



FECFILE WEBINAR TRAINING

For Candidate Committees

The goal of today's presentation is to familiarize you with FECFile and help you develop a basic understanding of the program's fundamentals. You will learn how to navigate the software, create reports, enter transactions, provide all the necessary information on your FEC filings, and upload reports.

If you have questions at any time, please do not hesitate to ask!

WORKSHOP OUTLINE

Part I: FECFile Basics (Getting Started With FECFile User Manual, p. 2)

- A. Basic understanding of the software's fundamentals
 - Database layout
 - Tab names and purposes
 - Importance of dates for all transactions and reports
 - Data location, importance of backups
 - Avoiding duplicate committee files
- B. Setting up your database
- C. Creating a report
 - Types of reports
 - Creating a Report of Receipts and Disbursements (Form F3)
 - Electronic filing password

Part II: Reporting Receipts (p. 16)

- A. Summary page - types of receipts reported on Schedule A
 - Itemization thresholds
 - "This P.I." (This Period Itemized) and "This P.U." (This Period Unitemized)
- B. Individual and candidate contributions
 - Contribution from an individual
 - Creating a new contact vs. using existing contact
 - Partnership contribution (using transaction split)
- C. In-kind contribution
 - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
 - Using the PAC Look-Up function
 - Unregistered committees

Part III: Reporting Disbursements (p. 22)

- A. Types of disbursements reported on Schedule B
 - Itemization thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card/payroll payments
 - Transaction split (itemization)
- D. Contributions to other federal candidate committees
- E. Contribution refunds

Part IV: Reporting Loans and Debts (p. 24)

- A. The difference between a loan and a debt
 - Types of loans received by the committee
 - Loan sourced from the personal funds of the candidate
 - Loan not derived from the personal funds of the candidate or received directly from a bank or lending institution (Schedule C-1)
- B. Debt owed by the committee
 - Report debts greater than \$500 or outstanding 60 days
- C. Payment on loans and debts
 - Payment of loan principal vs. interest
- D. Loan forgiveness by the candidate
 - Letter of loan forgiveness

Part V: Providing Additional Information

- A. Memo text vs. memo item
- B. Memo text on report and/or transaction
- C. Miscellaneous Electronic Submission (Form 99)

Part VI: Filing Reports (p. 28)

- A. Close
- B. Validate & save
- C. Print preview & save
- D. Upload
- E. Amend

Part VII: Advanced Topics

- A. 48-Hour Report (Form 6) (p. 18)
 - Contribution/loan/advance of \$1,000 or more
 - Creating a Form 6
 - Adding a contribution to the Form 6
- B. Candidate in-kind contribution
- C. Redesignations/Reattributions (p.17)
- D. Conduit/Earmark reporting (transaction split)
- E. Merge Feature

HELPFUL LINKS

Electronic Filing Resources:

Help for Electronic Filers: manuals, tutorial videos, and links.

<http://www.fec.gov/support/index.shtml>

- Electronic Filing Password: <http://www.fec.gov/electfil/passwords.shtml>
- FAQs about Electronic Filing: http://www.fec.gov/support/faq_filing.shtml
- FAQs about FECFile: http://www.fec.gov/support/faq_soft.shtml
- Validation Errors: http://www.fec.gov/support/faq_valid.shtml
- Upload Errors: http://www.fec.gov/support/faq_parser.shtml
- Common E-filing Mistakes: <http://www.fec.gov/electfil/mistakes.shtml>

Online Webforms: <https://webforms.fec.gov/>

Reporting Resources:

Candidate Guides: <http://www.fec.gov/info/publications.shtml#guides>

Reporting Dates: http://www.fec.gov/info/report_dates.shtml

Reports Analysis Division: <http://www.fec.gov/rad/>

FAQs Page: <http://www.fec.gov/ans/answers.shtml>

- FAQs for Candidate Committees:
http://www.fec.gov/ans/answers_candidate.shtml