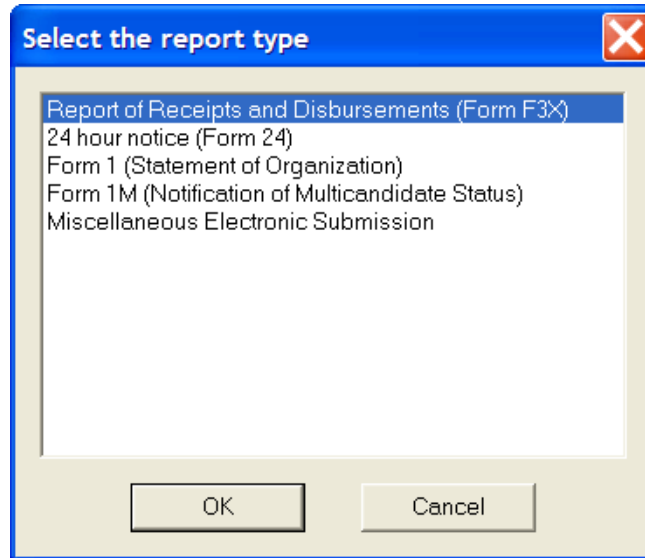


D. REPORTS



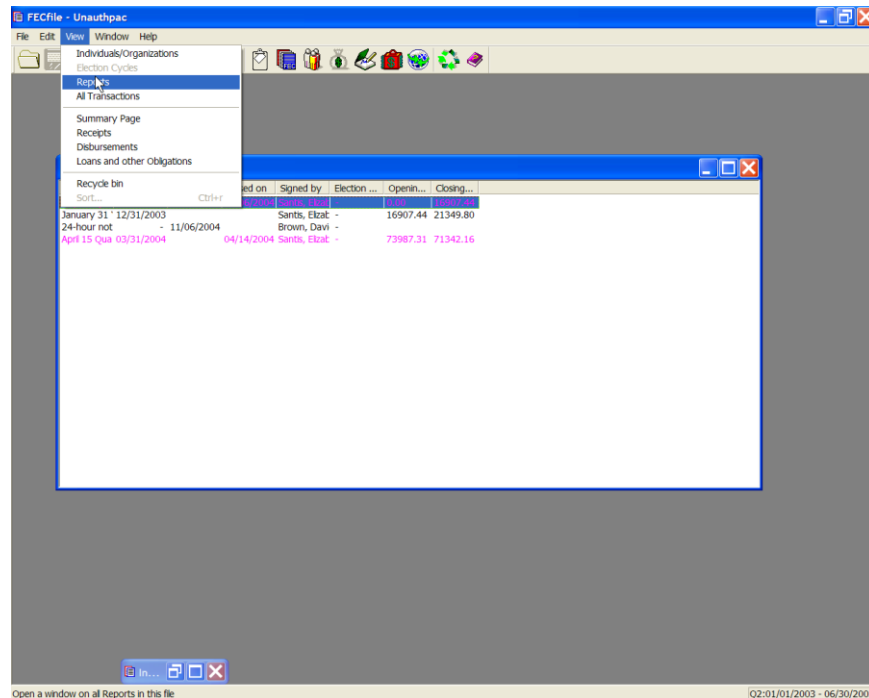
Reports

The FECFile generates several different kinds of reports. These reports can include:

- Report of Receipts and Disbursements (Form 3P) **This is for Presidential Candidate Committees**
- Report of Receipts and Disbursements (Form 3) **This is for Non-Presidential Candidate Committees**
- Report of Receipts and Disbursements (Form 3X) **This is for PACS, Parties, State and Local Parties**
- 48 Hour Notice (Form 6)
- Statement of Organization (Form 1)
- Notification of Multicandidate Status (Form 1 M)
- Miscellaneous Electronic Submission

Creating A Report Of Receipts And Disbursements (Form 3X) (This Is For PACS and Party Committees)

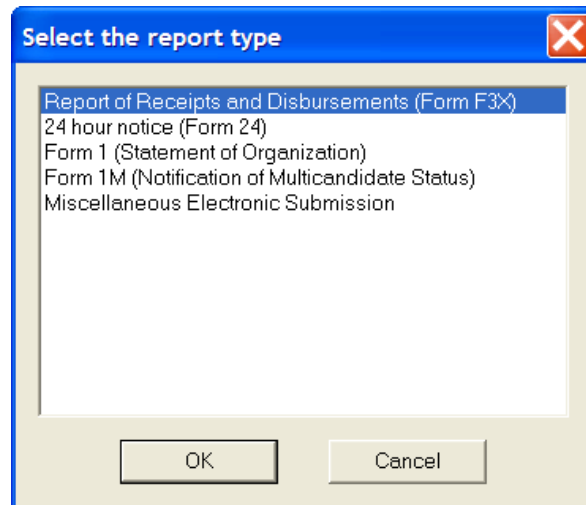
- ✓ Upon launching FECFile, select your existing committee file, (*.dcf).
- ✓ Select View, from the menu bar and select Reports.



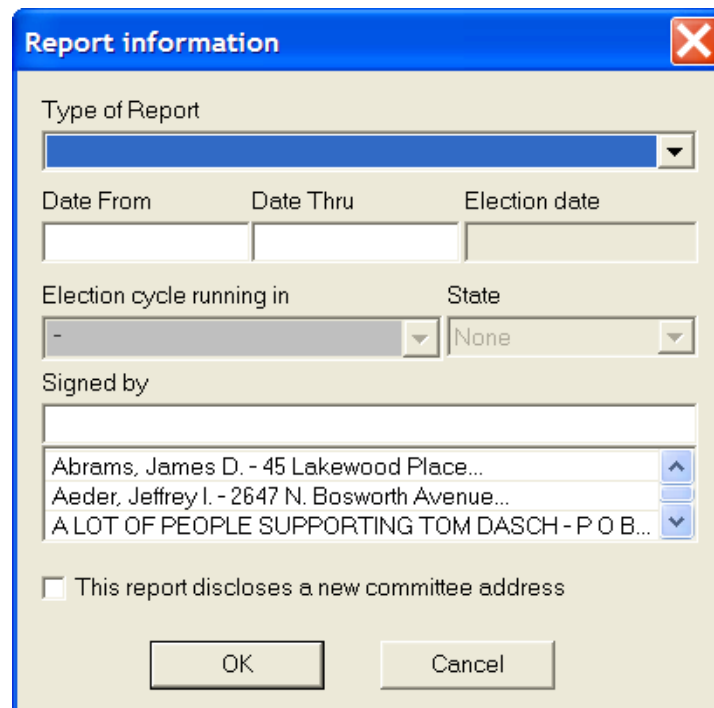
- ✓ Select Edit from the menu bar and then select New.

Shortcut! (Right-click and select New, or use the Ins key on your keyboard with the Report window highlighted!)

NOTE: The first time you create a report, and your cash on hand is not zero (\$ 0.00)—The first transaction you enter in the report should be the “Cash on Hand” Transaction to enter the initial balance. Subsequent transactions will modify the balance. See the transactions section for instructions.



- ✓ Select Report of Receipts and Disbursements (Form 3X) and click on OK.



- ✓ The Receipts and Disbursements Report has several options. Select the report required from the “Type of Report” drop-down menu.
- ✓ Point and click inside the “Date From” field and enter in the date required.

Note: Due to the nature of the report selected, some date fields will be automatically populated by the FECFile application.

Point and click inside the “Date Thru” field, and enter in the date required. Again, this is necessary if the date field was not automatically generated.

Note: You may accept the default dates, or change them if necessary. Caution is required when changing the default dates. Pre-Primary reports, Pre-General reports and Post-General reports can alter the coverage dates of adjacent reports. If there is uncertainty about report coverage dates, users must check with an FEC representative prior to changing the default dates.

Date formats should be entered as follows:

- m/d (1/1)
- mm/dd (01/01)
- mm/dd/yy (01/01/00)
- mm/dd/yyyy (01/01/2000).

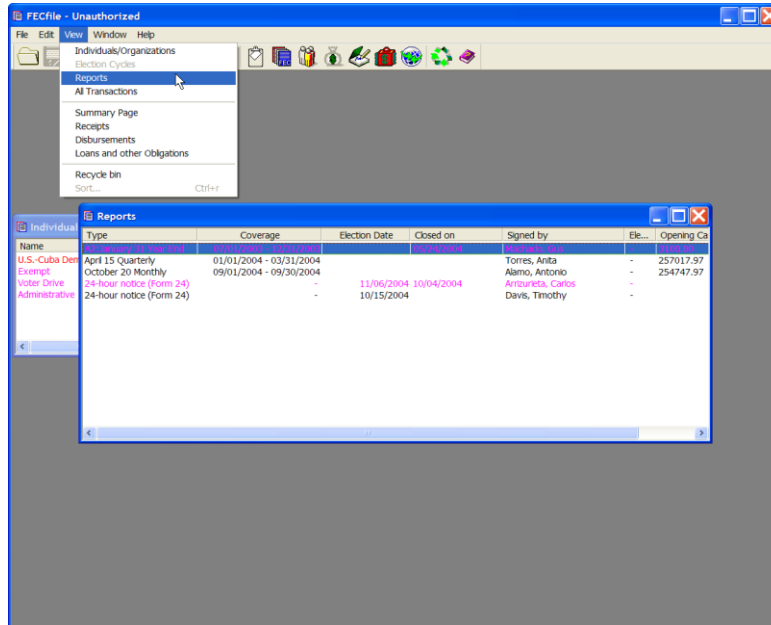
PLEASE NOTE THAT IF THE YEAR IS NOT PROVIDED, THE SOFTWARE DEFAULTS TO THE CURRENT YEAR.

- ✓ The treasurer’s name may be selected from the Individuals/Organizations list.
Note: If the treasurer’s name is not listed, it must be entered in the same manner as a standard individual.
- ✓ If the committee’s address has been changed on the Individuals/Organizations list, check the box reading, “This report discloses a new committee address”.
- ✓ Click on OK.
- ✓ The Reports table will appear.

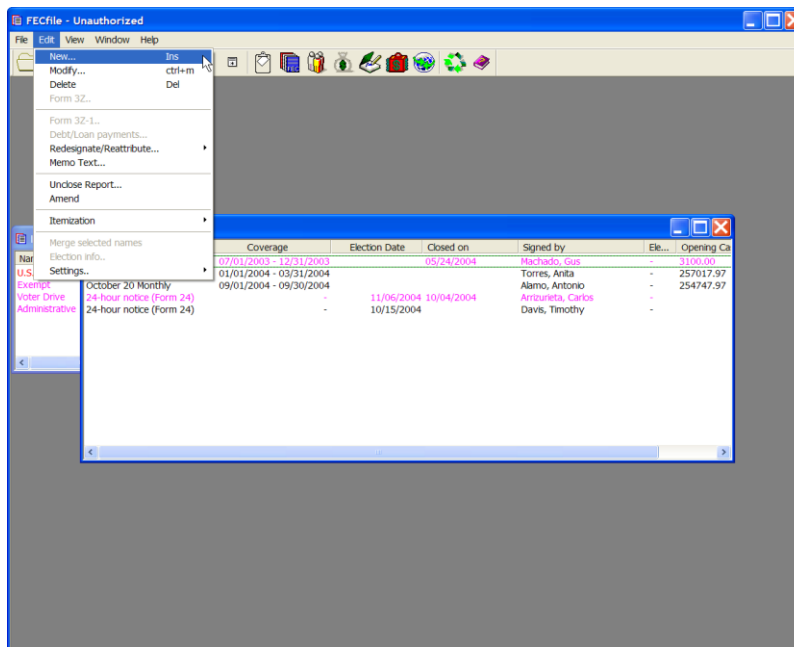
Creating a 24 of 48 Hour Notice Form (Form 24)

Only PAC's and Party Committees report a 24 Hour Notice to the FEC. If Filing the Form 3X electronically, the option to select 24 Hour Notice appears in the Report View.

- ✓ Upon launching FECFile, select your existing committee file, (*.dcf)

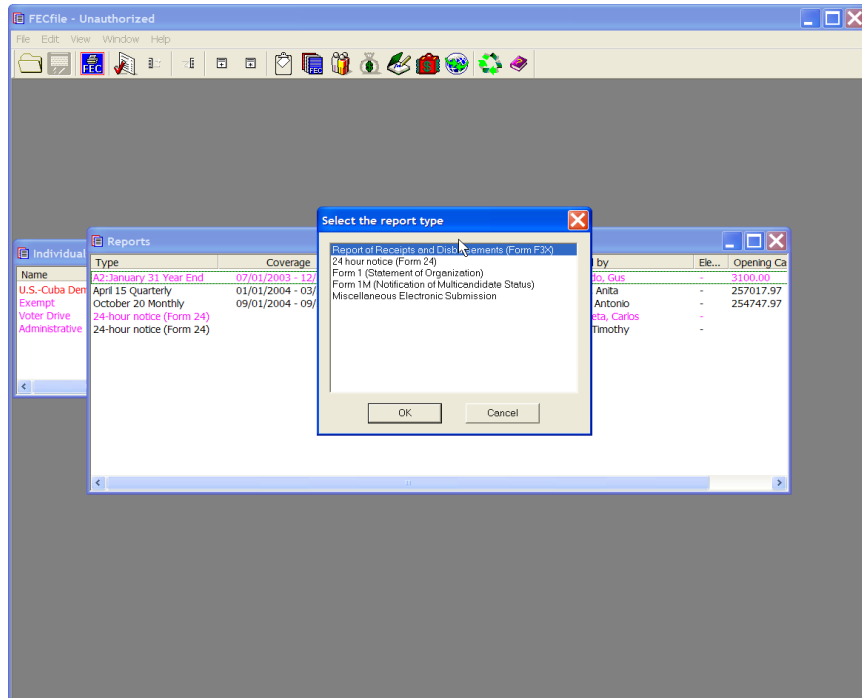


- ✓ Select View, from the menu bar and select Reports

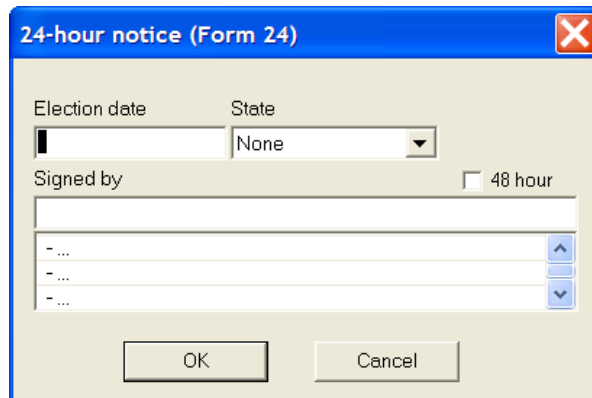


- ✓ Select Edit from the menu bar and then select New.

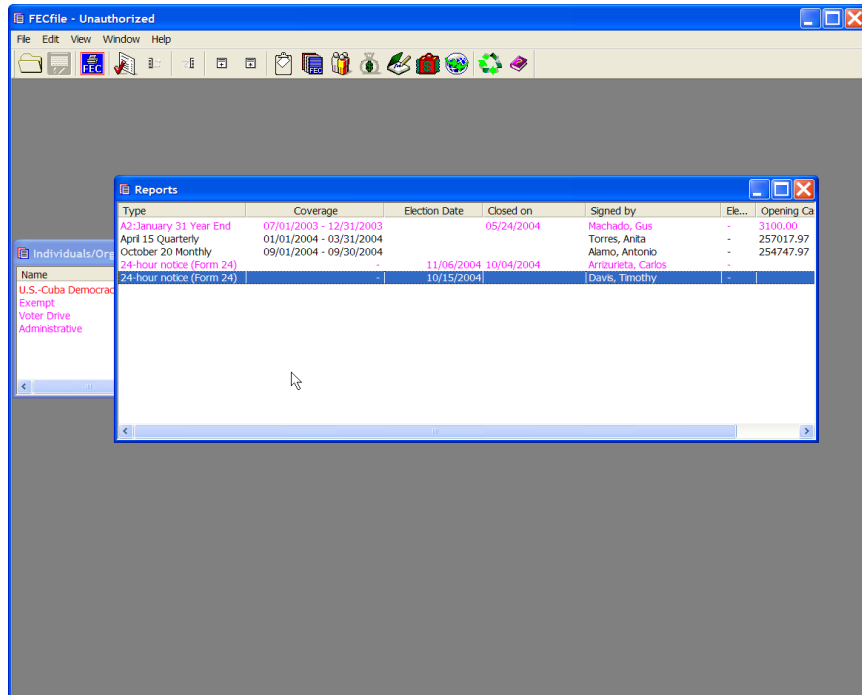
Shortcut = Right Click and select New, or use the Ins key on your keyboard



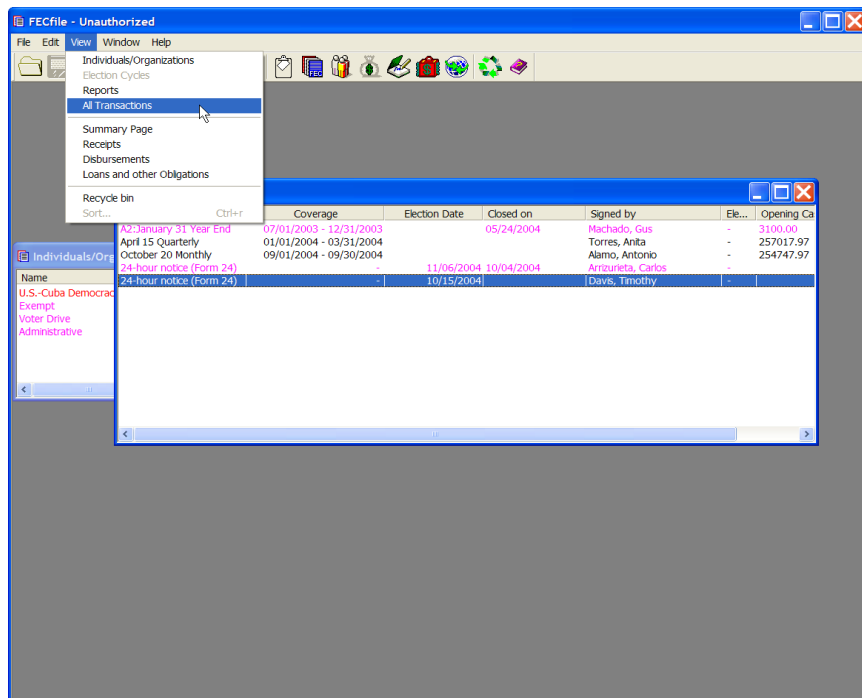
- ✓ Select the 24 Hour Notice Form, (Form 24), and click on OK.
- ✓ If this is a 48 Hour Notice, Click the box labeled “48 Hour”



- ✓ Type in the Election date, state (where the committee is registered), and select the drop down area to populate the signed by field and select OK.



✓ The FECFile application returns to the Report Screen.

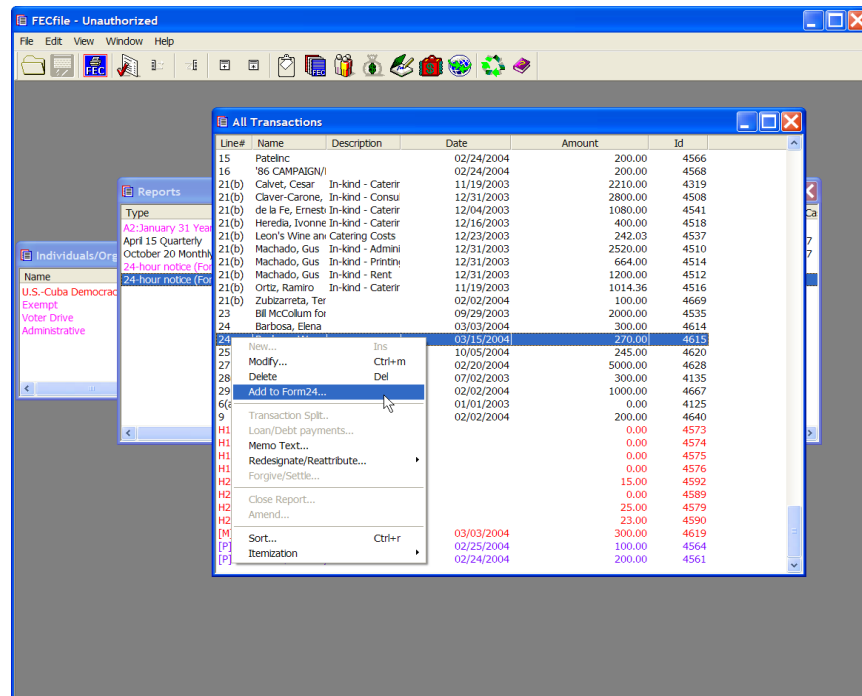


✓ Select the report identified as the 24 Hour Notice in the type column, and select View, All Transactions from the menu bar.

Shortcut = A shortcut to select All Transactions may be used

by selecting the Globe on the icon bar.

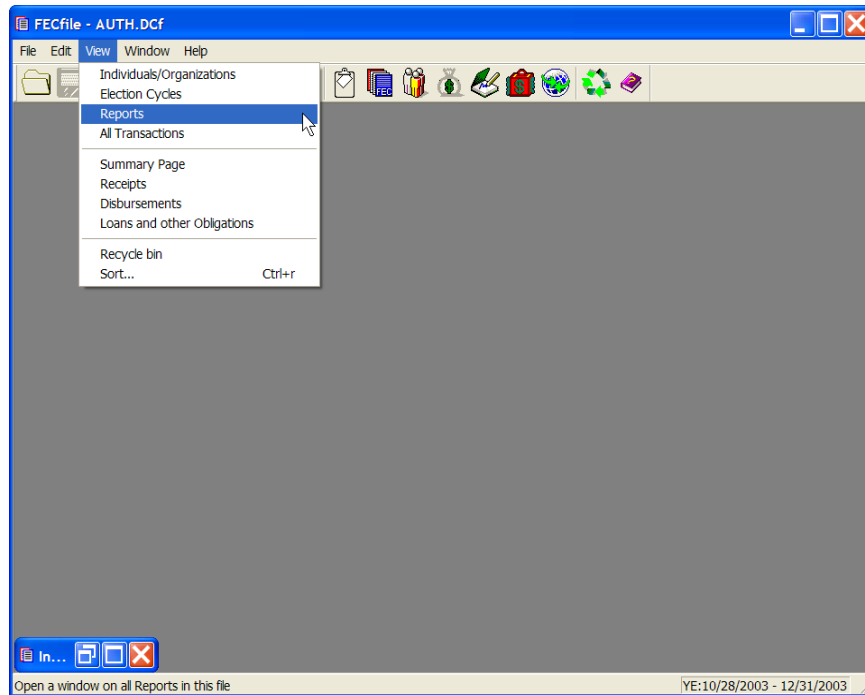
- ✓ Select the independent expenditure that should appear on the 24 hour notice.

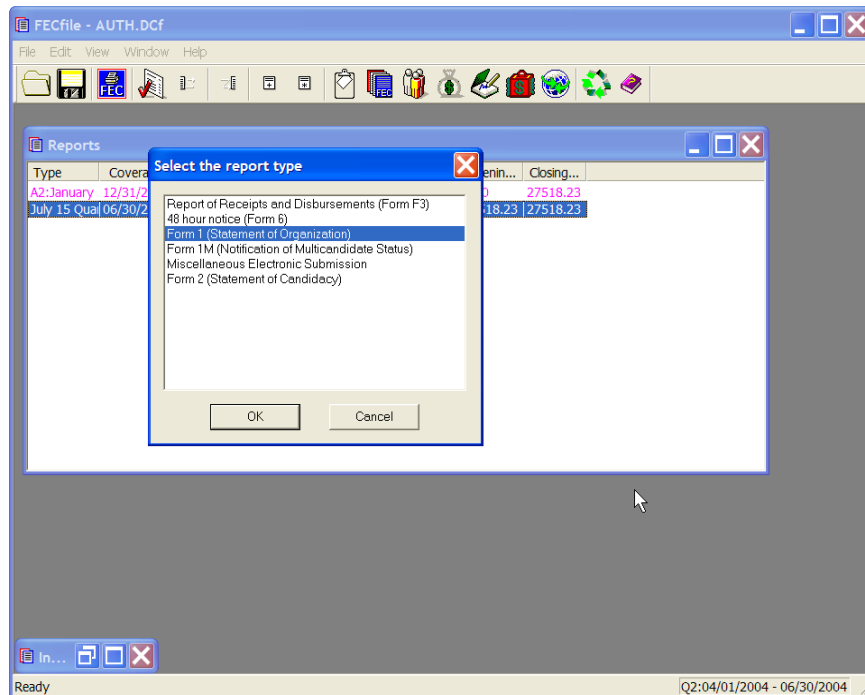


- ✓ Right click on the entry to be changed, and select add to Form 24. This permits the changing of the information on the transaction; however the information should be the same. Note that the Memo box has a check mark, as the transaction is recorded as a memo. The reason for this being that the total expenditures will not appear inflated. These steps are repeated for each transaction to be reported on this 24 Hour Notice.
- ✓ Additional 24 Hour Notices for future periods must be created and uploaded separately. Use the above steps to create additional 24 Hour Notices.

Creating a Statement of Organization, (Form 1)

- ✓ Upon launching FECFile, select the appropriate candidate or committee information option.
- ✓ As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
- ✓ Select View, from the menu bar and select Reports.



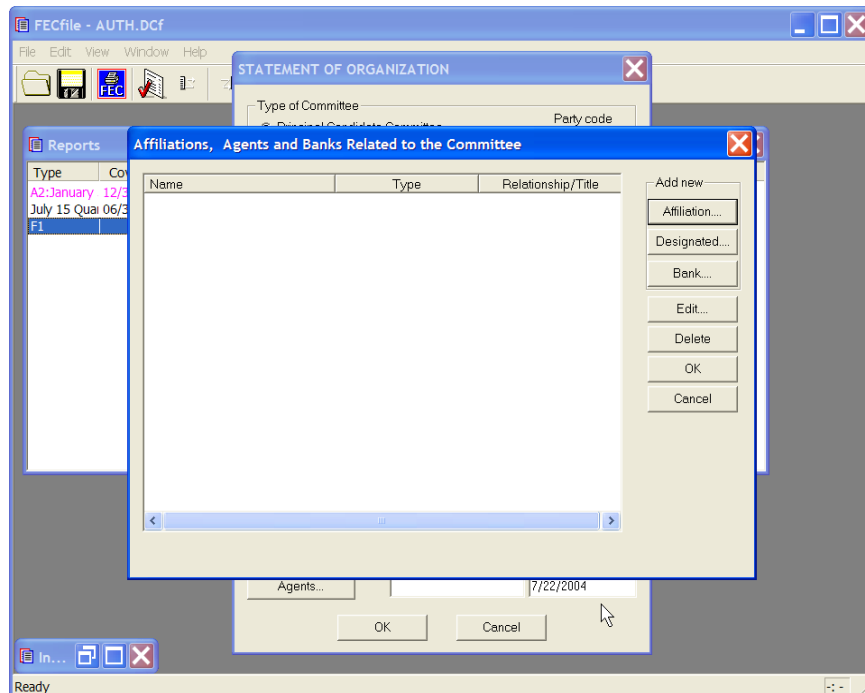


- ✓ Select Form 1, Statement of Organization, and select OK.

The 'STATEMENT OF ORGANIZATION' dialog box contains the following fields and options:

- Type of Committee:**
 - Principal Candidate Committee
 - Authorized Committee (Not Principal)
 - Supports/Opposes only one Candidate (unauthorized)
 - Separate Segregated Fund
 - Not SSF or Party, supports/opposes more than one candidate
 - Party Committee
 - National
 - State
 - Subordinate
- Party code:** [Text field]
- Custodian of Records:** [Text field] [Edit]
- Treasurer:** [Text field] [Edit]
- Committee name has changed
- Address has changed
- URL:** [Text field]
- e-mail:** [Text field]
- Fax:** [Text field]
- Date:** [Text field]
- Agents...:** [Text field]
- Buttons:** OK, Cancel

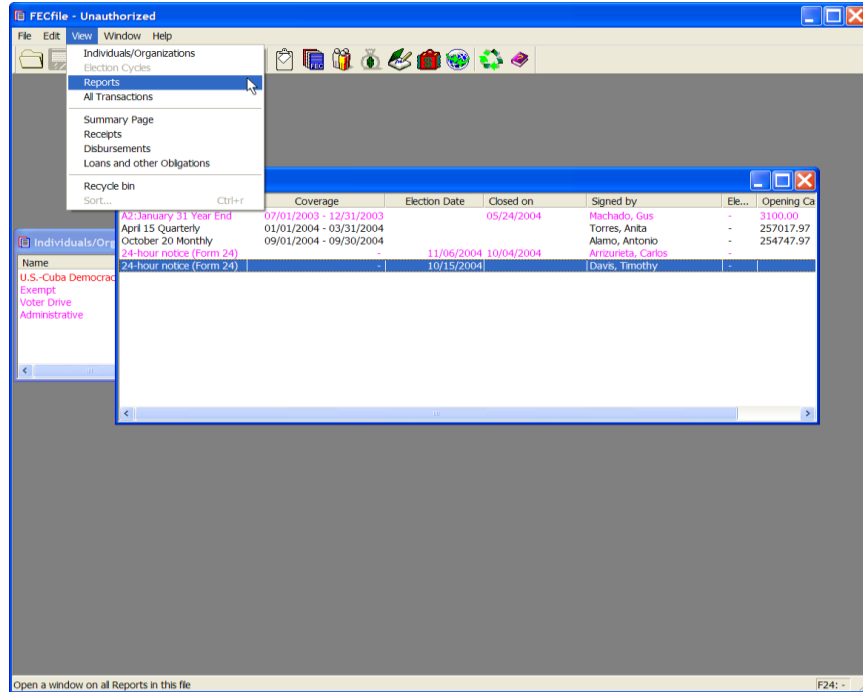
- ✓ The Statement of Organization dialog box appears. Enter in: the type of Candidate Committee; the URL, and the e-mail address; and, the date.



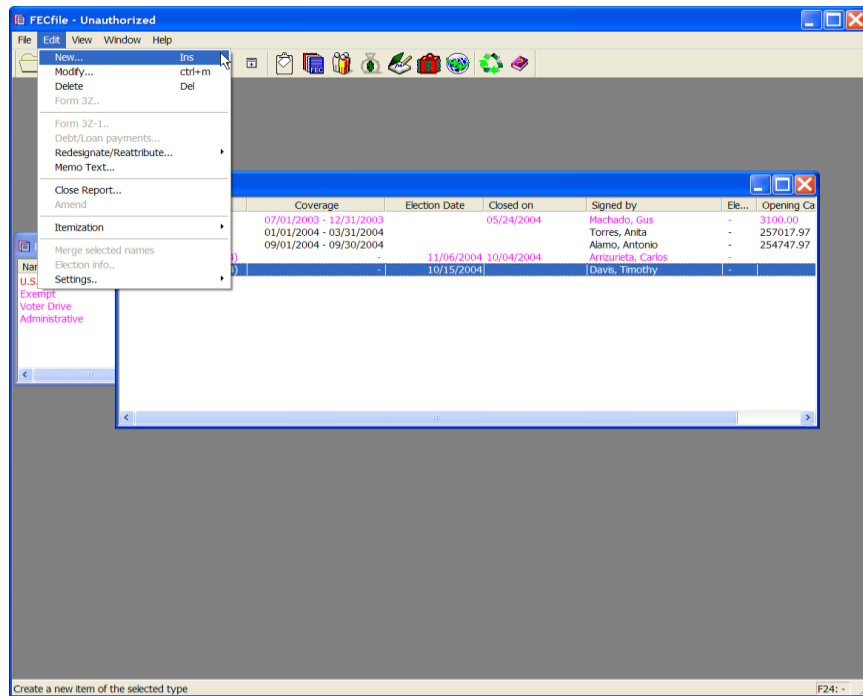
- ✓ Click on the Agents button, and the Affiliations, Agents and Banks Related to the Committee dialog box appears. Enter in the pertinent data and click on OK.
- ✓ When FECFile asks to save changes, click on OK.
- ✓ The application returns to the Statement of Organization dialog box. Click on OK.

Notice of Multicandidate Status (Form 1M)

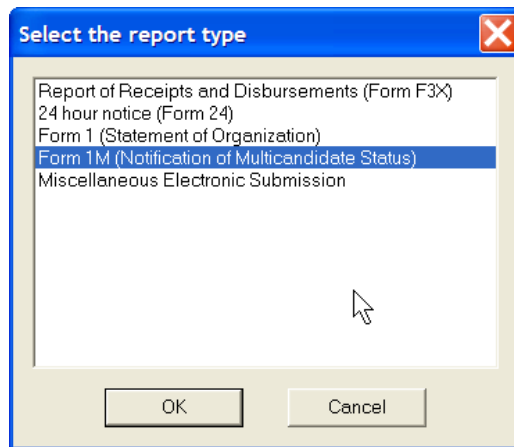
- ✓ 1. Upon launching FECFile, select your existing committee file, (*.dcf).



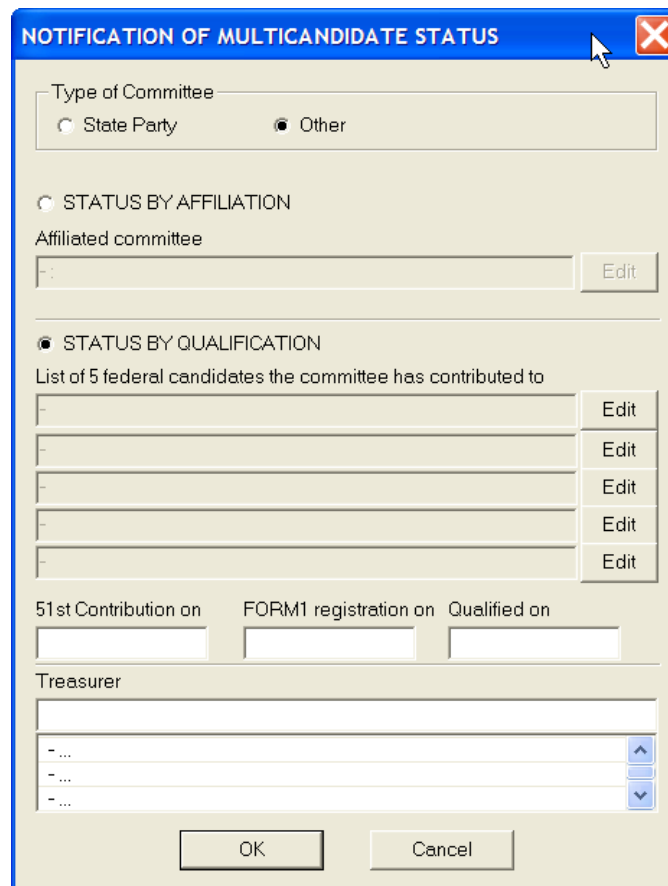
- ✓ 2. Select View, from the menu bar and select Reports.



- ✓ 3. Select Edit from the menu bar and then select New.



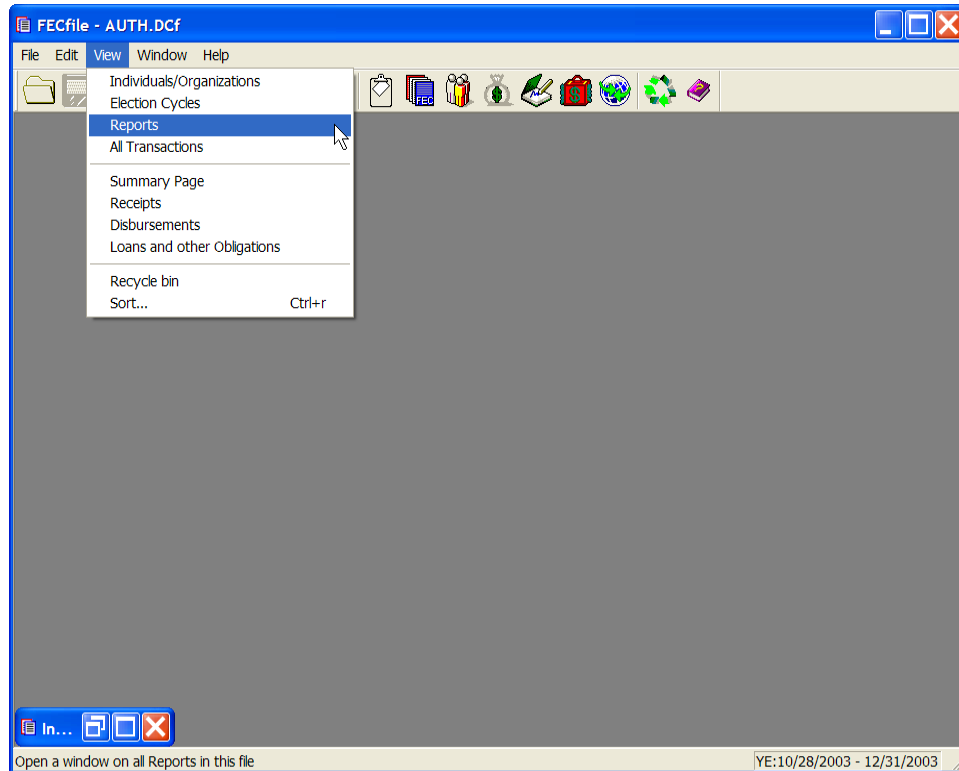
- ✓ 4. Select the Form 1M, Notice of Multicandidate Status, and select OK.



- ✓ 5. The Notification of Multicandidate Status dialog box appears. Select the Type of Committee, status by affiliation or status by qualification, entering in the corresponding data. Enter in the Treasurers name, and select OK.

Miscellaneous Electronic Submission (Form 99)

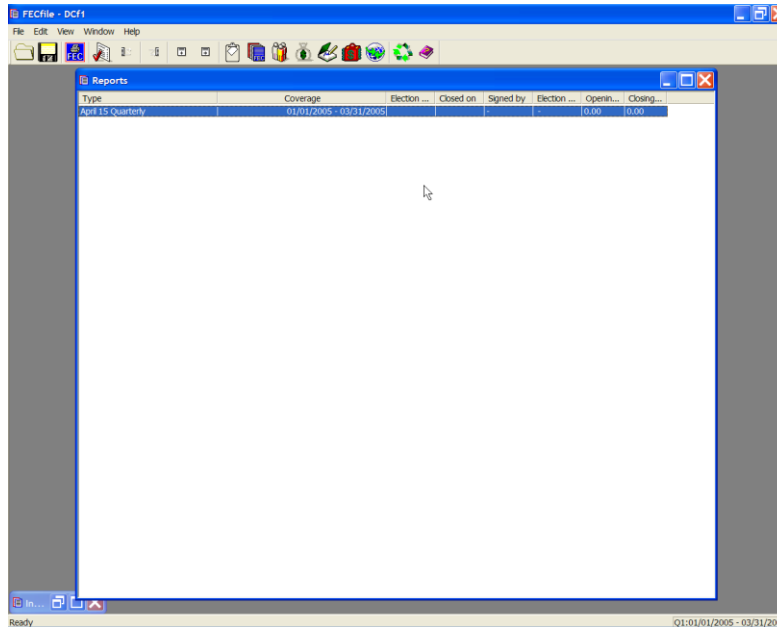
- ✓ Upon launching FECFile, select the appropriate candidate or committee information option.
- ✓ As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
- ✓ Select View, from the menu bar and select Reports.



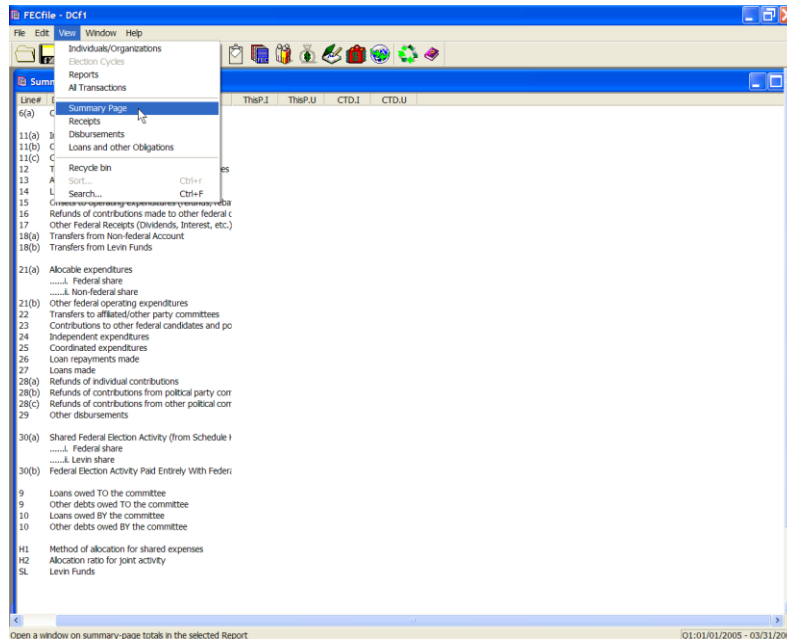
- ✓ Select Edit from the menu bar and then select New.

Levin Funds Report (Schedule L) – Party Committees Only

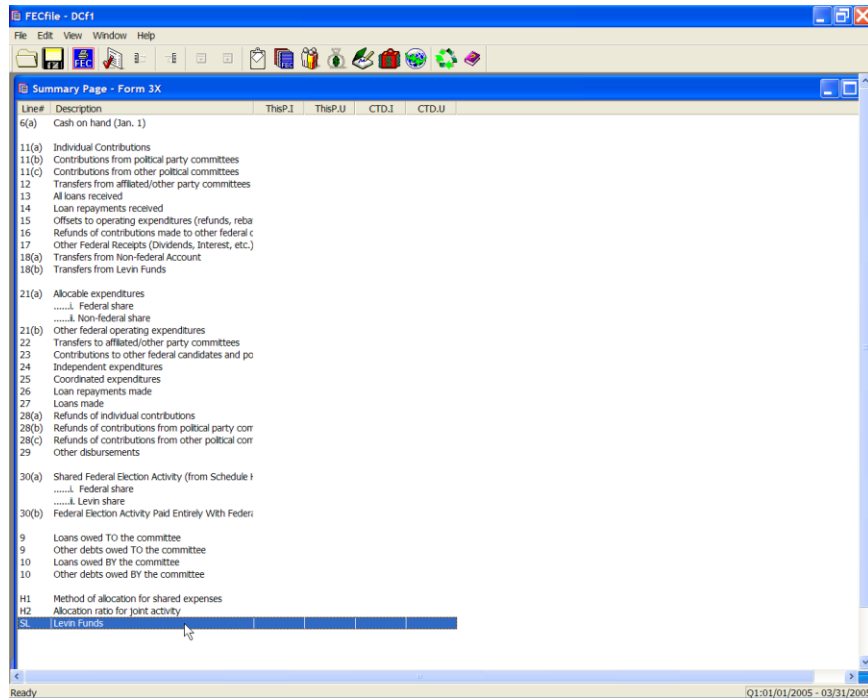
Within a form 3X, you can create a separate Levin Fund Report.. To do this execute the following steps:



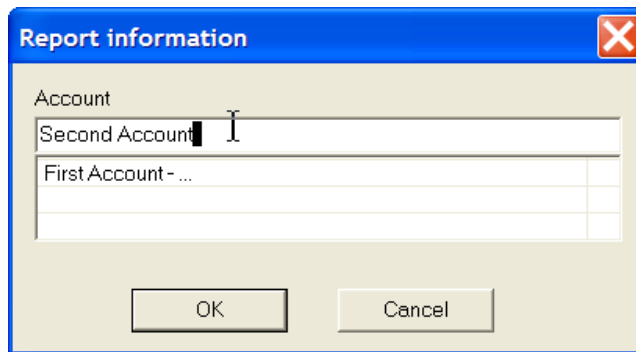
- ✓ Create or Select the report of receipts and disbursements that requires a Schedule L.



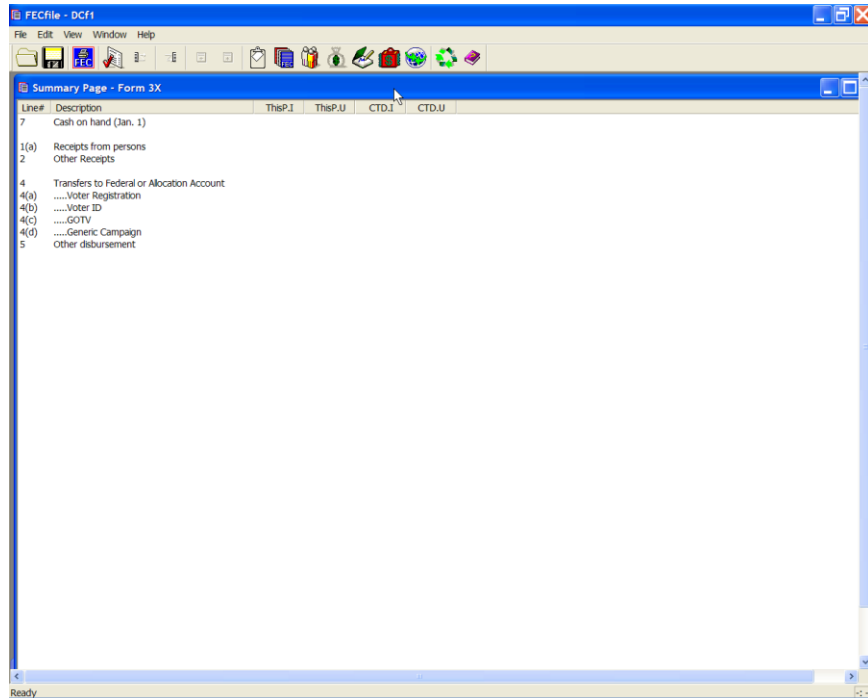
- ✓ Select View, from the menu bar and select Summary Page.



- ✓ Select line SL Levin Funds from the Summary page and double click on that line.



- ✓ The Levin report information screen pops up. Enter the account name, or select an existing account. Note: You must press the “Tab” key to enter the account name.
- ✓ Click the OK button.



- ✓ FECFile creates a Levin Funds Report (Schedule L) for the same period as the 3X in which it was created...and displays a Levin-specific Summary Page. This page is the controlling Summary Page (Is displayed when you select View/Reports) whenever a Levin Schedule report is selected in the Reports page. This provides access to the Levin-specific transactions. Please refer to the Transactions section for details.