E.   TRANSACTIONS

Normal

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, re				
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

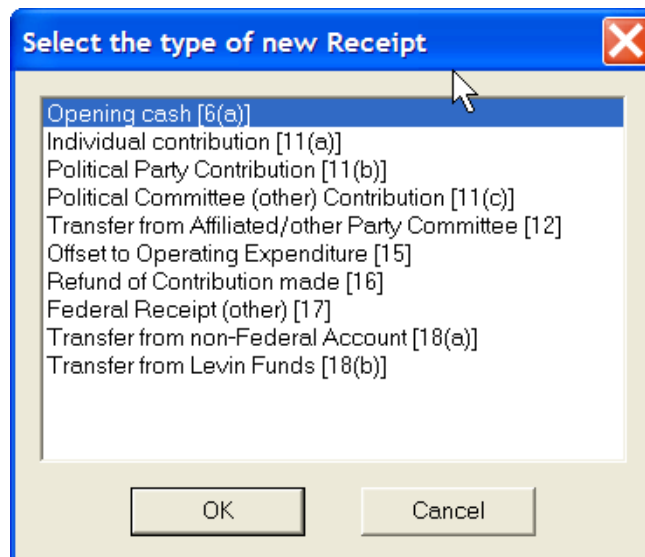| Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
7	Cash on hand (Jan. 1)				
1(a)	Receipts from persons				
2	Other Receipts				
4	Transfers to Federal or Allocation Account				
4(a)	.....Voter Registration				
4(b)	.....Voter ID				
4(c)	.....GOTV				
4(d)	.....Generic Campaign				
5	Other disbursement				

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.

Select the type of new Receipt

- Opening cash [6(a)]
- Individual contribution [11(a)]
- Political Party Contribution [11(b)]
- Political Committee (other) Contribution [11(c)]
- Transfer from Affiliated/other Party Committee [12]
- Offset to Operating Expenditure [15]
- Refund of Contribution made [16]
- Federal Receipt (other) [17]
- Transfer from non-Federal Account [18(a)]
- Transfer from Levin Funds [18(b)]

OK   Cancel

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.

✓ 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.

✓ 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.

Individual contribution

Name

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

Date   Amount
                              0.00   ☐ 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

✓ 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)

✓ 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.

✓ 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:
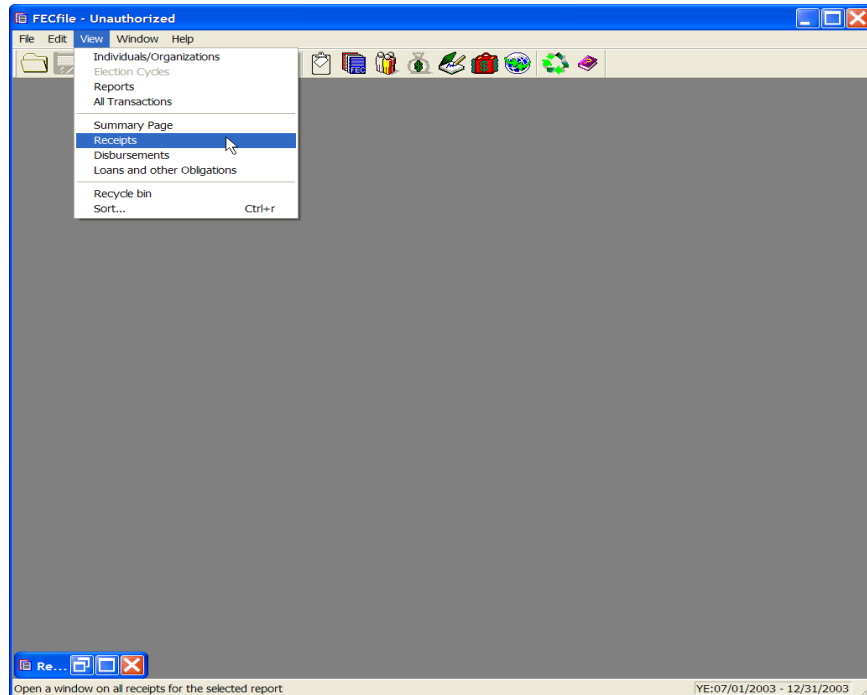
✓ Go to View and select Receipts from the drop down menu.
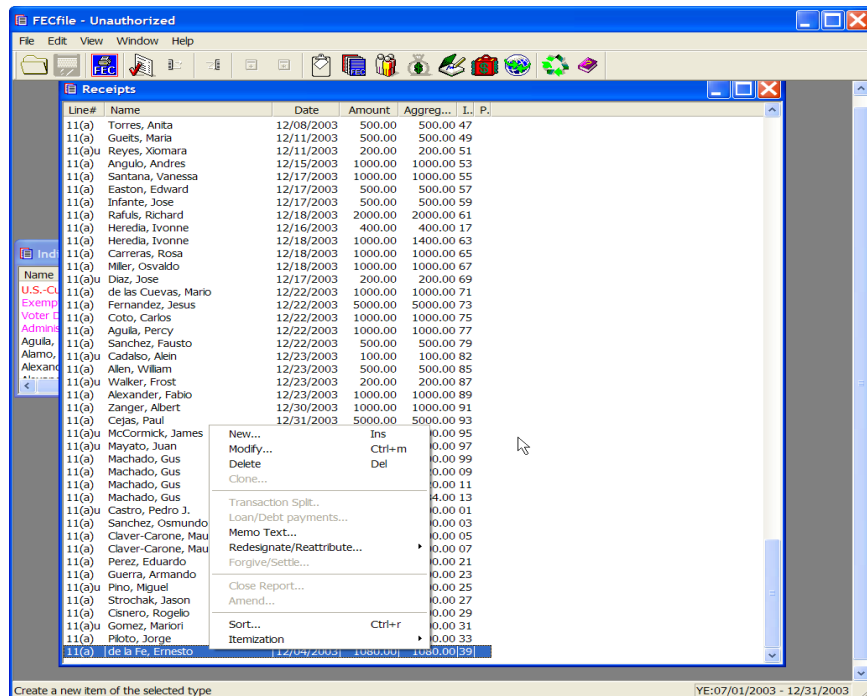
✓ Right-click on the contribution that was last added to the list.
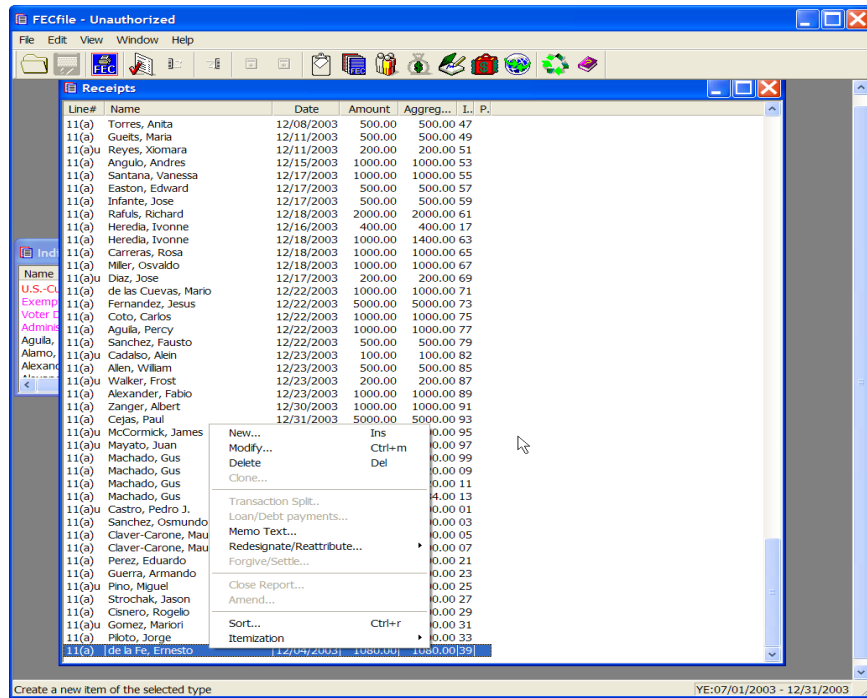
✓ Select Memo Text from the drop down menu.
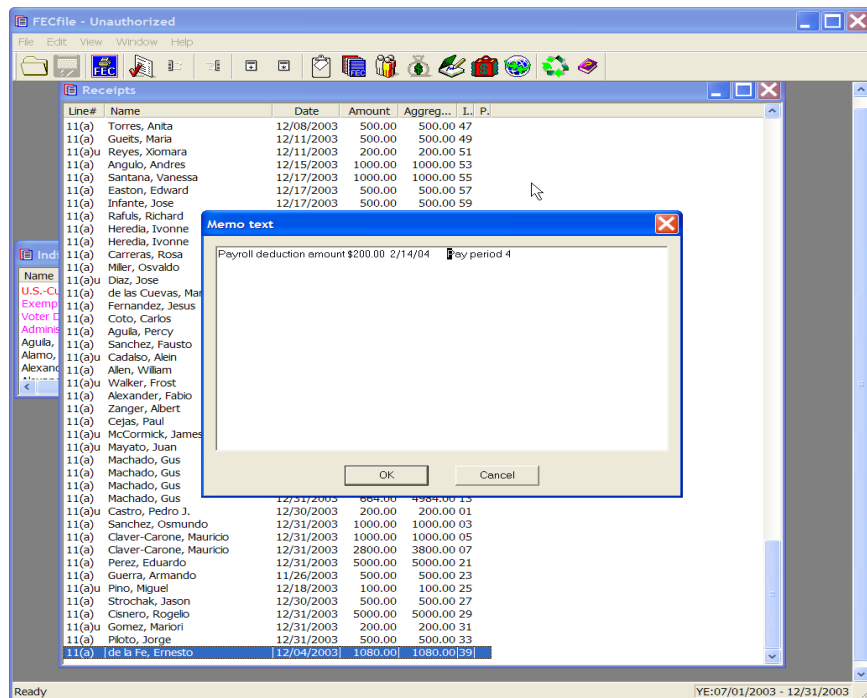
✓ The information related to the Payroll Deduction, amount deducted per pay period and the frequency of the deduction may be entered here if not previously entered in the Description field.

✓ 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)

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

✓ Enter the political party'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.

✓ Within the dialog box, select the drop down menu under Type, and select Political Party Organization.
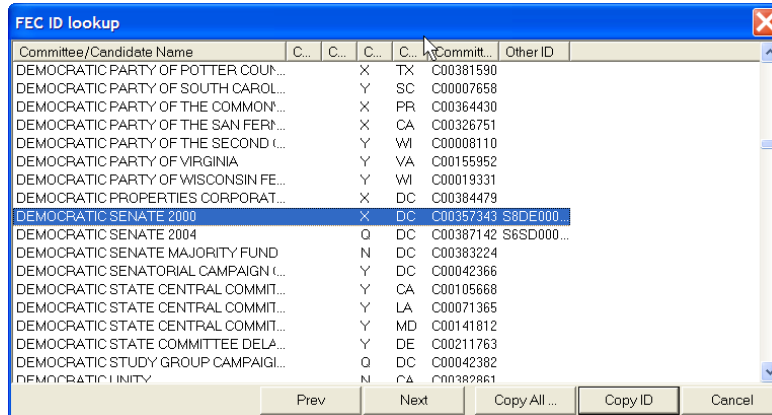
✓ Click on the Lookup button in the dialog box.

✓ Select the proper committee by highlighting it with the mouse, and select the Copy All button.
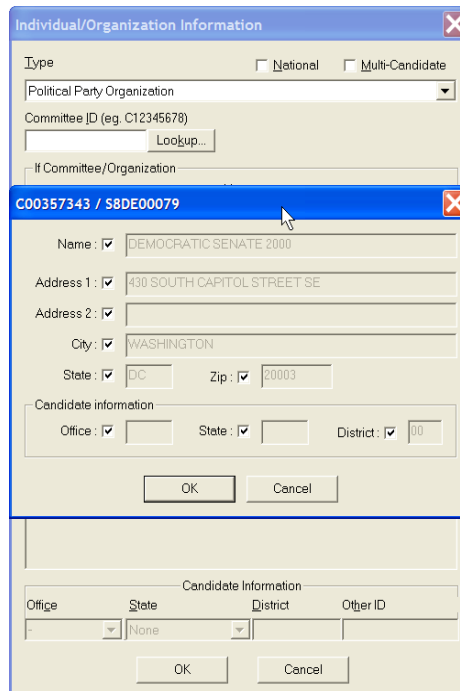
✓ A dialog box will appear with information about the committee, select OK.

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

✓ . Select OK.

Political Party Contribution

Name

_____

George Washington University - 555 Newcomb Street...

_____

Date   Amount

_____   _____ 0.00   ☐ 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)

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

Political Committee (other) Contribution

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]

✓ Enter 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.

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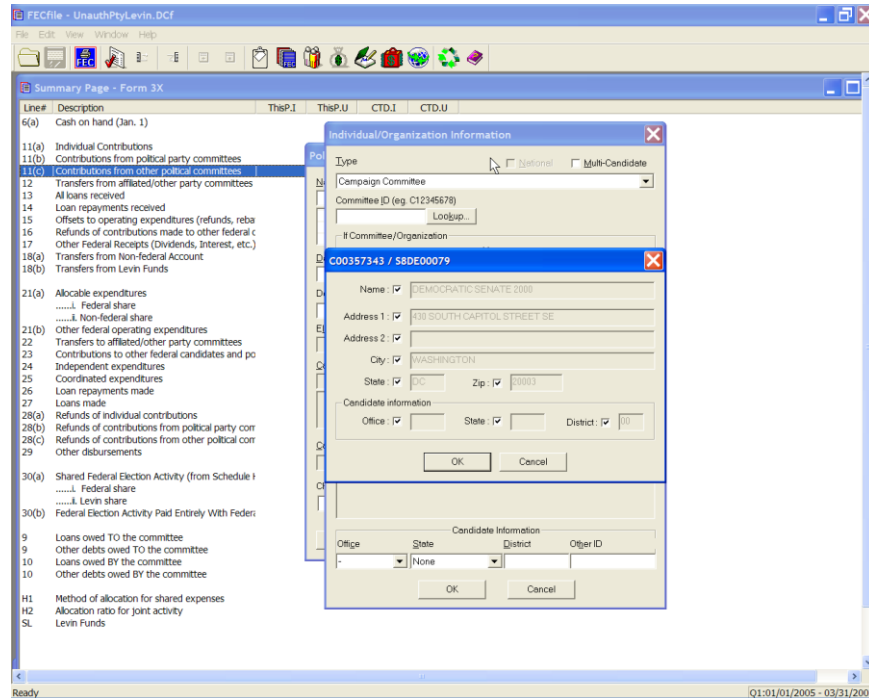
✓ FECFile will launch a dialog box, showing the proper committee's information.

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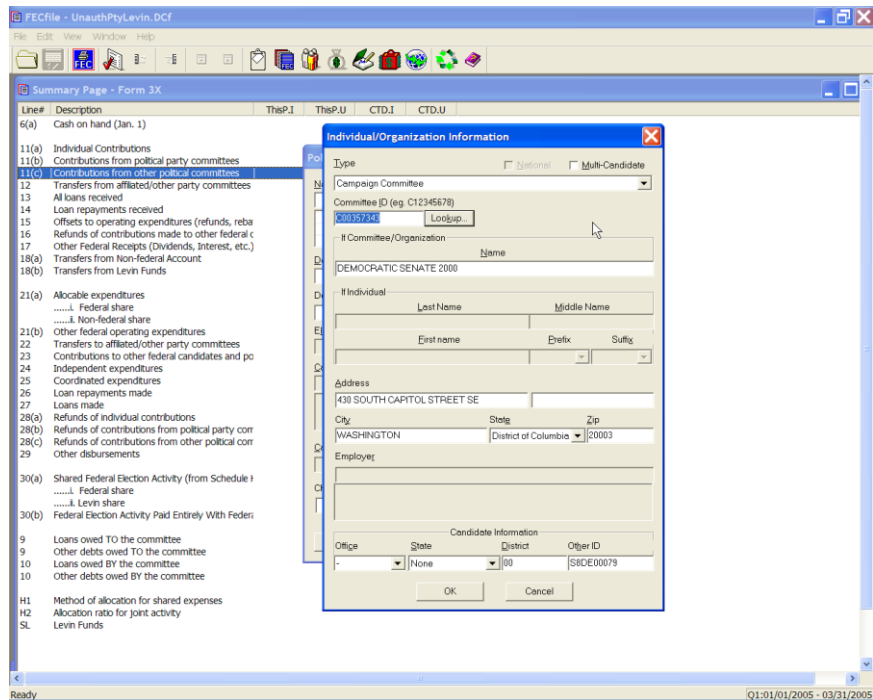
✓ Note, that the FECID is now loaded in the FEC ID text area, within the dialog box.

✓ Click on OK, within the dialog box.

Political Committee (other) Contribution

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

0.00   ☐ 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

✓ 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

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

✓ 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.

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

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

✓ 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.

✓ 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

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

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

✓ 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.
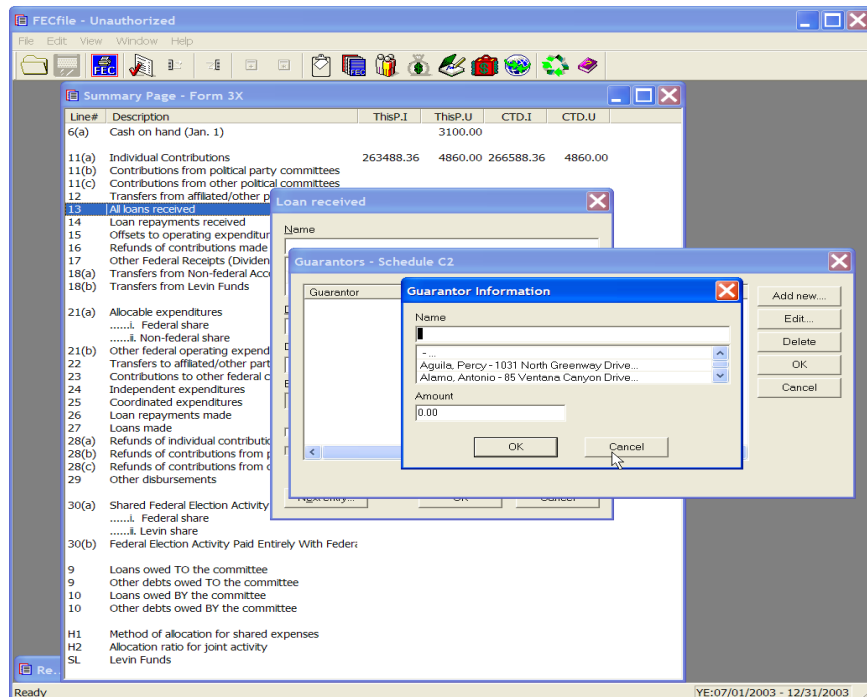
✓ Enter the information on the guarantor, and the amount, and click on OK.

✓ 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
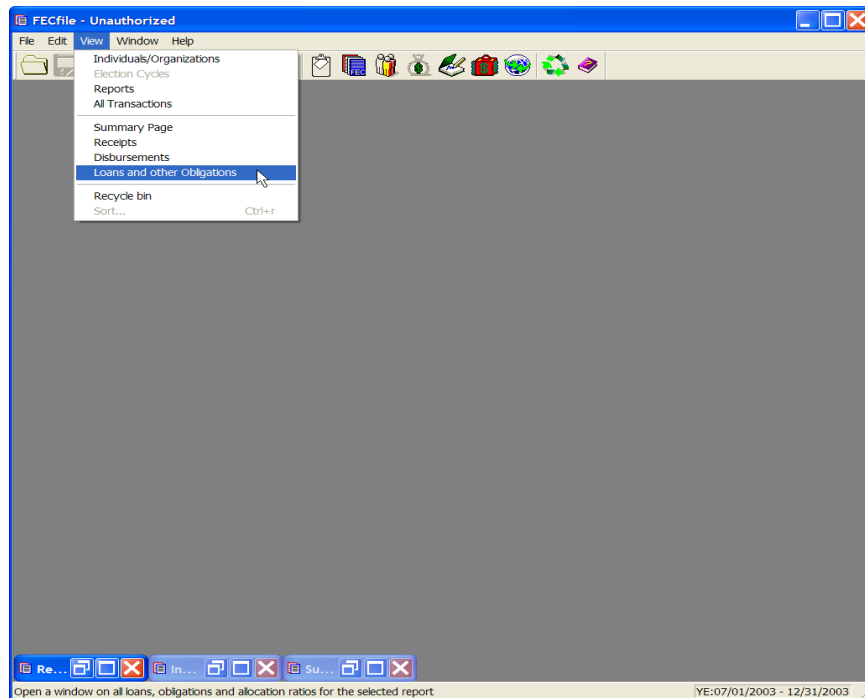
✓ At the Summary Page, go to the menu bar, click on View from the drop down menu, and then select Loans and other Obligations.

✓ 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)
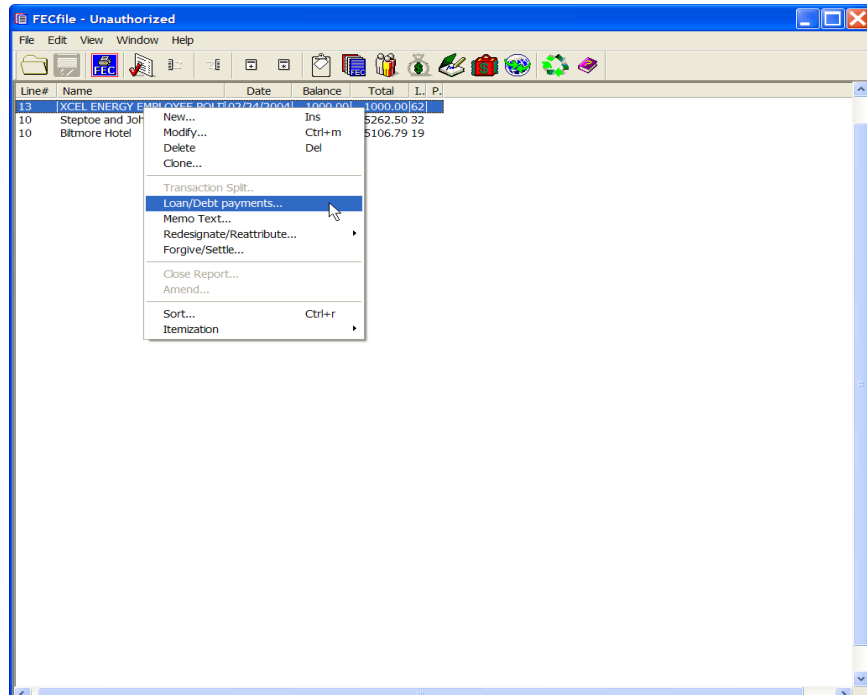
✓ Click on Loan/Debt payments
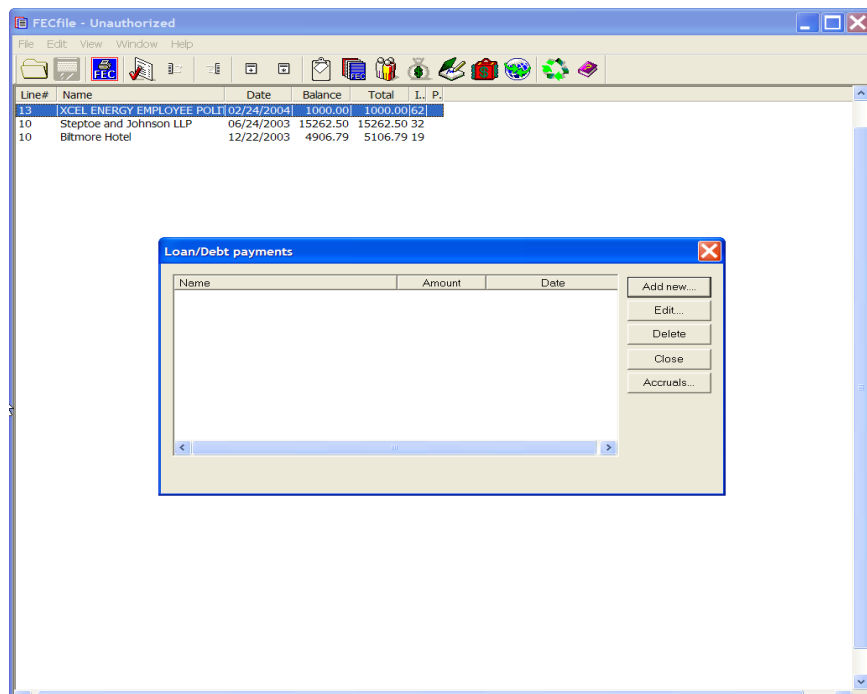
✓ The Loan/Debt payments dialog box appears.
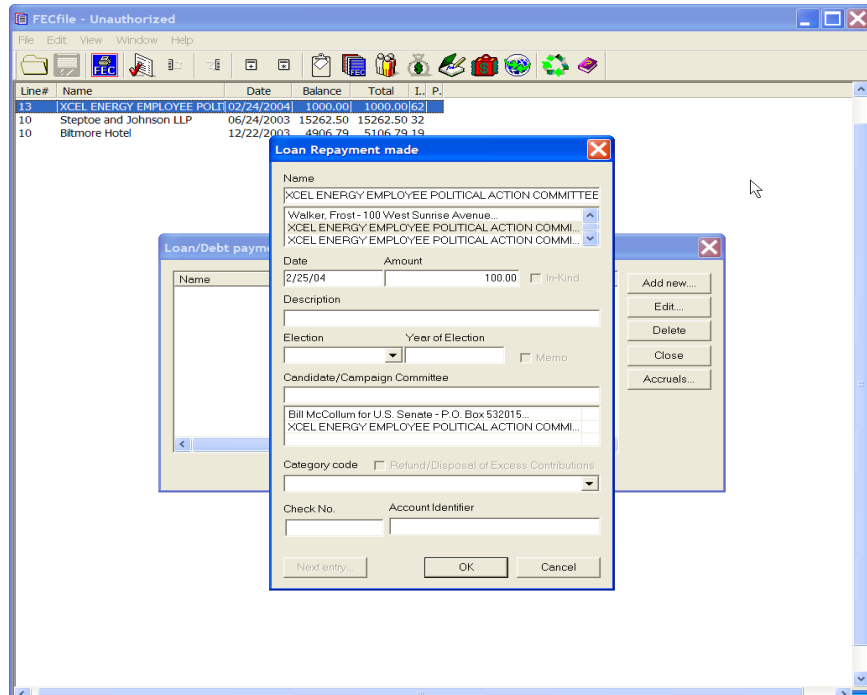
✓ Click on the Add new button and enter date and amount in the Loan repayment made dialog box, and click on OK.

-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.
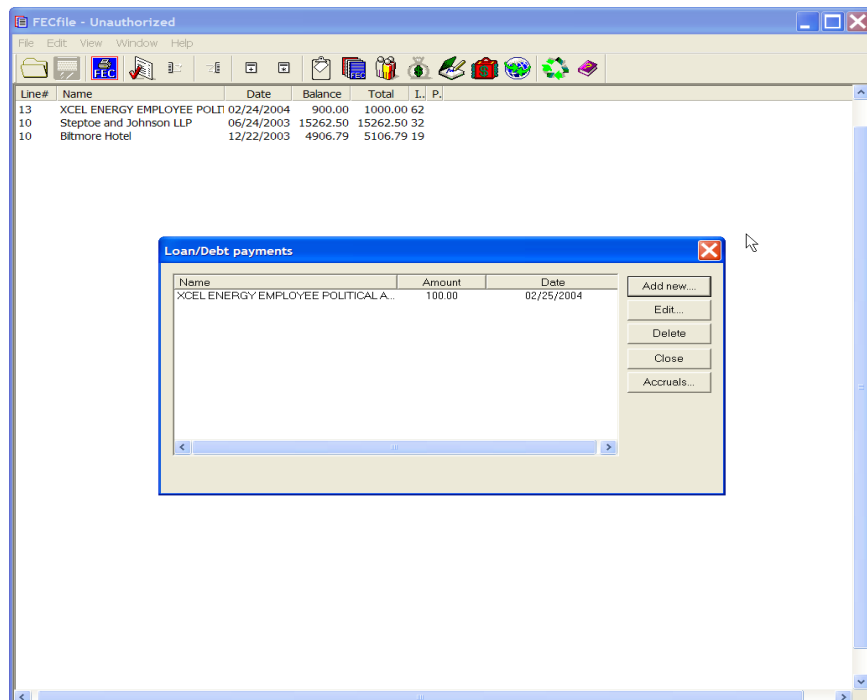
✓ Click on Close at the Loan/Debt repayments dialog box.

✓ 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

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

Offset to Operating Expenditure

✓ The Offset to Operating Expenditure dialog box is launched.

✓ 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.

✓ 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.

Offset to Operating Expenditure

Name

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

Date   Amount

0.00   ☐ 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

✓ 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

✓ Double click on Line 16 of the Summary Page.

Refund of Contribution made

Name

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

Date   Amount
                          0.00   ☐ 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

✓ 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.

✓ 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

---

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

✓ 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

✓ Double click on Line 17 of the Summary Page.

Federal Receipt (other)

Name

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

Date   Amount
                        0.00   ☐ 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

✓ 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

✓ 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.

✓ 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
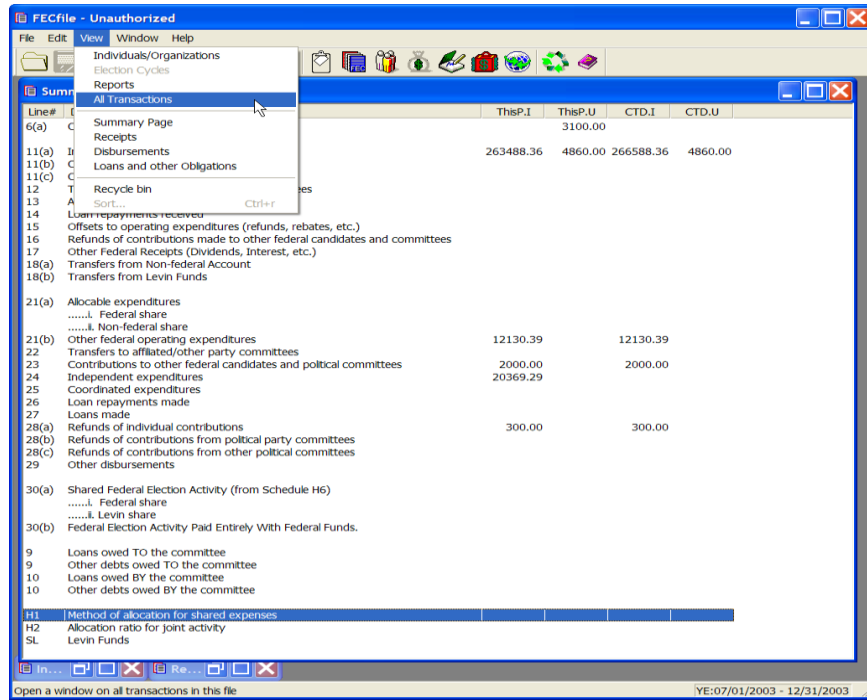
✓ To amend the H1, Click on the View drop down menu, and Select All transactions.
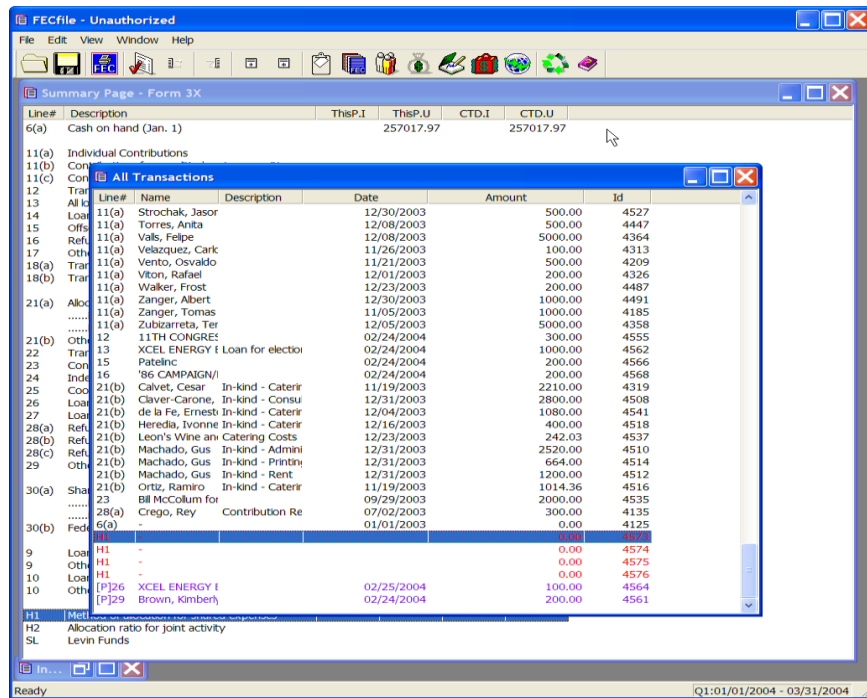
✓ From the list shown, select the H1 to be amended, using the right mouse button…(right-click on the H1 transaction)
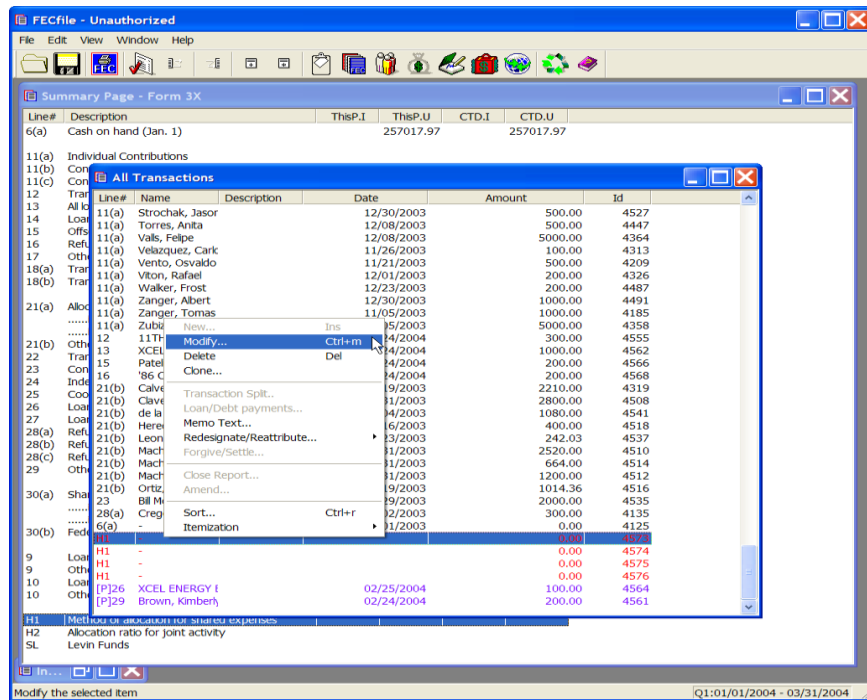
✓ As the drop down menu appears, select Modify.
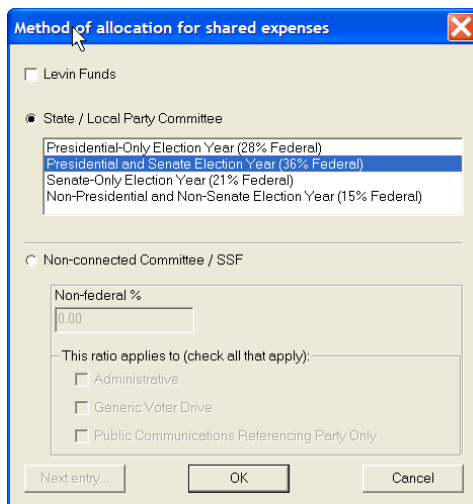
✓ Review the dialog box for the transaction, and enter the appropriate changes.

Line#	Name	Description	Date	Amount	Id
				0.00	1.00

Fecfile

? Are you sure you want to modify the selected Allocation Ratio?
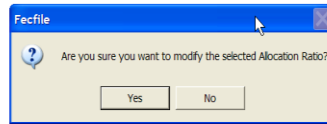
[Yes]   [No]

✓ 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

✓ 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.
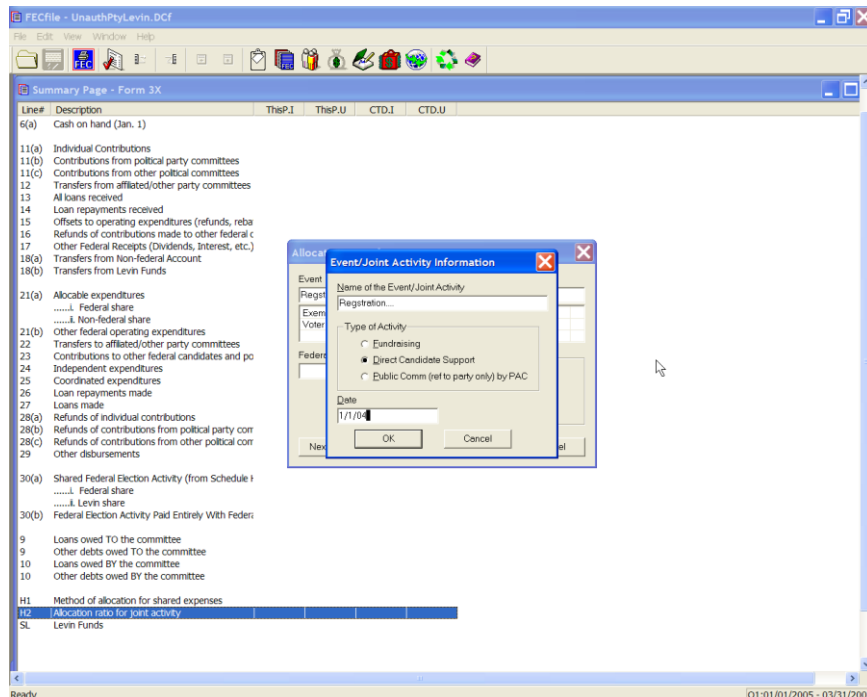
✓ An additional dialog box will appear, addressing the event/and joint activity.

✓ Once the dialog box appears, select on the appropriate activity, tab to the date field and type in the date, and select OK.
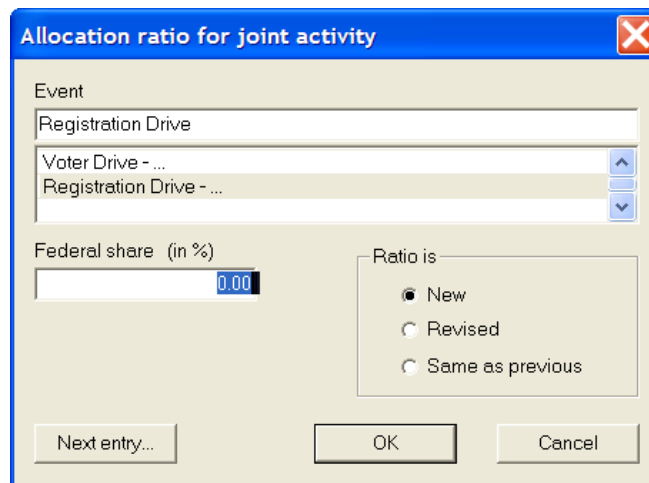
✓ As the date is entered, the application returns to the allocation ratio for joint activity dialog box. Enter the federal share in the appropriate area,

✓ Select the type of ratio and select OK.

Transfers From Non-federal Accounts for Joint Activity, Line 18(a) [H3]

Please note: Prior to entering an H3 transfer, the H1 or H2 ratio must be entered.

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

✓ The transfer from non-federal account dialog box appears. Type in the name

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.

- ✓ Upon pressing the tab key, the Individual/Organization Information dialog box appears. Enter in the appropriate information, to include address information and select OK.
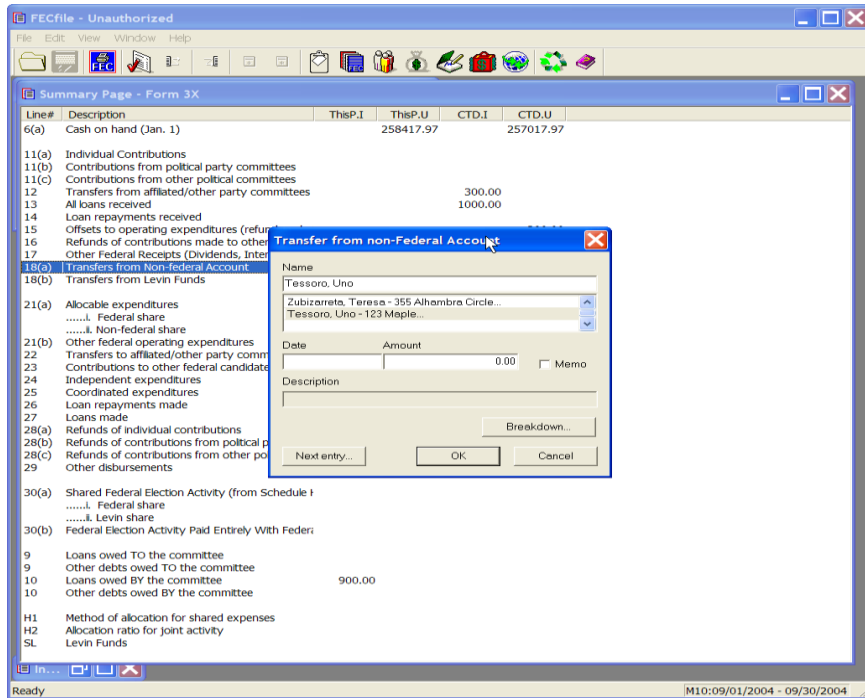
✓ Once OK is selected, the Transfer from non-federal account dialog box appears. Type in the date information and the amount. Select breakdown to bring up the next box.
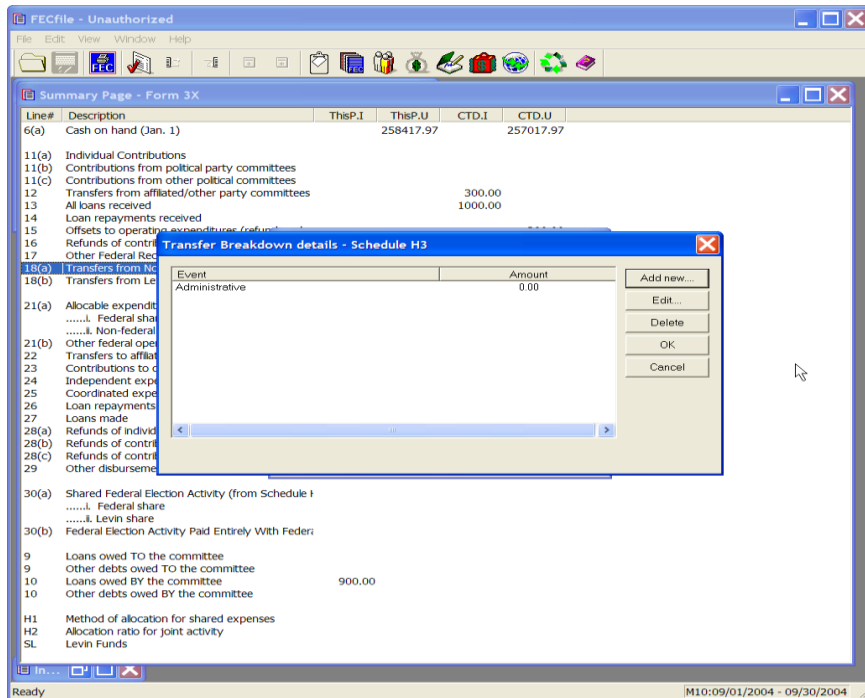
✓ Select the appropriate event and click on the edit button in the dialog box.
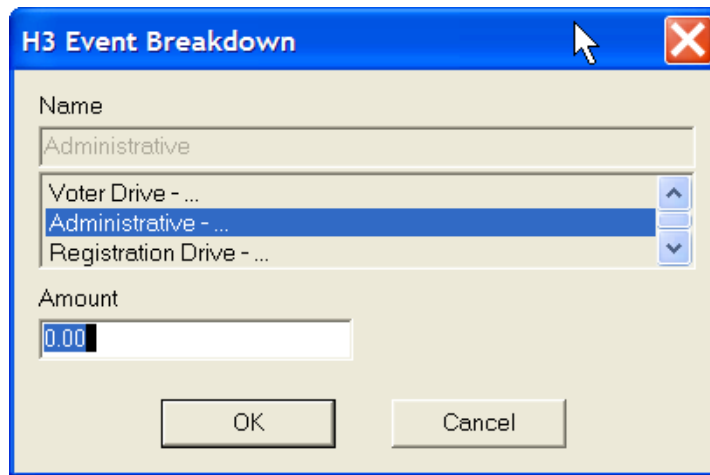
✓ The H3 Event Breakdown dialog box appears. Enter in the dollar amount in the dialog box and click on OK.
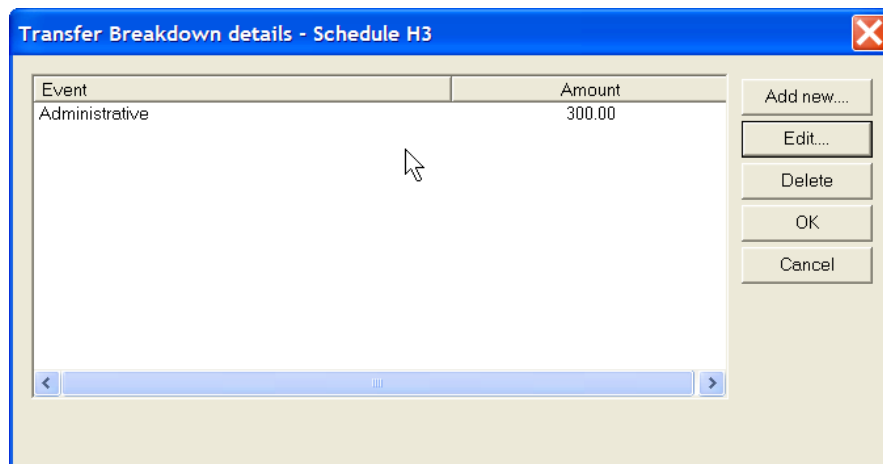
✓ The Transfer Breakdown Details dialog box appears. Click on OK.

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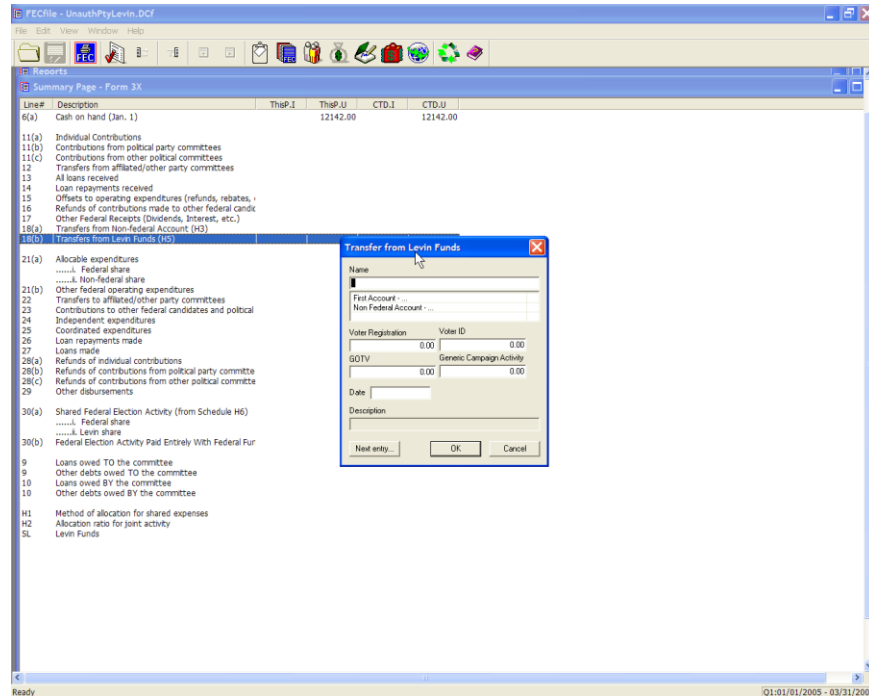
✓ View the Summary page, and double click on line 18b, Transfers from Nonfederal Accounts for Joint activity.

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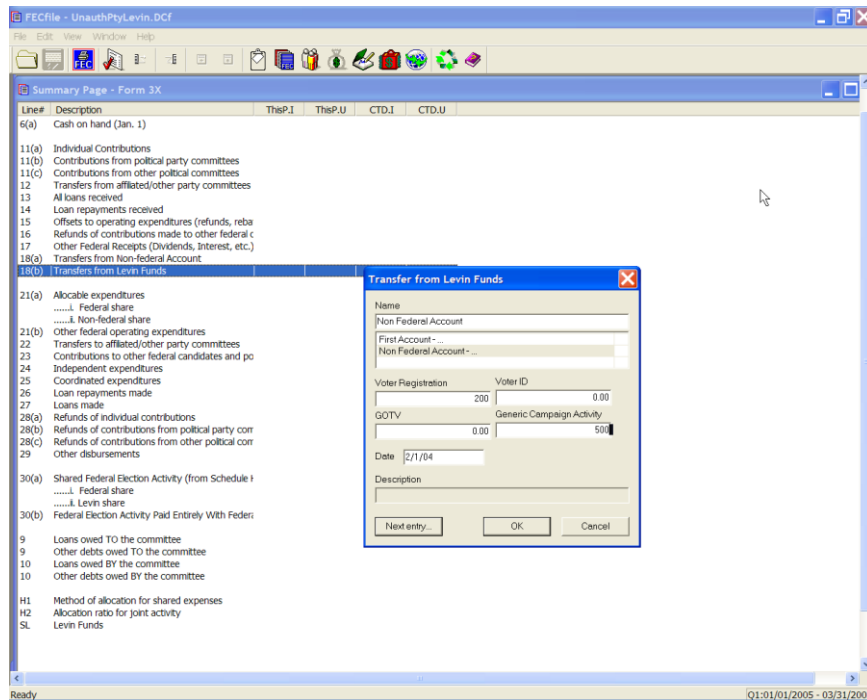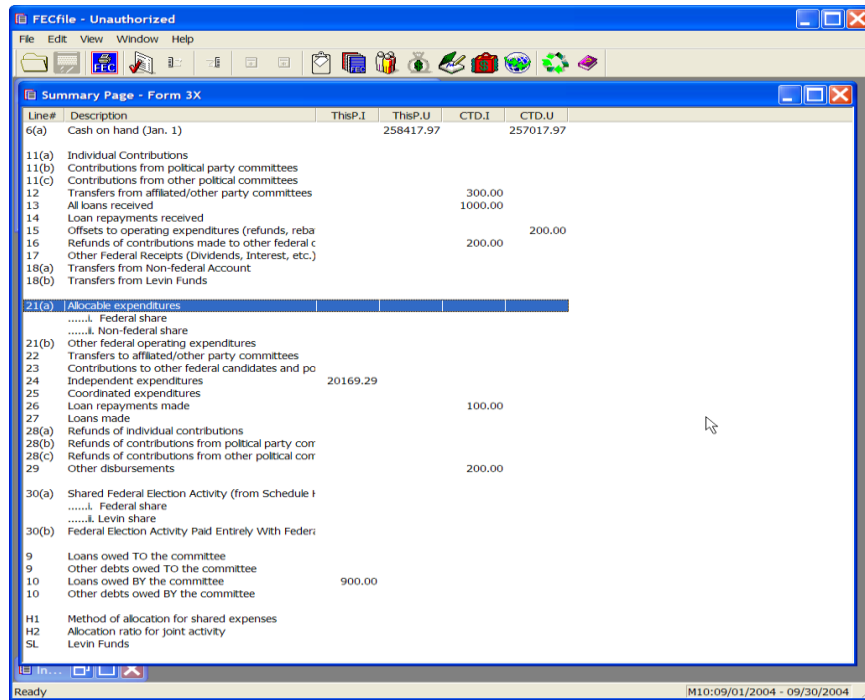
✓ Once OK is selected, the Transfer from Levin Funds dialog box appears. Type in the date information and the amount(s).

✓ 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

✓ 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.

✓ 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.

✓ Point and click inside the date field and enter the date, followed by entering in the Total amount of the expenditure. Click on the appropriate event then click on the CALC button, in the dialog box.

✓ Once the CALC function is completed, point and click inside the description text area, and type in the description or purpose of the expenditure.

✓ Click on OK.

H4 Exempt Activity

NOTE: Create H1 ratio before entering "exempt" 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.

✓ 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

✓ 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.

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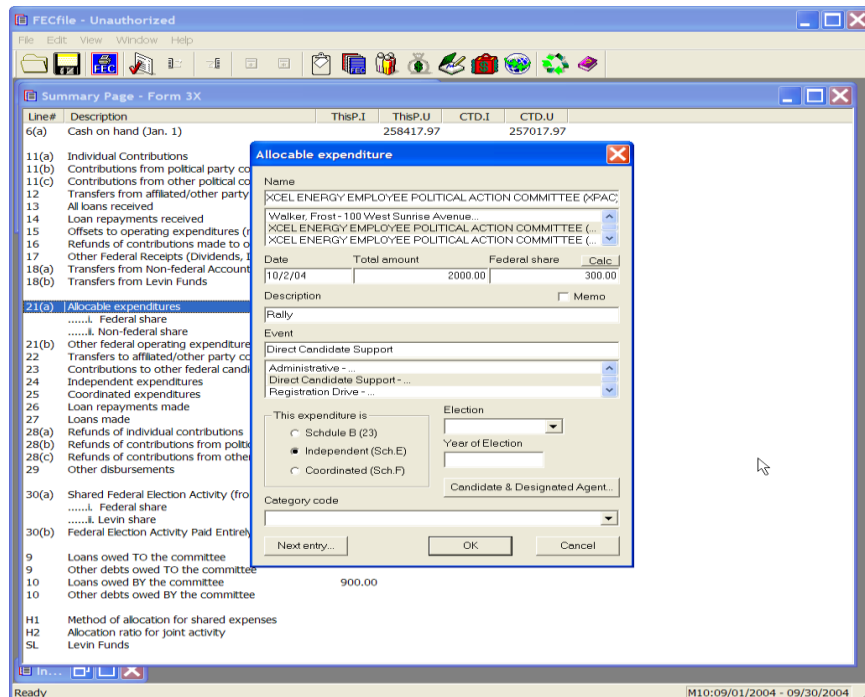
✓ Click on the Candidate and Designated Agent button in the dialog box. The corresponding dialog box will launch.

✓ 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.

✓ 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.

✓ 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)

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

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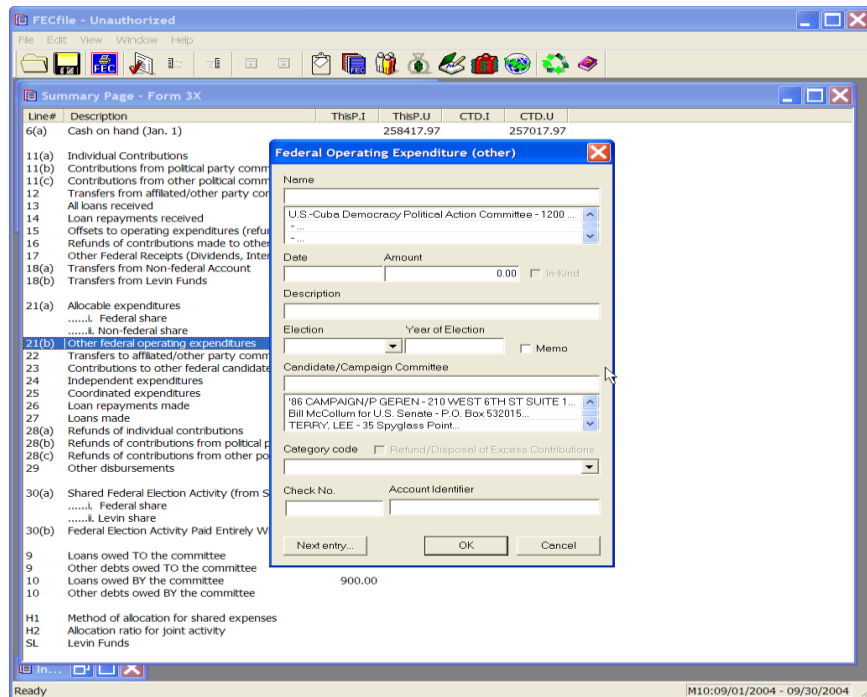
✓ The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.

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

Transfers to Affiliated/Other Party Committees Line 22

✓ Double click on line 22 of the FECFile Summary Page.

✓ The Transfer to Affiliated/other Party Committee dialog box appears.

✓ 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.

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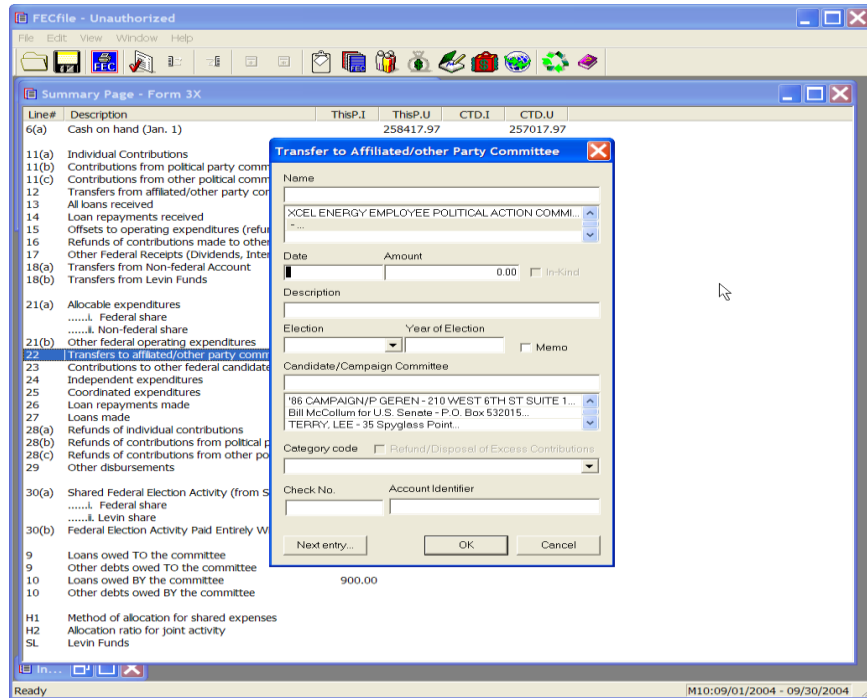
✓ The Transfer to Affiliated/other Party Committee dialog box appears. Point to the date field, and enter in the date, amount and description.

✓ Click on OK.

Contributions to Other Federal Candidates and Political Committees Line 23

✓ Double click on line 23 of the FECFile Summary Page.
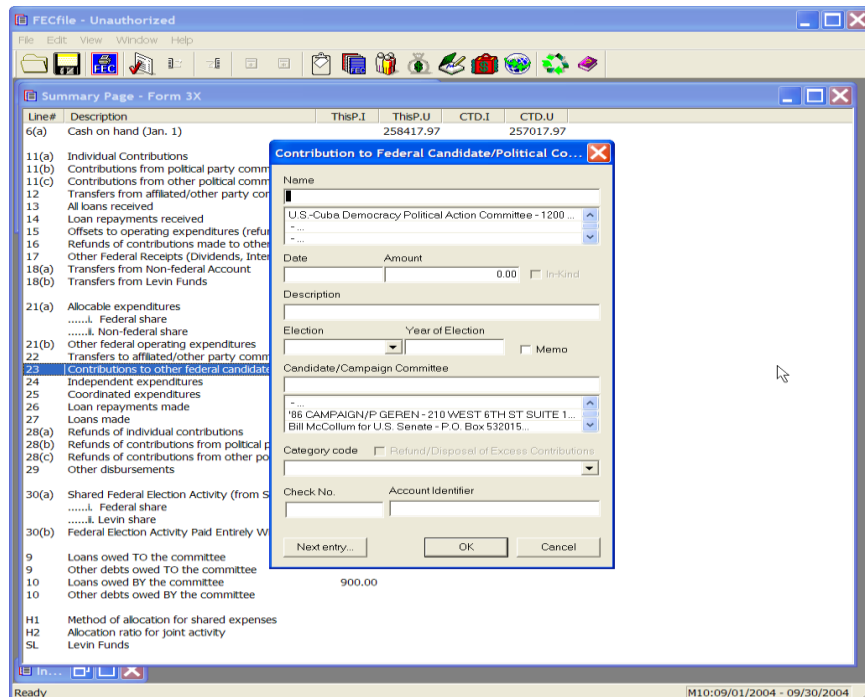
✓ The Contribution to Federal Candidate/Political Committee dialog box appears.

✓ 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.
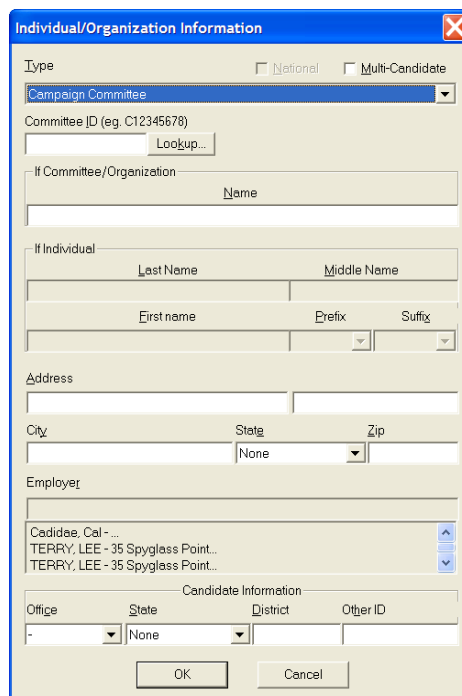
✓ If the name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Select the type of organization from the drop down menu, and click on the Lookup button.
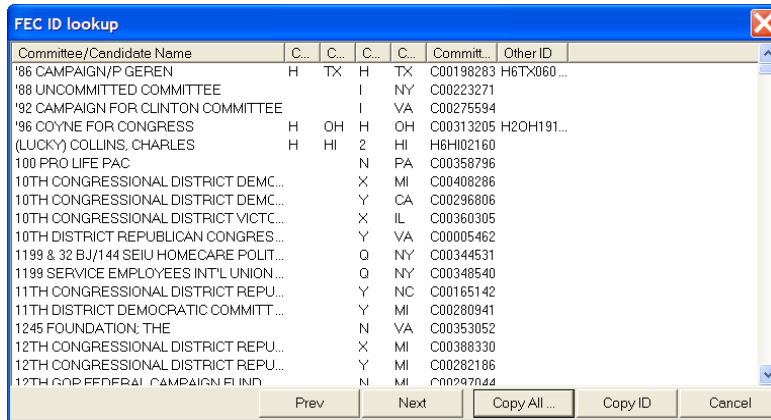
✓ Select the appropriate committee/candidate name and click on Copy All.
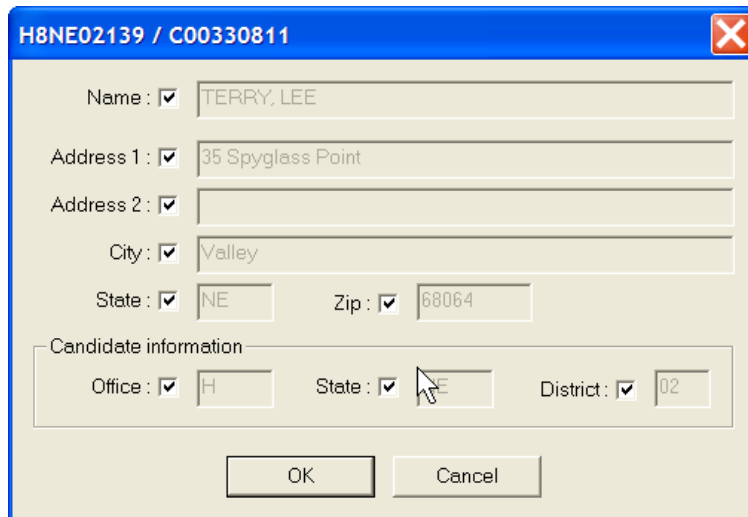
✓ The candidate/committee dialog box appears, with the information populated in the appropriate areas.

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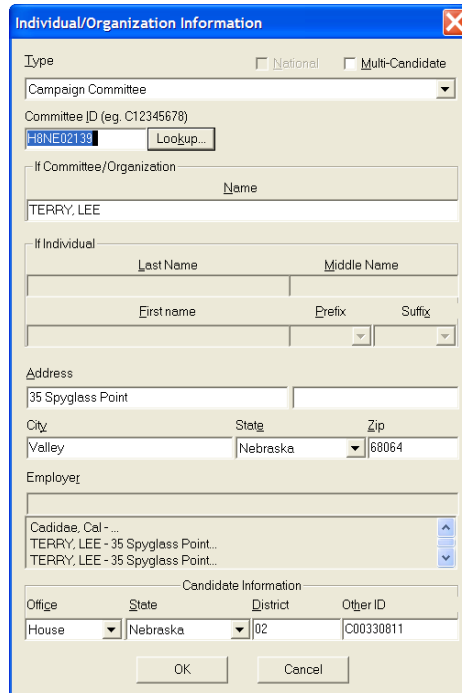
✓ The Individual/Organization Information dialog box appears, with the appropriate information populated in the dialog box.

✓ Select OK.
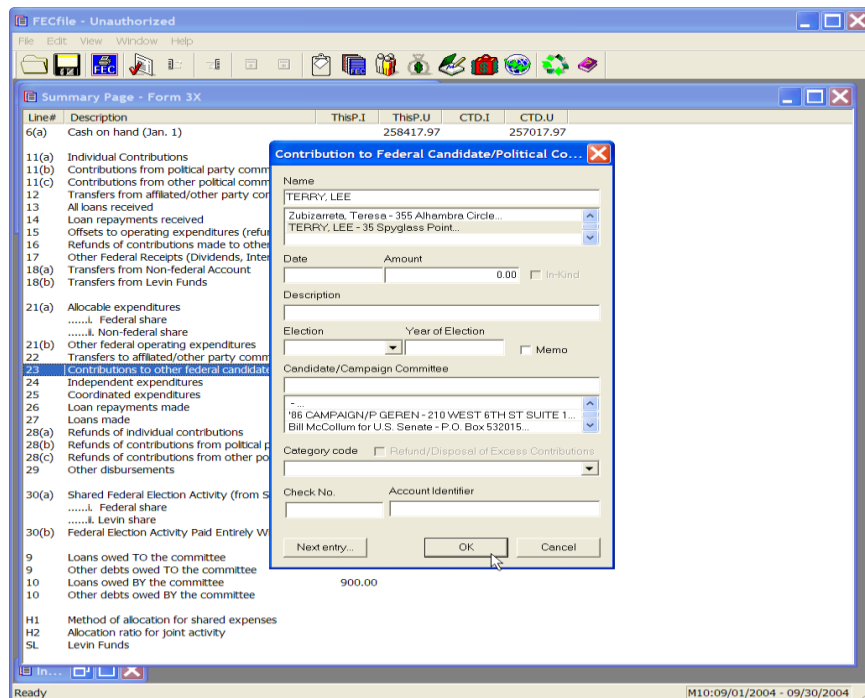
✓ The Contribution to Federal Candidate/Political Committee dialog box

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

✓ Select OK.

Independent Expenditures Line 24

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

Independent Expenditure

Name

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

Date   Amount   ☐ Memo
                                0.00   ☑ Aggregate

Description

Candidate   ● Support   ○ Oppose

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

Category code

Election   Year of Election

Office   State   District
-               None

Next entry...   OK   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.
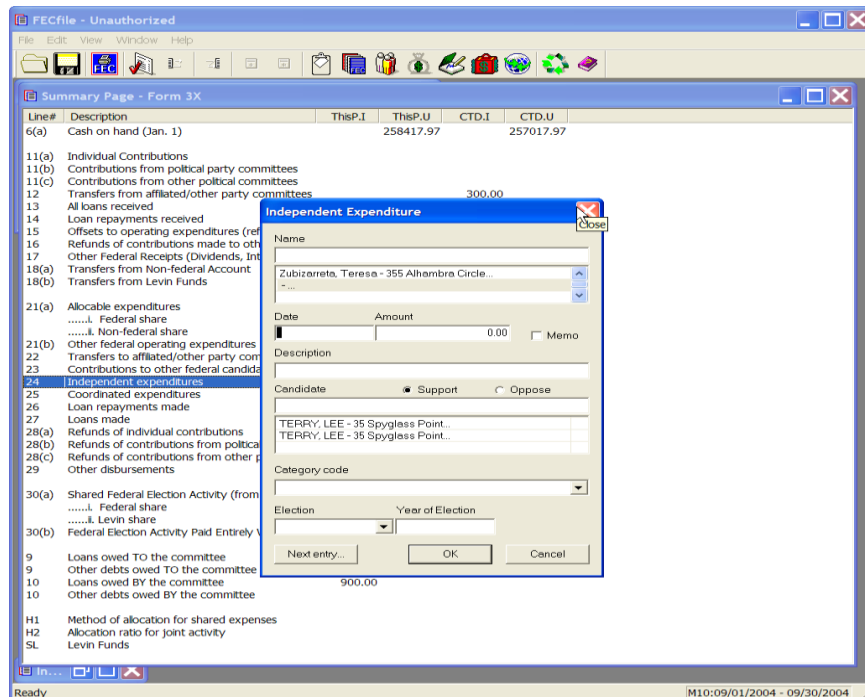
✓ The Independent Expenditure dialog box appears.

✓ 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.

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

✓ The FEC ID lookup dialog box appears. Select the appropriate candidate name and select the Copy All button. Select OK.
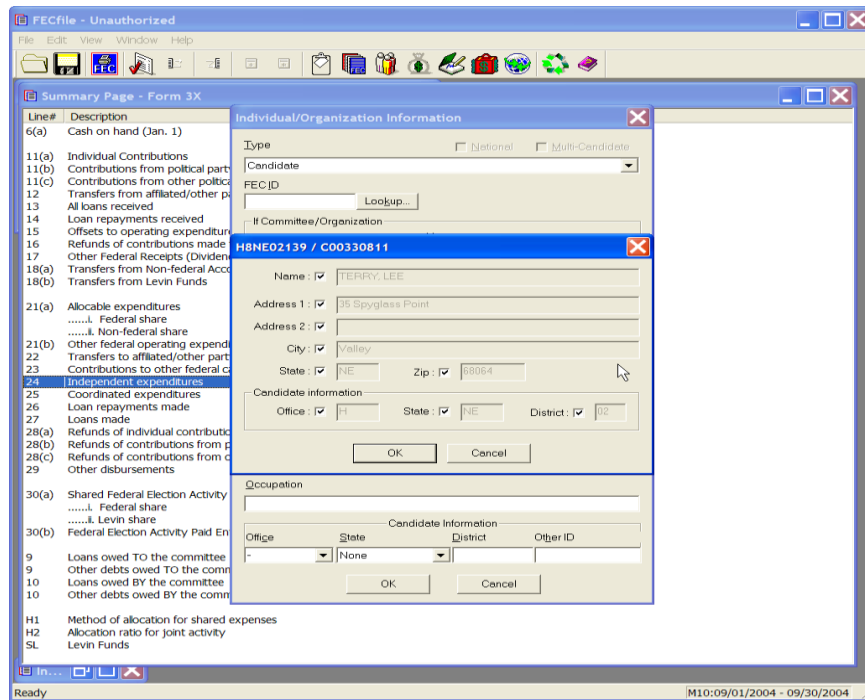
✓ The candidate id information is populated into a dialog box, with all of the corresponding candidate information. Select OK.
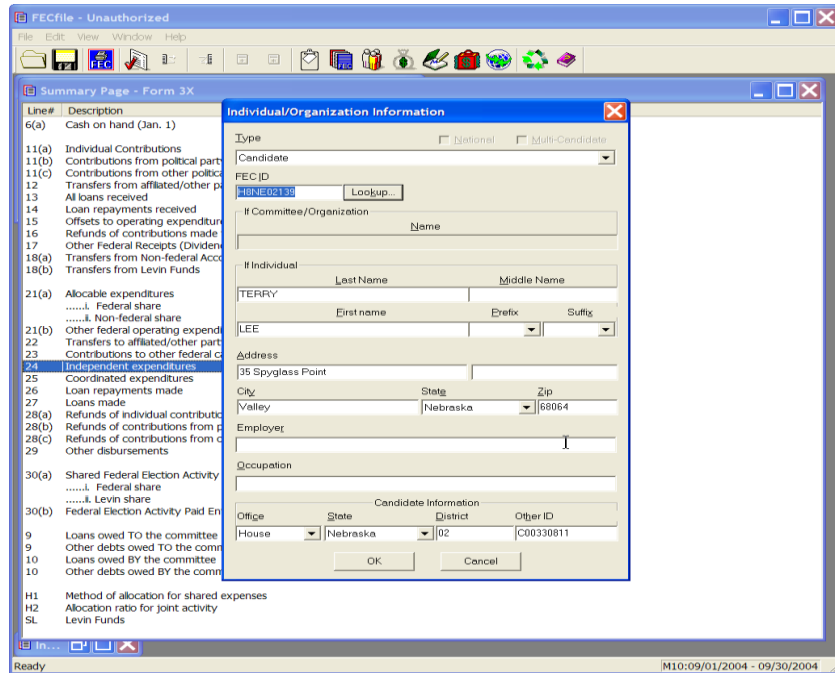
✓ The information is then populated into the Individual/Organization Information dialog box. Select OK.

✓ The 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 from 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.
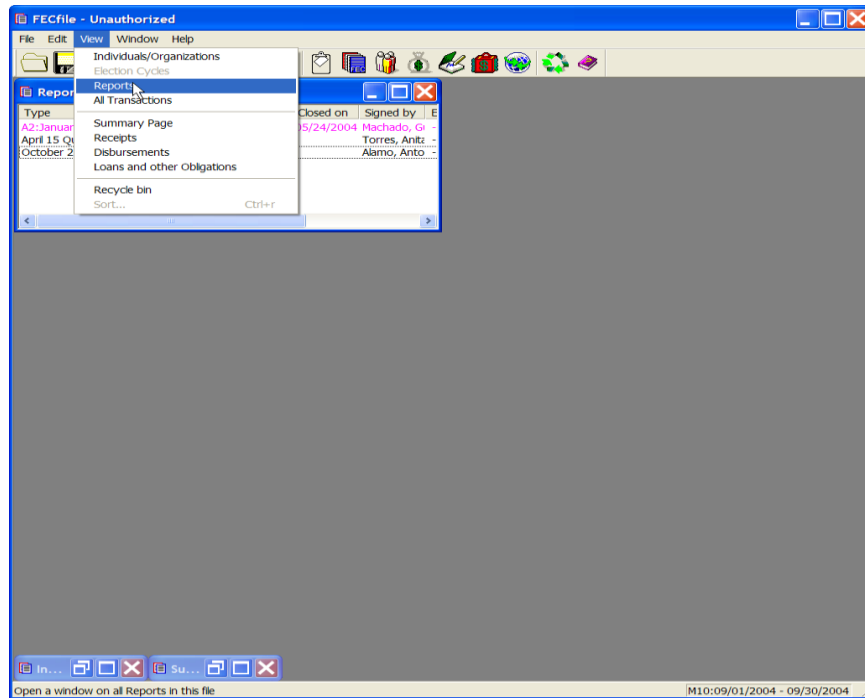
✓ From the FECFile main menu bar, select View, and select Reports from the drop down menu.
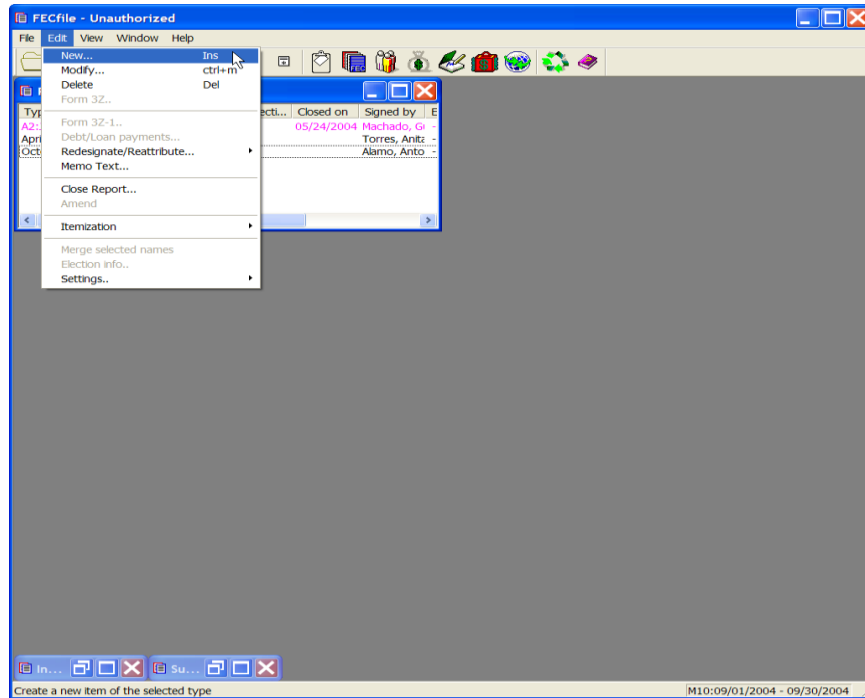
✓ Select Edit from the FECFile menu bar, and select New.
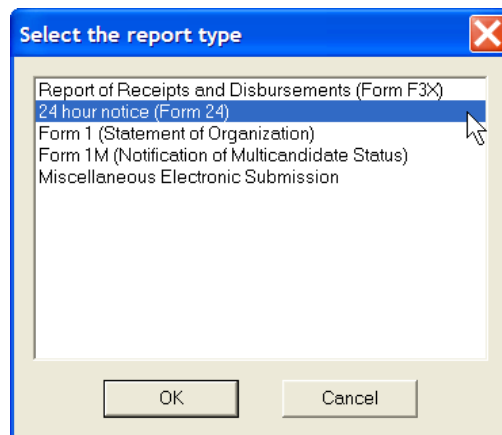
✓ The select report type dialog box appears. Select the 24-Hour Notice (Form 24) line, and select OK.

✓ If this is a 48 hour notice, check the box labeled "48 Hour".
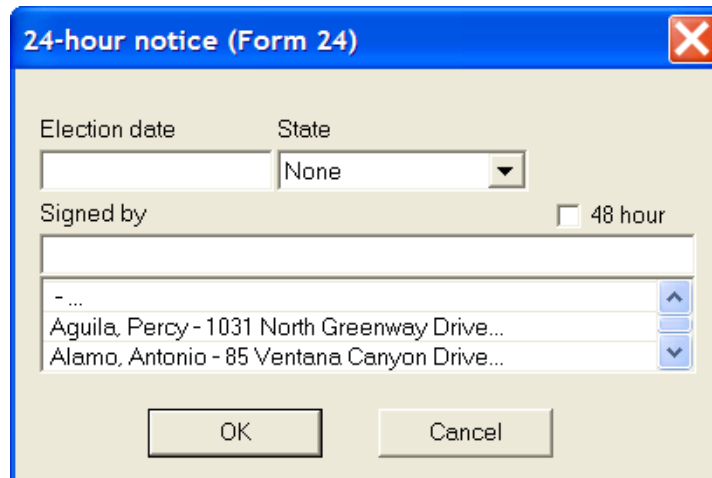
✓ The 24 Hour notice (Form 24) dialog box appears. Enter in the election date, the date of the election, the state, the state where the committee is registered, and the signed by information—by selecting the individual from the list responsible for signing the report. Select OK.
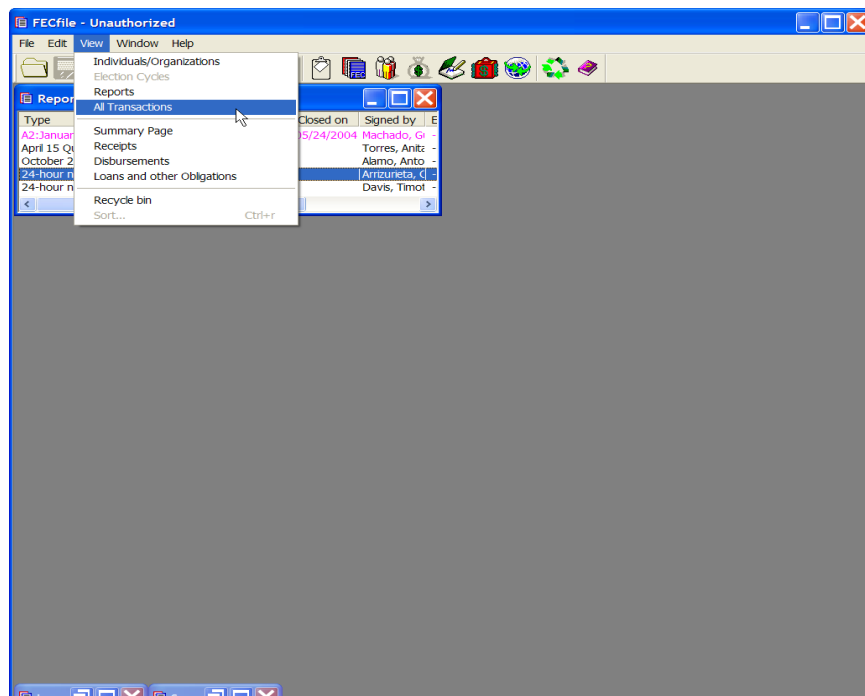
✓ The information appears in the FECFile text area, under 24 hour notice. Select the report, noted as the 24 hour notice report, click on View from the menu bar, and select All Transactions.
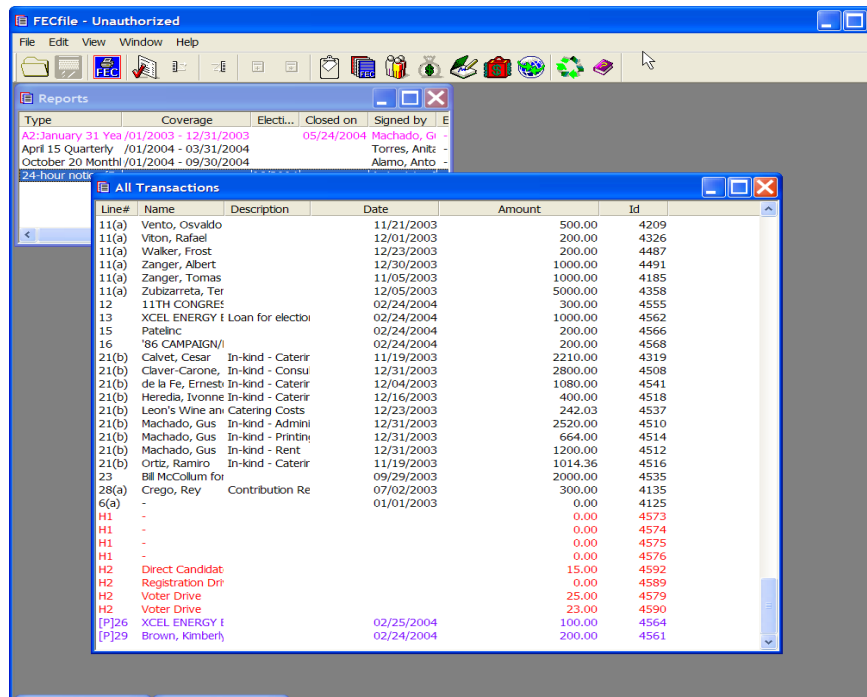
✓ The Transactions are now in view. Place the mouse pointer on the line 24 item, which is the Independent Expenditure, and click on the right mouse button.
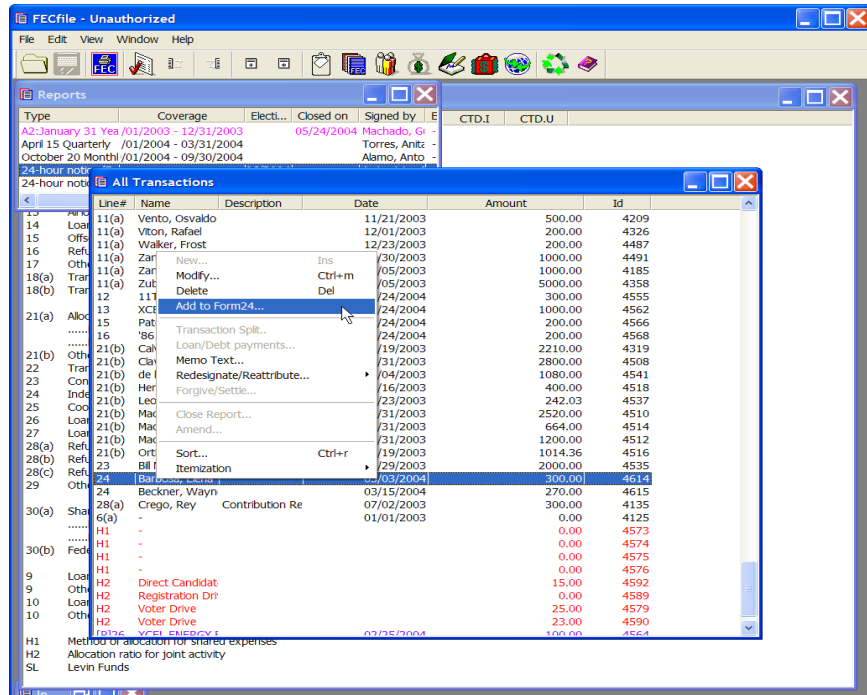
✓ The drop down menu appears, select Add to Form 24. The transaction has now been documented as a memo, therefore the total independent expenditures figure will not be inflated.
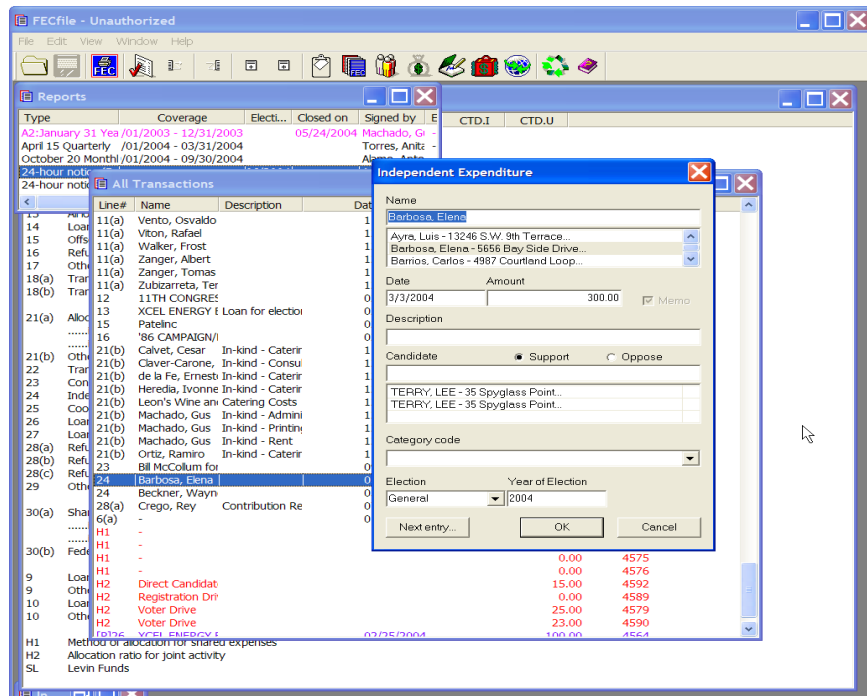
✓ The Independent Expenditure dialog box appears. Click on OK.

✓ Select Edit from the menu bar, close the report.
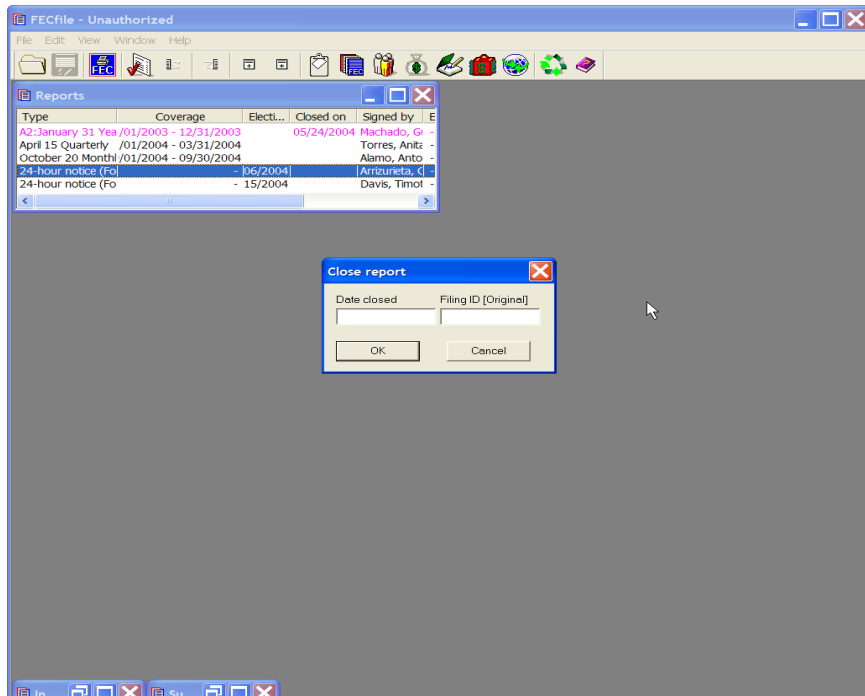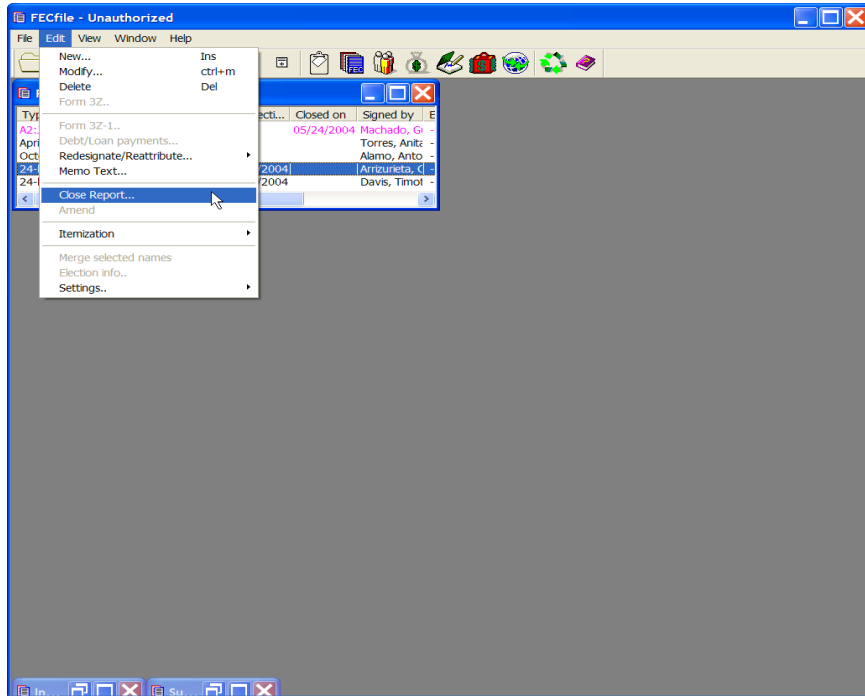
✓ The close report dialog box appears. Enter in the date closed, and select OK.
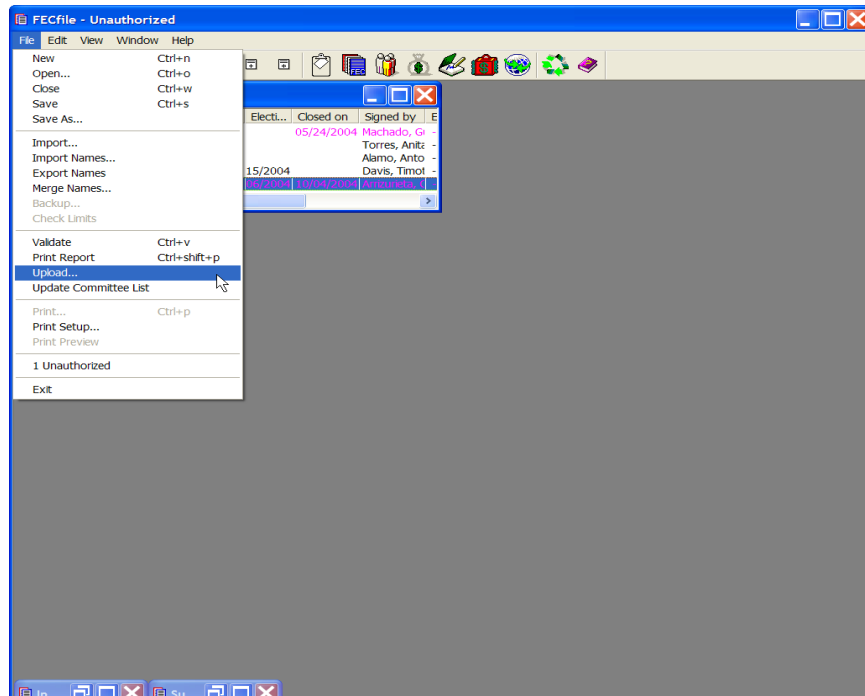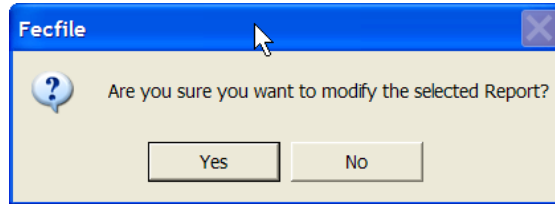
✓ Select File from the menu bar, and select Upload Report.

✓ The application will display a dialog box, expressing status of the upload.

Coordinated Expenditures Line 25

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

✓ 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.
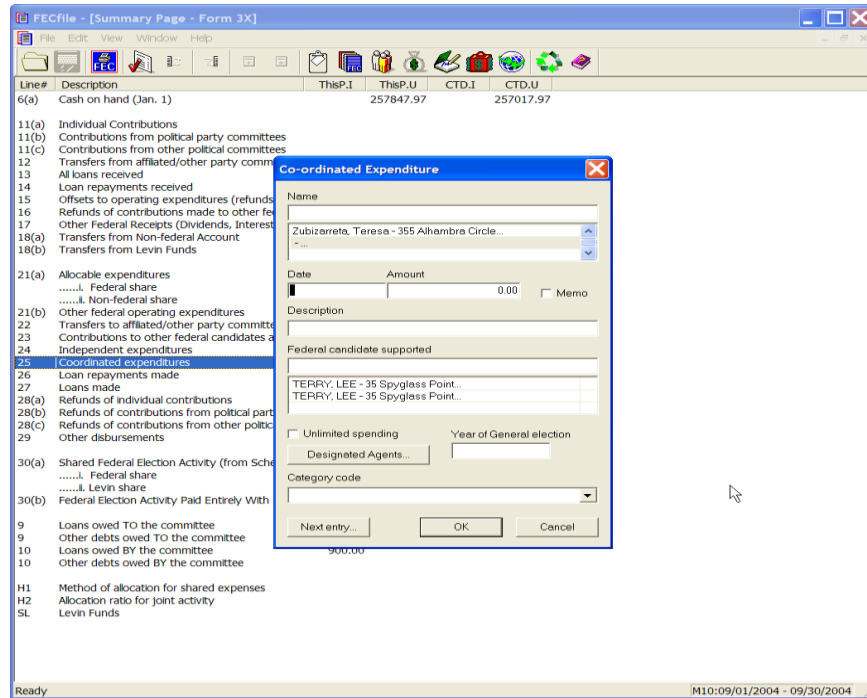
✓ The Coordinated Expenditures dialog box appears. Enter in the date, amount and description/purpose.

✓ 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.
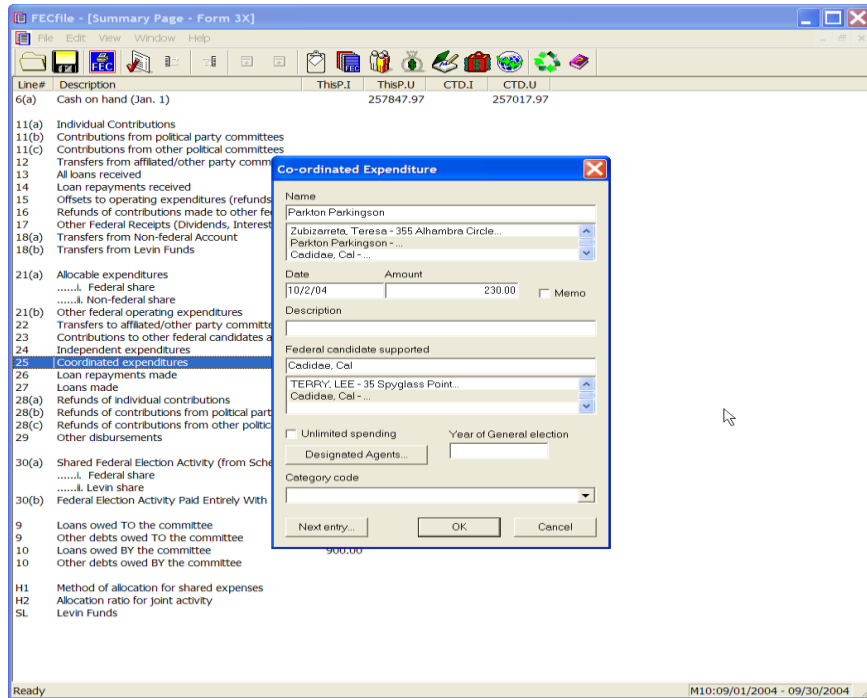
✓ The Coordinated Expenditure dialog box appears. Select the Year of General Election field, and enter in the Election year. Point and click on the Designated Agents button.
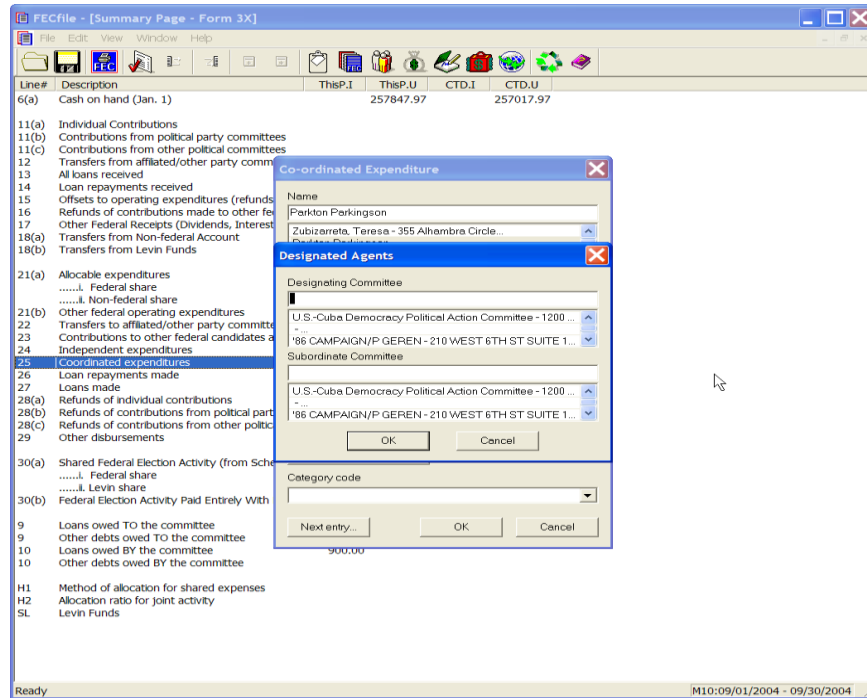
✓ The Designated Agents dialog box appears. Enter in the Designating Committee information, and/or the Subordinate Committee information, if appropriate.

✓ 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
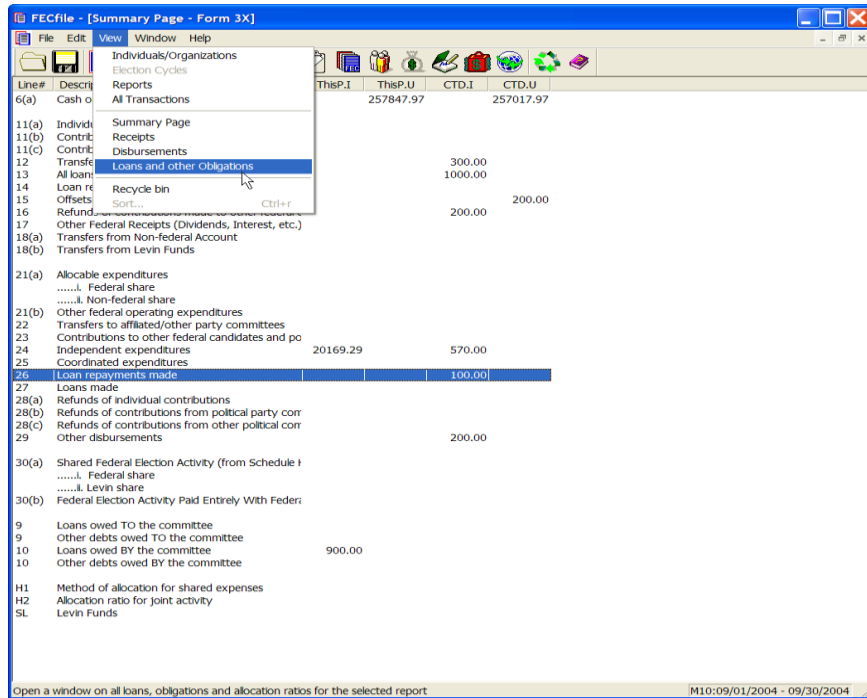
✓ From the FECFile menu bar, select View, and select Loans and other Obligations.
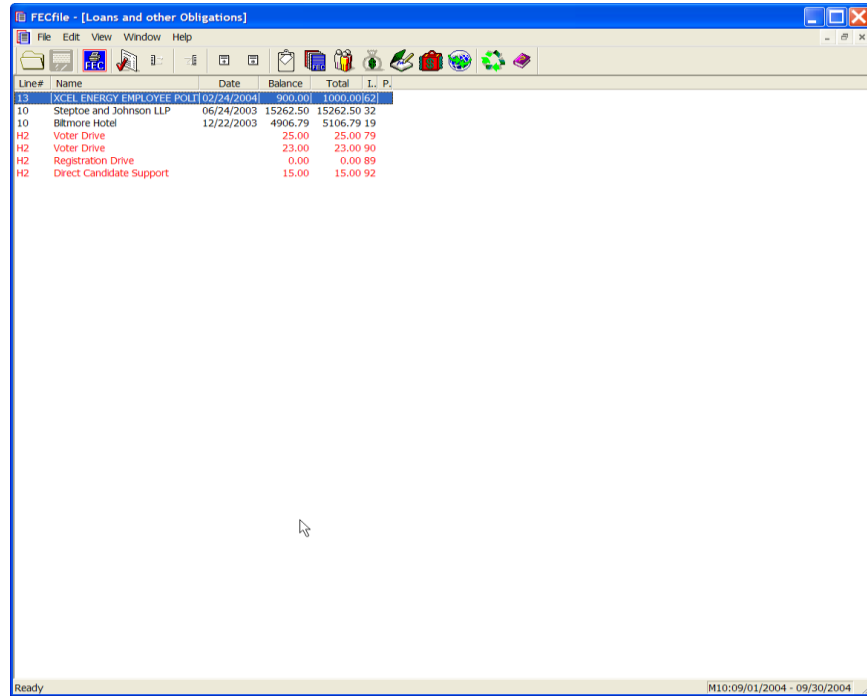
✓ Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.
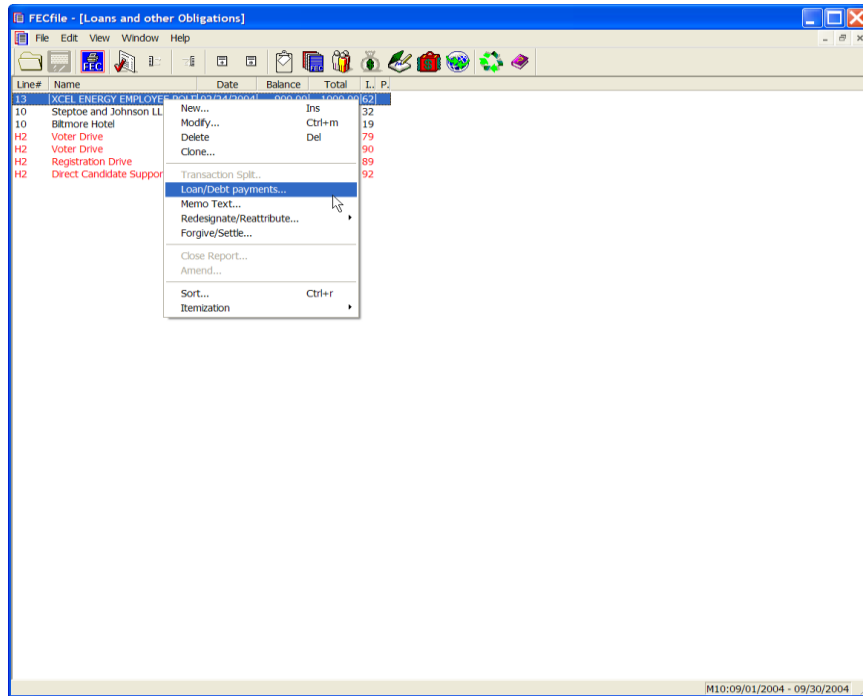
✓ The drop down menu will appear, select Loan/Debt repayments.
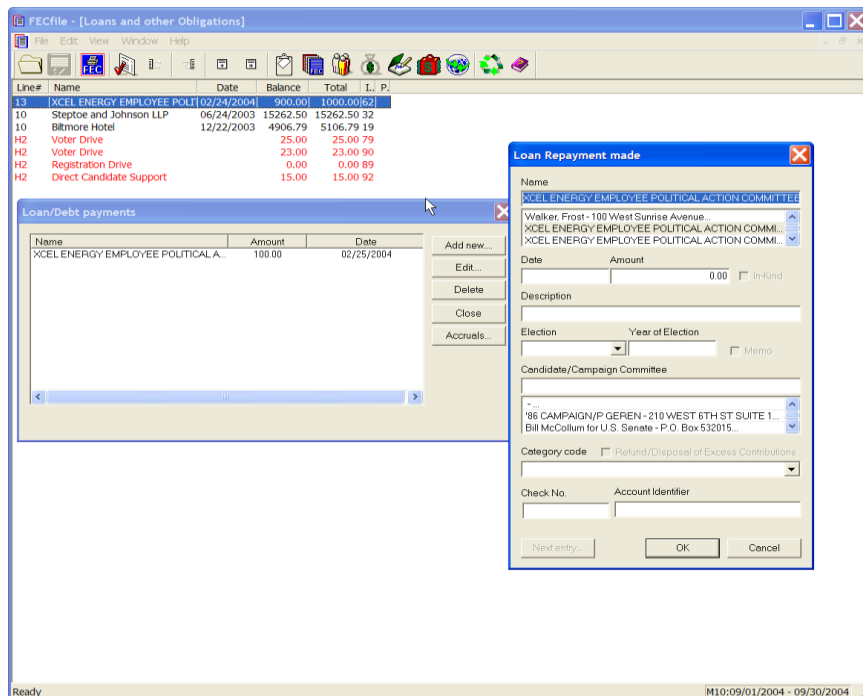
✓ The Loan/Debt payments dialog box appears. Click on Add new. The Loan Repayment made dialog box appears.

✓ 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

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

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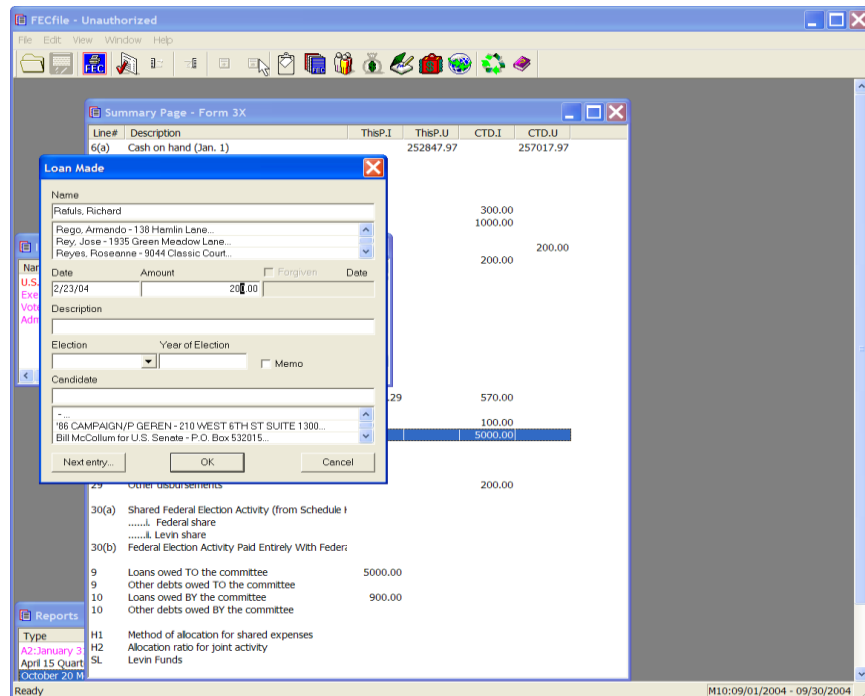
- ✓ The Loan Made dialog box reappears. Enter the Date, Amount and select OK.

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

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

✓ 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.
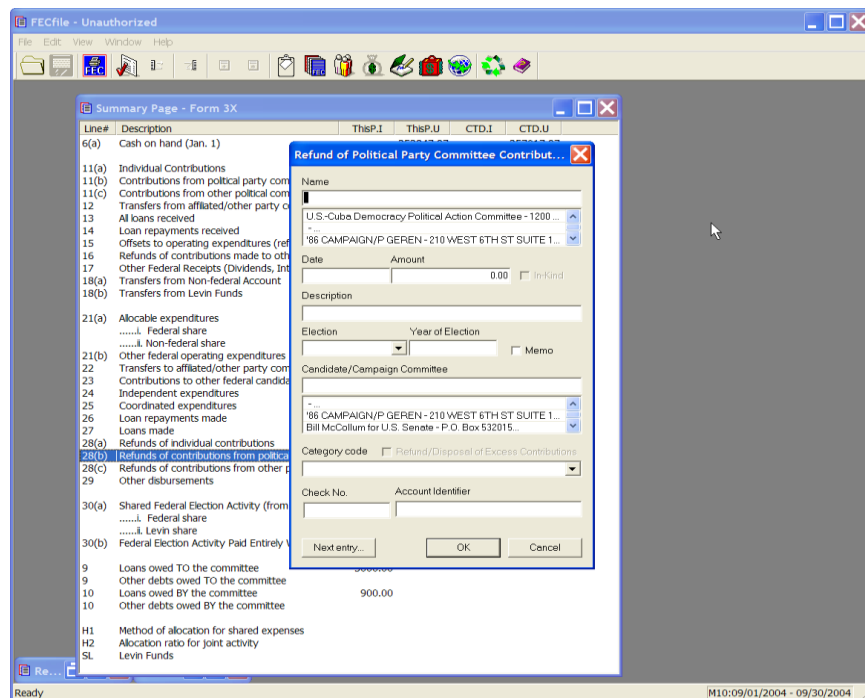
✓ The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.
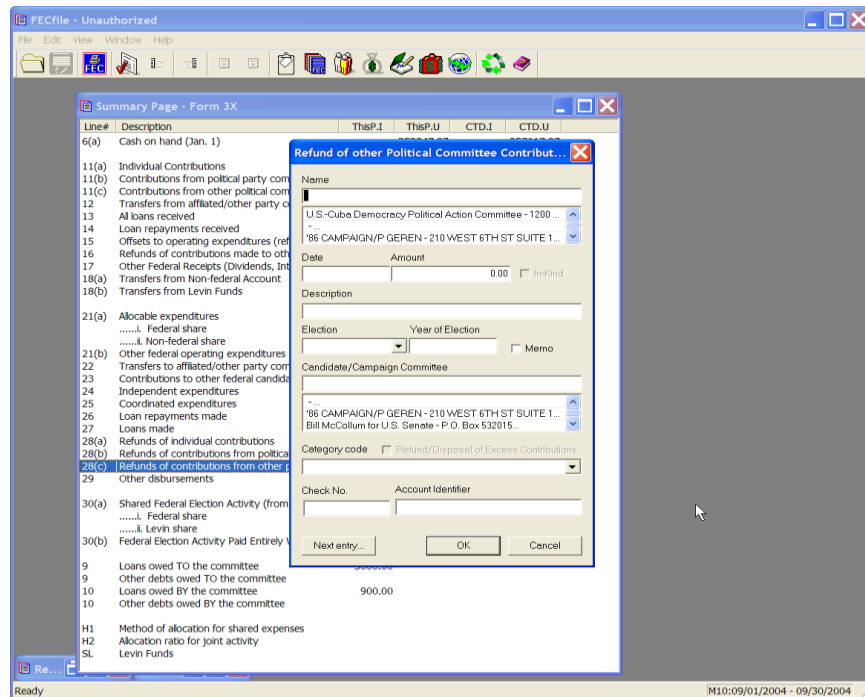
✓ For Refunds of Contributions from other Political Committees, select Line 20(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

Other Disbursements Line 29

✓ 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.
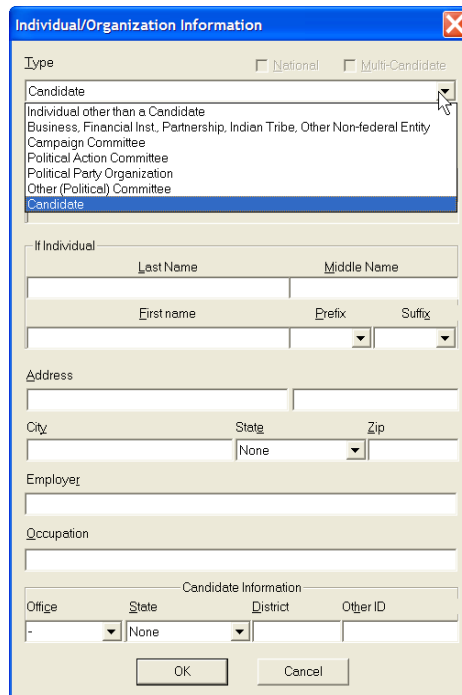
✓ The Individual/Organization Information dialog box appears. Enter the Type from the drop down menu, the Address, City, State, Zip and click OK.
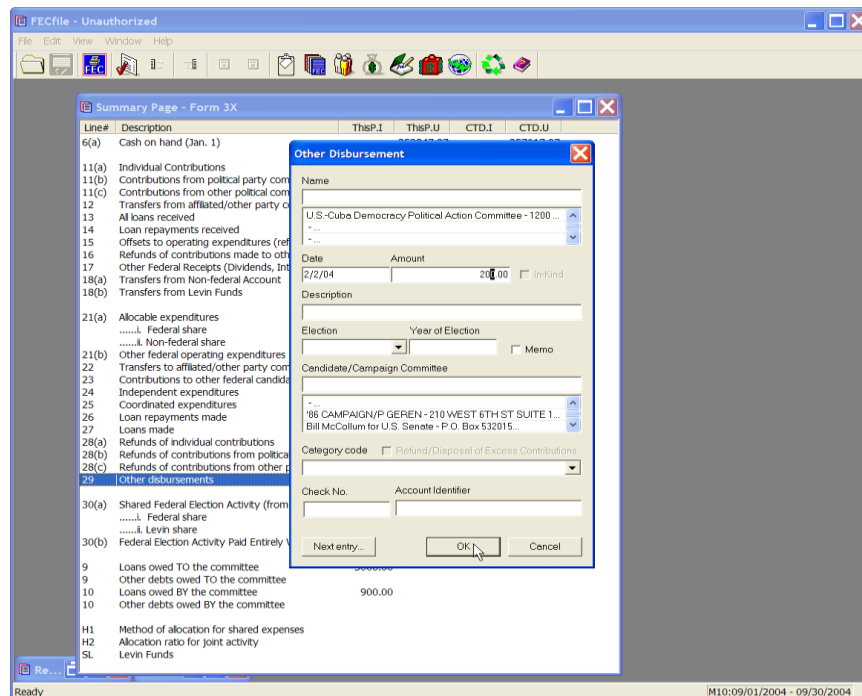
The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

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

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

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

✓ 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 ot 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)

✓ 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.

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

✓ Then select 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

✓ 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.

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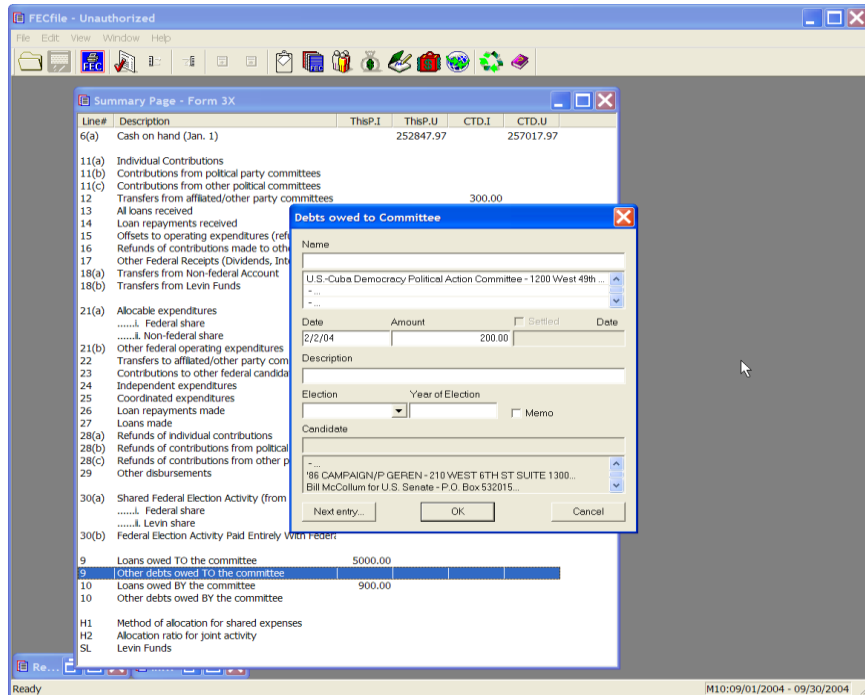
✓ The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.
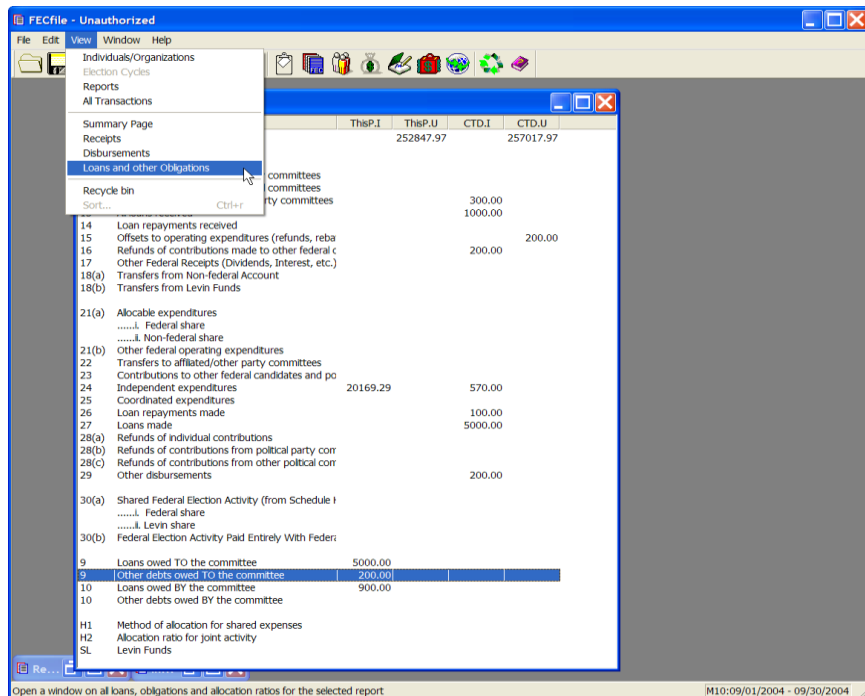
Debts Owed to the Committee – Payments Received

✓ Select View from the menu bar, and Loans and other Obligations.
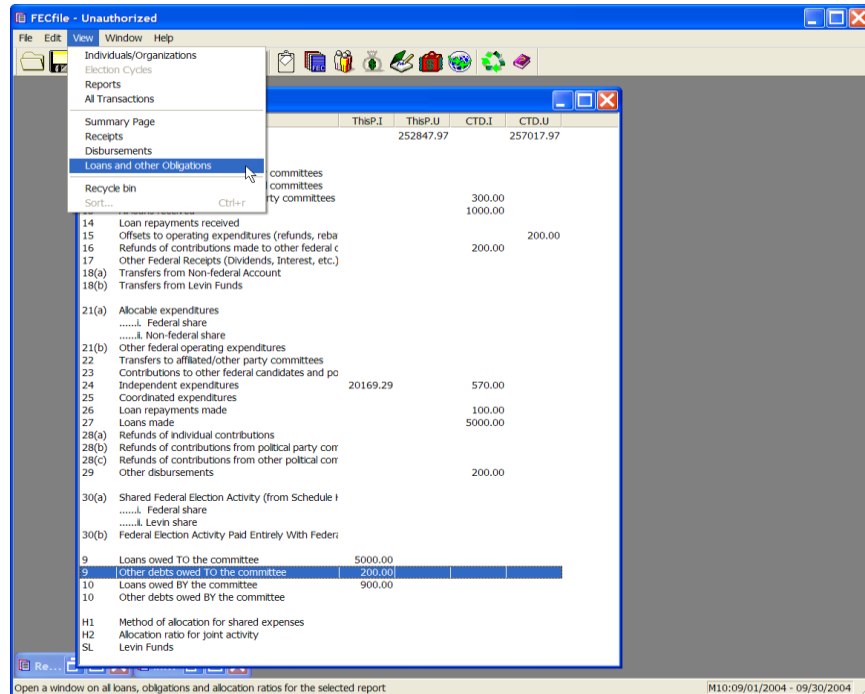
✓ The screen changes to include only Loans and other Obligations.

✓ Right click on the debt on which a repayment is being made.
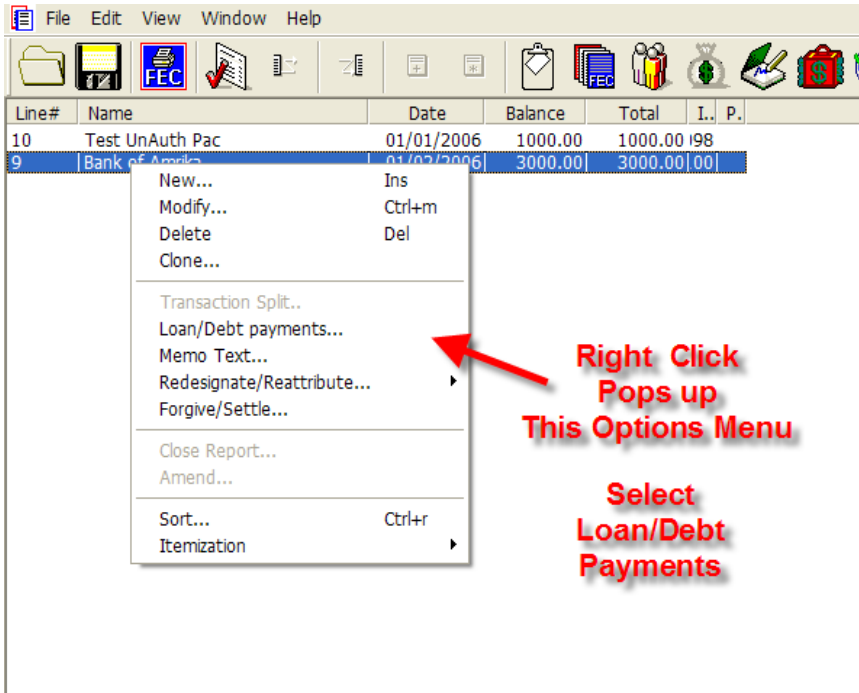
✓ The drop down menu appears with a number of options, select Loan/Debt payments.
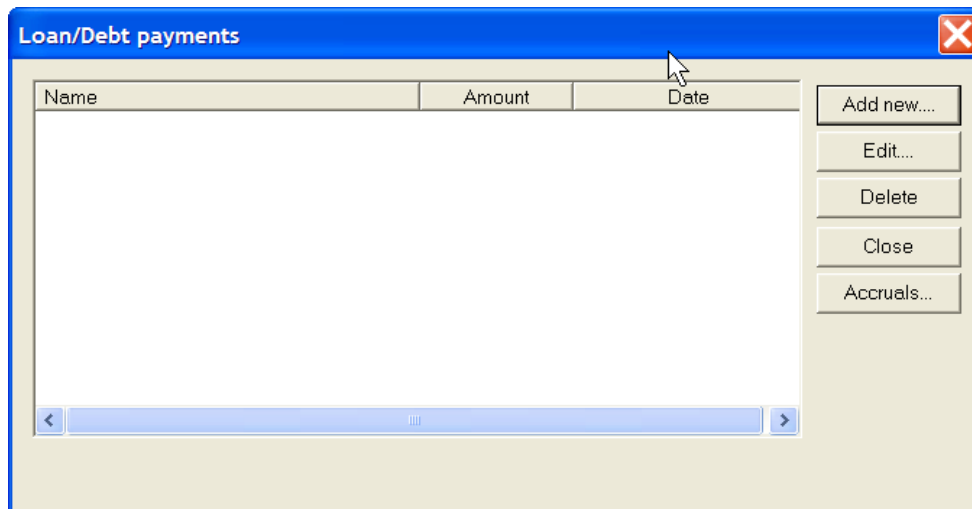
✓ The Loan/Debt repayments dialog box appears. Click on the Add new button, an additional dialog box will appear for entry.
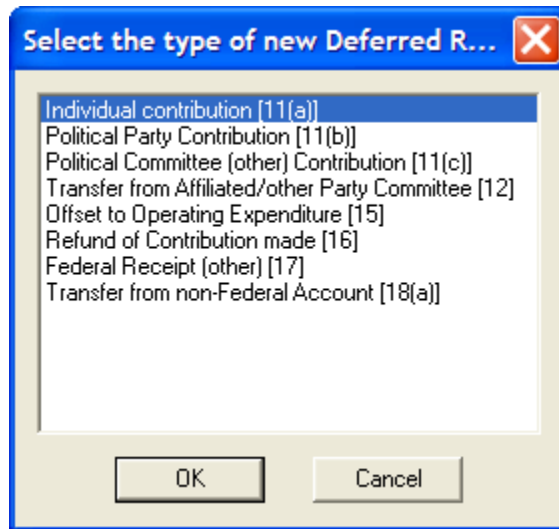
✓ Select the type of differed receipt and Click on the OK button. The data entry box appears, that is appropriate for the type of differed receipt you select. Enter the information and Click on OK.

✓ The 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

✓ 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.

✓ 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.
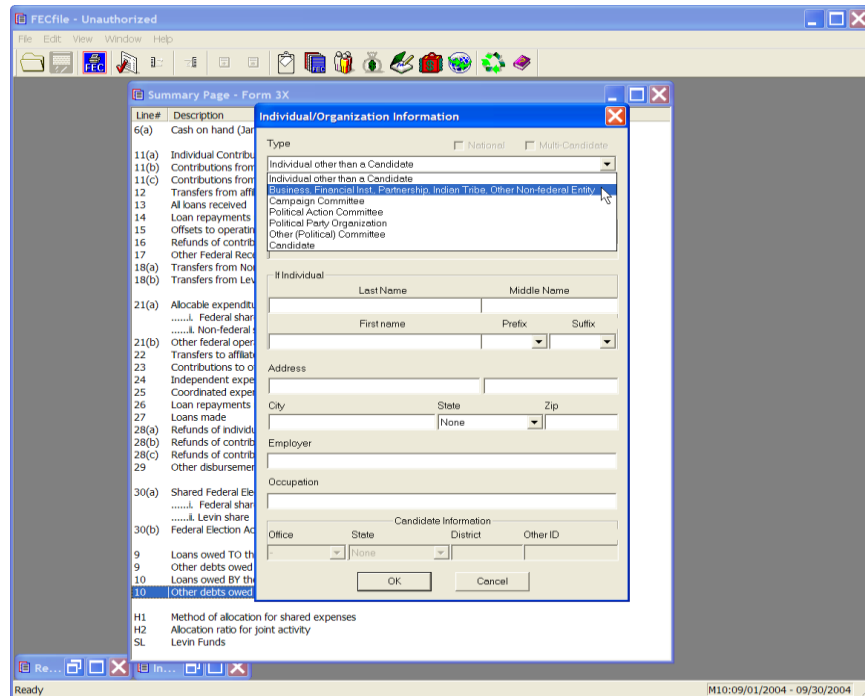

✓ In the type field, select Business, Financial Inst., Partnership, Indian Tribe, Other non-federal entity. Select the address field, and enter the address, city, state, and zip, and select OK.
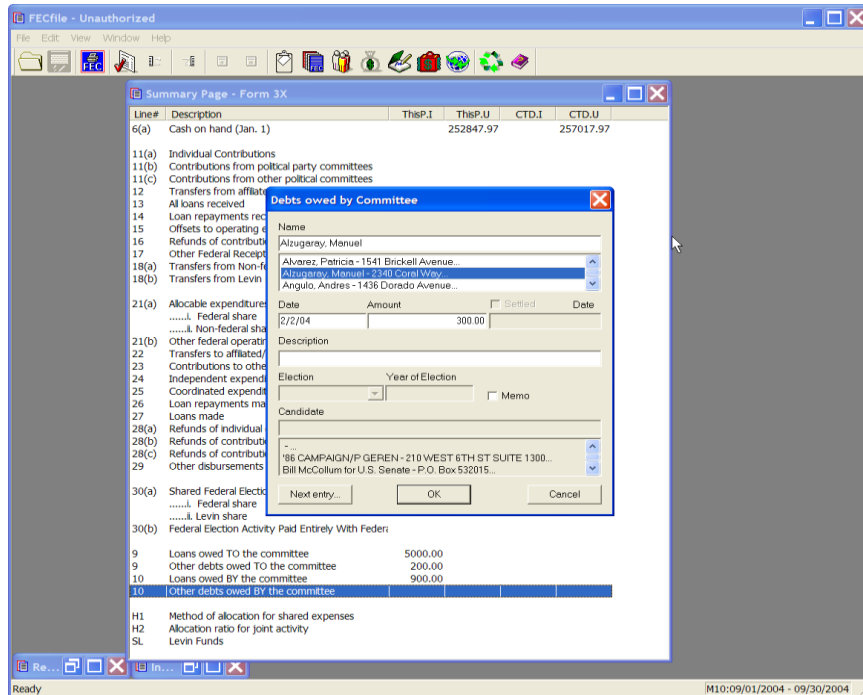
✓ The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.
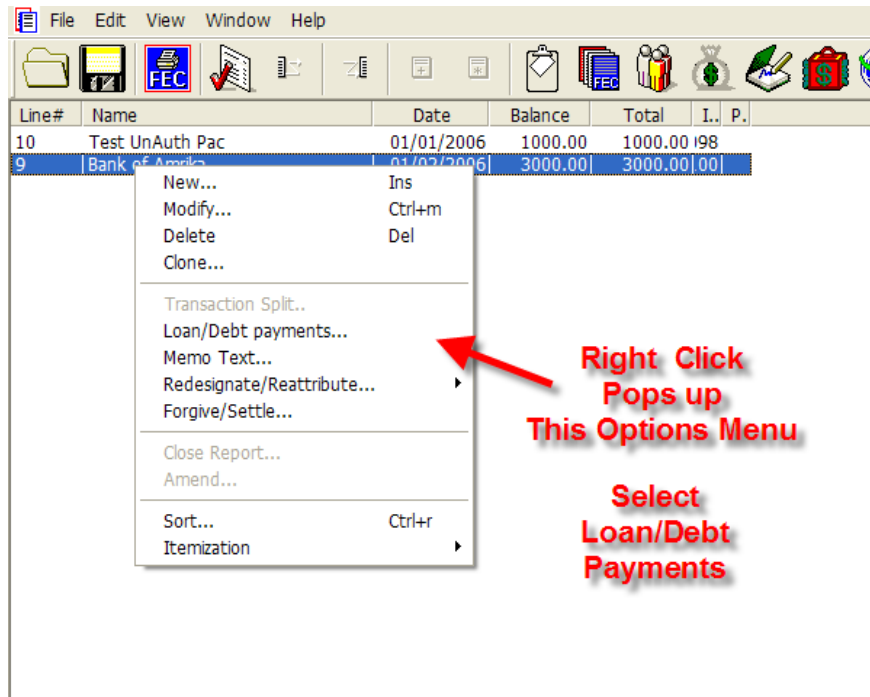
✓ The application returns to the FECFile Summary page.
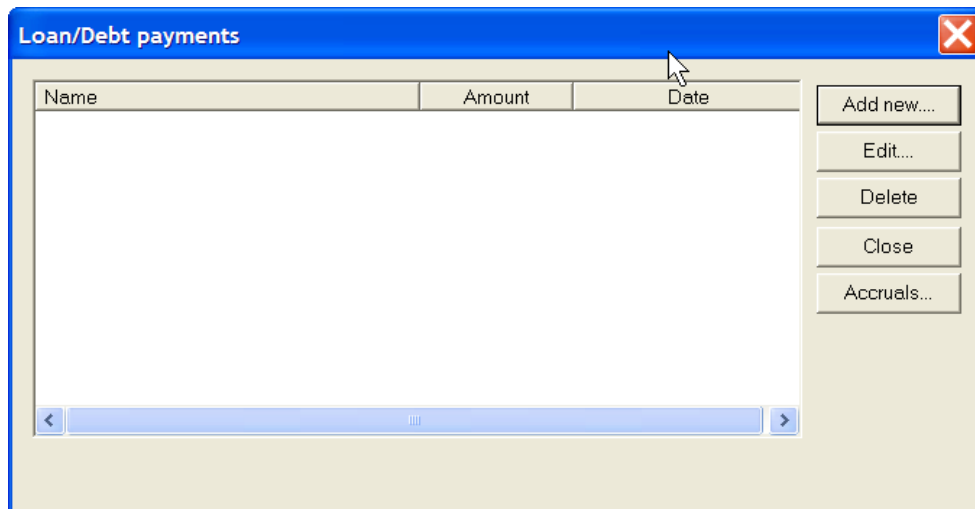
Debt Repayments – Owed By the Committee
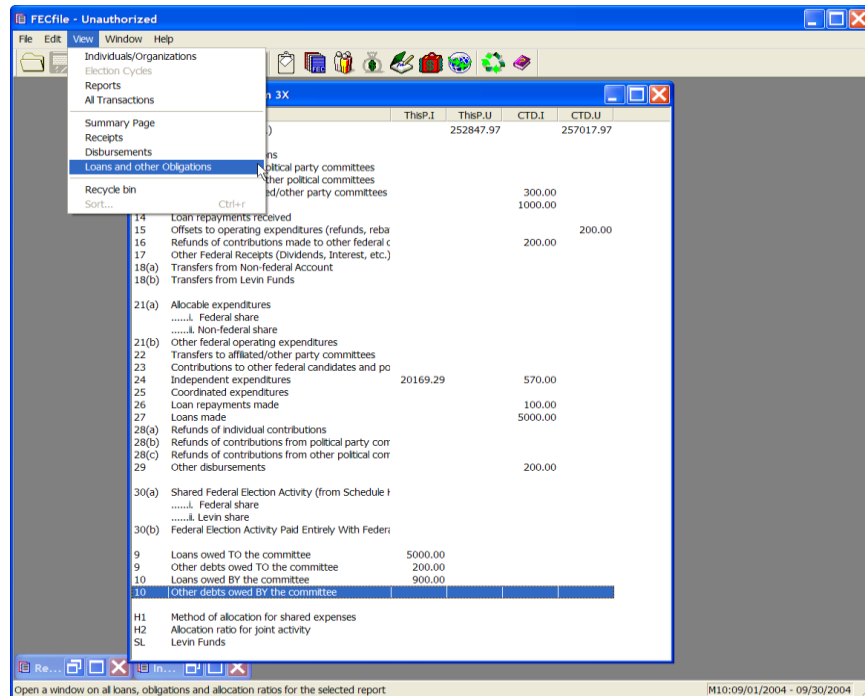
✓ To add debt repayments, select View from the menu bar, and select Loans and other Obligations.

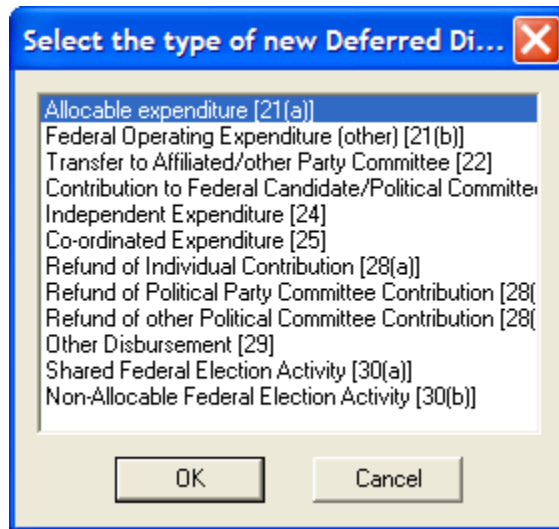✓ The screen changes to reflect the Loans and other Obligations screen.
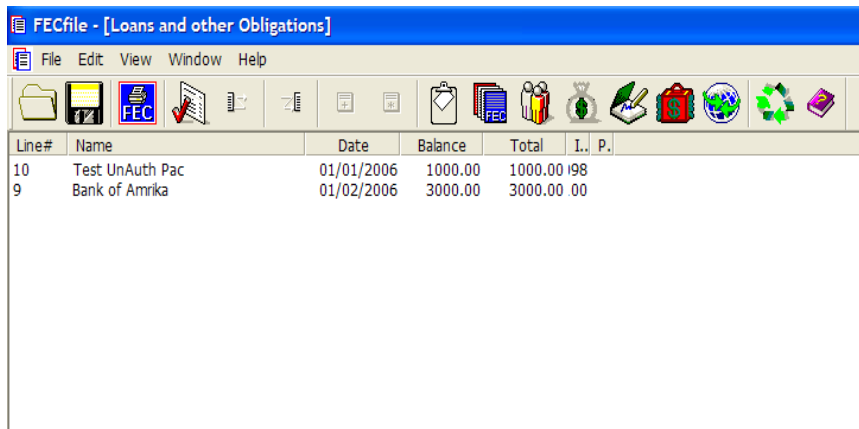
✓ Right click on the debt on which a repayment is being made.

✓ 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.
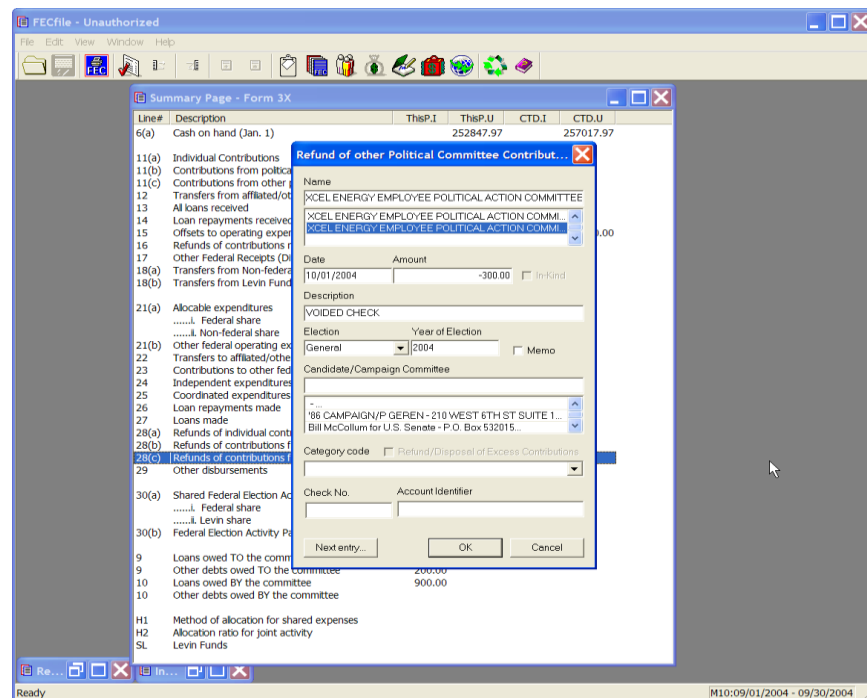

✓ The transaction entered shows in the list of loan/debt payments. Click on Close.
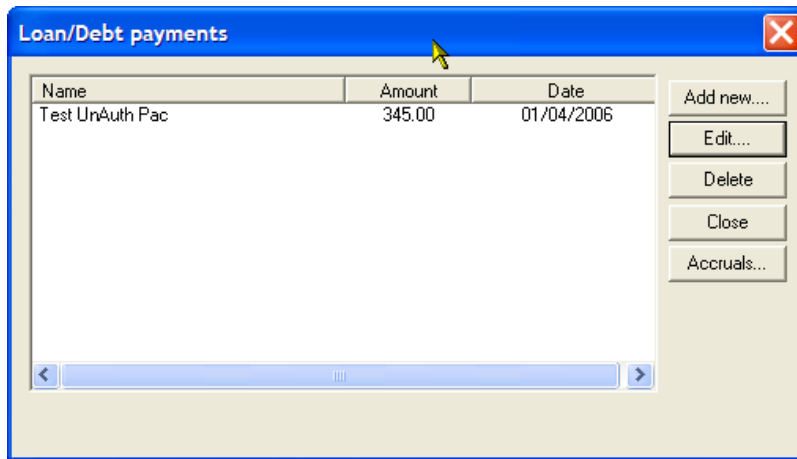
Lost and Voided Checks

- ✓ 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

✓ 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)

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

✓ 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.

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

✓ 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
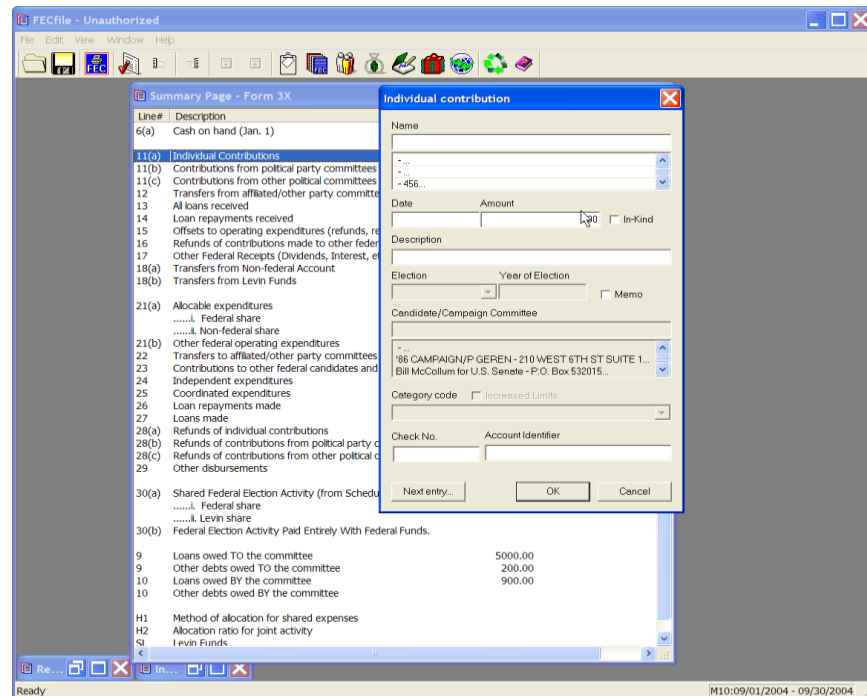
✓ On the FECFile Summary Page, double click on line 11 (a) to launch the Individual Contribution dialog box. Enter the individual's name.

✓ 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.

✓ 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.

✓ 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)

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

✓ 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 Individual/Organization Information dialog box appears. Change the type field to Campaign Committee. Select the lookup button.
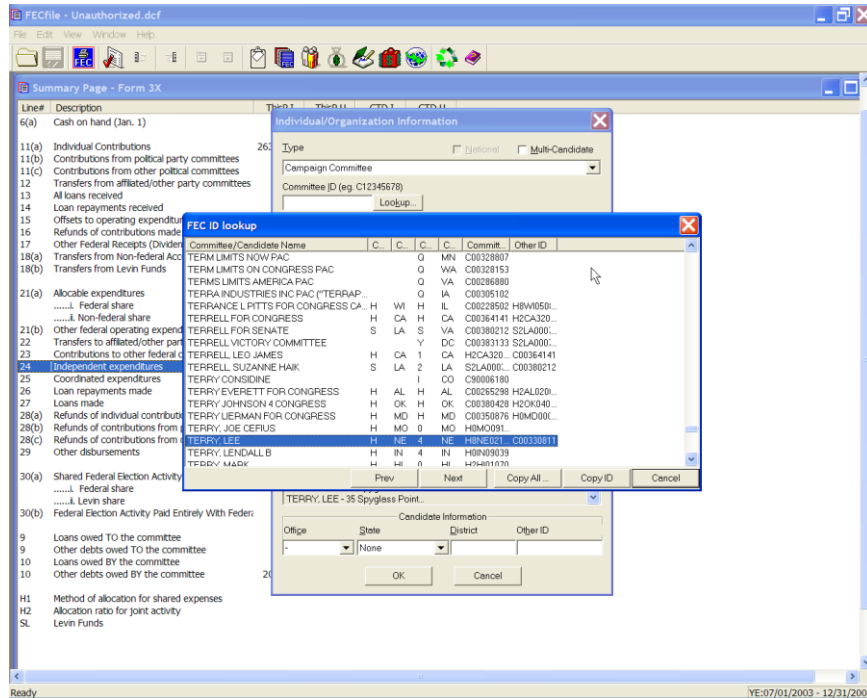
✓ The FECID lookup dialog box appears. Select the proper committee, and click
  on Copy All. The ID dialog box appears. Select OK.
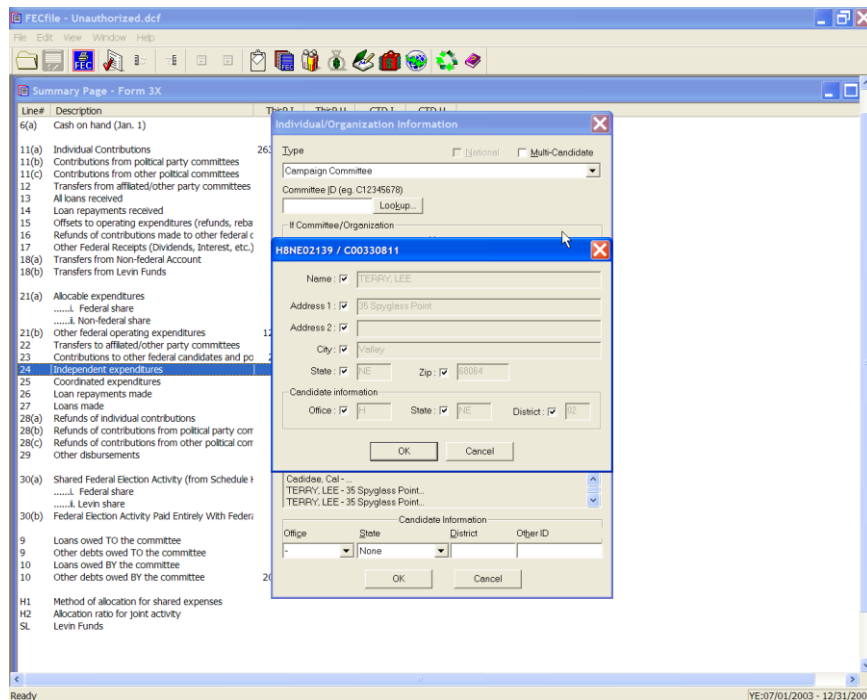
✓ The Individual/Organization Information dialog box appears, with the

appropriate information loaded into the corresponding fields. Select OK.
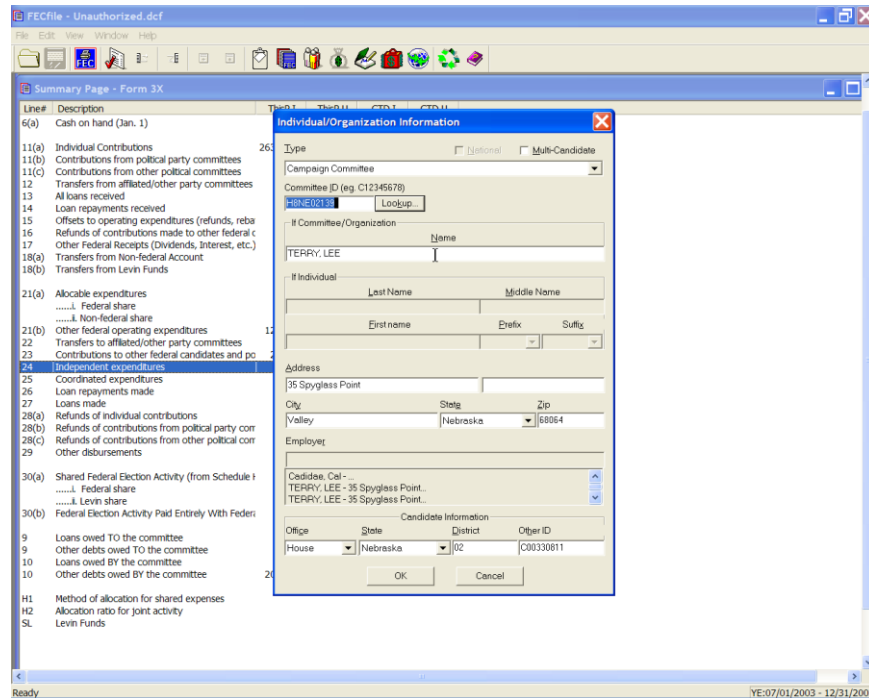
✓ If the individual has already been entered into the system, then select that individual's name by clicking on it in the database section below the name field.

✓ If the individual has not been previously entered into the system, press the Tab key, to launch the Individual/Organization Information dialog box.
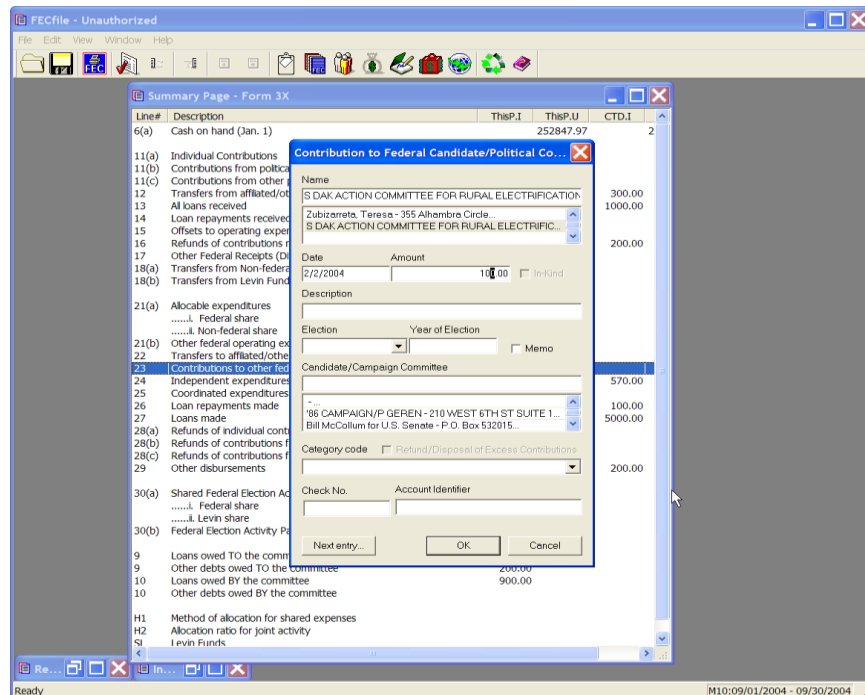
✓ The Contribution to Federal Candidate/Political Committee dialog box appears. Enter in the date the contribution was forwarded to the Campaign Committee, the amount of the contribution, and the name of the contributor in the Description field. In addition, add the election and the year of the election 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.
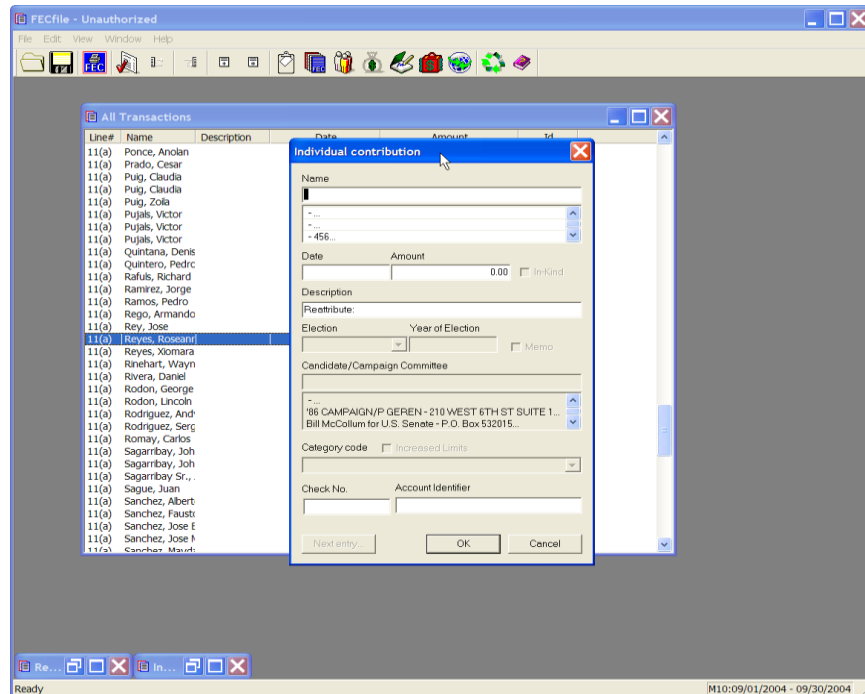
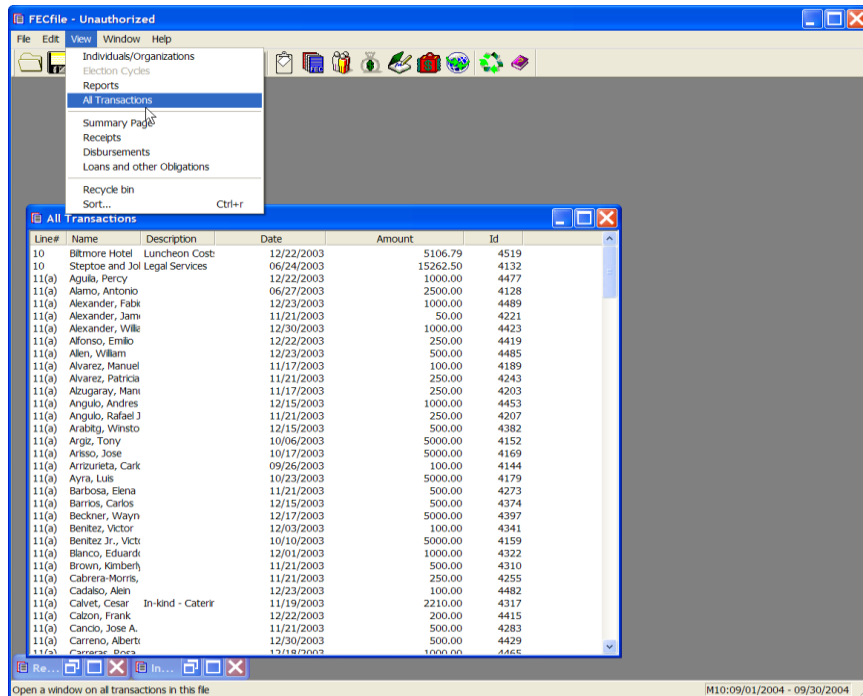✓ The Individual Contribution dialog box will appear. Enter the name,

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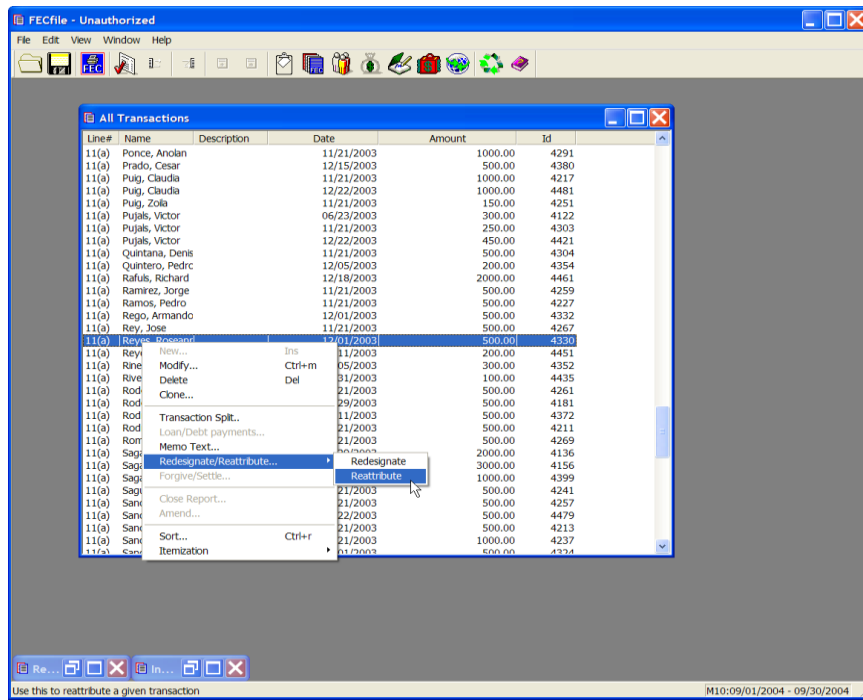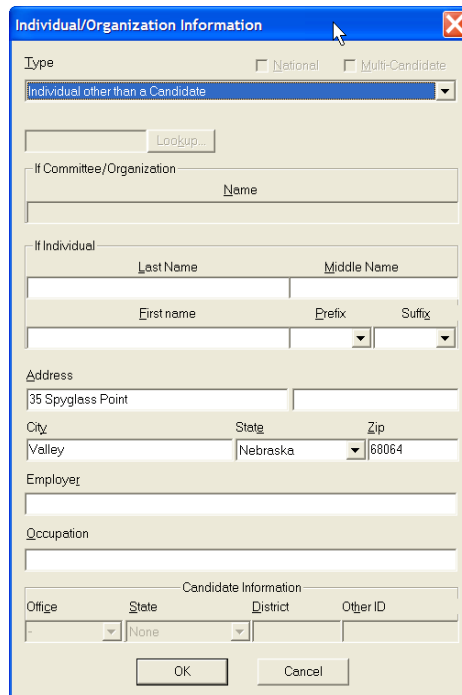
✓ The Individual/Organization Information dialog box appears. Type in the address, city, state and zip, in addition to the employer and occupation for the new contributor, and click on OK.

✓ 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

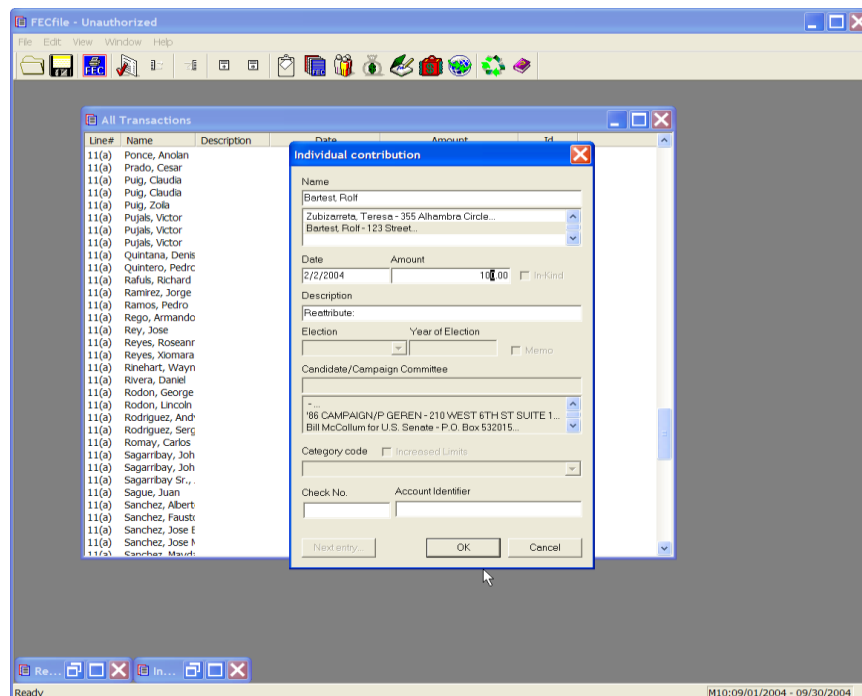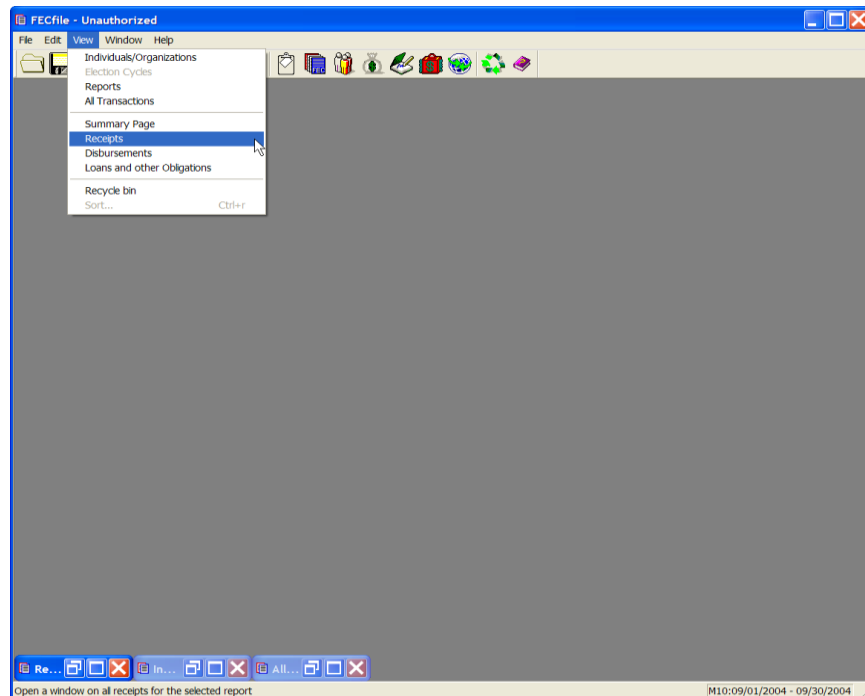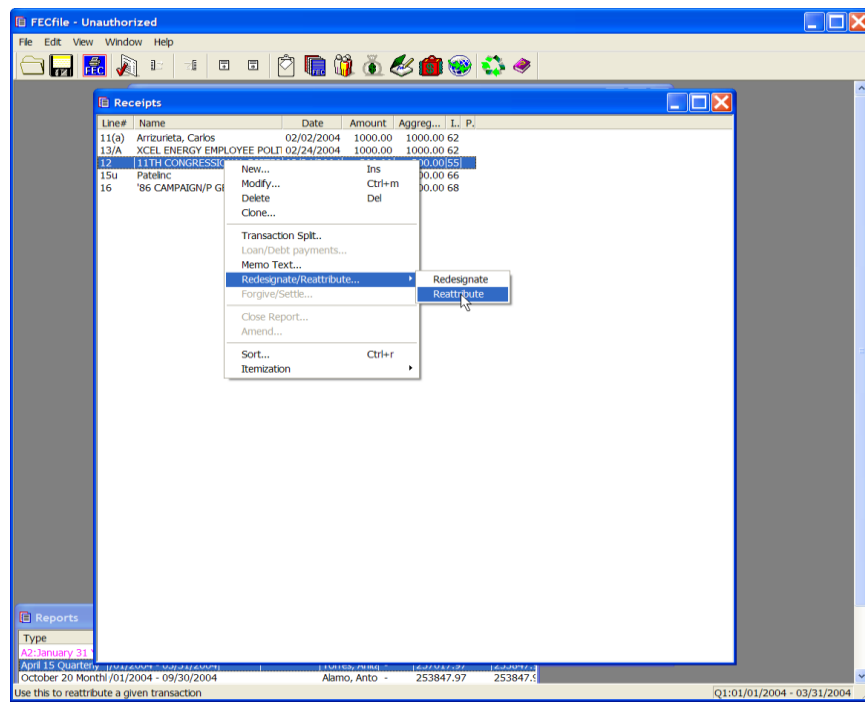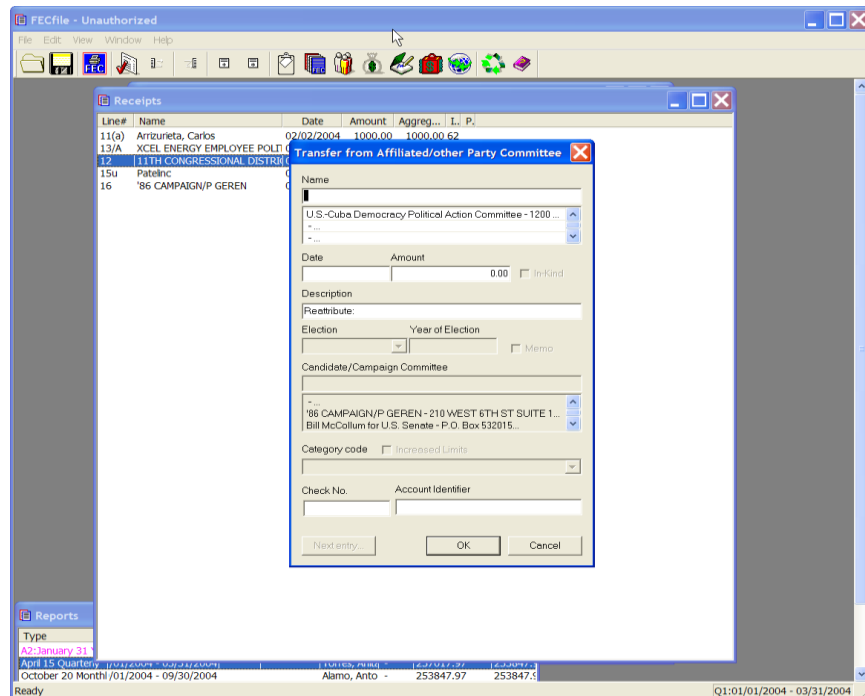✓ From the FECFile main menu, select View, and then select Receipts from the drop down menu.

✓ 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.

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

✓ 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.
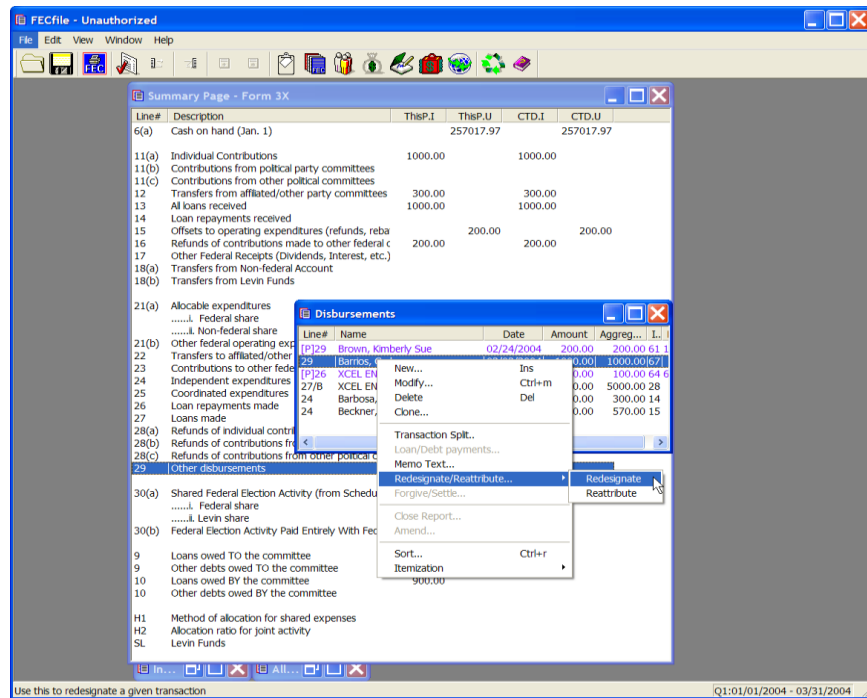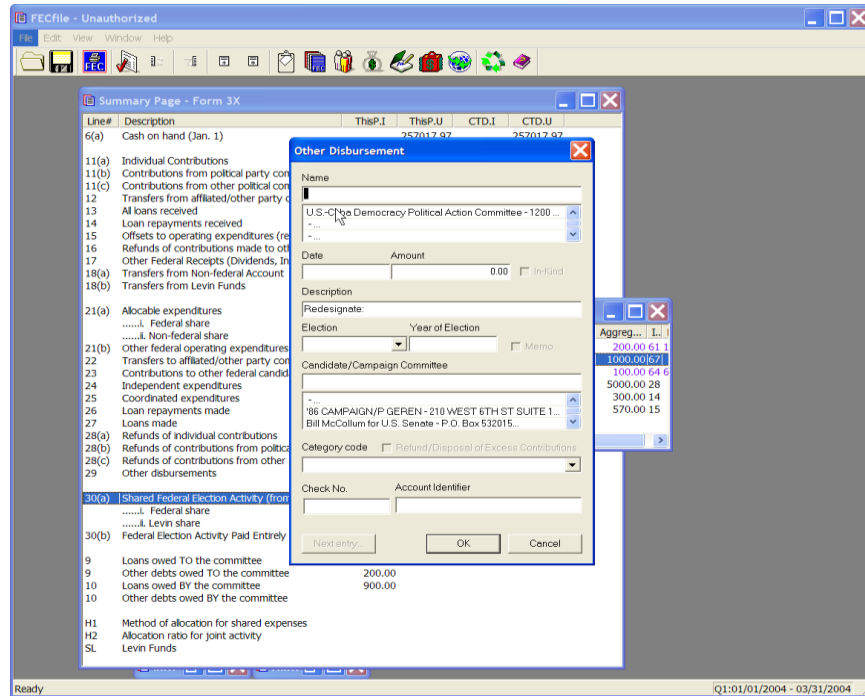
✓ Click on the X to close the Receipts window.

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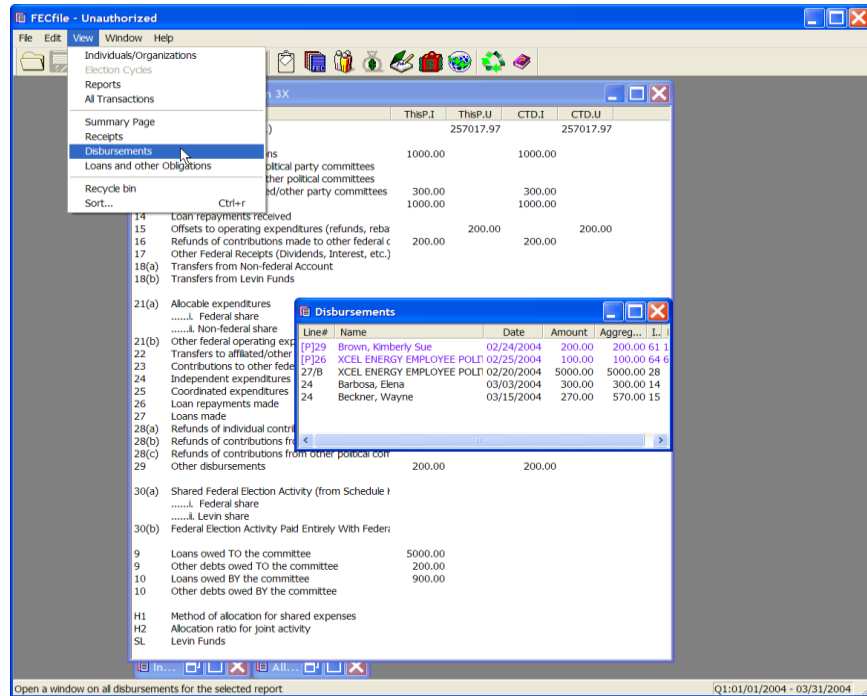
✓ From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.

✓ 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

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

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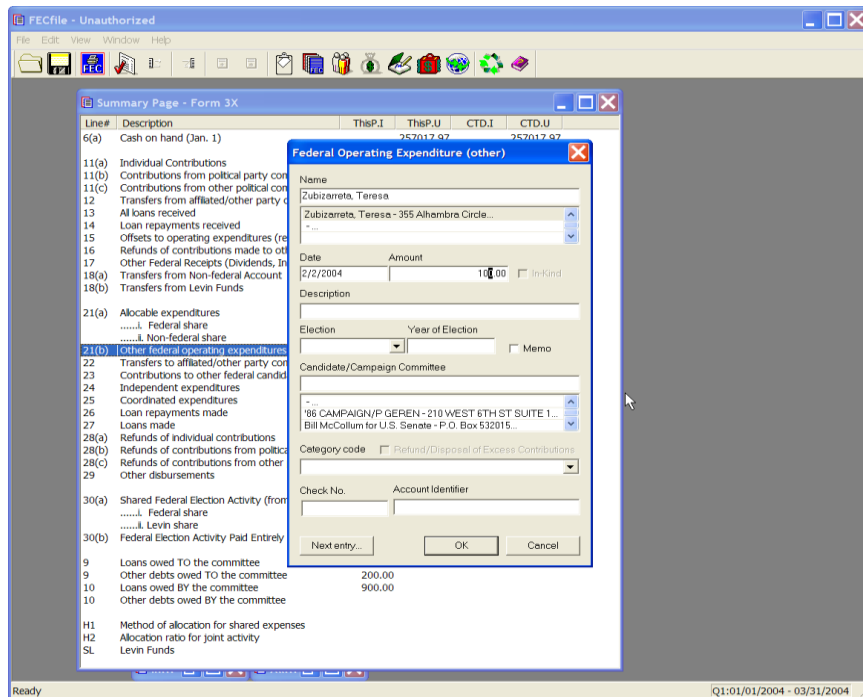
✓ FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

NOTE: If this is an H4 disbursement, enter the appropriate event and click "Calc".
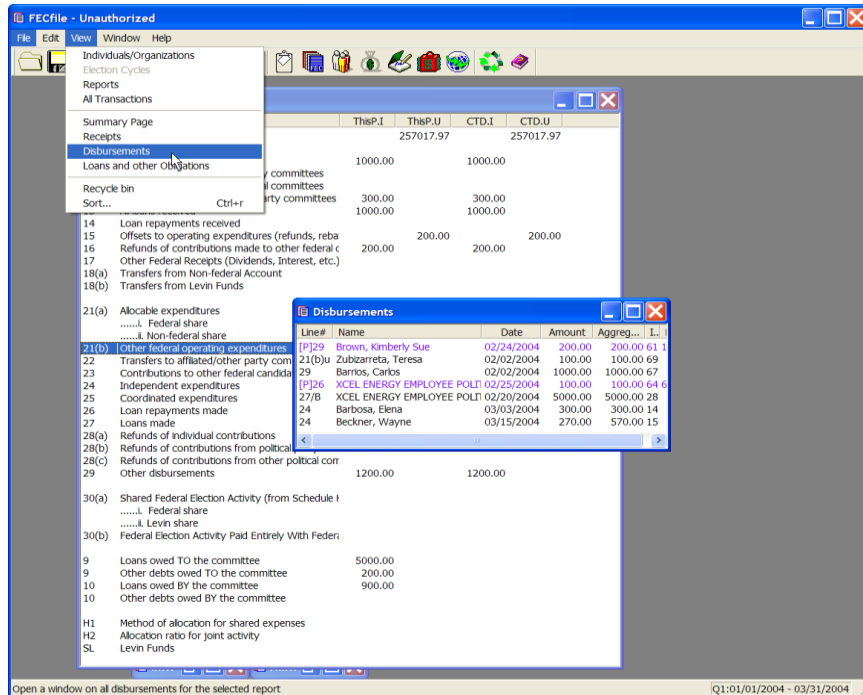
✓ Select View from the menu bar and click on Disbursements.
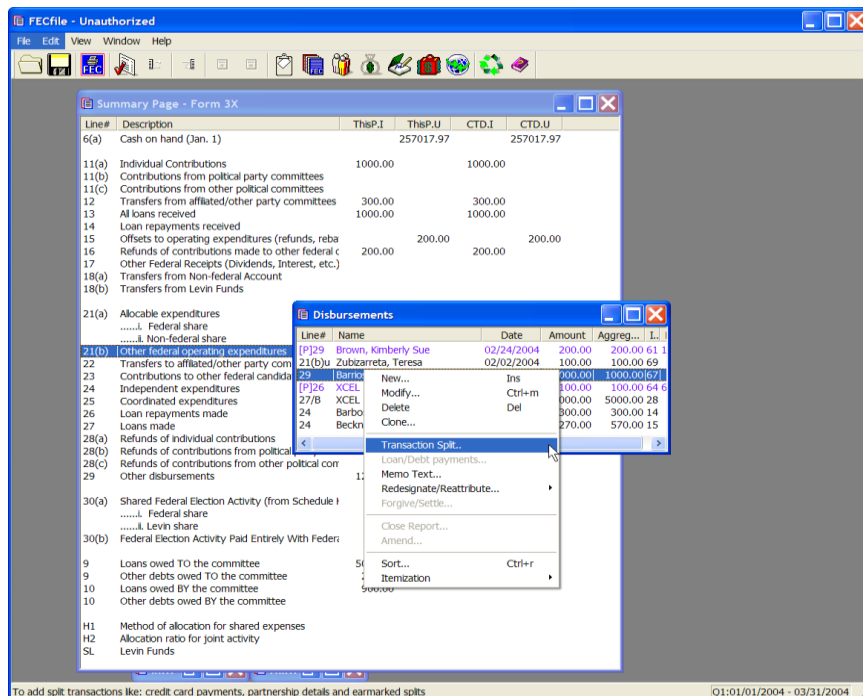
✓ As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.
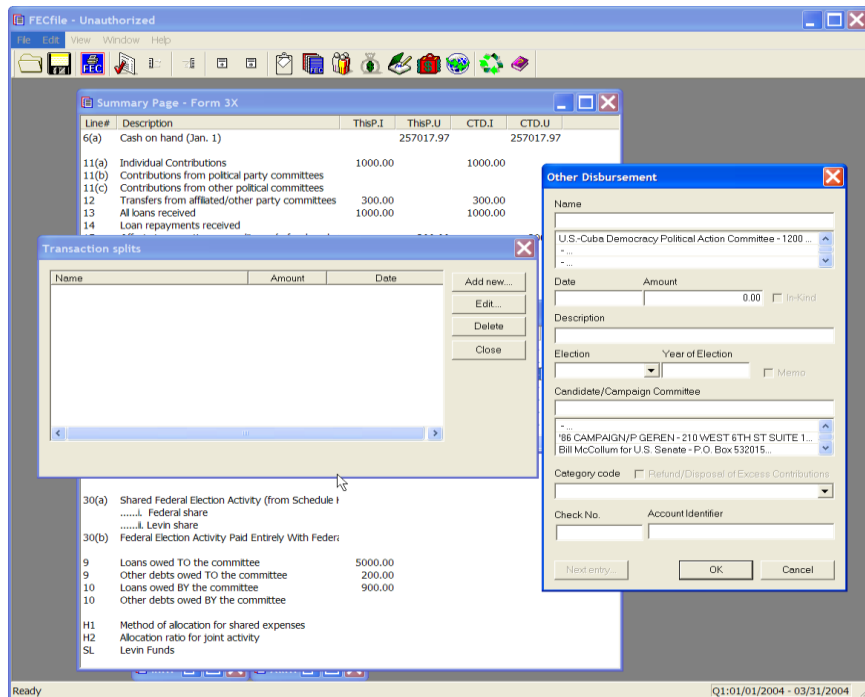
✓ The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as appropriate.

✓ Click on close.

Partnership Contributions

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

✓ 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.
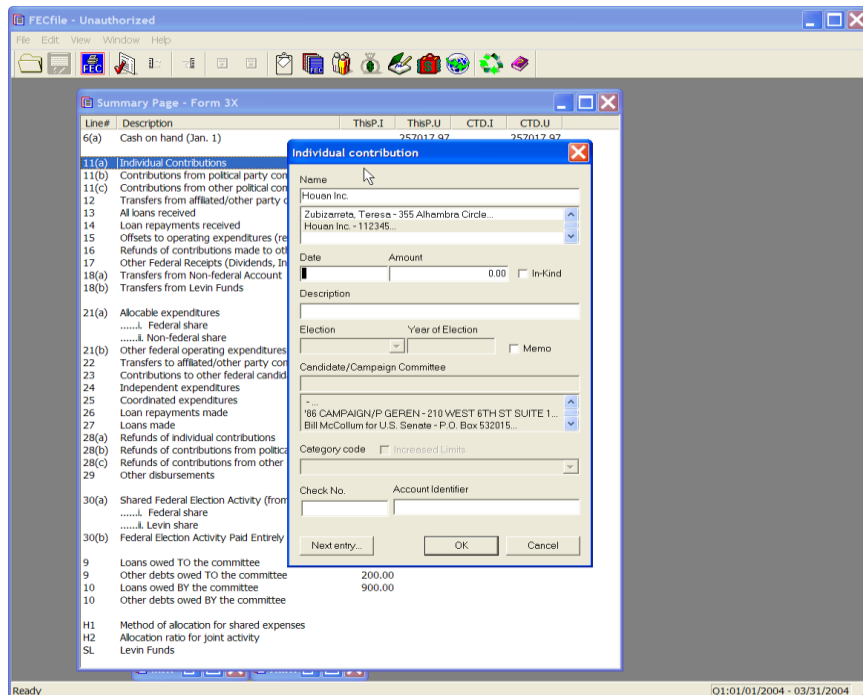
✓ The Individual contribution dialog box appears. Enter in the date, amount and enter "Partnership" in the text area for the description. Click on OK.
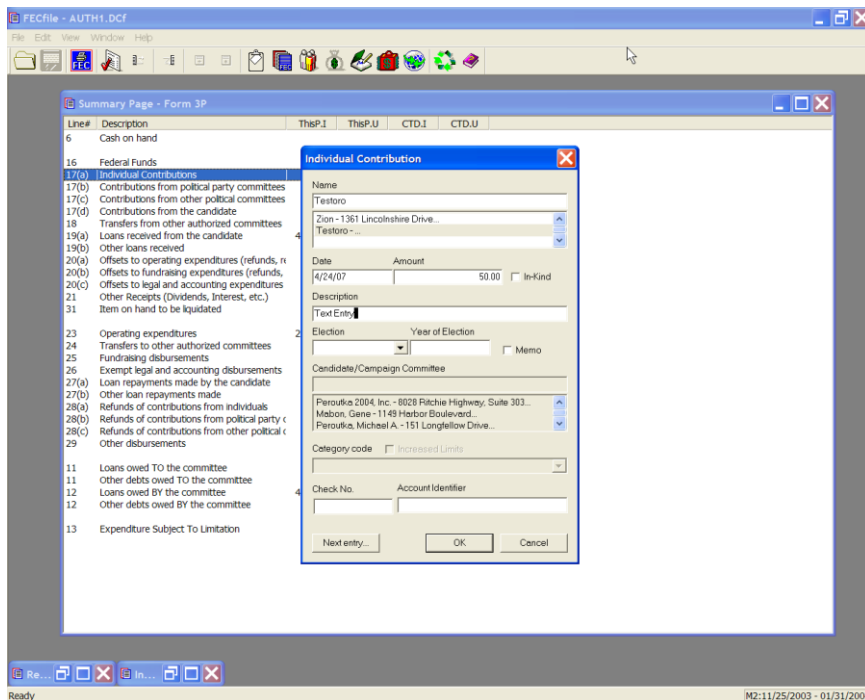
✓ Select View from the menu bar, and select Receipts. The Receipts window appears.
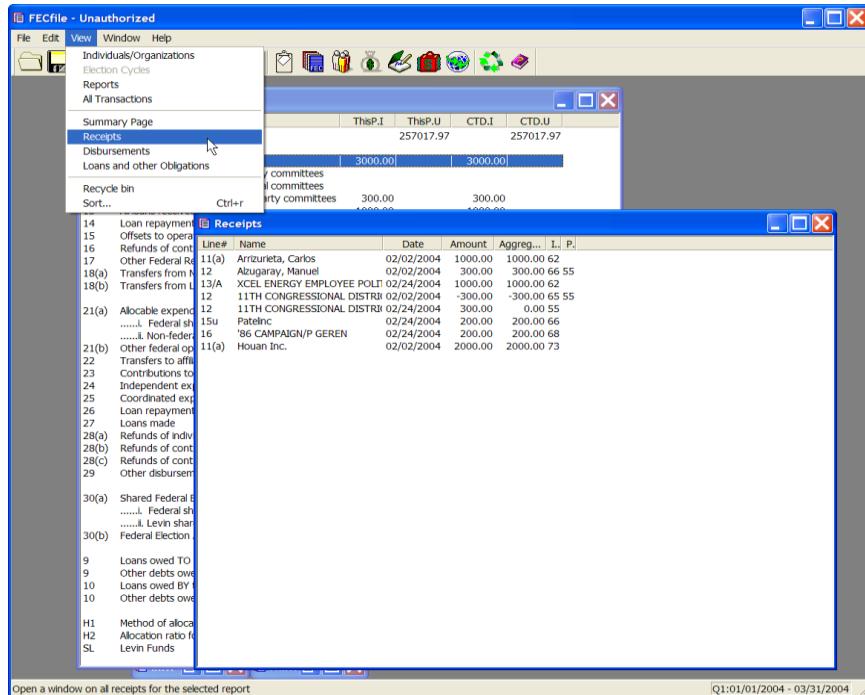
✓ Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears.
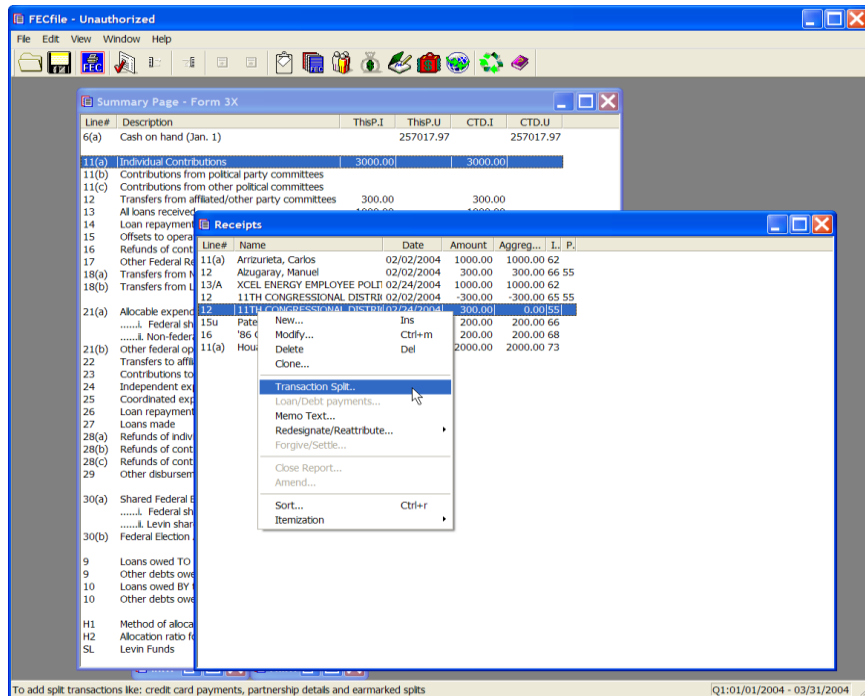
✓ Click on Add new, and enter the individual information.
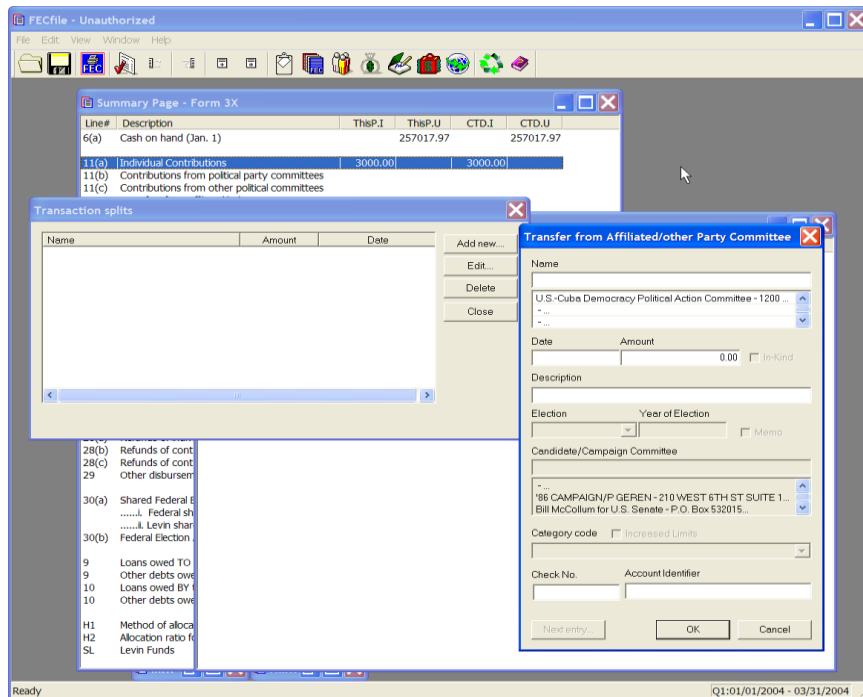
✓ Repeat entering additional information as required. Each entry is added to the Transaction Split Screen. When done adding, Click on close.

Debt Retirement – Line 23

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

✓ 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.

✓ 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.

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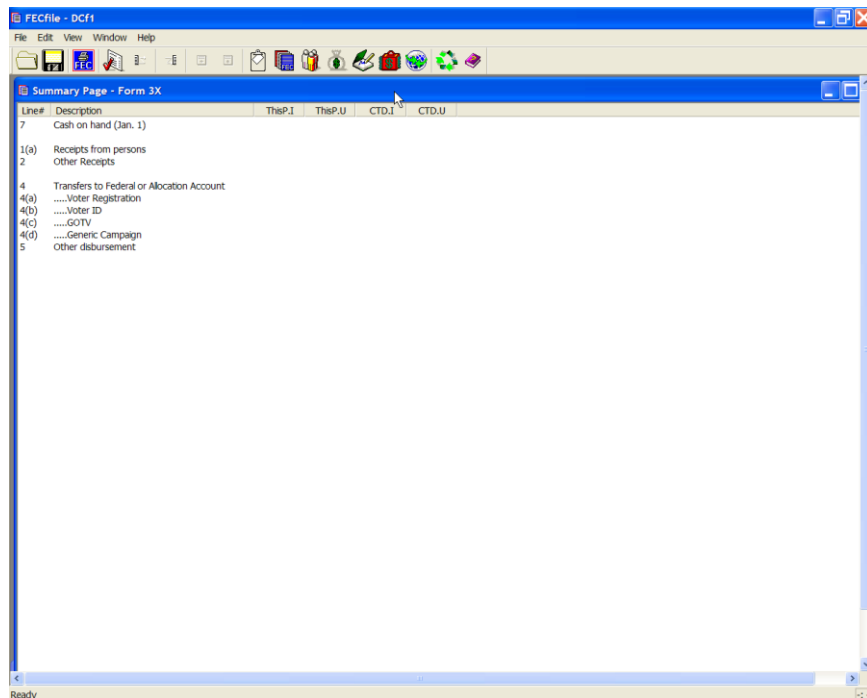
Note: Transfers reported under Schedule L, which also are required to be reported under Line 18(b) [H5] in the form 3X, must be entered separately. Those transactions must be entered in both places; Schedule L line 4, and Form 3X, H5 line 18(b).

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

✓ Click on line seven of the SL Summary page.

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

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

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

✓ 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.

✓ 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.

✓ 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)

- ✓ 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

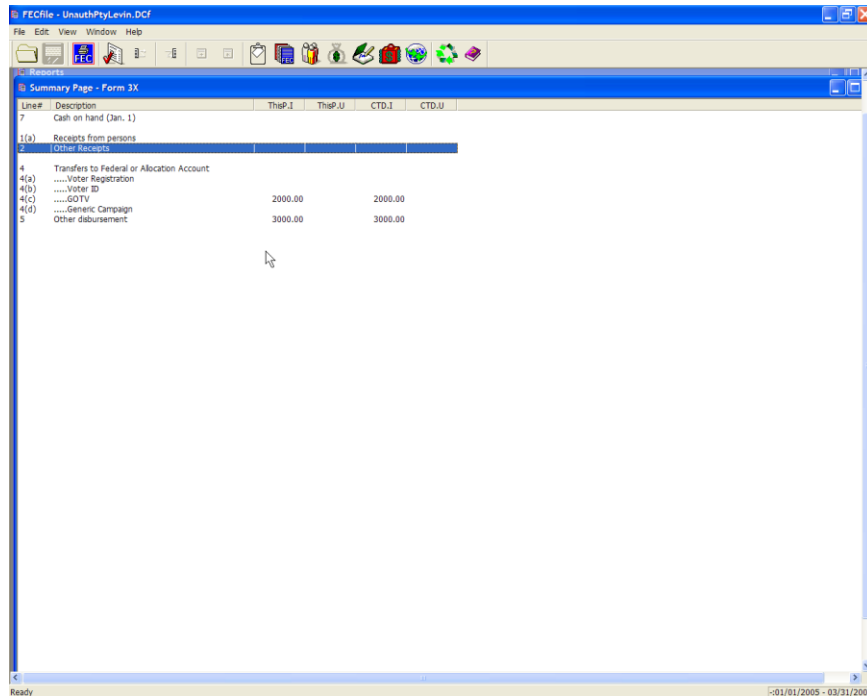- ✓ The transfer dialog box opens to record the transfer transaction.

✓ 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 dialogue box will open.

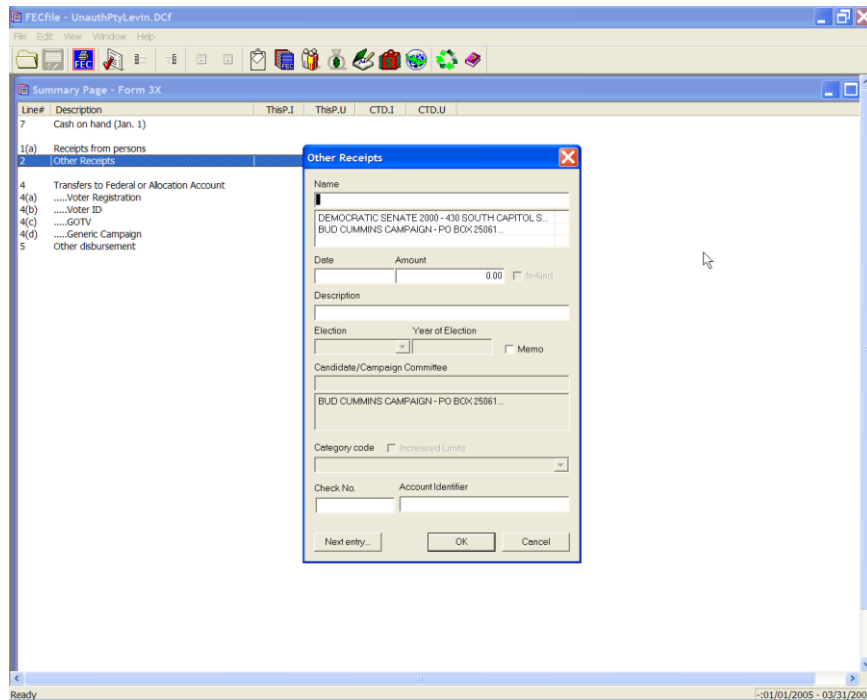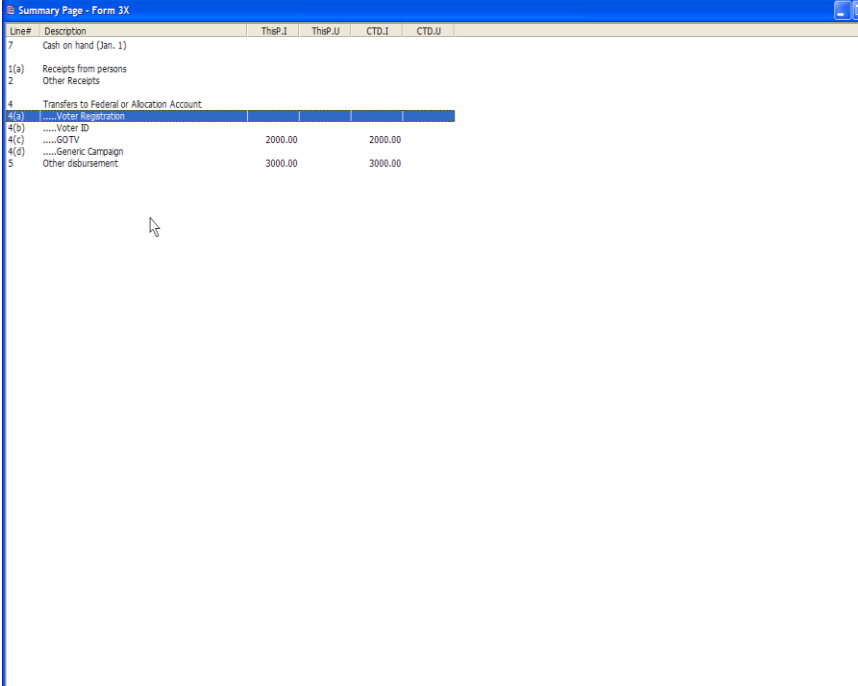✓ Select the type of Committee from the drop-down list at the top.

✓ Use the "Look up" function to select a committee ID
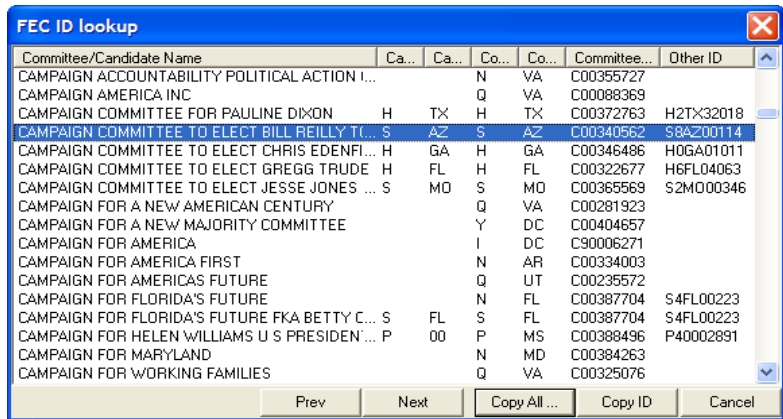
✓ Select the committee from the list and press the "Copy All" button.
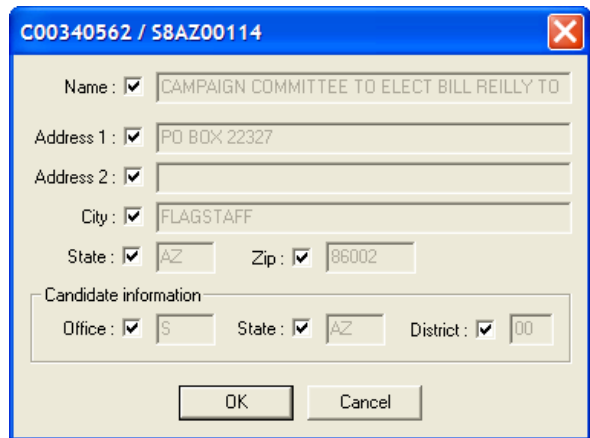
✓ The information to be transferred to the transaction is show in the display. Uncheck any item that you do not want copied.   Then select OK.

✓ 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

✓ Double Click on the line 5 of the SL Summary page. The appropriate transfer 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.

✓ 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
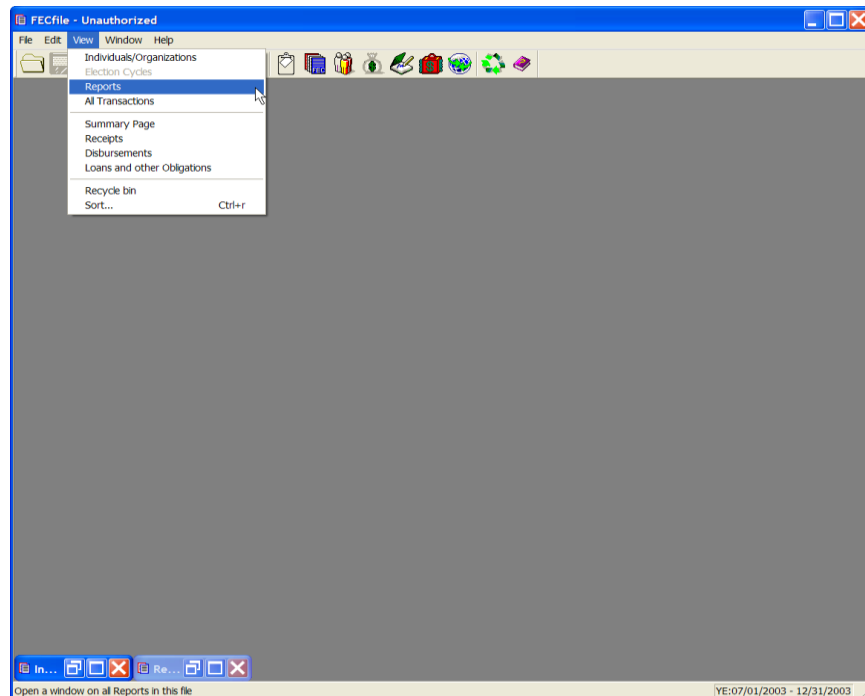
✓ From the FECFile main menu, select View from the menu bar, and select Reports.
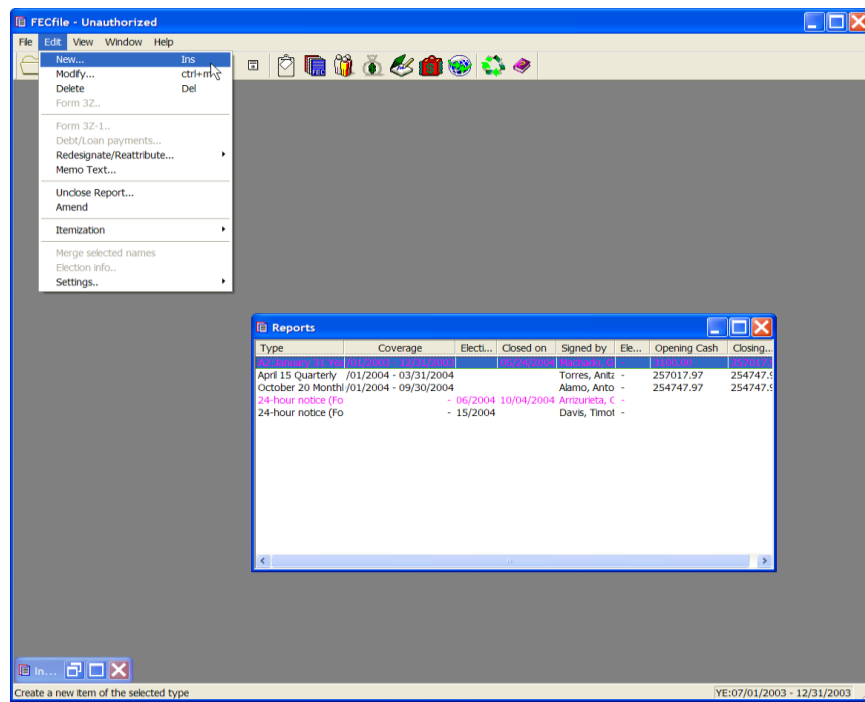
✓ The reports screen appears. Select edit from the menu bar, and select new. The select report type dialog box appears.
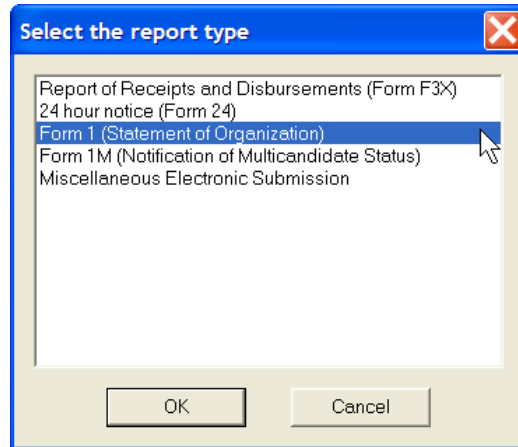
✓ Select Form 1 (Statement of Organization), and click on OK. The Statement of Organization dialog box appears. Select the type of committee, (entering a 3 letter party code, when applicable), select the box for the Committee name changed, or Address has changed, when applicable. Enter in the URL, email, and date.

✓ To change/or add affiliated committee information, connected organization, designated agent or depository, click on the Agents button.
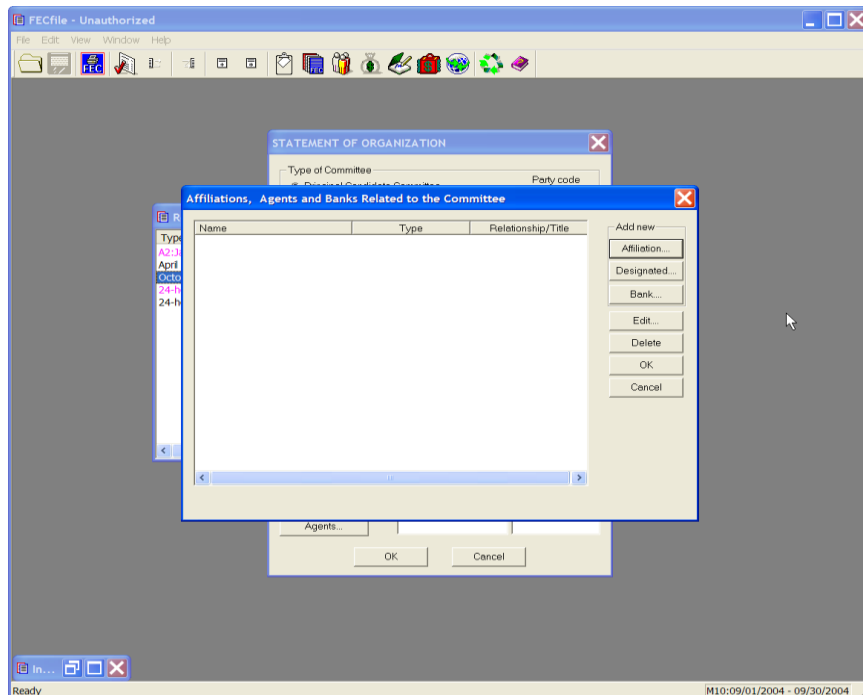
✓ Choose affiliated (not connected organizations), designated or bank, (affiliated applies to both affiliated committees and connected organizations). Enter the name, (if the name isn't already on the Individuals/Organizations list or Political Committee list, you must add it as a new individual, organization 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).

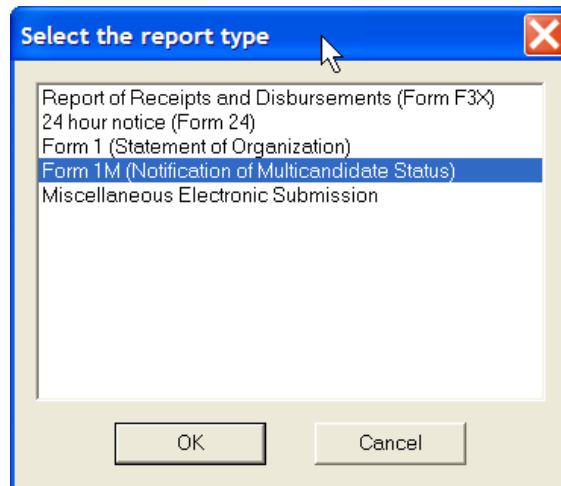✓ Add the phone number, title/relationship, and click OK.

Form 1M Notification of Multicandidate Status
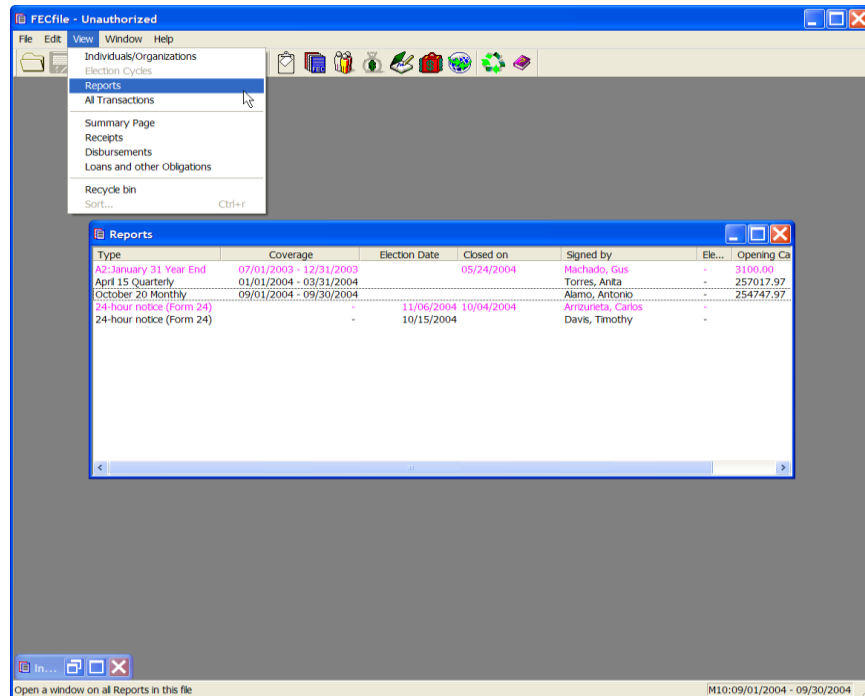
✓ Select View, Reports on the menu bar from the FECFile main menu.

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

FECFile – PACs & Party Committees Manual 6.0
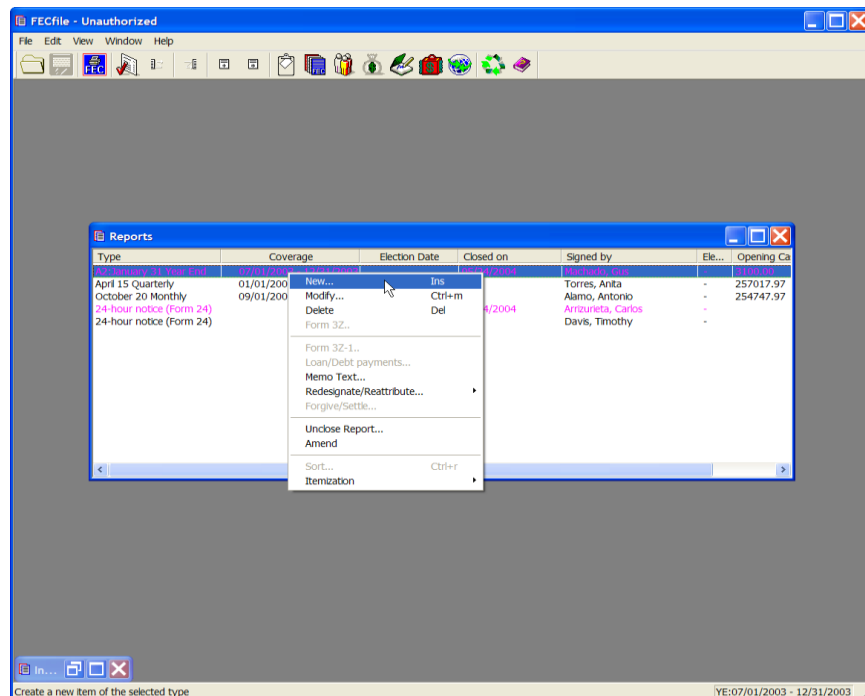
✓ The Report dialog box appears. Select Form 1M, (Notification of Multicandidate Status), and click on OK.
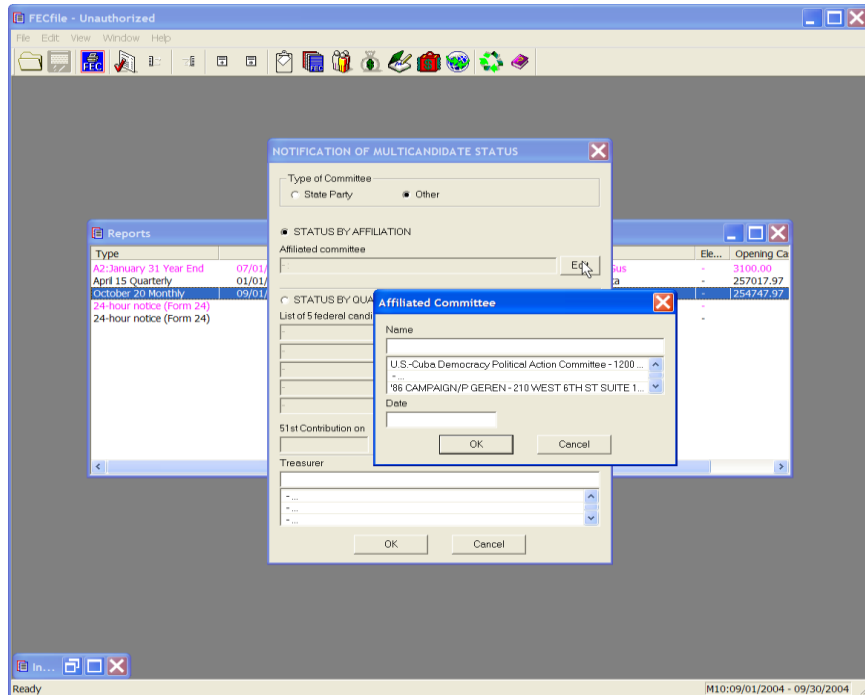
✓ The Notification of Multicandidate Status dialog box appears. Select the type of Committee, and select Status by Affiliation or Status by Qualification.

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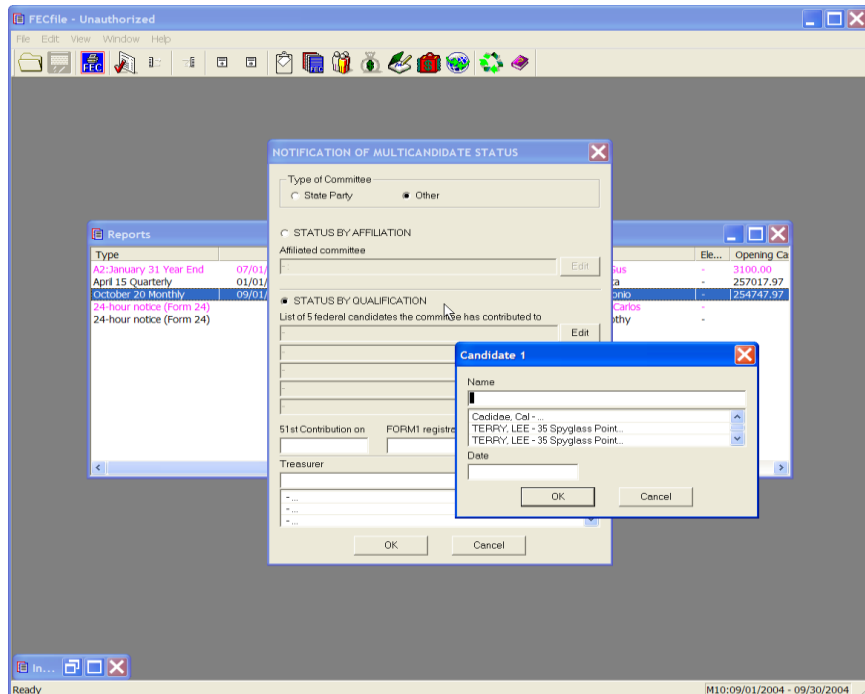
✓ When selecting Status by Qualification, indicate the candidates to which the committee has contributed using the Edit button, (being certain to create a record for the contributions using the Tab key), along with entering the date,

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.
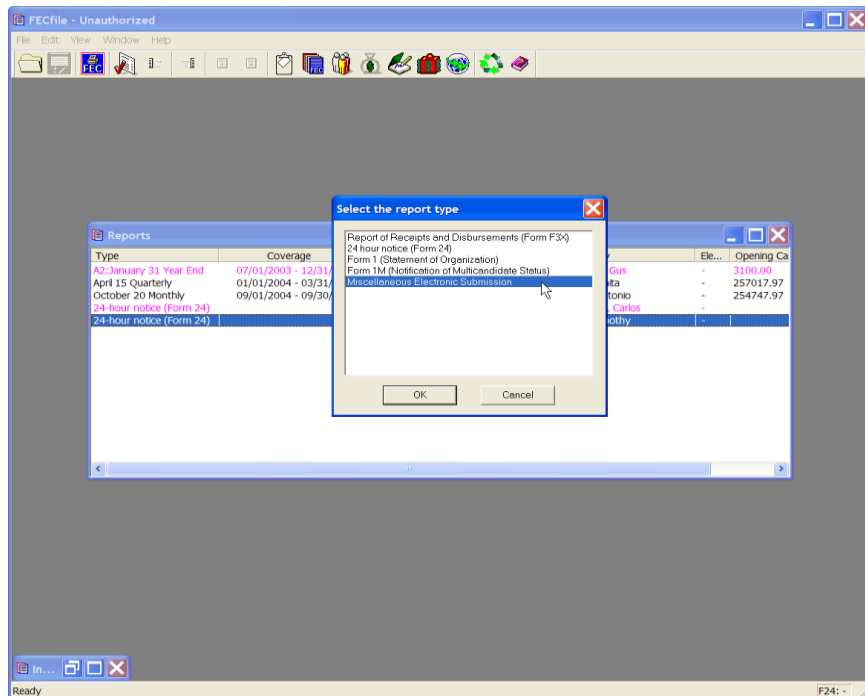
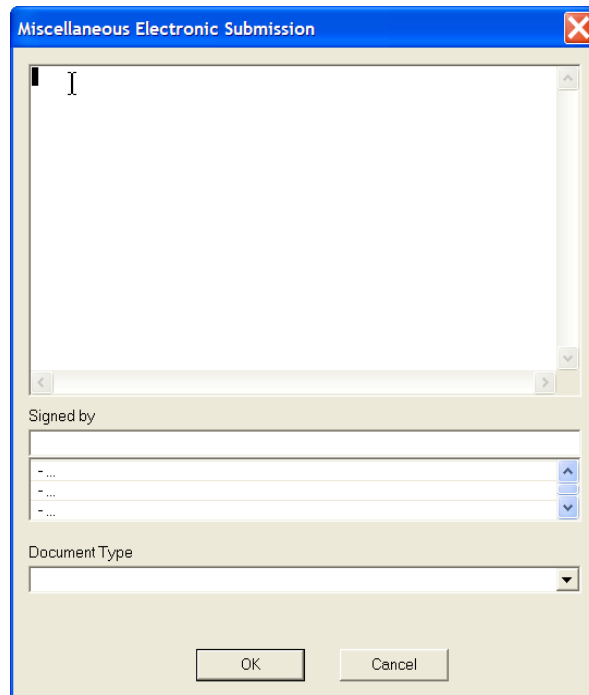## Miscellaneous Electronic Submission (a separate document, not attached to a specific report)
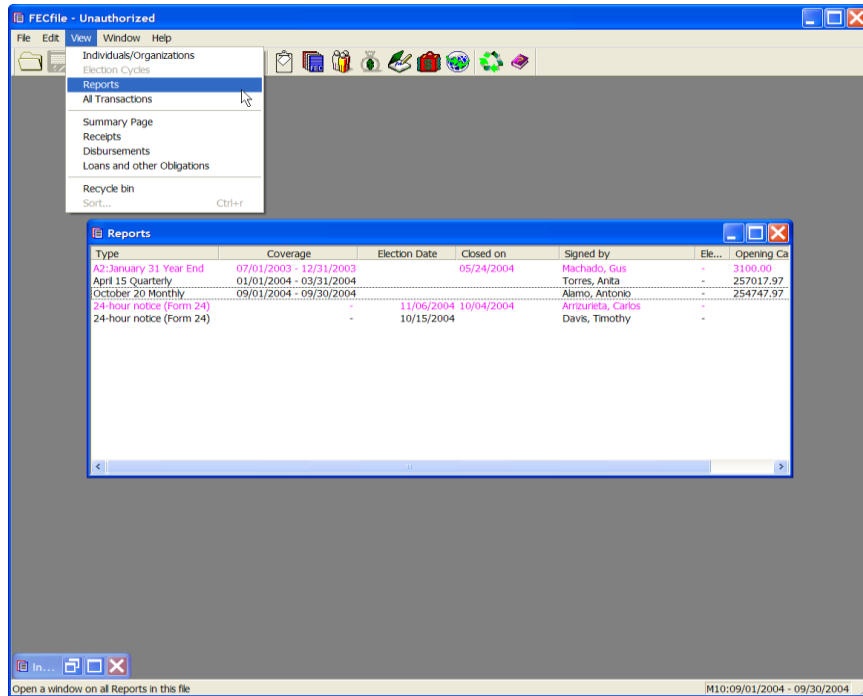
✓ Select View, Reports on the menu bar from the FECFile main menu.
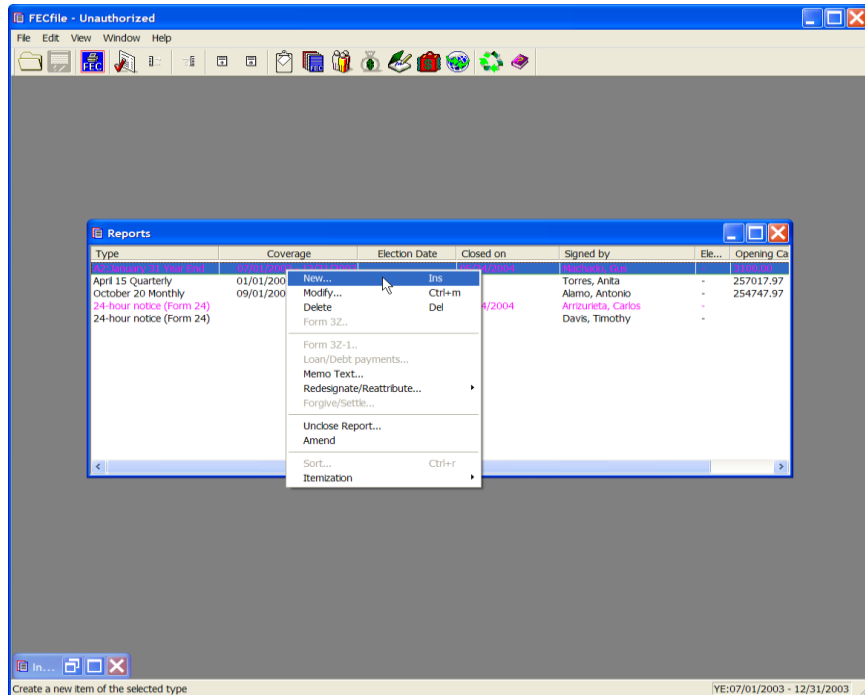
✓ Select Edit from the menu bar, and click on New.

✓ 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.

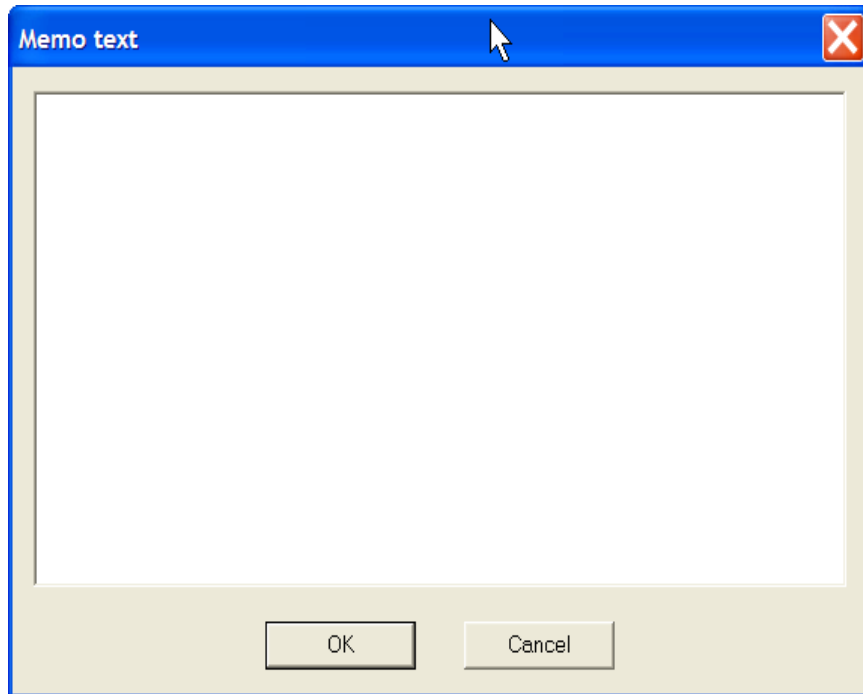## Memo Text - (Information about a specific transaction within a report)
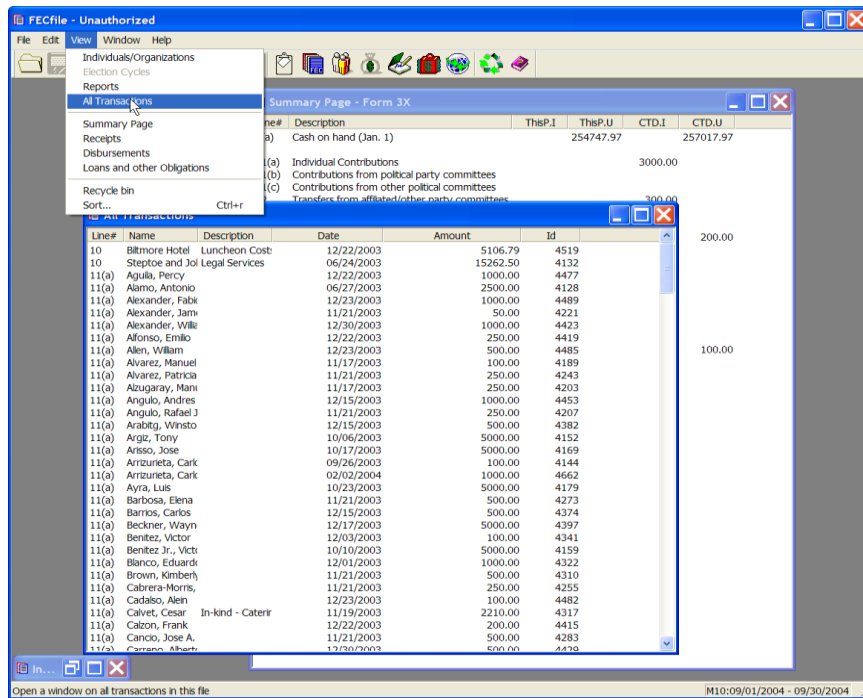
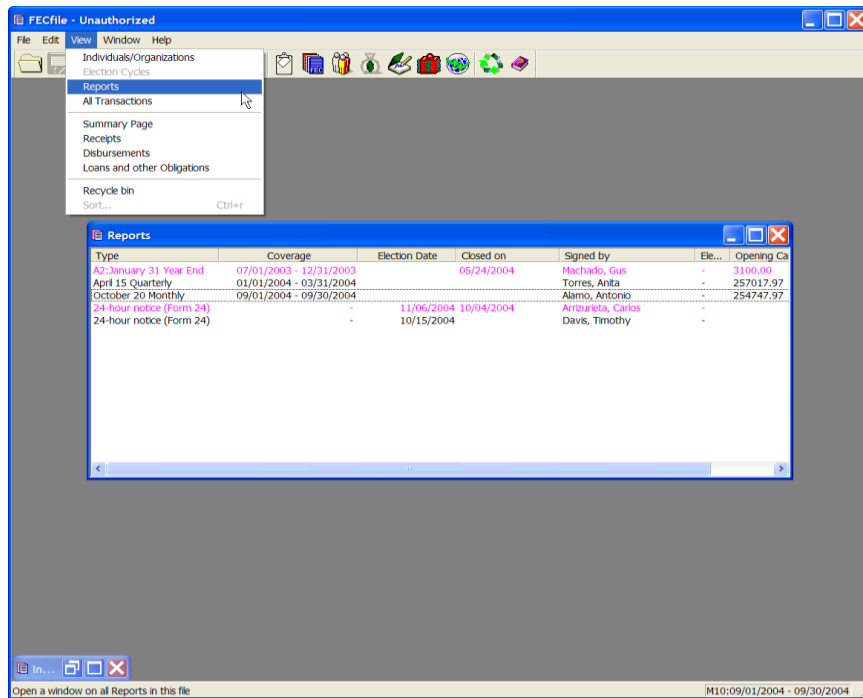✓ Select View, All Transactions on the menu bar from the FECFile main menu.
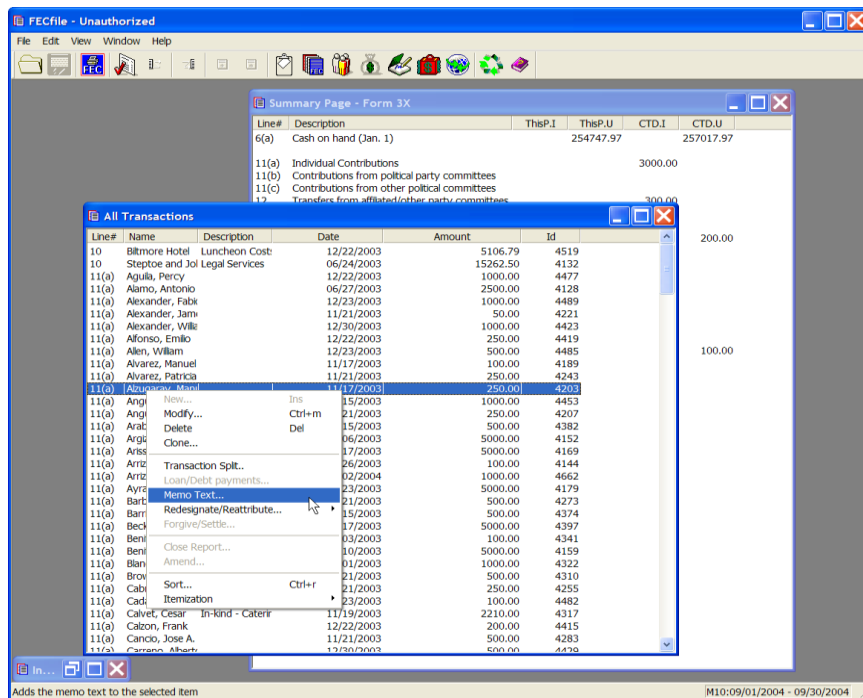
✓ Right click on the transaction to which the memo text will be attached. Select
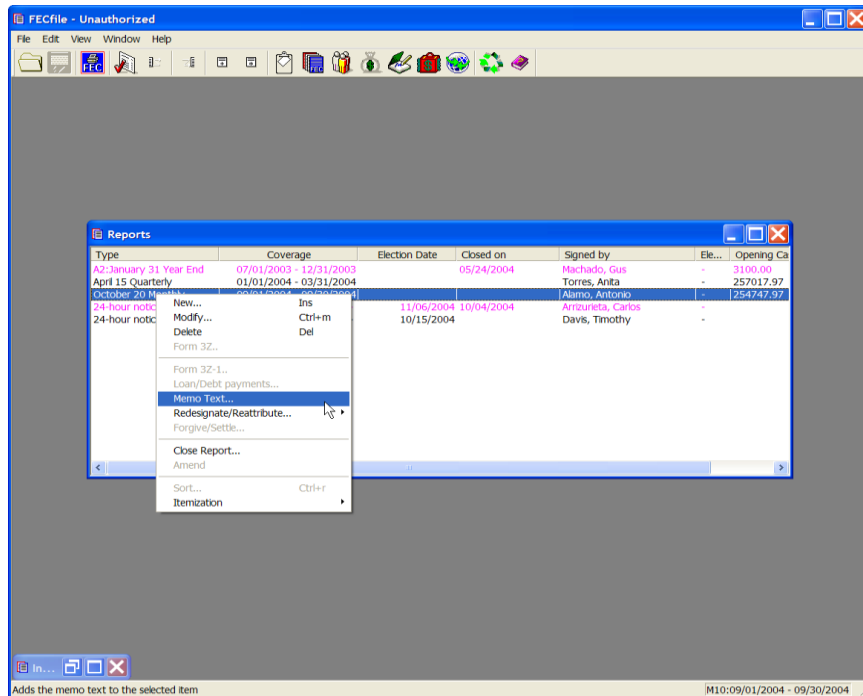
memo text and left click.

Memo text

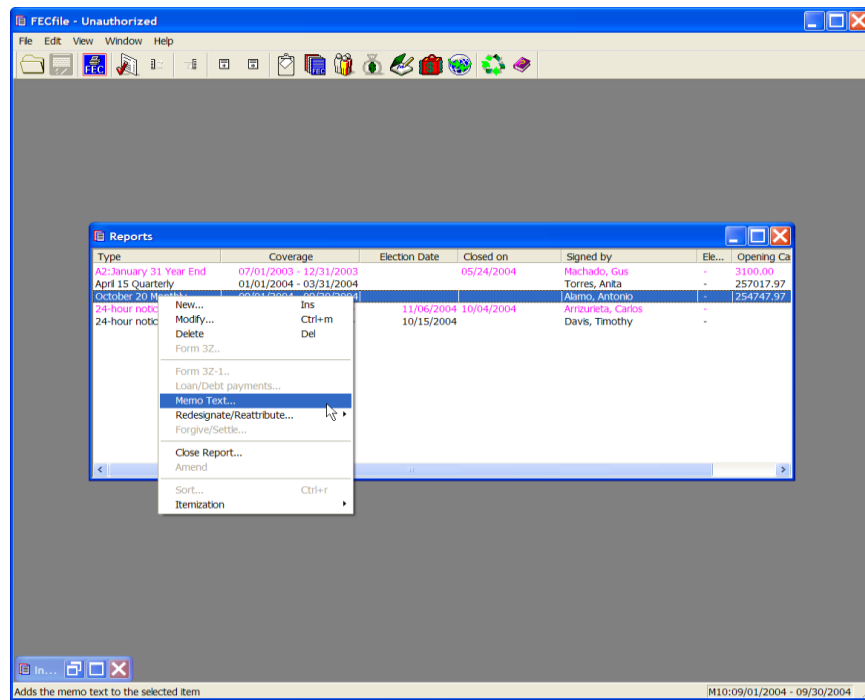OK   Cancel

✓ Enter in the memo text and select OK.

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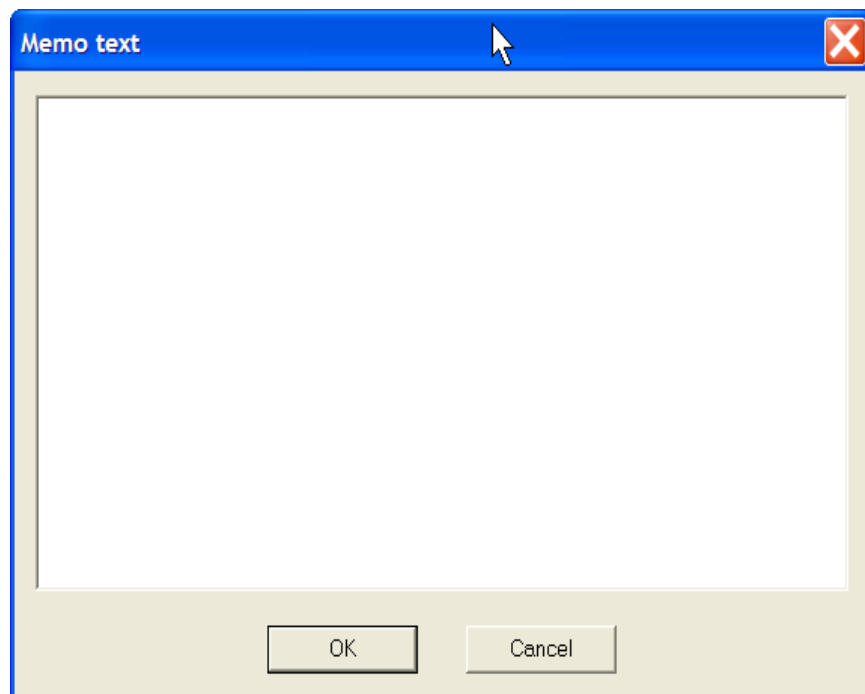

✓ 1. Click on View and Reports from the FECFile drop down menu.
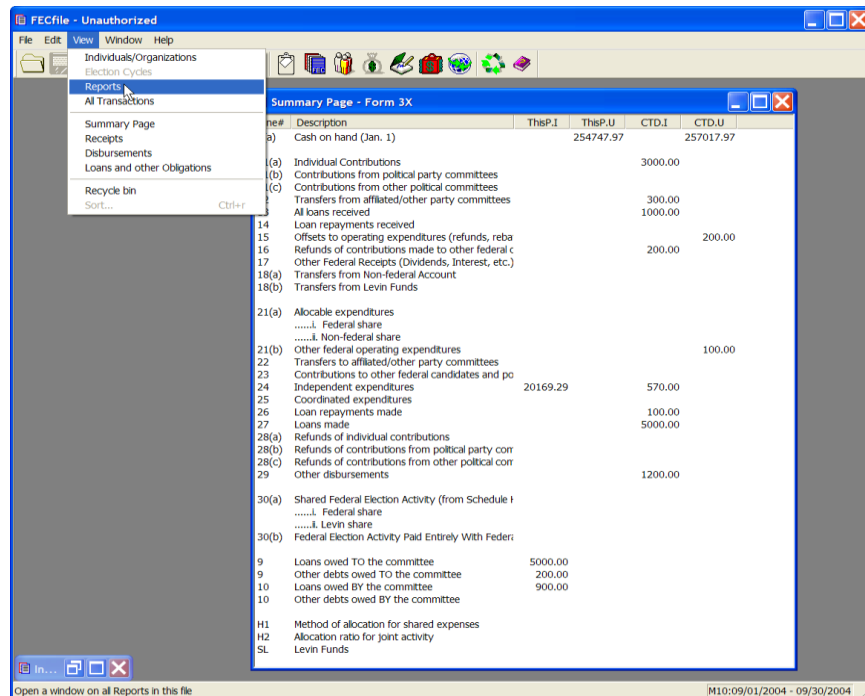
✓ Right click on the appropriate report.
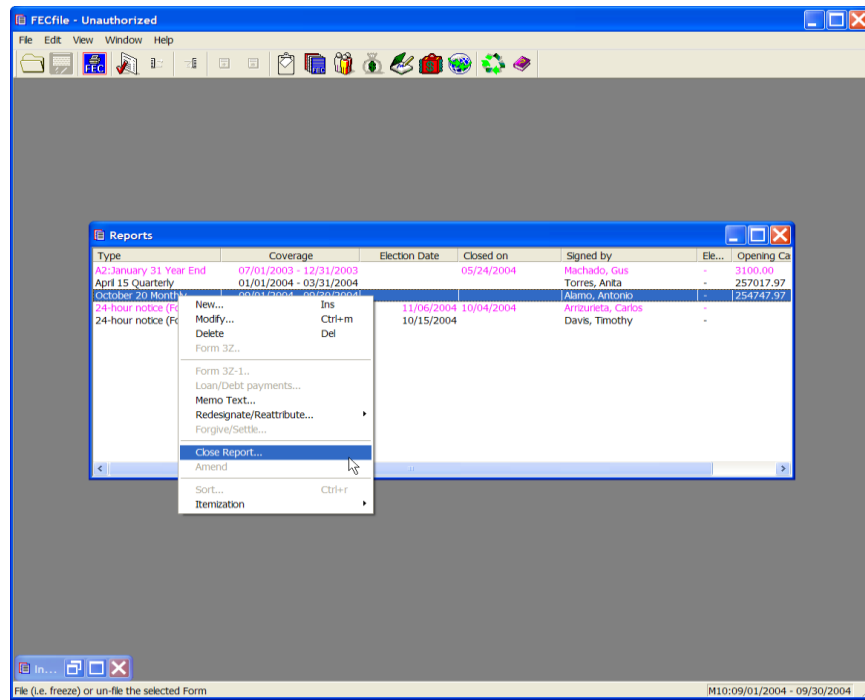

✓ Highlight the Memo text option, and left click.

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

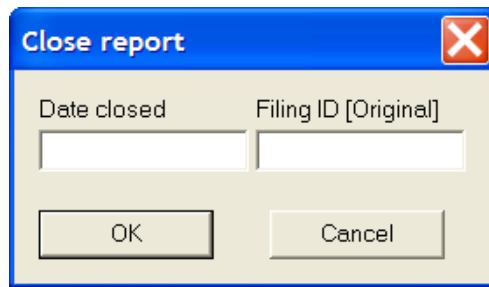# Closing a Report

✓ 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.