

# FECFile Training Agenda

March 20, 2013

## Introductions

### FECfile Software

- Version 8.0.1.8
- Different Views in FECfile – get acquainted with the software first – *Page 5 of the FECfile User Manual*
- Always save your information in the same place – either on a file on your server or on personal computer – all reports created are saved into **ONE (1)** file – *Page 3 of the FECfile User Manual*
- Subsequent sessions of FECfile – *Page 4 of the FECfile User Manual*

### Using the Software – Step by Step Process

1. **Creating a Committee File** – *Page 3 of FECfile User Manual*
  - Create a Committee with any name and use the Cmte. ID: **C00258848**
  - Importance of .dcf file – **NEVER LOSE**
2. **Creating an FEC Form 3X** – *Page 8 of FECfile User Manual*
  - Select Assigned Report – **2012 October Monthly Report (9/1/12-9/30/12)**
  - Note: Dates will have to be made up based on coverage dates of report
3. **Entering Receipts** – *Page 14 of FECfile User Manual*
  - Line 11(a)(i) – Contributions from Individuals
    - *Example:*

Full Name <b>Mike Shanahan</b>		Date of Receipt <b>9/1/12</b>	
Mailing Address <b>21300 Redskin Park Drive</b>		Amount of Each Receipt This Period <b>\$3,000</b>	
City <b>Ashburn</b>	State <b>VA</b>	Zip Code <b>20147</b>	
FEC ID Number			
Name of Employer <b>Washington Redskins</b>		Occupation <b>Head Coach</b>	
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		Aggregate Year to Date <b>\$3,000</b>	

- Line 11(c) – Contributions from Other Political Committees:
  - *Example:* (Lookup Function)

Full Name <b>Microsoft Corporation Political Action Committee</b>		Date of Receipt <b>9/5/12</b>
Mailing Address <b>16011 NE 36<sup>th</sup> Way</b>		Amount of Each Receipt This Period <b>\$5,000</b>
City <b>Redmond</b>	State <b>WA</b>	Zip Code <b>98073</b>
FEC ID Number <b>C00227546</b>		
Name of Employer Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		
Aggregate Year to Date <b>\$5,000</b>		

- Line 15 – Offsets to Operating Expenditures (Refunds, Rebates, etc.)
  - *Example:*

Full Name <b>Marriott Hotel</b>		Date of Receipt <b>9/10/12</b>
Mailing Address <b>1331 Pennsylvania Ave NW</b>		Amount of Each Receipt This Period <b>\$2,000</b>
City <b>Washington</b>	State <b>DC</b>	Zip Code <b>20004</b>
FEC ID Number		<b>Holiday Party Banquet Hall Refund</b>
Name of Employer Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		
Aggregate Year to Date <b>\$2,000</b>		

#### 4. Entering Disbursements – Page 18 of FECfile User Manual

- Line 21(b) – Other Federal Operating Expenditures
  - *Example:*

Full Name <b>Prestige Worldwide</b>		Date of Receipt <b>9/11/12</b>
Mailing Address <b>2500 Pennsylvania Ave NW</b>		Amount of Each Disbursement This Period <b>\$3,500</b>
City <b>Washington</b>	State <b>DC</b>	Zip Code <b>20004</b>
Purpose of Disbursement <b>Party Fundraising Consulting</b>		Category/ Type
Candidate Name		
Office Sought: <input type="checkbox"/> House	Disbursement For:	
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input type="checkbox"/> General
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)	
State:	District:	

▪ **Example #2: Reimbursement to an Individual**

Full Name <b>Brennan Huff</b>			Date of Disbursement <b>9/12/12</b>
Mailing Address <b>1000 Lee Highway</b>			Amount of Each Disbursement This Period <b>\$600</b>
City <b>Fairfax</b>	State <b>VA</b>	Zip Code <b>22030</b>	
Purpose of Disbursement <b>Party Office Supplies</b>		Category/ Type	
Candidate Name			
Office Sought: <input type="checkbox"/> House	Disbursement For:		
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input type="checkbox"/> General	
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)		
State:	District:		

• **Transaction Split**

Full Name <b>Office Depot</b>			Date of Disbursement <b>9/12/12</b>
Mailing Address <b>11001 Lee Highway</b>			Amount of Each Disbursement This Period <b>\$300</b>
City <b>Fairfax</b>	State <b>VA</b>	Zip Code <b>22030</b>	[MEMO ITEM]
Purpose of Disbursement <b>Paper, Pens &amp; Ink</b>		Category/ Type	
Candidate Name			
Office Sought: <input type="checkbox"/> House	Disbursement For:		
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input type="checkbox"/> General	
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)		
State:	District:		

Full Name <b>Wal-Mart</b>			Date of Disbursement <b>9/12/12</b>
Mailing Address <b>5885 Kingstowne Blvd</b>			Amount of Each Disbursement This Period <b>\$300</b>
City <b>Alexandria</b>	State <b>VA</b>	Zip Code <b>22315</b>	[MEMO ITEM]
Purpose of Disbursement <b>Table &amp; Chairs</b>		Category/ Type	
Candidate Name			
Office Sought: <input type="checkbox"/> House	Disbursement For:		
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input type="checkbox"/> General	
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)		
State:	District:		

- Line 23 – Contributions to Federal Candidates and Committees
  - *Example: Lookup Function*

Full Name <b>Moran for Congress</b>			Date of Disbursement <b>9/21/12</b>	
Mailing Address <b>311 North Washington St., Suite 200L</b>			Amount of Each Disbursement This Period <b>\$2,500</b>	
City <b>Alexandria</b>	State <b>VA</b>	Zip Code <b>22314</b>		
Purpose of Disbursement <b>Contribution</b>			Category/ Type	
Candidate Name <b>James P. Moran, Jr</b>				
Office Sought:	<input checked="" type="checkbox"/> House	Disbursement For:	<b>2012</b>	
	<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input checked="" type="checkbox"/> General	
	<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)		
State: <b>VA</b> District: <b>08</b>				

## 5. Other Transactions (Optional)

- Transfers From/To:
  - Line 12 – Transfers from Affiliated/Other Party Committees
  - Line 22 – Transfers to Affiliated/Other Party Committees
- Debts
  - Line 10 – Other Debts Owed BY the Committee
- Memo Entries
- Memo Text
  - Clarification/additional information regarding the report
  - Clarification/additional information regarding a particular transaction
- Allocation Schedules

## 6. Closing and Uploading Your Report – Page 37 of FECfile UserManual

- Upload report with password provided – only time you can use this password: **radtest2**