Using the IMPORT/EXPORT Feature.

A. Overview

Use the import feature to avoid re-typing contribution or expenditure data entered into other software, such as a spreadsheet. Use the export feature to convert data entered in the TX-CFS software into a format usable by other software. Note: double quotes("") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If an error occurs during import, please open the file "c:\Program Files\TX-CFS\Logs\ImportLogFile.txt. The proper format for importing data is described in the attached appendices.

B. Contributions

Contributions may only be imported into or exported from a particular report. The file **must** be in the format specified in Appendix A. To import contributions, highlight the report into which you wish to import, then select "Tools" from the main menu, then "Data", "Import", "Contributions/Pledges". A dialog box will appear asking you to choose the file from which to import. The dialog box initially displays the contents of the data folder where you installed the software. Click on the drive letter or folder name if you wish to change folders (or drives). When you have highlighted the existing file, click on the "Import" button. To export contributions, highlight the report you want to export from, then select "Tools" from the main menu, then select "Data", "Export", "Contributions/Pledges". A dialog box will appear asking you to enter the name and location of the file you want to export into. Fill in the file name then click on the "Export" button.

C. Expenditures

Expenditures may only be imported into or exported from a particular report. The file **must** be in the layout provided by Appendix B. To import expenditures, highlight the report into which you wish to import, then select "Tools" from the main menu, then "Data", "Import", "Expenditures". A dialog box will appear asking you to choose the file from which to import. When you have highlighted the existing file, click on the "Import" button. To export expenditures, highlight the report you want to export from, then select "Tools" from the main menu, then select "Data", "Export", "Expenditures". A dialog box will appear asking you to enter the name and location of the file you want to export into. Fill in the file name then click on the "Export" button.

APPENDIX A - FILE LAYOUT FOR IMPORTING / EXPORTING CONTRIBUTIONS

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension.** Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes(") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields.

<div align="center">

SAMPLE FILE: Contribs.csv

</div>

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

NOTE: (3): The first record of the export.csv file produced by TX-CFS contains a list of field names for informational purposes only. This record is not required for import files. If it is added, precede it with a "#" to indicate that it is for information only.

Example of informational field headers in first record (NOT REQUIRED):
#Rec_Type,Form_Type,Item_ID,Entity_Cd,Ctrib_NamL,Ctrib_NamF,Ctrib_NamT,Ctrib_NamS,Ctrib_Adr1,Ctrib_Adr2,Ctrib_City,Ctrib_StCd,Ctrib_ZIP4,OS_PAC_CB,OS_PAC_FEC,Ctrib_Date,Ctrib_Amt,Ctrib_Dscr,Employer,Occup,Job_Title,Spouse_Law,Parent1_Law,Parent2_Law

Example of import record for Schedule A1: **(Please note that the commas at the end ARE necessary even when there is no data in those fields.)**
RCPT,A1,,I,Smith,Judith,Ms.,,Bank One Building,"1231 Main St., Ste. 100",Dallas,TX,75201-1234,,,20000201,50.01,,Flowers by Judy,Floral Arrangements,Owner,,,

Example of import record for Schedule B1:
PLDG,B1,,E,Imaginary PAC,,.,,Bank Two Building,"1232 Main St., Ste. 500",Houston,TX,77201-1234,,,20000201,500.00,,,,,,,

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=============================================================================

  R(x)              Max
# C(x) Field Name   Len  Description
-----  ----------   ---  -----------
01 Rx  Rec_Type       4  Record Type (identifies this record)  Value:  RCPT, PLDG

02 Rx  Form_Type      5  Name of Schedule

                        Values for Contributions:
                        A1   (used on: COH;SPAC;SCCOH;SCSPAC;COH-SS;SPAC-SS)
                        A2   (used on: GPAC;MPAC;CEC;MCEC)
                        A(J) (used on: JCOH;JSPAC)
                        A(L) (used on: LEG)
                        C    Corporate Contribs.(used on: SPAC;GPAC;MPAC;PTYCORP)
                        C2   Corporate Contribs for Admin (used on GPAC;MPAC)
```

```
                         Values for Pledges:
                         B1    (used on: COH;SPAC;SCCOH;SCSPAC)
                         B2    (used on: GPAC;MPAC;CEC;MCEC)
                         B3    (used on: COH-SS;SPAC-SS)
                         B(J) (used on: JCOH;JSPAC)
                         D     Corporate Pledges (used on: SPAC;GPAC;MPAC;PTYCORP)

03 Rx   Item_ID      20  Unique Identifier (leave blank for imports)


04 Rx   Entity_Cd     1  Entity Code    Values:  I = Individual;  E = Entity
                                  (Schedules C & D are always an Entity)


05 Rx   Ctrib_NamL  100  Contrib Name - Last or Organization name
06 CR   Ctrib_NamF   45  Contrib Name - First (middle, _) name(s)
                         (Req if Entity_Cd = "I")


07 Co   Ctrib_NamT   15  Contrib Name – Title (e.g., Mr.)
08 Co   Ctrib_NamS   10  Contrib Name – Suffix (e.g., Jr.)


09 R    Ctrib_Adr1   55  Contributor Street Address 1
10 o    Ctrib_Adr2   55  Contributor Street Address 2
11 R    Ctrib_City   30  Contributor City
12 R    Ctrib_StCd    2  Contributor State Code  (use "ZZ" if foreign)
13 R    Ctrib_ZIP4   10  Contributor ZIP Code    (use 99999 or 99999-9999)

*----- Fields 14 & 15 do not apply to Schedules A(L), C
14 Co   OS_PAC_CB     1  Out-of-state PAC Check-box  "X" = checked; blank = unchecked
15 Co   OS_PAC_FEC    9  Out-of-state PAC's FEC ID#  (OK if OS_PAC_CB = X)

16 Rx   Ctrib_Date    8  Contribution Date    (yyyymmdd)
17 Rx   Ctrib_Amt    12  Contribution Amount  (or In-kind Value; 999999999.99)
18 o    Ctrib_Dscr  100  Contribution Description  (if In-kind)

*----- Fields 19 & 20 are not applicable to Schedules A(L), C
19 CR   Employer     60  Employer    (Req on Schedule A(J))
20 CR   Occup        60  Occupation  (Req on Schedules A2 & A(J))

21 CR   Job_Title    60  Job Title                    (applies only to Sched A(J))
22 Co   Spous_Emp    60  Law firm of spouse           (applies only to Sched A(J))
23 Co   Parent1      50  Law firm of child's parent (applies only to Sched A(J))
24 Co   Parent2      50  Law firm of child's parent (applies only to Sched A(J))
```

APPENDIX B - FILE LAYOUT FOR IMPORTING / EXPORTING EXPENDITURES

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension.** Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes(") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields.

<div align="center">

SAMPLE FILE: Expends.csv

</div>

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

Examples: **(Please note that the commas at the end ARE necessary even when there is no data in those fields.)**
EXPN,F,,I,Smith,John J.,Mr.,III,Thanksgiving Plaza,"100 Elm St., Ste. 1500",Dallas,TX,75201,20000401,175.00,artwork for campaign posters,,,,,,,,,,,,,,N
EXPN,F,,E,Jiffy Print,,,,First National Bank Bldg.,"1101 Main St., Ste. 1200:,Dallas,TX,75201-0124,20000401,2000.00,printing campaign posters,,,,,,,,,,,,,N

```
=============================================================================

  R(x)            Max
# C(x) Field Name Len  Description
----- ---------- ---  -----------
01 Rx  Rec_Type     4  Record Type (identifies this record) Value:  EXPN

02 Rx  Form_Type    6  Name of Schedule  Values:
                          F      (used on:COH;JCOH;SPAC;JSPAC;GPAC;MPAC;
                                   CEC;MCEC;SCCOH;SCSPAC)
                          F(L)   (used on: LEG)
                          G      (used on: COH;JCOH;SCCOH)
                          H      (used on: COH;JCOH;SPAC;JSPAC;SCCOH;SCSPAC)
                          I      (used on: COH;JCOH;SPAC;JSPAC;GPAC;MPAC;
                                   CEC;MCEC;SCCOH;SCSPAC)

03 Rx  Item_ID     20  Unique Identifier (leave blank for imports)

*---- Fields 04 - 16 are NOT USED on Candidate/Office records (fields #19-28)
*---- which have a BakRef_ID pointing to the Item_ID of the "parent" record.

04 Rx  Entity_Cd    1  Entity Code   Values:  I = Individual; E = Entity

05 Rx  Payee_NamL 100  Payee Name - Last or Organization name
06 CR  Payee_NamF  45  Payee Name - First (middle, _) name(s)
                        (Req if Entity_Cd = IND)
07 Co  Payee_NamT  15  Payee Name – Title  (e.g., Mr.)
08 Co  Payee_NamS  10  Payee Name – Suffix  (e.g., Jr.)
```

```
09 R    Payee_Adr1   55  Payee Street Address 1
10 o    Payee_Adr2   55  Payee Street Address 2
11 R    Payee_City   30  Payee City
12 R    Payee_StCd    2  Payee State Code
13 R    Payee_ZIP4   10  Payee ZIP Code      (99999 or 99999-9999)
14 Rx   Expn_Date     8  Expense Paid Date     (yyyymmdd)
15 Rx   Expn_Amt     12  Expense Paid Amount  (999999999.99)
16 R    Expn_Descr  100  Expenditure Description

*----  Field 17 only applies to Sched UC-EXP of COH-UC reports
17 CR   ExpCntr_YN    1  Expenditure is a contribution?  (Y/N)

*-----  Field 19 applicable when #02.Form_Type = G and is a Check-box
*-----  that indicates "Reimbursement from political contributions intended".

18 o    Reimbur_CB    1  Reimbursement intended Check-box  (Sched G only)

*-----  Fields 20 - 29 apply when #02.Form_Type = [F|H|T-DCE] and refer to
*-----  expenditures made to benefit another C/OH without that C/OH's knowledge
*-----  or consent.

19 o    Cand_NamL   100  Candidate Name - Last (family) name
20 CR   Cand_NamF    45  Candidate Name - First (middle, ...) name(s)
21 Co   Cand_NamT    15  Candidate Name - Title
22 Co   Cand_NamS     5  Candidate Name - Suffix

23 o    OffHldCd      3  Office Held Code   (see "Political Office Codes", below)
24 CR   OffHldNam    30  Office Held Description   (if OTH - Other)
25 Co   OffHldNum     4  Office Held District#

26 o    OffSeekCd     3  Office Sought Code (see "Political Office Codes", below)
27 CR   OffSeekNam   30  Office Sought Description (if OTH - Other)
28 Co   OffSeekNum    4  Office Sought District#

29 o    BakRef_ID    20  Back-reference to Item_ID  (not used for importing records)
30 o    ExpnCorp_YN   1  Expenditure from Corporate contributions? (Y/N) (GPAC/MPAC)

Political Office Codes (used in Fields 24 & 27)
================================================

   GOV = Governor
   LGV =Lt. Governor
   AG  = Attorney General
   COM = Comptroller
   LC  = Land Commissioner
   AC  = Agriculture Comm.
   RC  = Railroad Commissioner
   SCJ = Supreme Court Justice
   CAJ = Criminal Appeals Judge
   SEN = State Senator
   REP = State Representative
   COA = Court of Appeals Justice
   DJ  = District Judge
   DA  = District Attorney
   SBE = State Board of Education
   OTH = Other Office (describe)
```