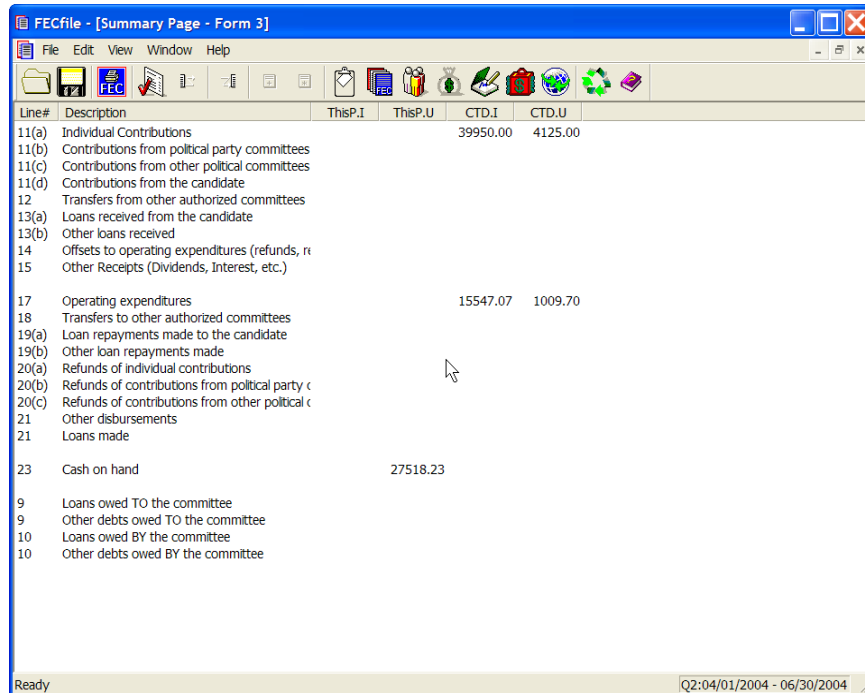


E. TRANSACTIONS

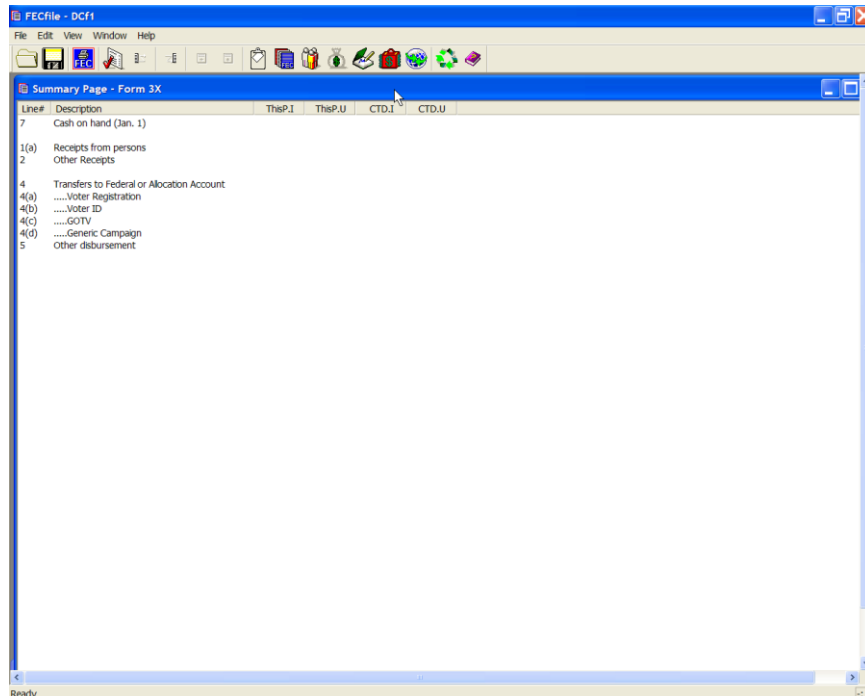
Normal



The screenshot shows a software window titled "FECfile - [Summary Page - Form 3]". The window contains a table with the following columns: Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U. The data is as follows:

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions			39950.00	4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, r				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			15547.07	1009.70
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party c				
20(c)	Refunds of contributions from other political c				
21	Other disbursements				
21	Loans made				
23	Cash on hand		27518.23		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Levin



The screenshot shows a software window titled "FECfile - DCF1". The window contains a table with the following columns: Line#, Description, ThisP.I, ThisP.U, CTD.I, and CTD.U. The data is as follows:

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV				
4(d)Generic Campaign				
5	Other disbursement				

Transactions

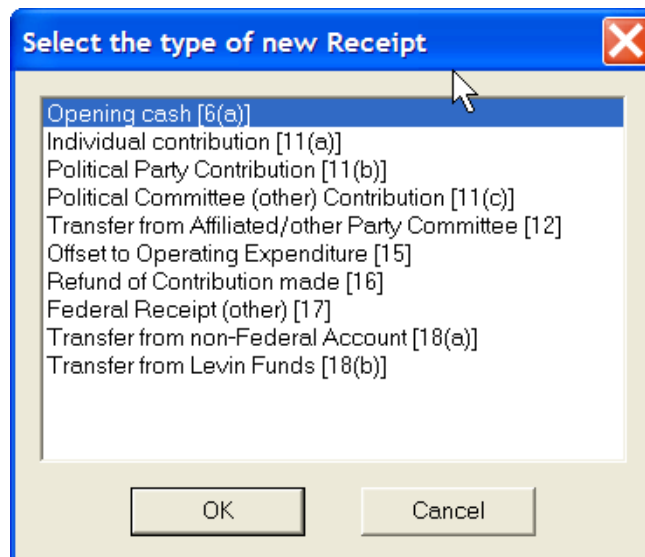
Once an FEC report has been created, users may enter financial activity by going to the Summary page of the report. The transactions, as they are defined, are individual entries of financial activities of the committee. Transactions may be created by launching the Summary view in FECFile. Once selected, the Summary page view permits the user to select the line number of the transaction type to create (by double clicking on the appropriate line), or to enter a transaction by category.

As an alternative, if the committee wishes to enter receipts first, they may select the Receipts View, right click within the active window, and select from a list of Receipt types.³

The Summary page is launched by selecting view from the FECFile menu bar, and selecting Summary page.

NOTES:

FEC ID#'s are not required for Party Committees or PAC Contributions, But ARE encouraged.



This system option functionality is also seen in the following views:

- Disbursements view
- Loans and Debts
- Individuals/Organizations
- All Transactions View

A discussion of specific transactions will follow in the text below. However, after entering a number of transactions, the filer will see a very similar pattern for most transactions. This pattern is as follows:

- Click on the VIEW menu and select SUMMARY PAGE
- Note the list of transactions in the SUMMARY PAGE and double click on the one desired
- IF the Entity is NEW the proper Transaction Entry Screen pops up – Use the selection list to select a name/committee or enter a new name/committee and PRESS TAB KEY.
- The proper Entity Entry Screen pops up to allow you to enter the specific information for a new Entity – Complete it and CLICK OK – you return to the Transaction Entry Screen
- Fill out any further information needed in the Transaction Entry Screen (Date, Dollar Amount, Description, etc.) And CLICK OK.

Receipts from Individuals Line 11(A)

- ✓ Double-click on Line 11(a) of the Summary Page.

Individual contribution [X]

Name
[Empty text box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Date [Empty text box] Amount 0.00 In-Kind

Description Memo Aggregate

Election [Empty dropdown] Year of Election [Empty text box] Memo Aggregate

Candidate/Campaign Committee
[Empty text box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits
[Empty dropdown]

Check No. [Empty text box] Account Identifier [Empty text box]

[Next entry...] [OK] [Cancel]

- ✓ The individual contribution dialog box appears.
 - Enter the individual's last name in the text area within the dialog box, under Name.
 - Press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate", both of which are unchecked. Below this is a "Type" dropdown menu currently set to "Individual other than a Candidate". A "Lookup..." button is positioned to the right of the dropdown. The form is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (with a "None" option), and "Zip"; "Employer"; and "Occupation". At the bottom, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID". "OK" and "Cancel" buttons are located at the very bottom of the dialog.

- ✓ In the text area, Type, select Individual Other than a Candidate, from the drop down menu.

- ✓ Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.

- ✓ Click OK.

- ✓ The Individual contribution dialog box will appear. Insert the date and the dollar amount in the dialog box text area.

- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.

- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Payroll Deductions 11(A)

Individual contribution [X]

Name
[Text Box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Date [Text Box] Amount 0.00 In-Kind

Description
[Text Box]

Election [Dropdown] Year of Election [Text Box] Memo
 Aggregate

Candidate/Campaign Committee
[Text Box]
BALLENGER, BEN - 9166 ROME BOULEVARD...
BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits
[Text Box]

Check No. [Text Box] Account Identifier [Text Box]

[Next entry...] [OK] [Cancel]

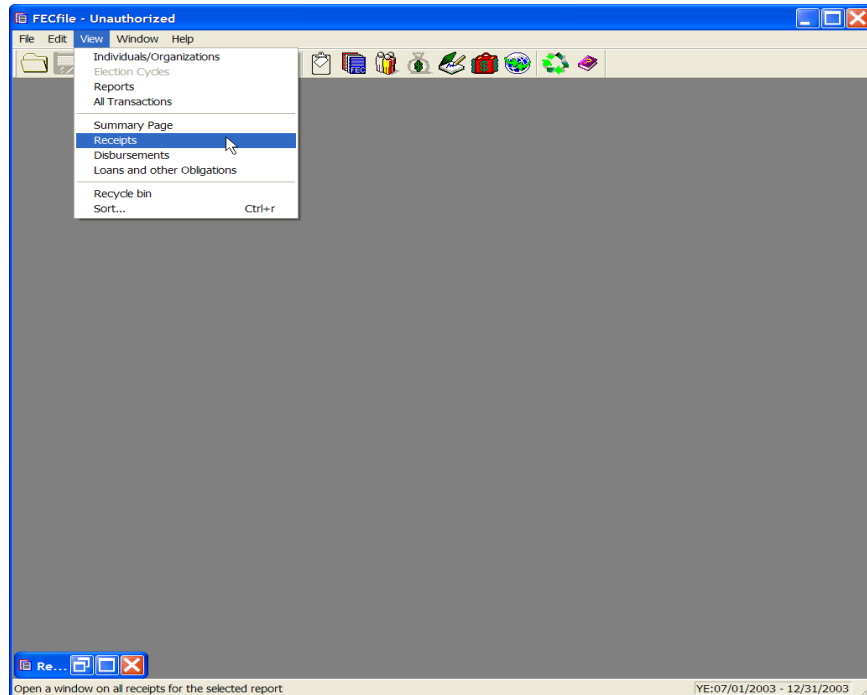
- ✓ Double-click on Line 11(a) of the Summary Page to launch the dialog box.
- ✓ Enter the individual's last name in the text area within the dialog box.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a "Type" dropdown menu currently showing "Individual other than a Candidate". A "Lookup..." button is positioned to the right of the dropdown. The form is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with a text field; "City", "State" (set to "None"), and "Zip" fields; "Employer" with a text field; and "Occupation" with a text field. At the bottom, there is a "Candidate Information" section with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are located at the very bottom of the dialog.

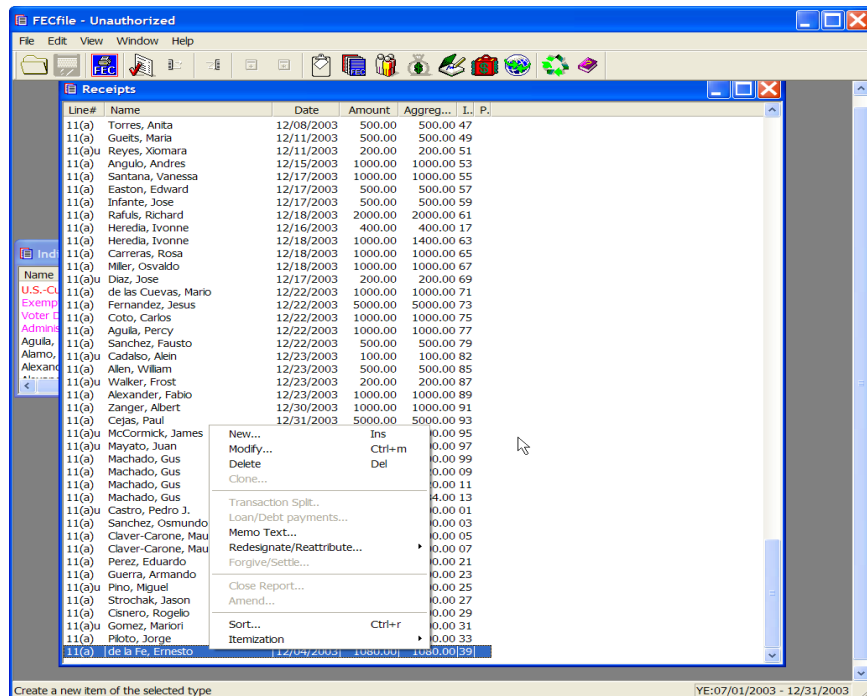
- ✓ In the text area named Type, click on the drop down menu and select Individuals other than a Candidate.
- ✓ Tab to type in the individual's First Name, Prefix, Suffix, Address, City, State, Zip, Employer, and Occupation.
- ✓ Click on OK.

- ✓ Enter the date and the amount of the contribution.
- ✓ Tab to the Description field, and type “Payroll Deduction” as well as the amount deducted per pay period and the frequency of the deduction. This area is a general text area, and can serve as the location for the pay period information, or it may be added in another dialog box.
- ✓ Click on OK.

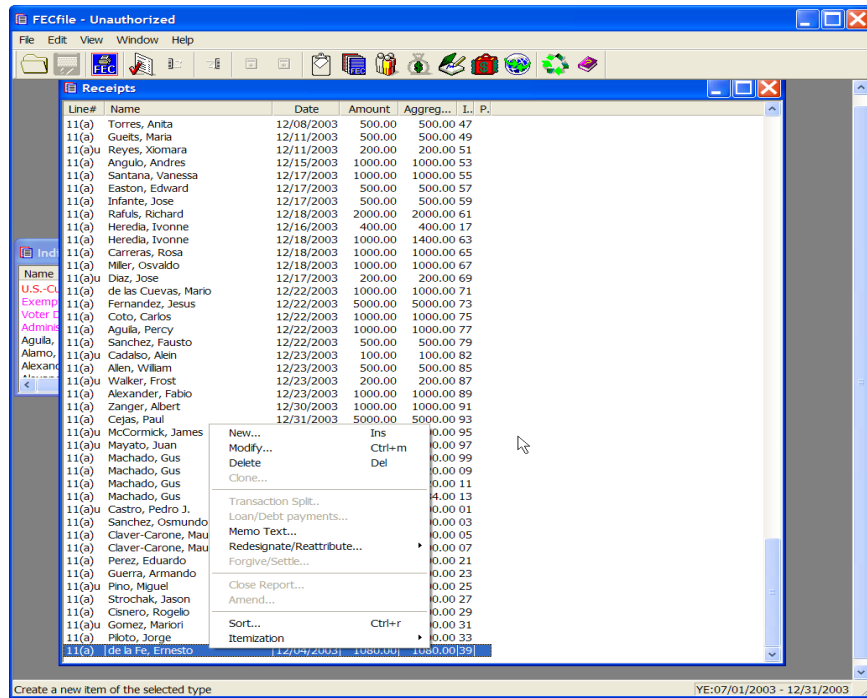
To add additional information for the transaction, please note:



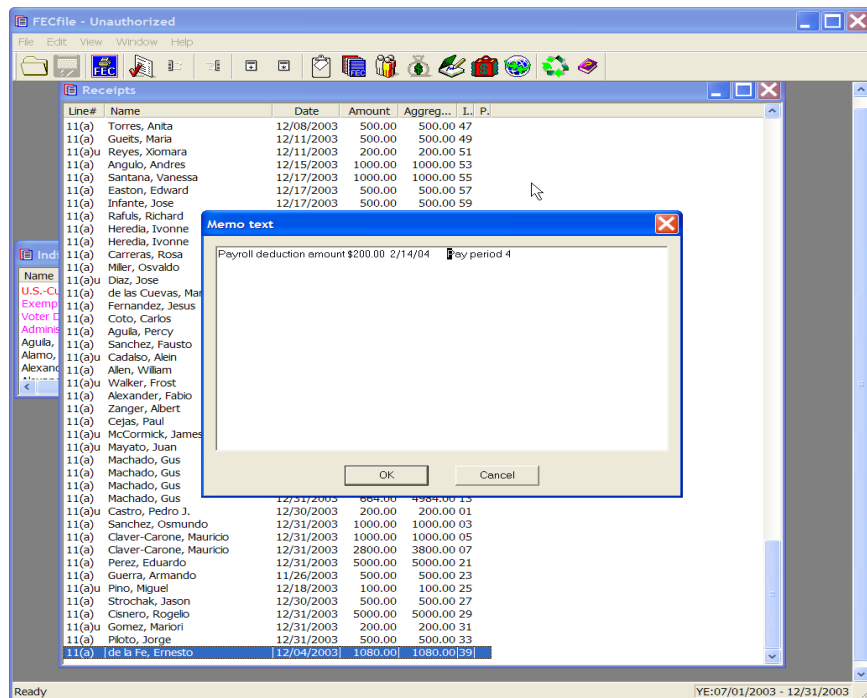
✓ Go to View and select Receipts from the drop down menu.



- ✓ Right-click on the contribution that was last added to the list.



- ✓ Select Memo Text from the drop down menu.



- ✓ The information related to the Payroll Deduction, amount deducted per pay period and the frequency of the deduction may be entered here if not previously entered in the Description field.
- ✓ Click on OK, and the memo text will appear at the end of the report when viewing using the FECFile Print function.

Receipts From Political Parties Line 11(B)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All basis received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				
16	Refunds of contributions made to other federal c				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ To add contributions from Political Parties, double-click on Line 11(b) of the Summary Page

Political Party Contribution

Name

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

✓ Enter the political party's name in the dialog box text area.

Individual/Organization Information

Type National Multi-Candidate

Committee ID (eg. C12345678)

If Committee/Organization

If Individual

Address

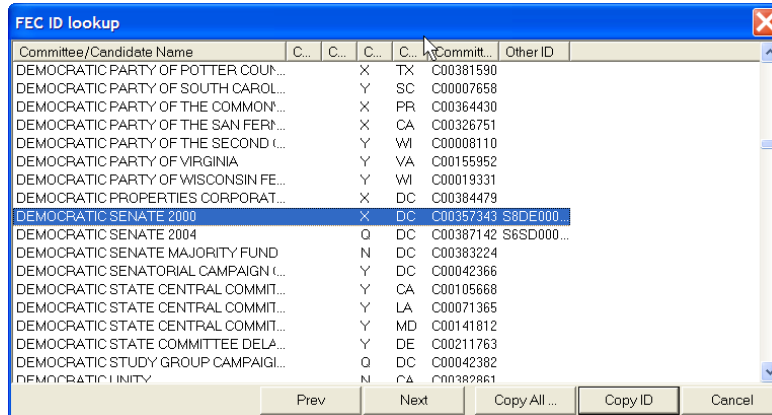
City State Zip

Employer

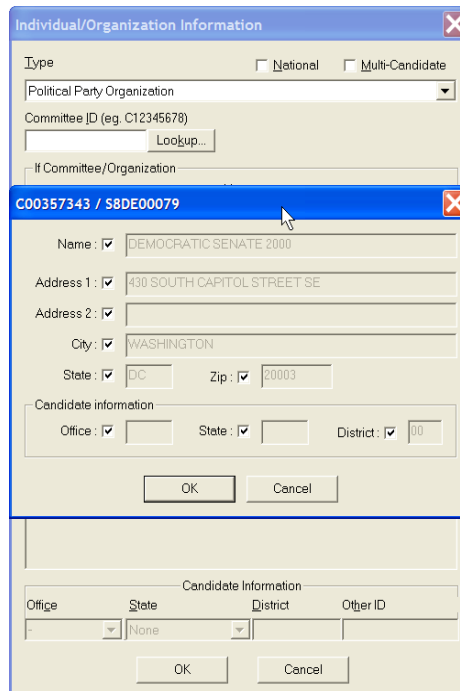
Candidate Information

OK Cancel

- ✓ If the Political Party has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the political party has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓ Within the dialog box, select the drop down menu under Type, and select Political Party Organization.



- ✓ Click on the Lookup button in the dialog box.
- ✓ Select the proper committee by highlighting it with the mouse, and select the Copy All button.



- ✓ A dialog box will appear with information about the committee, select OK.

- ✓ An additional dialog box will appear, automatically inserting the correct FEC ID number.

Individual/Organization Information

Type National Multi-Candidate

Political Party Organization

Committee ID (eg. C12345678)

C00357348 Lookup...

If Committee/Organization

Name

DEMOCRATIC SENATE 2000

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

430 SOUTH CAPITOL STREET SE

City State Zip

WASHINGTON District of Columbia 20003

Employer

Candidate Information

Office State District Other ID

- None 00 S8DE00079

OK Cancel

- ✓ . Select OK.

Political Party Contribution [X]

Name

 George Washington University - 555 Newcomb Street...

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

 BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ Insert date and amount in the dialog box.
- ✓ Click on OK, and note the added total in the Summary Page.

Receipts from Other Political Committees Line 11(C)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Receipts from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 11(c) of the Summary Page.

Individual/Organization Information

Type National Multi-Candidate

Other (Political) Committee
 Campaign Committee
Political Action Committee
 Other (Political) Committee

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 City State Zip
 None

Employer

Candidate Information
 Office State District Other ID
 None

OK Cancel

FECfile - Unauthorized

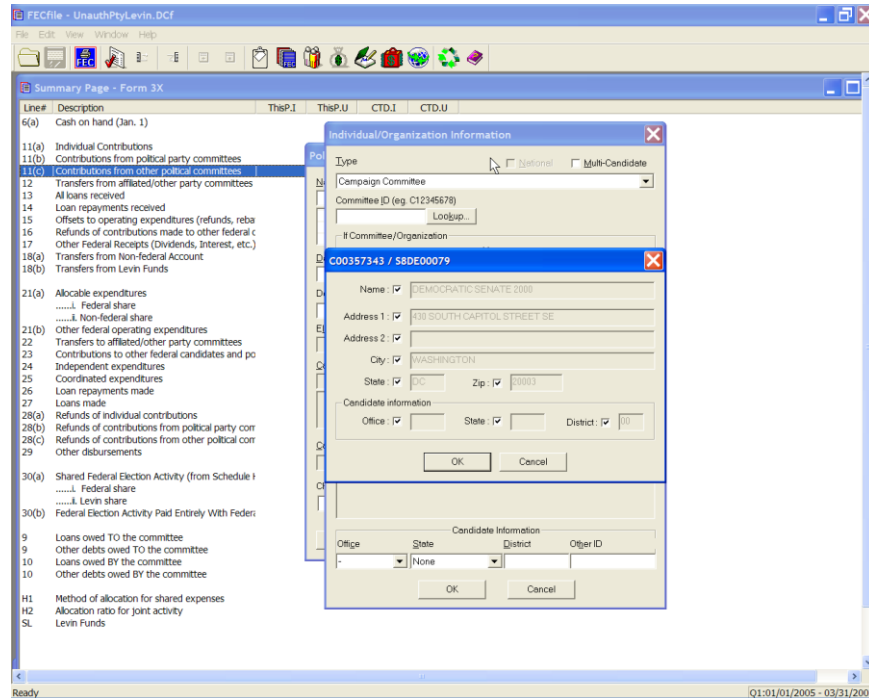
Summary Page - Form 3X

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions				
11(b)	Contributions from political party				
11(c)	Contributions from other political party				
12	Transfers from affiliated/other political party				
13	Other				
14	FEC ID lookup				
15	Committee/Candidate Name	C...	C...	C...	C...
16	WYOMING POLITICAL ACTION COMMITTEE	O	WY	C00023415	
17	WYOMING REFINING COMPANY POLITICAL ACTION COMMITTEE	O	CO	C00330837	
18(a)	WYOMING REPUBLICAN PARTY INC	Y	WY	C00005785	
18(b)	WYOMING RURAL ELECTRIC ASSOCIATION	N	WY	C00276485	
21(a)	WYOMING STATE AFL-CIO	C	WY	C70001474	
21(b)	WYOMING WINS WITH WALLACE	H	WY	H4WY00...	
22	WYRICK WY NOT LET FREEDOM RIP-TOLSON	S	CO	S4C0002...	C00402305
22	WYRICK, PHILLIP	H	AR	8 AR H8AR020...	C00335182
22	WYRICK, RANDALL EDWARD	S	CO	4 CO S4C0002...	C00402305
23	XL AMERICA INC POLITICAL ACTION COMMITTEE	N	CT	C00368975	
24	X-PAC	N	DC	C00323626	
24	XCEL ENERGY EMPLOYEE POLITICAL ACTION COMMITTEE	O	CO	C00107771	
26	XEROX CORPORATION POLITICAL ACTION COMMITTEE	O	DC	C00207258	
27	XM SATELLITE RADIO INC POLITICAL ACTION COMMITTEE	N	DC	C00401992	
28(a)	XO COMMUNICATIONS INC PAC (XO PAC)	O	VA	C00342238	
28(b)	XTO ENERGY INC FED PAC	O	TX	C00308718	
28(b)	XUNA, JOHN (AKA JUAN)	H	FL	2 FL H2FL220...	C00373522
28(c)	XVFB	N	AL	C00355196	
29	Other				
30(a)	Shared Federal Election Activity				
30(b)	Federal Election Activity Paid For				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

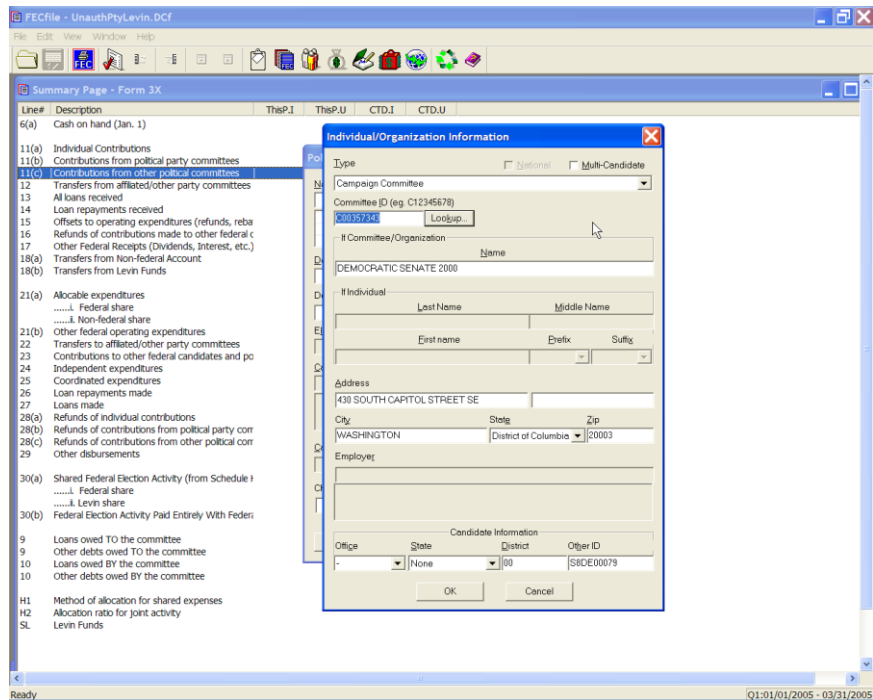
Ready YE:07/01/2003 - 12/31/2003

- ✓ In the Type text area, use the drop down menu to locate Political Action Committee, and select it.

- ✓ Click on the Lookup button in the dialog box.
- ✓ Select the specified committee by highlighting it, and click on the Copy All button in the dialog box.



- ✓ FECFile will launch a dialog box, showing the proper committee's information.
- ✓ Select OK in the dialog box.



- ✓ Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.
- ✓ Click on OK, within the dialog box.

- ✓ Type in the date and amount within the text areas in the Political Committee (other) Contribution dialog box.
- ✓ Click on OK, and note the added total on the Summary Page.

Transfers from Affiliated/Other Party Committees Line 12

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				
16	Refunds of contributions made to other federal c				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
i. Federal share				
i. Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
i. Federal share				
i. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 12 of the Summary Page.

Transfer from Affiliated/other Party Committee [X]

Name

 MY COMMITTEE CARH PAC - 1112 King Street...
 BANC ONE INDIANA CORPORATION PAC - 111 MONU...
 BAND OF BROTHERS 2006 PAC - 1710 SEDDON ROAD...

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

 BALLENGER, BEN - 9166 ROME BOULEVARD...
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

FECfile - Unauthorized

File Edit View Window Help

Summary Page - Form 3X

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions				
11(b)	Contributions from political party				
11(c)	Contributions from other political party				
12	Transfers from affiliated/other party committee				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures				
16	Refunds of contributions made				
17	Other Federal Receipts (Dividends)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-Federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committee				
23	Contributions to other federal political committee				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from other political party				
28(c)	Refunds of contributions from other political party				
29	Other disbursements				
30(a)	Shared Federal Election Activity				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid For				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

Ready YE:07/01/2003 - 12/31/2003

Transfer from Affiliated/other Party Committee [X]

Name

 U.S.-Cuba Democracy Political Action Committee - 1200 ...
 Aguilera, Percy - 10311 North Greenway Drive...
 Alamo, Antonio - 85 Ventana Canyon Drive...

Date Amount In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

 Bill McCollum for U.S. Senate - P.O. Box 532015...
 XCEL ENERGY EMPLOYEE POLITICAL ACTION COMM...

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ Type in the Political Action Committee's name in the dialog box text area
- ✓ If the Political Party has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the political party has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.

- ✓ Select the Type drop down, and change the selection to the appropriate Political Action Committee or Political Party Organization.
- ✓ Click on the Lookup button in the dialog box.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
DEMOCRACY DELEGATES FOR REFORM	D		NY		C00354761	
DEMOCRACY FOR AMERICA	Q		VT		C00370007	
DEMOCRACY FOR COLORADO	N		CO		C00401547	
DEMOCRACY FOR THE SENATE	X		DC		C00405449	
DEMOCRACY PREVAILS	N		VA		C00400713	
DEMOCRACY RULES INC PAC	N		CA		C00395053	
DEMOCRAT (PCC MICHAEL MILLER)	P	00	P	FL	C00342808	P00003475
DEMOCRAT GRAYSON FOR THE HOUSE	H	FL	H	FL	C00387829	H4FL090...
DEMOCRATIC ACTION CLUB OF CHICO	N		CA		C00407866	
DEMOCRATIC ACTION CLUB OF CHICO'S...	I		CA		C00345934	
DEMOCRATIC ACTION TEAM	N		CA		C00403030	
DEMOCRATIC ALLIANCE FOR ACTION	N		CA		C00407262	
DEMOCRATIC CAMPAIGN-WEST SAN GA...	N		CA		C00340422	
DEMOCRATIC CANDIDATE FUND (AKA T...	Q		DC		C00018135	
DEMOCRATIC CLUB BEAUFORT COUNT...	N		SC		C00407551	
DEMOCRATIC CLUB OF CENTRAL ORAN...	N		CA		C00399410	
DEMOCRATIC CLUB OF LEISURE WORL...	N		CA		C00406967	
DEMOCRATIC CLUB OF PARADISEA FOO...	N		CA		C00401463	

- ✓ Highlight the proper committee, click on the Copy All button.

A dialog box titled "C00395053" with a close button (X) in the top right corner. The form contains the following fields:

- Name: DEMOCRACY RULES INC PAC
- Address 1: 3014 EIGHTEENTH STREET
- Address 2: [Empty]
- City: SAN FRANCISCO
- State: CA Zip: 94110
- Candidate information section:
 - Office: [Empty]
 - State: [Empty]
 - District: [Empty]

Buttons: OK, Cancel

✓ As proper committee is then loaded into the dialog box, click on OK.

A dialog box titled "Individual/Organization Information" with a close button (X) in the top right corner. The form contains the following fields:

- Type: National Multi-Candidate
- Political Action Committee: [Dropdown menu]
- Committee ID (eg. C12345678): C00395053 [Lookup...]
- If Committee/Organization:
 - Name: DEMOCRACY RULES INC PAC
- If Individual:
 - Last Name, Middle Name, First name, Prefix, Suffix
- Address:
 - 3014 EIGHTEENTH STREET
 - City: SAN FRANCISCO State: California Zip: 94110
- Employer: [Empty]
- Candidate Information:
 - Office: [Dropdown menu] State: None District: [Empty] Other ID: [Empty]

Buttons: OK, Cancel

✓ If the PAC is a multi-candidate committee, check the box at the top.

As FEC ID is automatically loaded into the Individual Organization Information dialog box, select OK.

The dialog box is titled "Transfer from Affiliated/other Party Committee". It contains the following fields and options:

- Name:** A text input field with a dropdown menu showing three options: "MY COMMITTEE CARH PAC - 1112 King Street...", "BANC ONE INDIANA CORPORATION PAC - 111 MONU...", and "BAND OF BROTHERS 2006 PAC - 1710 SEDDON ROAD..."
- Date:** A text input field.
- Amount:** A text input field containing "0.00".
- In-Kind:** A checkbox.
- Description:** A text input field.
- Election:** A dropdown menu.
- Year of Election:** A text input field.
- Memo:** A checkbox.
- Aggregate:** A checked checkbox.
- Candidate/Campaign Committee:** A text input field with a dropdown menu showing three options: "BALLENGER, BEN - 9166 ROME BOULEVARD...", "BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...", and "BALLENGER, JEFFREY A - 12626 GREYSTONE COUR..."
- Category code:** A dropdown menu with a checked checkbox labeled "Increased Limits".
- Check No.:** A text input field.
- Account Identifier:** A text input field.

At the bottom of the dialog are three buttons: "Next entry...", "OK", and "Cancel".

- ✓ Type in the correct date and amount in the dialog box and click OK. Note the information is then reflected in the Summary Page.

All Loans Received Line 13

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(a).....I.	Federal share				
21(a).....II.	Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees		2000.00		2000.00
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H)				
30(a).....I.	Federal share				
30(a).....II.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 13 of the Summary Page.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions		39950.00		4125.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees		1000.00		
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees		5000.00		
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Loan Made or Guaranteed by the Candidate

Name: Sir Test

Address: Sir for Congress - 679 E. 2nd Avenue, Suite 5...

Address: Berger, Karen - 94 Stevens Creek Lane...

Date: [] Amount: [] Interest Rate(%): 0.00

Description: []

Election: [] Year of Election: [] Due date: []

Secured Forgiven Date: [] Schedule Cl...
 Memo [] Guarantors...
 Personal funds

Next entry... [] [] []

- ✓ Type the name of the creditor in the text area of the dialog box, under name.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are two checkboxes: "National" and "Multi-Candidate", both of which are unchecked. Below these is a "Type" dropdown menu that is currently open, displaying a list of options: "Individual other than a Candidate", "Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity", "Campaign Committee", "Political Action Committee", "Political Party Organization", "Other (Political) Committee", and "Candidate". The first option, "Individual other than a Candidate", is highlighted. Below the dropdown menu, there is a section labeled "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". Below this is an "Address" field, followed by "City", "State" (with a dropdown menu currently set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". At the bottom of the dialog box, there is a "Candidate Information" section with fields for "Office", "State", "District", and "Other ID", each with a dropdown menu. The "State" dropdown is currently set to "None". At the very bottom of the dialog box are "OK" and "Cancel" buttons.

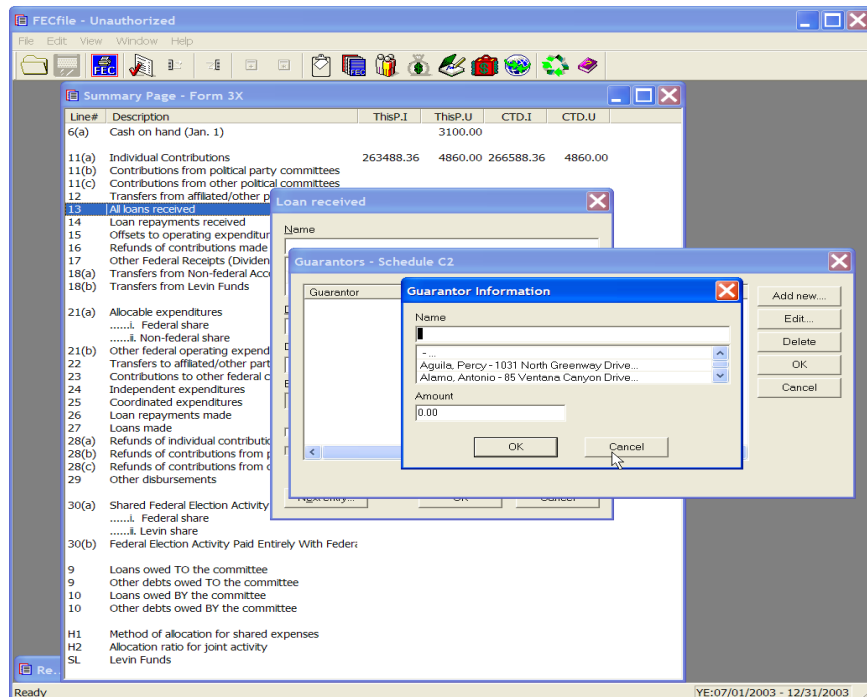
- ✓ If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the creditor has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓ An additional dialog box is now launched. Within the Type text area, select the drop down menu and select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal or Candidate.
- ✓ Continue within the dialog box, and enter creditor's Address, City, State and Zip, and select OK.

- ✓ The loan received dialog box is launched. Select the date field and enter the date the loan was incurred, the amount of the loan, and the interest rate. Additionally, use the check box next to the Secured text, to indicated a secured loan or non-secured loan.

- ✓ Click on the Schedule C-1 button and tab from field to field, entering all necessary information, as applicable, and selecting OK.

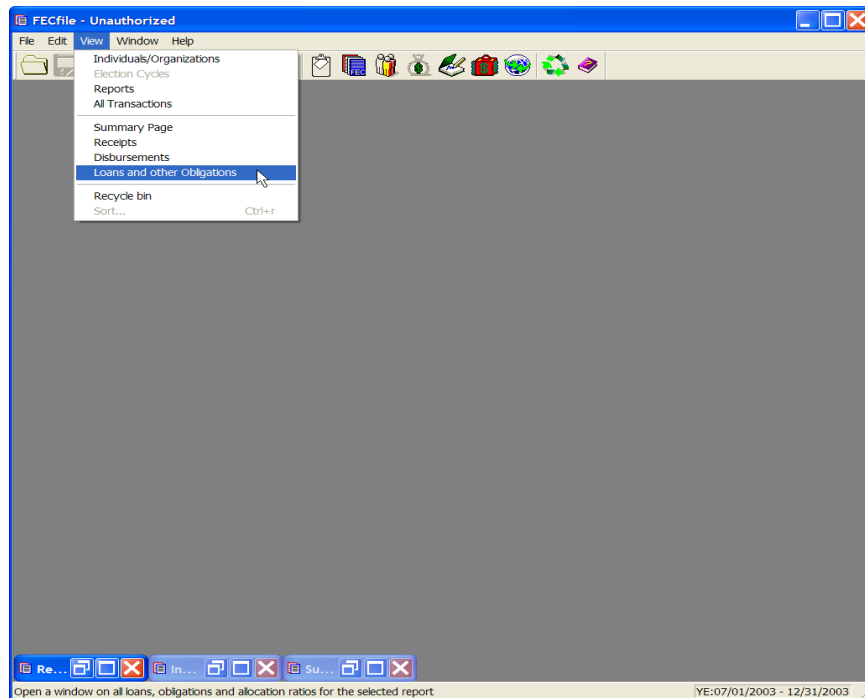
- ✓ The FECFile application returns to the Loans received dialog box. Click on Guarantors button the Guarantors dialog box will launch.

- ✓ Select the Add new button to enter guarantor information, or select Edit, if the guarantor has already been added.

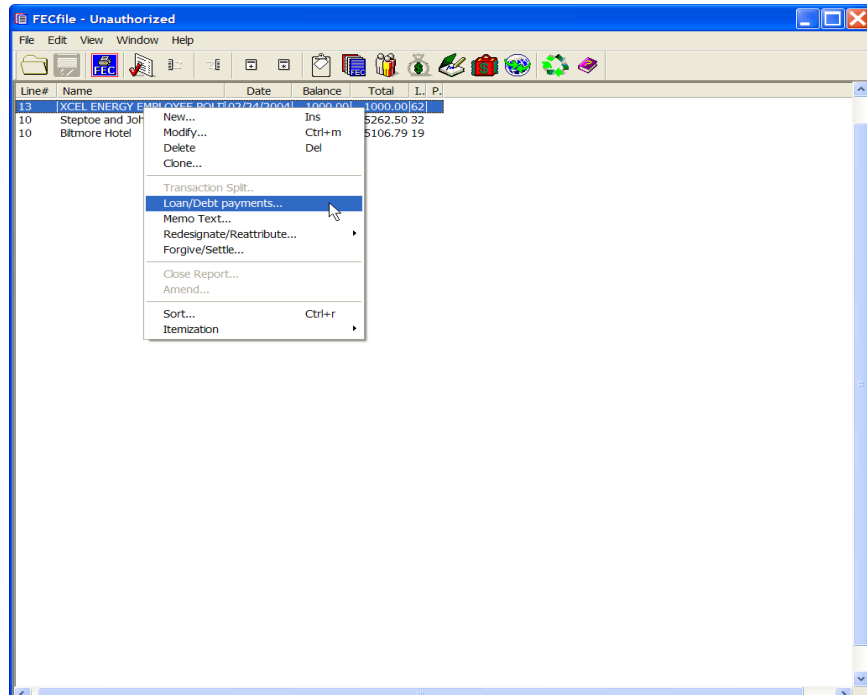


- ✓ Enter the information on the guarantor, and the amount, and click on OK.
- ✓ Click on OK, a second time, and select Yes to save any changes.
- ✓ The Loan received dialog box returns, and select OK, to return to the Summary page.
- ✓ Schedule A supporting Line 13 and Schedule C supporting Line 10 will **both** be automatically created/adjusted, and will be reflected on the Summary Page.

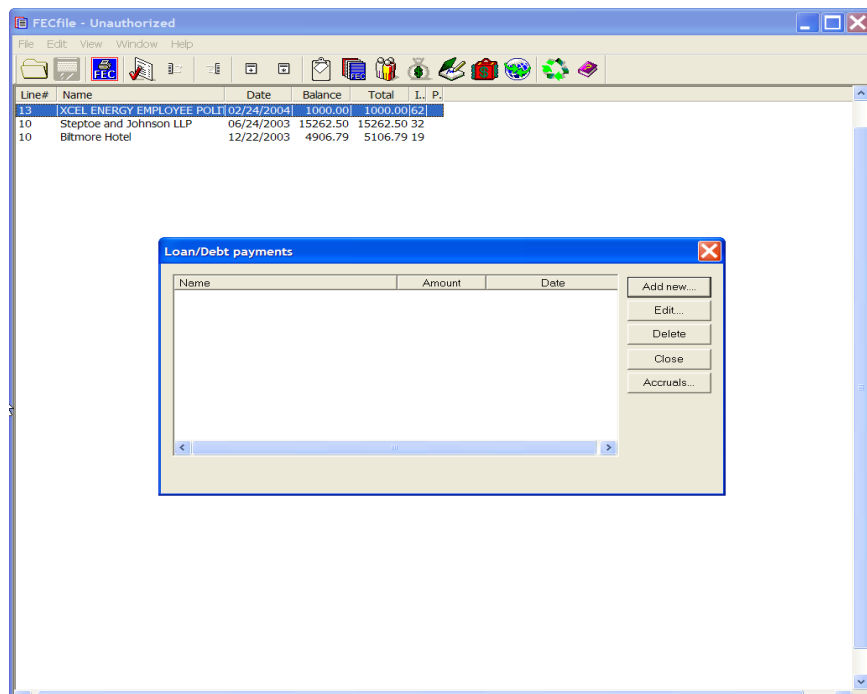
Loan Repayments Received Line 14



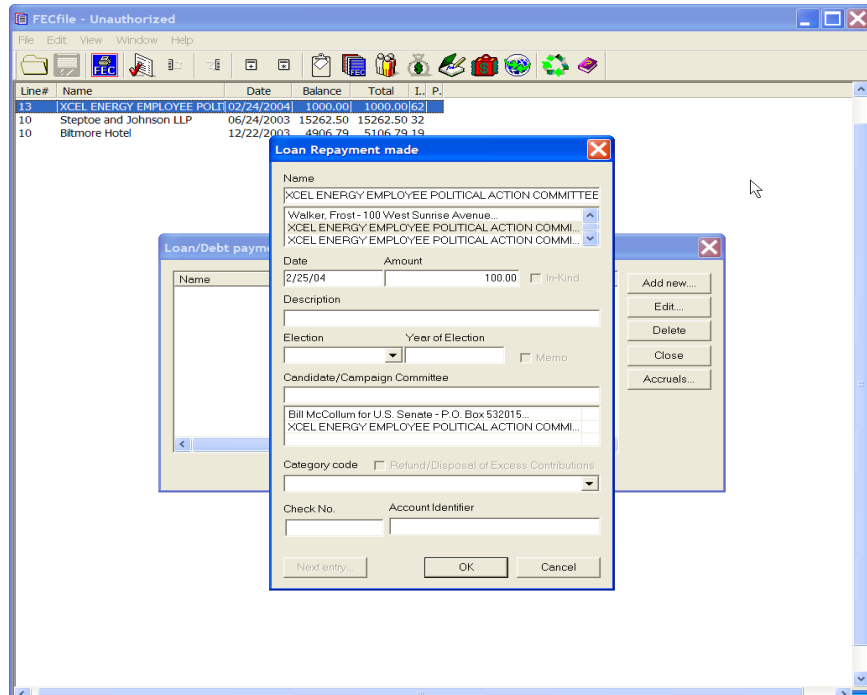
- ✓ At the Summary Page, go to the menu bar, click on View from the drop down menu, and then select Loans and other Obligations.
- ✓ Select the loan by right clicking on the appropriate loan line on which a repayment is being made. (The loan total will correspond to the entries on Line 27)



✓ Click on Loan/Debt payments

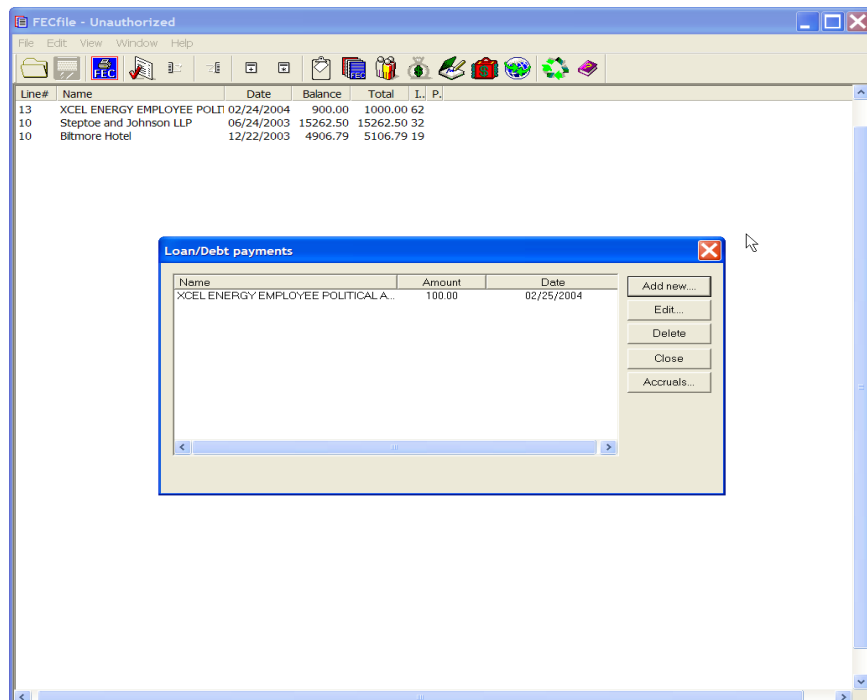


✓ The Loan/Debt payments dialog box appears.



✓ Click on the Add new button and enter date and amount in the Loan repayment made dialog box, and click on OK.

-Note: This process may also be used to edit mistakenly entered loan repayments. At the Loan/Debt payments screen, choose the Edit button rather than the Add new button.



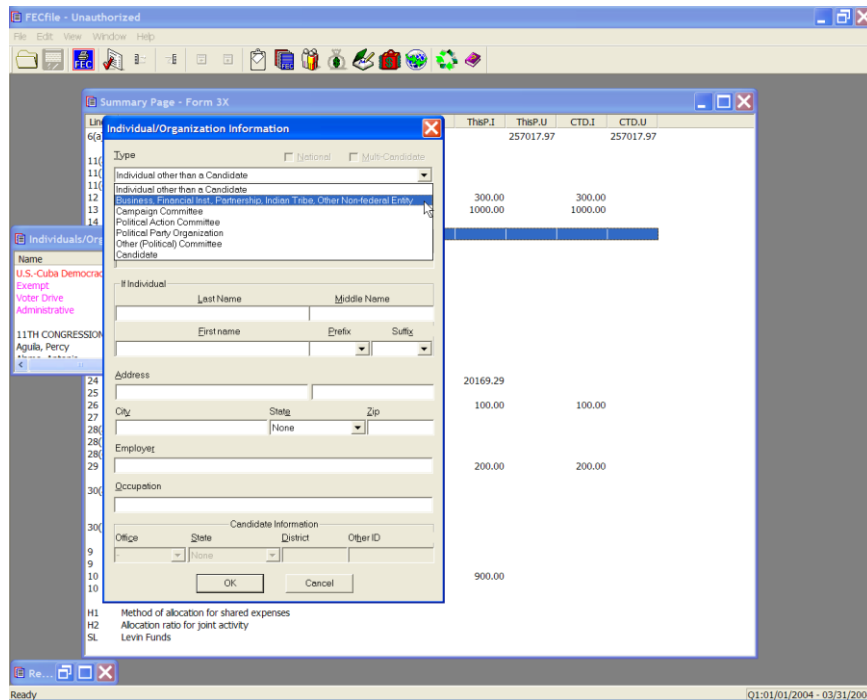
- ✓ Click on Close at the Loan/Debt repayments dialog box.
- ✓ A Schedule A supporting Line 14 will automatically be created by FECFile, and a dollar figure will be entered onto Line 14 of the Summary Page.

If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “dummy report” for the previous reporting period in which the loan will be created, so that it may be recognized by FECFile. Refer to the later text on the subject

Offsets To Operating Expenditures Line 15

Line#	Description	THetP.I	THetP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received	300.00		300.00	
14	Loan repayments received	1000.00		1000.00	
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures		20169.29		
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 15 of the Summary Page.



- ✓ Under the Type text area, click on the drop down menu and highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.

- ✓ Enter vendor's Address, City, State, and Zip, and click on OK.

- ✓ In the Offset to Operating Expenditures dialog box, enter the Date, Amount, and Description, and click on OK.
- ✓ The totals are reflected on the Summary Page, on line 15, Offsets to Operating Expenditures, (refunds, rebates, etc.)

Refunds of Contributions Made to Other Federal Candidates and Committees Line 16

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		200.00		200.00
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....I. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....I. Federal share					
.....I. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double click on Line 16 of the Summary Page.

- ✓ The Refund of Contribution dialog box is displayed.
- ✓ Enter the committee's name. If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the committee has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.

- ✓ In the Individual/Organization Information dialog box, select the appropriate type by using the drop down menu. This is, Campaign Committee.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
BUCK, ERIK	H	MO	4	MO	H2MO061...	
BUCKEL, WILLIAM L	H	OH	0	OH	H0OH15C...	C00352781
BUCKELS CONGRESSIONAL COMMITTEE	H	LA	H	LA	C00319863	H6LA071!...
BUCKELS, CHARLES LEE JR	H	LA	6	LA	H6LA071!...	C00319863
BUCKEYE POLITICAL ACTION COMMITTE...		O		OH	C00356378	
BUCKEYE STATE PAC		O		OH	C00366781	
BUCKLEY FOR SENATE	S	GA	S	GA	C00394064	S4GA111...
BUCKLEY, ALLEN	S	GA	4	GA	S4GA111...	C00394064
BUCKLEY, PETER	H	OR	2	OR	H2OR021...	C00375410
BUCKLEY02	H	OR	H	OR	C00375410	H2OR021...
BUCQUEROUX, BONNIE	H	MI	0	MI	H0MI08059	
BUD CUMMINS CAMPAIGN	H	AR	H	AR	C00310094	H6AR021...
BUD SHUSTER FOR CONGRESS COMMIT...	H	PA	H	PA	C00014944	H6PA090...
BUDETICH, MARK JOHN JR	H	NV	4	NV	H2NV030...	C00381350
BUELL, JAMES W	H	NJ	4	NJ	H4NJ110...	C00399634
BUFFA FOR CONGRESS '92	H	CA	H	CA	C00222935	H8CA400...
BUFFA, PETER	H	CA	2	CA	H8CA400...	C00222935
RIFFALO LOCAL ??? ALUMINIUM BRICK &		O		NY	C00276287	

- ✓ Once selected, click on the Lookup button. The FEC ID lookup dialog box appears.
- ✓ Highlight the proper committee and click on the Copy All button

C00310094 / H6AR02179

Name : BUD CUMMINS CAMPAIGN

Address 1 : PO BOX 25061

Address 2 :

City : LITTLE ROCK

State : AR Zip : 72221

Candidate information

Office : H State : AR District : 02

OK Cancel

- ✓ The committee data is then loaded into the dialog box. Click on OK.

Individual/Organization Information

Type National Multi-Candidate

Campaign Committee

Committee ID (eg. C12345678)
C00310094

If Committee/Organization

Name
BUD CUMMINS CAMPAIGN

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

PO BOX 25061

City State Zip
LITTLE ROCK Arkansas 72221

Employer

Candidate Information

Office State District Other ID
House Arkansas 02 H6AR02179

OK Cancel

- ✓ Once the FEC ID is noted in the Individual/Organization Information dialog box, click on OK.

✓ Using the election drop down menu, select the election and enter the year of the election in the text area.

Click on OK, and the total will be reflected on the Summary page at line 16.

Other Federal Receipts (Dividends, Interest, Etc...) Line 17

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)		200.00		200.00
16	Refunds of contributions made to other federal candidates and committees	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i. Federal share					
.....ii. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	200.00		200.00	
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....i. Federal share					
.....ii. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on Line 17 of the Summary Page.

Federal Receipt (other) [X]

Name

 MY COMMITTEE CARH PAC - 1112 King Street... ▲
 BALLENGER, BEN - 9166 ROME BOULEVARD... ▬
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N... ▼

Date Amount
 In-Kind

Description

Election Year of Election Memo
 Aggregate

Candidate/Campaign Committee

 BALLENGER, BEN - 9166 ROME BOULEVARD... ▲
 BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N... ▬
 BALLENGER, JEFFREY A - 12626 GREYSTONE COUR... ▼

Category code Increased Limits

Check No. Account Identifier

- ✓ In the Federal Receipt dialog box, enter in the name,
- ✓ If the name has already been entered into the system, then select that name by clicking on it in the database section below the name field. If the name has not been previously entered into the system, press the Tab key to launch the Individual/Organization information dialog box.
- ✓

- ✓ In the individual/Organization Information dialog box, select the appropriate type by using the drop down menu.
- ✓ Enter the Address, City, State and Zip and click on OK.

- ✓ In the Federal Receipt dialog box, enter in the Date, Amount, and Description, then click on OK.
- ✓ Note the total reflected on line 17 on the Summary Page.

Method of Allocation for Shared Expenses H1

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		3100.00		
11(a)	Individual Contributions	263488.36	4860.00	266588.36	4860.00
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidates and committees				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I	Federal share				
.....I	Non-federal share				
21(b)	Other federal operating expenditures	12130.39		12130.39	
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees	2000.00		2000.00	
24	Independent expenditures	20369.29			
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions	300.00		300.00	
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....I	Federal share				
.....I	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Scroll to the bottom of the Summary Page and double click on the H1 line number.
- ✓ Double click on the H1 line number to launch the methods of allocation for shared expenses dialog box.

Method of allocation for shared expenses

Levin Funds

State / Local Party Committee

Presidential-Only Election Year (28% Federal)
 Presidential and Senate Election Year (36% Federal)
 Non-Presidential and Non-Senate Election Year (15% Federal)
 Senate-Only Election Year (21% Federal)

Non-connected Committee / SSF

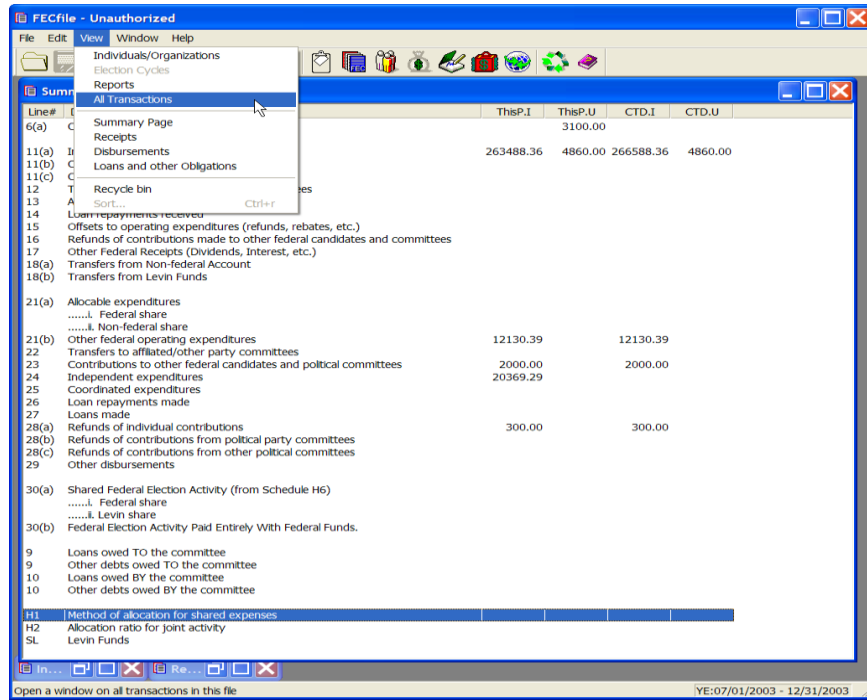
Non-federal %

This ratio applies to (check all that apply):

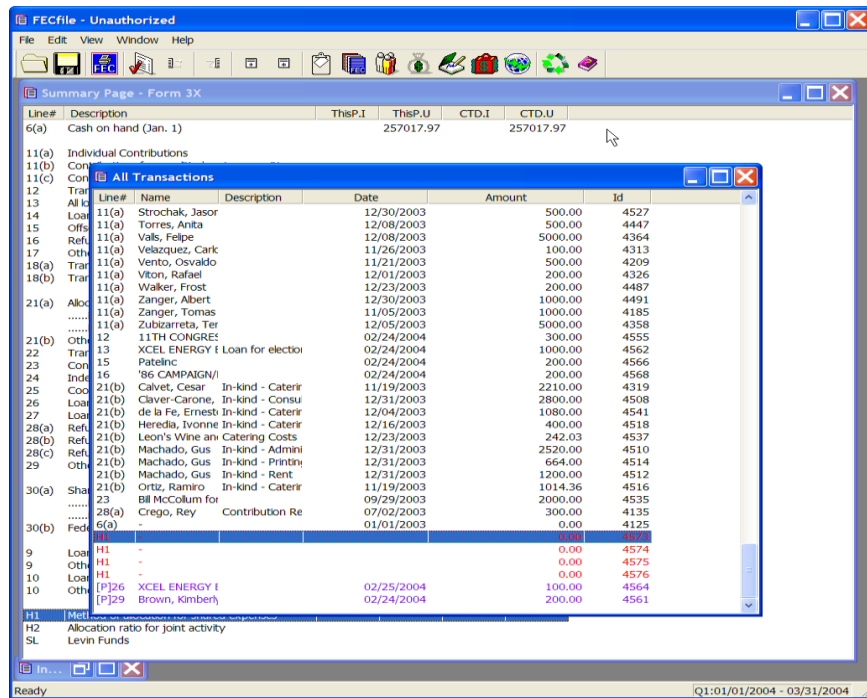
Administrative
 Generic Voter Drive
 Public Communications Referencing Party Only

- ✓ Select the appropriate allocation option, and type in the allocation ratio. Select next entry, if necessary, to enter an additional allocation.
- ✓ Click on Ok.

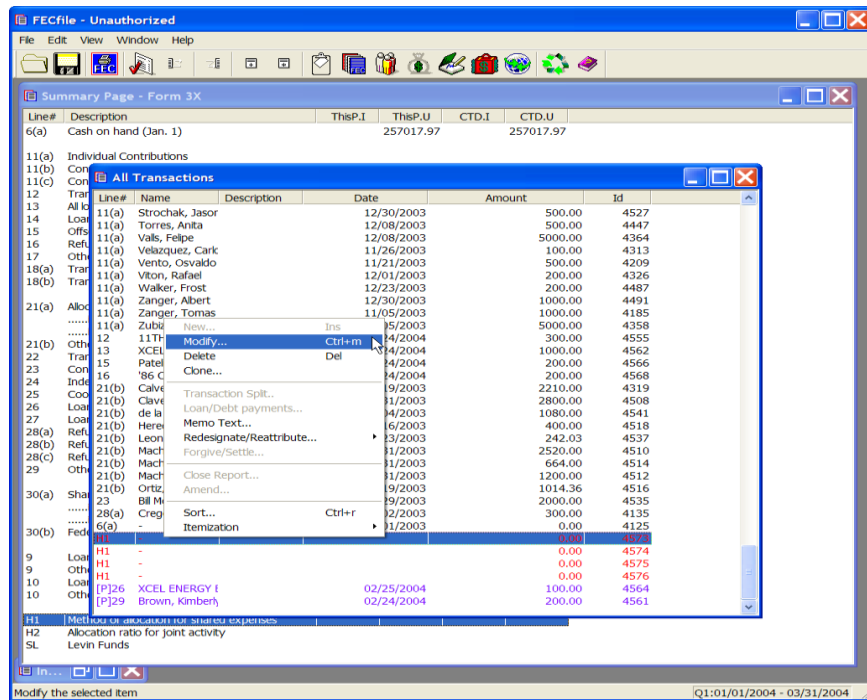
Amending the H1



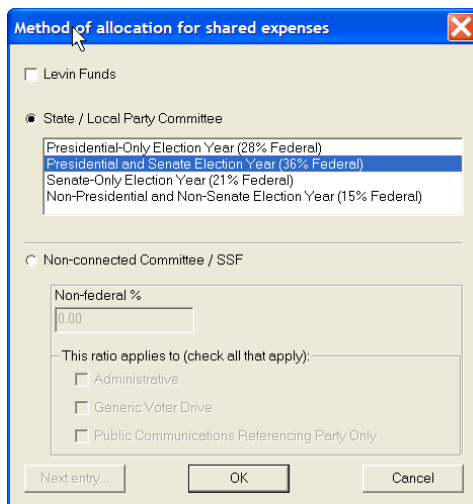
- ✓ To amend the H1, Click on the View drop down menu, and Select All transactions.



- ✓ From the list shown, select the H1 to be amended, using the right mouse button...(right-click on the H1 transaction)

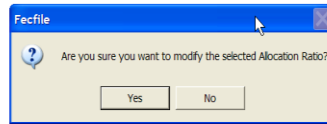


- ✓ As the drop down menu appears, select Modify.



- ✓ Review the dialog box for the transaction, and enter the appropriate changes.

Line#	Name	Description	Date	Amount	Id
11				0.00	118



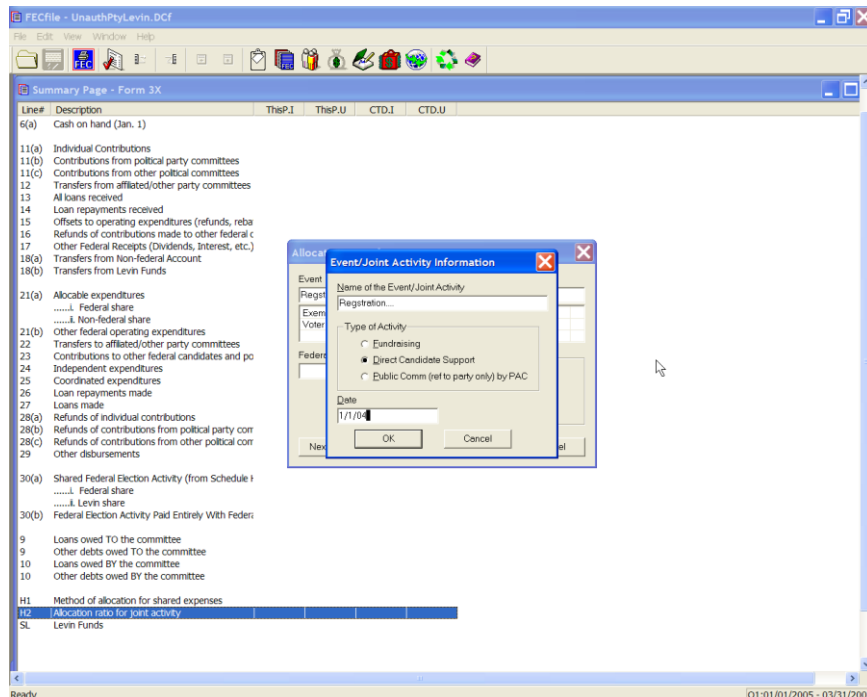
- ✓ As the dialog box appears, asking if changes are required, select yes.
- ✓ Note the changes on the All transactions sheet.

Allocation Ratio for Joint Activity H2

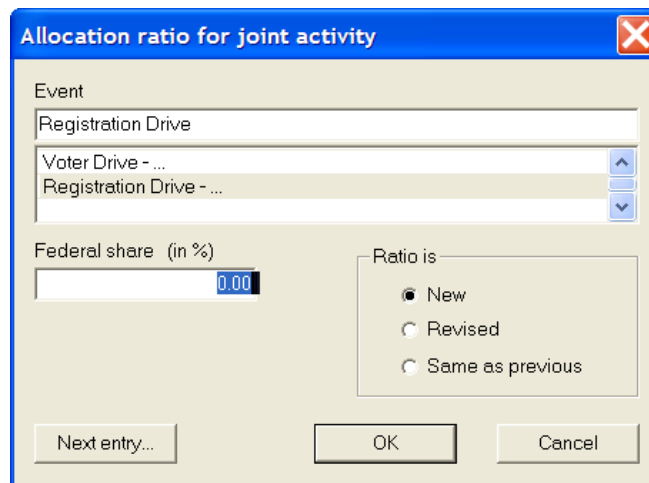
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i	Federal share				
.....i	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule F				
.....i	Federal share				
.....i	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Select H2 from the bottom of the Summary Page, and double click on the selection.

- ✓ The Allocation ratio for joint activity dialog box appears.
- ✓ Type in the information on the event, and press the TAB key.



- ✓ An additional dialog box will appear, addressing the event/and joint activity.
- ✓ Once the dialog box appears, select on the appropriate activity, tab to the date field and type in the date, and select OK.



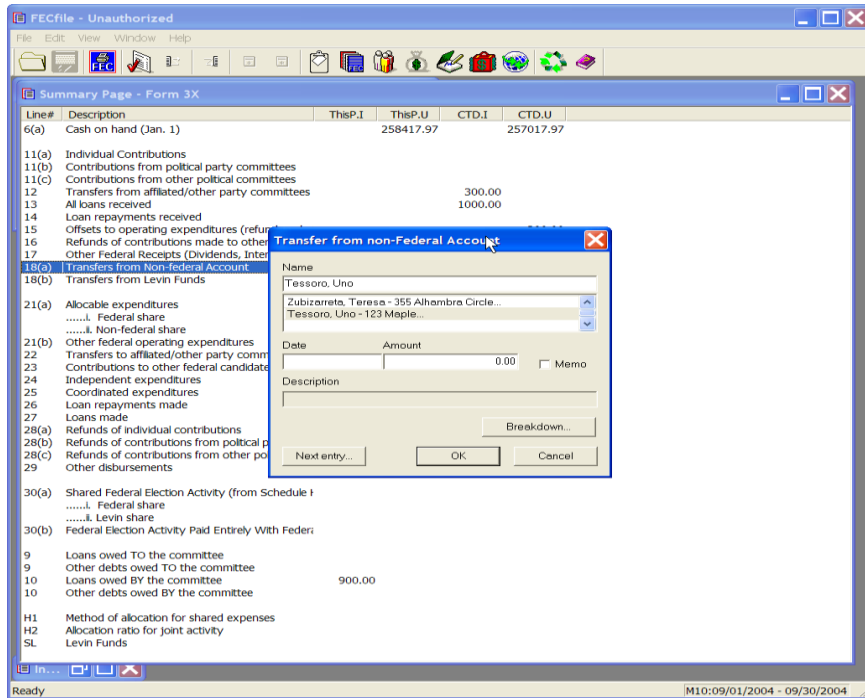
- ✓ As the date is entered, the application returns to the allocation ratio for joint activity dialog box. Enter the federal share in the appropriate area,
- ✓ Select the type of ratio and select OK.

of the non-federal account, and press the tab key.

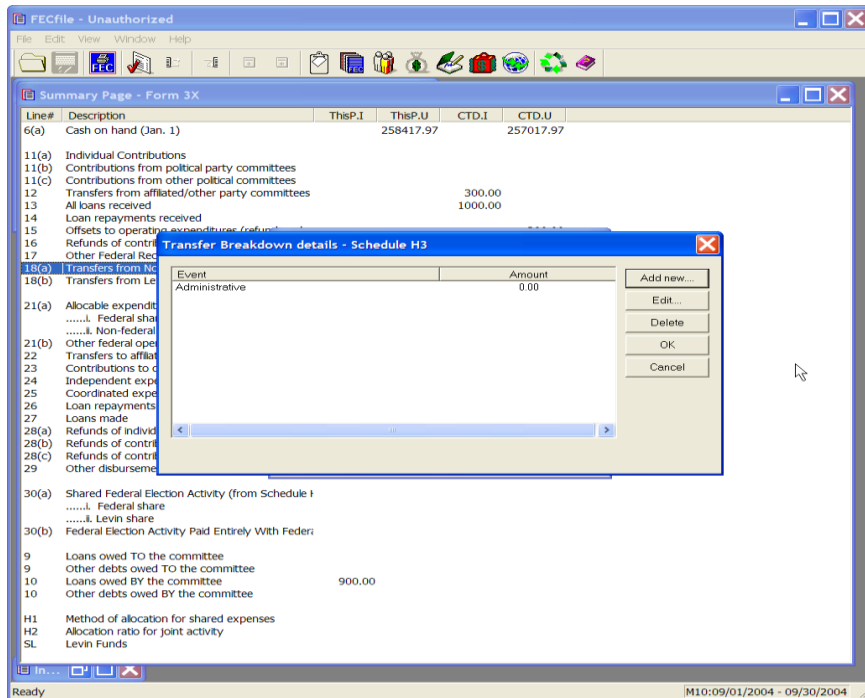
- ✓ If the non-federal account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the non-federal account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below that is a dropdown menu currently showing "Individual other than a Candidate". A "Lookup..." button is positioned below the dropdown. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Suffix", and "Other ID"; "Address" with fields for "City", "State" (set to "None"), and "Zip"; "Employer" and "Occupation" fields; and "Candidate Information" with fields for "Office", "State", and "District". "OK" and "Cancel" buttons are at the bottom.

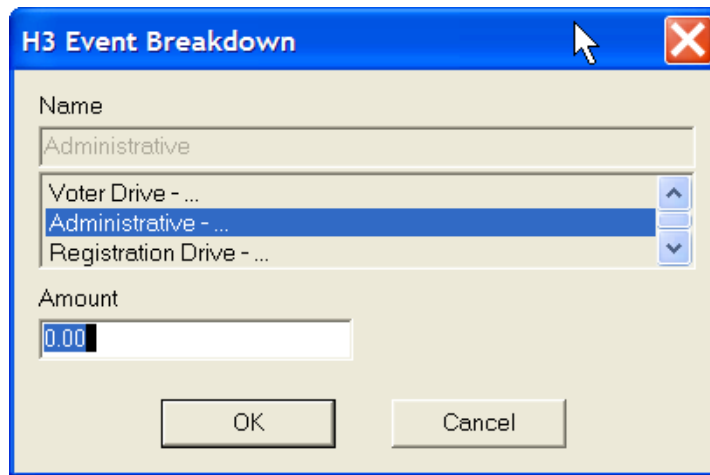
- ✓ Upon pressing the tab key, the Individual/Organization Information dialog box appears. Enter in the appropriate information, to include address information and select OK.



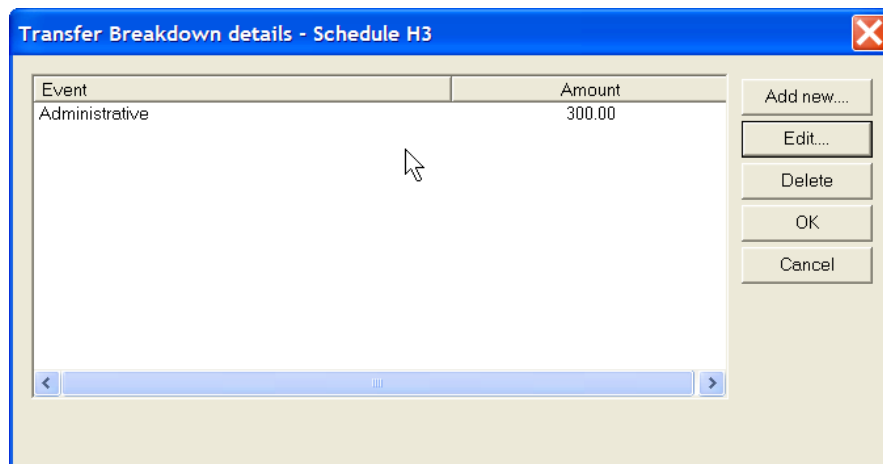
- ✓ Once OK is selected, the Transfer from non-federal account dialog box appears. Type in the date information and the amount. Select breakdown to bring up the next box.



- ✓ Select the appropriate event and click on the edit button in the dialog box.



- ✓ The H3 Event Breakdown dialog box appears. Enter in the dollar amount in the dialog box and click on OK.



- ✓ The Transfer Breakdown Details dialog box appears. Click on OK.

Transfer from non-Federal Account

Name

Tessori, Uno

Zubizarreta, Teresa - 355 Alhambra Circle...

Tessori, Uno - 123 Maple...

Date

10/1/04

Amount

200.00

Memo

Description

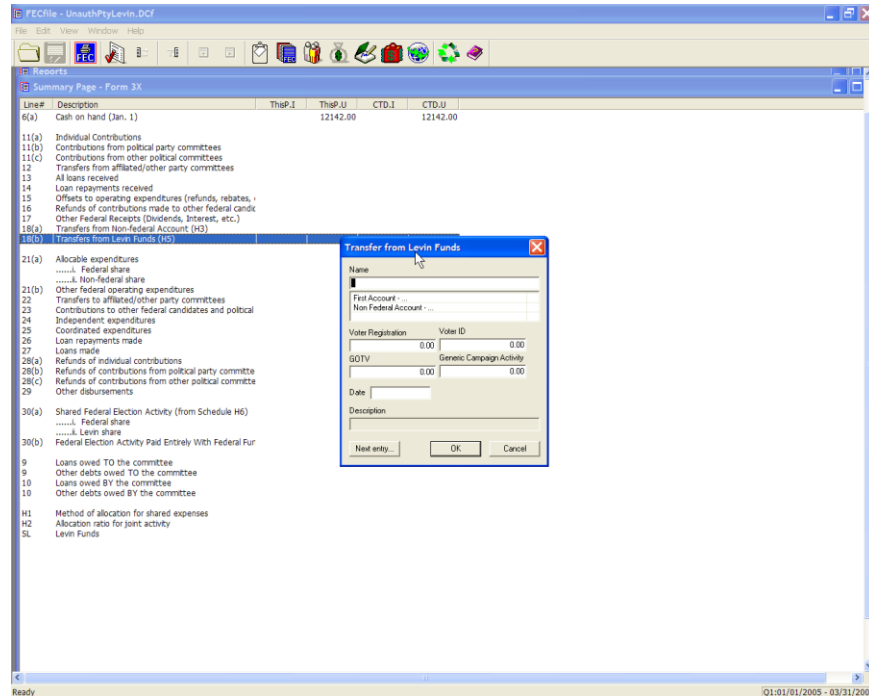
Breakdown...

Next entry... OK Cancel

- ✓ As the FECFile dialog box appears, and asks to save changes, select yes.
- ✓ Select OK in the Transfer from Non-Federal account dialog box.

Transfers From Levin Funds, Line 18(b) [H5]

Note: Prior to entering an H5 transfer, the H1 ratio must be entered

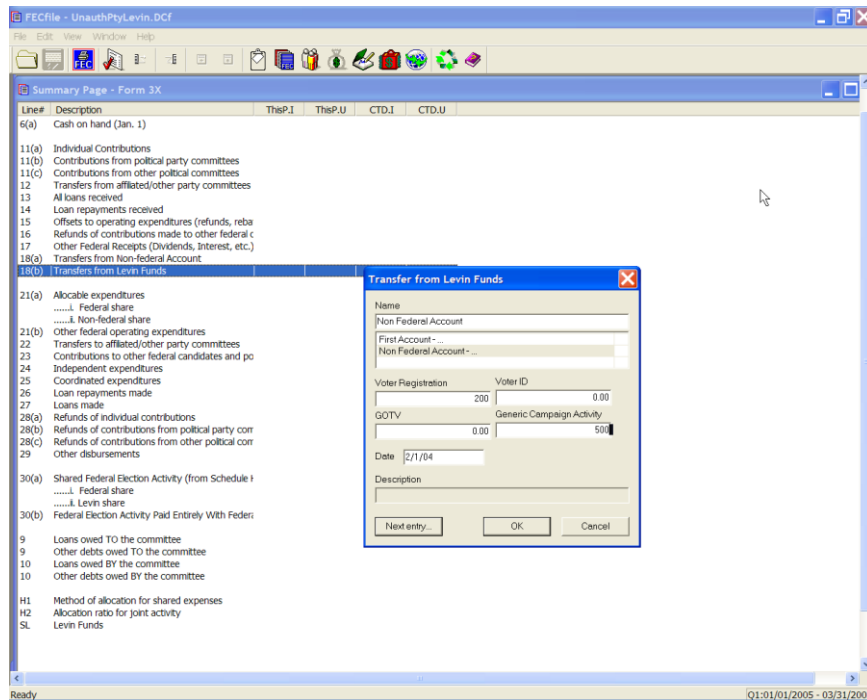


- ✓ View the Summary page, and double click on line 18b, Transfers from Nonfederal Accounts for Joint activity.

Note: Transfers reported under Line 18(b) [H5] in the form 3X, which also are required to be reported under Schedule L, must be entered separately. Those transactions must be entered in both places; Schedule L line 4, and Form 3X, H5 line 18(b).

- ✓ The Transfer from Levin Funds dialog box appears. Type in the name of the account, and press the tab key.
- ✓ If the account has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the account has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ Upon pressing the tab key, the Account Information dialog box appears. Enter in the appropriate information, and select OK.

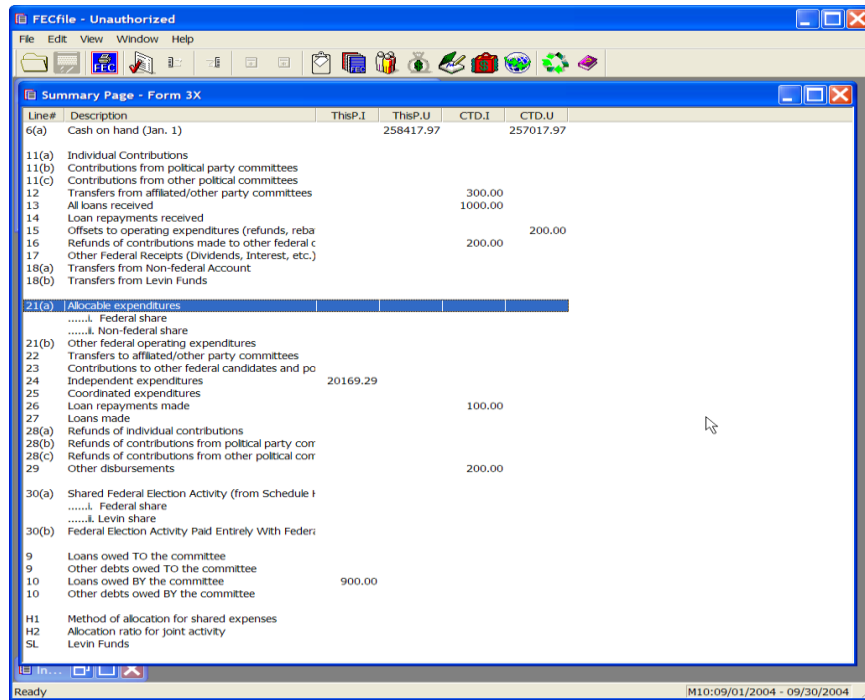


- ✓ Once OK is selected, the Transfer from Levin Funds dialog box appears. Type in the date information and the amount(s).
- ✓ Select OK in the Transfer from Levin Funds dialog box.

Allocable Expenditures 21 (a) [H4]

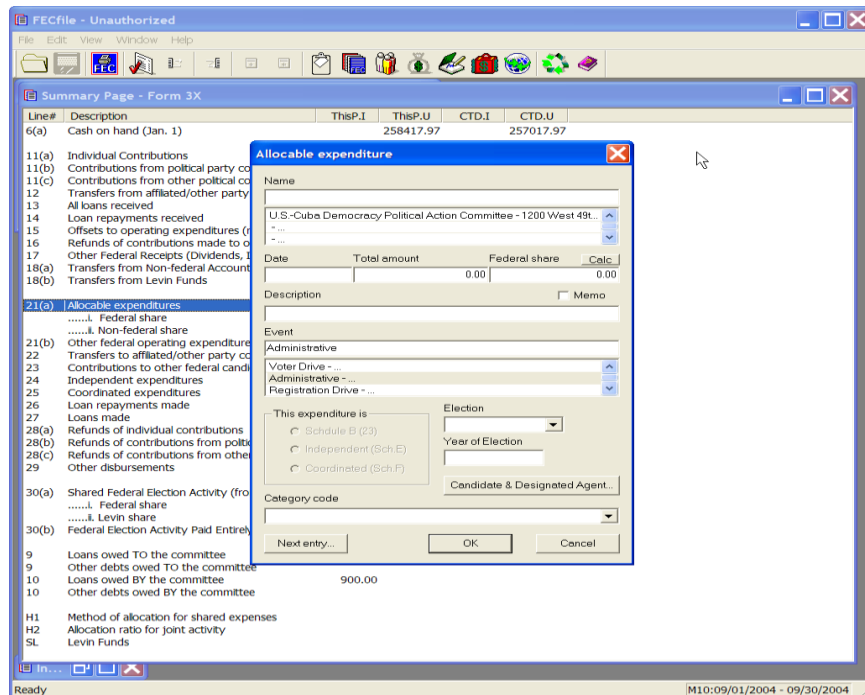
H4 Administrative/Voter Drive:

NOTE: Create H1 ratio before entering H4 disbursements

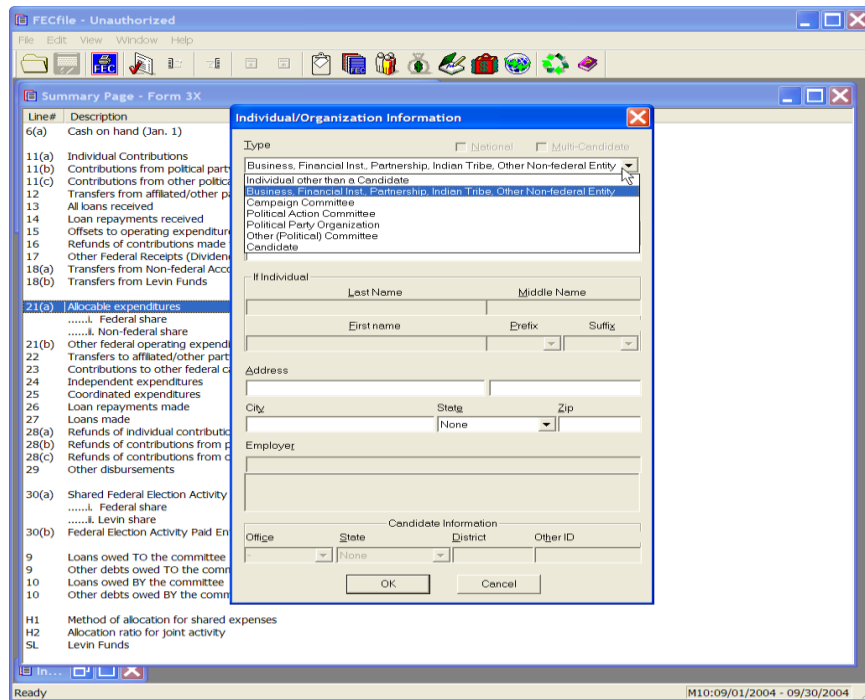


Line#	Description	TheP,I	TheP,U	CTD,I	CTD,U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i.	Federal share				
.....i.	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule t				
.....i.	Federal share				
.....i.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(a) of the FECFile Summary Page.



- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.

Allocable expenditure

Name
 Tessoro, Uno
 Tessoro, Uno - 123 Maple...
 Torres, Anita - 920 Cotorro Avenue...
 Valls, Felipe - 3663 S.W. 8th Street...

Date	Total amount	Federal share
10/1/04	256.00	64.00

Calc

Description Memo

Event
 Administrative
 Voter Drive - ...
 Administrative - ...
 Registration Drive - ...

This expenditure is
 Schedule B (23)
 Independent (Sch.E)
 Coordinated (Sch.F)

Election
 Year of Election

Candidate & Designated Agent...

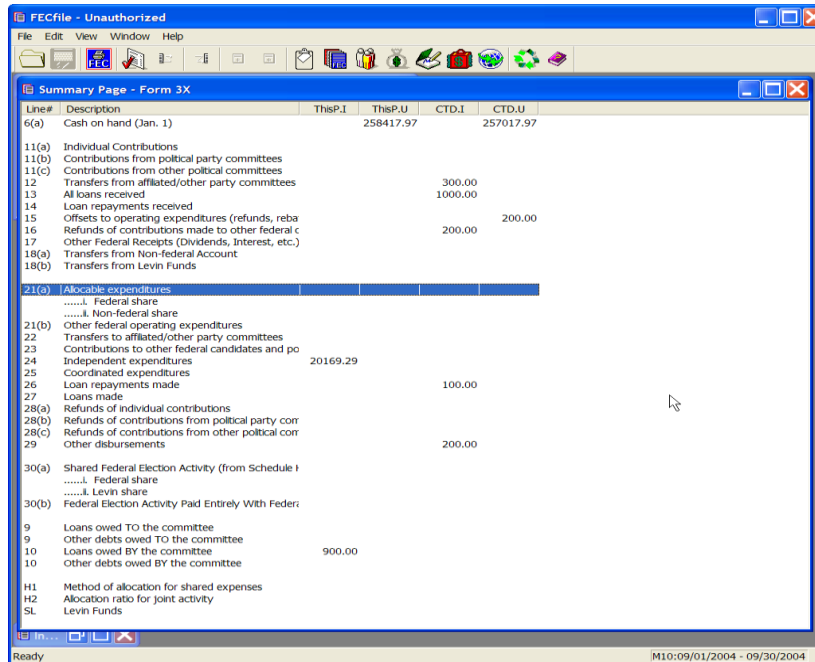
Category code

Next entry... OK Cancel

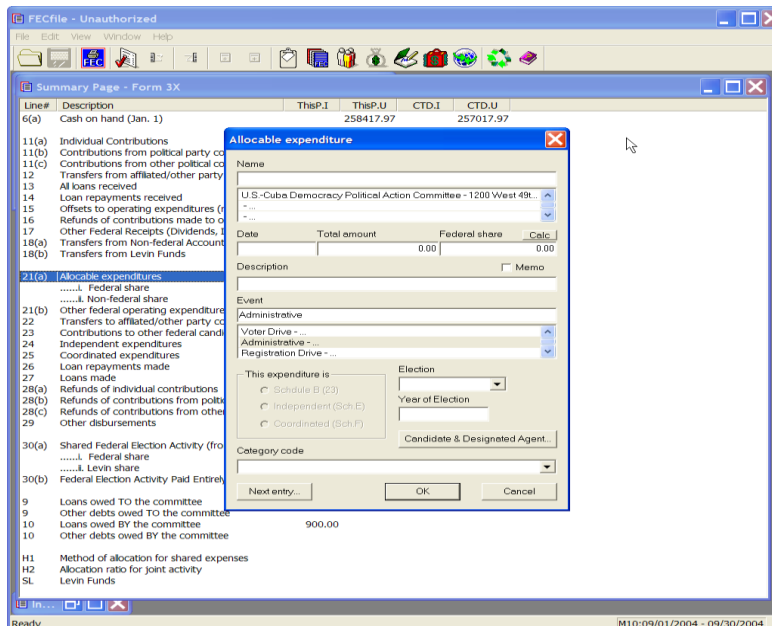
- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the CALC button, in the dialog box. The CALC button automatically calculates the Federal Share.
- ✓ Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the disbursement.
- ✓ Point and click, selecting the Event field, and selecting the event. FECFile defaults to the Administrative/Generic voter Drive field.
- ✓ Click on OK.

H4 Fundraising

NOTE: Create H2 ratio before entering H4 disbursements



✓ Double click on 21(a) of the FECFile Summary Page.

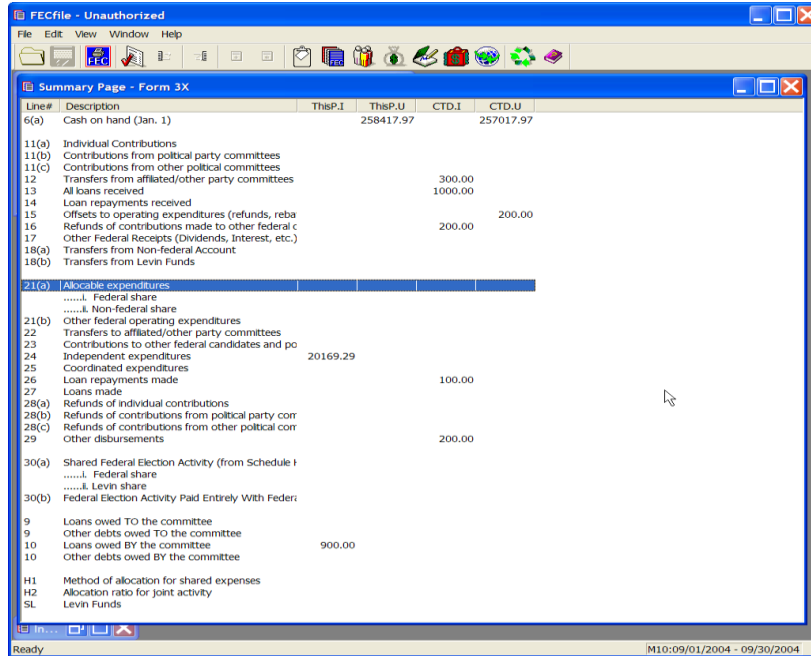


- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.

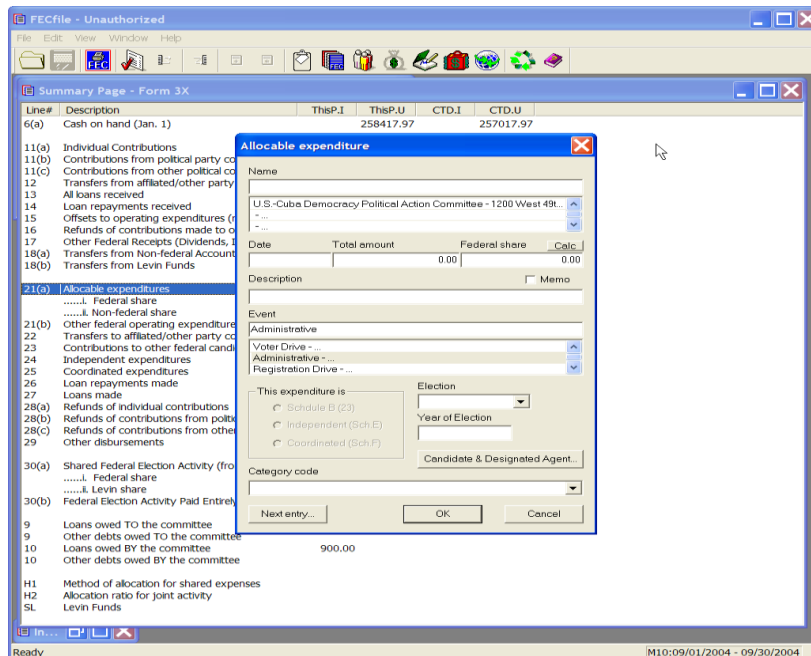
H4 Exempt Activity

NOTE: Create H1 ratio before entering “exempt” H4 disbursements.



Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(a)I. Federal share				
21(a)II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule B)				
30(a)I. Federal share				
30(a)II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(a) of the FECFile Summary Page.



The dialog box 'Allocable expenditure' is open, showing the following fields:

- Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th St
- Date: [Empty]
- Total amount: [Empty]
- Federal share: 0.00
- Calc: 0.00
- Description: [Empty]
- Memo: [Empty]
- Event: Administrative
- This expenditure is: Schedule B (23) Independent (Sch.E) Coordinated (Sch.F)
- Year of Election: [Empty]
- Category code: Candidate & Designated Agent

Buttons: Next entry..., OK, Cancel

- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.
- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on Exempt event if the allocation ratio has been established.

- ✓ Click on the CALC button. This will automatically calculate the federal share. Once the function has been performed, point and click in the description text area, and type in the description or purpose of the expenditure.
- ✓ Click on OK.

H4 Direct Candidate Support

NOTE: Create H2 ratios before entering H4 disbursements

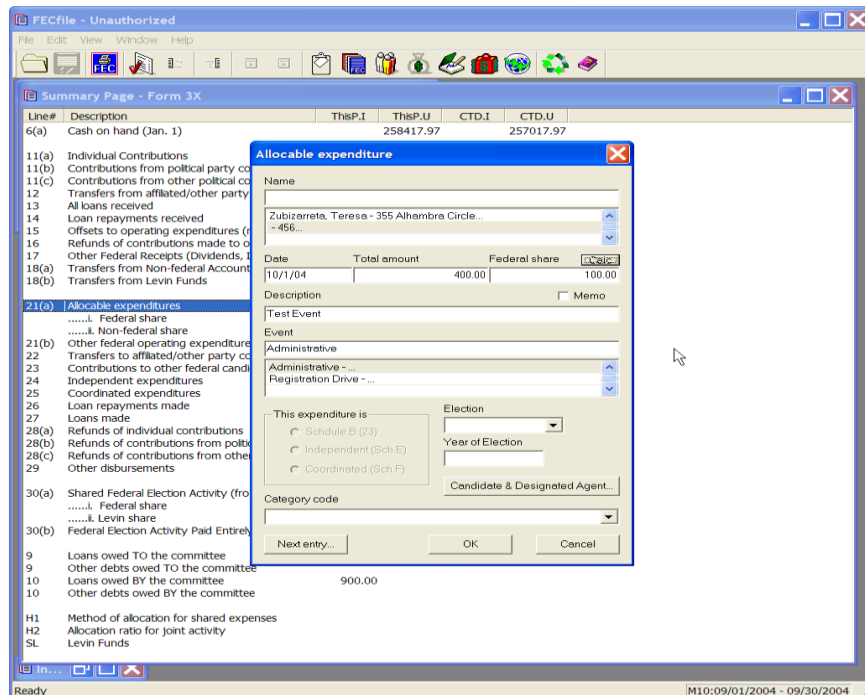
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(a) of the FECFile Summary Page.

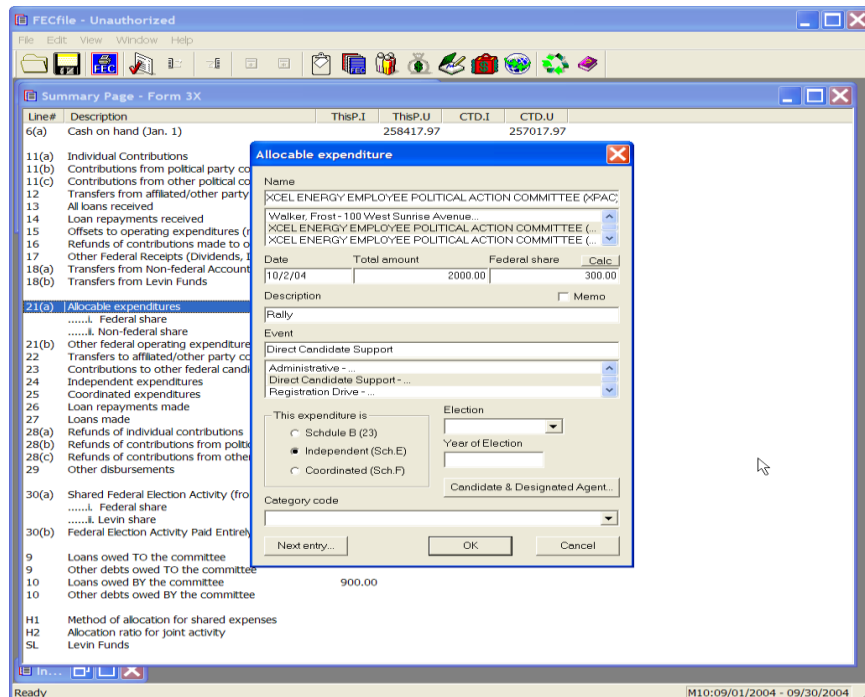
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ The allocable expenditure dialog box appears.
- ✓ Type in the name of the vendor or individual in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Point and click inside the address field, and type in the address, and click on OK. The allocable dialog box appears.



- ✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure.
- ✓ Point and click inside the event field, and select DCS event that has been established.
- ✓ Click on the CALC button. This will automatically calculate the federal share. Once the function has been performed, point and click in the description text area, and type in the description or purpose of the expenditure.
- ✓ Point and click inside the “This expenditure is” field and select the appropriate schedule, (B, E or F)



- ✓ Click on the Candidate and Designated Agent button in the dialog box. The corresponding dialog box will launch.



- ✓ Point and click inside the Federal Candidate text area, and type in the candidate's name.
- ✓ Press the tab key to move to the next dialog box.

- ✓ The Individual/Organization Information dialog box appears. Point and click on the Lookup button.

Committee/Candidate Name	C...	C...	C...	C...	Committ...	Other ID
BUCK, ERIK	H	MO	4	MO	H2MO061...	
BUCKEL, WILLIAM L	H	OH	0	OH	H0OH15C...	C00352781
BUCKELS CONGRESSIONAL COMMITTEE	H	LA	H	LA	C00319863	H6LA071!...
BUCKELS, CHARLES LEE JR	H	LA	6	LA	H6LA071!	C00319863
BUCKEYE POLITICAL ACTION COMMITTE...		Q	OH		C00356378	
BUCKEYE STATE PAC		Q	OH		C00366781	
BUCKLEY FOR SENATE	S	GA	S	GA	C00394064	S4GA111...
BUCKLEY, ALLEN	S	GA	4	GA	S4GA111...	C00394064
BUCKLEY, PETER	H	OR	2	OR	H2OR021...	C00375410
BUCKLEY02	H	OR	H	OR	C00375410	H2OR021...
BUCQUEROUX, BONNIE	H	MI	0	MI	H0MI08059	
BUD CUMMINS CAMPAIGN	H	AR	H	AR	C00310094	H6AR021...
BUD SHUSTER FOR CONGRESS COMMIF...	H	PA	H	PA	C00014944	H6PA090...
BUDETICH, MARK JOHN JR	H	NV	4	NV	H2NV030...	C00381350
BUELL, JAMES W	H	NJ	4	NJ	H4NJ110...	C00399634
BUFFA FOR CONGRESS '92	H	CA	H	CA	C00222935	H8CA400...
BUFFA, PETER	H	CA	2	CA	H8CA400...	C00222935
BUFFALO LOCAL 222 ALUMINUM BRICK &		Q	NY		C00276287	

- ✓ The FEC ID lookup dialog box appears.
- ✓ Review the list, and locate the appropriate candidate committee and select it by clicking on it. Once selected, click on the Copy All button.

- ✓ The candidate/committee dialog box appears, with the corresponding information. Select OK.

- ✓ The Individual/Organization Information dialog box reappears, populated with the appropriate candidate/committee information.
- ✓ Select OK.

Candidate and Designated Agent

Federal Candidate Support Oppose

TERRY, LEE

TERRY, LEE - 35 Spyglass Point...	

Designating Committee

U.S.-Cuba Democracy Political Action Committee - 1200 ... ▲
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... ▲
 11TH CONGRESSIONAL DISTRICT REPUBLICAN PAR... ▼

Subordinate Committee

U.S.-Cuba Democracy Political Action Committee - 1200 ... ▲
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... ▲
 11TH CONGRESSIONAL DISTRICT REPUBLICAN PAR... ▼

OK Cancel

- ✓ The Candidate and Designated Agent dialog box appears. If necessary, type in the Designating Committee and/or Subordinate committee information, if schedule F was chosen and select OK.

Other Federal Operating Expenditures Line 21 (b)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebat				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
 Federal share				
 Non-federal share				
21(b)	Other Federal Operating Expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double click on 21(b) of the FECFile Summary Page.

Federal Operating Expenditure (other)

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: [] Amount: 0.00 [] In-Kind

Description: []

Election: [] Year of Election: []

Candidate/Campaign Committee: '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015...
TERRY, LEE - 35 Spyglass Point...

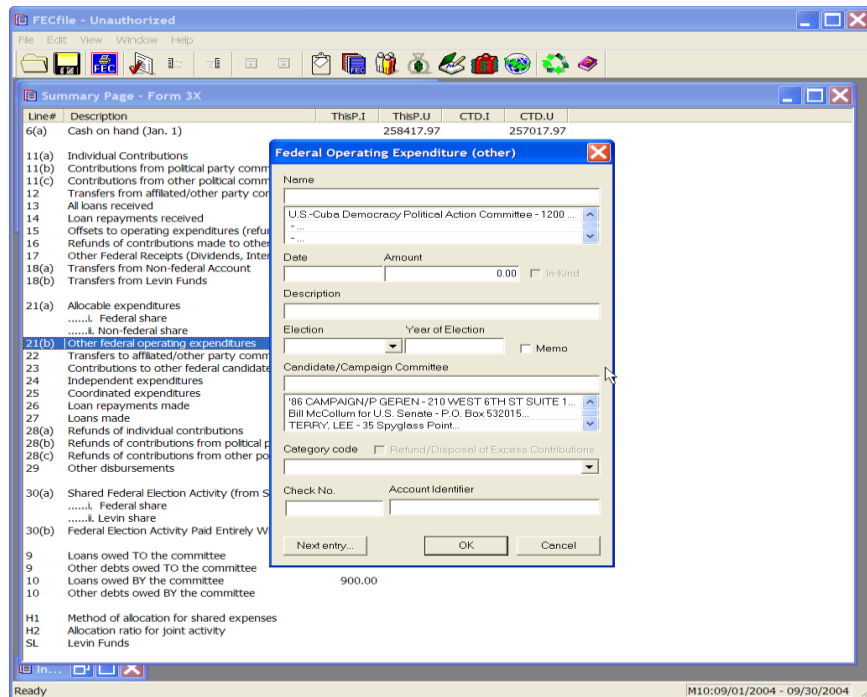
Category code: [] Refund/Disposal of Excess Contributions

Check No.: [] Account Identifier: []

Next entry... [] OK [] Cancel

- ✓ The Federal Operating Expenditure dialog box appears. Type in the name of the vendor in the dialog box.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Click on the down arrow next to the type drop down menu to highlight the appropriate element, i.e.: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.
- ✓ Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.



- ✓ The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.

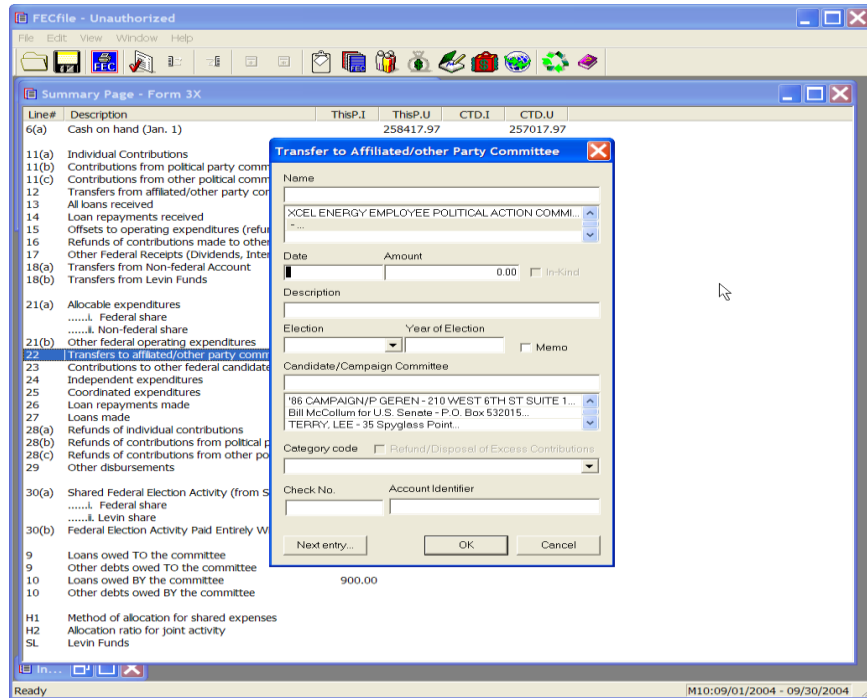
- ✓ Type in the description or purpose, and click on OK.

- ✓ Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.

The screenshot shows a dialog box titled "Individual/Organization Information". It contains several sections for data entry:

- Type:** A dropdown menu currently showing "Campaign Committee". There are checkboxes for "National" and "Multi-Candidate".
- Committee ID (eg. C12345678):** An empty text field with a "Lookup..." button.
- If Committee/Organization:** A section with a "Name" field.
- If Individual:** A section with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix".
- Address:** Fields for "City", "State" (set to "None"), and "Zip".
- Employer:** An empty text field.
- Candidate List:** A scrollable list showing "Cadidae, Cal - ..." and "TERRY, LEE - 35 Spyglass Point...".
- Candidate Information:** Fields for "Office", "State" (set to "None"), "District", and "Other ID".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- ✓ If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK.

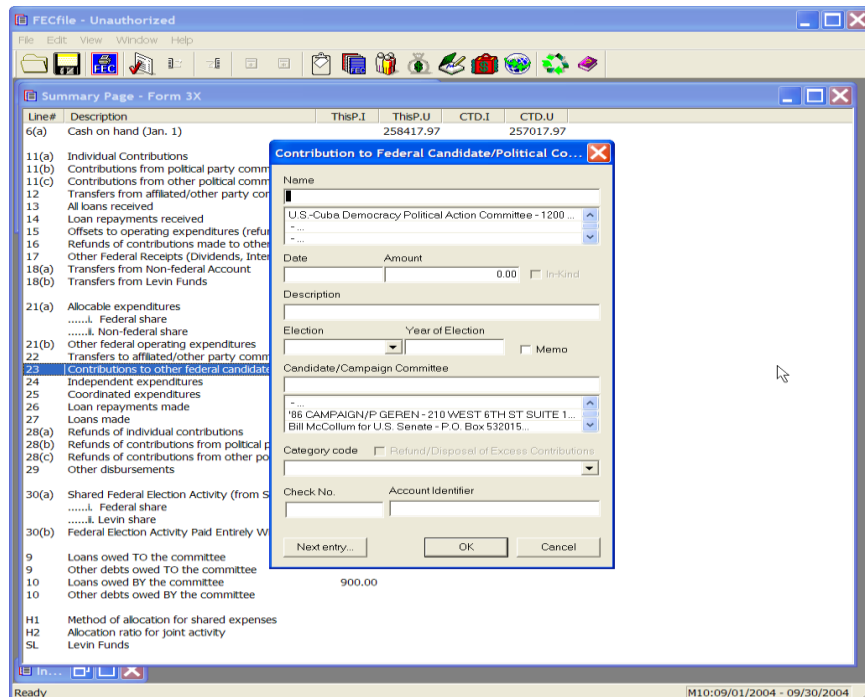


- ✓ The Transfer to Affiliated/other Party Committee dialog box appears. Point to the date field, and enter in the date, amount and description.
- ✓ Click on OK.

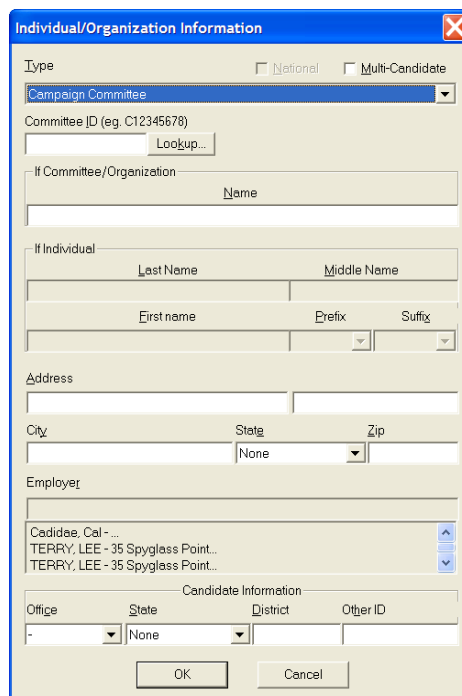
Contributions to Other Federal Candidates and Political Committees Line 23

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I	Federal share				
.....II	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees			200.00	
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I	Federal share				
.....II	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

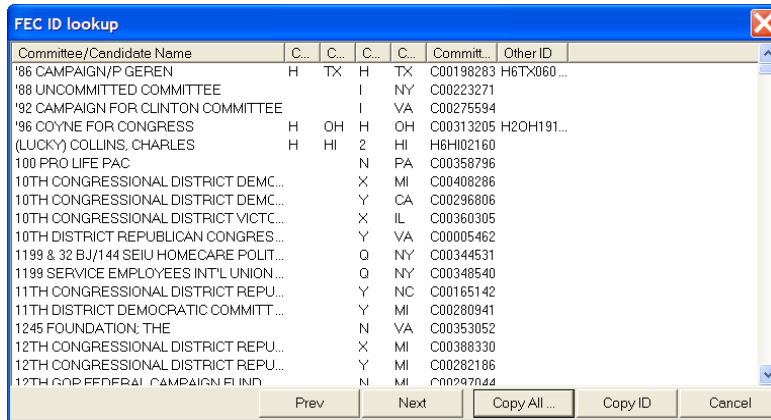
✓ Double click on line 23 of the FECFile Summary Page.



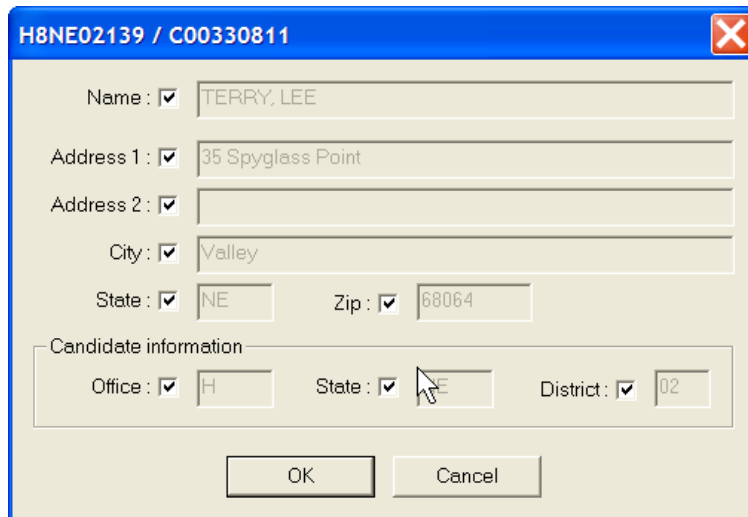
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears.
- ✓ Enter the committee or vendor name, if it does not currently appear, and press the tab key. If the name does appear, tab to the address field and continue entry.



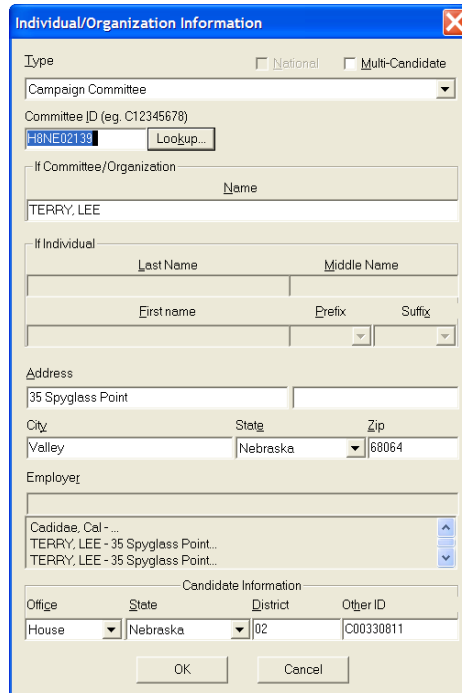
- ✓ If the name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Select the type of organization from the drop down menu, and click on the Lookup button.



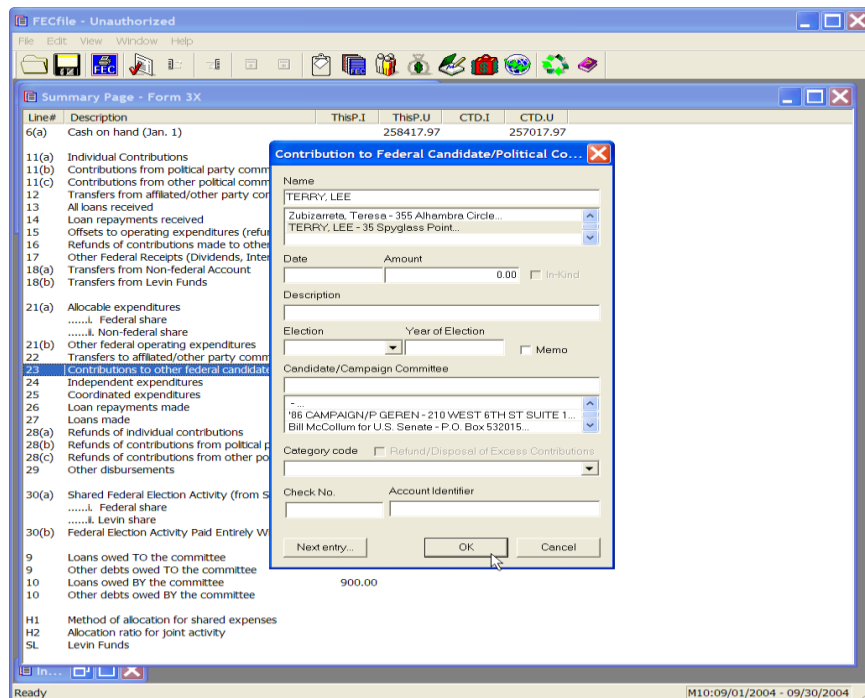
- ✓ Select the appropriate committee/candidate name and click on Copy All.



- ✓ The candidate/committee dialog box appears, with the information populated in the appropriate areas.
- ✓ Select OK.



- ✓ The Individual/Organization Information dialog box appears, with the appropriate information populated in the dialog box.
- ✓ Select OK.



- ✓ The Contribution to Federal Candidate/Political Committee dialog box

appears. Enter in the date, amount, and election designation and year of election if a candidate committee.

- ✓ Select OK.

Independent Expenditures Line 24

Line#	Description	TheP.I	TheP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		258417.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....i.	Federal share				
.....i.	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29			
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party con				
28(c)	Refunds of contributions from other political con				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I				
.....i.	Federal share				
.....i.	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee	900.00			
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

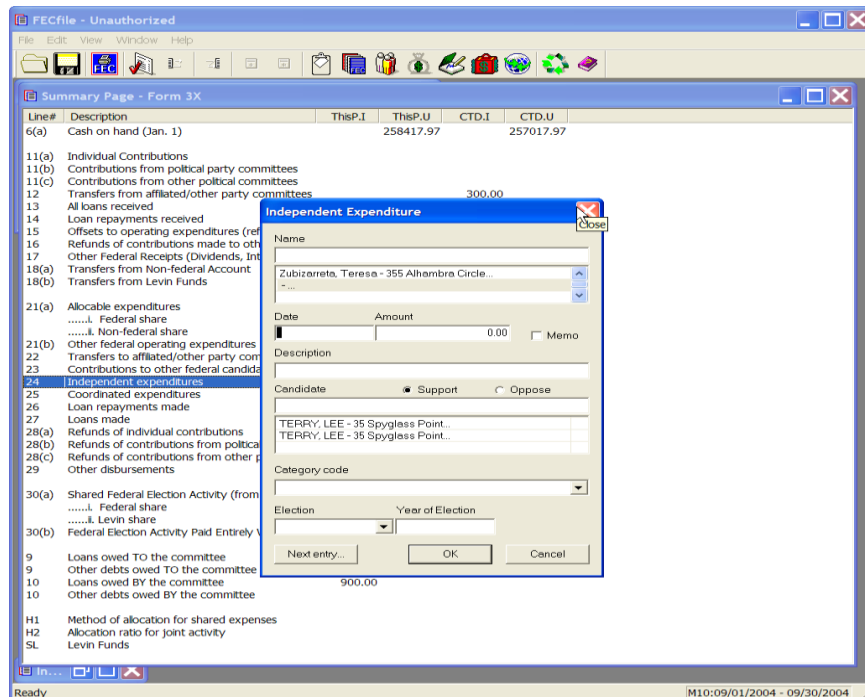
- ✓ Double click on line 24 of the Summary Page. Also replace the whole dialog box to show added elements. Office sought fields.

The screenshot shows a software dialog box titled "Independent Expenditure". It features a standard Windows-style title bar with a close button. The main area is divided into several sections:

- Name:** A text input field followed by a list box containing three entries: "MY COMMITTEE CARH PAC - 1112 King Street...", "BALLENGER, BEN - 9166 ROME BOULEVARD...", and "BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...".
- Date and Amount:** Two input fields, with the "Amount" field containing "0.00". To the right are two checkboxes: "Memo" (unchecked) and "Aggregate" (checked).
- Description:** A single-line text input field.
- Candidate:** Two radio buttons labeled "Support" (selected) and "Oppose". Below them is another list box with three entries: "BALLENGER, BEN - 9166 ROME BOULEVARD...", "BALLENGER, FRANKLIN L - 2300 HIGHWAY 246 N...", and "BALLENGER, JEFFREY A - 12626 GREYSTONE COURT...".
- Category code:** A dropdown menu.
- Election and Year of Election:** Two dropdown menus.
- Office, State, and District:** Three dropdown menus, with the "State" dropdown currently set to "None".
- Buttons:** Three buttons at the bottom: "Next entry...", "OK", and "Cancel".

- ✓ The Independent Expenditure dialog box appears.
- ✓ Enter in the vendor name.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. In the type drop-down menu, select Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal.
- ✓ Point and click in the address field, and type in the address, city, state and zip.
- ✓ Select OK.



- ✓ The Independent Expenditure dialog box appears.
- ✓ Point and click inside the date field, entering in the date, amount and description, or purpose.
- ✓ Select the Support button option, or the Oppose button as appropriate.
- ✓ Point and click in the Candidate field, and enter in the candidate's last name, and press the tab key.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate
Candidate
FEC ID

If Committee/Organization
Name

If Individual
Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

Employer

Occupation

Candidate Information
Office State District Other ID

- ✓ The Individual/Organization Information dialog box appears. Select the lookup button.

FECfile - Unauthorized

File Edit View Window Help

Summary Page - Form 3X

Individual/Organization Information

Type National Multi-Candidate
Candidate
FEC ID

FEC ID lookup

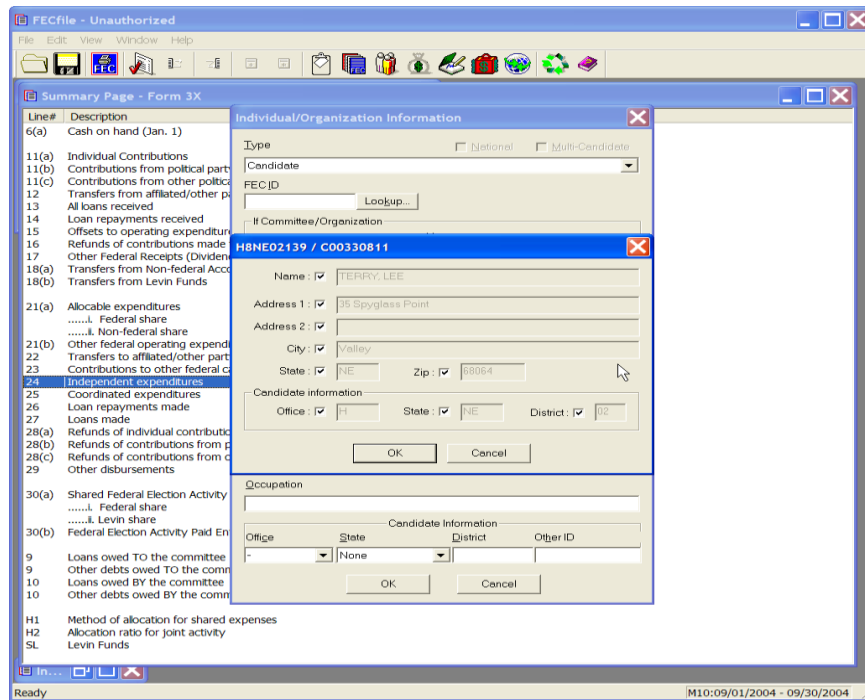
Line#	Description	Committee/Candidate Name	C.	C.	C.	C.	Commit.	Other ID
6(a)	Cash on hand (Jan. 1)							
11(a)	Individual Contributions	TERRY LIERMAN FOR CONGRESS	H	MD	H	MD	C00350876	H0MD001...
11(b)	Contributions from political party	TERRY, JOE CERJUS	H	MO	0	MO	H0MO091...	
11(c)	Contributions from other political party	TERRY, LEE	H	NE	4	NE	H0NE021...	C00330811
12	Transfers from affiliated/other political party	TERRY, LENDALL B	H	IN	4	IN	H0IN09039	
13	All loans received	TERRY, MARK	H	HI	0	HI	H2HI01070	
14	Loan repayments	TERRY, RANDALLA	H	NY	8	NY	H2NY230...	C00327825
15	Offsets to	TERRY, SHAWN D	H	TX	8	TX	H8TX240...	C00327544
16	Refunds of	TERWILLIGER VOLUNTEER COMMITTEE	S	MN	S	MN	C00317339	S6MN001...
17	Other Federal	TERWILLIGER, ROY W	S	MN	6	MN	S6MN001...	C00317339
18(a)	Allocable expenses	TESORO HAWAII CORPORATION PAC		HI		HI	C00077370	
18(b)	Transfers	TESORO PETROLEUM CORPORATION F...		TX		TX	C00358366	
21(a)	Loans made	TEW CARDENAS PAC		N		FL	C00393470	
21(b)	Loans made	TEX DEM UNITED NON-FEDERAL CORPL...		Z			C60000775	C00315820
22	Loans made	TEX DEM UNITED NON-FEDERAL INDIVIL...		Z			C60000783	C00315820
23	Refunds of	TEX-USA FUND		N		DC	C00361816	
24	Refunds of	TEXACO INC. POLITICAL INVOLVEMENT L...		Q		NY	C00041178	
25	Refunds of	TEXANS FOR ALAN KEYES FOR PRESID...		00		P	C00309427	P60003076
26	Other disbursements	TEXANS FOR CHRISTIAN LEADERSHIP		C		TX	C20001524	

Prev Next Copy All... Copy ID Cancel

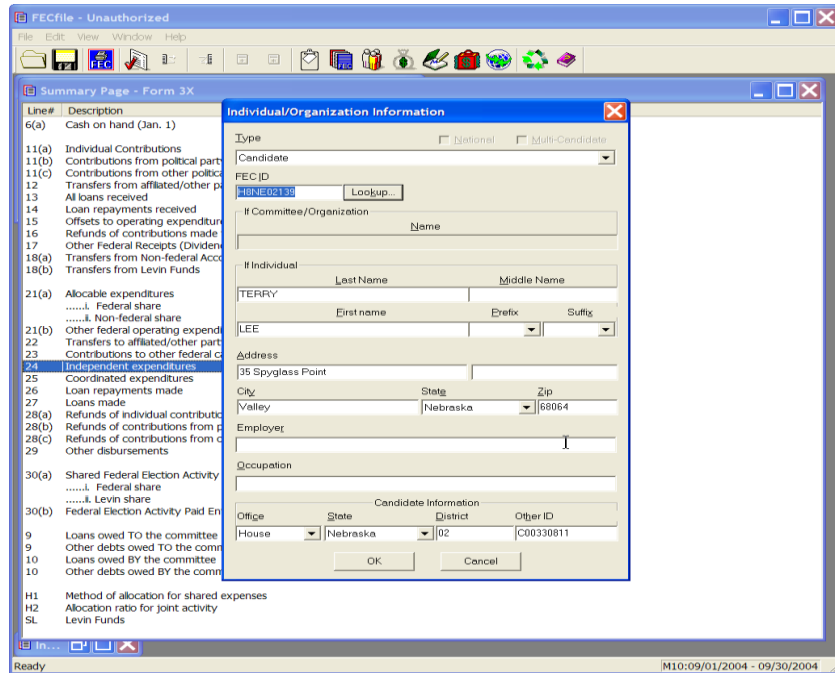
Candidate Information
Office State District Other ID

Ready M10:09/01/2004 - 09/30/2004

- ✓ The FEC ID lookup dialog box appears. Select the appropriate candidate name and select the Copy All button. Select OK.



- ✓ The candidate id information is populated into a dialog box, with all of the corresponding candidate information. Select OK.



- ✓ The information is then populated into the Individual/Organization Information dialog box. Select OK.

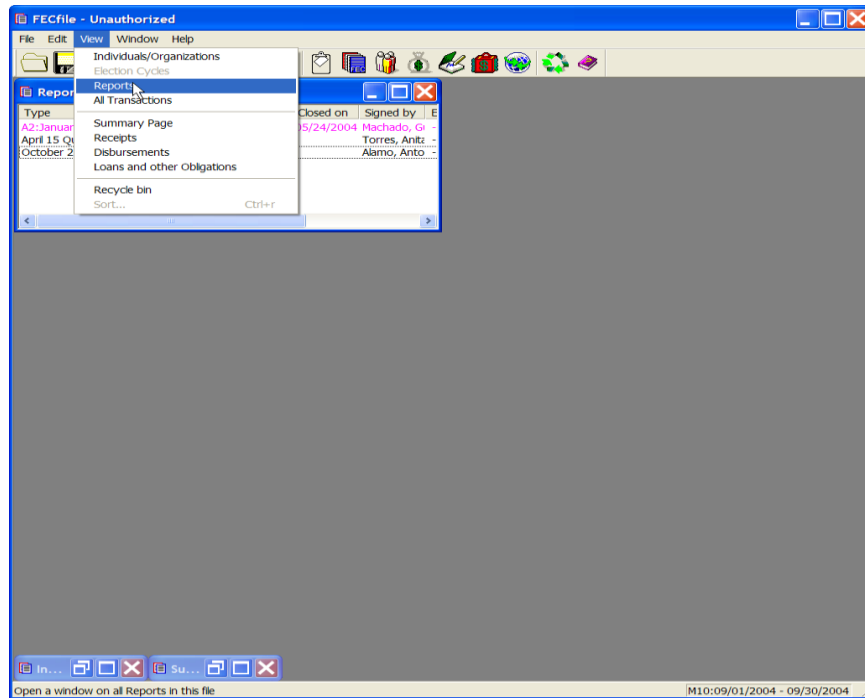
The screenshot shows a dialog box titled "Individual/Organization Information". It features a "Type" dropdown menu currently set to "Candidate", with "National" and "Multi-Candidate" checkboxes. Below this is a "Candidate ID" field with a "Lookup..." button. The "If Committee/Organization" section has a "Name" field. The "If Individual" section includes fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix". The "Address" section contains fields for "City", "State" (set to "None"), and "Zip". There are also fields for "Employer" and "Occupation". The "Candidate Information" section at the bottom has dropdowns for "Office" (set to "-"), "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ The Independent Expenditure dialog box appears, with the populated information. Type in the date information, the amount and description or purpose information. Select OK.

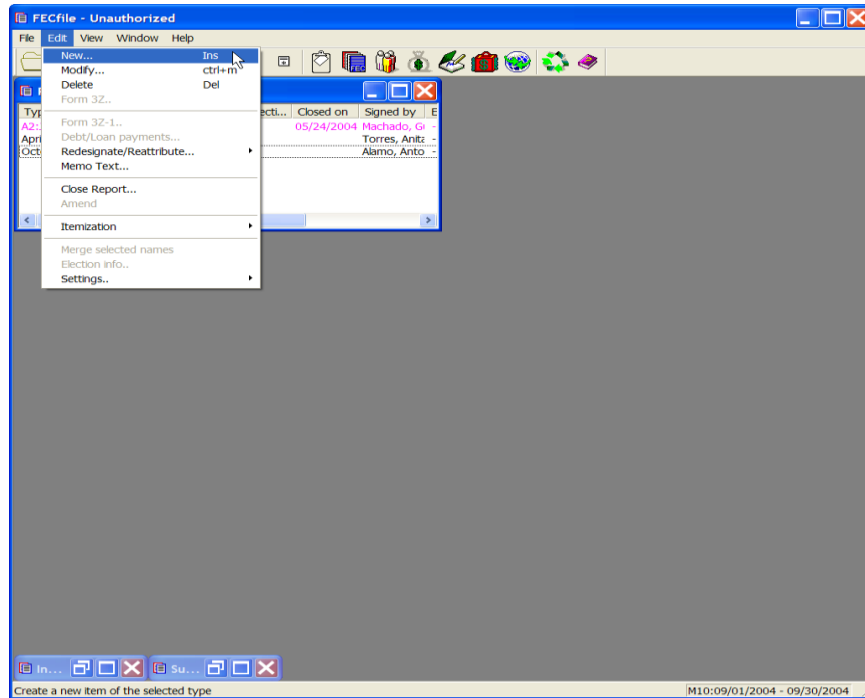
Note: Committees should be aware of the “Signed by for Schedule E” option [new for this version of FECFile] when they are creating independent expenditures.

24 Hour or 48 Hour Notice

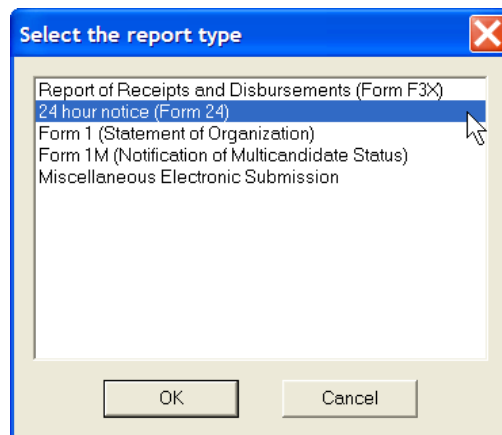
In FECFile, transactions are not created on Form 24. All transactions that are reported on Form 24 are created on Form 3X. Please follow the steps noted below to create transactions for Form 24.



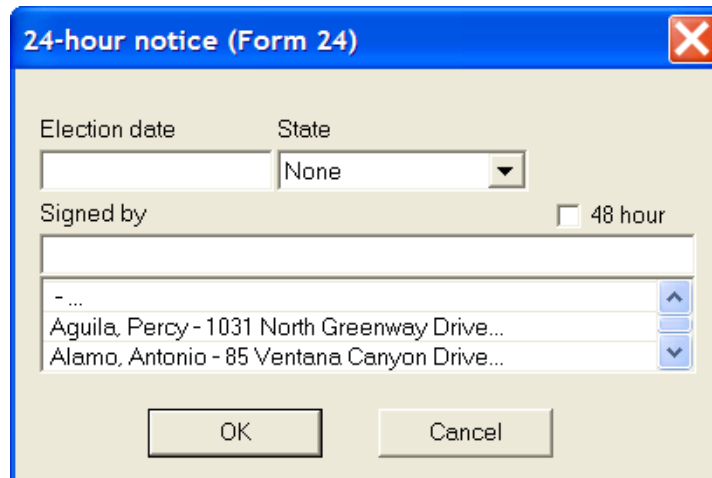
- ✓ From the FECFile main menu bar, select View, and select Reports from the drop down menu.



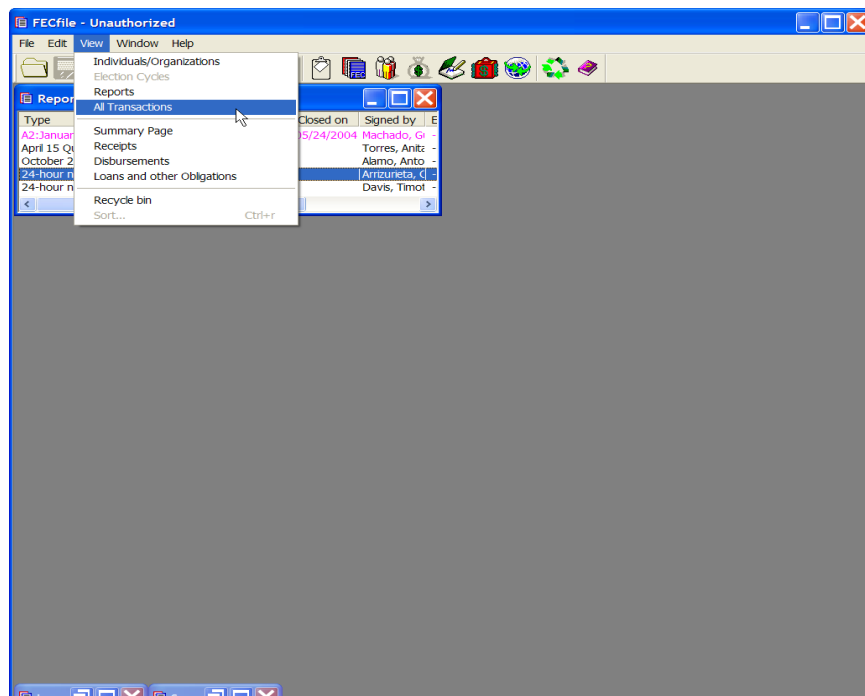
- ✓ Select Edit from the FECFile menu bar, and select New.



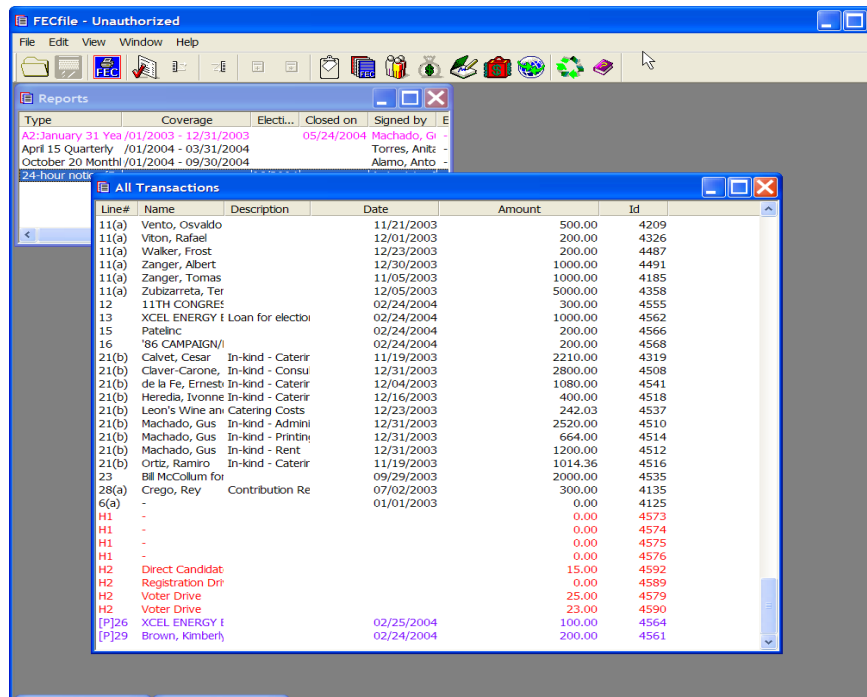
- ✓ The select report type dialog box appears. Select the 24-Hour Notice (Form 24) line, and select OK.
- ✓ If this is a 48 hour notice, check the box labeled “48 Hour”.



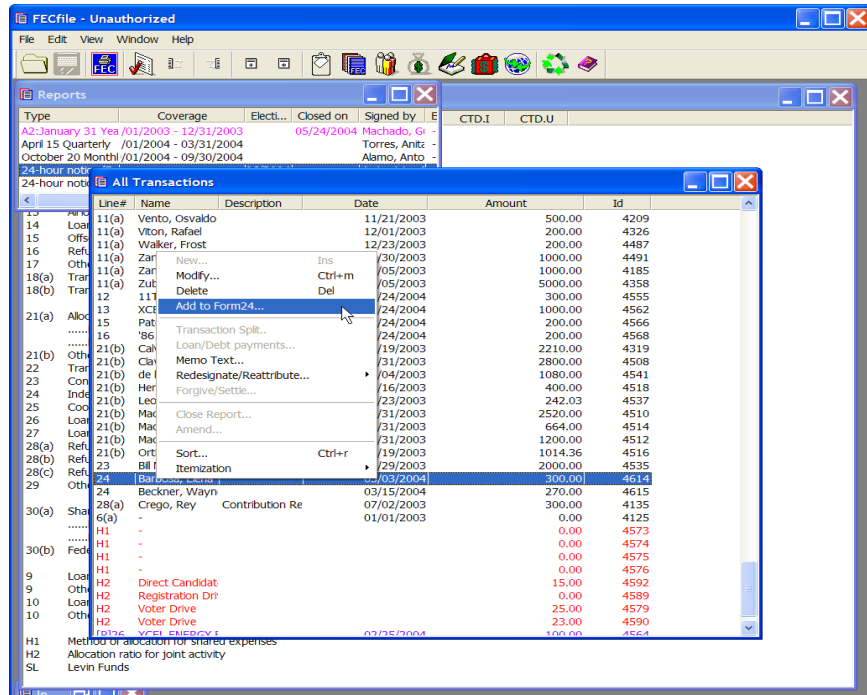
- ✓ The 24 Hour notice (Form 24) dialog box appears. Enter in the election date, the date of the election, the state, the state where the committee is registered, and the signed by information—by selecting the individual from the list responsible for signing the report. Select OK.



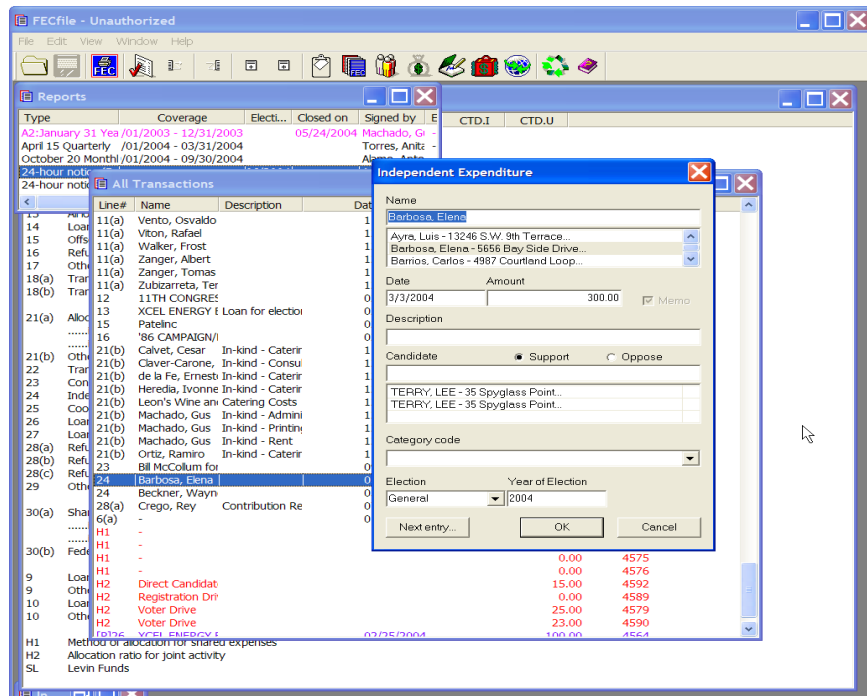
- ✓ The information appears in the FECFile text area, under 24 hour notice. Select the report, noted as the 24 hour notice report, click on View from the menu bar, and select All Transactions.



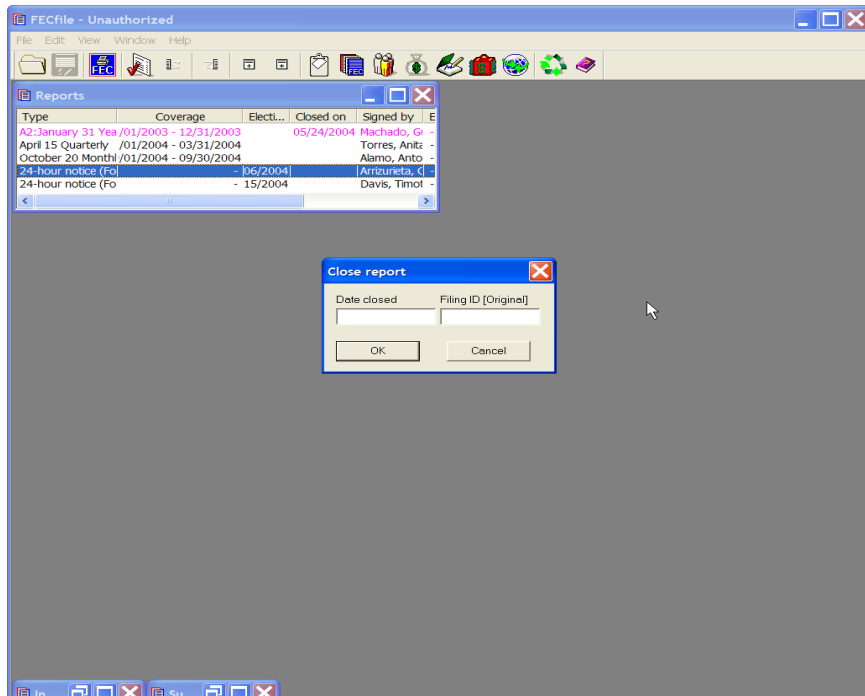
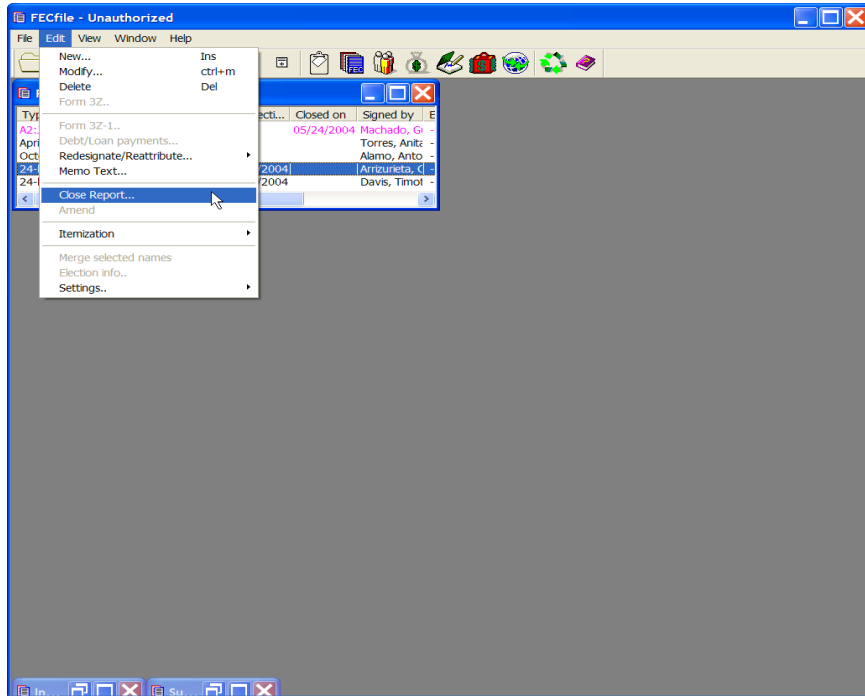
- ✓ The Transactions are now in view. Place the mouse pointer on the line 24 item, which is the Independent Expenditure, and click on the right mouse button.



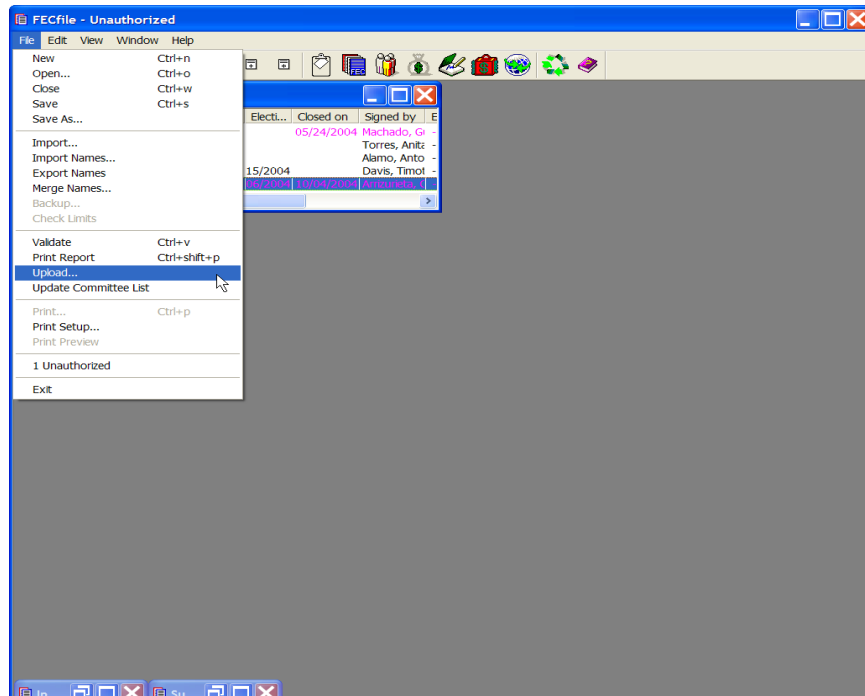
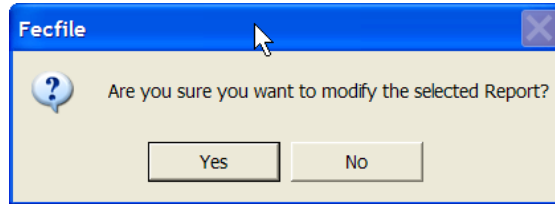
- ✓ The drop down menu appears, select Add to Form 24. The transaction has now been documented as a memo, therefore the total independent expenditures figure will not be inflated.



- ✓ The Independent Expenditure dialog box appears. Click on OK.
- ✓ Select Edit from the menu bar, close the report.



- ✓ The close report dialog box appears. Enter in the date closed, and select OK.



- ✓ Select File from the menu bar, and select Upload Report.
- ✓ The application will display a dialog box, expressing status of the upload.

Coordinated Expenditures Line 25

The screenshot shows the 'Summary Page - Form 3X' window in the FECFile application. The table below represents the data visible in the window:

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Accounts				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Select View from the FECFile menu bar and select Summary Page. Double click on the Coordinated Expenditures item in line 25.

The screenshot shows the 'Summary Page - Form 3X' window with the 'Co-ordinated Expenditure' dialog box open. The dialog box contains the following fields and options:

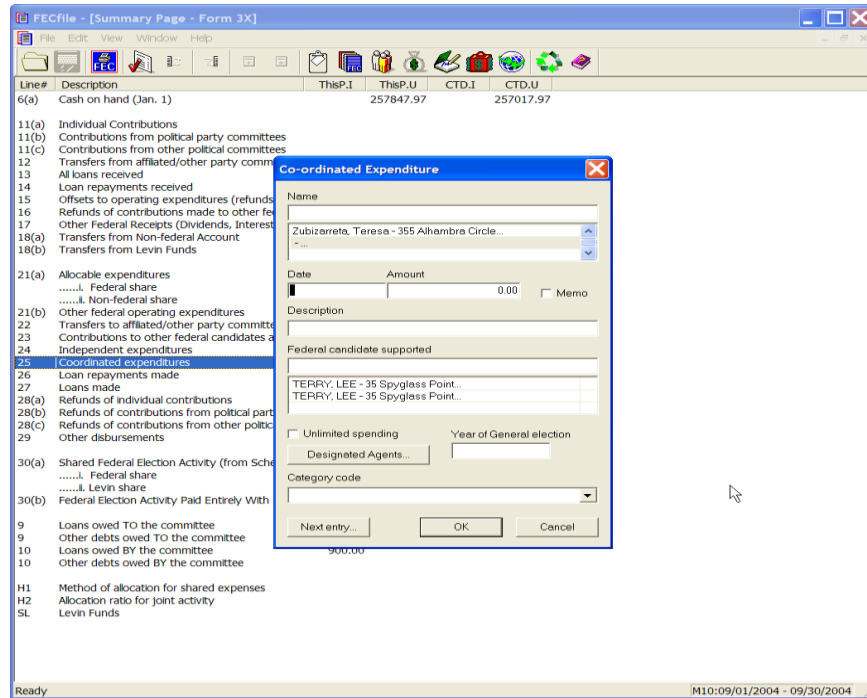
- Name: [Empty]
- Description: U.S.-Cuba Democracy Political Action Committee - 1200 ...
- Date: [Empty]
- Amount: 0.00
- Memo:
- Description: [Empty]
- Federal candidate supported: [Empty]
- TERRY, LEE - 35 Spyglass Point... (selected)
- TERRY, LEE - 35 Spyglass Point... (selected)
- Unlimited spending:
- Year of General election: [Empty]
- Designated Agents...: [Empty]
- Category code: [Empty]
- Buttons: Next entry..., OK, Cancel

The background table shows the following data for line 25:

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				
16	Refunds of contributions made to other federal candidates				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Accounts				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

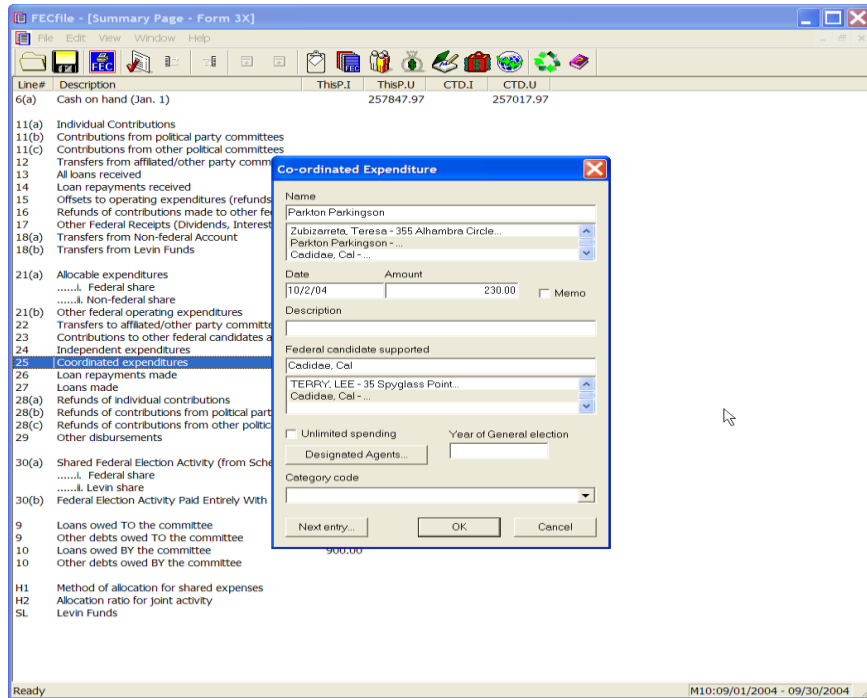
- ✓ The Coordinated Expenditure dialog box appears. Enter the vendor's name in the text box area.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Select the Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal selection. Select the address text box area, and enter in the Address, City, State, and Zip, and select OK.

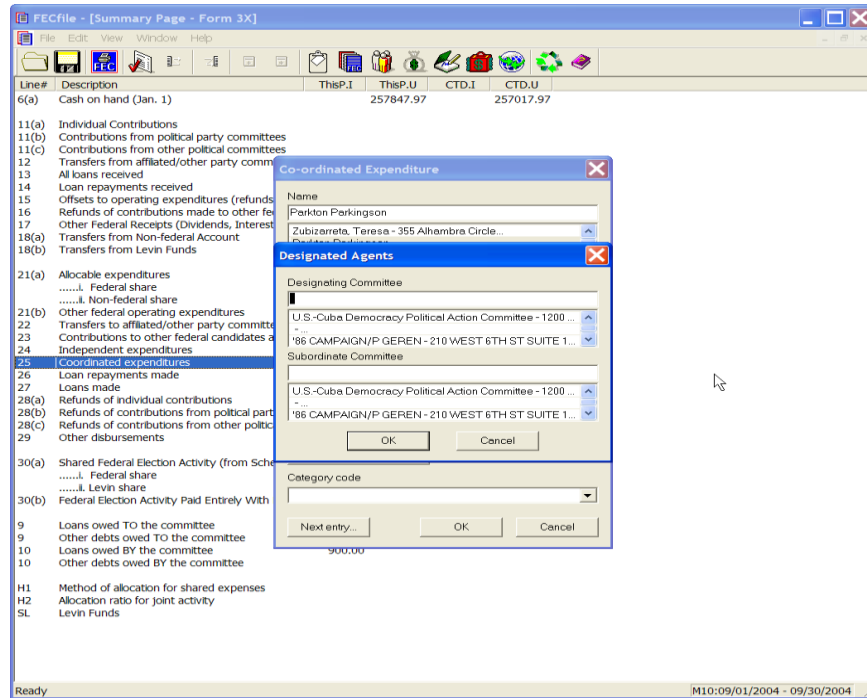


- ✓ The Coordinated Expenditures dialog box appears. Enter in the date, amount and description/purpose.
- ✓ Select the Federal Candidate supported text area, and type in the candidate's name.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Select the Lookup button, and select the appropriate candidate and select Copy All.
- ✓ The candidate information will appear populated in a dialog box. Select OK.
- ✓ The Individual/Organization Information dialog box appears once again. Select OK.

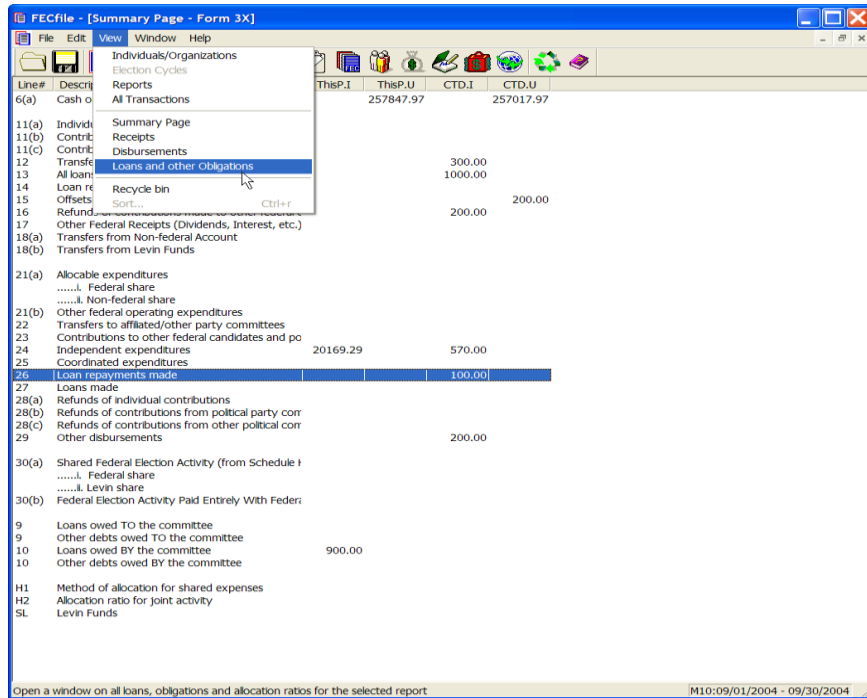


- ✓ The Coordinated Expenditure dialog box appears. Select the Year of General Election field, and enter in the Election year. Point and click on the Designated Agents button.

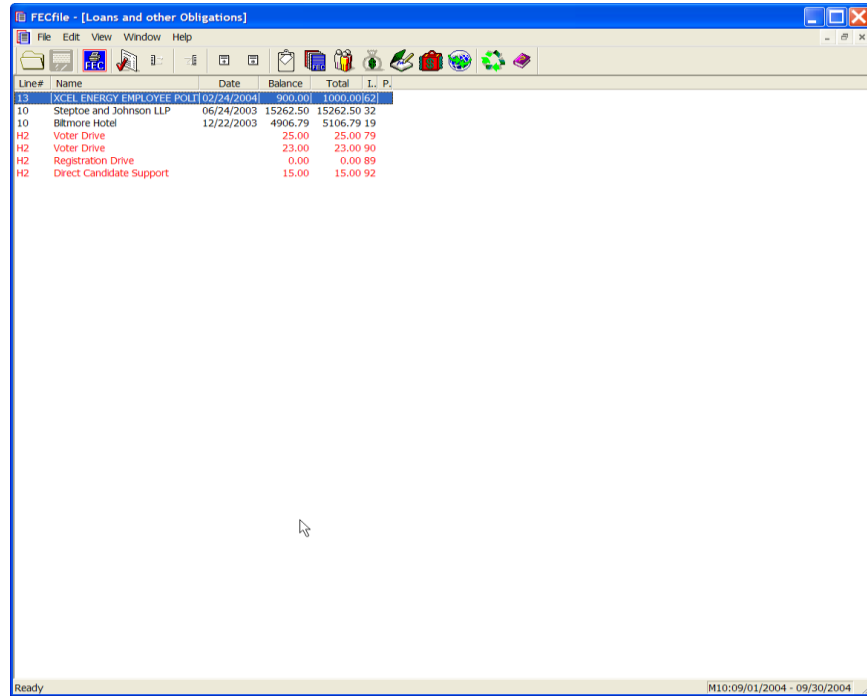


- ✓ The Designated Agents dialog box appears. Enter in the Designating Committee information, and/or the Subordinate Committee information, if appropriate.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ If information is not entered in the address field areas, enter in the Address, City, State and Zip, and select OK.
- ✓ As the Designated Agents dialog box appears, select OK.
- ✓ The Coordinated Expenditure dialog box appears, enter in the appropriate information in the Date and Amount fields, then select OK.

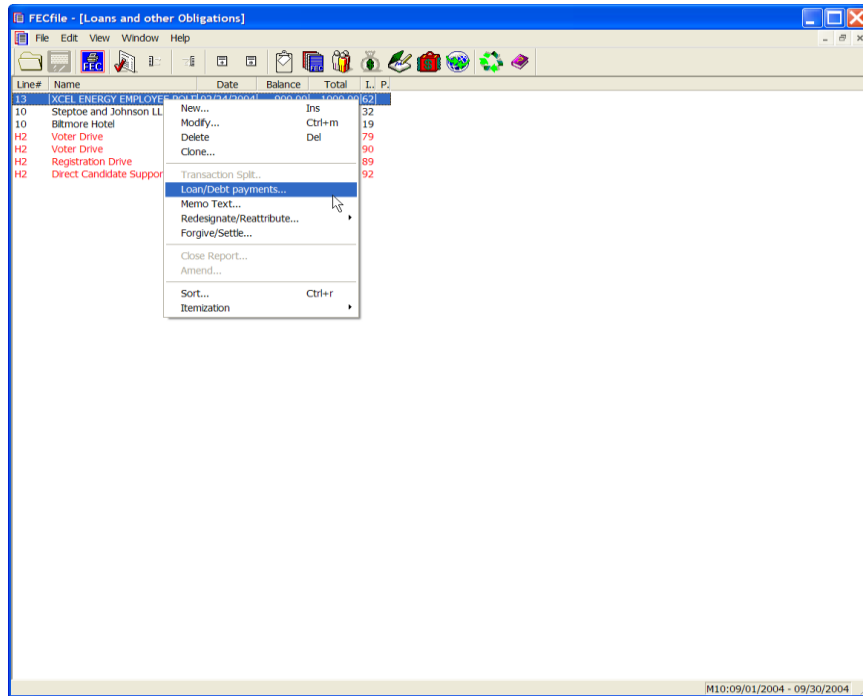
Loan Repayments Made Line 26



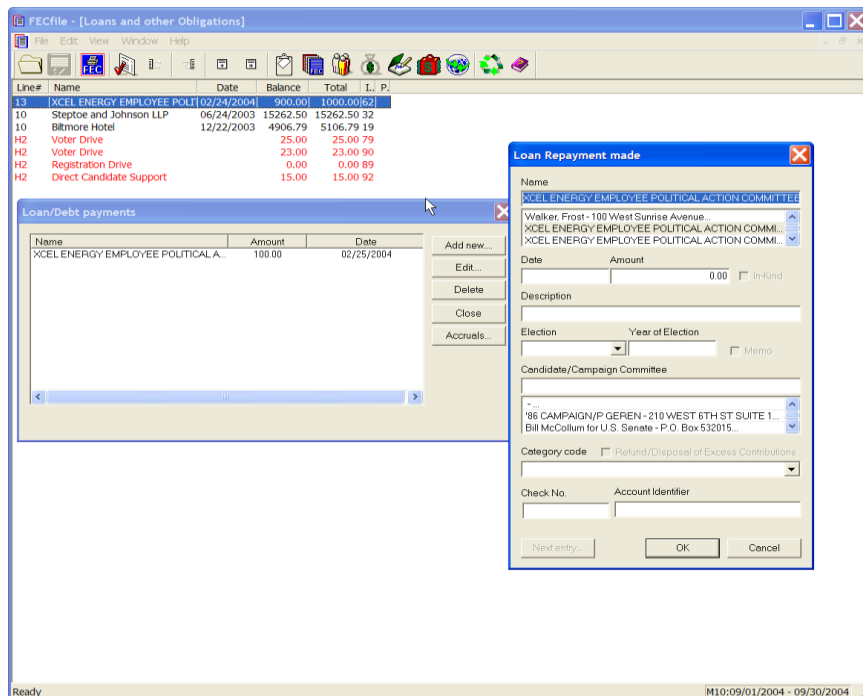
- ✓ From the FECFile menu bar, select View, and select Loans and other Obligations.



- ✓ Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



- ✓ The drop down menu will appear, select Loan/Debt repayments.



- ✓ The Loan/Debt payments dialog box appears. Click on Add new. The Loan Repayment made dialog box appears.
- ✓ If the creditor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the creditor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Type in the Name, Date, and Amount. Select OK.
- ✓ As the application returns to the Loan/Debt payments dialog box, select Close.

NOTE:

-This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.

-Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.

-If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a “*dummy report*” for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.

Loans Made Line 27

Line#	Description	TherP.U	TherP.U	CTD.U	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
...I	Federal share				
...K	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party corr				
28(c)	Refunds of contributions from other political corr			200.00	
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule I				
...I	Federal share				
...K	Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				

- ✓ Select the Summary Page in FECFile, and double click on Line 27, Loans Made.

Loan Made

Name

Date Amount Forgiven Date

Description

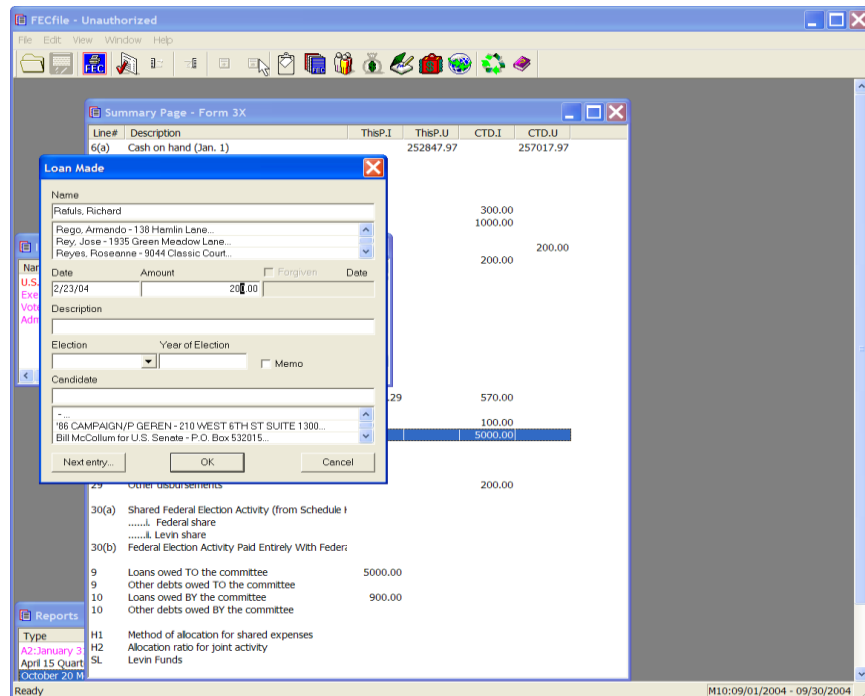
Election Year of Election
 Memo

Candidate

Next entry... OK Cancel

- ✓ The Loans Made dialog box appears.
- ✓ If the recipient has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the recipient has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ The Individual/Organization Information dialog box appears. Select the drop down arrow next to type, and select the proper category.
- ✓

Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however; If a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.



- ✓ The Loan Made dialog box reappears. Enter the Date, Amount and select OK.

Refunds Lines 28 (A), 28 (B), And 20 (C)

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Alocable expenditures				
 Federal share				
 Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political parties				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				

- ✓ Select the Summary Page in FECFile. Double click line 28 (a), Refunds of individual contributions.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Alocable expenditures				
 Federal share				
 Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political parties				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
 Federal share				
 Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				

Refund of Individual Contribution

Name: _____

Date: _____ Amount: 0.00 In-Kind

Description: _____

Election: _____ Year of Election: _____

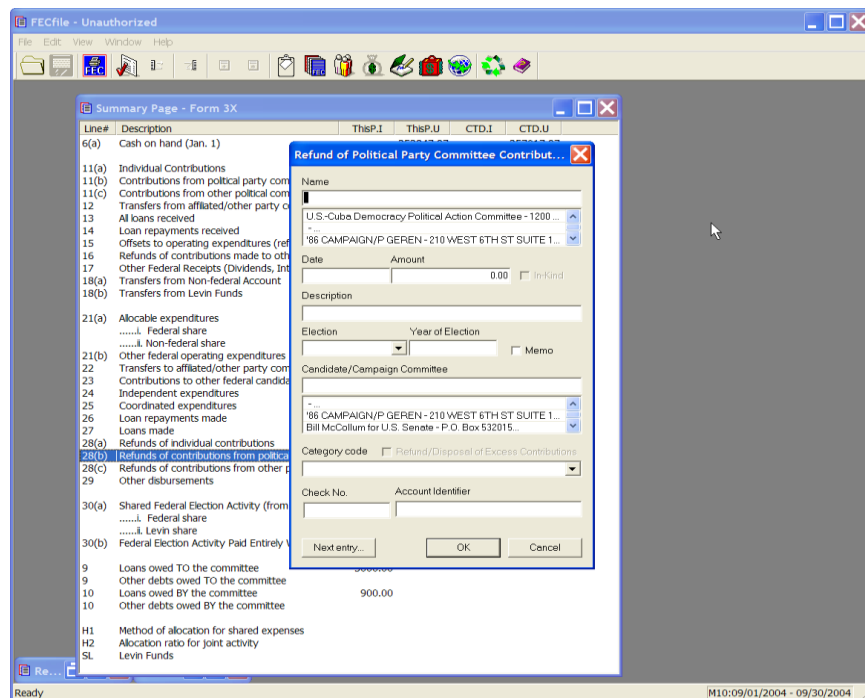
Candidate/Campaign Committee: _____

Category code: Refund/Disposal of Excess Contributions

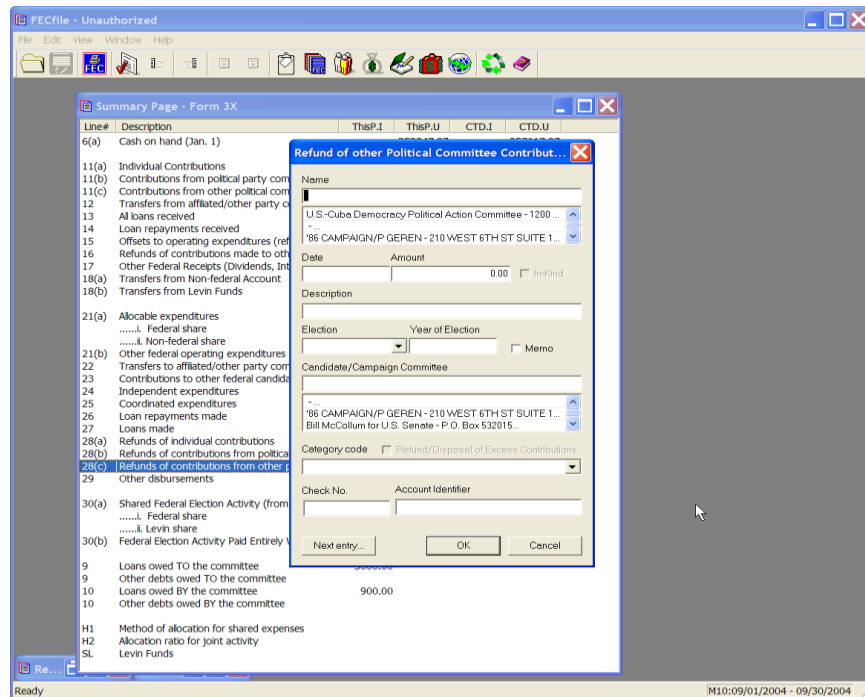
Check No. _____ Account Identifier: _____

Next entry...

- ✓ The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.
- ✓
- ✓ For Refunds of Contributions from Political Party Committees, select Line 20(b) from the Summary Page.



- ✓ The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.



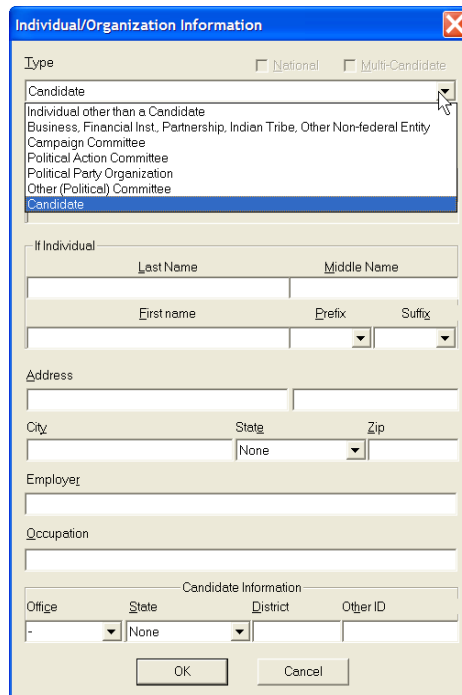
- ✓ For Refunds of Contributions from other Political Committees, select Line 20(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

Other Disbursements Line 29

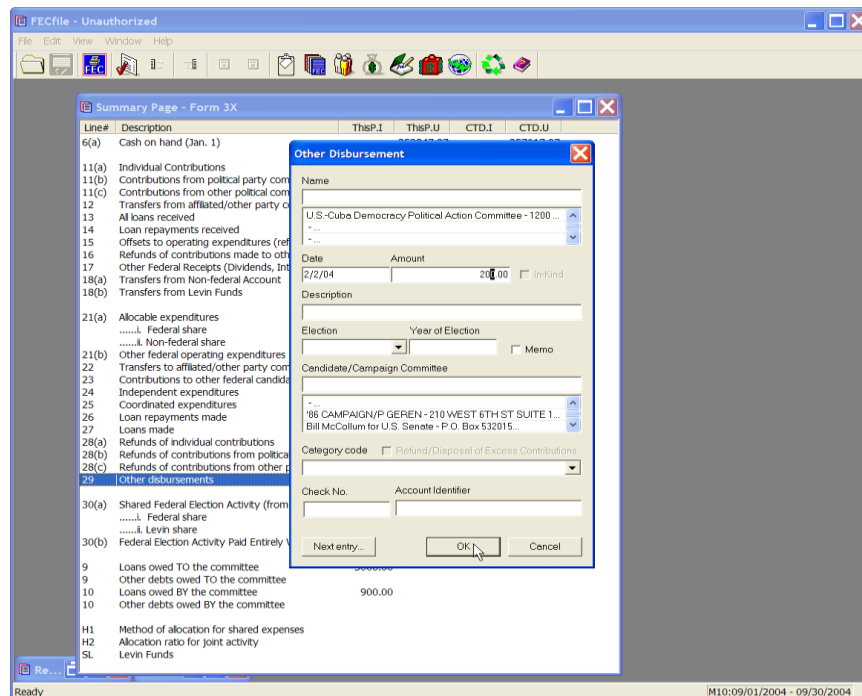
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)				200.00
16	Refunds of contributions made to other federal candidates			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-Federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political parties				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Double-click on Line 29 On the summary page in FECFile

- ✓ The Other Disbursement dialog box appears. Enter in the vendor name and press the Tab key. 2. The Other Disbursement dialog box appears. Enter the vendor or committee name.
- ✓ If the vendor or committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor or committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.



The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

Allocated Federal Election Activity Line 30(a) [H6]

Please note: Prior to entering an H6 disbursement, the H1 ratio must be entered.

Line#	Description	ThesP.I	ThesP.U	CTD.I	CTD.U
8(a)	Cash on hand (Jan. 1)		12142.00		12142.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, ...)				
16	Refunds of contributions made to other federal candi...				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-Federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....	Federal share				
.....	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committe				
28(c)	Refunds of contributions from other political committe				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....	Federal share				
.....	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Fur				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 30(a) On the summary page in FECFile

Shared Federal Election Activity

Name
DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL ST...
- ...
BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date	Total amount	Federal share	Calc
		0.00	0.00

Description

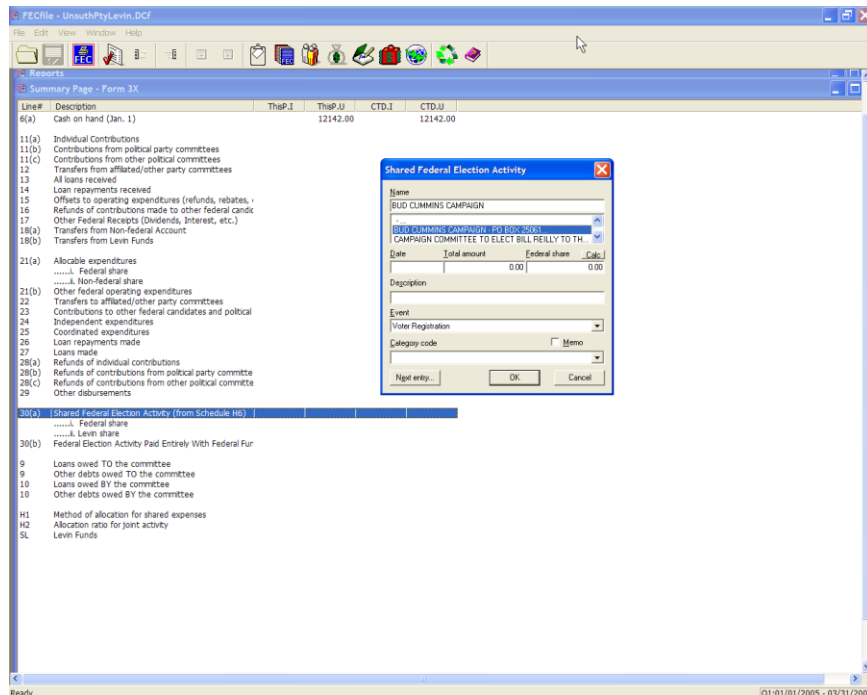
Event
Voter Registration

Category code Memo

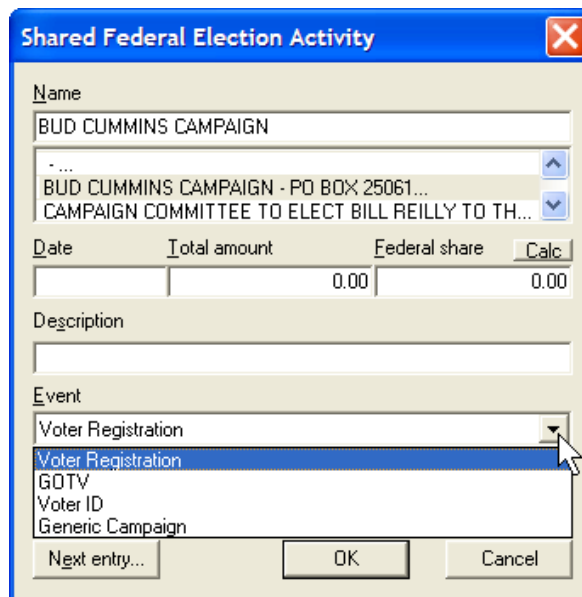
Next entry... OK Cancel

- ✓ The Shared Federal Election Activity dialog box appears. Enter in the entity name and press the Tab key.
- ✓ If the entity has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the entity has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.



- ✓ The Shared Federal Expenditure dialog box appears. Enter in the Date, Amount and Description.



- ✓ Select the event type from the event list
- ✓ .Then click on the Calc button to calculate the Federal Share Portion.

Note: Committees need to check the “Levin Funds” box under the H1 schedule for the Calc button to calculate the federal

portion of the shared FEA on H6.

- ✓ .It is wise to check the Federal Share amount to make sure the proper H1 ratio is being applied for these events. .Then select OK>

Federal Election Activity...Paid With 100% Federal Funds Line 30(b)

Line#	Description	ThesP.I	ThesP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		12142.00		12142.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, ...)				
16	Refunds of contributions made to other federal candi...				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....	Federal share				
.....	Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committe				
28(c)	Refunds of contributions from other political committe				
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule H6)				
.....	Federal share				
.....	Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Fun				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ Double-click on Line 30(b) On the summary page in FECFile

- ✓ The Non-Allocable Federal Election Activity dialog box appears. Enter in the entity name and press the Tab key.
- ✓ If the entity has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the entity has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.

Loans Owed TO the Committee Line 9

- ✓ Within the FECFile Application, as line 9 , Loan Owed TO the Committee is selected, no action will take place. To change this amount, click on line 27, as applicable.

Other Debts Owed TO the Committee Line 9

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
I. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made			100.00	
27	Loans made			5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party com				
28(c)	Refunds of contributions from other political com				
29	Other disbursements			200.00	
30(a)	Shared Federal Election Activity (from Schedule I				
I. Federal share				
I. Levin share				
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee				
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ Within the FECfile application, open the Summary page and double click on Line 9, Other Debts Owed to the Committee, to add a new debt owed to the Committee.

Debts owed to Committee

Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th...

Date: [] Amount: 0.00 [] Setted [] Date: []

Description: []

Election: [] Year of Election: []

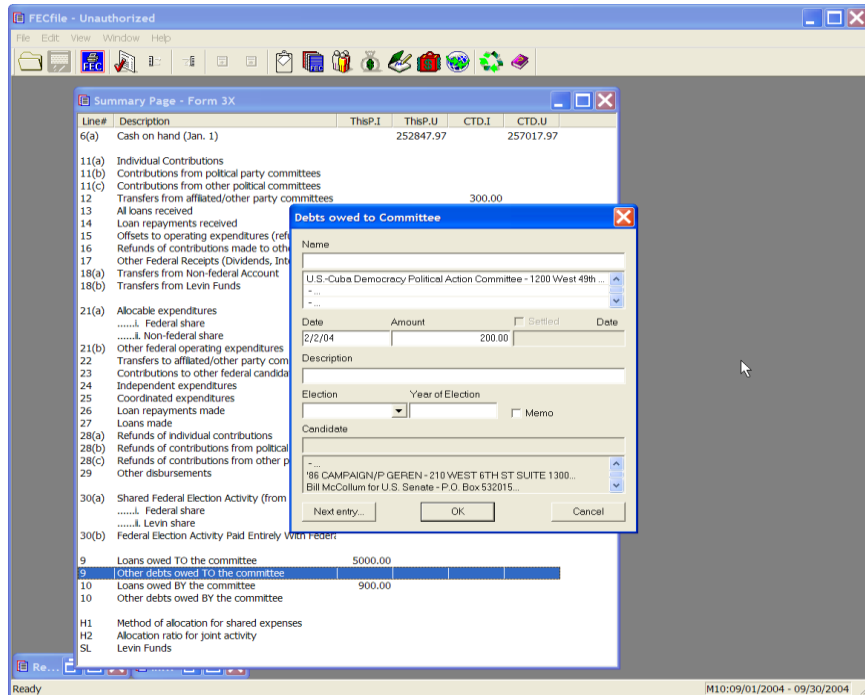
Candidate: [] Memo: []

'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1300...
Bill McCollum for U.S. Senate - P.O. Box 532015...

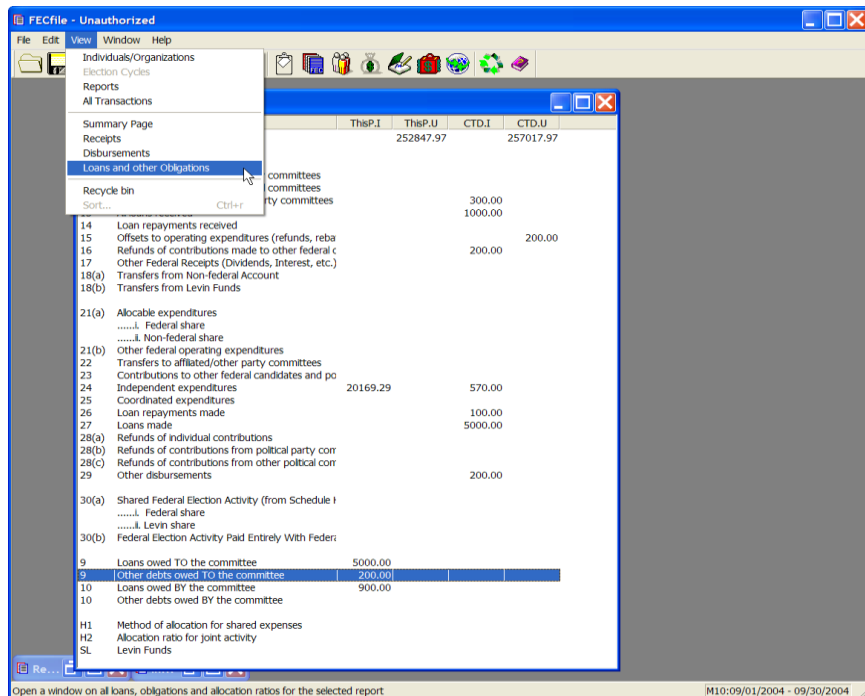
Next entry... OK Cancel

- ✓ The Debts owed to Committee dialog box appears.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Enter the name of the vendor in the name field and press the TAB key.

- ✓ The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.
- ✓ Select the address field, and type in the address, city, state and zip, and click on OK.

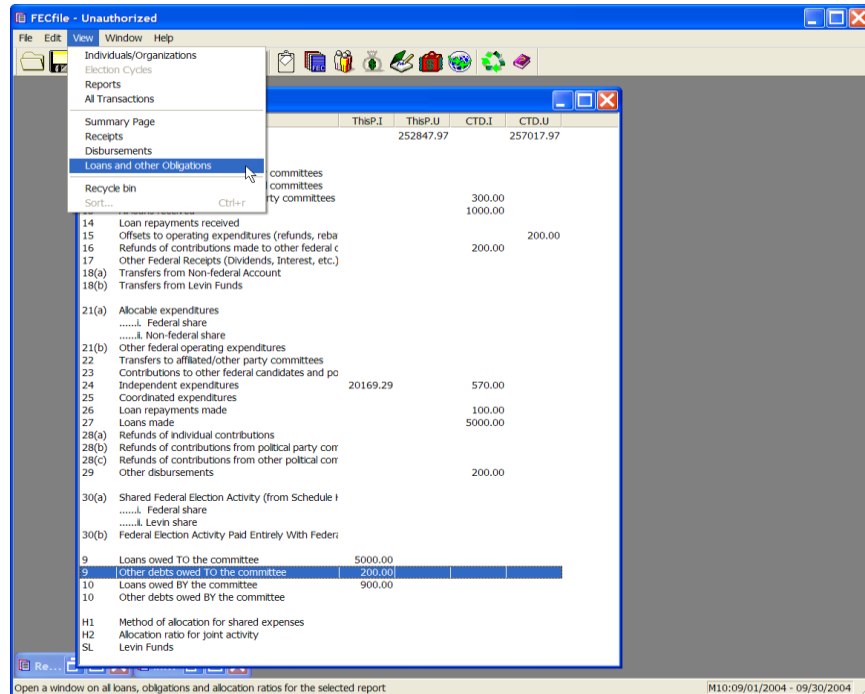


- ✓ The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.



Debts Owed to the Committee – Payments Received

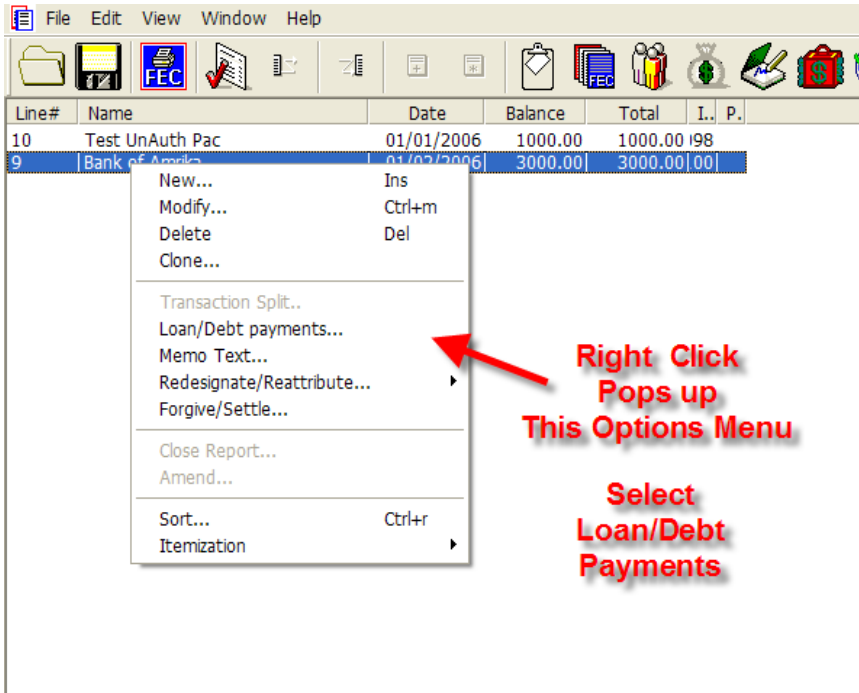
- ✓ Select View from the menu bar, and Loans and other Obligations.



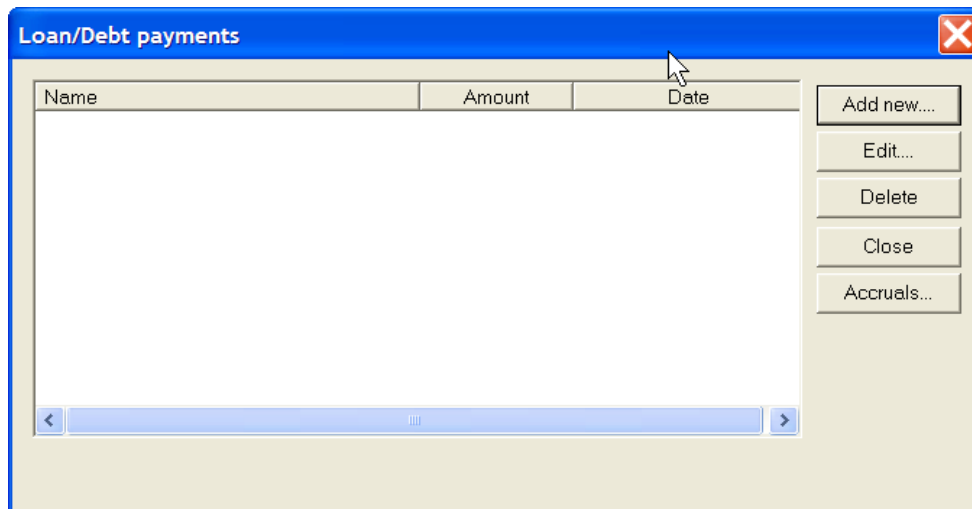
- ✓ The screen changes to include only Loans and other Obligations.

Line#	Name	Date	Balance	Total	I.	P.
10	Test UnAuth Pac	01/01/2006	1000.00	1000.00	198	
9	Bank of Amrika	01/02/2006	3000.00	3000.00	00	

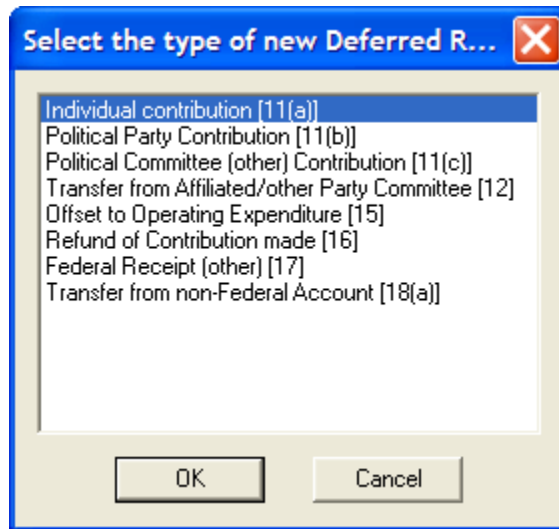
- ✓ Right click on the debt on which a repayment is being made.



- ✓ The drop down menu appears with a number of options, select Loan/Debt payments.



- ✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



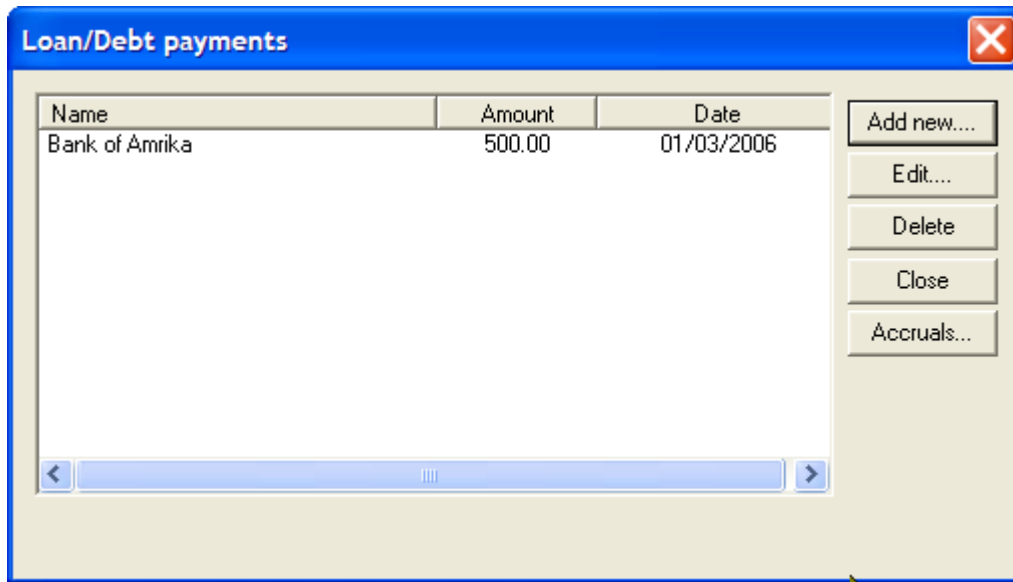
- ✓ Select the type of differed receipt and Click on the OK button. The data entry box appears, that is appropriate for the type of differed receipt you select. Enter the information and Click on OK.

The "Political Party Contribution" form includes the following fields and options:

- Name:** Text input field containing "Bank of Amrika".
- Date:** Text input field.
- Amount:** Text input field containing "0.00".
- In-Kind:** checkbox.
- Description:** Text input field.
- Election:** Dropdown menu.
- Year of Election:** Text input field.
- Memo:** checkbox.
- Candidate/Campaign Committee:** Text input field.
- Category code:** Dropdown menu.
- Increased Limits:** checkbox.
- Check No.:** Text input field.
- Account Identifier:** Text input field.

Buttons for "Next entry...", "OK", and "Cancel" are located at the bottom of the form.

- ✓ The transaction entered shows in the list of loan/debt payments. Click on Close.



Loans Owed BY The Committee Line 10

- ✓ Selecting line 10 on the Summary Sheet, is inactive, and will give the user no response. To change this amount, click on line 13 as applicable.

Other Debts Owed BY the Committee Line 10

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....I. Non-federal share					
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and po				
24	Independent expenditures	20169.29		570.00	
25	Coordinated expenditures				100.00
26	Loan repayments made			5000.00	
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party cor				
28(c)	Refunds of contributions from other political cor				200.00
29	Other disbursements				
30(a)	Shared Federal Election Activity (from Schedule F				
.....I. Federal share					
.....I. Levin share					
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10. A dialog box appears, Debts owed by Committee.

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		252847.97		257017.97
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees			300.00	
13	All loans received			1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, reba				200.00
16	Refunds of contributions made to other federal c			200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditure				
.....I. Federal share					
.....I. Non-federal sha					
21(b)	Other federal operati				
22	Transfers to affiliated/				
23	Contributions to othe				
24	Independent expendi				
25	Coordinated expendi				
26	Loan repayments ma			5000.00	
27	Loans made				
28(a)	Refunds of individual				
28(b)	Refunds of contribut				
28(c)	Refunds of contribut				200.00
29	Other disbursements				
30(a)	Shared Federal Elect				
.....I. Federal share					
.....I. Levin share					
30(b)	Federal Election Activity Paid Entirely With Feder				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

Debts owed by Committee

Name: U.S.-Cuba Democracy Political Action Committee - 1200 West 49th ...

Date: Amount: 0.00 Billied Date:

Description:

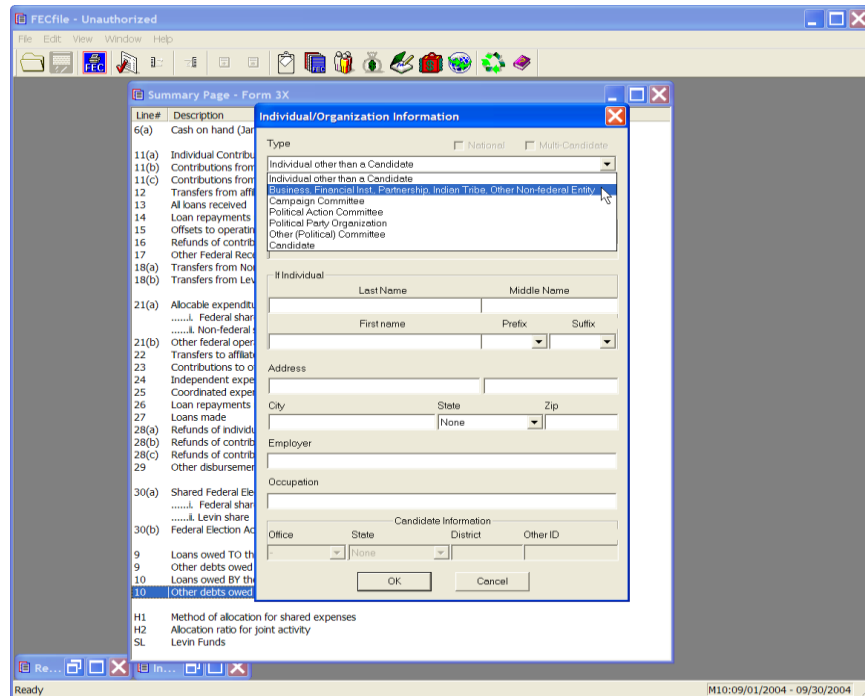
Election: Year of Election: Memo:

Candidate:

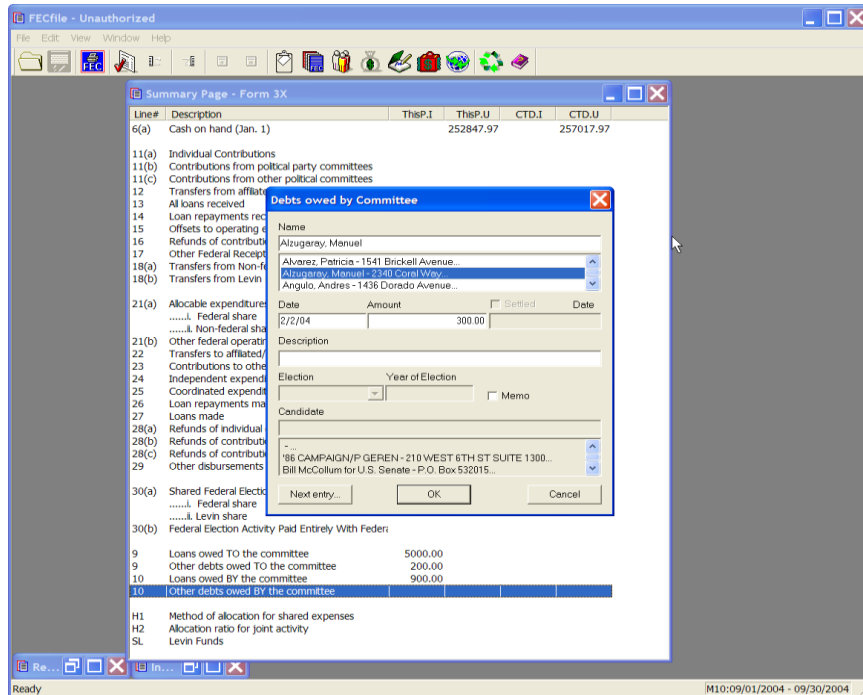
'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1300...
Bill McCollum for U.S. Senate - P.O. Box 532015...

Next entry...

- ✓ Select the name field, and enter the name of the vendor.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



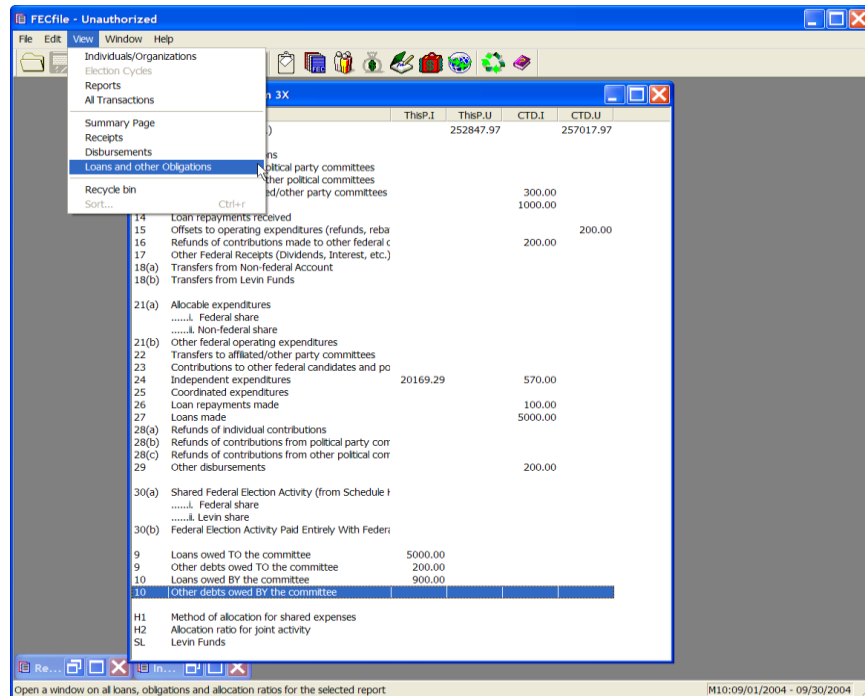
- ✓ In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.



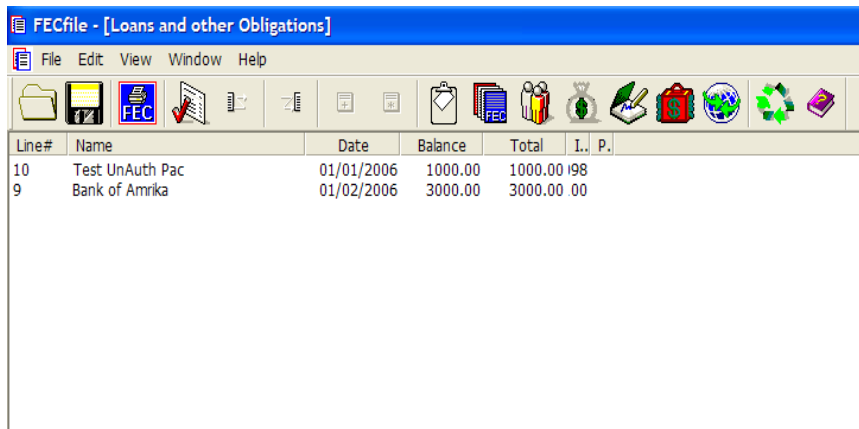
- ✓ The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.

- ✓ The application returns to the FECFile Summary page.

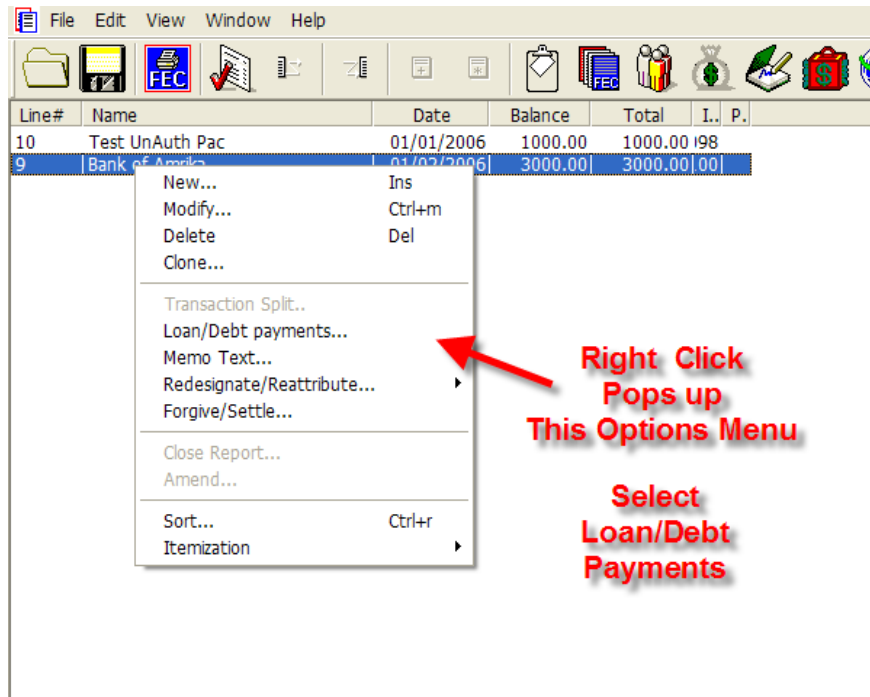
Debt Repayments – Owed By the Committee



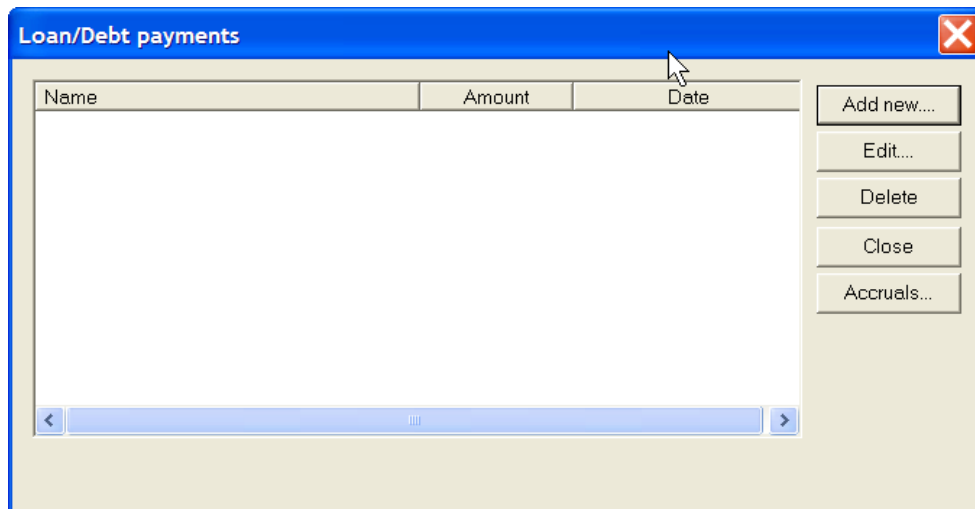
- ✓ To add debt repayments, select View from the menu bar, and select Loans and other Obligations.
- ✓ The screen changes to reflect the Loans and other Obligations screen.



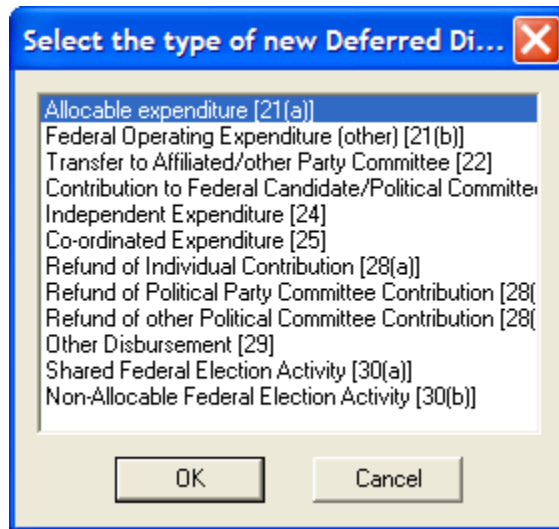
- ✓ Right click on the debt on which a repayment is being made.



- ✓ The drop down menu appears with a number of options, select Loan/Debt payments.



- ✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.



- ✓ Select the type of differed disbursement and Click on the OK button. The data entry box appears that is appropriate for the type of differed disbursement you select. Enter the information and Click on OK.

Allocable expenditure

Name

Date	Total amount	Federal share	Calc
	0.00	0.00	

Description Memo

Event

This expenditure is
 Schedule B (23)
 Independent (Sch.E)
 Coordinated (Sch.F)

Election

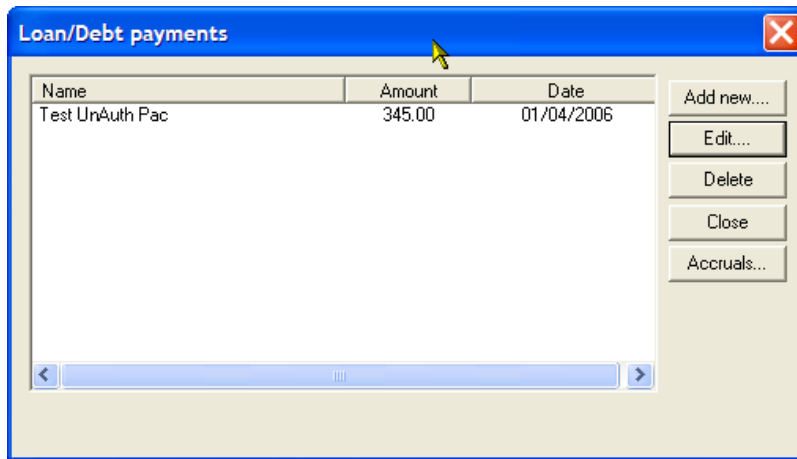
 Year of Election

Candidate & Designated Agent...

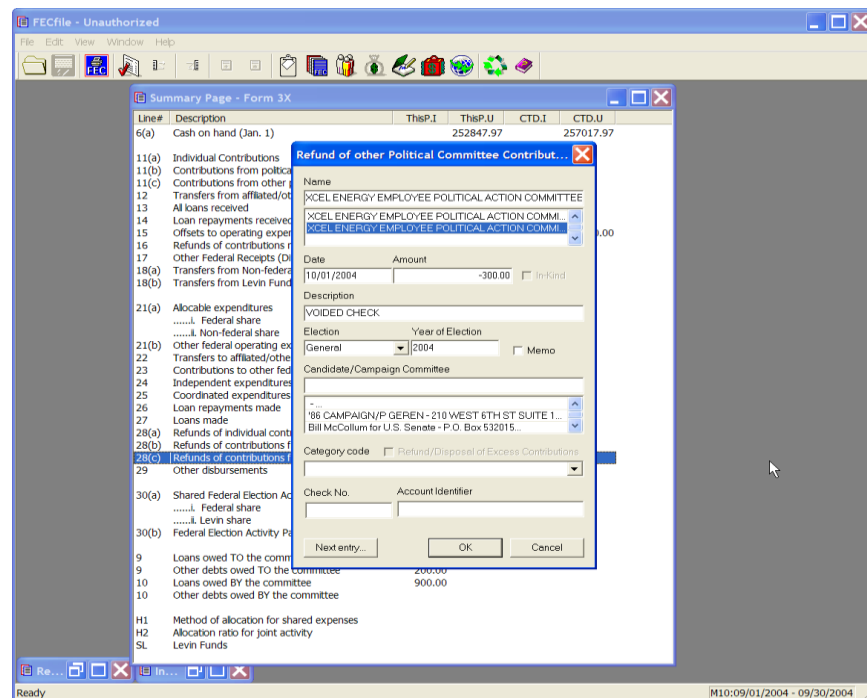
Category code

Next entry... OK Cancel

- ✓ The transaction entered shows in the list of loan/debt payments. Click on Close.



Lost and Voided Checks



- ✓ Go to the summary page
- ✓ Double click on the same line under which the check was originally issued.
- ✓ Select the name of the committee affected
- ✓ Enter the Void data.
- ✓ Input the negative amount

Note: For line 21(b) entries, voided checks appear as “unitemized” on FECFile. Check voids for this line will not show up on committee reports, unless they itemize them (Even if the negative amount is greater than \$200.)

- ✓ Enter “Voided Check” in the description field
- ✓ Enter the election, and year of election of the original contribution.

Refunded Checks

The screenshot shows the 'FECfile - Unauthorized' application window. The main window displays the 'Summary Page - Form 3X' with a table of financial transactions. A dialog box titled 'Refund of Contribution made' is open, allowing the user to enter details for a refund. The dialog box includes the following fields and values:

Field	Value
Name	XCEL ENERGY EMPLOYEE POLITICAL ACTION COMMITTEE
Date	10/2/2004
Amount	200.00
Election	General
Year of Election	2004
Candidate/Campaign Committee	86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... Bill McCollum for U.S. Senate - P.O. Box 532015...

- ✓ Double click on line 16.
- ✓ Select record of committee that you are receiving a refund from.
- ✓ Enter the date and the amount of the refund [as a POSITIVE number]
- ✓ Enter election and year of election of the original contribution

In-Kind Contribution (You provide/disburse In-kind to others)

The screenshot shows a window titled 'FECFile - Unauthorized' with a menu bar (File, Edit, View, Window, Help) and a toolbar. The main area displays a table titled 'Summary Page - Form 3X'. The table has columns for 'Line#', 'Description', 'ThisP.L.', 'ThisP.U.', and 'CTD.I.'. Line 23 is highlighted in blue.

Line#	Description	ThisP.L.	ThisP.U.	CTD.I.
6(a)	Cash on hand (Jan. 1)		252847.97	2
11(a)	Individual Contributions			
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
12	Transfers from affiliated/other party committees			300.00
13	All loans received			1000.00
14	Loan repayments received			
15	Offsets to operating expenditures (refunds, rebates, etc.)			
16	Refunds of contributions made to other federal candidates and com			200.00
17	Other Federal Receipts (Dividends, Interest, etc.)			
18(a)	Transfers from Non-federal Account			
18(b)	Transfers from Levin Funds			
21(a)	Allocable expenditures			
.....I. Federal share				
.....II. Non-federal share				
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committees			
24	Independent expenditures	20169.29		570.00
25	Coordinated expenditures			
26	Loan repayments made			100.00
27	Loans made			5000.00
28(a)	Refunds of individual contributions			
28(b)	Refunds of contributions from political party committees			
28(c)	Refunds of contributions from other political committees			
29	Other disbursements			200.00
30(a)	Shared Federal Election Activity (from Schedule H6)			
.....I. Federal share				
.....II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.			
9	Loans owed TO the committee		5000.00	
9	Other debts owed TO the committee		200.00	
10	Loans owed BY the committee		900.00	
10	Other debts owed BY the committee			
H1	Method of allocation for shared expenses			
H2	Allocation ratio for joint activity			
S1	Levin Funds			

- ✓ View the FECFile Summary Sheet, and double click on line 23.

The screenshot shows a dialog box titled "Contribution to Federal Candidate/Political Co...". It contains the following fields and controls:

- Name:** A text input field with a dropdown menu below it showing "U.S.-Cuba Democracy Political Action Committee - 1200 ...".
- Date:** A text input field.
- Amount:** A text input field containing "0.00".
- In-Kind:** A checkbox.
- Description:** A text input field.
- Election:** A dropdown menu.
- Year of Election:** A text input field.
- Memo:** A checkbox.
- Candidate/Campaign Committee:** A text input field with a dropdown menu below it showing "'86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1..." and "Bill McCollum for U.S. Senate - P.O. Box 532015...".
- Category code:** A dropdown menu.
- Refund/Disposal of Excess Contributions:** A checkbox.
- Check No.:** A text input field.
- Account Identifier:** A text input field.
- Buttons:** "Next entry...", "OK", and "Cancel".

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the name of the vendor
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter in the candidate name in the last/business name field, and click on the Lookup button.

Committee/Candidate Name	C	C	C	C	Commit	Other ID
TERM LIMITS NOW PAC	Q	MIN	Q	MIN	C00328607	
TERM LIMITS ON CONGRESS PAC	Q	WA	Q	WA	C00328153	
TERMS LIMITS AMERICA PAC	Q	VA	Q	VA	C00286880	
TERRA INDUSTRIES INC PAC ("TERRAP...	Q	IA	Q	IA	C00395102	
TERRANCE L FITTS FOR CONGRESS CA...	H	WI	H	IL	C00225502	HBW050...
TERRELL FOR CONGRESS	H	CA	H	CA	C00364141	H2CA320...
TERRELL FOR SENATE	S	LA	S	VA	C00380212	S2LA000...
TERRELL VICTORY COMMITTEE	H	CA	Y	DC	C00383133	S2LA000...
TERRELL LEO JAMES	H	CA	1	CA	H2CA320	C00364141
TERRELL SUZANNE HAIK	S	LA	2	LA	S2LA000	C00380212
TERRY CONSIDINE	I	CO	I	CO	C90006180	
TERRY EVERETT FOR CONGRESS	H	AL	H	AL	C00285298	H2AL020...
TERRY JOHNSON 4 CONGRESS	H	OK	H	OK	C00380428	H2OK040...
TERRY LERMAN FOR CONGRESS	H	MD	H	MD	C00355876	H2MD000...
TERRY JOE CEFIUS	H	MO	0	MO	H8MO091	
TERRY LEE	H	NE	4	NE	H8NE021	C00336811
TERRY LENDALL B	H	IN	4	IN	H8IN09039	
TERRY MADR	H	IL	0	IL	H8IL01070	

- ✓ The FEC ID lookup dialog box appears. Select the proper ID, and then select Copy All.

The screenshot shows a dialog box titled "C00129205" with a close button in the top right corner. The dialog contains the following fields and values:

- Name: S DAK ACTION COMMITTEE FOR RURAL ELECTRIFICATI
- Address 1: P O BOX 1138
- Address 2: 222 W PLEASANT DRIVE
- City: PIERRE
- State: SD
- Zip: 57501

Below these fields is a section titled "Candidate information" with three sub-fields:

- Office: []
- State: []
- District: []

At the bottom of the dialog are two buttons: "OK" and "Cancel".

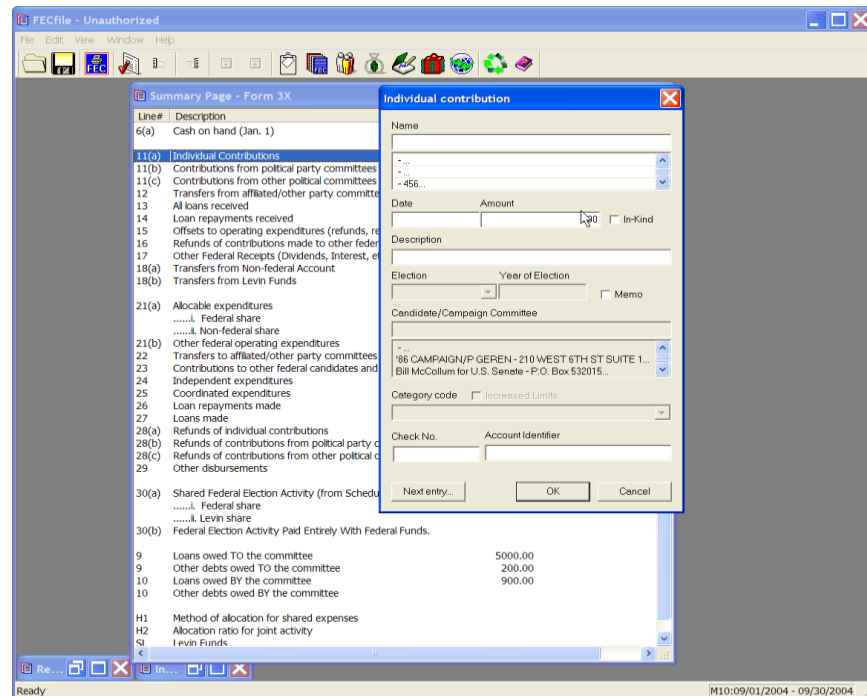
- ✓ The candidate ID information appears, select OK. Select OK, as the dialog box returns to the Individual/Organization Information dialog box, and once more on the final dialog box.

In-Kind Contributions (Receipts)

- ✓ Double click on the appropriate line.
- ✓ Enter in the contributor's name, and press the Tab key.
- ✓ If the contributor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the contributor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
- ✓ Enter in the name, address, city, state and zip, and continue to add the employer occupation, and press OK.
- ✓ Enter in the date information, and the amount, and **click on the In kind check box**.
- ✓ Click on OK.

Note: The offsetting Schedule B entry will automatically be generated by FECFile on Line 21(b).

Earmarked Contributions Reported By a Conduit



- ✓ On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate
 Individual other than a Candidate

Lookup...

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 City State Zip
 None

Employer
 Occupation

Candidate Information
 Office State District Other ID

OK Cancel

- ✓ The Individual/Organization Information dialog box appears. In the type field, change to Individuals other than a Candidate. Type in the individual's name, address, city, state and zip, (if over \$200.00 in the cycle), employer, occupation, and select OK.

FECfile - Unauthorized

Summary Page - Form 3X

Line#	Description	Amount
6(a)	Cash on hand (Jan. 1)	
11(a)	Individual Contributions	
11(b)	Contributions from political party committees	
11(c)	Contributions from other political committees	
12	Transfers from affiliated/other party committees	
13	All loans received	
14	Loan repayments received	
15	Offsets to operating expenditures (refunds, re...	
16	Refunds of contributions made to other feder...	
17	Other Federal Receipts (Dividends, Interest, e...	
18(a)	Transfers from Non-federal Account	
18(b)	Transfers from Levin Funds	
21(a)	Allocable expenditures	
.....i.	Federal share	
.....ii.	Non-federal share	
21(b)	Other federal operating expenditures	
22	Transfers to affiliated/other party committees	
23	Contributions to other federal candidates and	
24	Independent expenditures	
25	Coordinated expenditures	
26	Loan repayments made	
27	Loans made	
28(a)	Refunds of individual contributions	
28(b)	Refunds of contributions from political party c...	
28(c)	Refunds of contributions from other political c...	
29	Other disbursements	
30(a)	Shared Federal Election Activity (from Schedu...	
.....i.	Federal share	
.....ii.	Levin share	
30(b)	Federal Election Activity Paid Entirely With Federal Funds.	
9	Loans owed TO the committee	5000.00
9	Other debts owed TO the committee	200.00
10	Loans owed BY the committee	900.00
10	Other debts owed BY the committee	
H1	Method of allocation for shared expenses	
H2	Allocation ratio for joint activity	
S1	Levin Funds	

Individual contribution

Name
 Strockak, Jason

Address
 Stepien and Johnson LLP - 1330 Connecticut Avenue...
 Strockak, Jason - 318 N.E. 12th Avenue...
 TERRY, LEE - 35 Spyglass Point...

Date
 2/2/2004

Amount
 100.00 In-Kind

Description

Election
 Year of Election

Candidate/Campaign Committee

Category code Increased Limits

Check No. Account Identifier

Next entry... OK Cancel

Ready M10:09/01/2004 - 09/30/2004

- ✓ The Individual contribution dialog box appears. Enter in the date, amount, and enter the Campaign Committee designated by the contributor as the recipient in the Description text area. For example, "Earmarked to Joe Smith for Congress".

NOTE: The description field may once accept 38 characters. Additionally, if the contribution was not deposited in the conduit's bank account, CHECK THE MEMO CHECKBOX.

Disbursements (Forwarding of Earmarked Contributions)

Line#	Description	ThsP.I	ThsP.U	CTD.I
6(a)	Cash on hand (Jan. 1)		252847.97	2
11(a)	Individual Contributions			
11(b)	Contributions from political party committees			
11(c)	Contributions from other political committees			
12	Transfers from affiliated/other party committees		300.00	
13	All loans received		1000.00	
14	Loan repayments received			
15	Offsets to operating expenditures (refunds, rebates, etc.)			
16	Refunds of contributions made to other federal candidates and com		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)			
18(a)	Transfers from Non-federal Account			
18(b)	Transfers from Levin Funds			
21(a)	Allocable expenditures			
.....I. Federal share				
.....II. Non-federal share				
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committees			
24	Independent expenditures	20169.29		570.00
25	Coordinated expenditures			
26	Loan repayments made			100.00
27	Loans made			5000.00
28(a)	Refunds of individual contributions			
28(b)	Refunds of contributions from political party committees			
28(c)	Refunds of contributions from other political committees			
29	Other disbursements			200.00
30(a)	Shared Federal Election Activity (from Schedule H6)			
.....I. Federal share				
.....II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds.			
9	Loans owed TO the committee		5000.00	
9	Other debts owed TO the committee		200.00	
10	Loans owed BY the committee		900.00	
10	Other debts owed BY the committee			
H1	Method of allocation for shared expenses			
H2	Allocation ratio for joint activity			
SI	Levin Funds			

✓ Double click on line 23 on the FECFile Summary page.

Contribution to Federal Candidate/Political Co...

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: [] Amount: 0.00 [] In-Kind

Description: []

Election: [] Year of Election: [] Memo: []

Candidate/Campaign Committee: []

Category code: [] Refund/Disposal of Excess Contributions

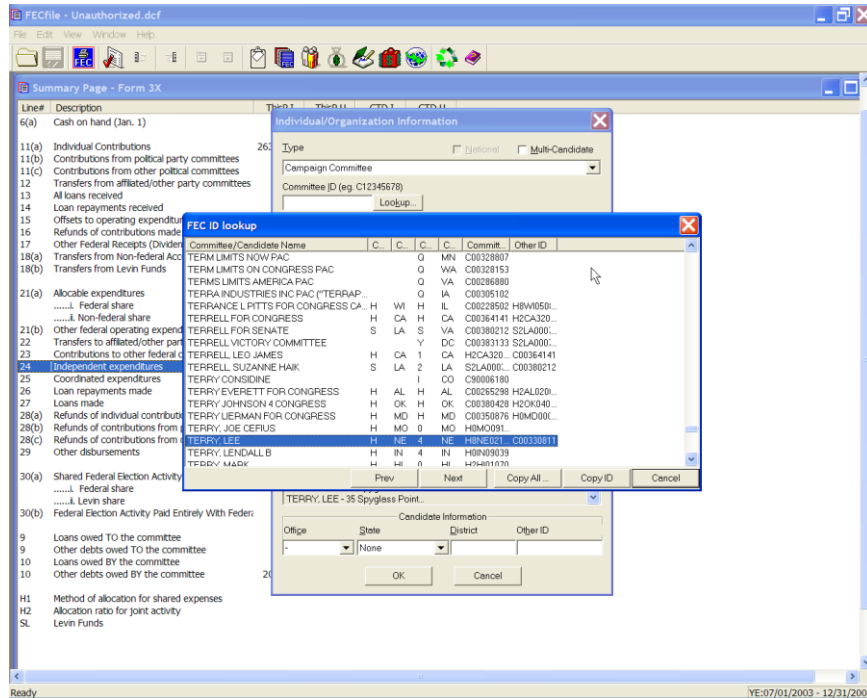
Check No.: [] Account Identifier: []

Next entry... OK Cancel

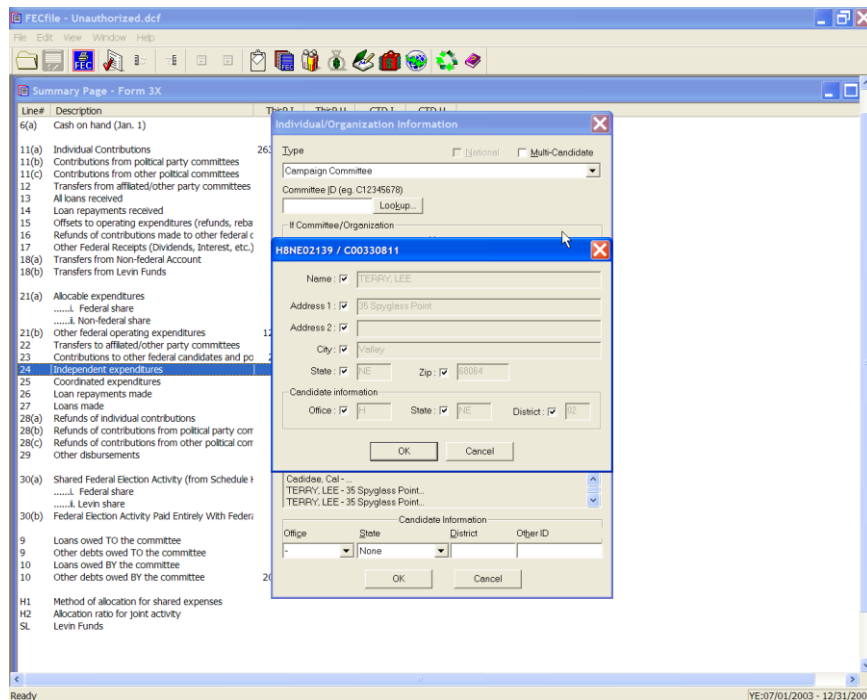
- ✓ The Contributions to Federal Candidate/Political Committee dialog box appears. Enter in the Campaign Committee name.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below that is a dropdown menu for "Type" which is currently set to "Campaign Committee". Underneath is a text field for "Committee ID (eg. C12345678)" with a "Lookup..." button to its right. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (set to "None"), and "Zip"; "Employer" with an empty text field; and "Candidate Information" with fields for "Office", "State" (set to "None"), "District", and "Other ID". At the bottom are "OK" and "Cancel" buttons.

- ✓ The Individual/Organization Information dialog box appears. Change the type field to Campaign Committee. Select the lookup button.

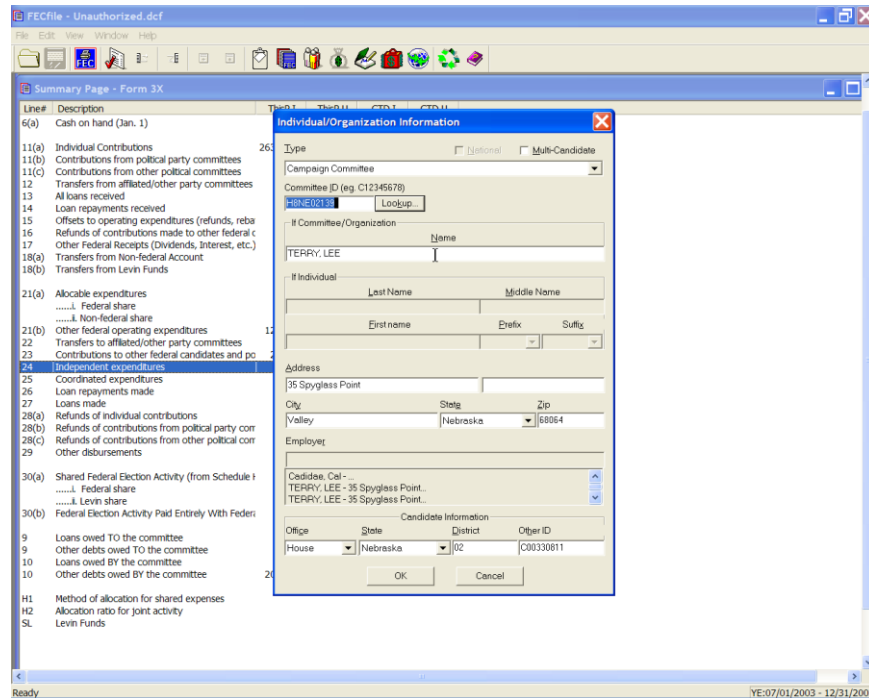


- ✓ The FECID lookup dialog box appears. Select the proper committee, and click on Copy All. The ID dialog box appears. Select OK.

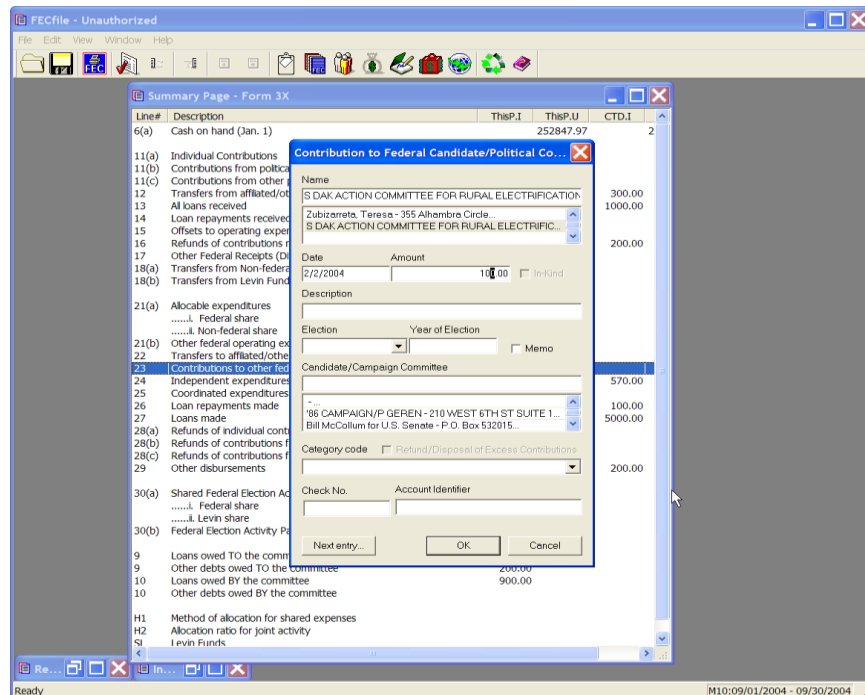


- ✓ The Individual/Organization Information dialog box appears, with the

appropriate information loaded into the corresponding fields. Select OK.



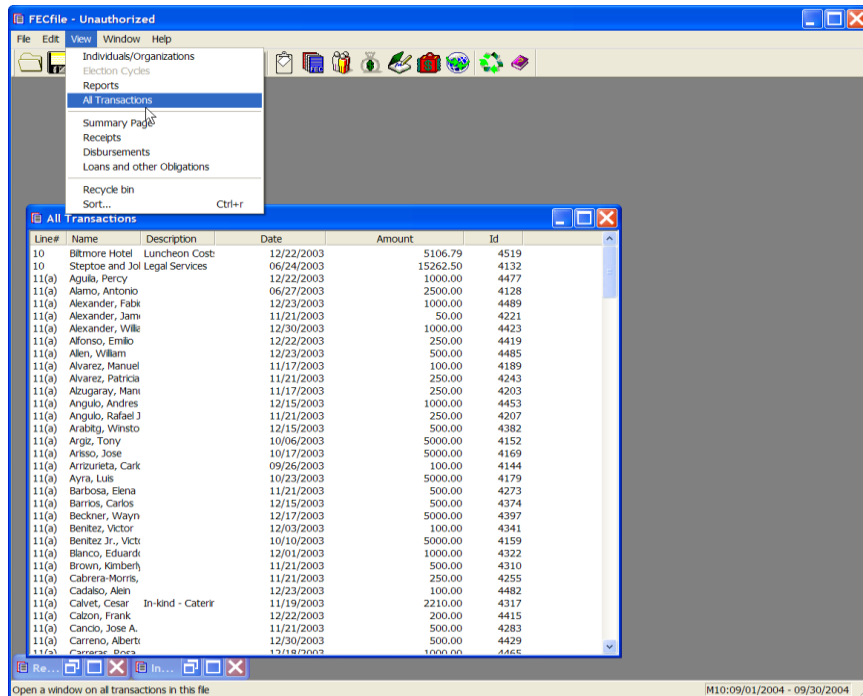
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



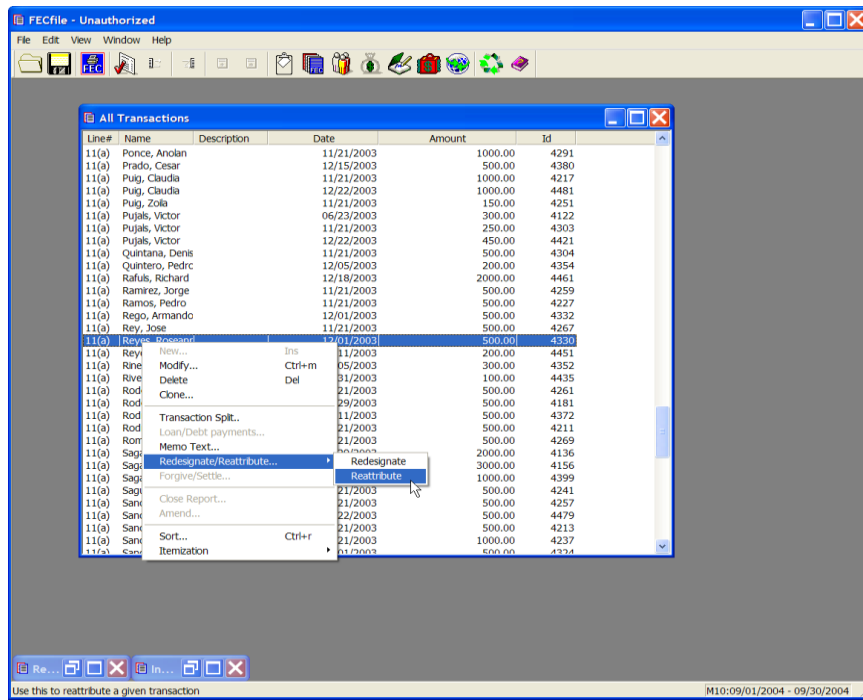
- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date the contribution was forwarded to the Campaign Committee, the amount of the contribution, and the name of the contributor in the Description field. In addition, add the election and the year of the election for which the contribution was designated.
- ✓ Click on OK.

NOTE: If the contribution was forwarded in the form of the contributor's original check, CHECK THE MEMO CHECKBOX.

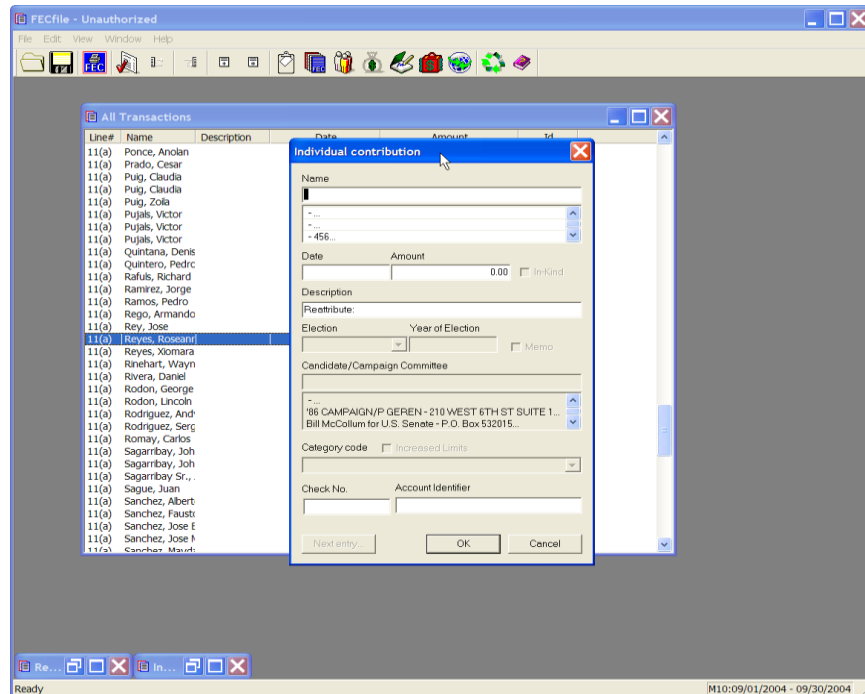
Reattribution Involving Two Reporting Periods



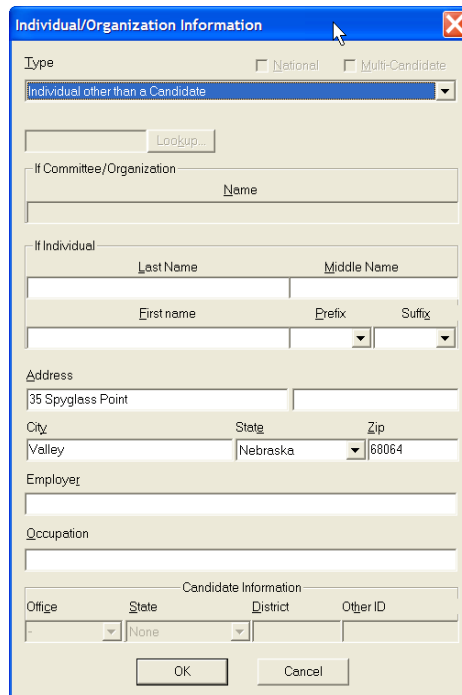
- ✓ From the FECFile main menu, select View, and then All Transactions, from the drop down menu.



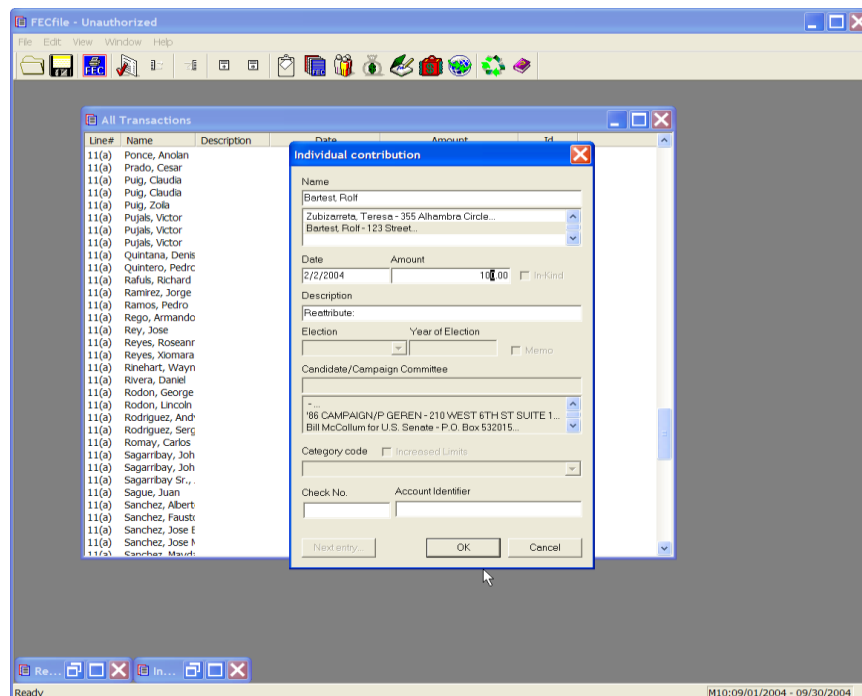
- ✓ Select the transaction to be reattributed and right click on it. A drop down menu will appear, select redesignate/reattribute, and then drag over to reattribute.



- ✓ The Individual Contribution dialog box will appear. Enter the name,
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.



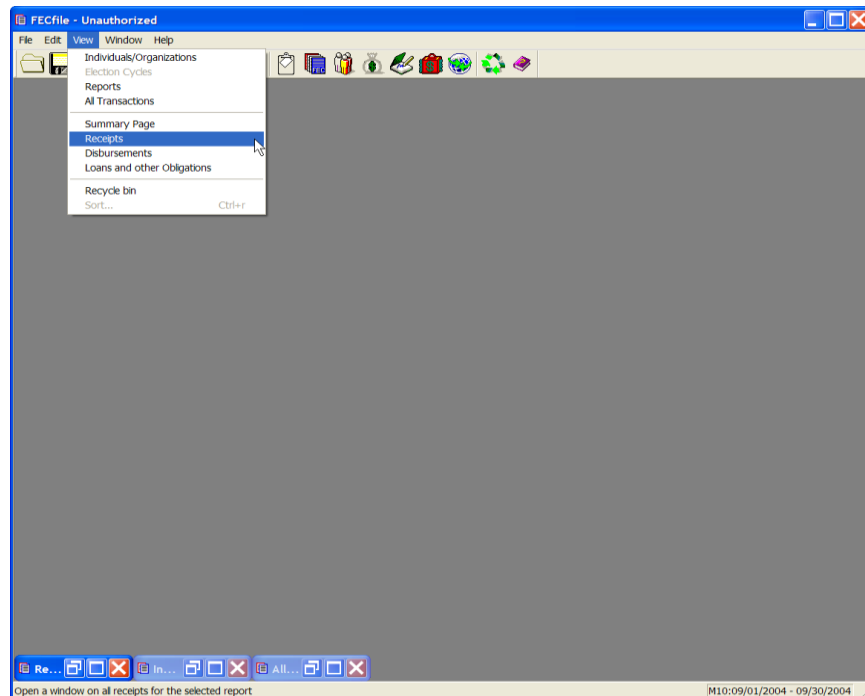
- ✓ The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.



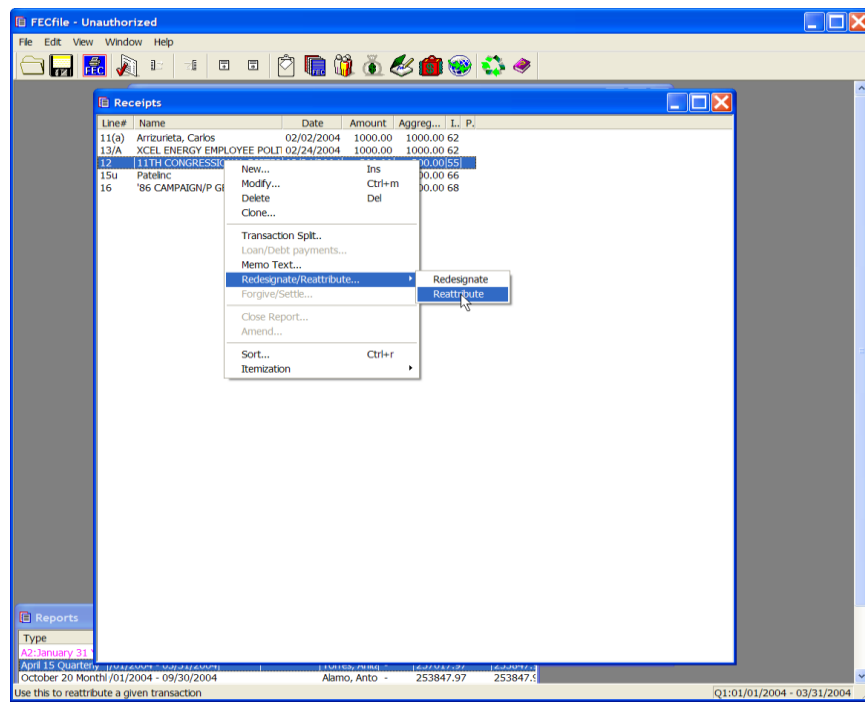
- ✓ The Individual contribution dialog box appears. Enter the date and amount, and click OK to complete the transaction.

**NOTE: FECFile will automatically create three transactions on the new report
It replicates the original transaction as a memo;
It creates a negative entry for the first contributor; and,
It creates a positive entry for the amount of the reattribution to the new contributor.**

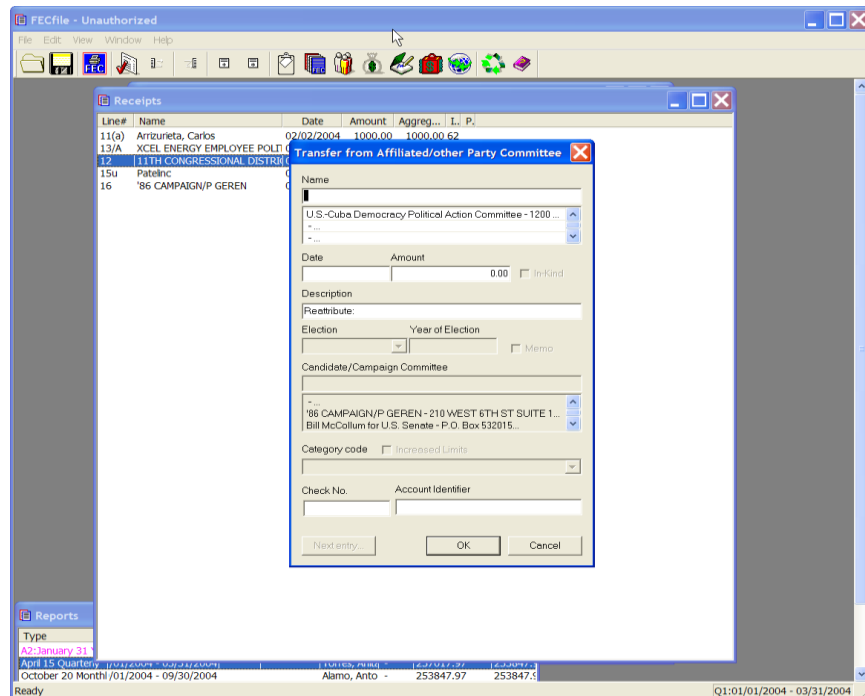
Reattribution involving one reporting period



- ✓ From the FECFile main menu, select View, and then select Receipts from the drop down menu.



- ✓ The Receipts dialog box appears. Locate the transaction to be reattributed, right click on it, and select reattribute.



- ✓ The Individual contribution dialog box appears. Enter the name of the new reattributed contributor.
- ✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.
- ✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

Individual/Organization Information

Type National Multi-Candidate
 Individual other than a Candidate

Lookup...

If Committee/Organization
 Name

If Individual
 Last Name Middle Name
 First name Prefix Suffix

Address
 35 Spyglass Point
 City State Zip
 Valley Nebraska 68064

Employer
 Occupation

Candidate Information
 Office State District Other ID
 None

OK Cancel

- ✓ The Individual/Organization Information dialog box appears. Enter in the address, city, state, zip, employer and occupation for the new contributor, and select OK.

FECFile - Unauthorized

File Edit View Window Help

Receipts

Line#	Name	Date	Amount	Aggreg...	I.	P.
11(a)	Arrizurieta, Carlos	02/02/2004	1000.00	1000.00	62	
13(A)	XCEL ENERGY EMPLOYEE POLIT...					
17	111TH CONGRESSIONAL DISTRICT					
15u	Patelnc					
16	'86 CAMPAIGN/P GEREN					

Transfer from Affiliated/other Party Committee

Name
 Alvarez, Patricia - 1541 Brickell Avenue...
 Altuzeray, Manuel - 2340 Coral Way...
 Angulo, Andres - 1436 Dorado Avenue...

Date Amount
 7/2/2004 300.00 In-Kind

Description
 Reattribute:

Election Year of Election
 Memo

Candidate/Campaign Committee
 -
 '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
 Bill McCollum for U.S. Senate - P.O. Box 532015...

Category code Increased Limits

Check No. Account Identifier

Next entry OK Cancel

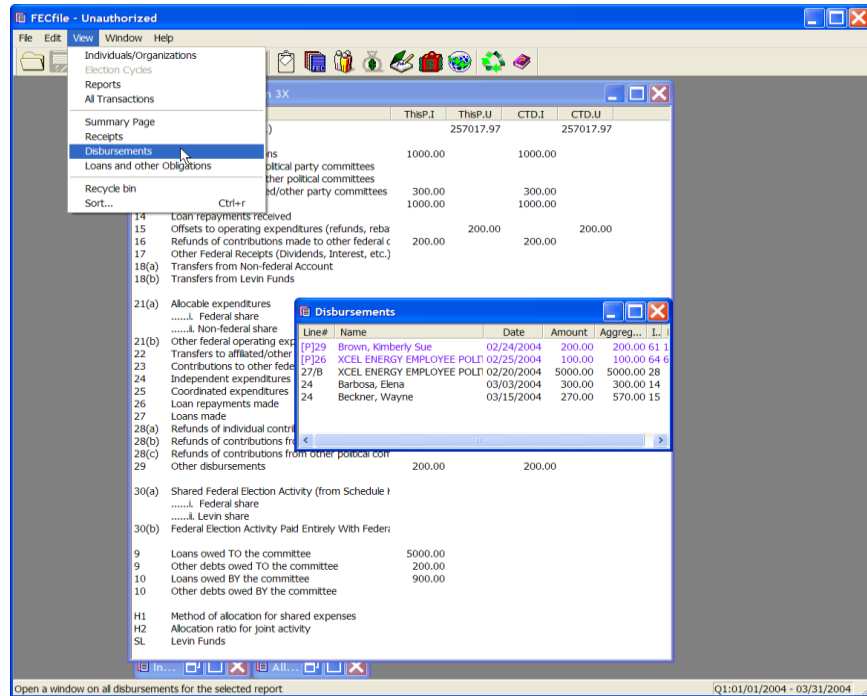
Reports
 Type
 A2: January 31
 April 15 Quarterly
 October 20 Monthly/01/2004 - 09/30/2004 Alamo, Anto - 253847.97 253847.1
 Ready Q1:01/01/2004 - 03/31/2004

- ✓ The Individual contribution dialog box appears. Enter the date and the amount. Click on OK to complete the transaction.

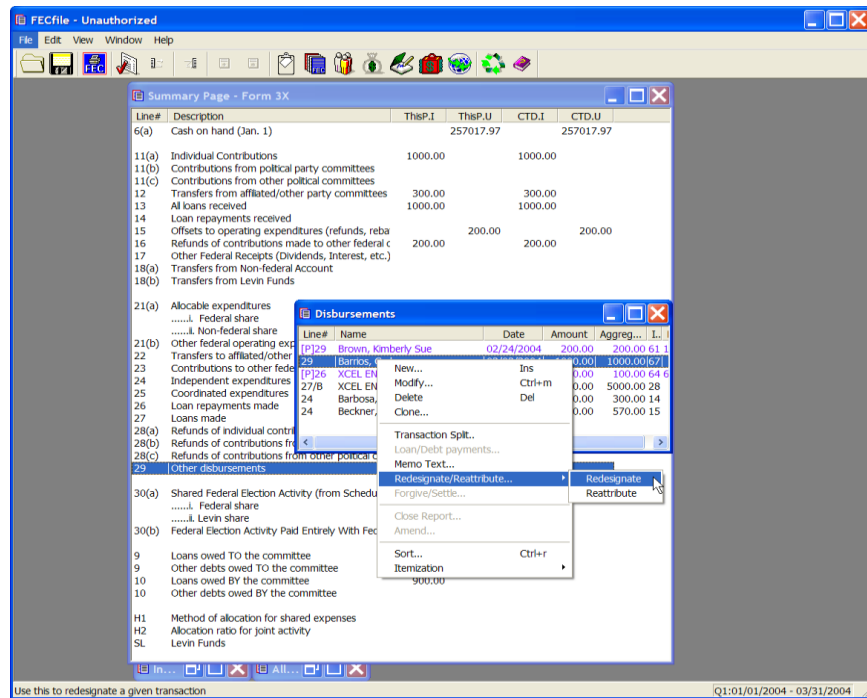
NOTE: FECFile will automatically create two transactions: It creates a negative entry for the first contributor and a positive entry for the second contributor. The original contribution is not modified.

✓ Click on the X to close the Receipts window.

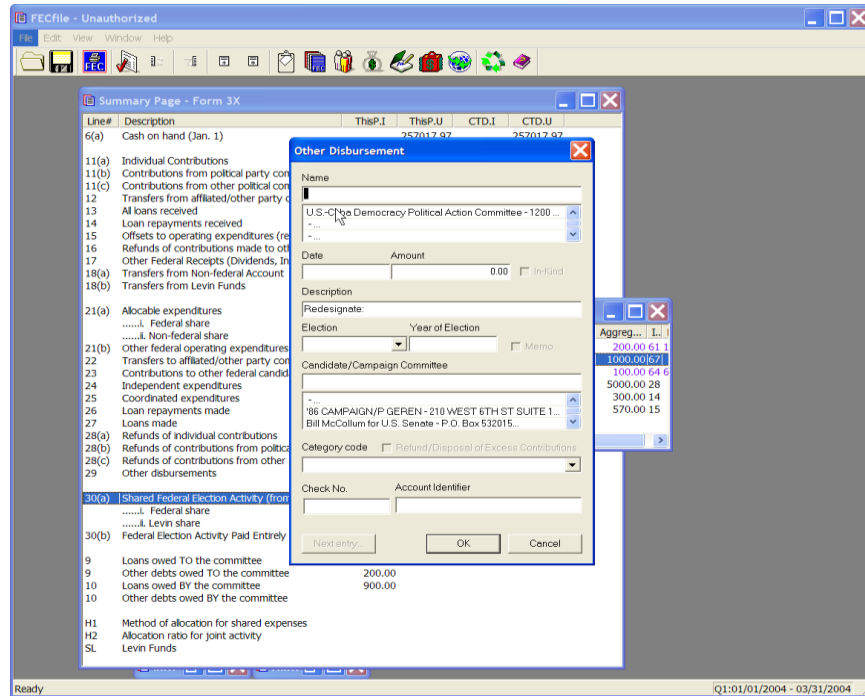
Redesignations



- ✓ From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.



- ✓ The Disbursements dialog box appears.
- ✓ Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option, dragging across to select redesignate.



- ✓ A dialog box appears. Select the name, date, amount, election and year of the election, of the redesignation and select OK. The main Summary page will reflect the change.

Credit Card Payments

Line#	Description	ThisP.I.	ThisP.U.	CTD.I	CTD.U.
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	1000.00		1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
I. Federal share				
II. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
I. Federal share				
II. Levin share				
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee		900.00		
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

- ✓ From the FECfile main menu, double click on Line 21 (b) of the Summary page.

Federal Operating Expenditure (other)

Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...

Date: [] Amount: 0.00

Description: []

Election: [] Year of Election: []

Candidate/Campaign Committee: '86 CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1...
Bill McCollum for U.S. Senate - P.O. Box 532015

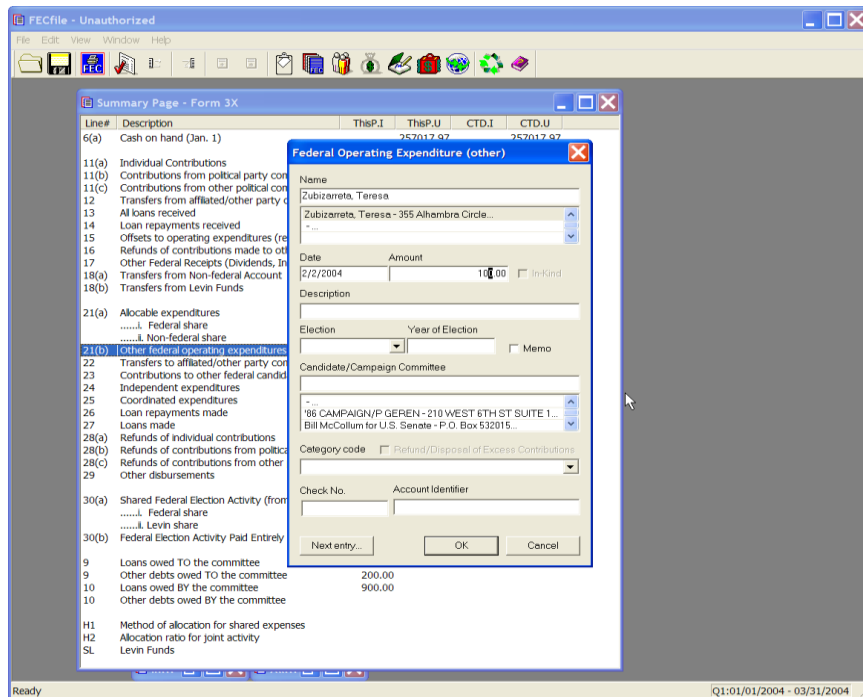
Category code: [] Refund/Disposal of Excess Contributions

Check No.: [] Account Identifier: []

Next entry... OK Cancel

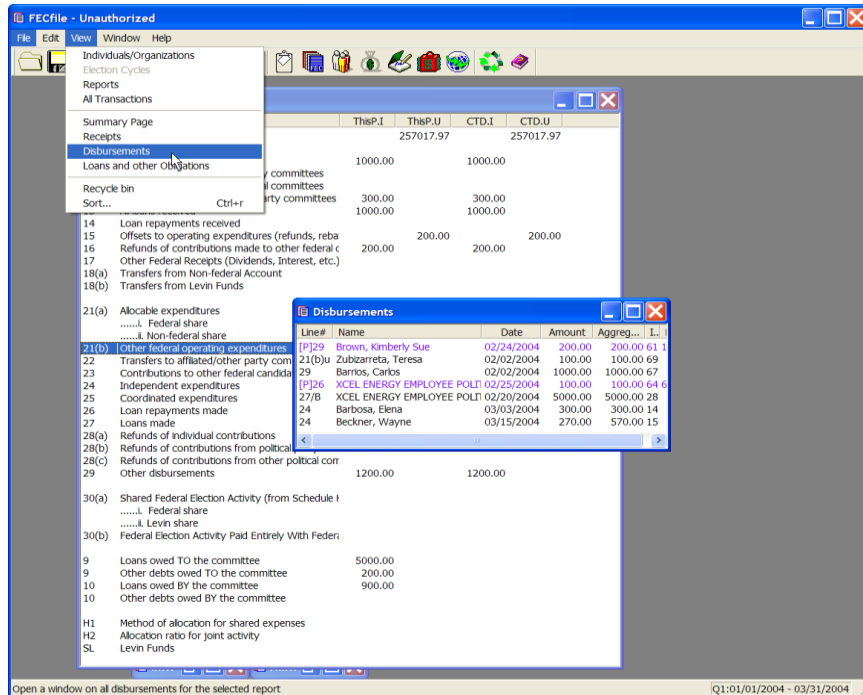
- ✓ The Federal Operating Expenditure dialog box appears. Enter the name of the credit card company.
- ✓ If the vendor has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the vendor has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.

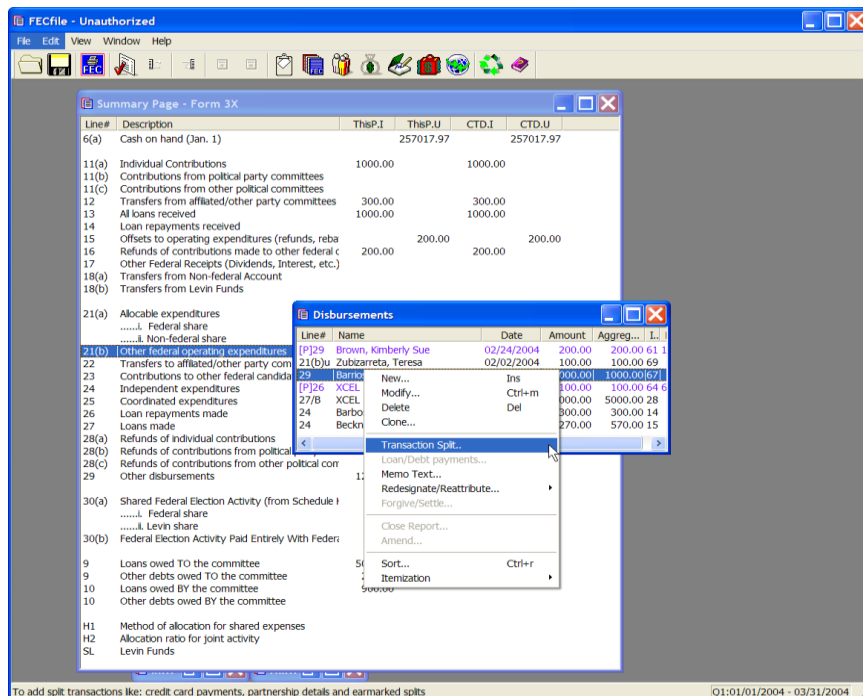


- ✓ FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

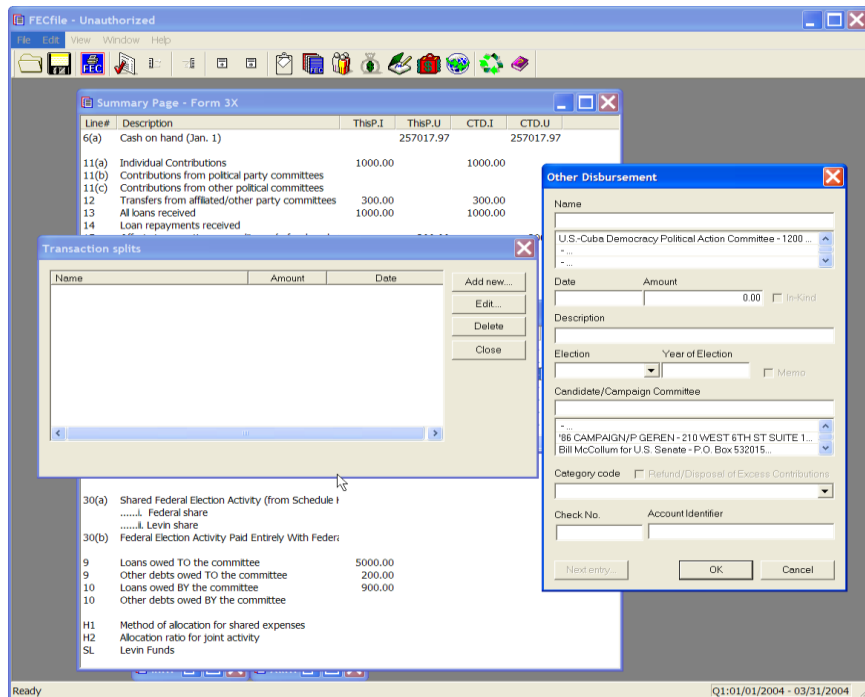
NOTE: If this is an H4 disbursement, enter the appropriate event and click “Calc”.



- ✓ Select View from the menu bar and click on Disbursements.



- ✓ As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



- ✓ The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as appropriate.
- ✓ Click on close.

Partnership Contributions

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	1000.00		1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-federal share					
21(b)	Other federal operating expenditures		100.00		100.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee			900.00	
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ From the FECFile Summary page, double click on line 11(a)

Individual contribution

Name: _____

Date: _____ Amount: 0.00 In-Kind

Description: _____

Election Year of Election: _____ Memo

Candidate/Campaign Committee: _____

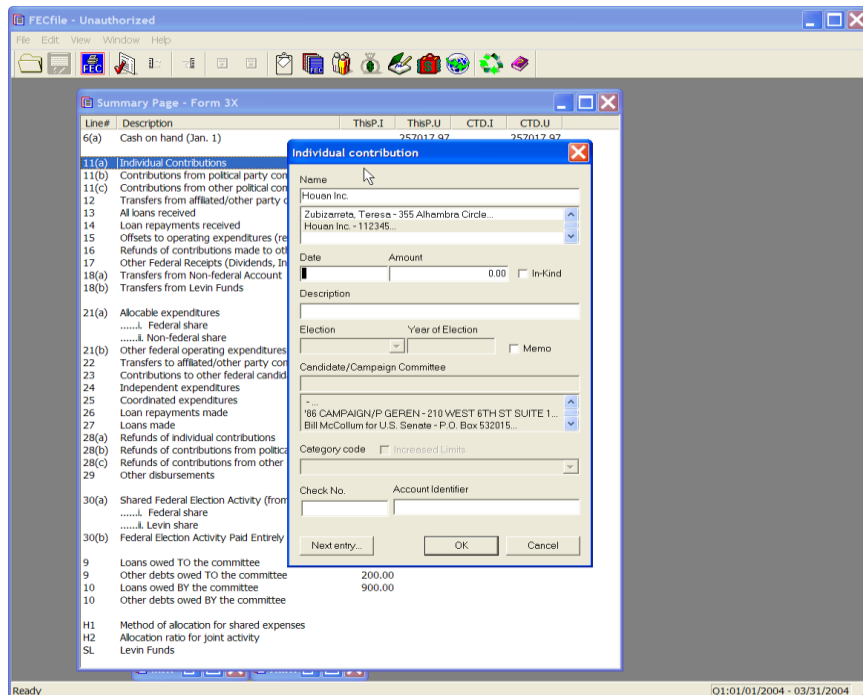
Category code: _____ Increased Limits

Check No.: _____ Account Identifier: _____

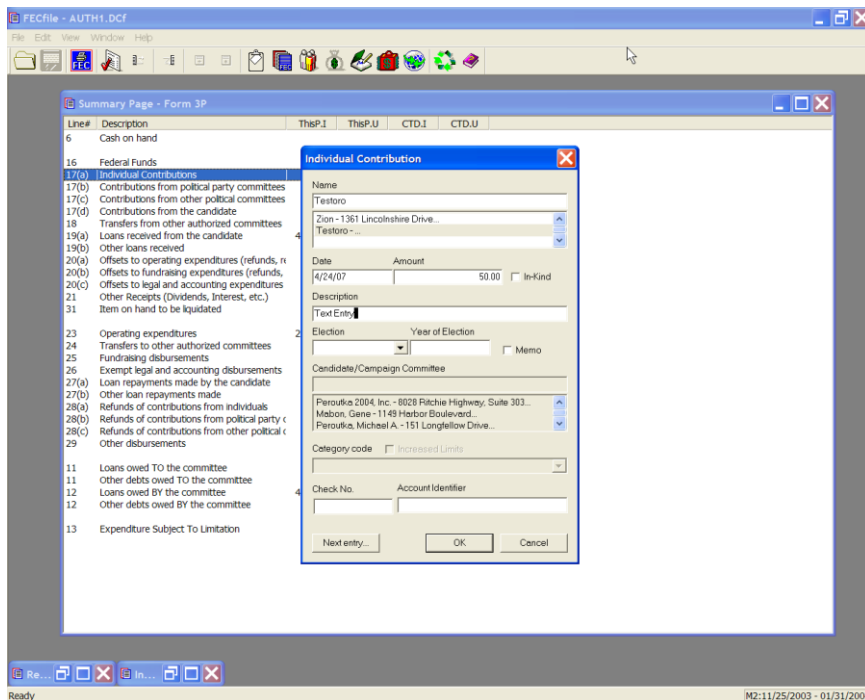
Next entry... OK Cancel

- ✓ The Individual contribution dialog box appears. Enter the partnership's name in the text field.
- ✓ If the partnership has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the partnership has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

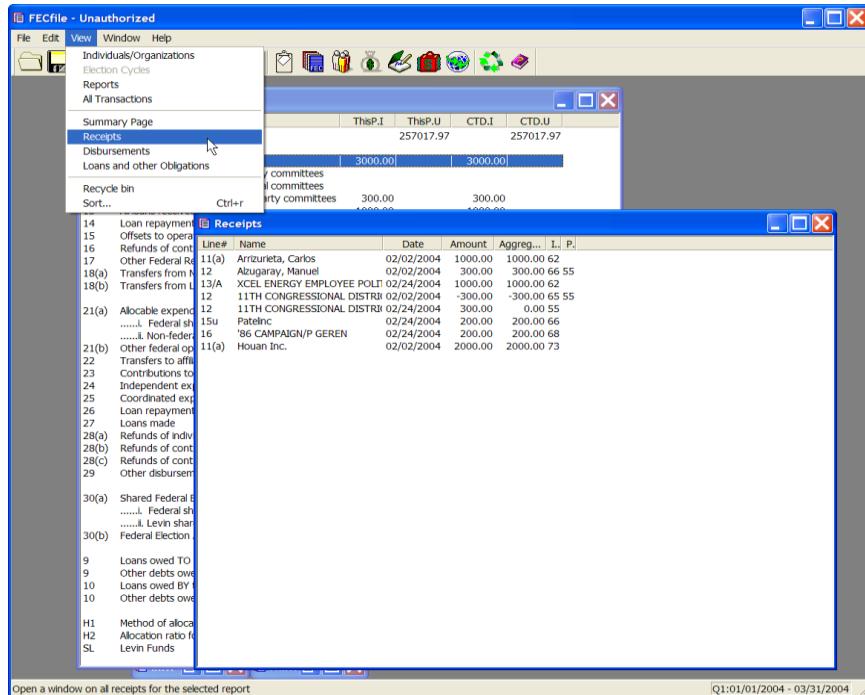
- ✓ The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.



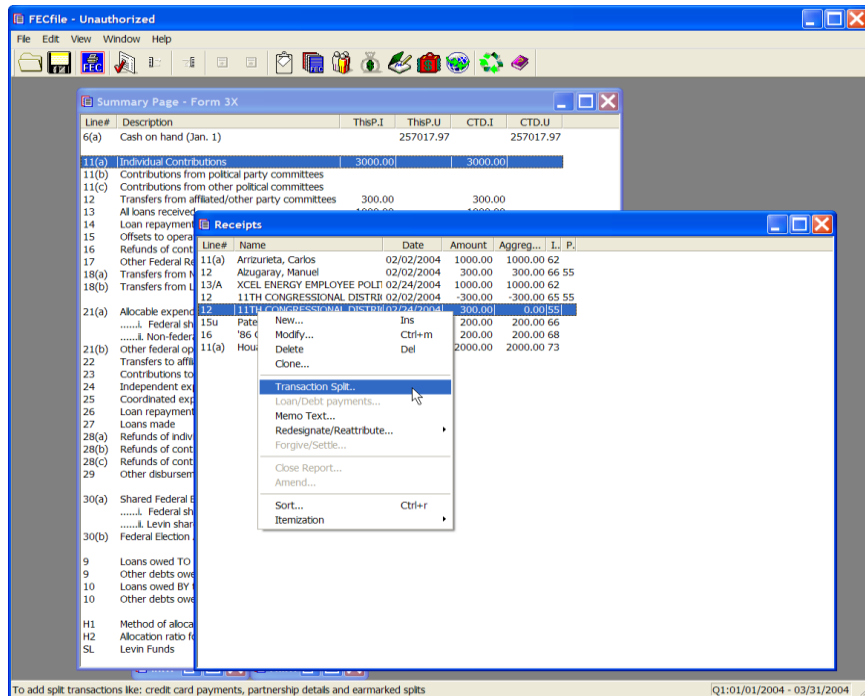
- ✓ The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.



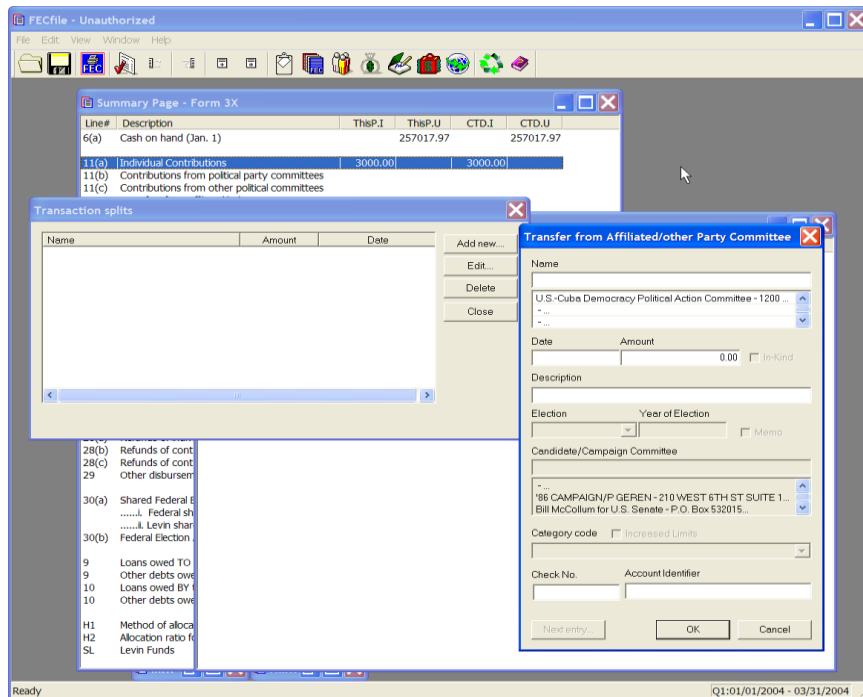
- ✓ Select View from the menu bar, and select Receipts. The Receipts window appears.



- ✓ Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears.



- ✓ Click on Add new, and enter the individual information.



- ✓ Repeat entering additional information as required. Each entry is added to the Transaction Split Screen. When done adding, Click on close.

Debt Retirement – Line 23

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)		257017.97		257017.97
11(a)	Individual Contributions	3000.00		3000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees	300.00		300.00	
13	All loans received	1000.00		1000.00	
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates)		200.00		200.00
16	Refunds of contributions made to other federal candidates and political committees	200.00		200.00	
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account				
18(b)	Transfers from Levin Funds				
21(a)	Allocable expenditures				
.....I. Federal share					
.....II. Non-federal share					
21(b)	Other federal operating expenditures		100.00		100.00
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political committees				
24	Independent expenditures	20739.29		570.00	
25	Coordinated expenditures				
26	Loan repayments made	100.00		100.00	
27	Loans made	5000.00		5000.00	
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements	1200.00		1200.00	
30(a)	Shared Federal Election Activity (from Schedule I)				
.....I. Federal share					
.....II. Levin share					
30(b)	Federal Election Activity Paid Entirely With Federal Funds				
9	Loans owed TO the committee		5000.00		
9	Other debts owed TO the committee		200.00		
10	Loans owed BY the committee			900.00	
10	Other debts owed BY the committee				
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				
SL	Levin Funds				

✓ From the FECFile Summary page, double click on line 23.

The dialog box is titled "Contribution to Federal Candidate/Political Co...". It contains the following fields:

- Name: U.S.-Cuba Democracy Political Action Committee - 1200 ...
- Date: [Empty] Amount: 0.00 In-Kind:
- Description: [Empty]
- Election: [Empty] Year of Election: [Empty] Memo:
- Candidate/Campaign Committee: % CAMPAIGN/P GEREN - 210 WEST 6TH ST SUITE 1... Bill McCollum for U.S. Senate - P.O. Box 532015
- Category code: [Empty] Refund/Disposal of Excess Contributions:
- Check No.: [Empty] Account Identifier: [Empty]

Buttons: Next entry..., OK, Cancel

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee.
- ✓ If the committee has already been entered into the system, then select that name by clicking on it in the database section below the name field.
- ✓ If the committee has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.

- ✓ The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.

Committee/Candidate Name	C..	C..	C..	C..	Committee	Other ID	
TERM LIMITS NOW PAC					Q MN	C00328807	
TERM LIMITS ON CONGRESS PAC					Q WA	C00328153	
TERMS LIMITS AMERICA PAC					Q VA	C00286880	
TERRA INDUSTRIES INC PAC ("TERRAP...					Q IA	C00305102	
TERRANCE L PITTS FOR CONGRESS CA...	H	WI	H	IL	C00228502	H8W10501...	
TERRELL FOR CONGRESS	H	CA	H	CA	C00364141	H2CA320...	
TERRELL FOR SENATE	S	LA	S	VA	C00380212	S2LA000...	
TERRELL VICTORY COMMITTEE					Y DC	C00383133	S2LA000...
TERRELL LEO JAMES	H	CA	1	CA	H2CA320...	C00364141	
TERRELL SUZANNE HAIK	S	LA	2	LA	S2LA000...	C00380212	
TERRY CONSIDINE					I CO	C90006180	
TERRY EVERETT FOR CONGRESS	H	AL	H	AL	C00265298	H2AL020...	
TERRY JOHNSON 4 CONGRESS	H	OK	H	OK	C00380428	H2OK040...	
TERRY LIERMAN FOR CONGRESS	H	MD	H	MD	C00350876	H0MD000...	
TERRY, JOE CEFIUS	H	MO	0	MO	H0MO091...		
TERRY, LEE	H	NE	4	NE	H0NE021	C00330811	
TERRY, LENDALL B	H	IN	4	IN	H0IN09039		
TERRY MARK	H	HI	0	HI	H2HI01070		

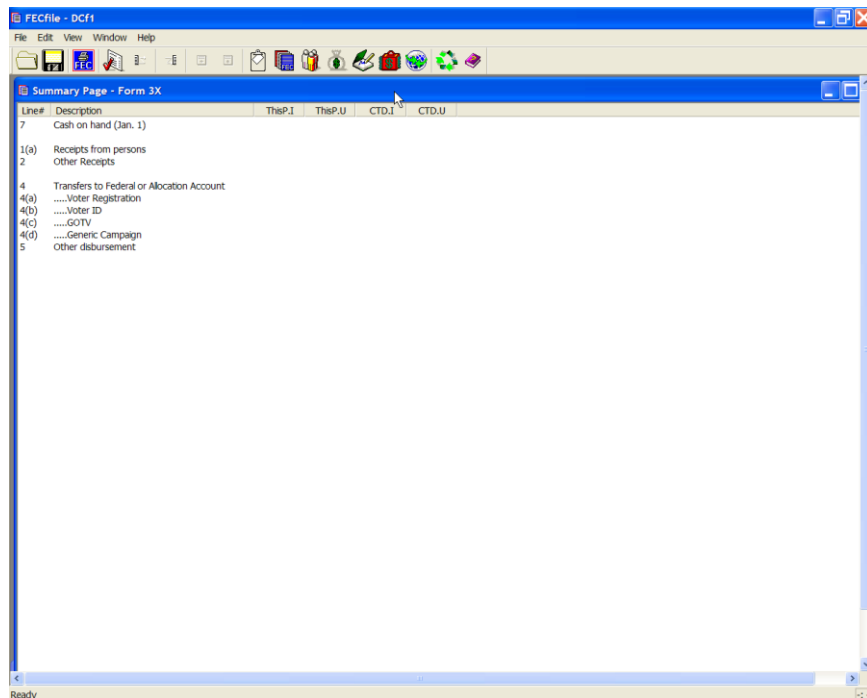
- ✓ The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.
- ✓ The Individual/Organization Information dialog box appears, select OK.

Line#	Description	This P.I.	This P.U.	CTD.I	CTD.U.
6	Cash on hand				
16	Federal Funds				
17(a)	Individual Contributions	2300.00		2300.00	
17(b)	Contributions from political party committees				
17(c)	Contributions from other political committees				
17(d)	Contributions from the candidate				
18	Transfers from other authorized committees				
19(a)	Loans received from the candidate	40000.00		40000.00	
19(b)	Other loans received				
20(a)	Offsets to operating expenditures (refunds, r				
20(b)	Offsets to fundraising expenditures (refunds, r				
20(c)	Offsets to legal and accounting expenditures				
21	Other Receipts (Dividends, Interest, etc.)				
31	Item on hand to be liquidated				
23	Operating expenditures	20544.83		20544.83	
24	Transfers to other authorized committees				
25	Fundraising disbursements				
26	Exempt legal and accounting disbursements				
27(a)	Loan repayments made by the candidate				
27(b)	Other loan repayments made				
28(a)	Refunds of contributions from individuals				
28(b)	Refunds of contributions from political party c				
28(c)	Refunds of contributions from other political c				
29	Other disbursements				
11	Loans owed TO the committee				
11	Other debts owed TO the committee				
12	Loans owed BY the committee	40000.00			
12	Other debts owed BY the committee	397.00			
13	Expenditure Subject To Limitation			20544.83	

- ✓ The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in “Debt Retirement”, year and election. (The year must be entered in the description field to be seen in the print function.)
- ✓ Click on OK.

Levin Fund –Line SL

Create the Levin Fund Schedule for Form 3X as directed in the Reports Section. From the menu, select View / Reports. Then highlight the Levin Schedule that you wish to add transactions to. Select View / Summary Page. The Levin Schedule Summary Page is shown:



Note: Transfers reported under Schedule L, which also are required to be reported under Line 18(b) [H5] in the form 3X, must be entered separately. Those transactions must be entered in both places; Schedule L line 4, and Form 3X, H5 line 18(b).

Levin Fund–Cash on hand (As of the first of the year) – SL Line 7

Line#	Description	TheP.I.	TheP.U.	CTD.I.	CTD.U.
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a) Voter Registration				
4(b) Voter ID				
4(c) GOTV				
4(d) Generic Campaign		2000.00	2000.00	
5	Other disbursement		3000.00	3000.00	
7	Cash on hand (Jan. 1)				2000.00

- ✓ Click on line seven of the SL Summary page.

Opening Cash

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL S...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...

Date Amount
 In-Kind

Description

Election Year of Election
 Memo

Candidate/Campaign Committee

Category code Increased limits

Check No. Account Identifier

Next entry... OK Cancel

- ✓ If needed, enter the opening cash balance, the date, description and select OK

Levin Fund Receipts From Persons – SL Line 1(a)

Line#	Description	ThsP.1	ThsP.U	CTD.1	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV				
4(d)Generic Campaign	2000.00		2000.00	
5	Other disbursement	3000.00		3000.00	

- ✓ Double Click on line 1(a) of the SL Summary page. The receipts dialog box opens.

The dialog box 'Receipts from persons' contains the following fields:

- Name: DEMOCRATIC SENATE 2000 - 430 SOUTH CAPITOL S... BUD CUMMINS CAMPAIGN - PO BOX 25061...
- Date: [] Amount: 0.00 In-Kind
- Description: []
- Election: [] Year of Election: [] Memo
- Candidate/Campaign Committee: BUD CUMMINS CAMPAIGN - PO BOX 25061...
- Category code: Increased Limits
- Check No.: [] Account Identifier: []

Buttons: Next entry..., OK, Cancel

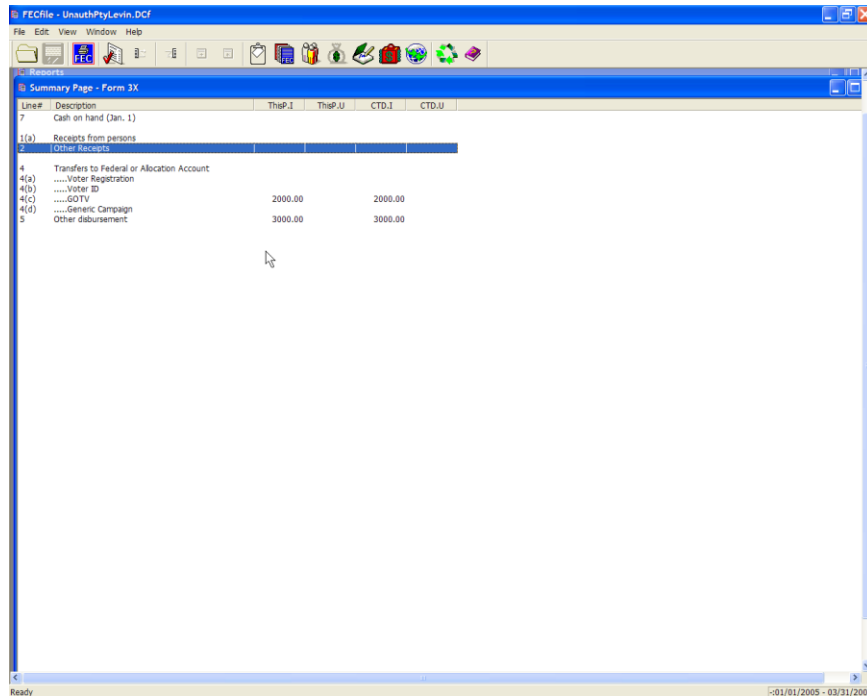
- ✓ Enter the name of the person or select them from the list box. Pres TAB

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

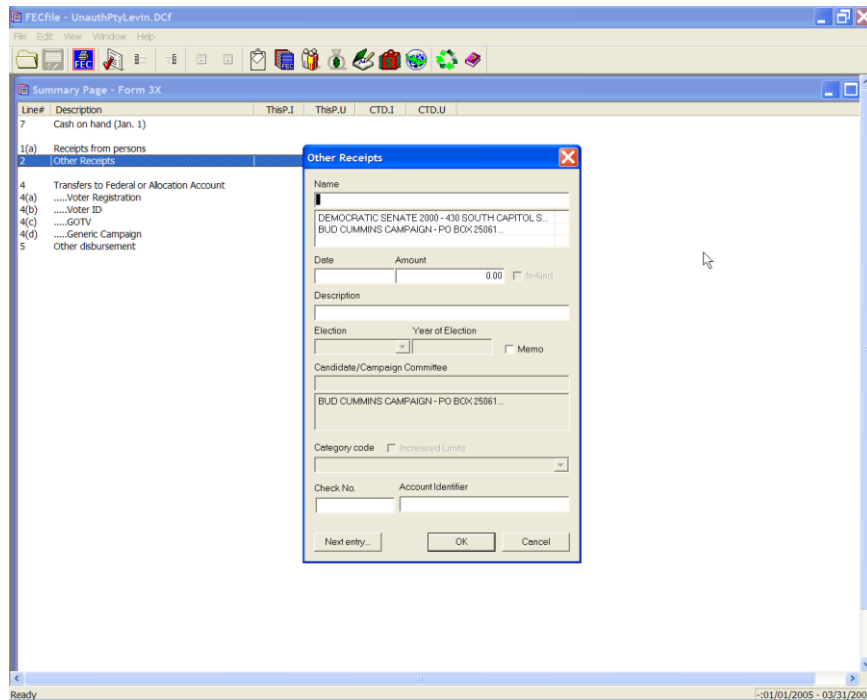
The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a dropdown menu currently showing "Individual other than a Candidate". A "Lookup..." button is positioned below the dropdown. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; "Address" with fields for "City", "State" (set to "None"), and "Zip"; "Employer" and "Occupation" text areas; and "Candidate Information" with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ Type the individual's First Name, any Prefix, any Suffix, Address, City, State, Zip, Employer, and Occupation in the text areas, using the tab key to navigate from field to field.
- ✓ The Receipt from Person dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Levin Fund Other Receipts – SL Line 2



- ✓ Double Click on line seven of the SL Summary page. The Other Receipts dialog box opens.



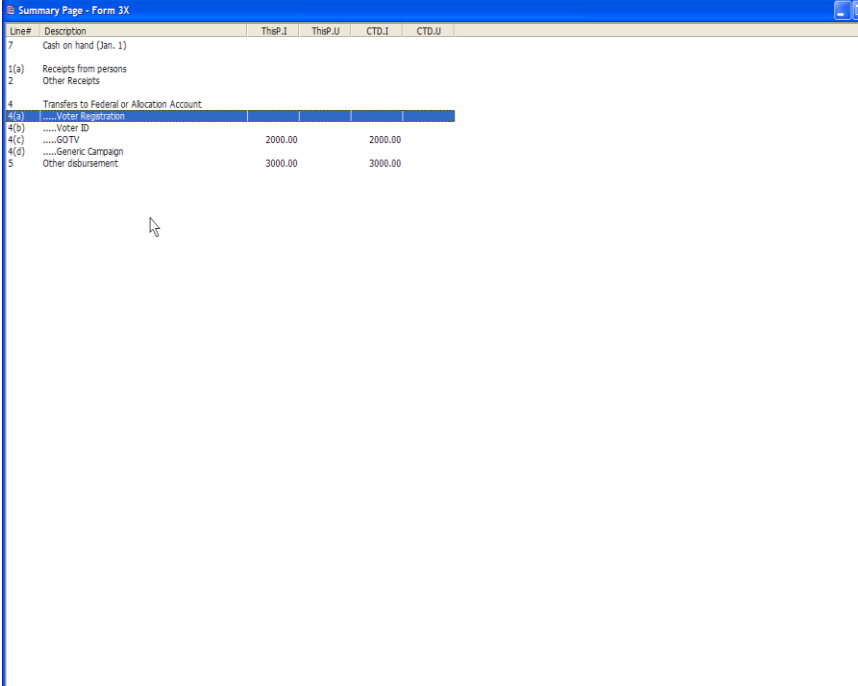
- ✓ Enter the name of the person/entity or select them from the list box. Pres TAB

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

The screenshot shows a dialog box titled "Individual/Organization Information". At the top, there are checkboxes for "National" and "Multi-Candidate". Below them is a dropdown menu with "Individual other than a Candidate" selected. A "Lookup..." button is positioned below the dropdown. The dialog is divided into sections: "If Committee/Organization" with a "Name" field; "If Individual" with fields for "Last Name", "Middle Name", "First name", "Prefix", and "Suffix"; an "Address" section with fields for "City", "State" (set to "None"), and "Zip"; "Employer" and "Occupation" fields; and a "Candidate Information" section with fields for "Office", "State" (set to "None"), "District", and "Other ID". "OK" and "Cancel" buttons are at the bottom.

- ✓ Select the proper type from the pull-down list. And enter the proper information using the tab key to navigate from field to field.
- ✓ If the receipts came from either a committee or candidate you can use the lookup and copy functions, in the same way described for regular transactions.
- ✓ Then select OK.
- ✓ The Other Receipts dialog box will reappear. Insert the date and the dollar amount in the dialog box text area.
- ✓ If necessary, add a description in the description text area in the dialog box. By selecting next entry, you may quickly add additional individual contributions, without having to return to the Summary page.
- ✓ Click OK and the contribution information is added to the file, and reflected on the Summary Page totals.

Levin Fund Transfers – SL Lines 4(a), 4(b), 4(c), 4(d)



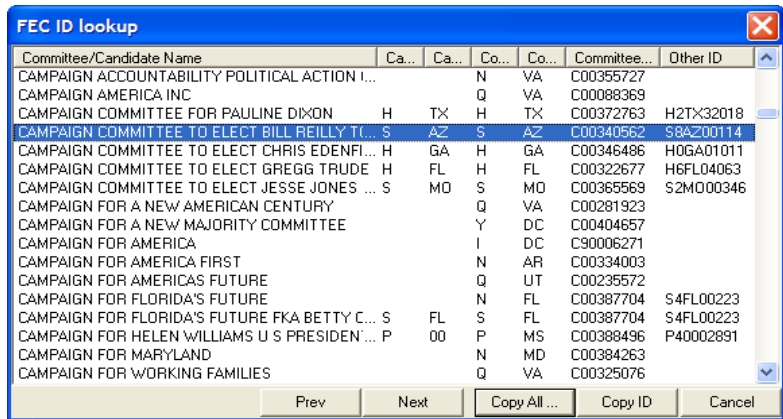
Line#	Description	TheP.I	TheP.U	CTD.I	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)Voter Registration				
4(b)Voter ID				
4(c)GOTV	2000.00		2000.00	
4(d)Generic Campaign				
5	Other disbursement	3000.00		3000.00	

- ✓ Double Click on the selected line 4 (x) of the SL Summary page. This selection determines the type of transfer transaction being recorded.
- ✓ 4(a) – Voter Registration
- ✓ 4(b) – Voter ID
- ✓ 4(c) – GOTV
- ✓ 4(d) – Generic Campaign
- ✓ The transfer dialog box opens to record the transfer transaction.

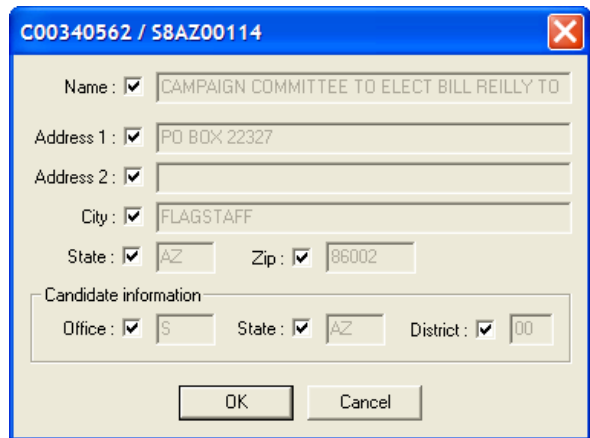
- ✓ Enter the name of the committee or select them from the list box. Pres TAB
- ✓ If you have entered a new name the Individual/Organization Information dialog box will open.

- ✓ Select the type of Committee from the drop-down list at the top.

- ✓ Use the “Look up” function to select a committee ID



- ✓ Select the committee from the list and press the “Copy All” button.



- ✓ The information to be transferred to the transaction is show in the display. Uncheck any item that you do not want copied. Then select OK.

- ✓ The information is transferred to the Individual/Organization Information screen. Update any information as required and select OK

- ✓ With the entity selected, enter the date and amount of the transaction. Additional information on the category of transfer and check/account information can be added. Then select OK. Note the change in the balance

of the line item on the SL Summary Page.

Levin Fund Other Disbursements – SL Line 5

Line#	Description	TheP.I.	TheP.U.	CTD.I.	CTD.U.
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a) Voter Registration				
4(b) Voter ID				
4(c) GOTV			2000.00	2000.00
4(d) Generic Campaign				
5	Other disbursement			3000.00	3000.00

- ✓ Double Click on the line 5 of the SL Summary page. The appropriate transfer dialog box opens.

Other Disbursement

Name
 DEMOCRATIC SENATE 2000 - 430 SOUTH CAPIT...
 BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Date Amount
 _____ 0.00 In-Kind

Description

Election Year of Election
 _____ _____ Memo

Candidate/Campaign Committee
 BUD CUMMINS CAMPAIGN - PO BOX 25061...
 CAMPAIGN COMMITTEE TO ELECT BILL REILLY ...

Category code Refund/Disposal of Excess Contributor

Check No. Account Identifier
 _____ _____

Next entry... OK Cancel

- ✓ Enter the name of the person/entity or select them from the list box. Pres TAB

- ✓ If you have entered a new name the Individual/Organization Information dialogue box will open.

Individual/Organization Information

Type National Multi-Candidate

Campaign Committee
Individual other than a Candidate
Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity
Campaign Committee
Political Action Committee
Political Party Organization
Other (Political) Committee
Candidate

If Individual

Last Name Middle Name

First name Prefix Suffix

Address

City State Zip

None

Employer

Candidate Information

Office State District Other ID

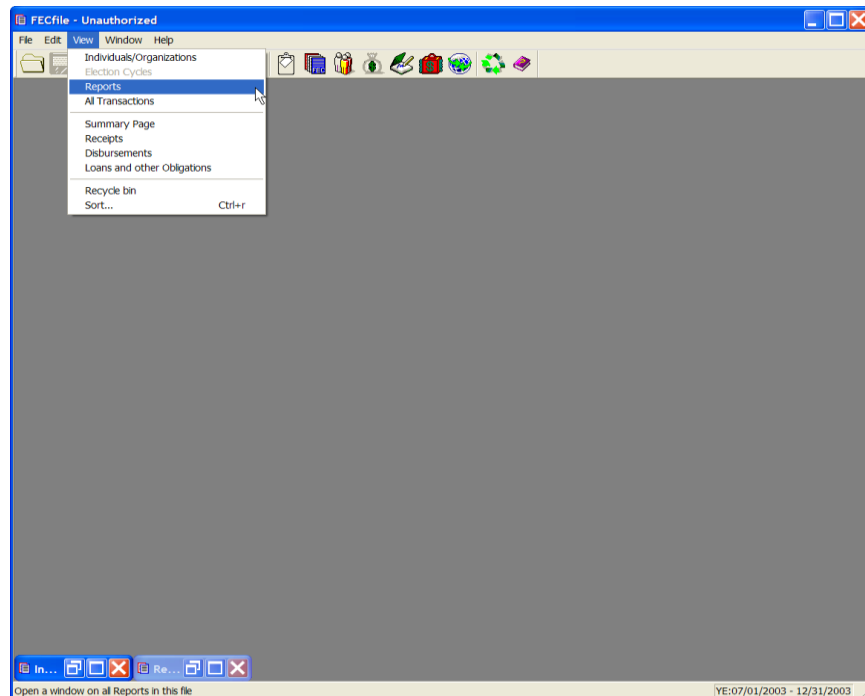
None

OK Cancel

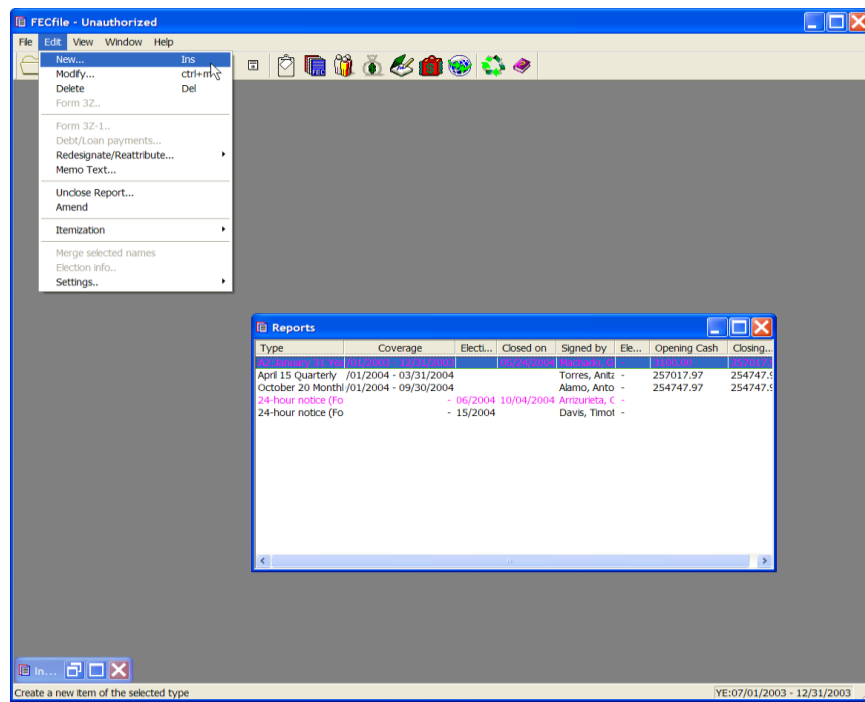
- ✓ Select the type of entity from the drop-down list at the top.
- ✓ If the entity is a person or organization, select them from the list or enter the information and select OK.

- ✓ With the entity selected, enter the date and amount of the transaction. Additional information on the category of transfer and check/account information can be added. Then select OK. Note the change in the balance of the line item on the SL Summary Page.

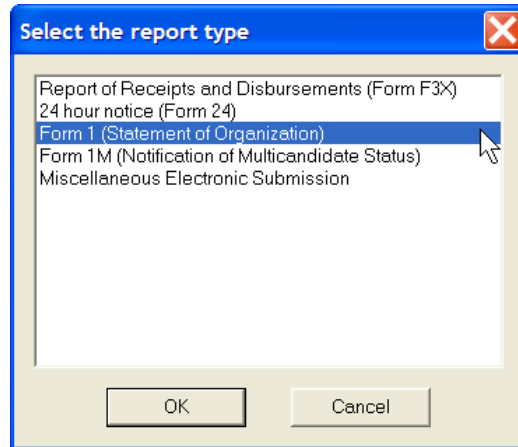
Statement of Organization



- ✓ From the FECFile main menu, select View from the menu bar, and select Reports.



- ✓ The reports screen appears. Select edit from the menu bar, and select new. The select report type dialog box appears.



- ✓ Select Form 1 (Statement of Organization), and click on OK. The Statement of Organization dialog box appears. Select the type of committee, (entering a 3 letter party code, when applicable), select the box for the Committee name changed, or Address has changed, when applicable. Enter in the URL, email, and date.

STATEMENT OF ORGANIZATION ✖

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

Party code

National
 State
 Subordinate

Custodian of Records
 Edit

Treasurer
 Edit

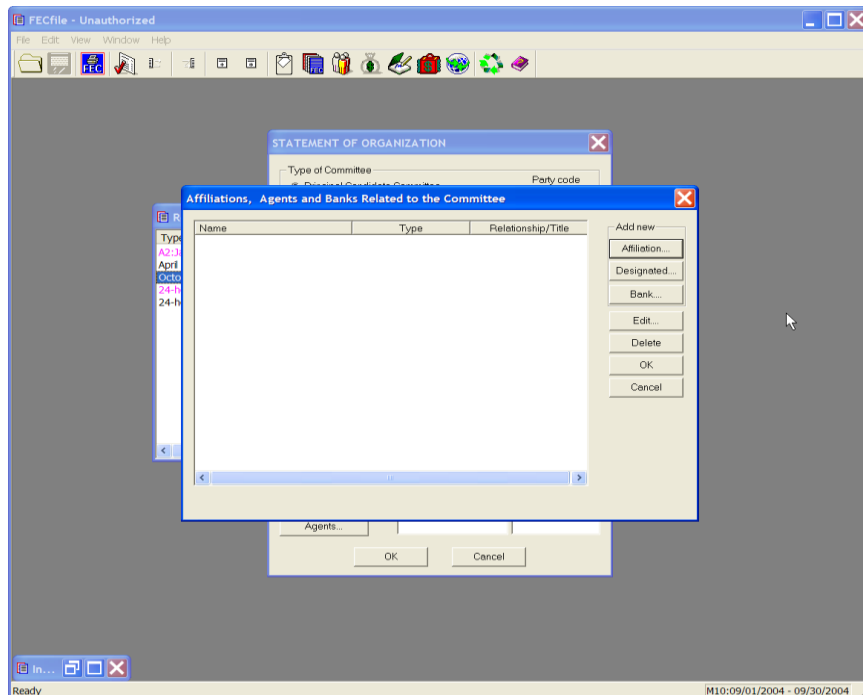
Committee name has changed Address has changed

URL

e-mail

Fax Date

- ✓ To change/or add affiliated committee information, connected organization, designated agent or depository, click on the Agents button.

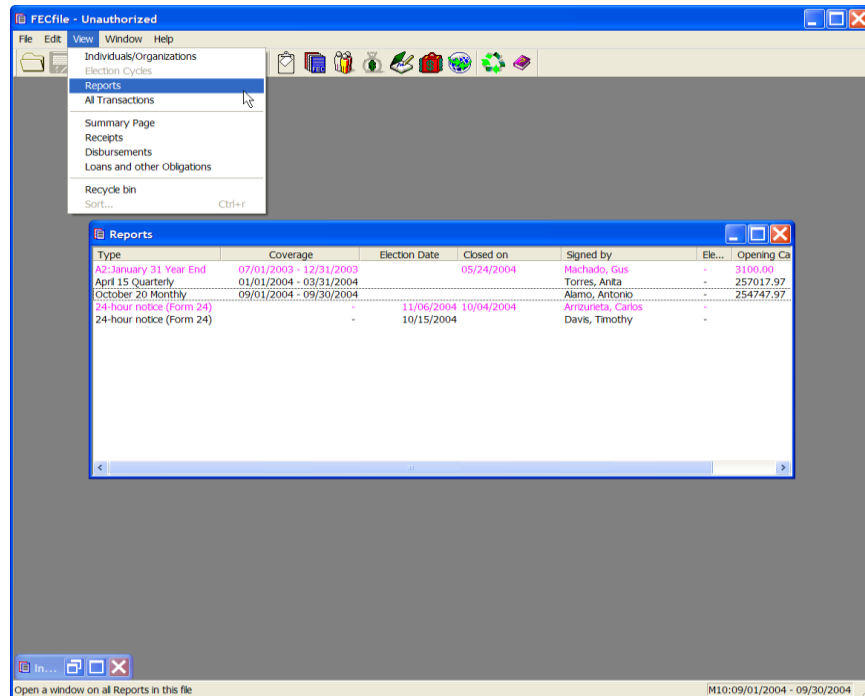


- ✓ Choose affiliated (not connected organizations), designated or bank, (affiliated applies to both affiliated committees and connected organizations). Enter the name, (if the name isn't already on the Individuals/Organizations list or Political Committee list, you must add it as a new individual, organization or party).

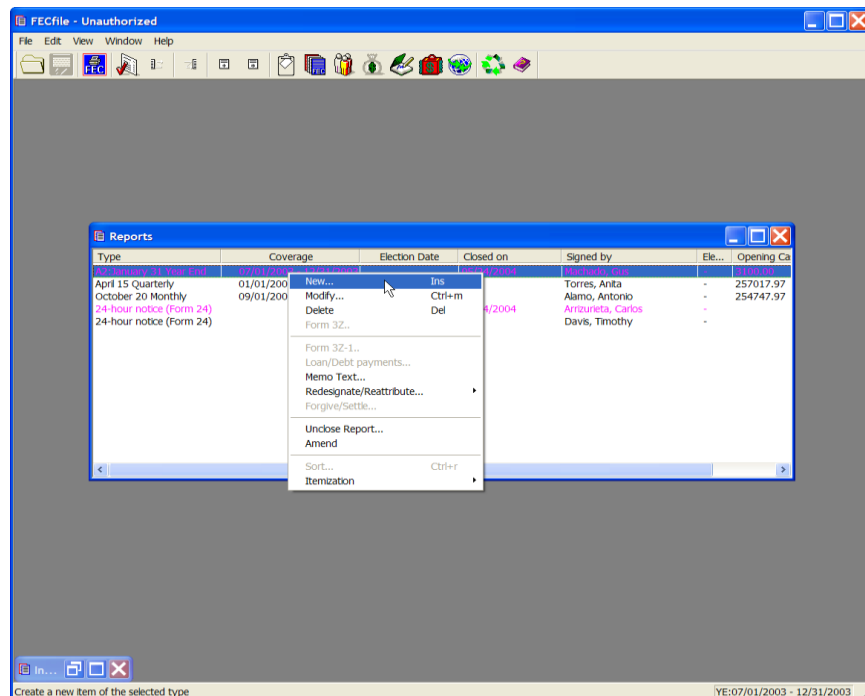
Note: Committees that discloses affiliates, cannot select "None" for "Connected Organization Type". If they do, Line 6 will read "None". For example, a local party cannot list a state party as an affiliate and then check "None" as the "Type of connected organization".

- ✓ Add the phone number and the title/relationship and select OK.
- ✓ Select OK at the Affiliations, Agents and Banks dialog box.
- ✓ To change the Treasurer, select the appropriate line and click on Edit in the Affiliations, Agents and Banks dialog box.
- ✓ Enter the name, (if the name is not already documented in the Individuals/Organizations list or the Political Committee list).
- ✓ Add the phone number, title/relationship, and click OK.

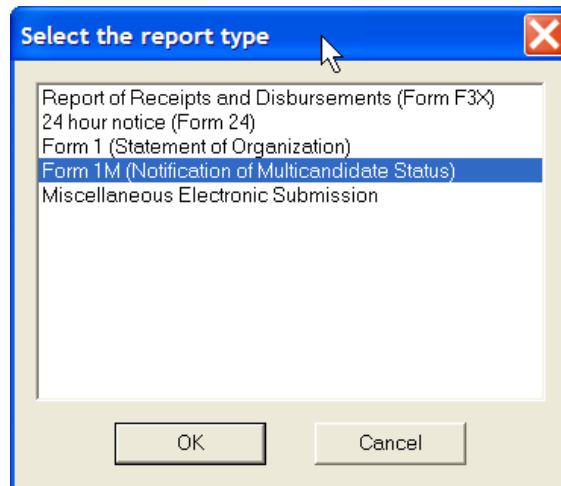
Form 1M Notification of Multicandidate Status



- ✓ Select View, Reports on the menu bar from the FECFile main menu.



- ✓ Select Edit from the menu bar, and click on New.



- ✓ The Report dialog box appears. Select Form 1M, (Notification of Multicandidate Status), and click on OK.

NOTIFICATION OF MULTICANDIDATE STATUS ✖

Type of Committee

State Party Other

STATUS BY AFFILIATION

Affiliated committee

[-] Edit

STATUS BY QUALIFICATION

List of 5 federal candidates the committee has contributed to

[-]	Edit
[-]	Edit
[-]	Edit
[-]	Edit
[-]	Edit

51st Contribution on FORM1 registration on Qualified on

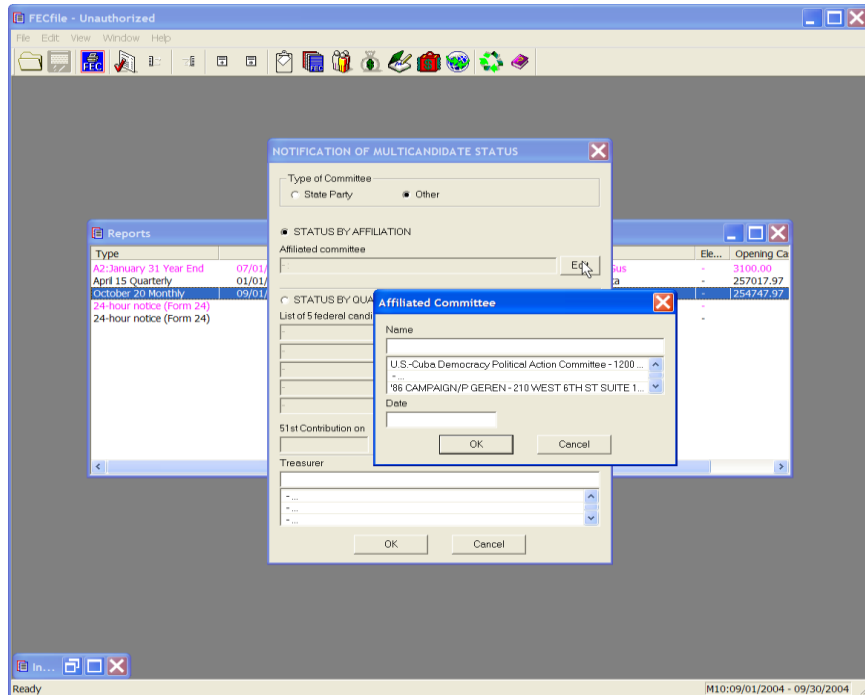
Treasurer

- ... ^

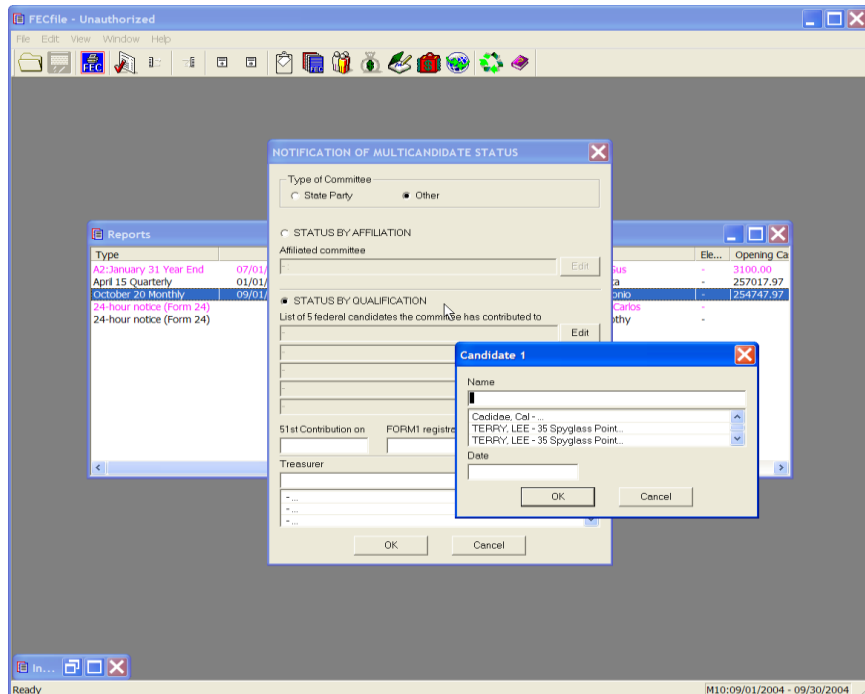
- ... v

- ... v

- ✓ The Notification of Multicandidate Status dialog box appears. Select the type of Committee, and select Status by Affiliation or Status by Qualification.



- ✓ When selecting Status by Affiliation, indicate the affiliated committee using the Edit button.

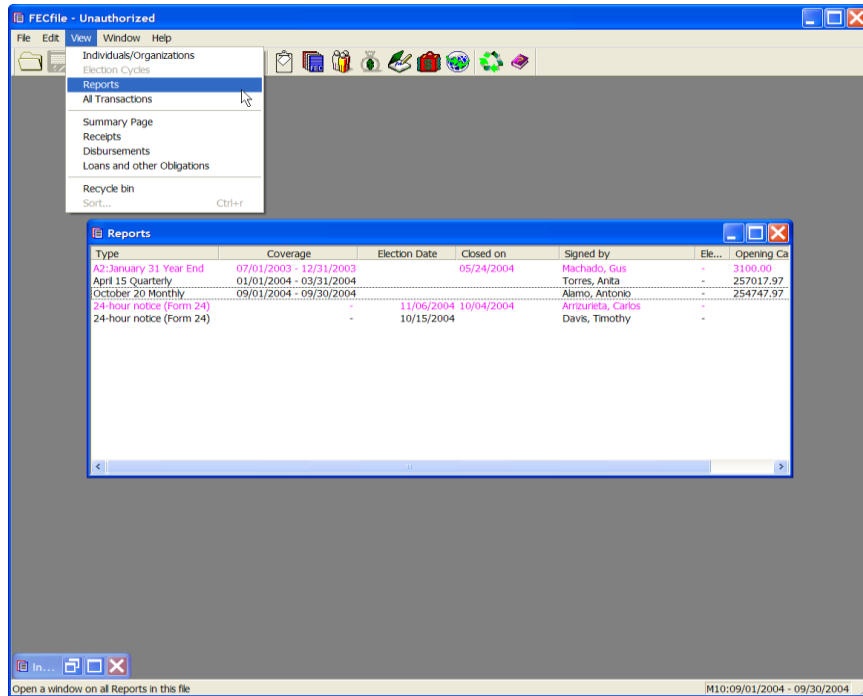


- ✓ When selecting Status by Qualification, indicate the candidates to which the committee has contributed using the Edit button, (being certain to create a record for the contributions using the Tab key), along with entering the date,

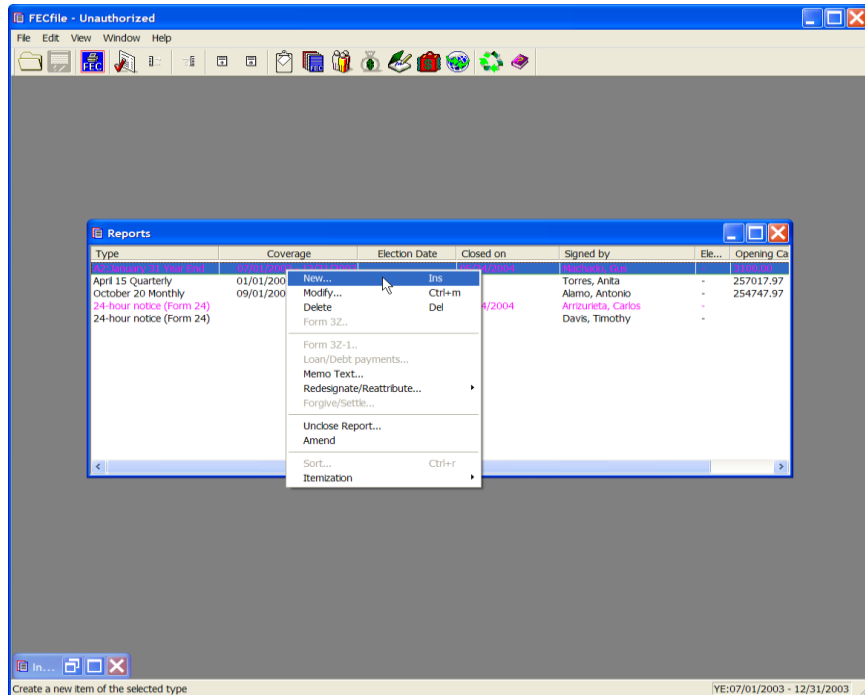
and then adding data to the remaining fields. The Treasurer field should be populated by entering in the Treasurer's last name and pressing the Tab key.

- ✓ Once the date fields have been populated, press OK, and press OK in the second dialog box, and closing and uploading the report.

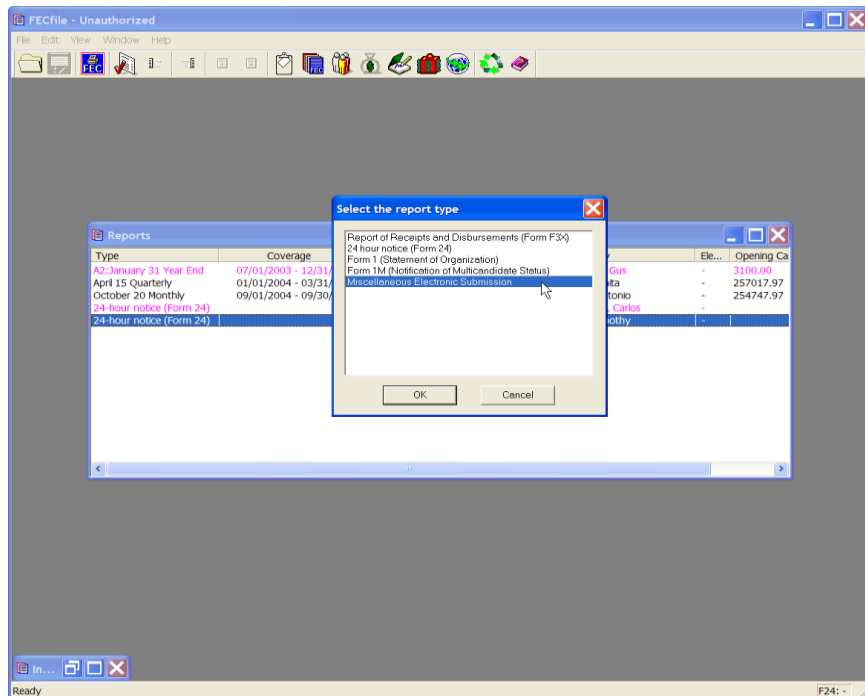
Miscellaneous Electronic Submission (a separate document, not attached to a specific report)



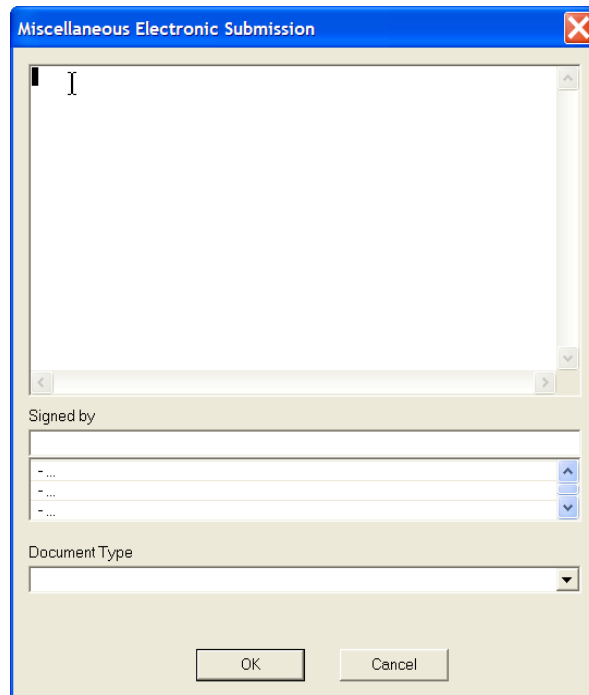
- ✓ Select View, Reports on the menu bar from the FECFile main menu.



- ✓ Select Edit from the menu bar, and click on New.

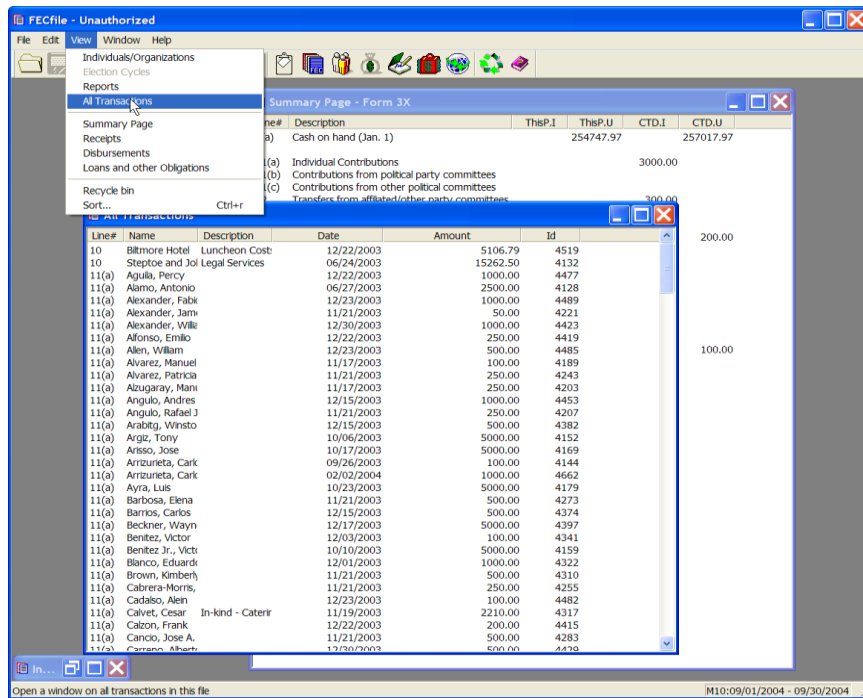


- ✓ The select report types dialog box appears. Select the Miscellaneous Electronic Submission option, and click on OK.

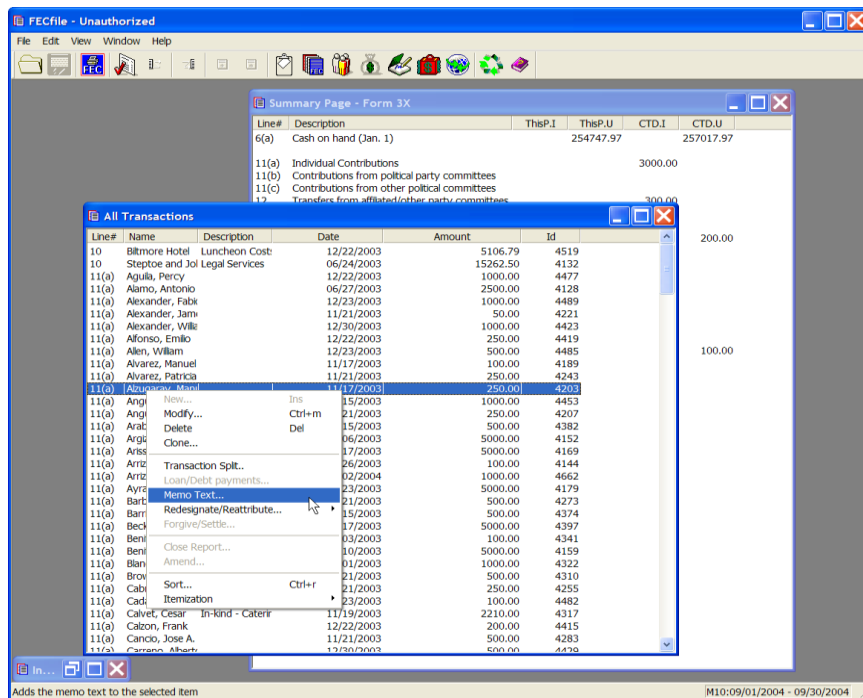


- ✓ The Miscellaneous Electronic Submission dialog box appears. Enter text into the large text field, and then select the Signed by field.
- ✓ The Signed by field should be populated by selecting the treasurer's last name, or by selecting the field and pressing the Tab key.
- ✓ Close and upload the report as all reports.

Memo Text - (Information about a specific transaction within a report)

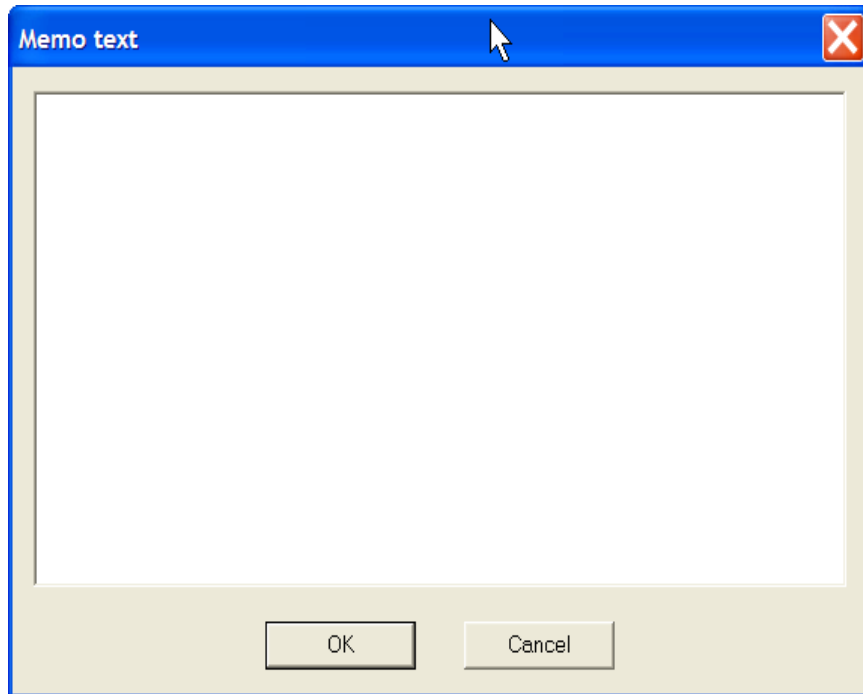


- ✓ Select View, All Transactions on the menu bar from the FECFile main menu.



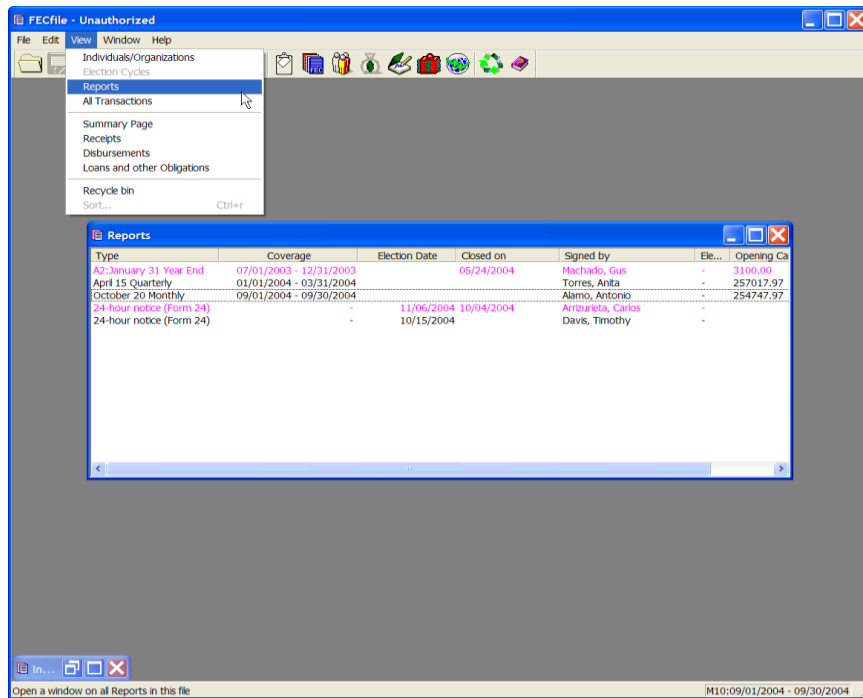
- ✓ Right click on the transaction to which the memo text will be attached. Select

memo text and left click.

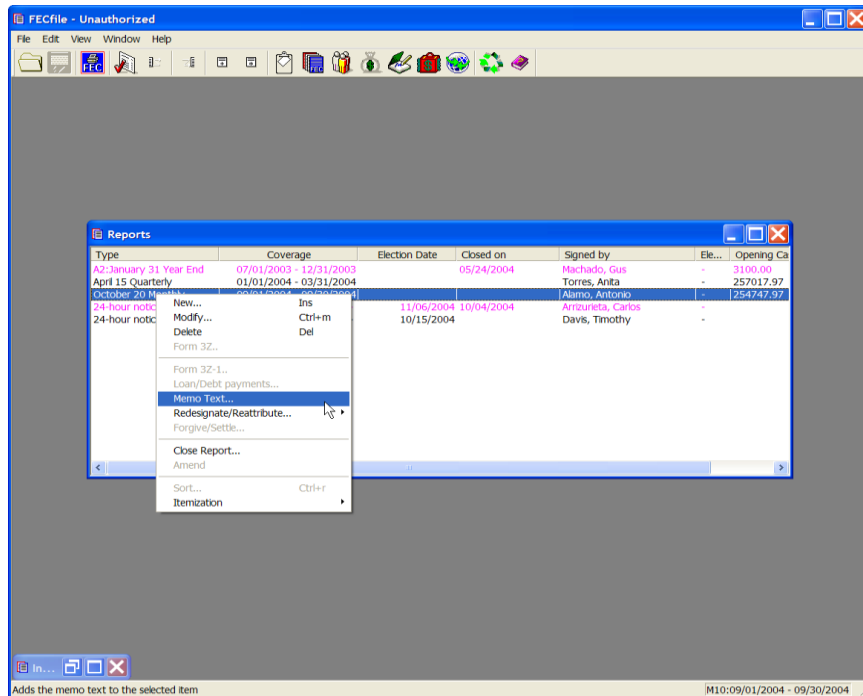


✓ Enter in the memo text and select OK.

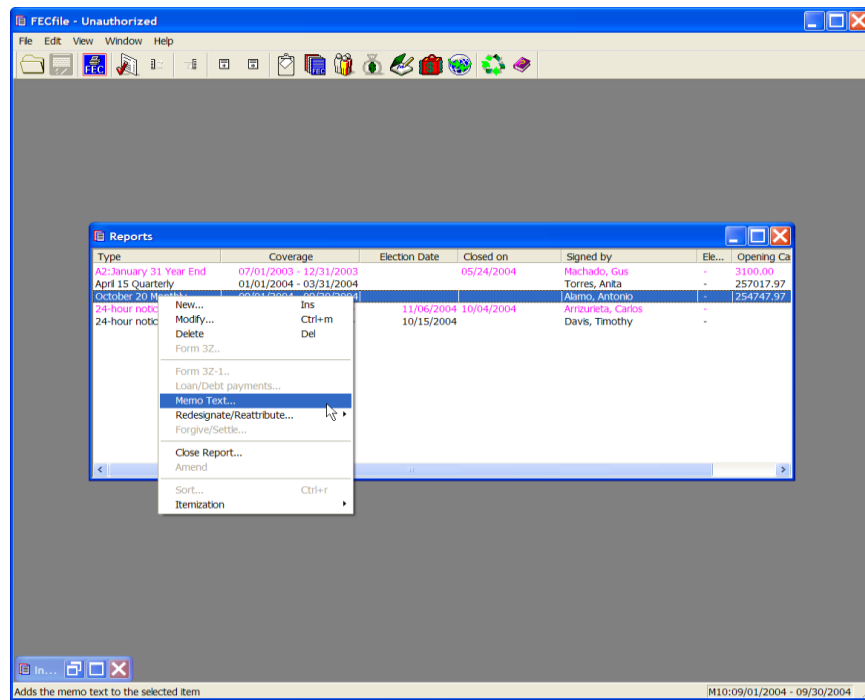
Text Record (a cover letter attached to a specific report at the end)



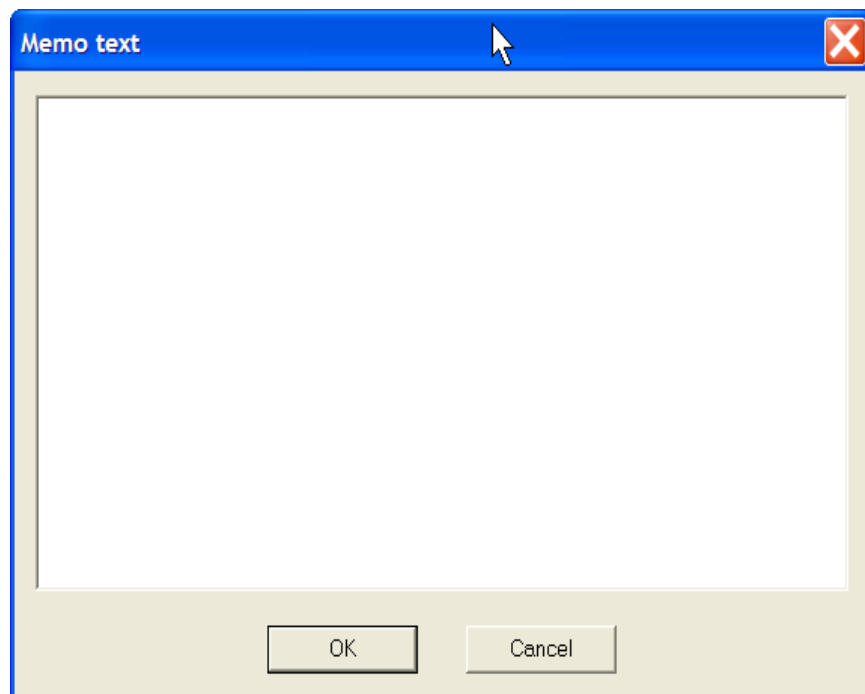
- ✓ 1. Click on View and Reports from the FECFile drop down menu.



- ✓ Right click on the appropriate report.

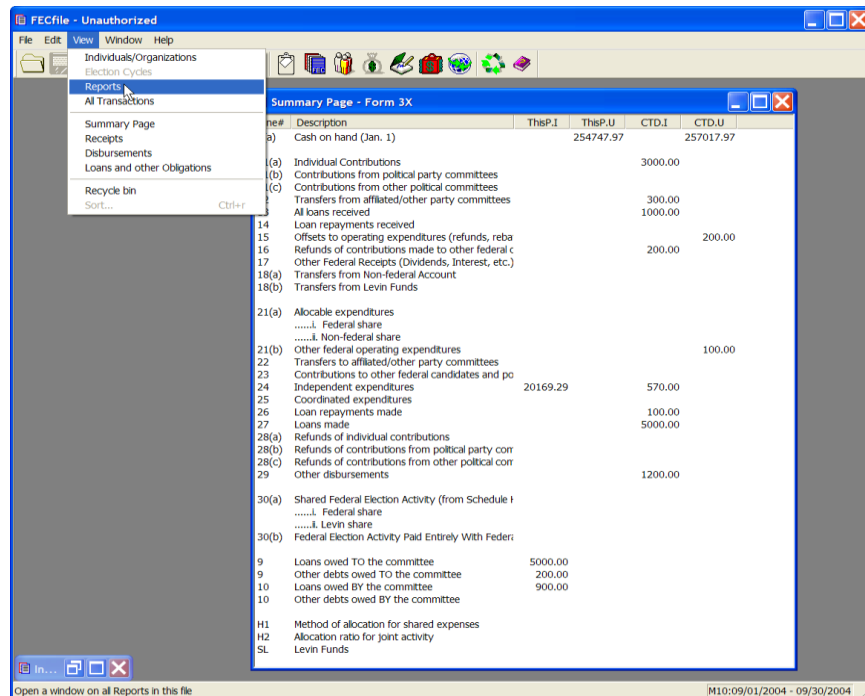


- ✓ Highlight the Memo text option, and left click.

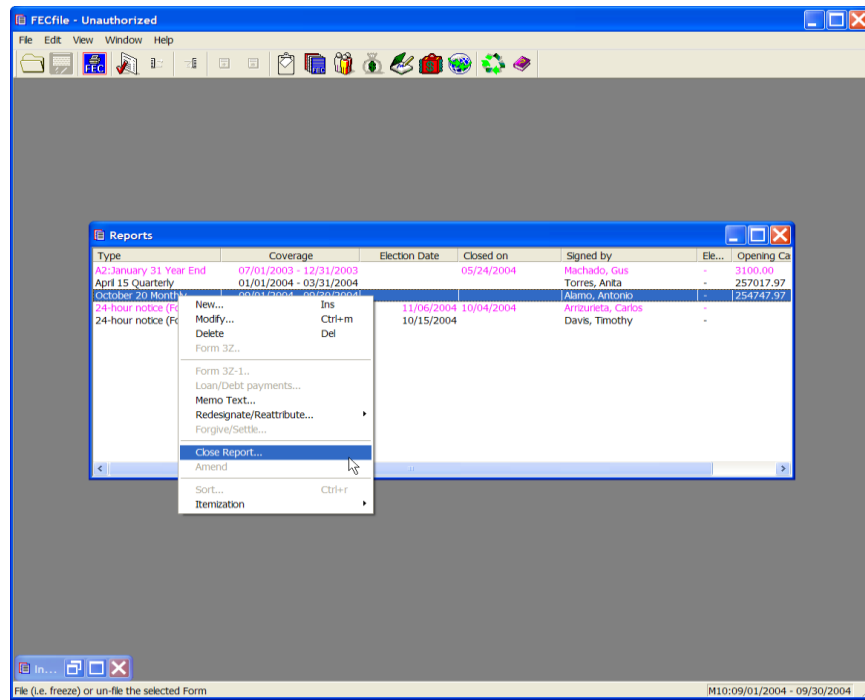


- ✓ Enter the memo in the Memo Text field and click on OK.

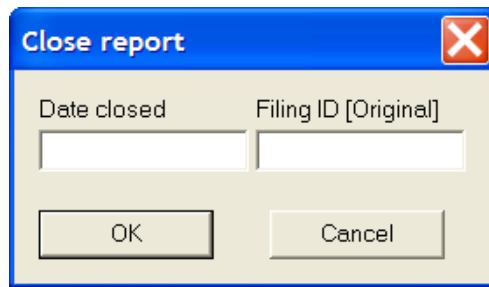
Closing a Report



- ✓ Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.



- ✓ Click on the close report option.



- ✓ The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.