

*This file is part of the document FECFile UserManual for PAC's & Party Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find the other parts of this document follow the following links, respectively:*

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# FECFile User Manual for PAC's & Party Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission, and How to make sense of some common error codes.

## **Edition date**

10/11/02

## **Author**

Data Systems Training and User Support

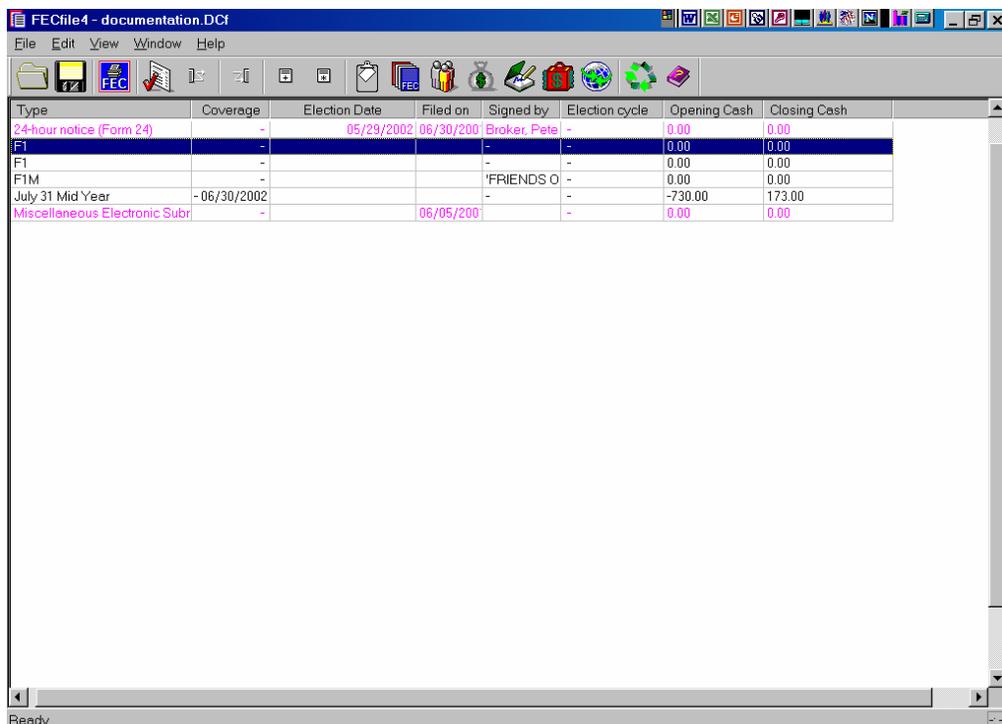
## **Contact information**

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

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

## 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	06/30/2001	Broker, Pete	-	0.00	0.00
F1	-					0.00	0.00
F1M	-					0.00	0.00
F1M	-			FRIENDS O		0.00	0.00
July 31 Mid Year	-06/30/2002					-730.00	173.00
Miscellaneous Electronic Subr	-		06/05/2001			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

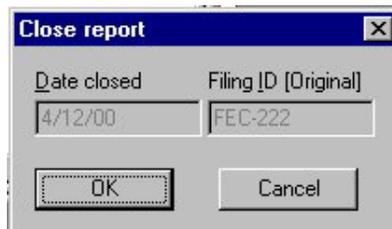
**ONLY ELECTRONICALLY FILED REPORTS CAN BE AMENDED ELECTRONICALLY!**

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", "", "04/12/2000", "Blow, Joe", and "11/08/2000 - 11". The second row contains "July 15 Quarterly", "04/01/2000 - 06/30/2000", "", "", "Blow, Joe", and "11/08/2000 - 11".

Type	Coverage	Election Date	Filed on	Signed by	Election cycle
April 15 Quarterly	04/01/2000 - 06/30/2000		04/12/2000	Blow, Joe	11/08/2000 - 11
July 15 Quarterly	04/01/2000 - 06/30/2000			Blow, Joe	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"

The screenshot shows a 'Settings' dialog box with two tabs: 'Upload' and 'Configure'. The 'Configure' tab is selected. Under 'Filer information', there are four text boxes: 'Password' (masked with 'xxxxxx'), 'ID' (containing 'C00307165'), 'Fax', and 'e-mail' (containing 'edg@nicusatech.com'). Below this is a 'Filing Method' section with radio buttons for 'ICP/IP', 'SSL' (which is selected), 'Dialup', 'A:', 'B:', and 'Other'. There is a checkbox labeled 'File it to the test server [ will not be received by the agency ]' which is currently unchecked. At the bottom of the dialog, there is a text box labeled 'This filing amends' containing the text 'FEC-222'. The dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom.

### 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.