

FECfile Training Agenda

January 14, 2015

Introductions

FECfile Software

- Version 8.1.0.1 Build 1
- 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 4 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**
 - Create Form 1 – just enter in Treasurer information
 - Importance of .dcf file – **NEVER LOSE**
2. **Creating an FEC Form 3X** – *Page 8 of FECfile User Manual*
 - Select Assigned Report – **2015 September Monthly Report (8/1/15-8/30/15)**
 - 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: (Payroll Deductions)*

Full Name Mike Green			Date of Receipt 8/1/15
Mailing Address 601 F St NW			Amount of Each Receipt This Period \$3,000
City Washington	State DC	Zip Code 20004	\$1,500 bi- weekly
FEC ID Number			
Name of Employer Washington Capitals		Occupation Hockey Player	
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		Aggregate Year to Date \$3,000	

• Line 11(c) – Contributions from Other Political Committees:

▪ *Example: (Lookup Function)*

Full Name Microsoft Corporation Political Action Committee		Date of Receipt 8/2/15
Mailing Address 16011 NE 36th Way		Amount of Each Receipt This Period \$5,000
City Redmond	State WA	Zip Code 98073
FEC ID Number C00227546		
Name of Employer		Occupation
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		Aggregate Year to Date \$5,000

• Line 15 – Offsets to Operating Expenditures (refunds, rebates, etc.)

▪ *Example:*

Full Name Marriott Hotel		Date of Receipt 8/15/15
Mailing Address 1331 Pennsylvania Ave NW		Amount of Each Receipt This Period \$2,000
City Washington	State DC	Zip Code 20004
FEC ID Number		PAC Holiday Party Banquet Hall Refund, originally disclosed 4/7/15
Name of Employer		
Occupation		
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other		Aggregate Year to Date \$2,000

4. Entering Disbursements – Page 18 of FECfile User Manual

• Line 21(b) – Other Federal Operating Expenditures

▪ *Example:*

Full Name Prestige Worldwide		Date of Receipt 8/20/15
Mailing Address 2500 Pennsylvania Ave NW		Amount of Each Disbursement This Period \$3,500
City Washington	State DC	Zip Code 20004
Purpose of Disbursement PAC Fundraising Consulting		Category/ Type
Candidate Name		
Office Sought: <input type="checkbox"/> House	Disbursement For:	
<input type="checkbox"/> Senate <input type="checkbox"/> President	<input type="checkbox"/> Primary <input type="checkbox"/> Other (specify)	<input type="checkbox"/> General
State:	District:	

- Line 23 – Contributions to Federal Candidates and Committees

- *Example: Lookup Function*

Full Name Friends of Don Beyer			Date of Disbursement 8/21/15	
Mailing Address 1751 Potomac Greens Drive			Amount of Each Disbursement This Period \$2,600	
City Alexandria	State VA	Zip Code 22314		
Purpose of Disbursement Contribution		Category/ Type		
Candidate Name Donald Sternoff Beyer, Jr.				
Office Sought: <input checked="" type="checkbox"/> House	Disbursement For: 2016			
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input checked="" type="checkbox"/> General		
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)			
State: VA District: 08				

- Line 29 – Other Disbursements

- *Example: Non-Federal contribution*

Full Name Friends of Patrick Hope			Date of Disbursement 8/22/15	
Mailing Address 415 N. Oxford St			Amount of Each Disbursement This Period \$1,000	
City Arlington	State VA	Zip Code 22203	Non-Federal Contribution	
Purpose of Disbursement Contribution to Non-Federal Candidate		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:				

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
- Interest Received from a Bank
 - Line 17 – Other Federal Receipts (Dividends, Interest, etc.)

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

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