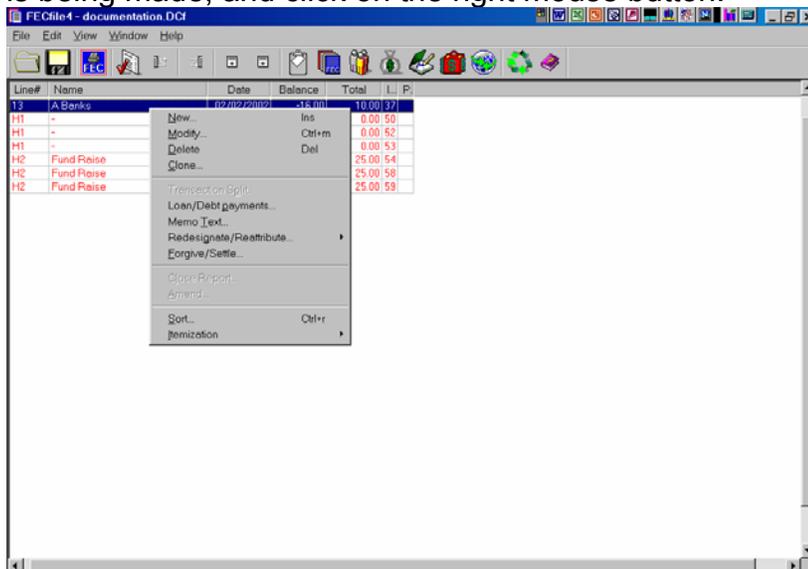
14. The Designated Agents dialog box appears. Enter in the Designating Committee information, and/or the Subordinate Committee information, if

- 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.

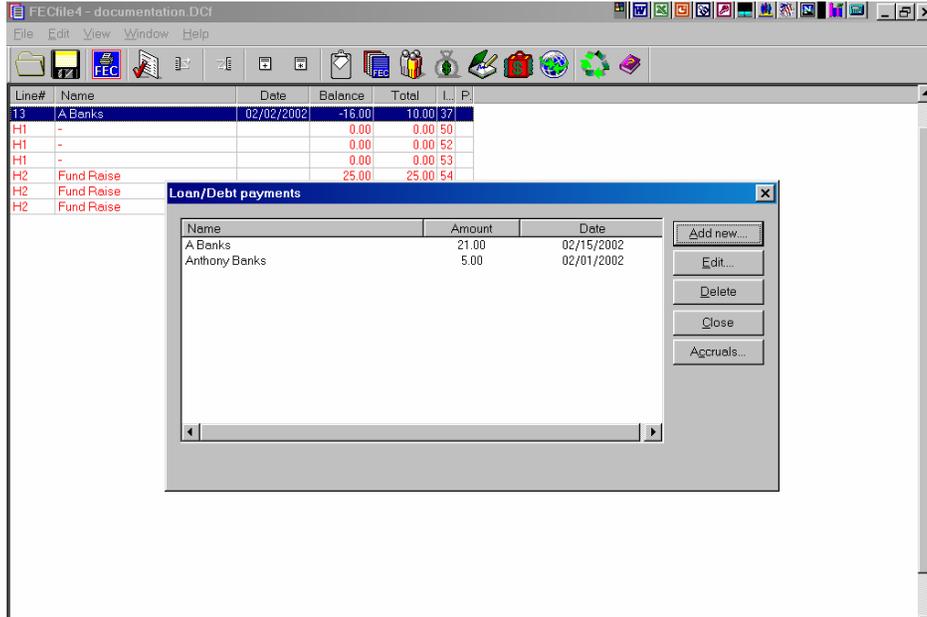
Loan Repayments Made Line 26



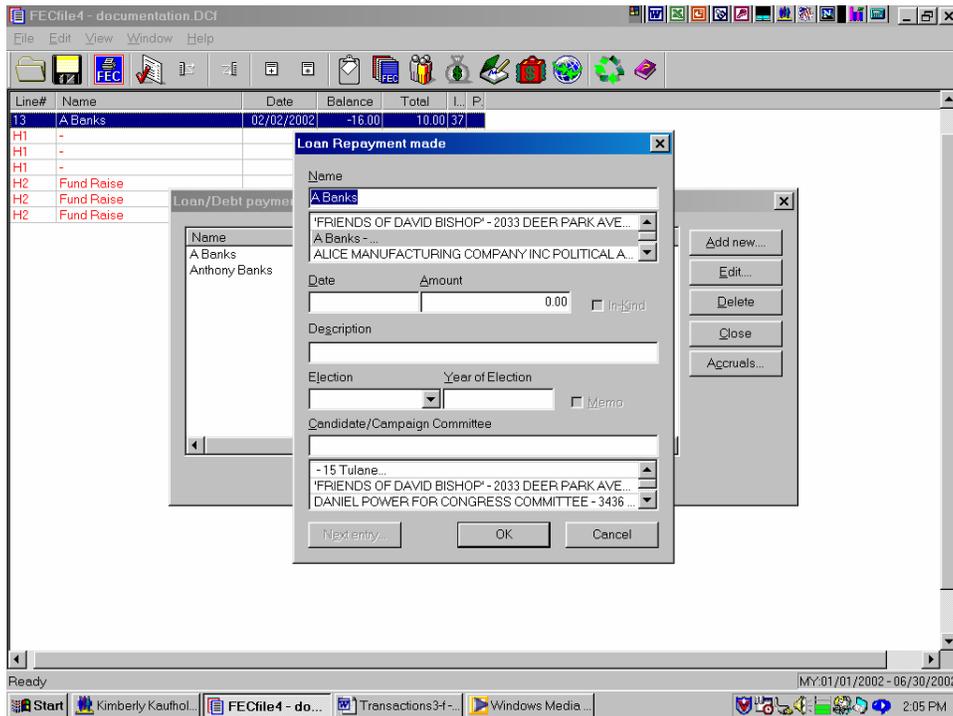
1. From the FECFile menu bar, select View, and select Loans and other Obligations.
2. Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



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



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



- 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.

Loans Made Line 27

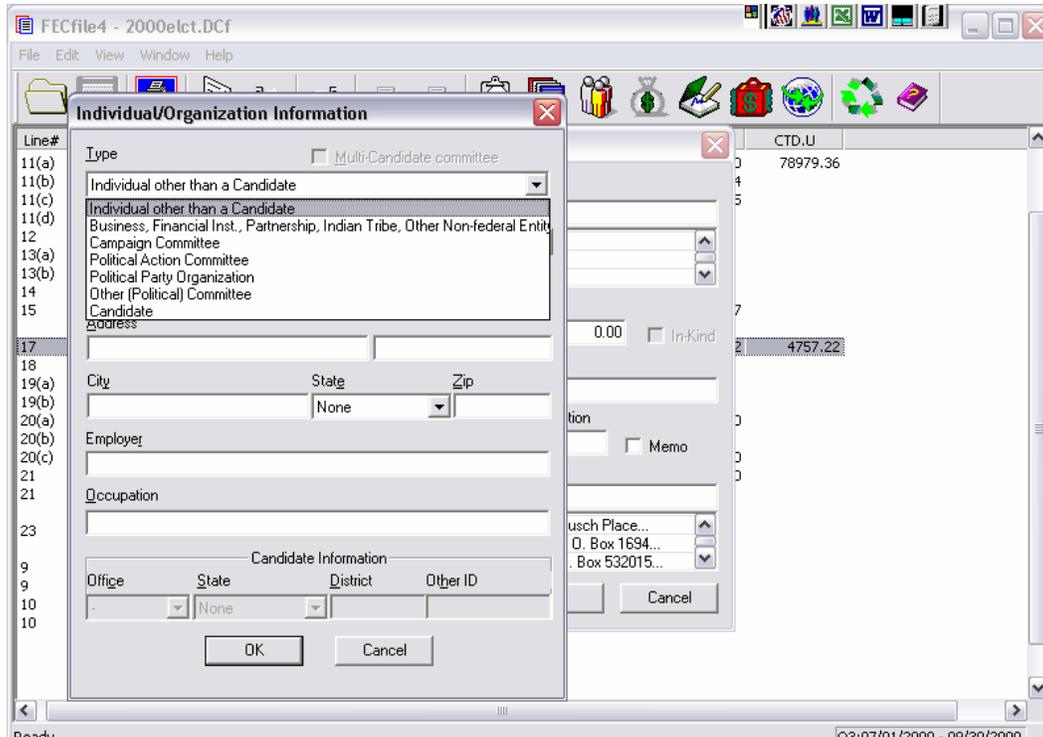
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-25.00		-25.00
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other 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 Activities				
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	15.00		15.00	
26	Loan repayments made	76.00		76.00	
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	-66.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				

1. Selecting the Summary Page in FECFile, double click on Line 27, Loans Made.

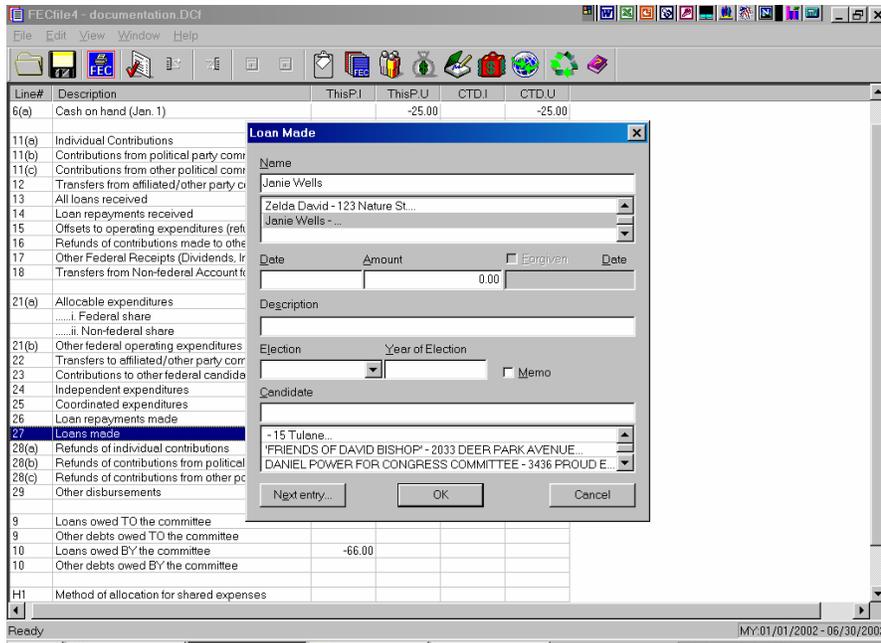
The screenshot shows the 'Loan Made' dialog box with the following fields and options:

- Name:** A list box containing '- 15 Tulane...', 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVENUE...', and 'A Banks - ...'.
- Date:** A text field.
- Amount:** A text field with '0.00' entered.
- Forgiven:** A checkbox.
- Description:** A text field.
- Election:** A dropdown menu.
- Year of Election:** A text field.
- Memo:** A checkbox.
- Candidate:** A list box containing '- 15 Tulane...', 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVENUE...', and 'DANIEL POWER FOR CONGRESS COMMITTEE - 3436 PROUD E...'.
- Buttons:** 'Next entry...', 'OK', and 'Cancel'.

2. The Loan Made dialog box appears.
3. If the recipient 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 recipient 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 drop down arrow next to type, and select the proper category.
Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however; if a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.



6. The Loan Made dialog box reappears. Enter the Date, Amount and select OK.

Refunds Lines 28 (a), 28 (b), and 28 (c)

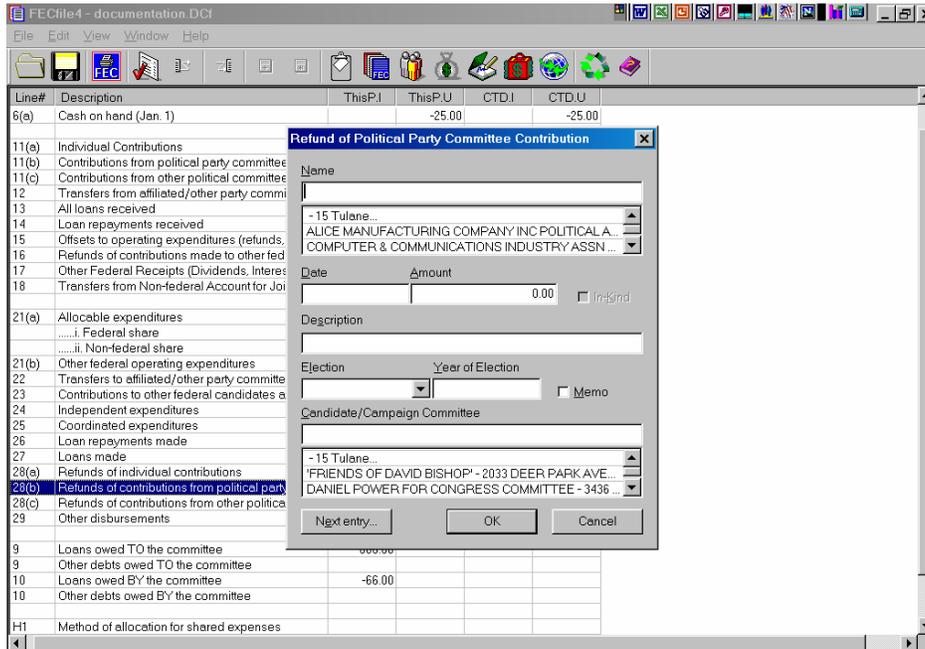
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-25.00		-25.00
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other 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 car	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	52.00		52.00	
24	Independent expenditures		40.00		40.00
25	Coordinated expenditures	15.00		15.00	
26	Loan repayments made	76.00		76.00	
27	Loans made	600.00		600.00	
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	600.00			
9	Other debts owed TO the committee				
10	Loans owed BY the committee	-66.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				

1. Select the Summary Page in FECFile. Double click line 28 (a), Refunds of individual contributions.

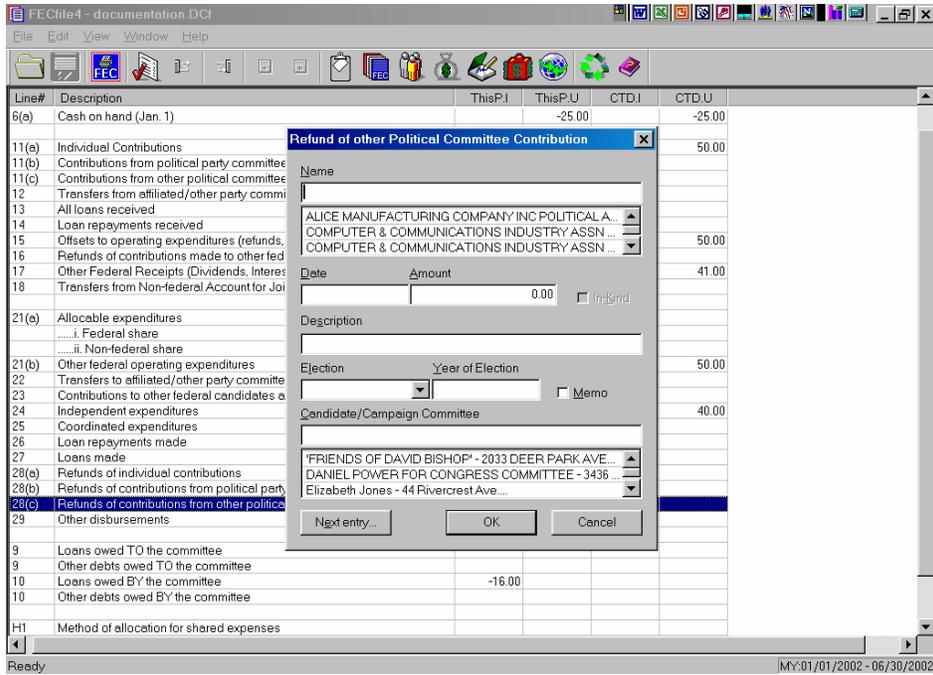
The dialog box 'Refund of Individual Contribution' is open, showing the following fields:

- Name: 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
- Date: [Empty]
- Amount: 0.00
- Description: [Empty]
- Election: [Empty]
- Year of Election: [Empty]
- Candidate/Campaign Committee: 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...

2. The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.
3. For Refunds of Contributions from Political Party Committees, select Line 28(b) from the Summary Page.



4. The Refund of Political Party Committee Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.



5. For Refunds of Contributions from other Political Committees, select Line 28(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

Other Disbursements Line 29

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-25.00		-25.00
11(a)	Individual Contributions	260.00	50.00	260.00	50.00
11(b)	Contributions from political party committees	20.00		20.00	
11(c)	Contributions from other political committees	51.00		51.00	
12	Transfers from affiliated/other party committees				
13	All loans received	10.00		10.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		50.00		50.00
16	Refunds of contributions made to other federal candidates and committees	21.00		21.00	
17	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				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				

1. Double click on line 29 on the Summary Page in FECFile.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-25.00		-25.00
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, etc.)				
16	Refunds of contributions made to other federal candidates and committees				
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				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				

Other Disbursement

Name

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

Date Amount In-kind

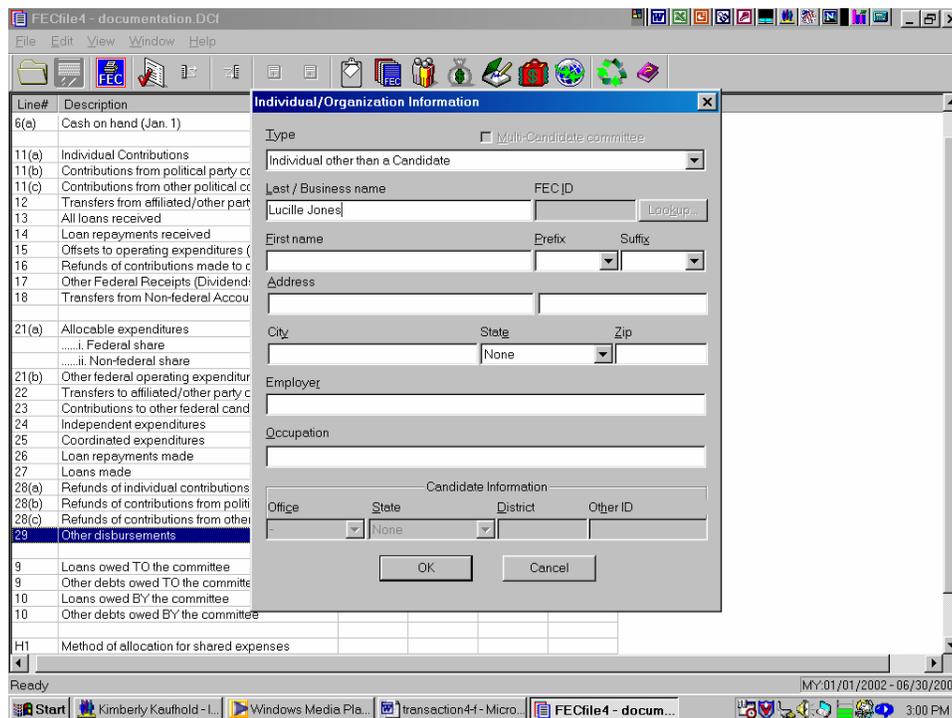
Description

Election Year of Election Memo

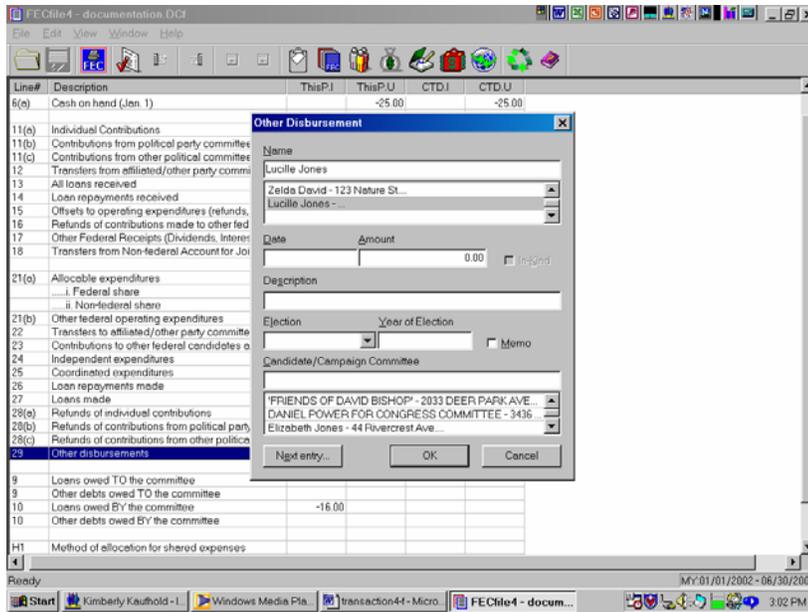
Candidate/Campaign Committee

 "FRIENDS OF DAVID BISHOP" - 2033 DEER PARK AVE...
 DANIEL POWER FOR CONGRESS COMMITTEE - 3436 ...
 Elizabeth Jones - 44 Rivercrest Ave...

2. The Other Disbursement dialog box appears. Enter the vendor or committee name.
3. If the vendor or 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 vendor or 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. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.



6. The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

Loans Owed TO the Committee Line 9

Within the FECFile Application, as line 9, Loan Owed TO the Committee is selected, no action will take place. To change this amount, click on line 27, as applicable.

Other Debts Owed TO the Committee Line 9

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		-25.00		-25.00
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 Activities				
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				
10	Loans owed BY the committee	-16.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				

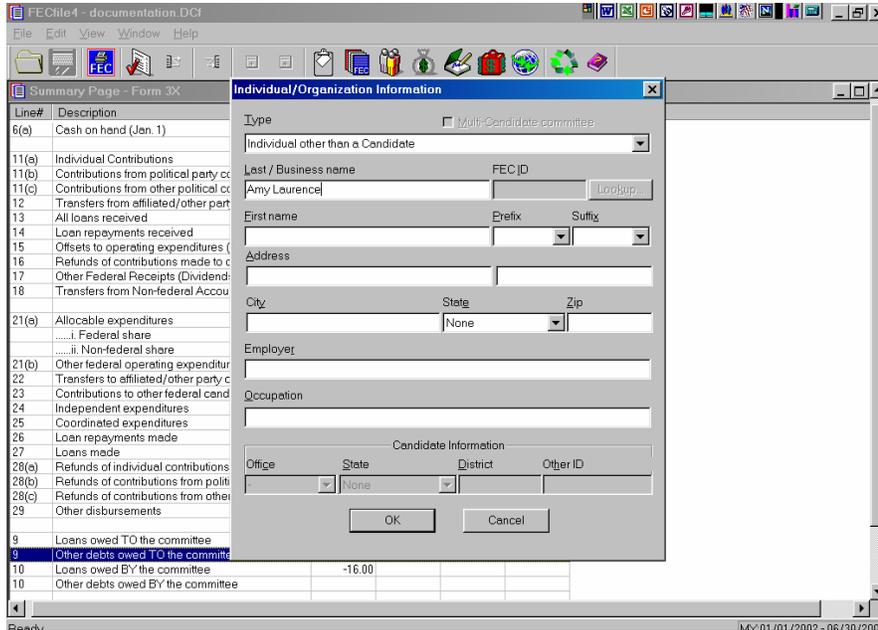
1. Within the FECFile application, open the Summary page and double click on Line 9, Other Debts Owed to the Committee, to add a new debt owed to the Committee.

The screenshot shows the 'Summary Page - Form 3X' window. A dialog box titled 'Debts owed to Committee' is open over Line 9. The dialog box contains the following fields:

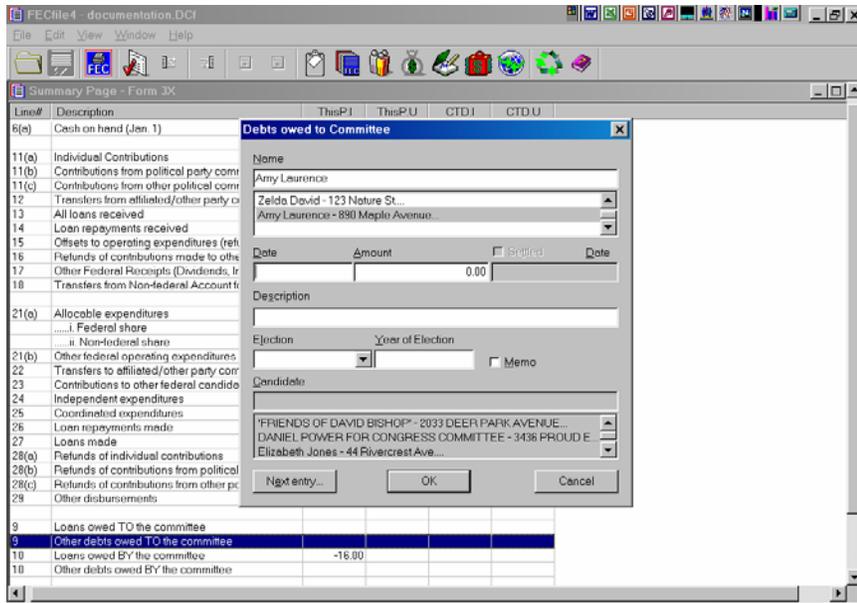
- Name: A dropdown menu with the selected option 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVENUE...'.
- Date: A text field.
- Amount: A text field containing '0.00'.
- Settled: A checkbox.
- Description: A text field.
- Election: A dropdown menu.
- Year of Election: A text field.
- Memo: A checkbox.
- Candidate: A dropdown menu with the selected option 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVENUE...'.

Buttons at the bottom of the dialog box include 'Next entry...', 'OK', and 'Cancel'.

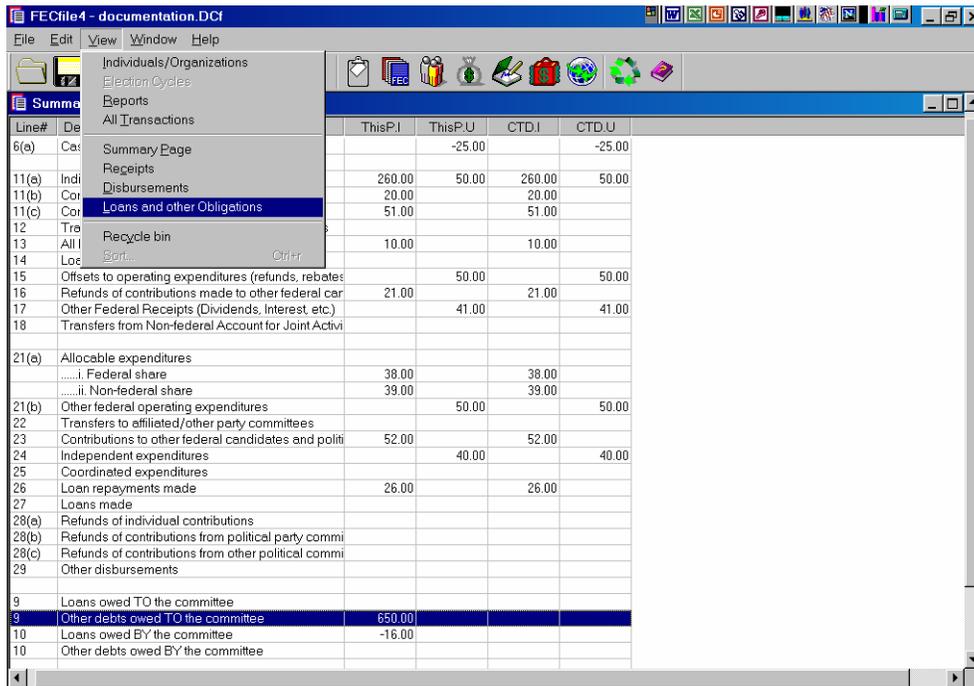
2. The Debts owed to Committee dialog box appears.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
5. Enter the name of the vendor in the name field and press the TAB key.



6. The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.
7. Select the address field, and type in the address, city, state and zip, and click on OK.

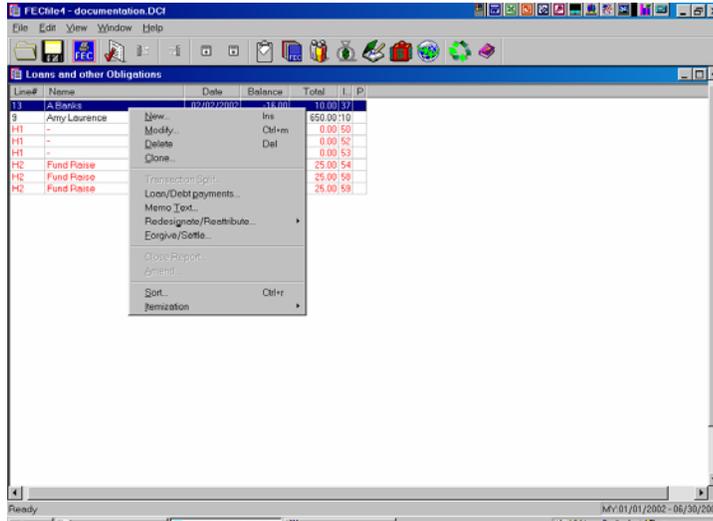


- The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.

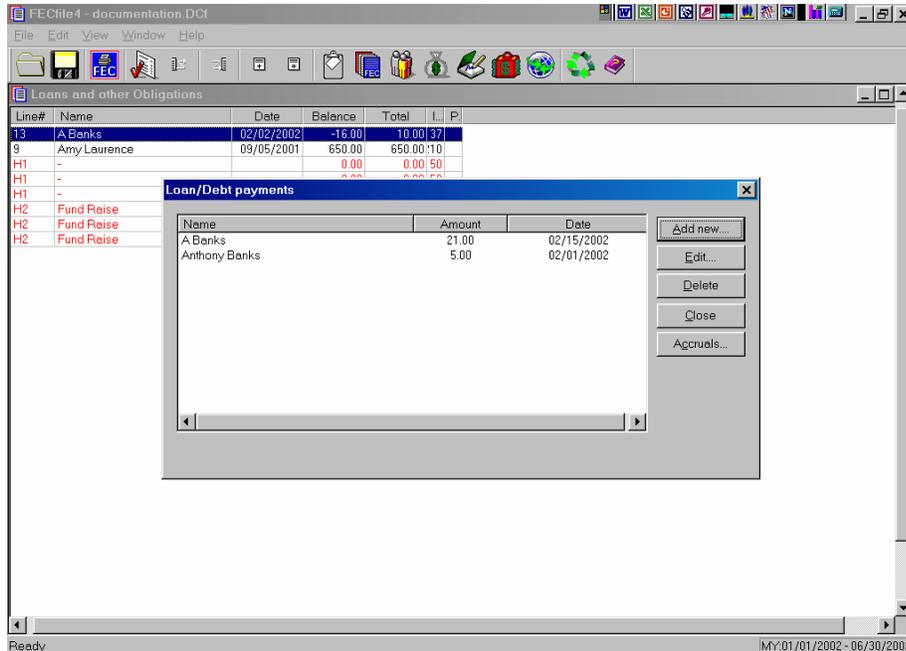


Debts Owed to the Committee – Payments Received

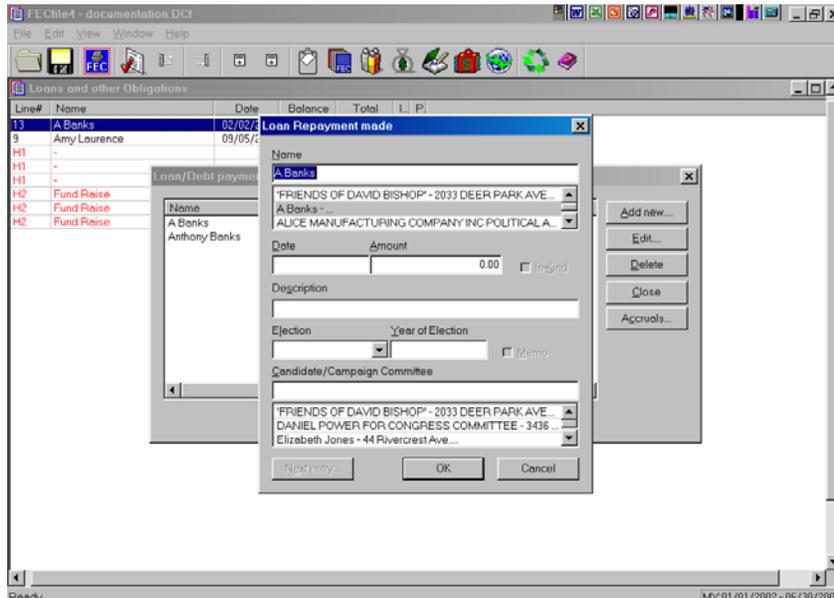
1. Select View from the menu bar, and Loans and other Obligations. The screen changes to include only Loans and other Obligations. Right click on the debt on which a repayment is being made.



2. The drop down menu appears with a number of options, select Loan/Debt Repayments.



3. The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



4. The Loan Repayment made dialog box appears. Select the name of the debtor, the date, the amount, and the purpose of the receipt, in the description, and select OK.
5. The Loan/Repayment dialog box appears once again, click on close.

Loans owed BY the Committee Line 10

Selecting line 10 on the Summary Sheet, is inactive, and will give the user no response. To change this amount, click on line 13, as applicable.

Other debts owed BY the Committee Line 10

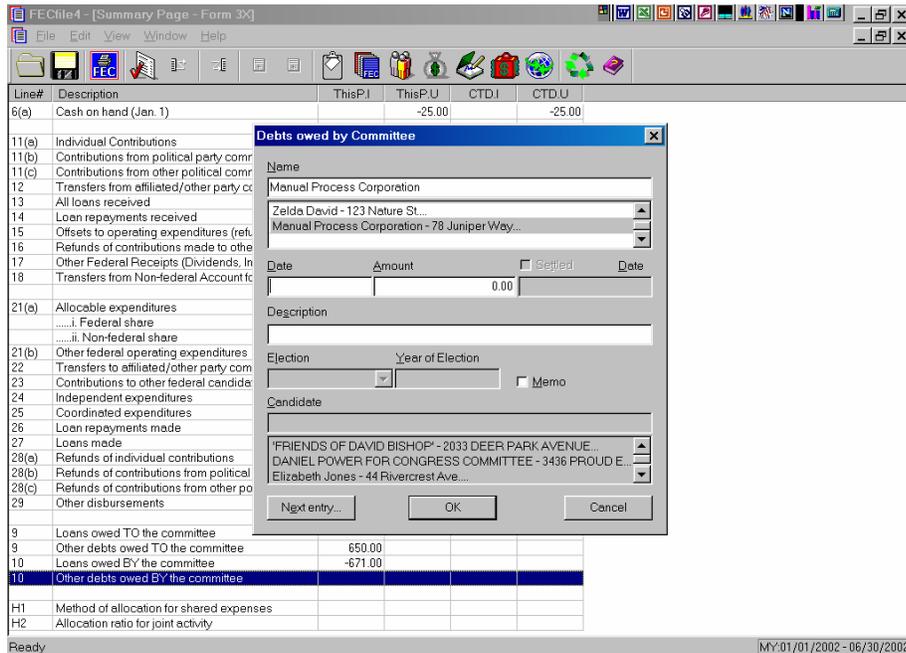
The screenshot shows the 'Debits owed by Committee' dialog box. The 'Name' field is populated with 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVENUE...'. The 'Amount' field is set to 0.00. The 'Description' field is empty. The 'Election' and 'Year of Election' fields are also empty. The 'Candidate' field is populated with 'DANIEL POWER FOR CONGRESS COMMITTEE - 3436 PROUD E...'. The 'Next entry...' button is highlighted.

1. To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10. A dialog box appears, Debits owed by Committee.

The screenshot shows the 'Individual/Organization Information' dialog box. The 'Type' field is set to 'Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity'. The 'Last / Business name' field is populated with 'Manual Process Corporation'. The 'First name' field is empty. The 'Address' field is empty. The 'City', 'State', and 'Zip' fields are also empty. The 'Employer' field is populated with 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVENUE...'. The 'Candidate Information' section is also visible.

2. Select the name field, and enter the name of the vendor.

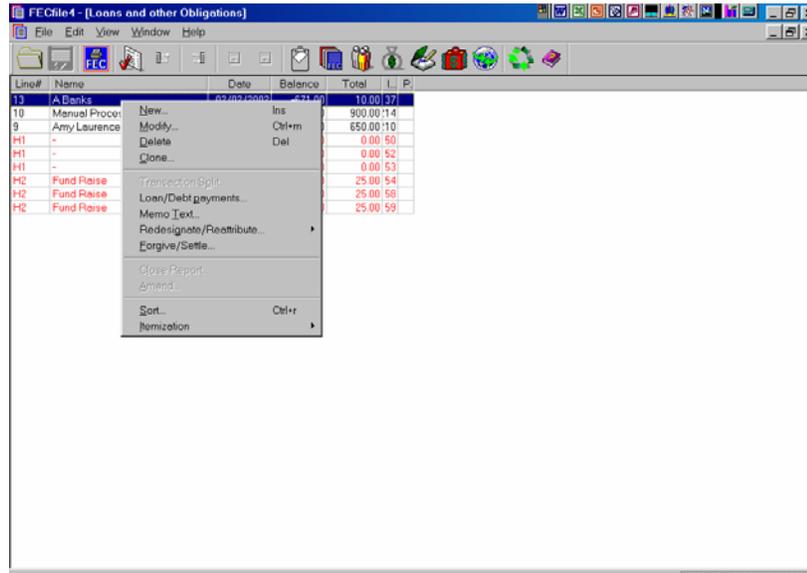
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
5. In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.



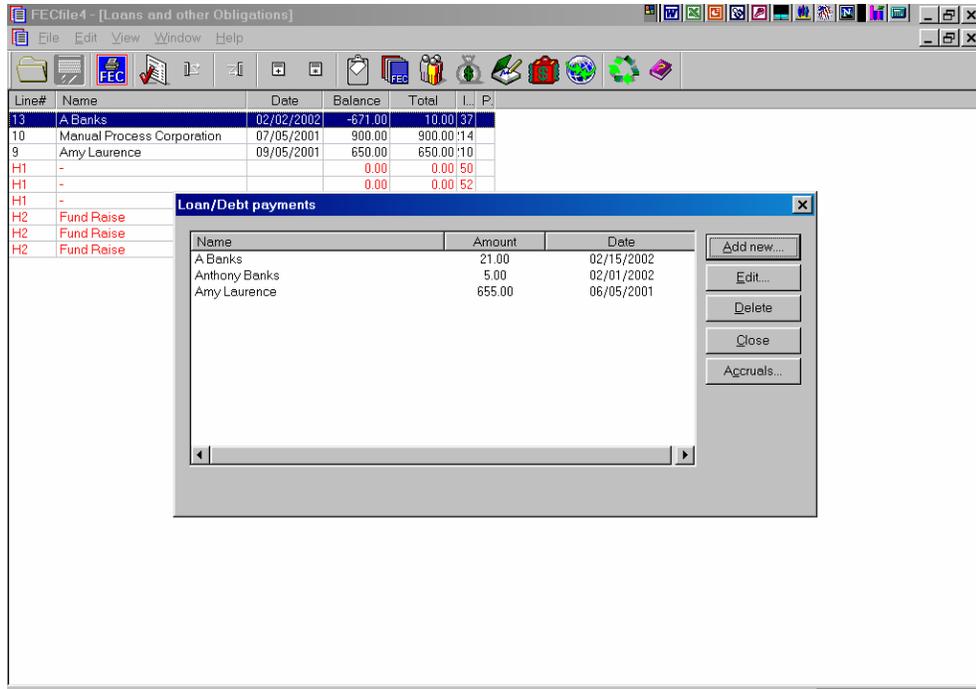
6. The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.
7. The application returns to the FECFile Summary page.

Debt Repayments

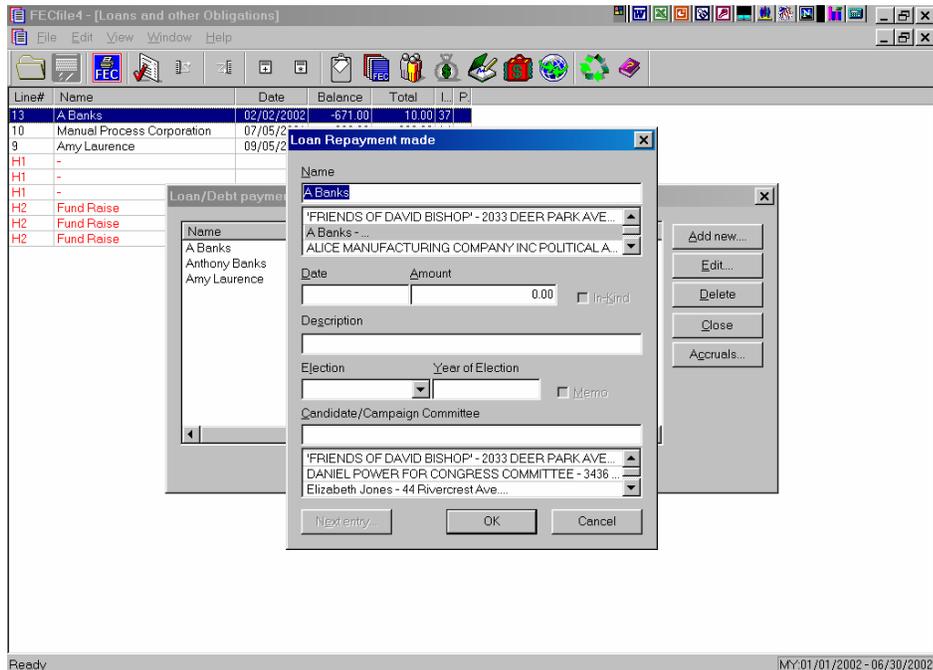
1. To add debt repayments, select View from the menu bar, and select Loans and other Obligations. The screen changes to reflect the Loans and other Obligations screen.



2. Right click on the debt on which a repayment is being made, and a drop down menu will appear.



3. Select Loan/Debt payments. The Loan/Debt payments dialog box will appear.



4. Click on Add new, and the Loan Repayment made dialog box will appear. Select the name of the vendor, the date, the amount, and the

purpose of the disbursement, in the description text box.

5. Click on OK. The Loan/Debt payments dialog box appears, and click on Close.

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	M	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.

In-Kind Contributions (Disbursements)

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	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		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 sheet, 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 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 fede				
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 commita				
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...
 A Banks - ...
 ALICE MANUFACTURING COMPANY INC POLITICAL A...

Date Amount
 _____ 0.00 In-kind

Description

Election Year of Election
 _____ _____ Memo

Candidate/Campaign Committee
 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
 DANIEL POWER FOR CONGRESS COMMITTEE - 3436 ...
 Elizabeth Jones - 44 Rivercrest Ave...

Next entry... OK Cancel

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

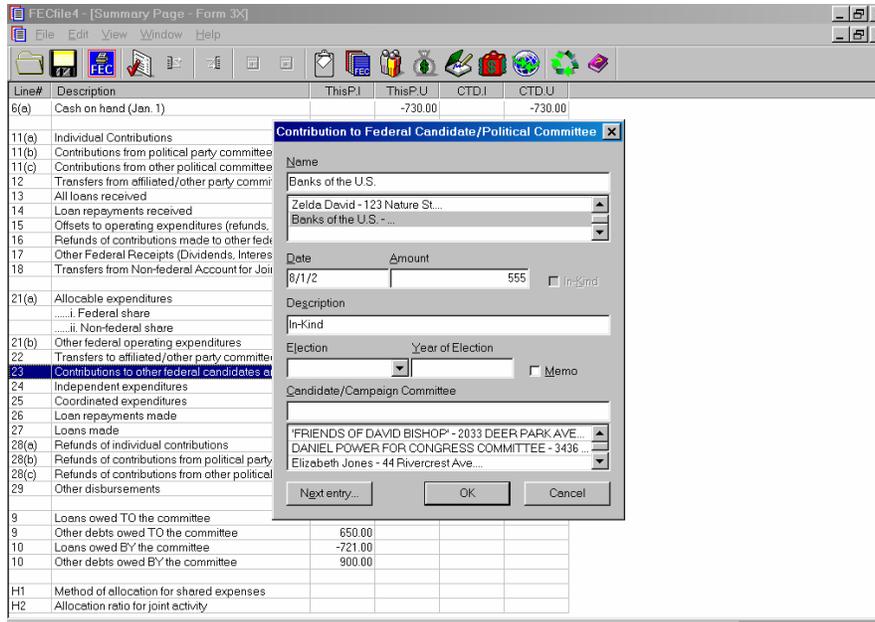
The screenshot shows the 'Individual/Organization Information' dialog box in the FECFile4 software. The dialog box is titled 'Individual/Organization Information' and has a close button (X) in the top right corner. It contains the following fields and controls:

- 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.

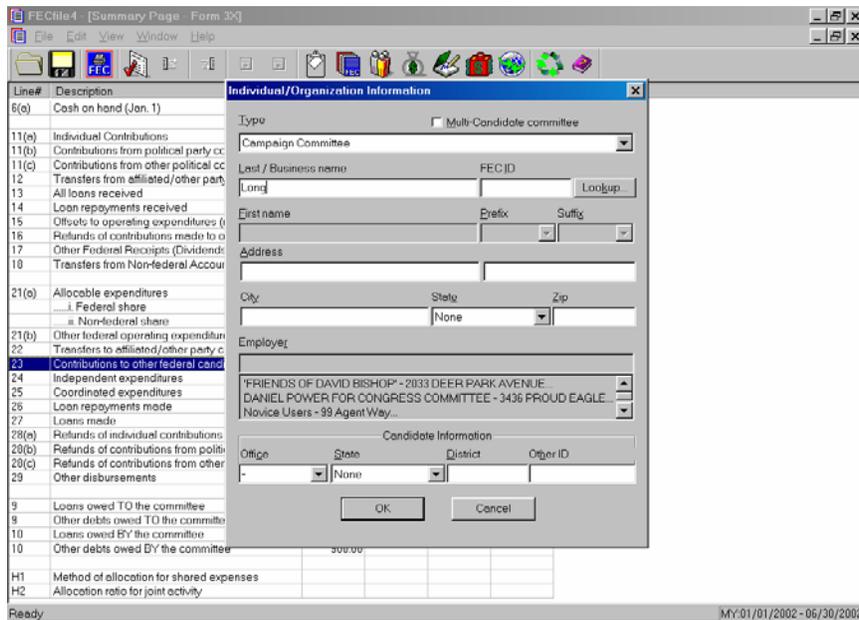
The background shows a table with columns 'Line#', 'Description', and 'Amount'. The table is partially obscured by the dialog box. The table content includes:

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.

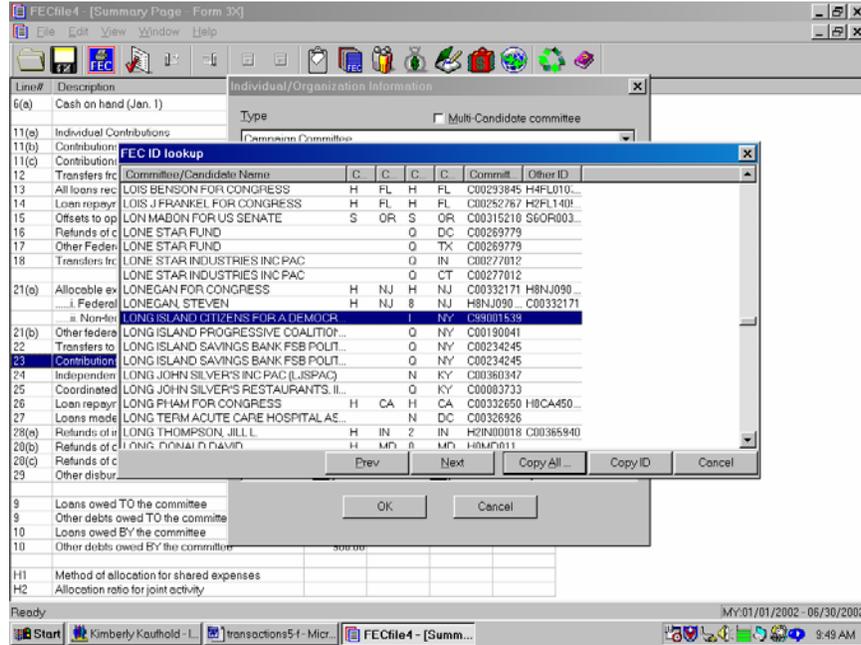


- The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date, amount, and in the description field, enter "In-kind". Enter in the election and the year of the election, and press Tab until the next dialog box appears.

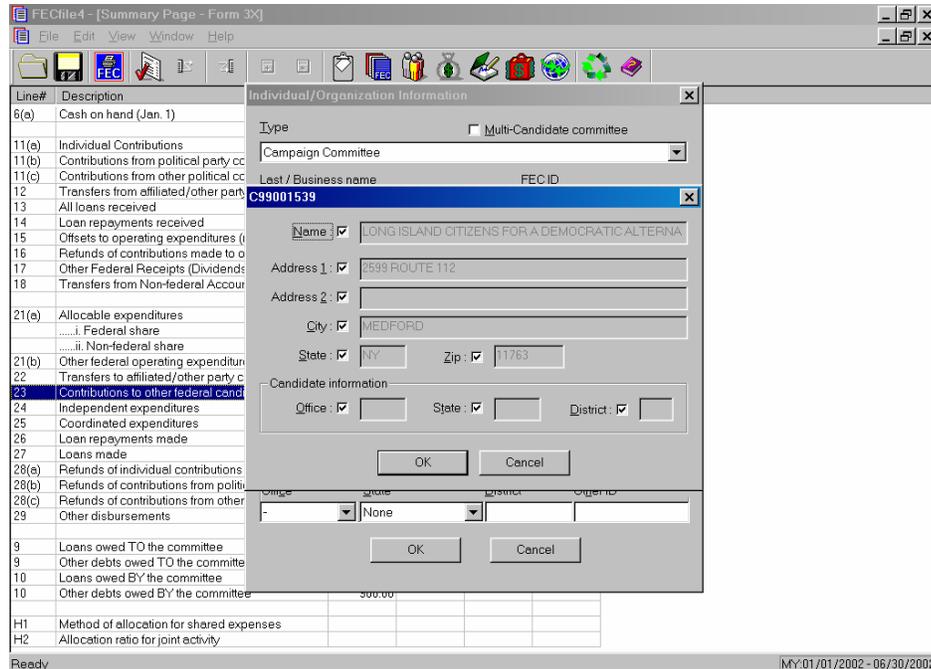


- The Individual/Organization Information dialog box appears. Enter in the candidate name in the last/business name field, and click on the

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 background is a summary page with columns for Line#, Description, ThisP/I, ThisP/U, CTD/I, and CTD/U. Line 11(a) is selected, and the 'Individual contribution' dialog box is open. The dialog box contains the following fields:

- Name: 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
- Date: (empty)
- Amount: 0.00
- Description: (empty)
- Election: (empty)
- Year of Election: (empty)
- Candidate/Campaign Committee: 'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...

Buttons at the bottom of the dialog include 'Next entry...', 'OK', and 'Cancel'.

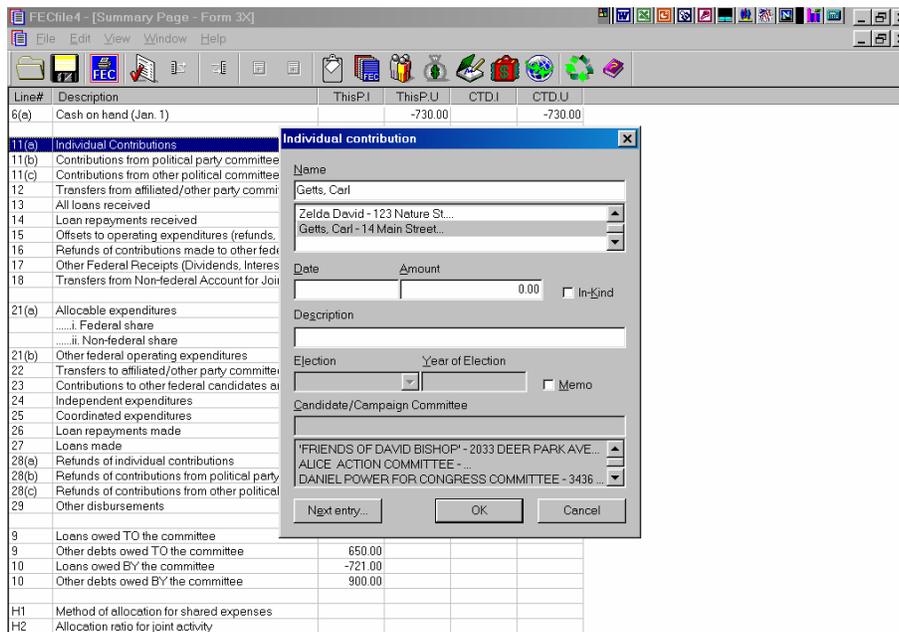
1. On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name and press the Tab key.

The screenshot shows the FECFile4 software interface. The background is a summary page with columns for Line#, Description, ThisP/I, ThisP/U, CTD/I, and CTD/U. Line 11(a) is selected, and the 'Individual/Organization Information' dialog box is open. The dialog box contains the following fields:

- Type: Individual other than a Candidate
- Last / Business name: Carl Getts
- FEC ID: (empty)
- Lookup: (button)
- First name: (empty)
- Prefix: (empty)
- Suffix: (empty)
- Address: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Employer: (empty)
- Occupation: (empty)
- Candidate Information:
 - Office: (empty)
 - State: (empty)
 - District: (empty)
 - Other ID: (empty)

Buttons at the bottom of the dialog include '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.

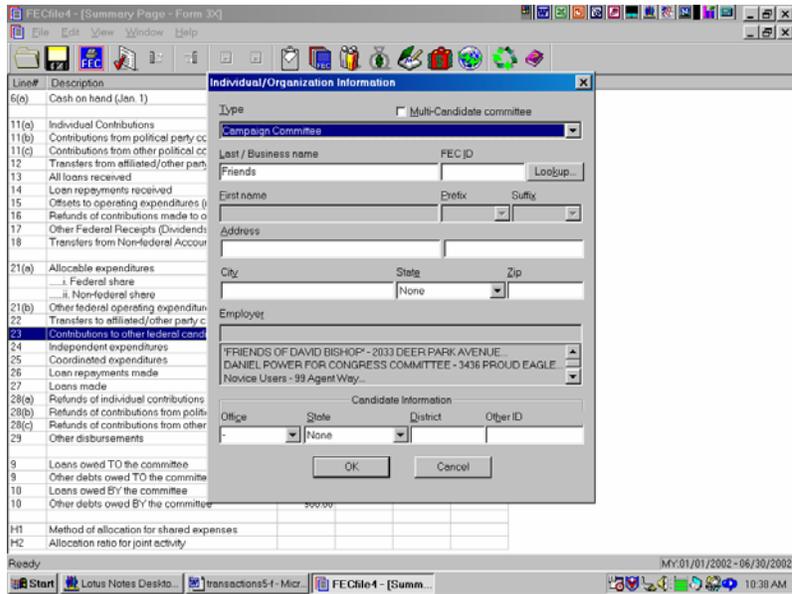
Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

6. Click on OK.

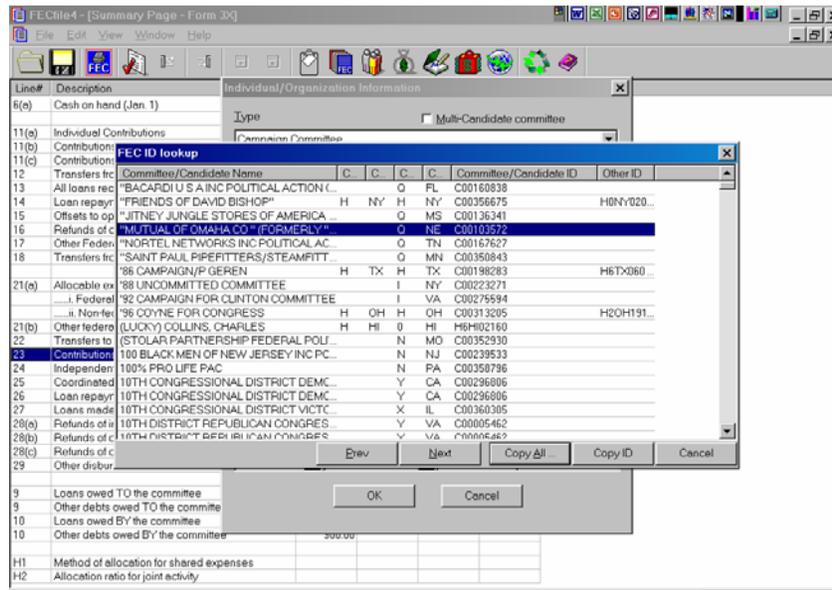
Disbursements (Forwarding of Earmarked Contributions)

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		650.00		
9	Other debts owed TO the committee				
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				

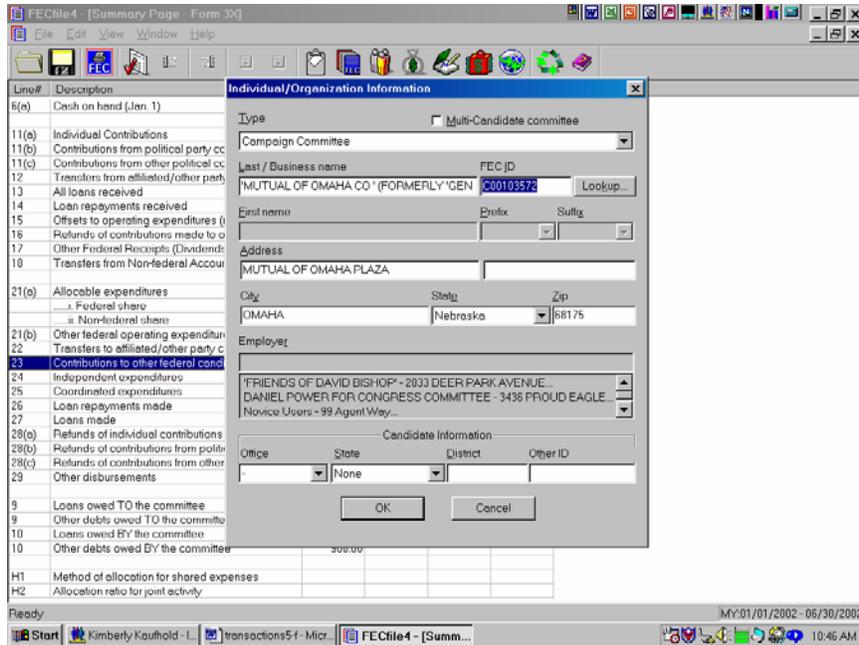
1. Double click on line 23 on the FECFile Summary page. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the Campaign Committee name and press the Tab key.
2. If the committee has already been entered into the system, then select that name by clicking on it in the 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.



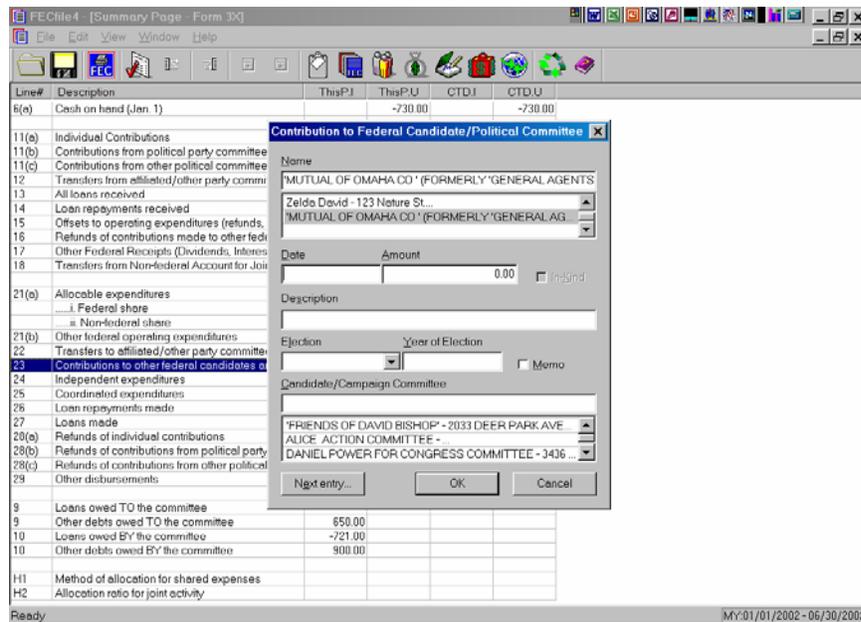
4. The Individual/Organization Information dialog box appears. Change the type field to Campaign Committee. Select the lookup button.



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.

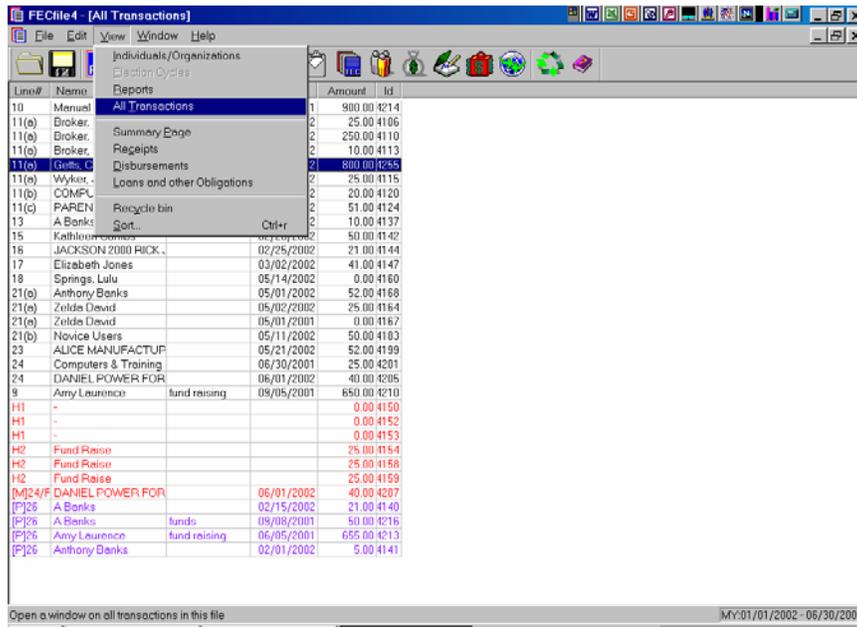


9. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date the contribution was forwarded to the Campaign Committee, the amount of the contribution, and the name of the contributor in the Description field. In addition, add the election and the year of the election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

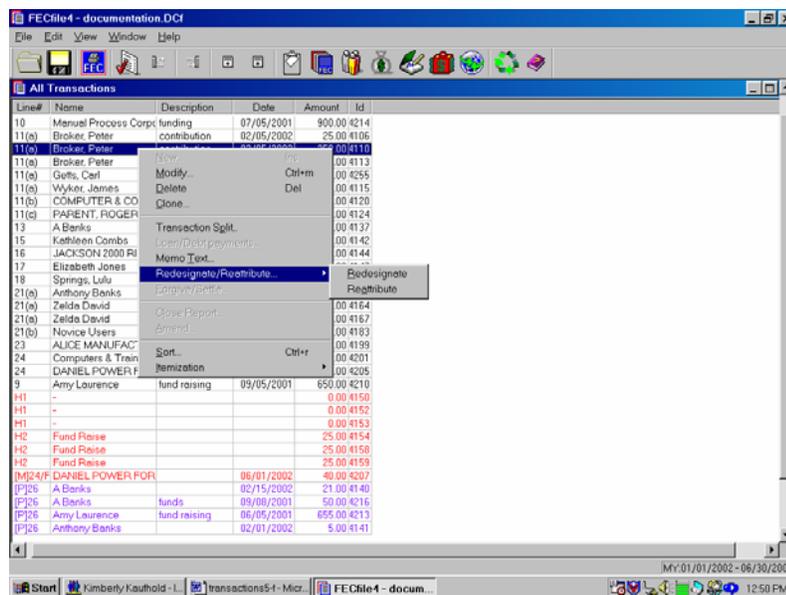
10. Click on OK.

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

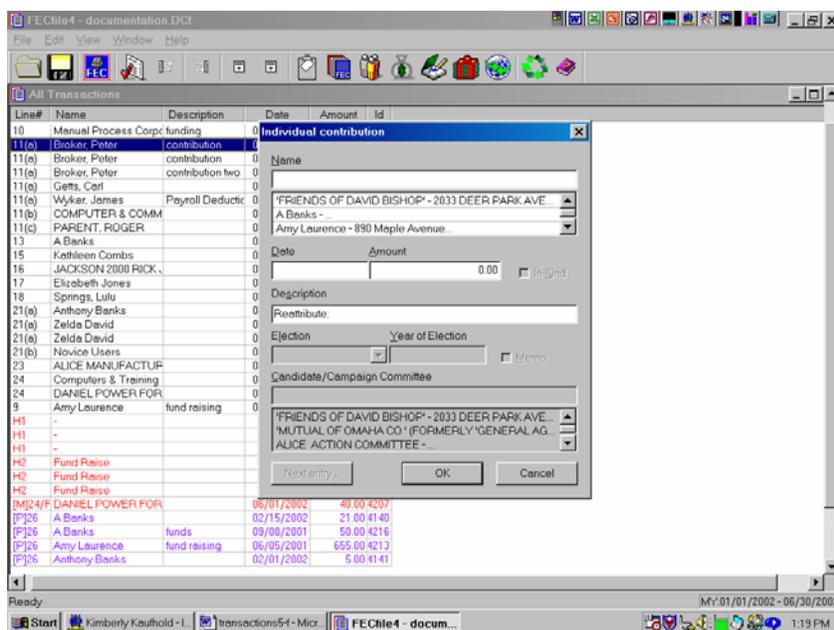
Reattribution involving two reporting periods



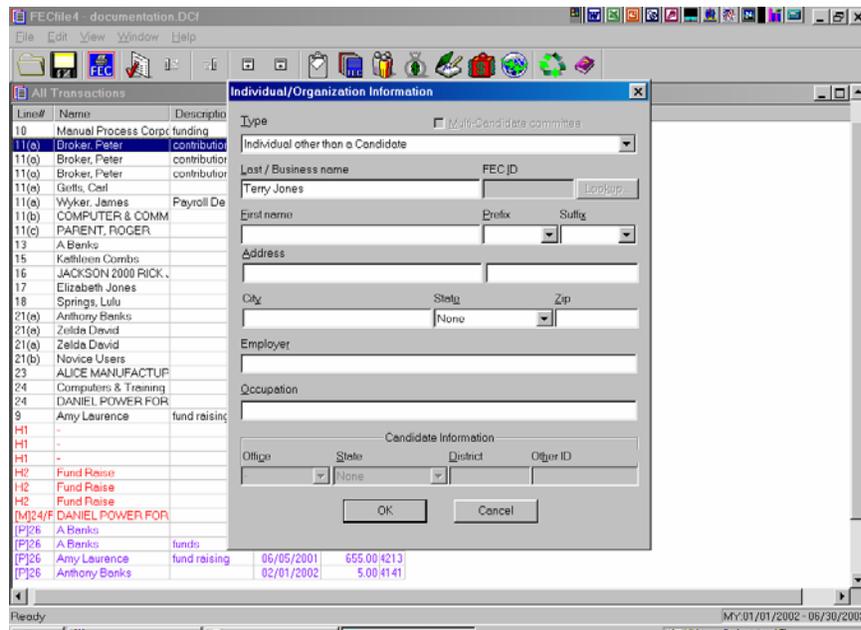
1. From the FECFile main menu, select View, and then All Transactions, from the drop down menu.



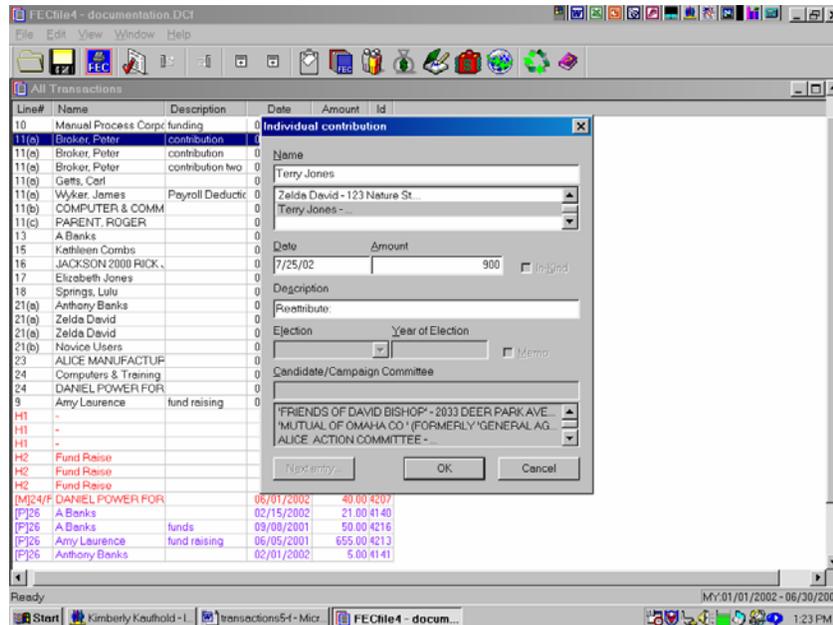
2. Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



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.

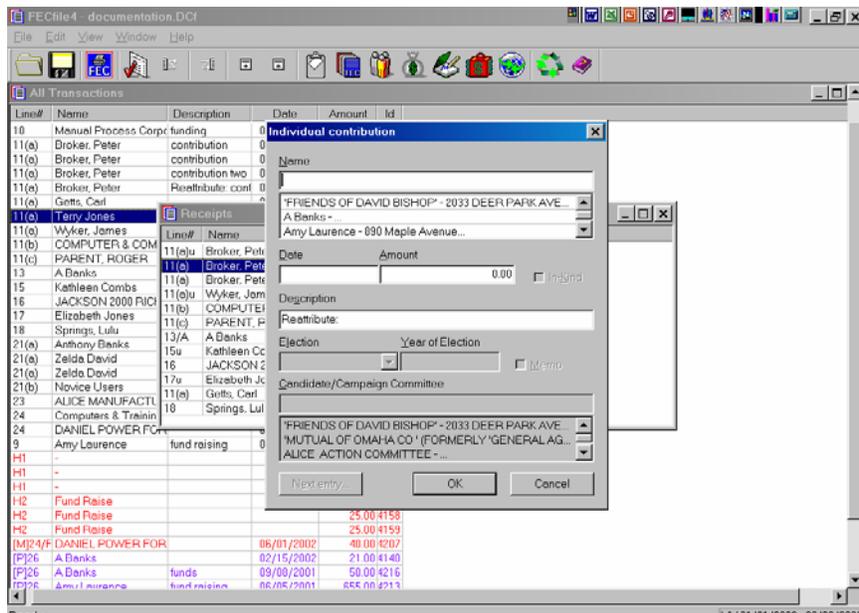
Reattribution involving one reporting period

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
11(c)	PARENT, ROGER	02/02/2002	10.00	4137
13	A Banks	02/28/2002	50.00	4142
15	Kathleen Combs	02/25/2002	21.00	4144
16	JACKSON 2000 RICK	03/02/2002	41.00	4147
17	Elizabeth Jones	05/14/2002	0.00	4160
18	Springs, Lulu	05/01/2002	52.00	4168
21(a)	Anthony Banks	05/02/2002	25.00	4164
21(e)	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

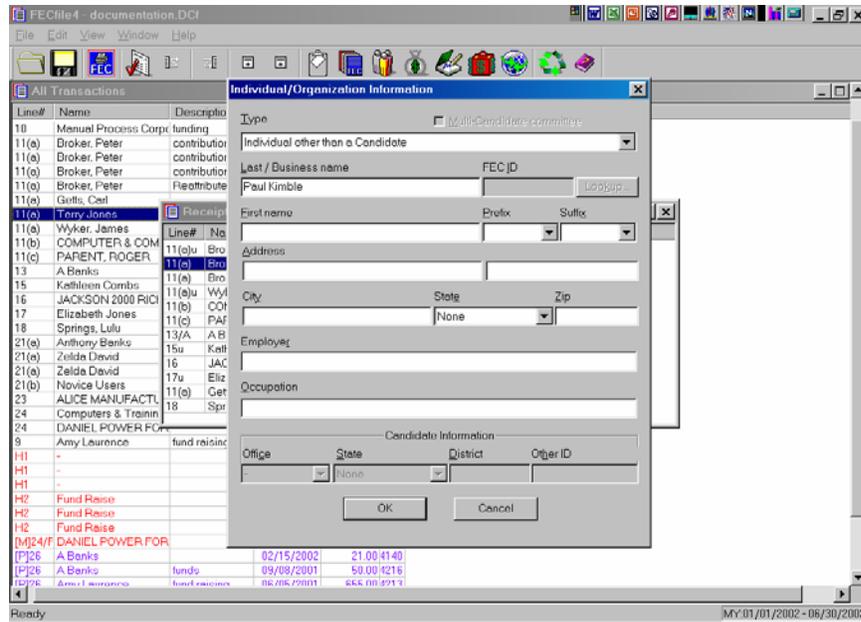
1. From the FECFile main menu, select View, and then select Receipts from the drop down menu.

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

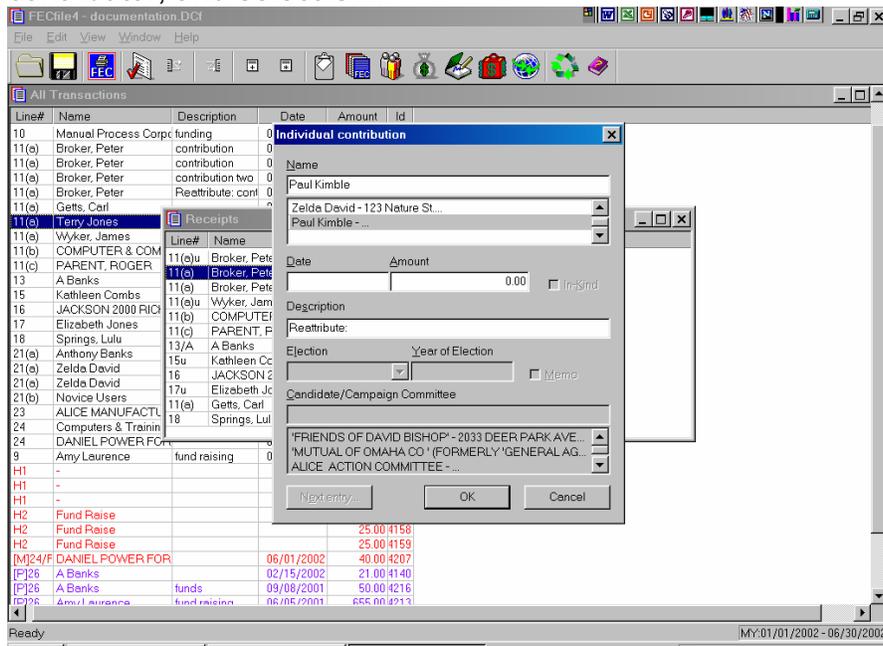
2. The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.



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.

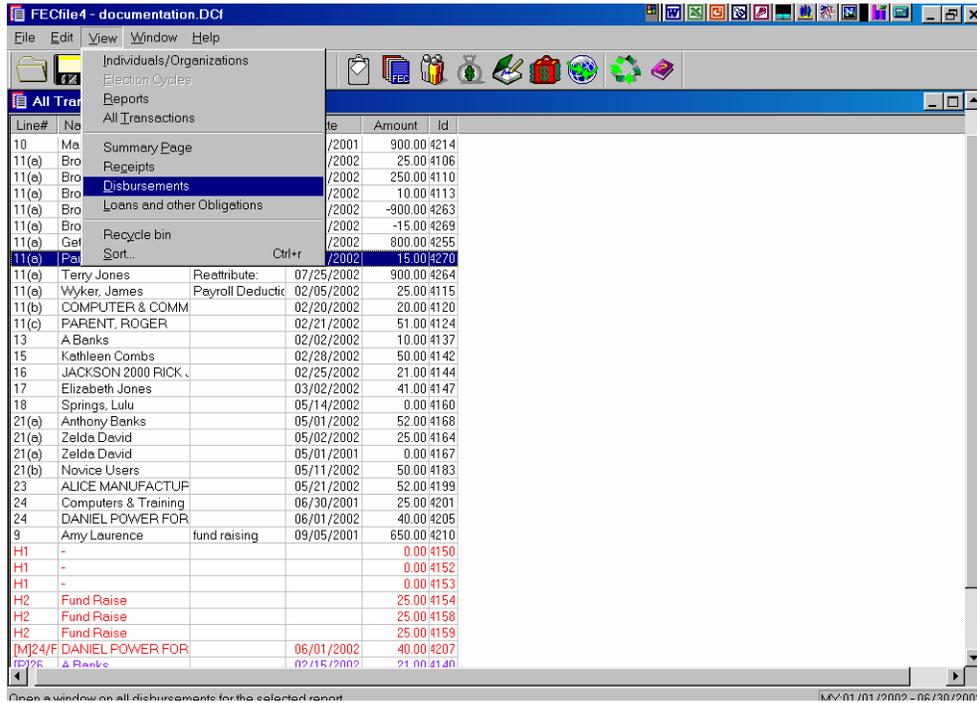


- The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction. FECFile will automatically create three transactions, one will be a negative entry

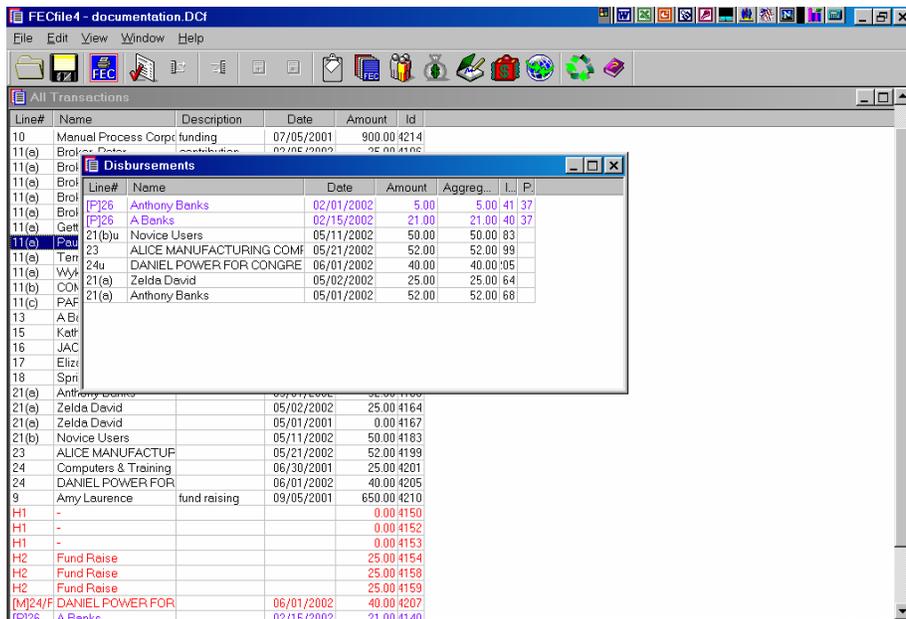
from the original contributor, the second will be an entry from the new contributor, and the third will be the original transaction in **Memo Item** form. This third transaction will only display on your printed or uploaded report, not in the receipts window for this report.

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

Resignations



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



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

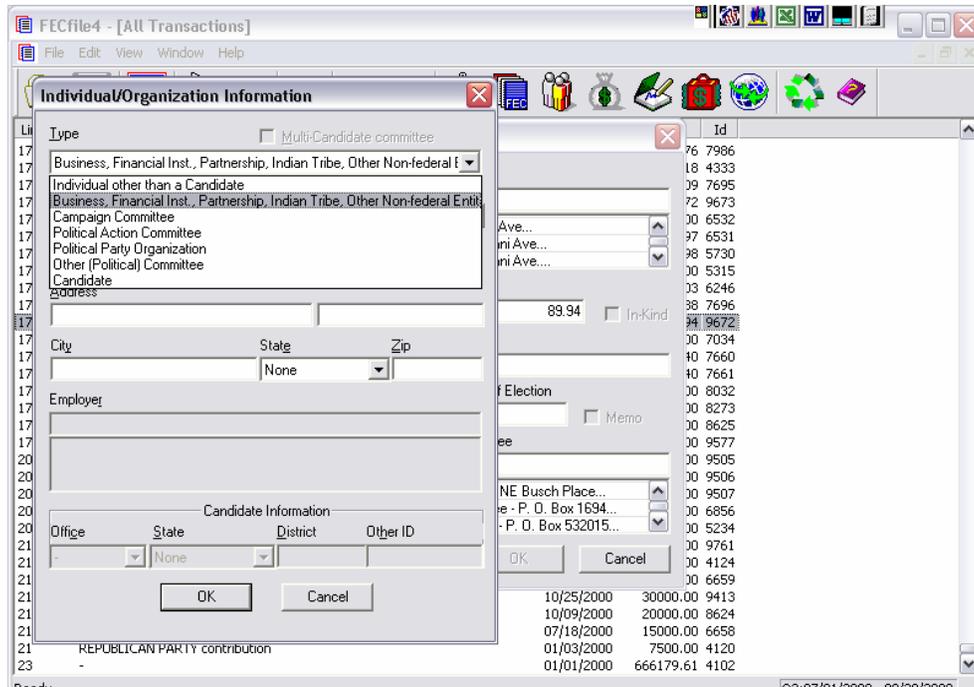
Description

Election Year of Election
 _____ _____ Memo

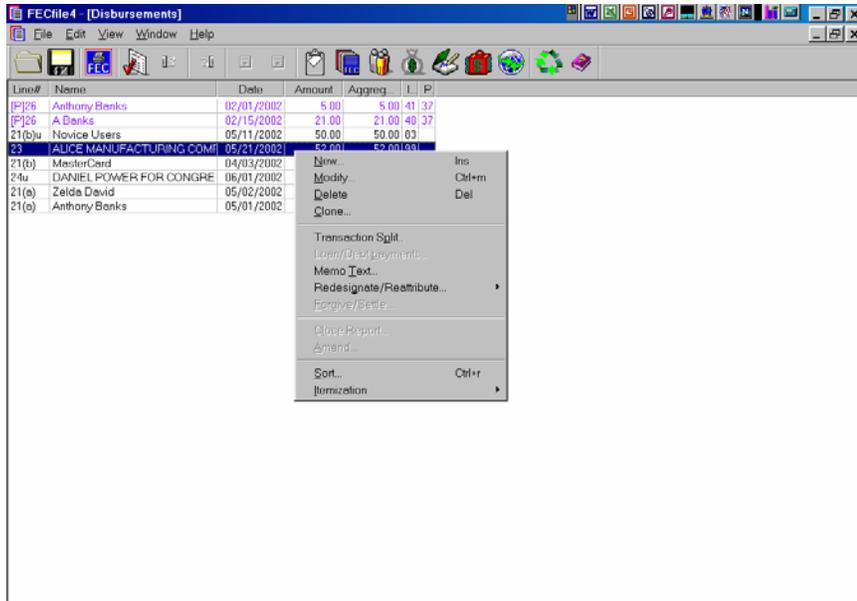
Candidate/Campaign Committee
 FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE...
 MUTUAL OF OMAHA CO (FORMERLY GENERAL AG...
 ALICE ACTION COMMITTEE - ...

Next entry... OK Cancel

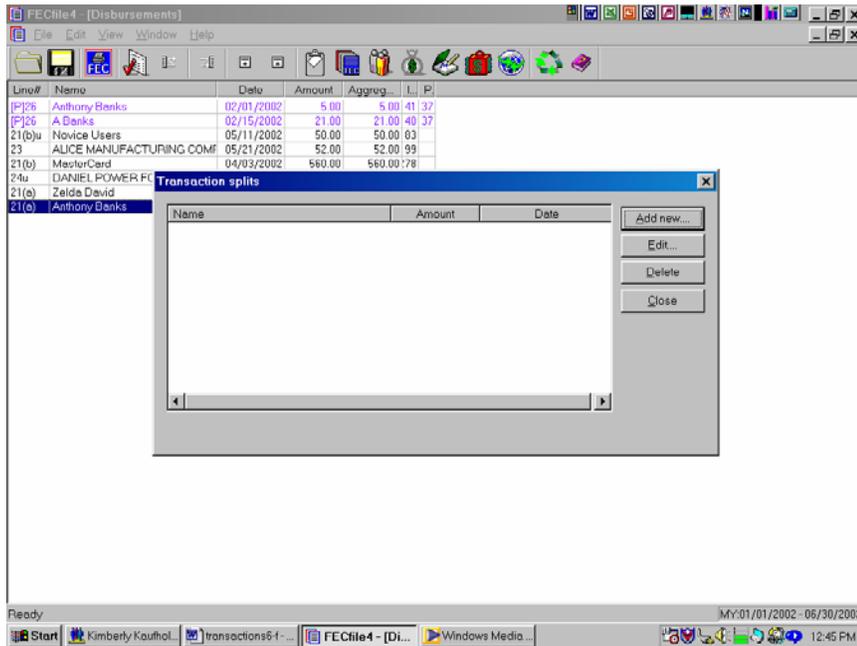
2. The Federal Operating Expenditure dialog box appears. Enter the name of the credit card company.
3. If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the vendor has not been previously entered into the 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 In-kind

Description

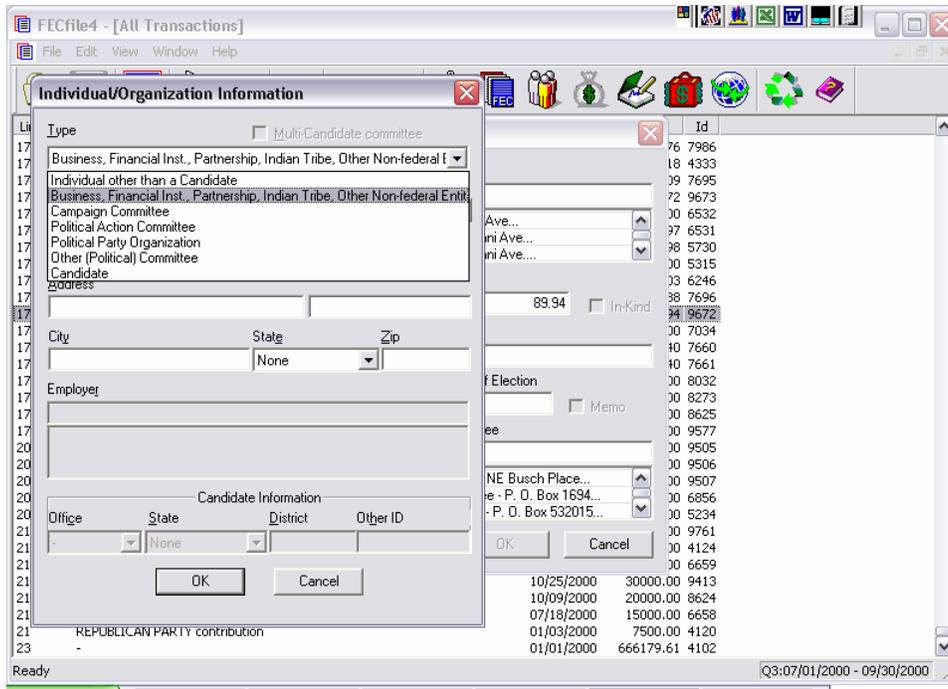
Election Year of Election Memo

Candidate/Campaign Committee

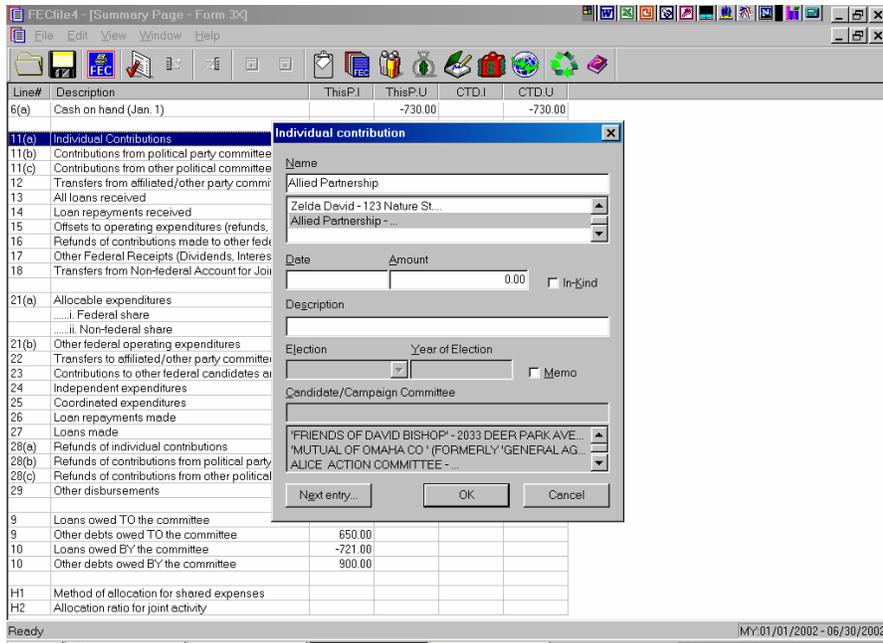
'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE ...
 'MUTUAL OF OMAHA CO' (FORMERLY 'GENERAL AG ...
 ALICE ACTION COMMITTEE - ...

Next entry... OK Cancel

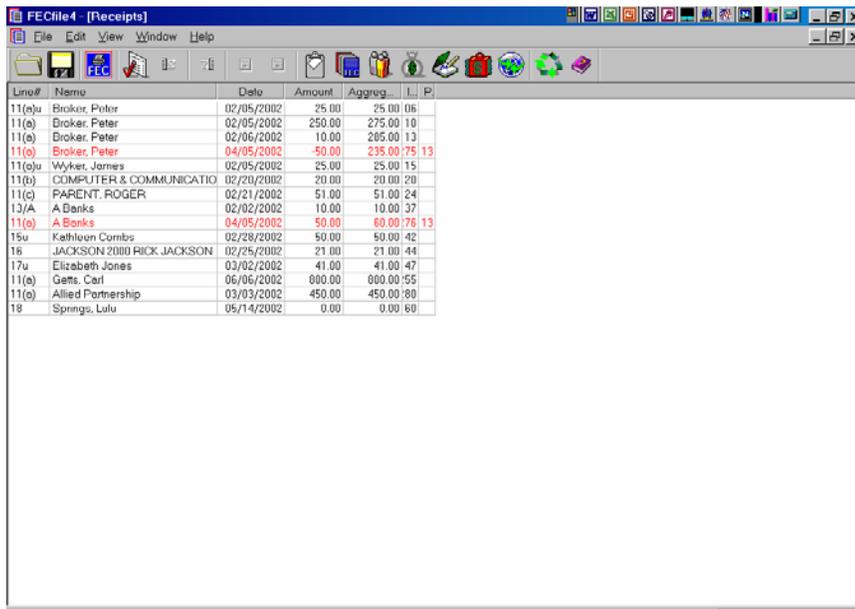
2. The Individual contribution dialog box appears. Enter the partnership's name in the text field.
3. If the partnership has already been entered into the system, then select that name by clicking on it in the database section below the name field.
4. If the partnership has not been previously entered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



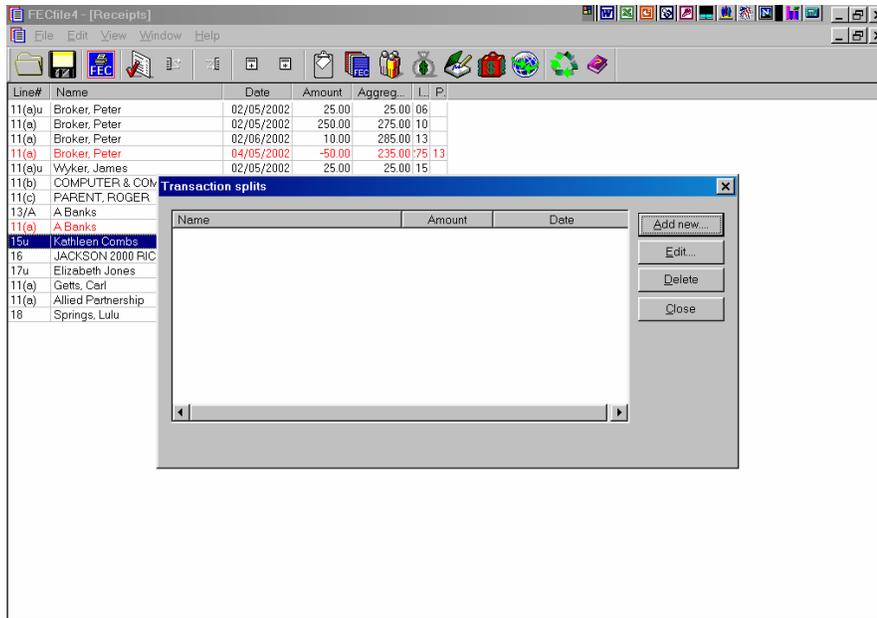
5. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.



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



- 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

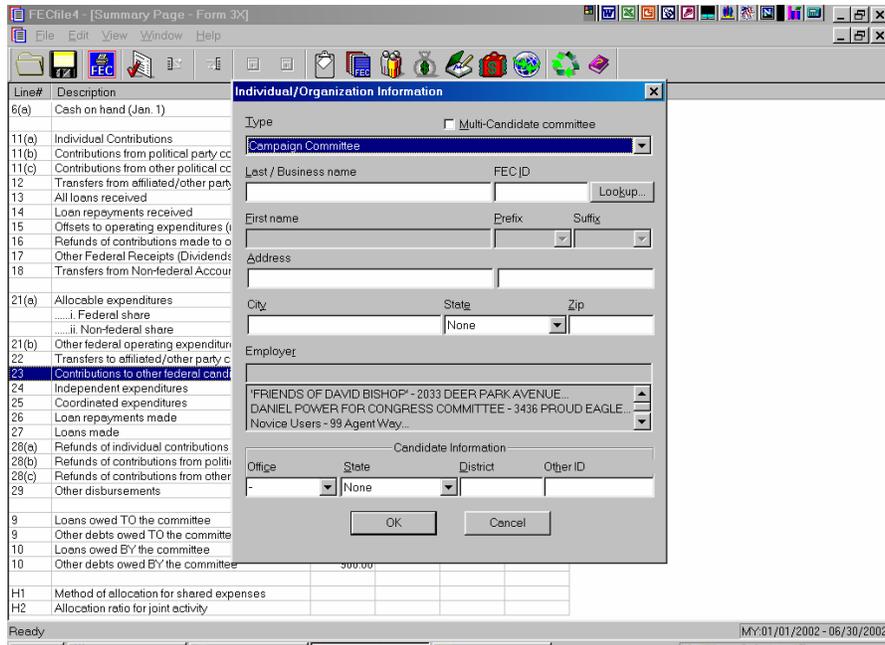
Election Year of Election

Candidate/Campaign Committee

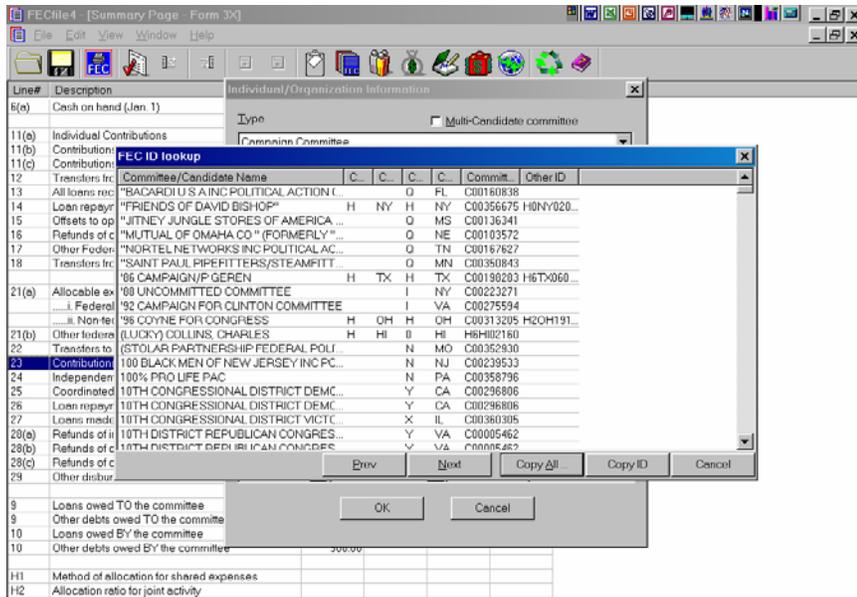
'FRIENDS OF DAVID BISHOP' - 2033 DEER PARK AVE...
'MUTUAL OF OMAHA CO' (FORMERLY 'GENERAL AG...
ALICE ACTION COMMITTEE - ...

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.

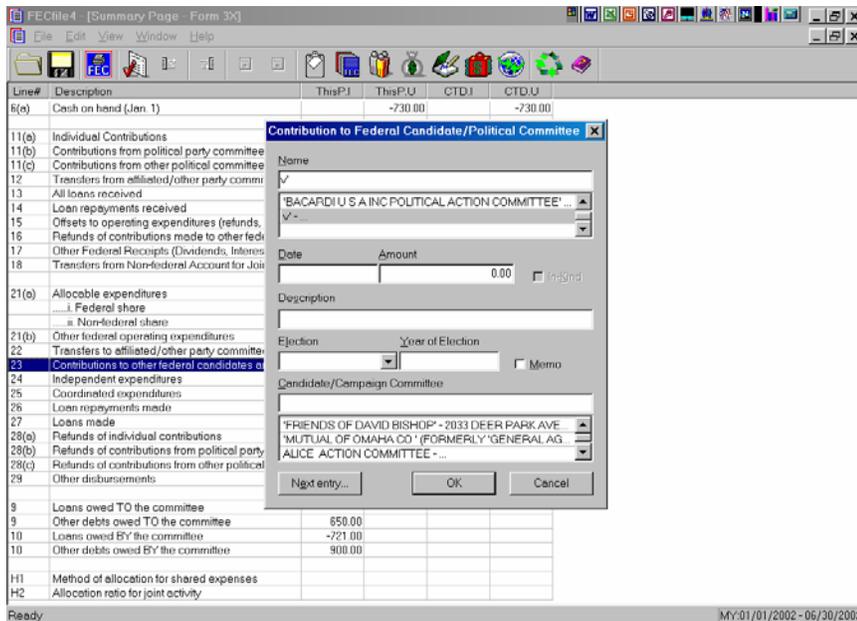


5. The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.



6. The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.

7. The Individual/Organization Information dialog box appears, select OK.

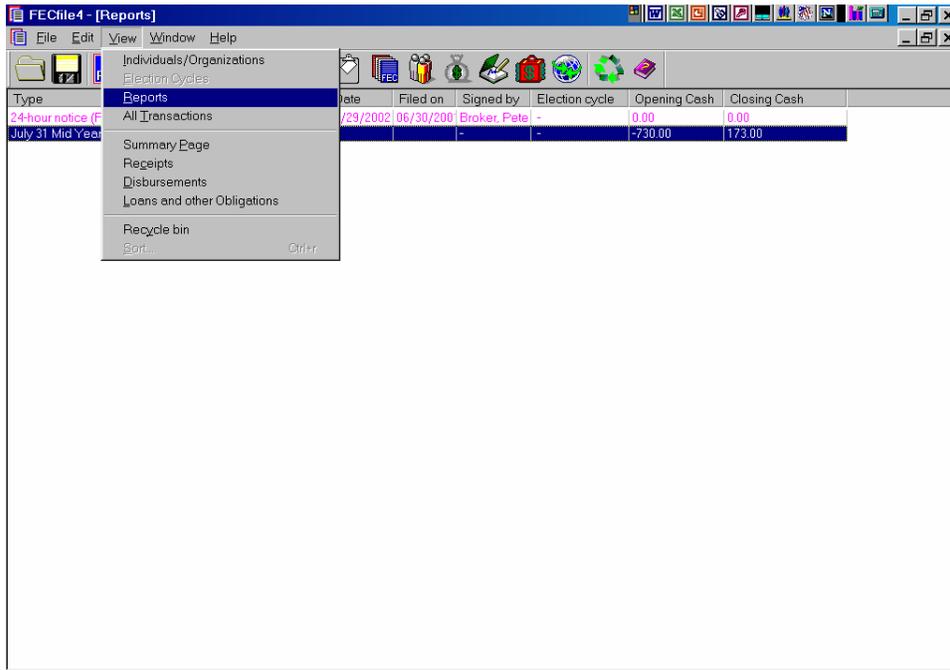


8. The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in

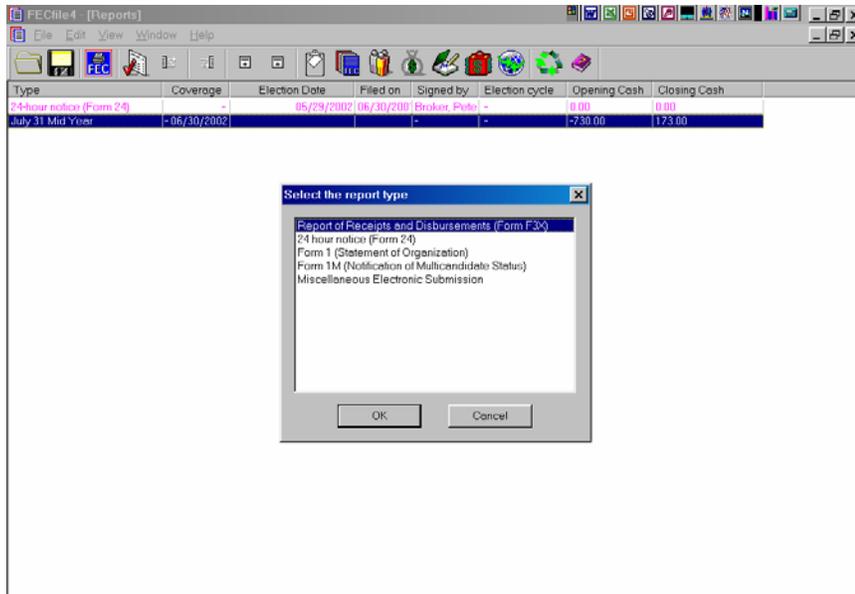
“Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)

9. Click on OK.

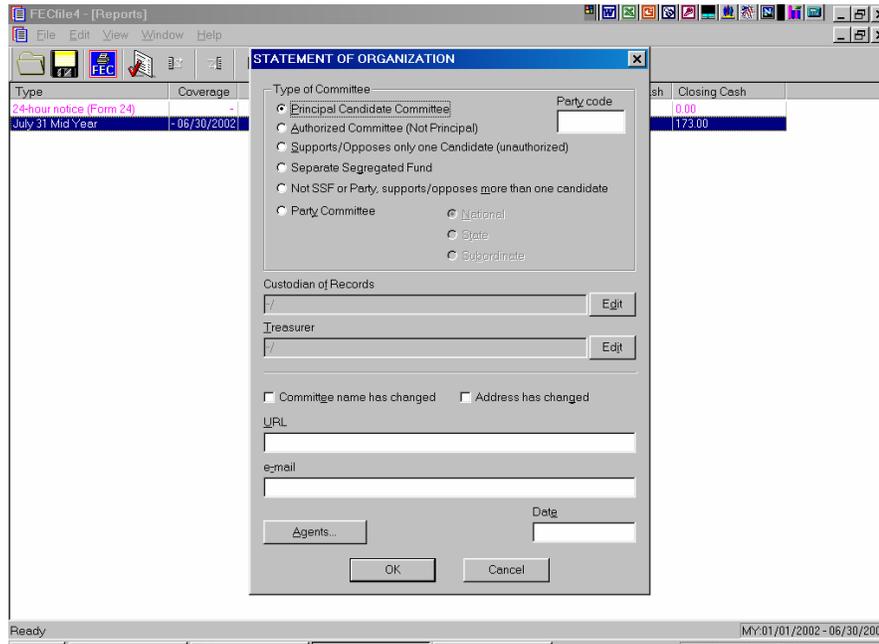
Statement of Organization



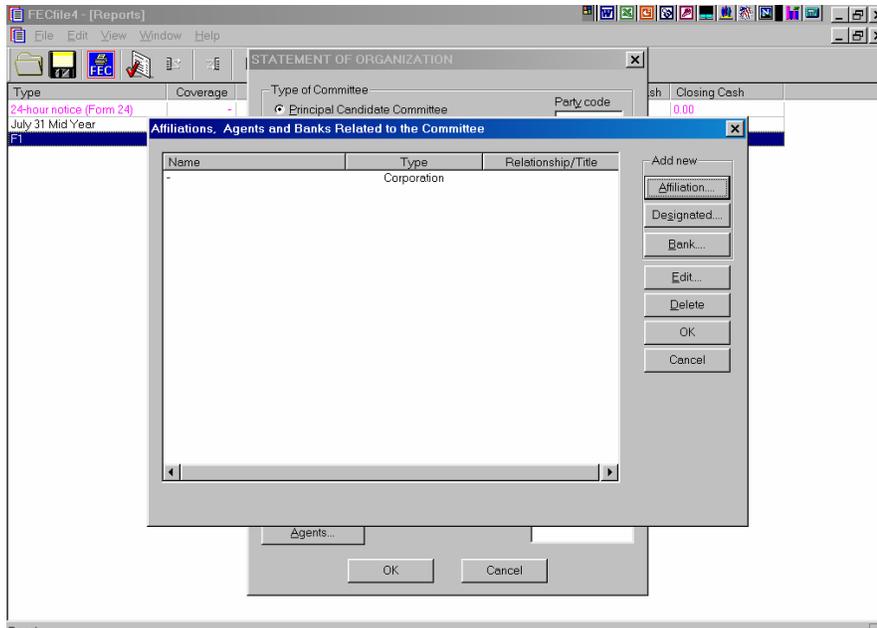
1. From the FECFile main menu, select View from the menu bar, and select Reports.



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

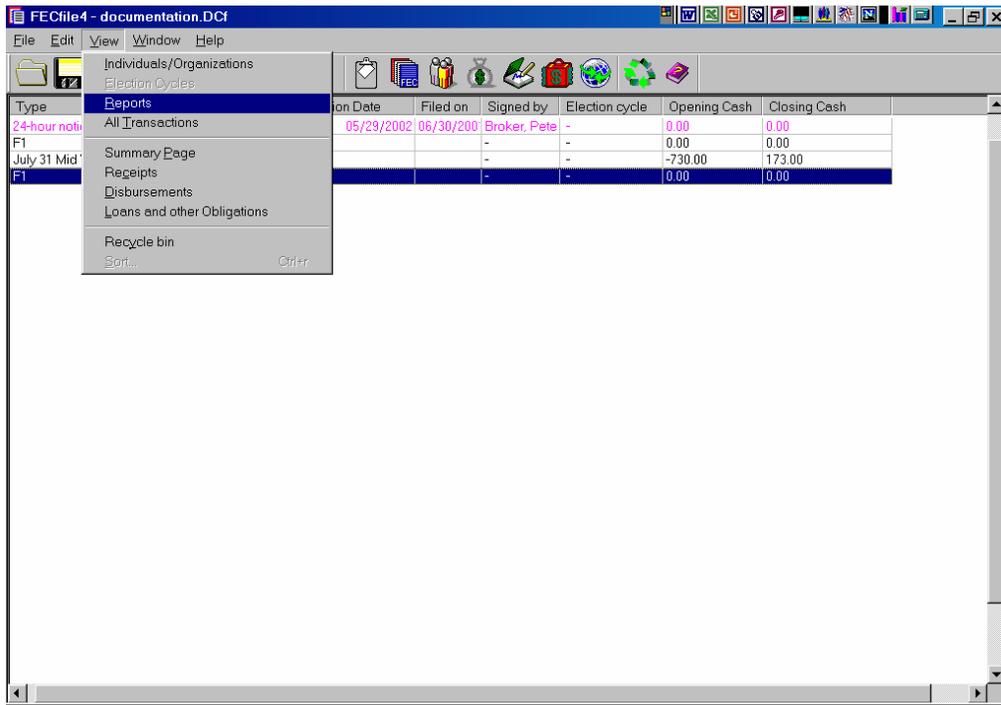


3. Select Form 1 (Statement of Organization), and click on OK. The Statement of Organization dialog box appears. Select the type of committee, (entering a 3 letter party code, when applicable), select the box for the Committee name changed, or Address has changed, when applicable. Enter in the URL, email,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

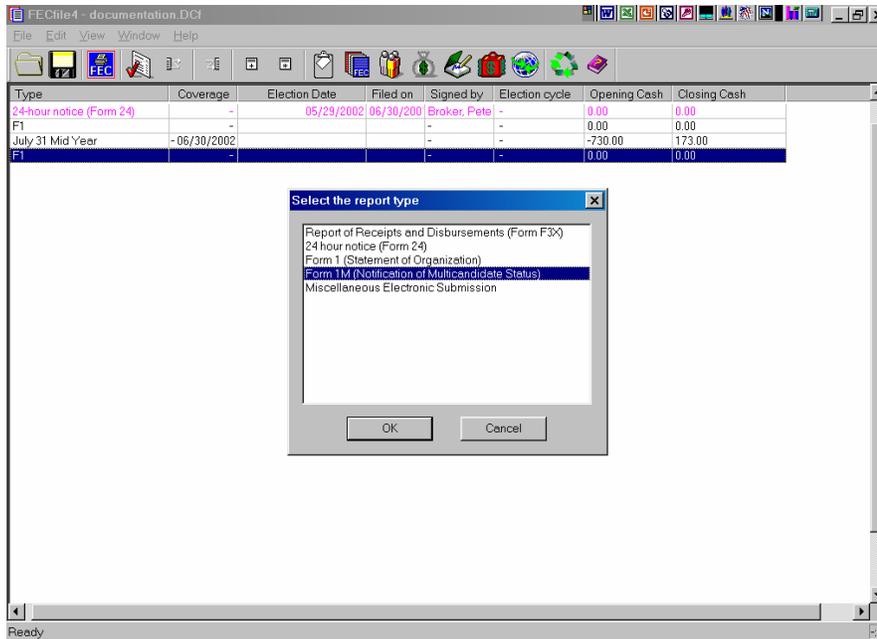


4. To change/or add affiliated committee information, connected organization, designated agent or depository, click on the Agents button.
5. Choose affiliated, designated or bank, (affiliated applies to both affiliated committees and connected organizations). Enter the name, (if the name isn't already 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.

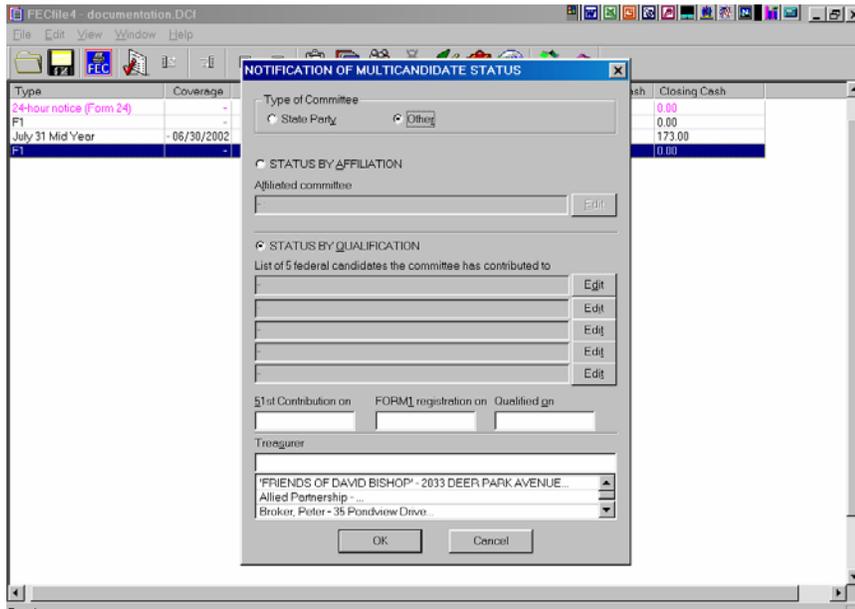
Form 1M Notification of Multicandidate Status



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



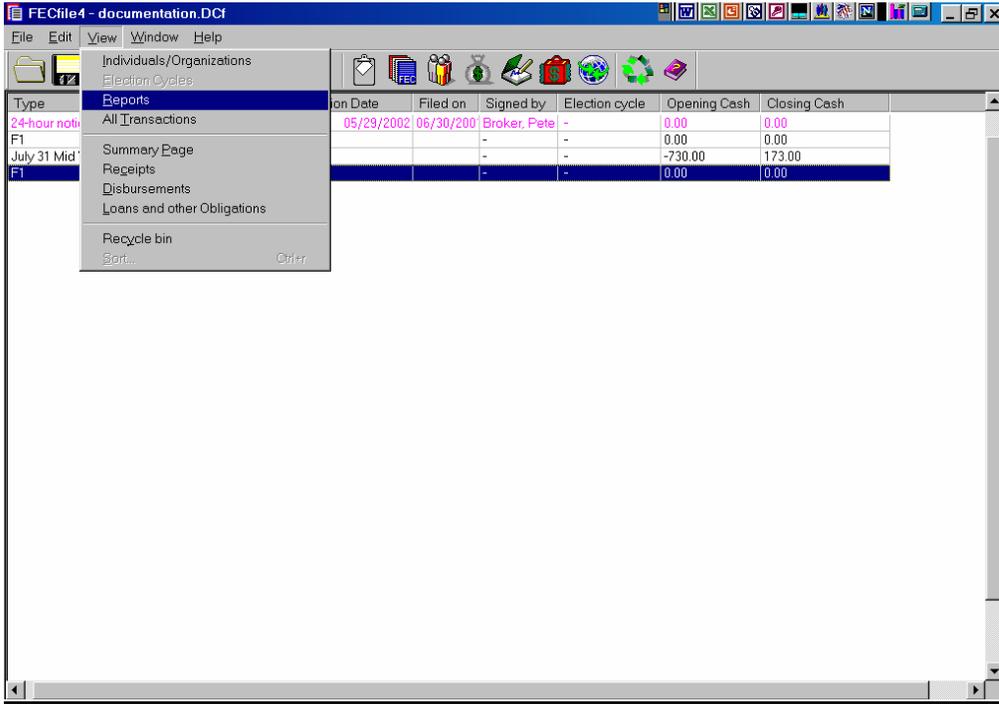
2. The Report dialog box appears. Select Form 1M, (Notification of Multicandidate Status), and click on OK.



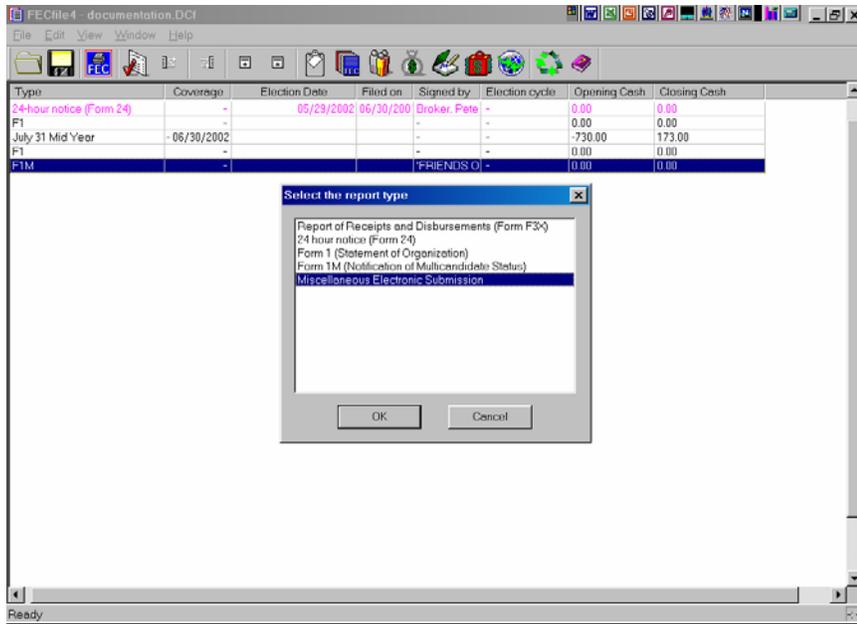
3. The Notification of Multicandidate Status dialog box appears. Select the type of Committee, and select Status by Affiliation or Status by Qualification.

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.

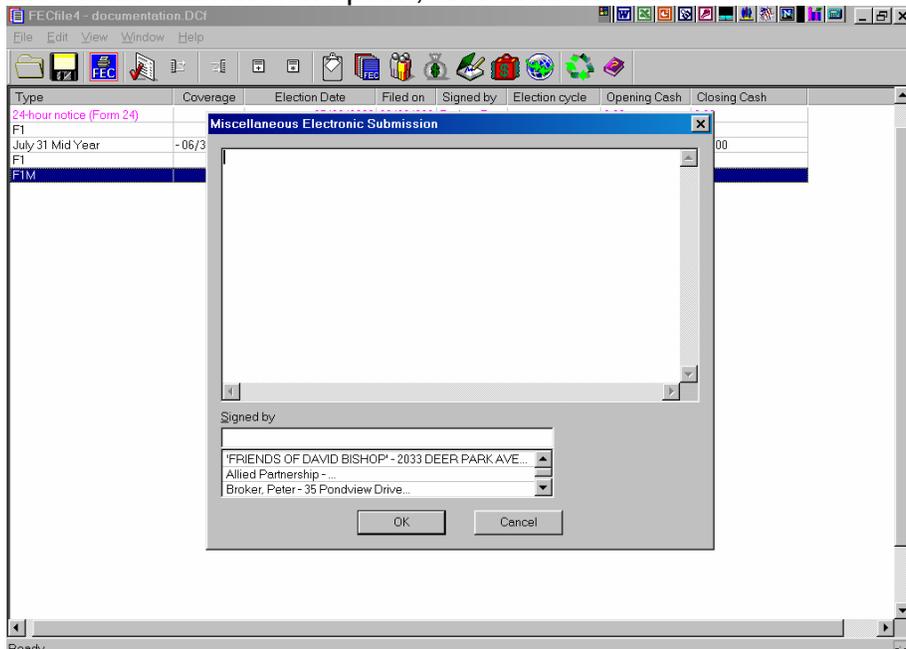
Miscellaneous Electronic Submission
(a separate document, not attached to a specific report)



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



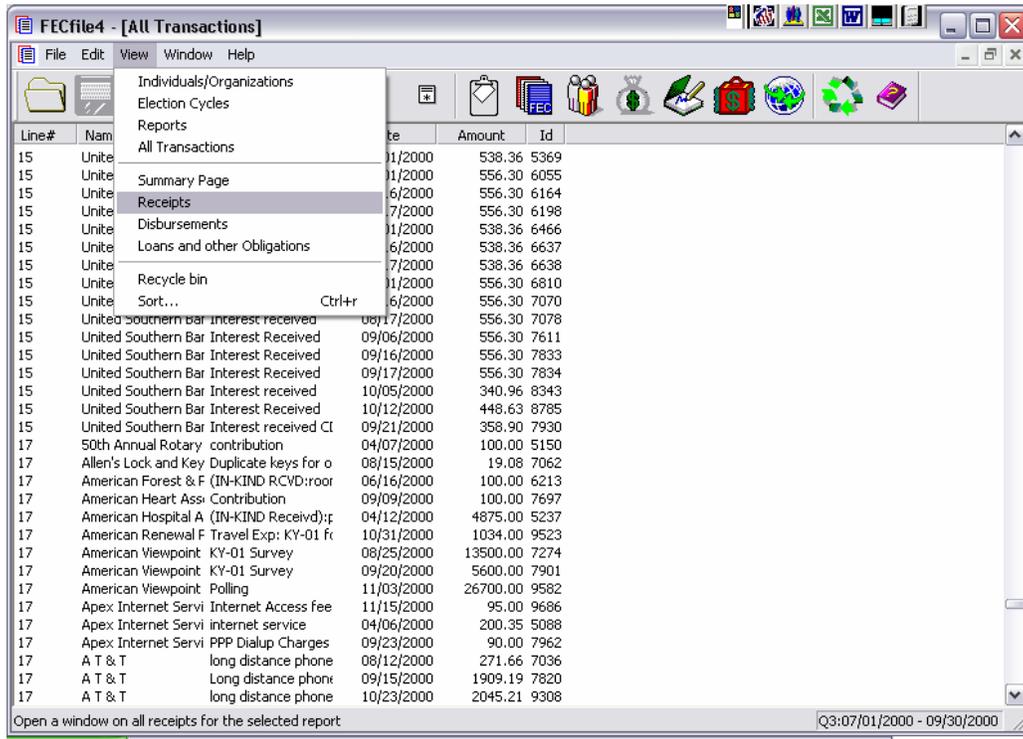
2. The select report types dialog box appears. Select the Miscellaneous Electronic Submission option, and click on OK.



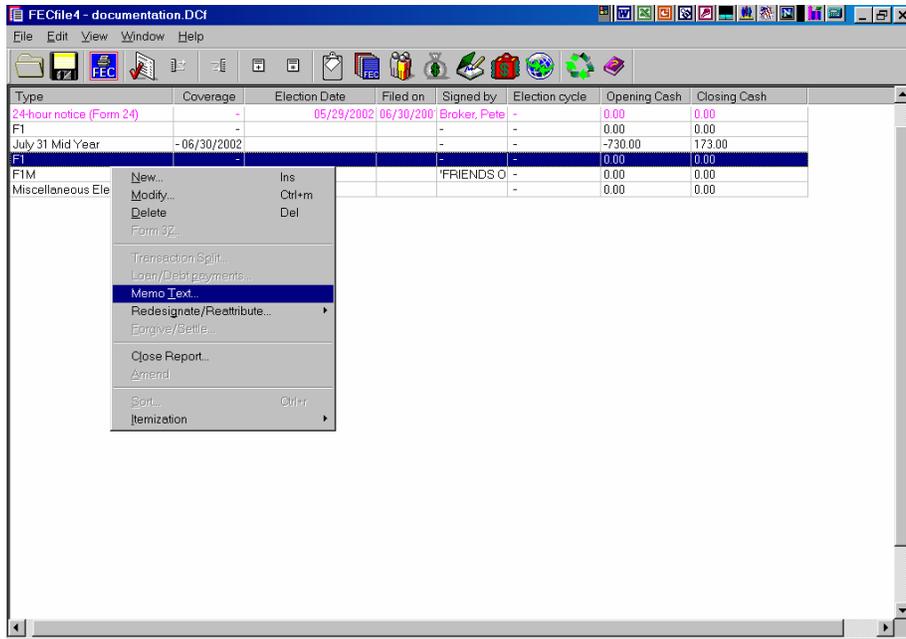
3. The Miscellaneous Electronic Submission dialog box appears. Enter text into the large text field, and then select the Signed by field.

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.

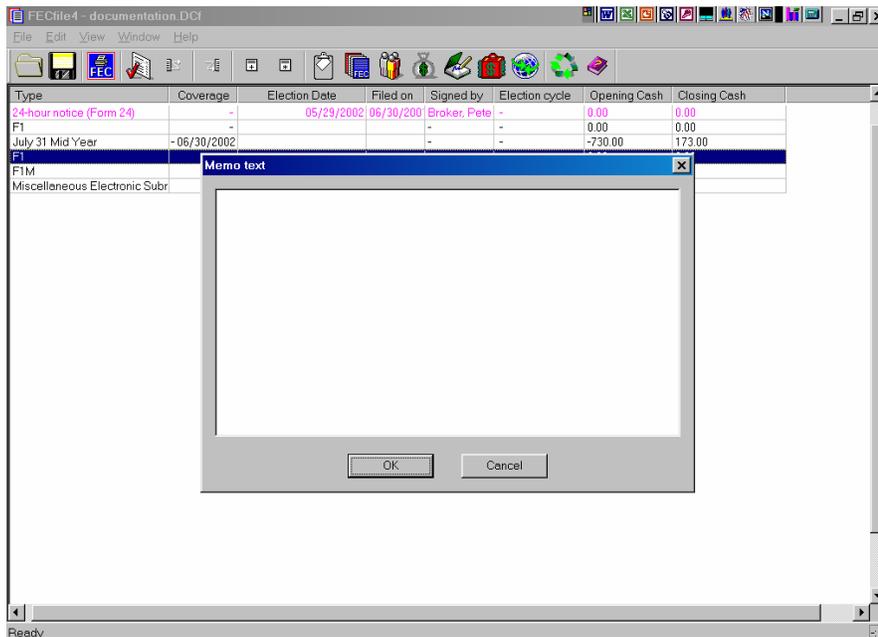
Memo Text
(information about a specific transaction within a report)



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

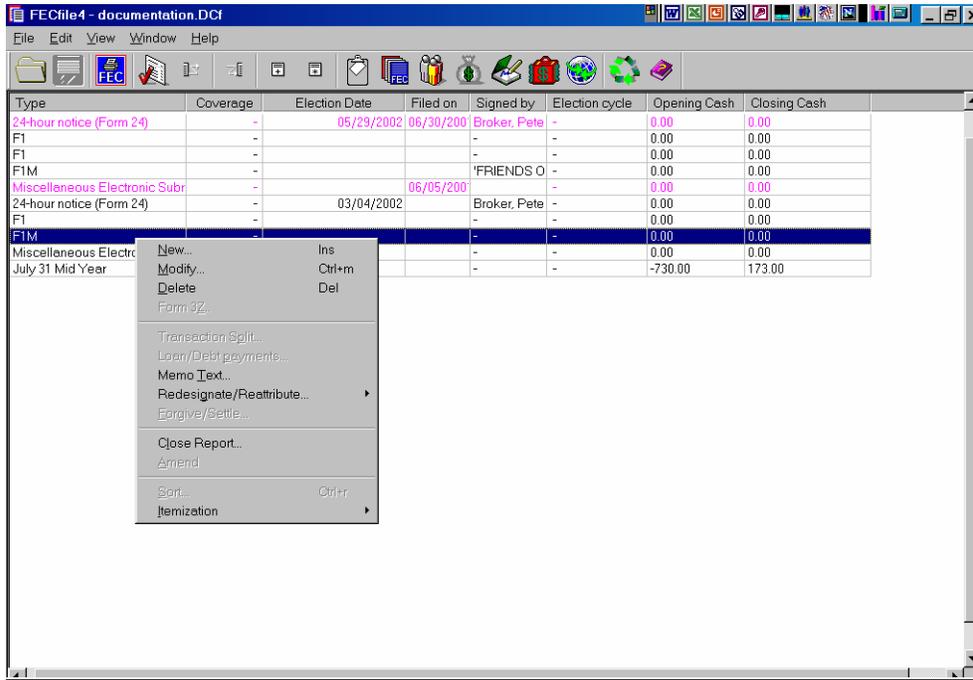


2. Right click on the transaction to which the memo text will be attached.
3. Select memo text and left click.



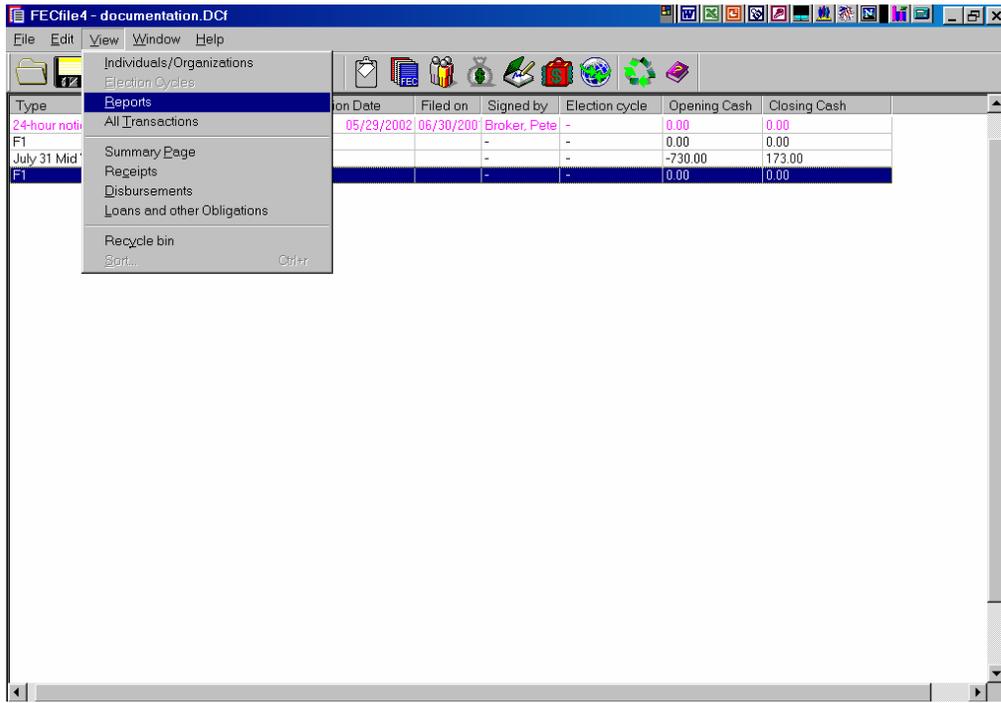
4. Enter in the memo text and select OK.

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

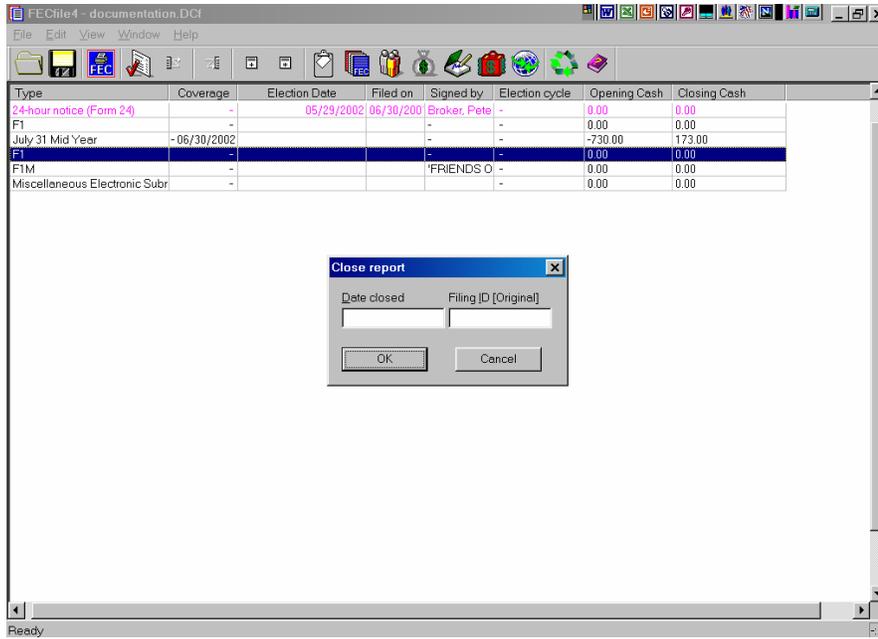


1. Click on View and Reports from the FECFile drop down menu.
2. Right click on the appropriate report.
3. Highlight the Memo text option, and left click.
4. Enter the memo in the Memo Text field and click on OK.

Closing a Report

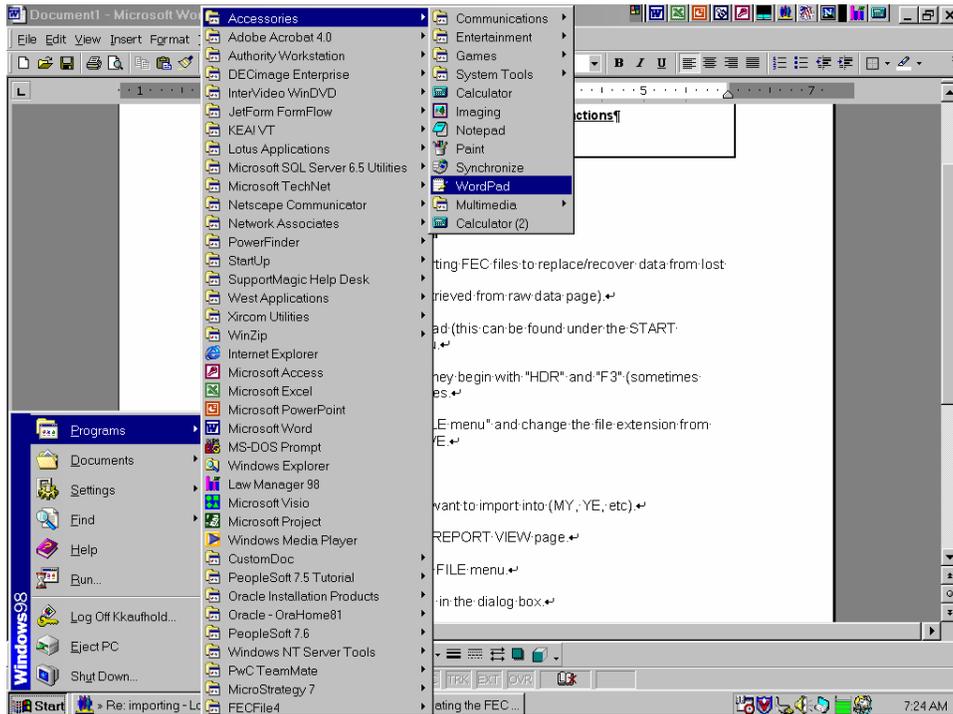


1. Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.



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.

Recovering DCF's and Deleting Transactions

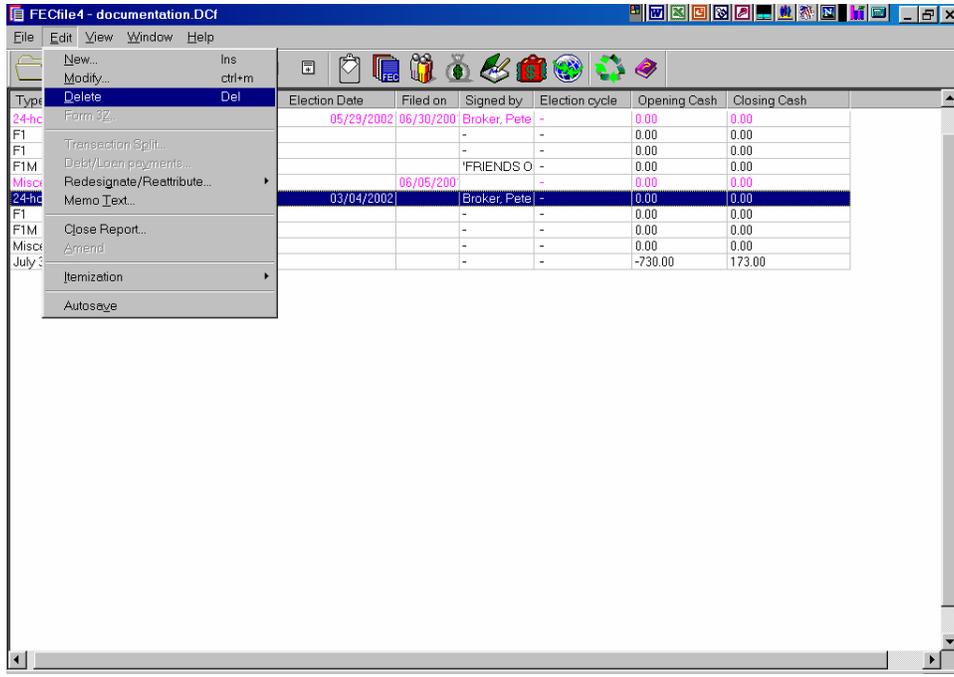


Recovering DCF's or Lost Data

Here are the instructions for importing FEC files to replace/recover data from lost DCF's

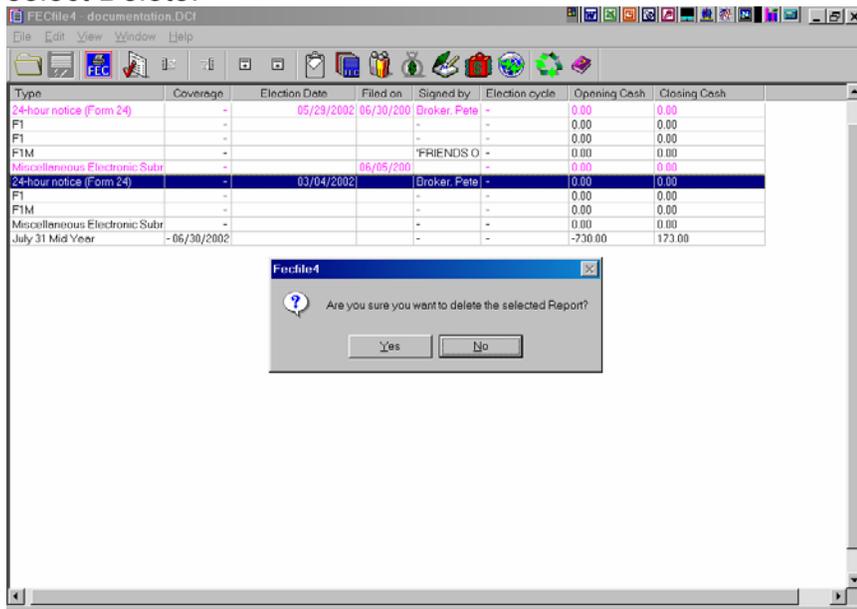
1. Save the .fec file from disk (retrieved from raw data page).
2. Open up the .fec file in WordPad (this can be found under the START /Programs / Accessories menu).
3. Delete the 1st two (2) lines. They begin with "HDR" and "F3" (sometimes "F3A"). Delete these entire lines.
4. Select "Save As" under the FILE menu" and change the file extension from .fec to .txt and then select SAVE.

5. Open up FECFile.
6. Create the REPORT that you want to import into (MY, YE, etc).
7. Highlight the REPORT on the REPORT VIEW page.
8. Select "Import" from under the FILE menu.
9. Select the .txt file (from step 4) in the dialog box.
10. Click on the "Start" button in the next dialog screen.



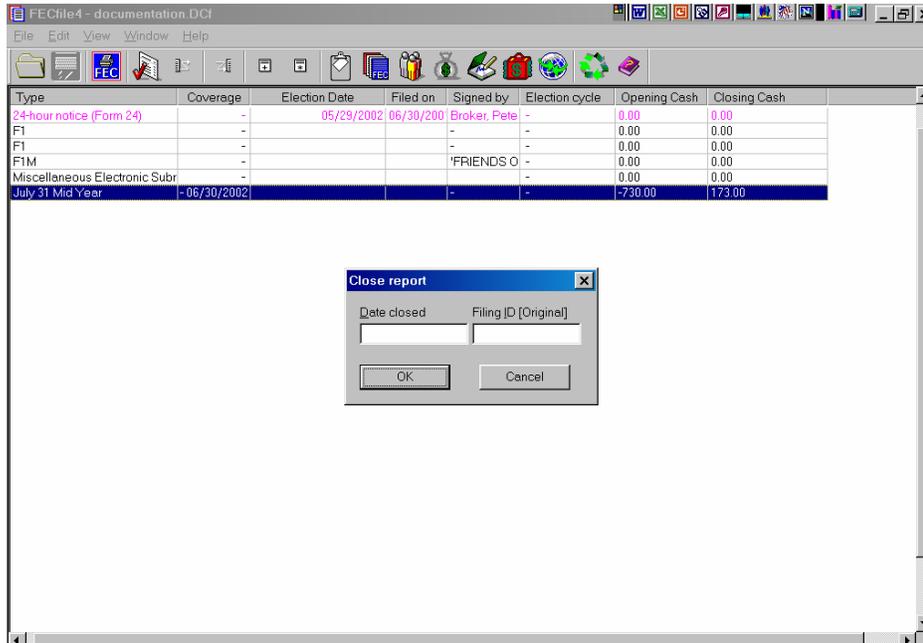
Deleting Transactions from an Amended Report or Transactions

1. To delete a transaction from an amended report, select the view that displays a single transaction.
2. Click on the single transaction, and select Edit from menu bar, and then select Delete.



3. As the dialog box asks if you are sure you want to delete the selected report, click on OK.
4. To delete a transaction, identify the transaction in the Receipts view.
5. Highlight the transaction, select Edit from the menu bar, and click on Delete.
6. As FECFile asks if you are sure you want to delete the transaction, click on yes.

File Submission, Uploading the Report and Error Messages



File Submission

When all transactions have been entered for a report, and the deadline for reporting is imminent, the final details must be collected in order to file electronically. There are several different ways a user may file, and with detailed information following.

Filing Requirements

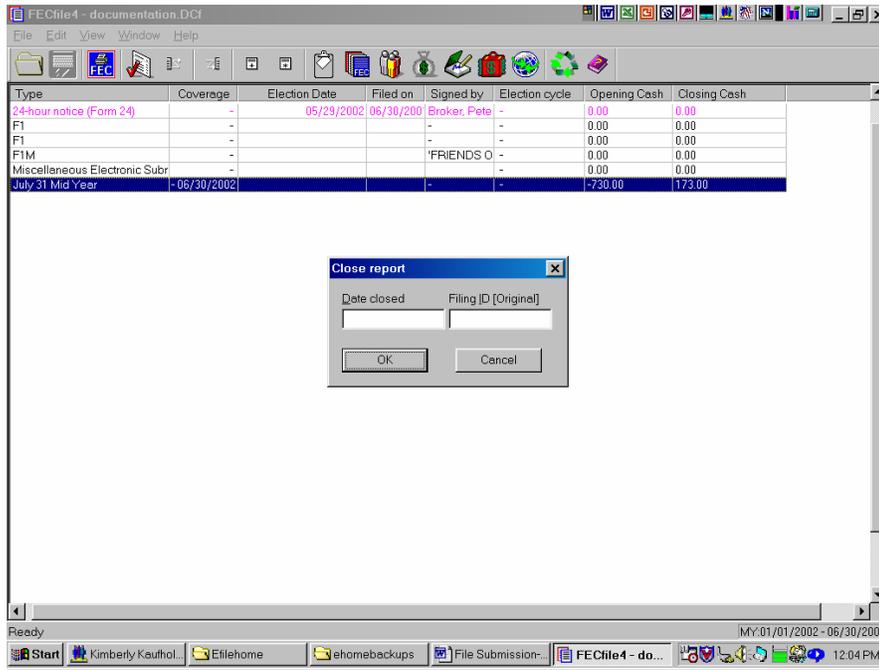
The user must have an FEC electronic filing password. This is REQUIRED. They must contact the FEC electronic filing office if they do not have a password, or if it has been forgotten.

The user must have a modem and phone line connection for dial up, or a network connection to the Internet.

(When no other option is available, filing on diskette is an option).

The report must pass validation.

File Submission, Uploading the Report and Error Messages



Signing and Dating the Report

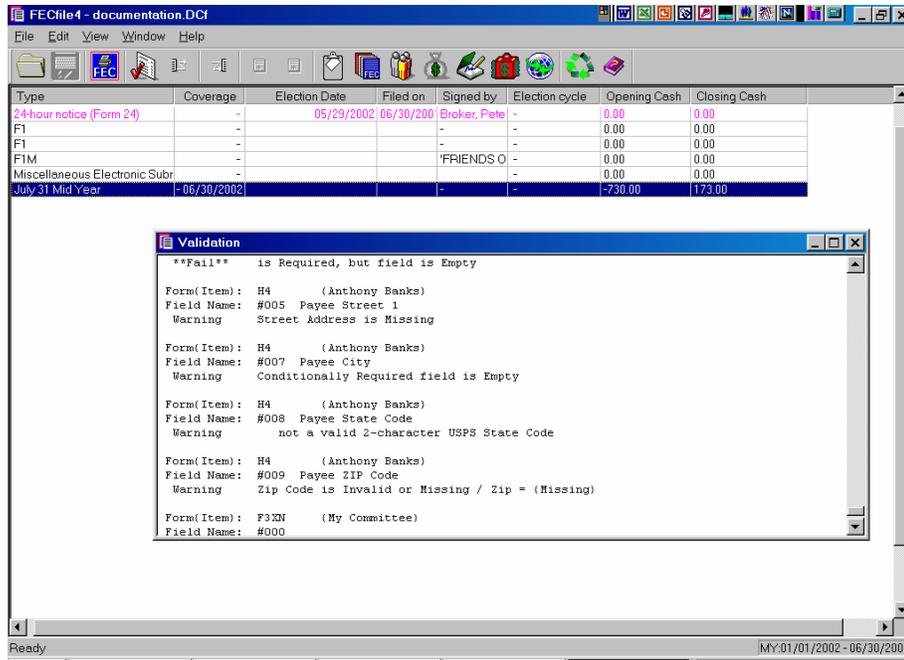
If the report is not properly signed and dated, the validator will note that the information is missing and generate Level 12 (serious level) errors, and uploading will not be possible. If the report is not ready to actually upload, but want to validate it, the user may want to leave the report date blank.

To “sign” and date the report, select **Close Report** from the edit menu or right click on the report to close in the **Reports window**. This can only be done with the Reports View active.

Enter the actual date the report will be filed in the **Date closed** field.

The **Filing ID** is only used for amendments, and should be blank for new reports. For amended reports, the filing number of the report being amended should already be displayed.

File Submission, Uploading the Report and Error Messages

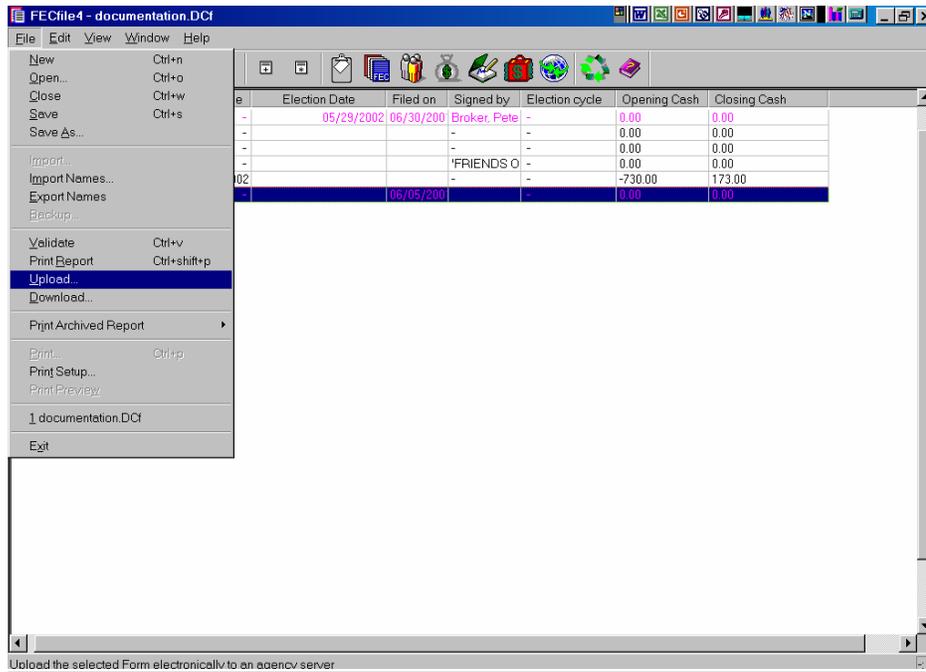


Validation

The validation process identifies errors and omissions in the report. It does not evaluate the filing for correct reporting practices, but sends an alert for missing information, such as employers and occupations, or failure to designate a signatory for the report.

1. To validate the report, select **validate** from the File menu or click on the **Validator** button on the toolbar. Once the errors reported by the **Validator** have been resolved, the application is prepared to close and upload the report.

File Submission, Uploading the Report and Error Messages

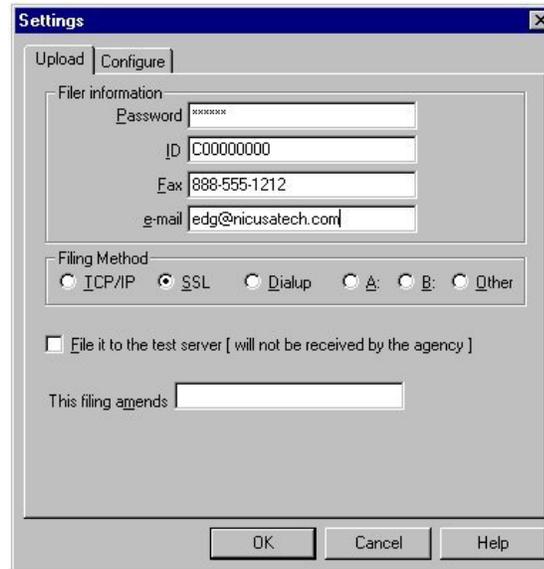


Uploading the Report Via TCP/IP/Internet

To begin the upload process:

1. Choose Upload from the File menu, or click on the Upload button on the tool bar.
If the report has not been validated, the upload process automatically runs the validator.
If errors are found that are level 8 or higher, the user will not be allowed to upload the report.
If errors are found that are below level 8, a warning message appears on the screen that notifies the user of the errors and asks if the user wishes to continue. It is advisable to correct as many of the errors as possible before filing.
2. If no errors are found, or the user indicates that they wish to file the report with errors, the Upload Settings screen appears.

File Submission, Uploading the Report and Error Messages



The screenshot shows a 'Settings' dialog box with two tabs: 'Upload' and 'Configure'. The 'Upload' tab is active. It contains the following fields and options:

- File information:**
 - Password: [masked with asterisks]
 - ID: [C00000000]
 - Fax: [888-555-1212]
 - e-mail: [edg@nicusatech.com]
- Filing Method:**
 - TCP/IP
 - SSL
 - Dialup
 - A:
 - B:
 - Other
- File it to the test server [will not be received by the agency]
- This filing amends: []

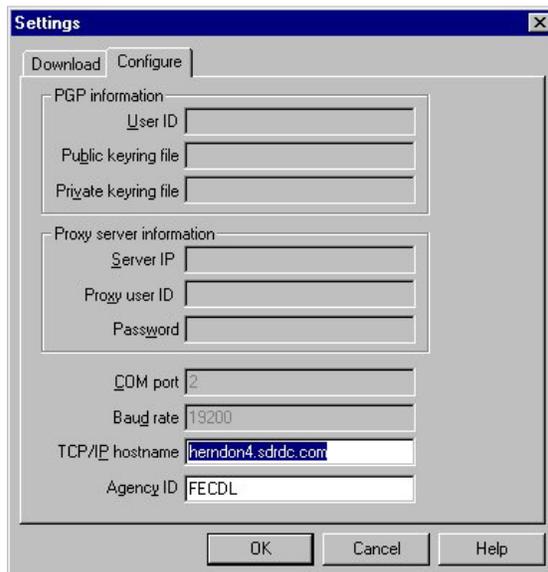
Buttons at the bottom: OK, Cancel, Help.

3. The Password is required and must be obtained from the FEC electronic filing office.
4. The ID is the committee ID which should be reflected, based upon the Lookup file installed.
However, if not, enter the 9 digit committee ID (starting with "C00").
5. A Fax number and/or Email address is required. This will permit the user to receive confirmation that the report has been received by the FEC. If the user enters both, they will receive both a fax and an email.
6. The TCP/IP option sends the report to the Commission via the Internet. This is the simplest way to send the report if connected to the Internet and no security measures are in place that would prevent the user from uploading via the Internet. The configure tab has information the software uses to communicate with the FEC electronic filing system. The **TCP/IP** host name should be **fecf1.sdrdc.com** (all lower case), and the Agency ID should be **FEC** (all upper case). The software defaults to these settings. If settings are changed, they must be reset to the defaults in order to upload the report properly.

File Submission, Uploading the Report and Error Messages

Dialup Option

The Dialup option utilizes a direct modem-to-modem communication between the users computer and the FEC electronic filing system. It is slightly less convenient than TCP/IP because it requires some special information on the configuration tab that may not be readily available, as seen below. This option can be used for filers who have no Internet connection or those who have special firewall or proxy server restrictions against uploading files via the Internet.



SSL

This option also sends the user's report to the Commission via the Internet. The SSL option allows users that are behind a firewall or proxy server to file their report securely. They may need assistance from their network administrator in order to use this option. The configure tab has information the software uses to communicate with the FEC electronic filing system. The **https host name should be https://herndon6.sdrdc.com/cgi-bin/disclose_ssl/upload** (all lower case), and the **Agency ID** should be **FEC** (all upper case). The software defaults to these settings. If they are changed, they must be reset to the defaults in order to upload the report. The user's Network administrator can supply them the proxy server information.

File Submission, Uploading the Report and Error Messages

Diskette (A: or B:)

If, for whatever reason, the Internet or a phone line is not available, the report may be submitted on diskette. **PLEASE READ** the following instructions completely before you begin.

1. Insert a blank diskette 3.5" 1.44 MB diskette in the diskette drive and from the "Settings" screen select option A: or B: from the "Filing Method", whichever corresponds to the floppy disk drive of the computer. If the diskette is not blank, the upload of the file will fail.
2. Select "OK".

The report will now be uploaded to the diskette. Check your diskette to verify that the file on the diskette has an **".fec"** file extension. Any other format will be rejected.

The Diskette should be mailed along with a paper **signed summary page**, (not the complete report), to the FEC. Diskette filings require an actual summary page, as there is no way to transmit the password via diskette. The mailing address is:

**Electronic Filing Office
Federal Election Commission
999 E Street, NW
Washington, DC 20463**

NOTE: Diskette filings are subject to the same deadlines as paper filings! Diskette filings mailed to the FEC without a signed summary page will be rejected! Each diskette may contain only one report and may contain no other files. The only exception to this rule, is a second file containing a digitized copy of the signed summary page. Outside of that scenario, each diskette should contain only one file, to be successfully accepted.

Please include with your diskette your email address or fax number so that you will receive a filing confirmation receipt.

File Submission, Uploading the Report and Error Messages

Other

The other option allows the user to specify a specific directory on their computer to create a copy of the report.

Filing to a Test Server

Test reports can be filed using **Dialup, TCP/IP or SSL**. The test-filing server is a duplicate of the actual server. The purpose of test filing is to verify that the user can use the chosen method to file the actual report.

TEST FILING WILL SIMULATE THE LIVE FILING ENVIRONMENT. FILING A TEST REPORT IS FOR DIAGNOSTIC PURPOSES ONLY. TEST FILING OF REPORTS WILL NOT FULFILL THE FILING REQUIREMENTS IN ANY CASE. THE FEDERAL ELECTION COMMISSION WILL NOT SEE REPORTS FILED TO THE TEST SERVER. THE TEST REPORT WILL EVENTUALLY BE DELETED FROM THE TEST SERVER.

Additional information about filing test reports is available from technical support.

File Submission, Uploading the Report and Error Messages

Proxy Server information

Allows the user to configure FECLoad to file reports through a proxy server. The user's network administrator can supply the *server id*, *proxy user id*, and *password*.

COM port

The *Com port* setting defaults to port 2. This is the most common port used by modems. If the user's modem does not use com port 2, they may change it to the correct com port.

Baud rate

The default *Baud rate* is 19200. This is an indication of the speed with which the modem transfers data. It can be set to match the connection speed but not set higher.

Dialup string

The *Dialup string* is a series of letters followed by a phone number. This information is passed to the user's modem to enable it to connect with the FEC modem pool.

Agency ID

This information is used to direct the filing to the proper part of the electronic filing system. The default entry is FEC. There is no need to edit this entry.

During the Filing Process

When OK is selected, the file is uploaded to the FEC electronic filing server. On the screen a series of messages appears detailing what is occurring. If at any point during the process, something is found to be incorrect, the process will be terminated and the word *FAILED* will appear at the bottom of the screen.

File Submission, Uploading the Report and Error Messages

The most common failures are:

- incorrect passwords (The password *IS* case sensitive) and
- uploading without first connecting to the Internet (TCP/IP only). If the upload process generates a *FAILED* message at any point, call Tech Support.

If the password is correct, and there are no other reasons to reject the file (the Validator usually eliminates most other problems), the last line of the message is *Succeeded*. At this point the user is notified that the file has been received by the FEC.

This does not mean that the file has been accepted!

If the file is accepted, the user receives a fax or email within a few minutes notifying them that the filing was accepted. If they do not receive this notification, they should call the electronic filing office immediately.

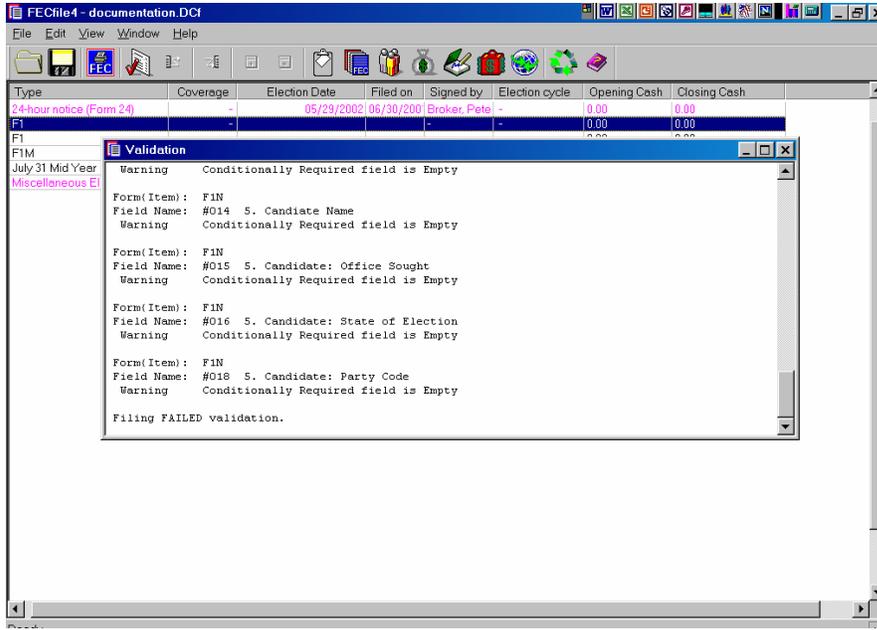
When the user receives notification they will recognize it as the same printout that the validator provided. It should in fact be nearly identical. The MD5 Checksum number should match exactly.

Example:

The only difference between this notification and the one printed from the validator is the addition of a block of information about filing date and time and a Filing ID number. This number is assigned when the report is received and it is important. If it is found that the report must be amended, the user must provide the Filing ID of the report. The Filing ID is automatically saved inside the user's file, after they upload. They may look up the Filing ID by activating the Reports View, Selecting Edit, and clicking Close Report. There is a field that will hold the Filing ID of the report.

NOTE: The Faxed or emailed receipt is the official receipt and should be kept just as the user would keep a certified mail receipt. This is proof that they filed the report.

File Submission, Uploading the Report and Error Messages



Interpreting Validation Error Codes/Description of the Validator Program

A committee will receive two types of validation error codes when mistakes are made or omissions are present in the report, Warning and Fail.

- The Fail message will not allow the committee to file the report, automatically until the errors are corrected.
- The Warning message will only cause a report to fail if the committee has 10,000 errors, or more.

File Submission, Uploading the Report and Error Messages

The Fail indicator will look like the following in the Validator printout:

Form{Item}: SB23
Field Name: #002 FEC Committee ID Number
****Fail**** is Required, but the field is Empty

Form{Item}: identifies the schedule and line on which the Fail entry occurs. In this case the error occurs on Schedule B supporting Line 23 of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

****Fail**** identifies the failure. In this example the committee's identification number was not supplied.

The Warning indicator will look like the following in the Validator printout:

Form{Item}: SA11A1 {Smith^John^^}
Field Name: #009 Contributor ZIP Code
Warning Zip Code is Invalid or Missing / Zip = {Missing}

Form{Item}: identifies the schedule and line on which the Warning entry occurs. In this case the error occurs on Schedule A supporting Line 11(a) of the Summary Page.

Field Name: identifies the aspect of the transaction that is in error.

Warning: identifies the warning. In this example the zip code is missing.

File Submission, Uploading the Report and Error Messages

Other Errors

“FEC Committee ID Number is required, but field is empty” error

When a committee finishes their report, they must run the Validator program. Committees may then receive the following error message: **“FEC Committee ID Number is required, but field is empty.”** This will prevent the committee from uploading its report. The problem can be fixed by the following steps:

- 1) Instruct the committee to open FECFile (but not any particular report), click View and highlight Individuals/Organizations.
- 2) Double-click on the entry that displays its own committee (this entry will appear in red).
- 3) Instruct the committee to input their FEC identification number directly under FEC ID and click OK.

This will correct the error message listed above and allow the committee to file their report, assuming no other serious problems exist in the report.

File Submission, Uploading the Report and Error Messages

FECFile Resolved Problems

The following is a list of FECFile problems that were resolved by February 14, 2001. These problems may cause discrepancies in reports filed at the beginning of 2001 due to the early shortcomings of the FECFile program. The analyst should make note of these problems, so as not to send any unnecessary letters.

- 1) On the H1, under State and Local Party Committees, the extra point would not check or calculate correctly.
- 2) Selecting Direct Candidate Support would create a Schedule E rather than a Schedule F. Selecting a Schedule E, for Independent Expenditures would create a Schedule F.
- 3) Line 6(a), Column A, the cash on hand total, may disclose the cash on hand from the previous year if the Committee does not begin the new year with a new file.
- 4) Between the February Monthly and the July Monthly and on the Mid-Year Reports, FECFile would deduct only the federal share for debt payments on Schedule D, rather than the total amount disclosed on H4.

File Submission, Uploading the Report and Error Messages

Validator Warning and Fail Messages Defined

Fail Messages

1. HDR record must be First in File

Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not an FECFile problem.

2. "Cover" (eg. F3A, F3XN, ...) must be 2nd in File

Usually means that the file is not in the proper format. Often it is a version 2 file being validated with a version 3 Validator. It is usually a private vendor's software, not a FECFile problem.

3. Filing must be an "FEC" Type of filing

Indicates the user is submitting a report that is not in the ".fec" format.

4. Filing must be in "FEC Version 4.0" Format

Indicates the user is using an old version of FECFile. The Committee will need to download a copy of the latest version of the software from the FEC's web page (<http://www.fec.gov/electfil/electron.html>).

5. Invalid format. Superceded specification.

An amended report is given a code once filed at the FEC. In order to amend the report the Committee must use this number. It can be found on the Raw Data Page (<http://herndon2.sdrdc.com/cgibin/dcdev/files/>) and should be entered in the following format: FEC-12345.

6. Amended filing must have an "Amended Number"

Each amendment is numbered beginning with 1. If the same report is amended a second time, the amended number is 2. etc.

7. Header (HDR) inconsistent with Orig/Amend status

File Submission, Uploading the Report and Error Messages

The Header indicates that the file has been amended but the form name of the report (F3N, F3A, F3XN, F3XA etc) does not.

8. Unrecognized form Type/ Record Ignored

The first field in a transaction indicates form type (F3X, SA11AI, SB17, etc.). This message indicates the use of an improper form type.

9. ID # _____ Not correct FEC Format

Indicates that the Committee is using a number that is not in the FEC ID format (C00XXXXX).

10. ID # _____ Not same as Cover Page ID # _____

Each transaction carries the committee ID and it must match the committee ID at the beginning of the report.

11. Schedule does not belong with Form _____

Indicates the user is attempting to file an invalid schedule with a particular form.

12. Report Type is Missing or Invalid

Indicates the user has either failed to enter the report type or is using a report type inconsistent with FEC report types.

13. {field} exceeds maximum length of _____

Indicates the user has exceeded the maximum number of characters in a particular field.

14. {field} is Required, but field is Empty

Indicates the user has failed to enter information in a particular field.

15. Multi-Form Filings are NOT Allowed

File Submission, Uploading the Report and Error Messages

Each filing must consist of a single form (Form 3, Form 1, Form 6, etc...). The files cannot be bundled into one filing.

16. Extraneous data follows last field

Indicates a technical problem usually involving invalid characters. Only characters between ascii 22 and ascii 126 are acceptable.

17. Schedule H3(s) not Version 2.02 Format

Indicates the user is attempting to file an invalid schedule with a particular form.

18. Embedded double-quotes (“) not allowed

Double quotes are used as part of the delimiter system. A comma-delimited file can be delimited by commas or by quotes and commas. Therefore, if you use “Dr.,” “John Smith,” “Jr”, there is no problem. If “Dr.,” “John “Big Boy” Smith,” “Jr,” is used, the quotes around “Big Boy” will confuse the system.

19. Leading Blanks {e.g. “Text”} not allowed

Data cannot begin with blanks. For example, [,123 White Street,] is OK, [, 123 White Street,] is not.

20. Bad Date - _____ not YYYYMMDD format

Indicates the user has enter the date in an improper format.

21. _____ Not a Real Date or Outside 1960-2099

Indicates that the user has entered an invalid date or a date that does not fall between 1960 and 2099.

22. Invalid Amount format: _____

Indicates the amount is something other than numbers and decimals. Dollar signs and commas are not allowed.

23. Non-numeric data in Numeric Field

File Submission, Uploading the Report and Error Messages

Indicates characters that are other than numbers entered into a field that should contain only numbers.

24. _____ is an Invalid Year (CCYY) Format

Indicates the user has entered the year in an incorrect format.

26. District “___” is not 2-digit Numeric format

Indicates the user has failed to enter the Congressional District as two digits.

27. Tran ID is NOT UNIQUE - This one is same as other(s)

Each transaction in an electronic filing (and all of its amendments) must have a unique transaction id.

30. Event MUST be identified as [D]irect or [E]xempt

Indicates the user has failed to specify an event as D (Direct Candidate Support) or E (Exempt).

31. Event MUST be [A]dministrative [D]irect or [E]xempt

Indicates the user has failed to specify an event as A (Administrative/Voter Drive), D (Direct Candidate Support) or E (Exempt).

32. Invalid FEC CSV Version #

Indicates the user has used an old version of the filing software.

Warning Messages

1. Conditionally Required field is empty

Indicates the user has failed to enter data in a particular field.

2. Subtotal {_____} not supported by other lines

File Submission, Uploading the Report and Error Messages

Summary amount should be the total of other lines on the summary, but is not (total contributions do not match all the contribution lines added together).

3. Subtotal {_____} not support by Schedule ____

Summary Page amount does not match the associated schedule amount.

4. FYI → {_____} accumulated on Schedule ____

If warning number 3 appears, this error is provided for the user's information.

5. Election Code invalid: ____ {description}

Indicates that the user has failed to adequately indicate an election (primary, general, special or runoff) towards which a contribution was made.

6. Election Code missing: ____ {description}

Indicates that the user has failed to indicate an election (primary, general, special or runoff) towards which a contribution was made.

7. Street Address is Missing

Indicates the street address for a particular entry is missing.

8. Single-line Address NOT in 1st delimited field

Indicates that the user has entered a one-line address in the second address field.

9. ____ not a valid 2-character USPS State Code

Indicates that the user has failed to enter the two digit state code.

10. Zip Code is invalid or Missing / Zip = _____

Indicates the user has failed to supply the zip code or has supplied too few or too many digits.

File Submission, Uploading the Report and Error Messages

11. Invalid Area Code/Phone Number: _____

Indicates the user has entered a phone number containing too few or too many numbers.

12. Office Code “___” Invalid (Valid Codes: H, S, P)

Indicates that the user has entered an office code that does not fit the format of H (House), S (Senate), or P (President).

13. Comm Code “___” Invalid. (Valid: DM, TP, TM, O)

Indicates that a Form 7 (Report of Communication Costs) does not disclose the code for the type of communication in the category of DM (Direct Mail), TP (Telephone), TM (Telegram), or O (Other).

14. Comm Target “___” Invalid. (Valid: E, S, M)

Indicates that a Form 7 (Report of Communication Costs) does not disclose the correct code for the class of recipient, in the category of E (Executive/Administrative Personnel), S (Stockholders), or M (Members).

15. Ratio Code “___” Invalid (Valid Codes: N, R, S)

Indicates that the user has entered a ratio code that does not fit the format N (New), R (Revised), or S (Same).

16. Sup/Opp Code “___” Invalid (Valid Codes: S, O)

Indicates that the user has entered a code that does not fit the format of S (Support) or O (Oppose) on Schedule E.

17. Committee Type “___” is Invalid for this Form

Indicates that the user has entered an invalid committee type on Form 1.

18. ___ not a valid 3-character Party Code

File Submission, Uploading the Report and Error Messages

Indicates that the user has entered a code on Form 1 that does not correspond to a recognized political party.

19. ___ not a valid Party Type (NAT, STA, SUB)

Indicates that the user has entered a code on Form 1 that does not fit the party type and format of NAT (National), STA (State), or SUB (Local).

22. Value “___” is Invalid for this Yes/No field

Indicates that the user has entered something other than “yes” or “no” in a field that requires one of those responses.

23. Value “___” is Invalid for “Checkbox=X” field

Indicates that the user has entered something other than a check in the checkbox.

24. Point Value Subtotal is INCORRECT

Indicates that the subtotal on Schedule H1 is incorrect.

25. Schedule H1 contains Redundant Sections

Indicates that the user has entered values under more than one method of allocation.

26. Entity Type [___] is not an acceptable value

Indicates that the user has entered a name that is too long to completely appear on the public record.

27. Delimited Name should not exceed 38 letters & spaces

The name field is 38 characters including carat delimiters. (John^Smith^Jr)

28. Name has Too Many Parts (Over 3 Delimiters Found)

You can only use 3 carats in a name (Mr^John W^Smith^Jr is good. Mr^John^W^Smith^Jr is bad.).

File Submission, Uploading the Report and Error Messages

29. Schedule H3 Expenditure Item(s) don't match Total(s)

H3 transactions require one line for the admin total and as many lines as necessary for the other expenditure categories. If there are no others, it may be a single line. If the admin amount is zero, the admin line must be included anyway. This is an issue for programmers more than filers.

File Submission, Uploading the Report and Error Messages

Error Codes

There is a long list of possible error codes that can be displayed in the validator. Most of these do not apply to FECFile, but are necessary to provide information to other programmers who support electronic filing. To correct an error, go to the transaction indicated by the error message, and make the necessary changes.

The Validator screen indicates if an error is a “Warning” or if it is a “Fail” error. A typical Validation error will appear like this:

Example 1:

Form (Item): SE24 (Johnson^Dave^^)
Field Name: #007 Payee City
Warning Conditionally Required Field is Empty

To understand what information this error is providing us, we begin by looking at the *Form (Item)*. This information helps you identify where the problematic transaction is located. In our example, the *Form (Item)* is SE24, which stands for Schedule E Line 24. The name on this particular line item will read Dave Johnson. We need to look for a Schedule E transaction with the name Dave Johnson.

The second step is to look at the *Field Name*. The *Field Name* tells us what part of the transaction is in error. In this case the *Field Name* reads, “Payee City” which tells us that there is an error in the field where the city is entered in for Dave Johnson’s address.

The third step is to look at what the Warning description. In our example, the Warning reads, “Conditionally Required field is empty.” This means we did not fill in the name of the city that Dave Johnson lives in, and we should go back and enter it now.

Example 2:

Form (Item): F3N
Field Name: #093 Treasurer’s Signature Date
Fail is required but field is empty

File Submission, Uploading the Report and Error Messages

First we look at the *Form (Item)*, which reads Form 3. Form 3 refers to our report in its entirety. **Note: This would read Form 3X if we were a PAC or Party Committee.** Therefore, we know the error is not related to a particular transaction, but to the report itself.

Second, we look at the Field Name, which reads "Treasurer's Signature Date." This refers to the date we "Closed" the report as we prepared to upload it. We reach the "Closed Date" screen, by right clicking on the *Reports View* and selecting *Close*.

Third, we see that we received a "Fail" message and that our description reads, "Is required but field is empty" which tells us we need to go back and enter in the date we closed the report.

The difference between a *Warning* and a ****Fail**** message is that reports containing only warnings may still be uploaded, while a report with a ****Fail**** message cannot be uploaded.

Errors that are *Warning* and those that are ****Fail**** are listed below.

****FAIL**** **Error Message**

HDR record must be First in File

"Cover" (eg. F3A, F3XN, ...) must be 2nd in File

Filing must be an "FEC" Type of filing

Filing must be in "FEC Version 3.00" format

Amended filing must have an ID of the "Original"

Amended filing must have an "Amendment Number"

Header (HDR) inconsistent with Orig/Amend status

Unrecognized Form Type / Record Ignored

ID# _____ NOT Correct FEC Format

File Submission, Uploading the Report and Error Messages

ID# _____ NOT SAME AS Cover Page ID# _____

Schedule does not belong with Form _____

Report Type is Missing or Invalid

{field} exceeds maximum length of _____

{field} is Required, but field is Empty

Multi-Form Filings are NOT Allowed

Extraneous data follows last field

Schedule H3(s) not Version 2.02 format

Extraneous data coded in a Dummy field

Embedded double-quotes (") not allowed

Leading Blanks {e.g. " TEXT"} not allowed

Bad Date - _____ not YYYYMMDD format

_____ Not a Real Date or Outside 1960-2099

Invalid Amount format: _____

Non-numeric data in Numeric Field

_____ is an Invalid Year (CCYY) Format

Invalid Rate format: _____

Wrong Report Type for this Form

District "____" is not 2-digit Numeric format

Tran ID is NOT UNIQUE - This one is same as other(s)

File Submission, Uploading the Report and Error Messages

Back/Cross-Reference to Schedule/Tran ID not valid

Back-Reference TRAN-ID does not match Sched TRAN-ID

Event MUST be identified as [D]irect or [E]xempt

Event MUST be [A]dministrative [D]irect or [E]xempt

Amended Code must be A,C,D,N - not "_"

Only Amended Code "A" allowed on New filings

Warning Messages

Conditionally Required field is Empty

Subtotal {_____} not supported by other lines

Subtotal {_____} not supported by Schedule ____

FYI --> {_____} accumulated on Schedule ____

Election Code invalid: ____ {description}

Election Code missing: ____ {description}

Street Address is Missing

Single-line Address NOT in 1st delimited field

__ not a valid 2-character USPS State Code

Zip Code is Invalid or Missing / Zip = _____

Invalid Area Code/Phone Number: _____

Office Code "_" Invalid (Valid Codes: H, S, P)

Comm Code "__" Invalid. (Valid: DM,TP,TM,G)

File Submission, Uploading the Report and Error Messages

Comm Target "_" Invalid. (Valid: E, S, M)

Ratio Code "_" Invalid (Valid Codes: N, R, S)

Sup/Opp Code "___" Invalid (Valid Codes: S, O)

Committee Type "_" is Invalid for this form

___ not a valid 3-character Party Code

___ not a valid Party Type (NAT,STA,SUB)

___ Invalid Creditor (ICV,UCV,CAN,EMP,OTH)

___ not a Valid Itemized Transaction

Value "_" is Invalid for this Yes/No field

Value "_" is Invalid for "Checkbox=X" field

Point Value Subtotal is INCORRECT

Schedule H1 contains Redundant Sections

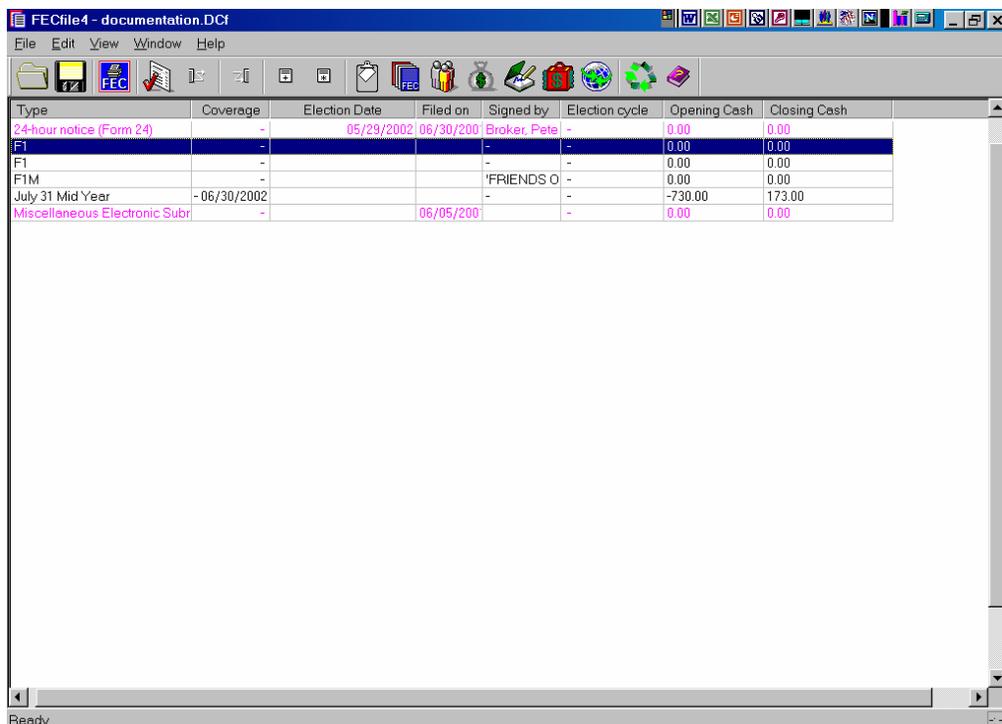
Entity Type [___] is not an acceptable value

Delimited Name should not exceed 38 letters & spaces

Name has Too Many Parts (Over 3 Delimiters Found)

Schedule H3 Expenditure Item(s) don't match Total(s)

Amending Reports and Notices



The screenshot shows a software window titled "FECfile4 - documentation.DCf" with a menu bar (File, Edit, View, Window, Help) and a toolbar. Below the toolbar is a table with the following data:

Type	Coverage	Election Date	Filed on	Signed by	Election cycle	Opening Cash	Closing Cash
24-hour notice (Form 24)	-	05/29/2002	06/30/200	Broker, Pete	-	0.00	0.00
F1	-					0.00	0.00
F1	-					0.00	0.00
FTM	-			FRIENDS O		0.00	0.00
July 31 Mid Year	-06/30/2002					-730.00	173.00
Miscellaneous Electronic Subr	-		06/05/200			0.00	0.00

There are three types of reports produced by FECFile that are related to the Form 3 and Form 3x reports. An amended report is based on a previously filed report a 48-hour or 24-hour notice are special reports that contain information that will be reported on the next Form 3/3x report filed. In FECFile, both require that a current or previous report be available on the Reports View.

Amendments

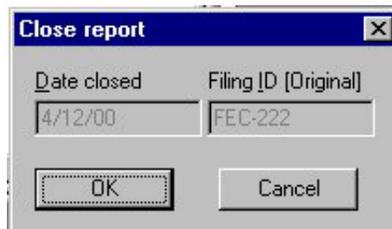
ONLY ELECTRONICALLY FILED REPORTS CAN BE AMENDED ELECTRONICALLY!

If the report being amended was originally filed on paper, it cannot be amended electronically.

When the original report was filed electronically, a faxed or emailed confirmation from the FEC that included a Filing ID number was sent. The Filing ID is in the format "FEC-XXXX" where the Xs represent numbers. This number is automatically saved for the user upon a successful filing, making the amendment

Amending Reports and Notices

process easier. Notice that the filing id field is grayed out. This id cannot be altered.



Creating an amendment

1. Select View from the menu bar, and Reports.
2. Right click on the report to amend and select Amend. The report screen that opens should contain most information.
3. If the treasurer's name is being modified as part of the amendment, it is modified at this point.
4. Choose OK to create the amended report. Select Yes to modify the selected report.

⇒

A window titled "Reports" showing a table of report entries. The table has six columns: Type, Coverage, Election Date, Filed on, Signed by, and Election cycle. The first row is highlighted in blue and contains the text "April 15 Quarterly", "04/01/2000 - 06/30/2000", an empty cell, "04/12/2000", "Blow, Joe", and "11/08/2000 - 11". The second row contains "July 15 Quarterly", "04/01/2000 - 06/30/2000", an empty cell, an empty cell, "Blow, Joe", and "11/08/2000 - 11".

The report will now have an A1, A2... in front of it; A1 is for the first amendment A2 is for the second amendment. Any subsequent amendments will have "A" and the appropriate corresponding number of the amendment. If the user has any reports that were already closed and filed, FECfile will automatically generate amendments for those reports.

Amending Reports and Notices

Example:

There are three reports filed to date. The Quarter 1 dated 1/1/01 to 3/31/01, the Quarter 2 dated 4/1/01 6/30/01 and the Quarter 3 dated 7/1/01 to 9/30/01. All three reports are closed and have been filed electronically. The user needs to amend the Quarter 1 report, after filing the amendment for this report all the subsequent filed reports will generate automatic amendments. To find out if they need to file any of these automatically generated amendments; contact the Reports and Analyst Division at the Federal Election Commission.

Modifying transactions for the amendment

Transactions that were incorrectly reported in the original report can now be corrected.

1. Go to the view that contains the incorrect transaction (e.g. Receipts, Disbursements), and find the transaction that requires editing.
2. Double click on the transaction requiring editing.
3. Make the necessary changes to the transaction and select OK. The altered transaction appears; the original transaction resides in an archived file of the original filing.

Adding new transactions for the amendment

Adding new transactions to an amended report is completed as adding new transactions to an original report. Go to the Summary Page View and double click on the line that represents the new transaction.

Deleting transactions from an amended report

To delete a transaction from an amended report, go to the view that displays the transaction, single click on the transaction, and choose Delete from the Edit menu.

Amending Reports and Notices

Filing an amended report

An amended report is filed like a new report (choose Upload from the File menu). The necessary filing id required to amend the report is already entered in the box labeled "This filing amends"



Previewing original and amended reports

FECFile now creates an archived file of filed reports. To view a report, select the one to preview from the reports view. Select print archived report from the file menu. Choose current, original or amendment 1, 2, or 3. Choosing current previews the report that is selected in the reports view. Original previews the original report that was filed or the current report if no report has yet been filed. Any of the amendment options preview the corresponding amendment.

24-Hour Notices (Form 24)

Only PAC's and Party committees report a 24-Hour notice to the FEC. If filing Form3X electronically, the user will have the option to select 24-Hour Notice

Amending Reports and Notices

from the Reports View. If filing using Form3 they will not have this report type available to them since it is not applicable.

To create a 24-Hour Notice

The transactions that are reported on a 24-hour notice are also reported on the next scheduled report. For example, the committee makes an independent expenditure on October 25, 2000. This expenditure is added in the January 31 Year-End report (YE), which, covers 10/1/00 through 12/31/00 (as an example). The independent expenditure will be reported in the total independent expenditures on this report. In addition, the FEC requires submission of a 24-hour notice for this contribution since it is \$1,000 or more and it was received within 20 days of the election.

In FECFile, transactions are not created on Form 24. All transactions that are reported on Form 24 are created on Form 3X. Enter all such contributions in FECFile by selecting the correct Form 3X report from the Reports View. Select the Summary page View, and add the transactions by double clicking on the correct line.

Create the 24-Hour Notice:

1. Open the Reports View.
2. Choose Edit and New.
3. Select 24-Hour Notice (Form 24) from the report type list. Enter the information (i.e., State - this is the state where the committee is registered; Date - date of the election; Signed by - select the name of the individual from the list who will be signing this report).
4. Highlight the report (defined as 24-hour Notice in the type column) from the Reports view.
5. Go to the All Transactions View and select the independent expenditure that should appear on the 24-hour notice. Select the transaction once so it is highlighted.
6. Right Click on the entry and select add to form 24. Any of the information about the transaction may be modified, however all the information should be the same. Notice the Memo box has a check mark. The transaction is

Amending Reports and Notices

recorded as a memo, so that the total independent expenditures will not be inflated. Remember, the independent expenditure will also be submitted in the next report (January 31 Year-End report in the example given above.) The transaction for the 24-hour notice will be listed in red in the receipts window.

Delete

If a transaction is selected to be sent to the 24-hour notice erroneously, the transaction can be deleted.

1. Find the transaction in the Receipts View. These transactions will be red with an "M" in front of the line number to denote this is a memo item.
2. Highlight the transaction.
3. Select Edit on the menu bar and choose Delete.
4. Click Yes when asked if sure to delete the transaction. (This will not delete the contribution from the Form 3x report. It will only be removed from the 24-hour notice).

Modify

A transaction that was sent to the 24-hour notice may be modified.

1. Find the transaction in the Receipts View. These transactions will have Memo in the Line# column and N/A in the YTD column.

Highlight the transaction.

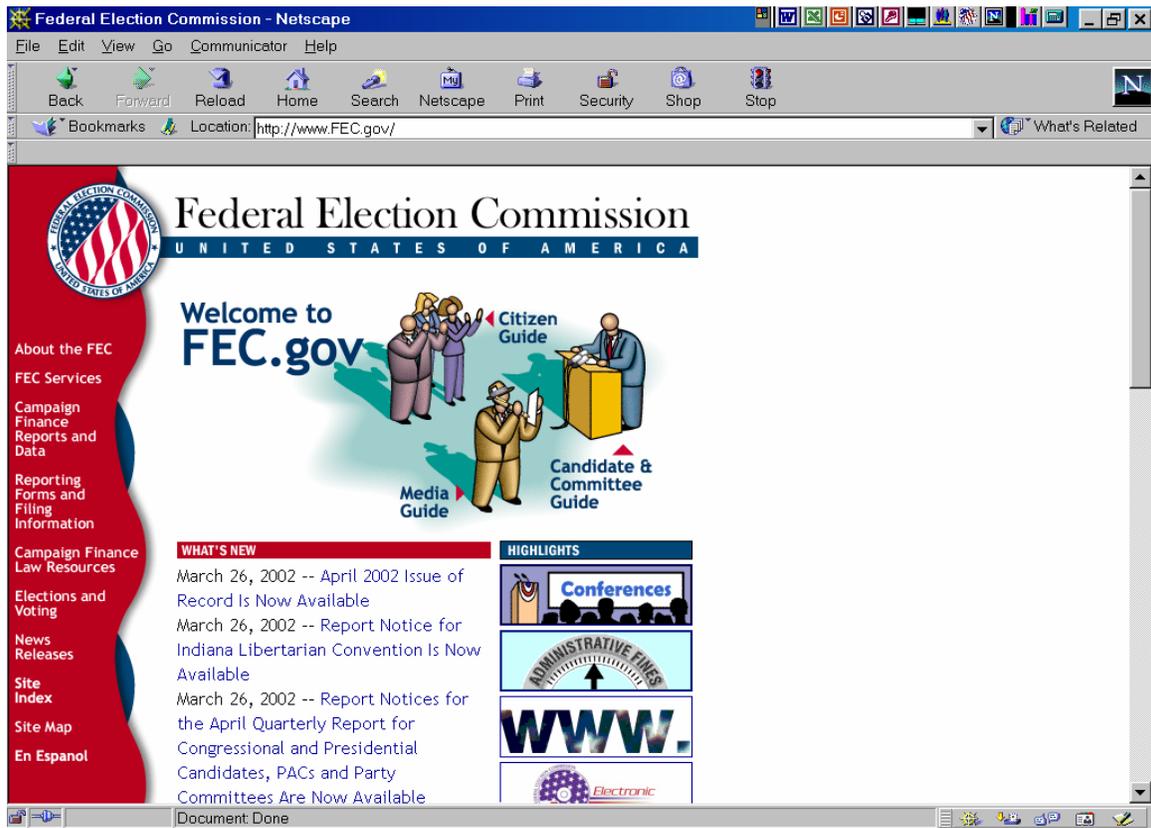
2. Go to Edit on the menu bar and select Modify.
Make the necessary changes.
3. Click Yes when asked if sure to replace the transaction. (This will not modify the contribution from the Form 3X report. It will only be modified in the 24-hour notice.)

Amending Reports and Notices

To modify the original transaction, select the correct Form 3x report from the Reports View.

Select the correct view for the transaction (Receipts, Disbursements, etc.), find the transaction and edit it. The original transaction will not be marked as a Memo.

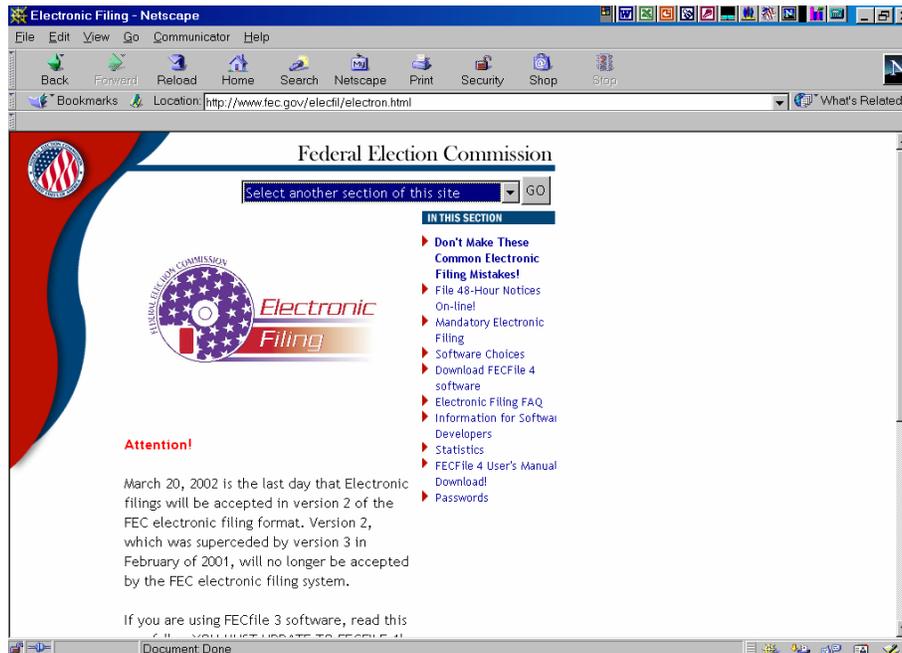
Navigating the FEC Website



The Federal Election Commission has its own website available to all who have Internet access. The site has a wealth of information on Campaign Finance information, Reports, Forms to name a few.

1. Using any Internet browser, type <http://www.fec.gov> in the address bar and launch the FEC website.
2. The Federal Election Commission homepage will appear, and permit the user to navigate to various areas on the site.
3. On the main page, move the mouse to the Electronic Filing icon, under the Highlights heading on the main page, and click once to move to the page.

4. The FEC Electronic Filing page is loaded.



5. Using the mouse, select the drop down menu under Select another section of this site.
6. Select an option from the drop down menu and click on GO.

Options here include:
Mandatory Electronic Filing
Electronic Filing Software
Software Download
Information for Software Companies
Electronic Filing FAQ's
Electronic Filing facts and figures

7. Select an option from the drop down menu and click on GO.
8. Upon selecting any of these options, the page will load, and additional information becomes available.
9. Moving the mouse to move over terms and text, the pointer becomes a hand, indicating that additional information is available on the subject matter. Pointing and clicking on the subject matter will launch the additional information, or JUMP to the particular section.

10. On selecting a page, the user may scroll up and down the section, or use the browser navigation buttons to move back to the previous section.