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[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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Author

Data Systems Training and User Support

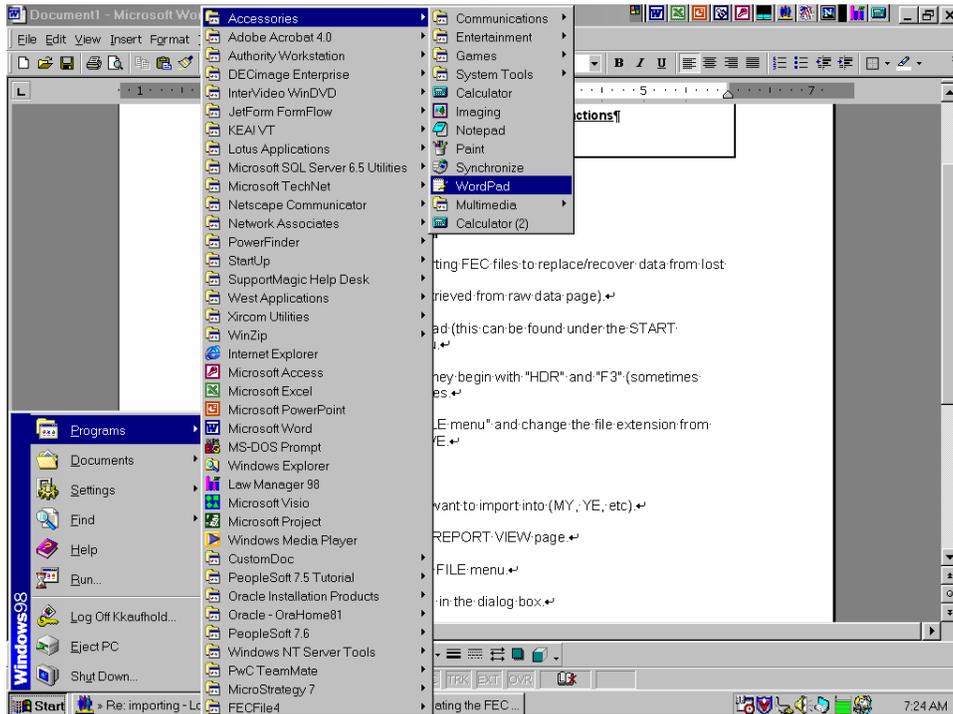
Contact information

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

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Recovering DCF's and Deleting Transactions

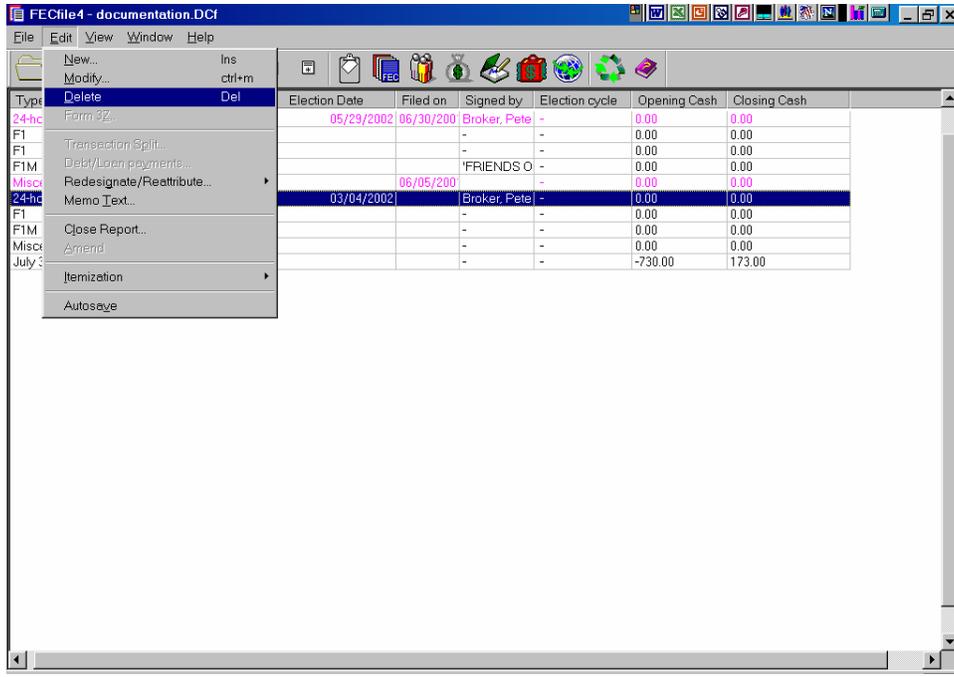


Recovering DCF's or Lost Data

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

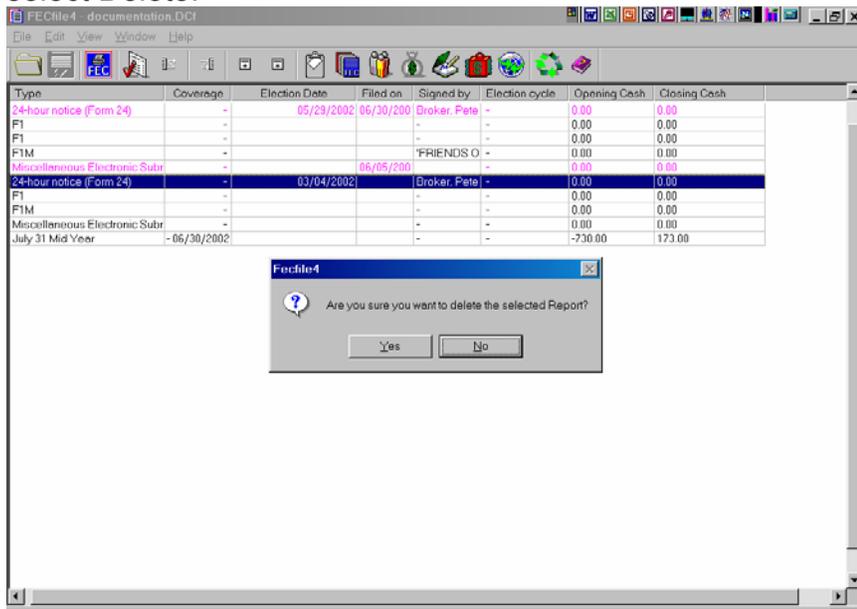
1. Save the .fec file from disk (retrieved from raw data page).
2. Open up the .fec file in WordPad (this can be found under the START /Programs / Accessories menu).
3. Delete the 1st two (2) lines. They begin with "HDR" and "F3" (sometimes "F3A"). Delete these entire lines.
4. Select "Save As" under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