

FECfile Training Agenda

October 3, 2012

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 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 – **2012 September Monthly Report (8/1/12-8/31/12)**
 - 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: (Payroll Deductions)*

Full Name Mike Green		Date of Receipt 8/1/12	
Mailing Address 601 F St NW		Amount of Each Receipt This Period \$3,000	
City Washington	State DC	Zip Code 20004	
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 8/2/12	
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 – Other Federal Receipts (interest, dividends, etc.)
 - *Example:*

Full Name Marriott Hotel		Date of Receipt 8/15/12	
Mailing Address 1331 Pennsylvania Ave NW		Amount of Each Receipt This Period \$2,000	
City Washington	State DC	Zip Code 20004	
FEC ID Number			
Name of Employer		Occupation PAC Holiday Party Banquet Hall Refund	
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 8/20/12	
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 Moran for Congress			Date of Disbursement 8/21/12		
Mailing Address 311 North Washington St., Suite 200L			Amount of Each Disbursement This Period \$2,400		
City Alexandria	State VA	Zip Code 22314			
Purpose of Disbursement Contribution			Category/ Type		
Candidate Name James P. Moran, Jr.					
Office Sought:	<input checked="" type="checkbox"/> House	Disbursement For:	2010		
	<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:*

Full Name Friends of Patrick Hope			Date of Disbursement 8/22/12		
Mailing Address 415 N. Oxford St			Amount of Each Disbursement This Period \$1,000		
City Arlington	State VA	Zip Code 22203			
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

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

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