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FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by- step instructions, along with screen shots, in an effort to help users manuever through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

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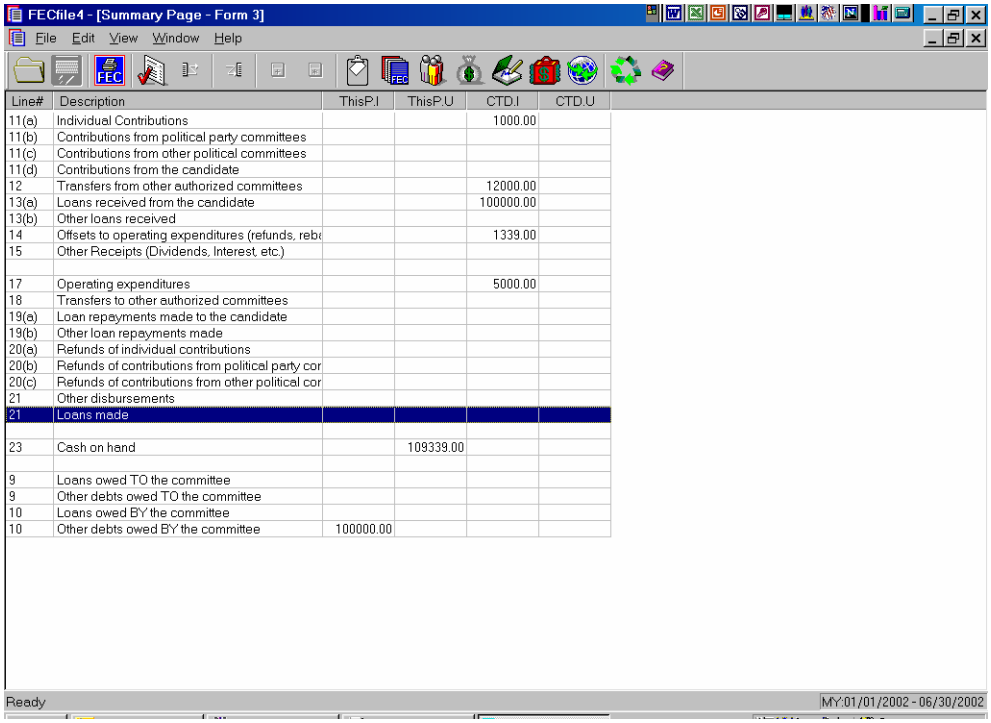
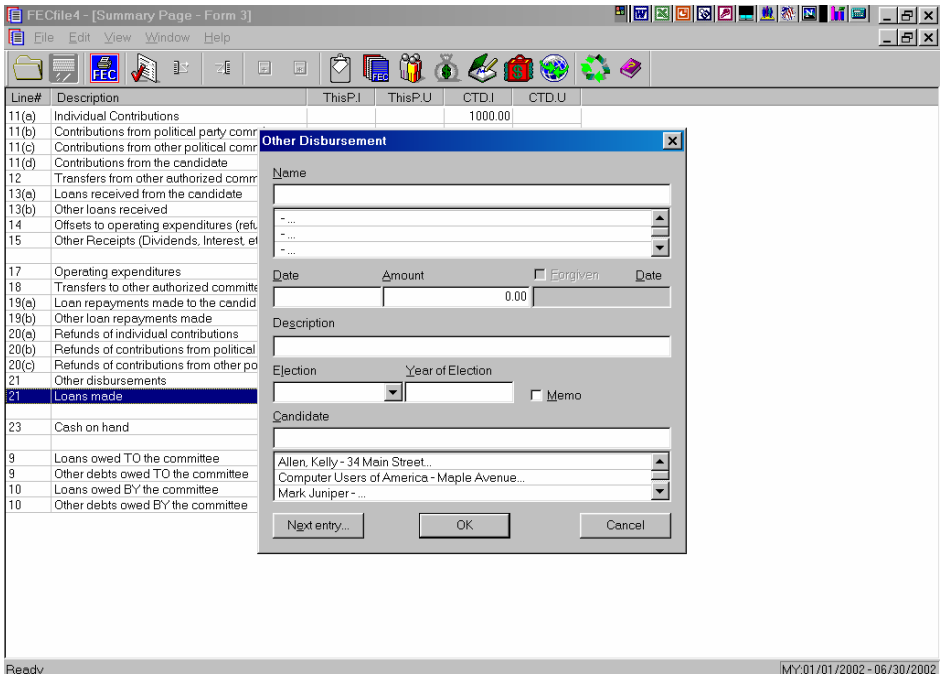
Reports Analysis Division—Reporting Questions

NIC—Technical Questions

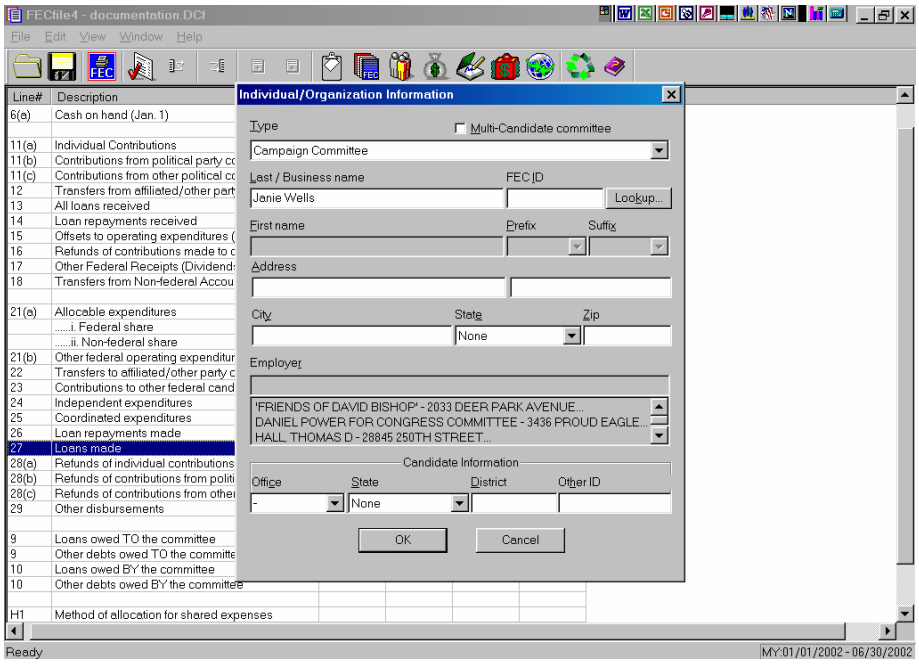
Loans Made Line 21



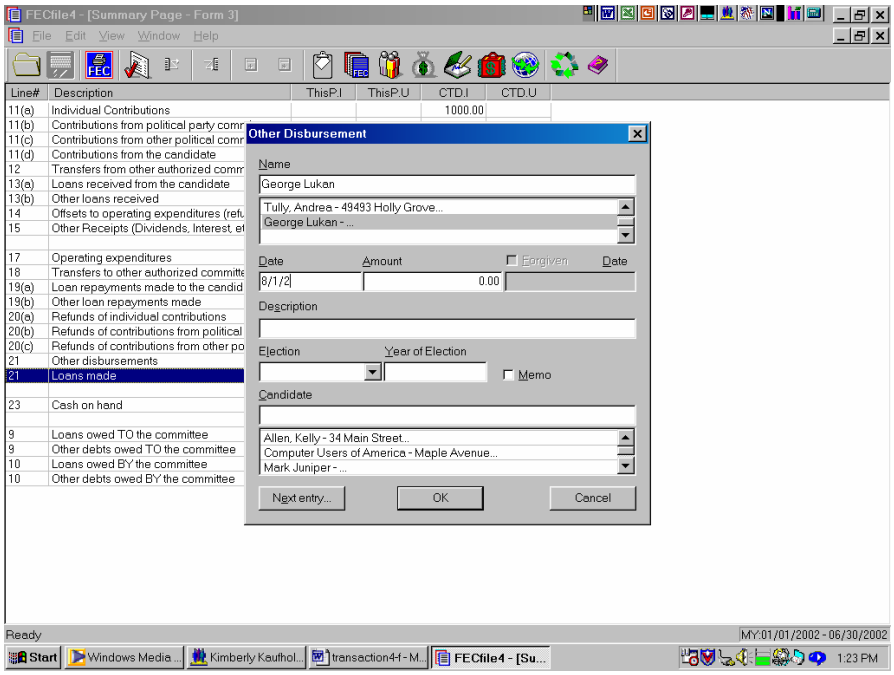
1. Selecting the Summary Page in FECFile, double click on Line 21, Loans Made.



2. The other Disbursement dialog box appears. Select the name text box, and enter the name of the recipient. Press the Tab key.

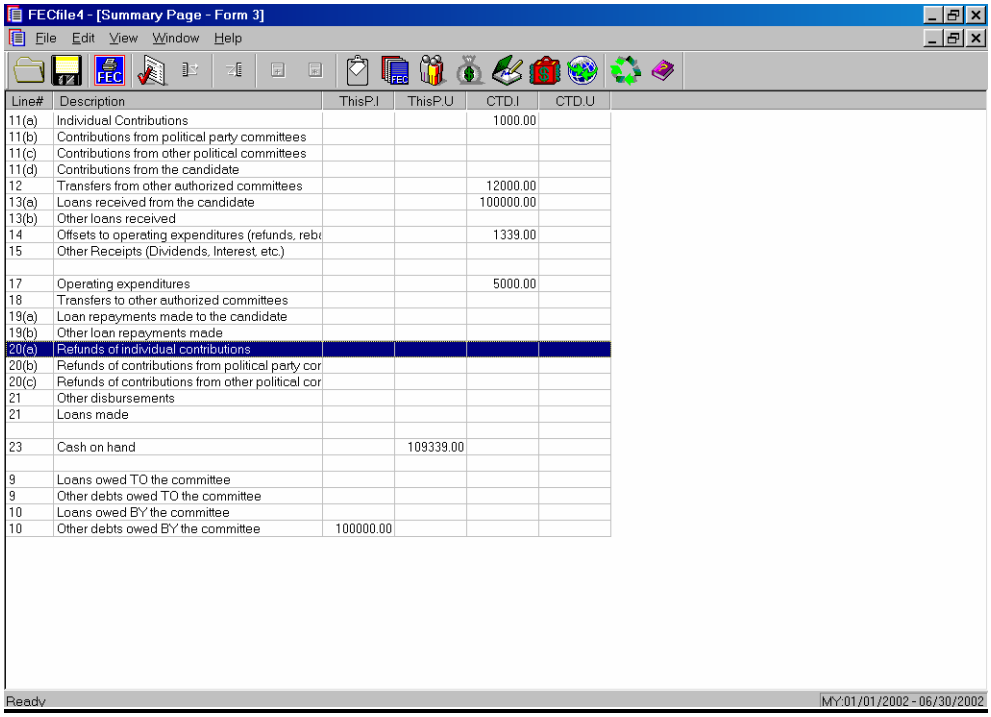


3. The Individual/Organization Information dialog box appears. Select the drop down arrow next to type, and select the proper category.
Note: If Candidate Committee or other political committee is selected, select Lookup, Copy All, and OK however;
if a Name is selected, enter the Name, Address, Employer and Occupation information, and OK.

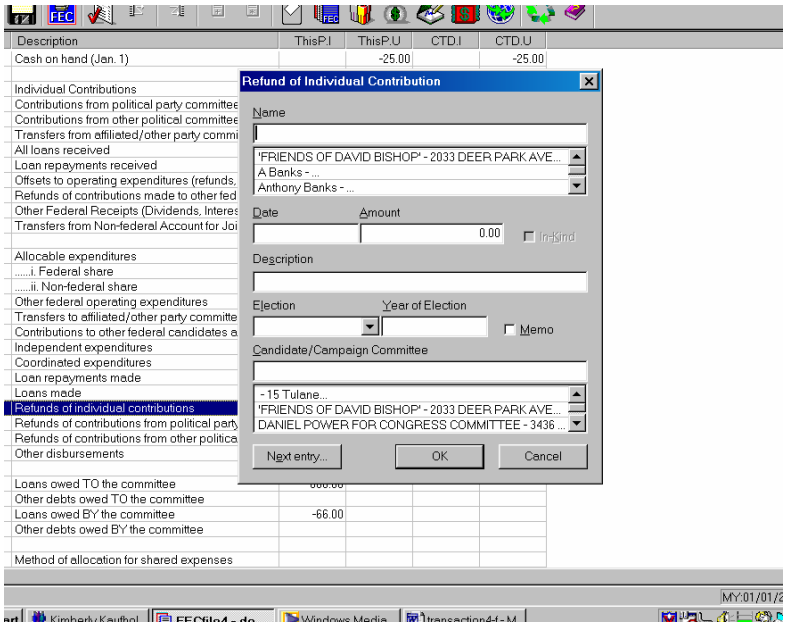


4. The other Disbursement dialog box reappears. Enter the Date, Amount and select OK.

Refunds Lines 20 (a), 20 (b), and 20 (c)

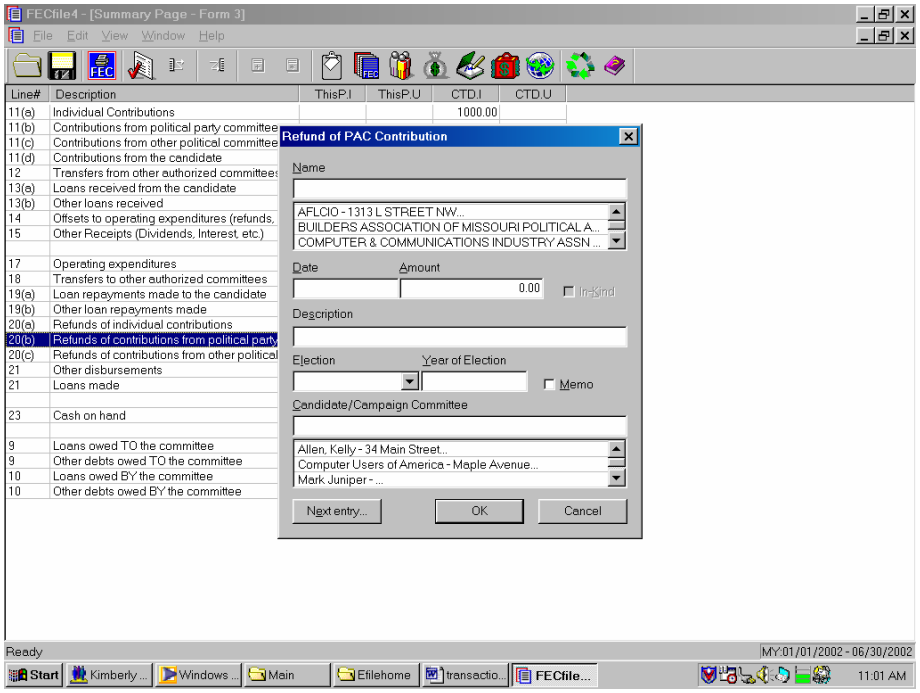


1. Select the Summary Page in FECFile. Double click line 20 (a), Refunds of individual contributions.

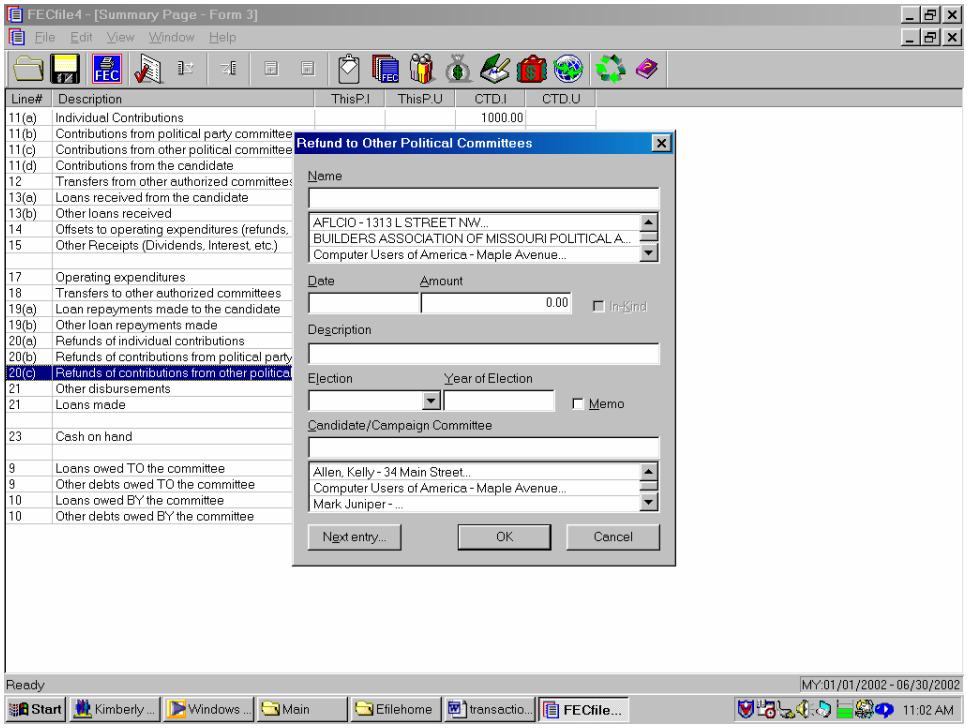


2. The Refund of Individual Contribution dialog box appears. Select the name of the individual to whom your committee will be sending a refund. Enter in the date and the amount, and select OK.

3. For Refunds of Contributions from Political Party Committees, select Line 20(b) from the Summary Page.

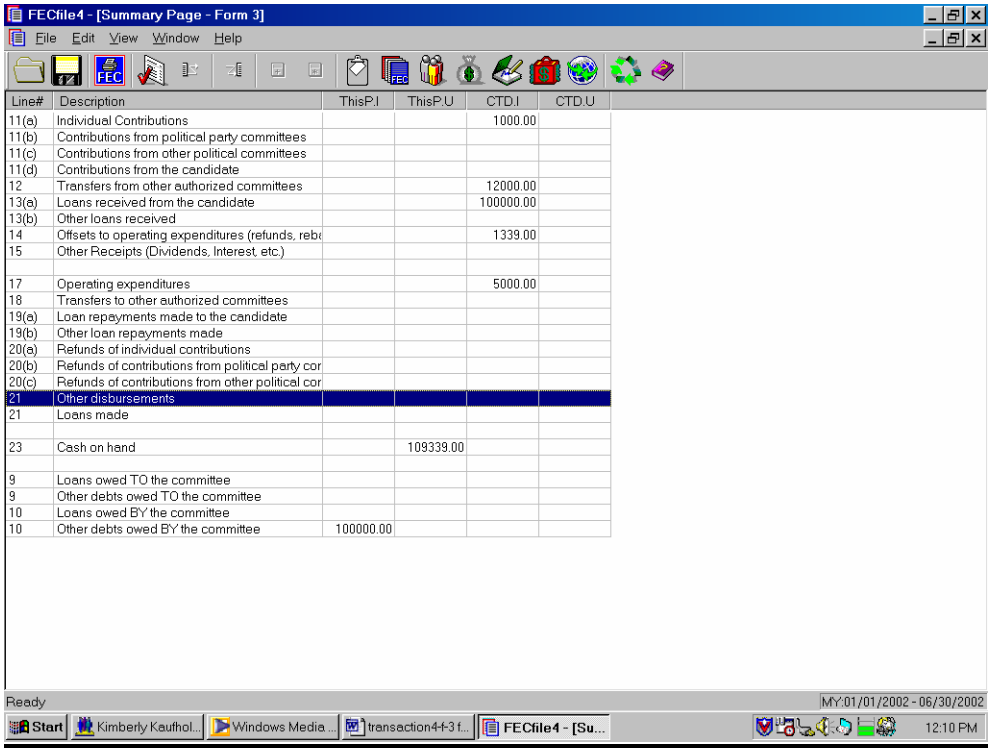


4. The Refund of PAC Contribution dialog box appears. Select the Name of the Political Party Committee to whom your committee is sending a refund. Enter the Date and Amount, and select OK.

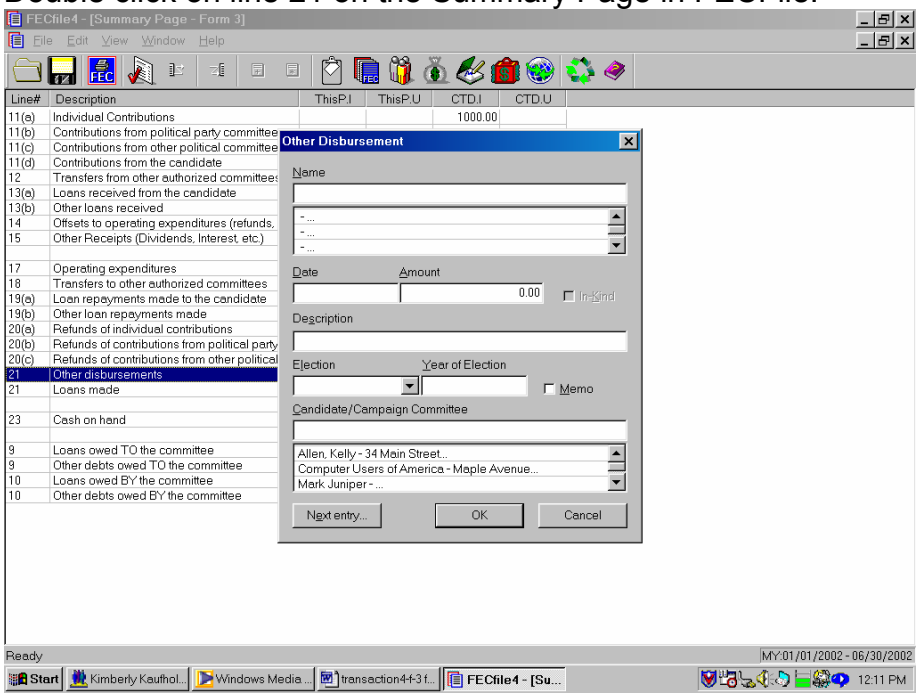


5. For Refunds of Contributions from other Political Committees, select Line 20(c) from the Summary Page. The Refund of other Political Committee Contribution dialog box appears.

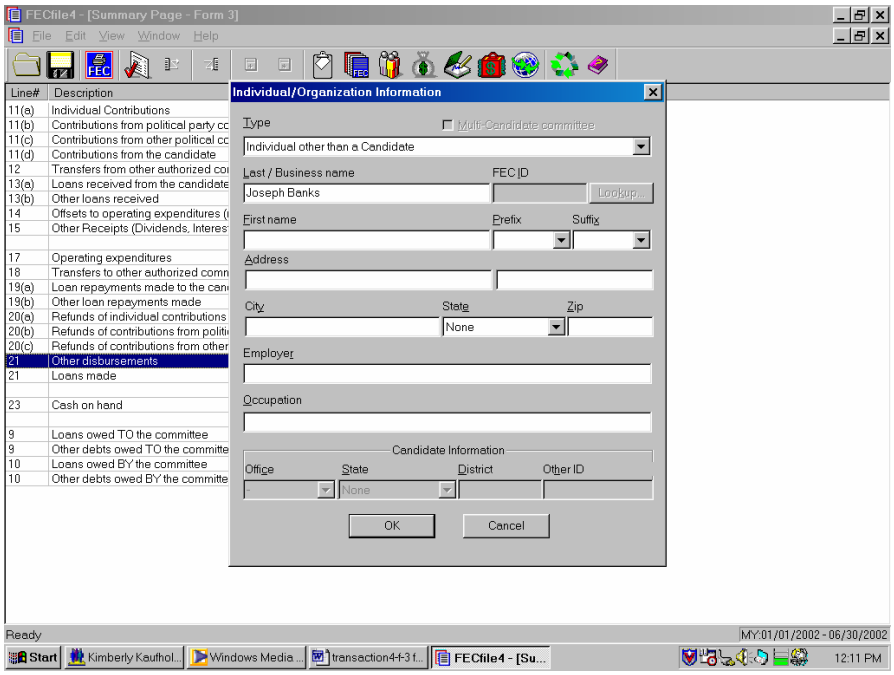
Other Disbursements Line 21



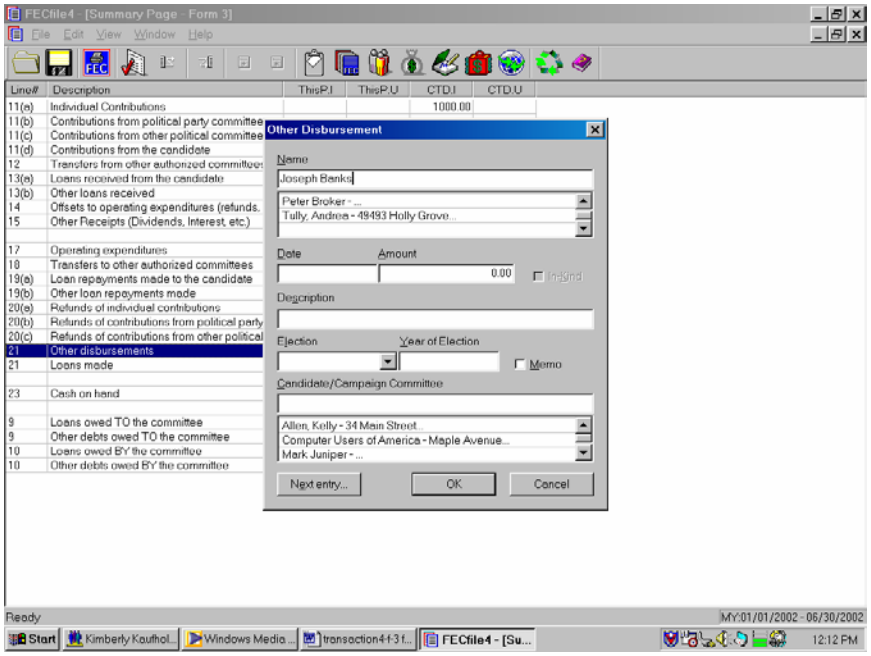
1. Double click on line 21 on the Summary Page in FECFile.



2. The Other Disbursement dialog box appears. Enter in the vendor name and press the Tab key.



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

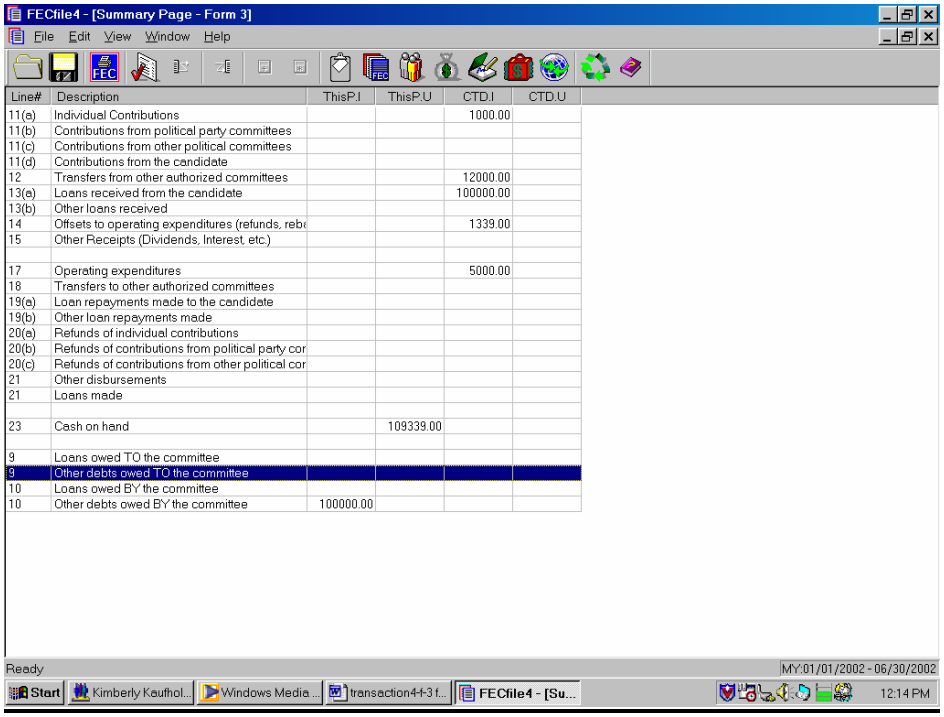


4. The Other Disbursement dialog box appears. Enter in the Date, Amount and Description and select OK.

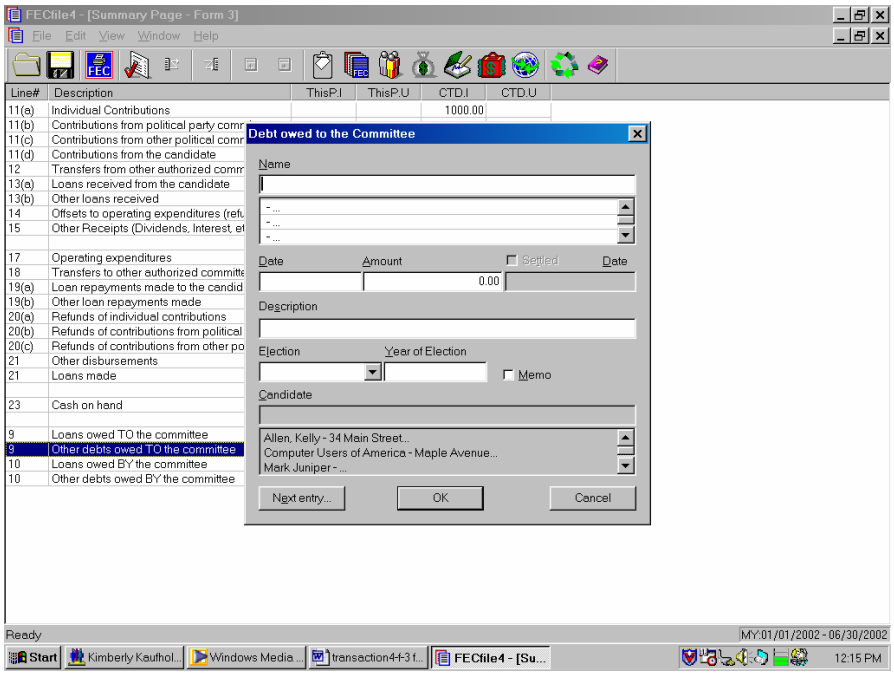
Loans Owed TO the Committee Line 9

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 one of the other loan lines, as applicable.

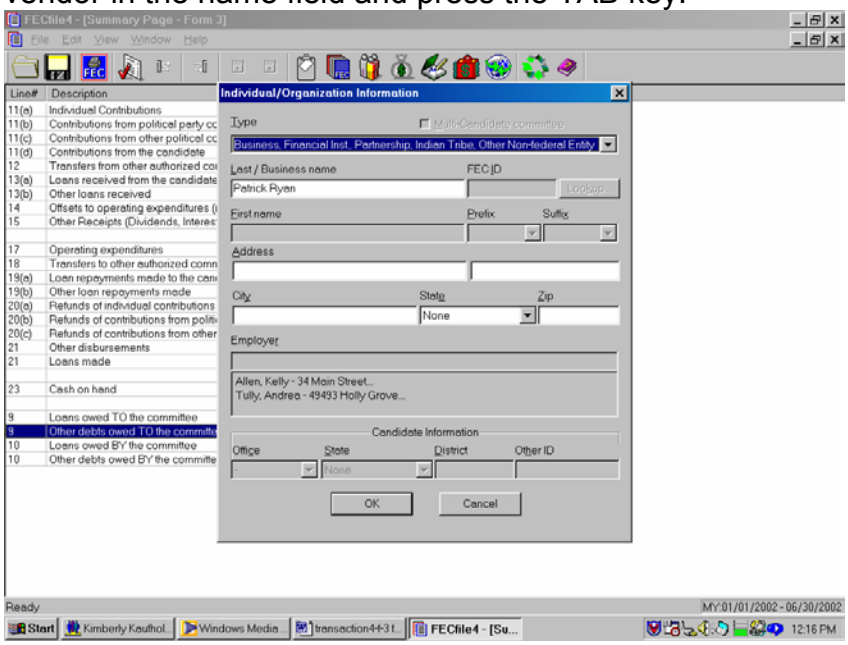
Other Debts Owed TO the Committee Line 9



1. 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.

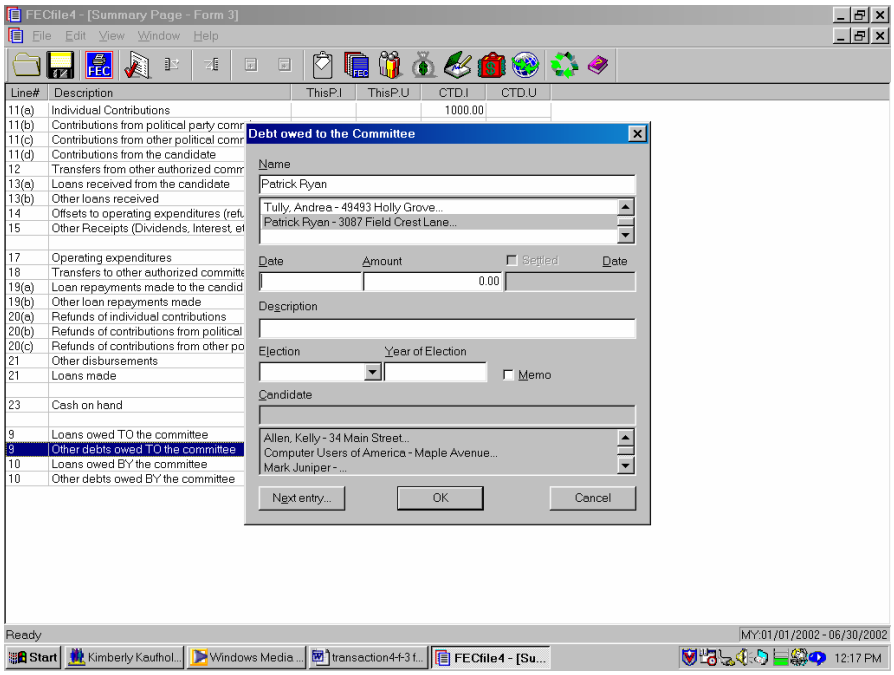


2. The Debts owed to Committee dialog box appears. Enter the name of the vendor in the name field and press the TAB key.

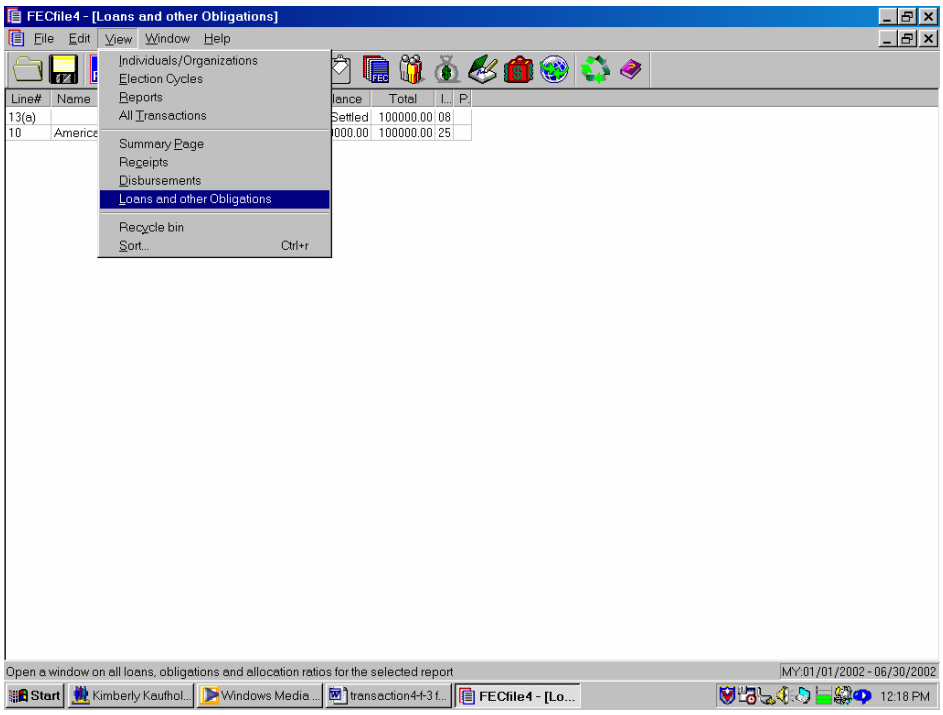


3. The Individual/Organization Information dialog box appears. Under the type field, highlight Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity.

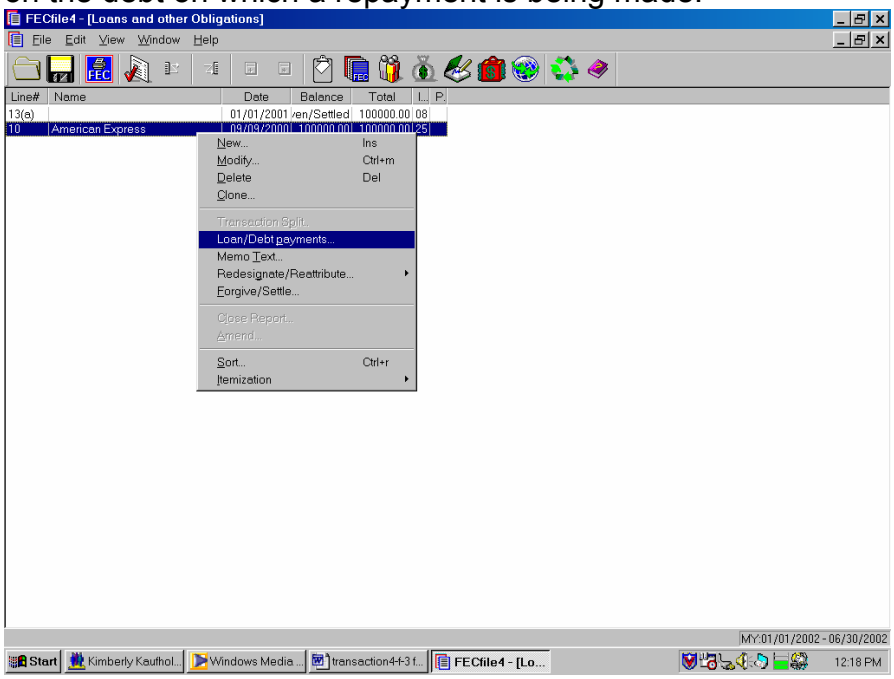
4. Select the address field, and type in the address, city, state and zip, and click on OK.



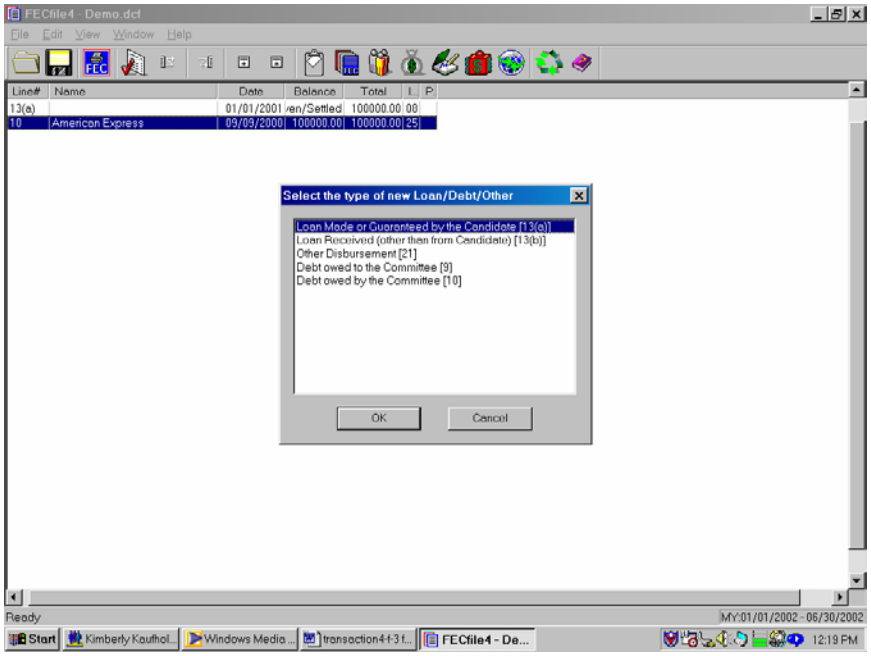
5. The Debts owed to Committee dialog box appears. Enter in the date, amount, and the purpose of the debt, in the description text area, and click on OK. The data is accepted, and FECFile returns to the Summary page.



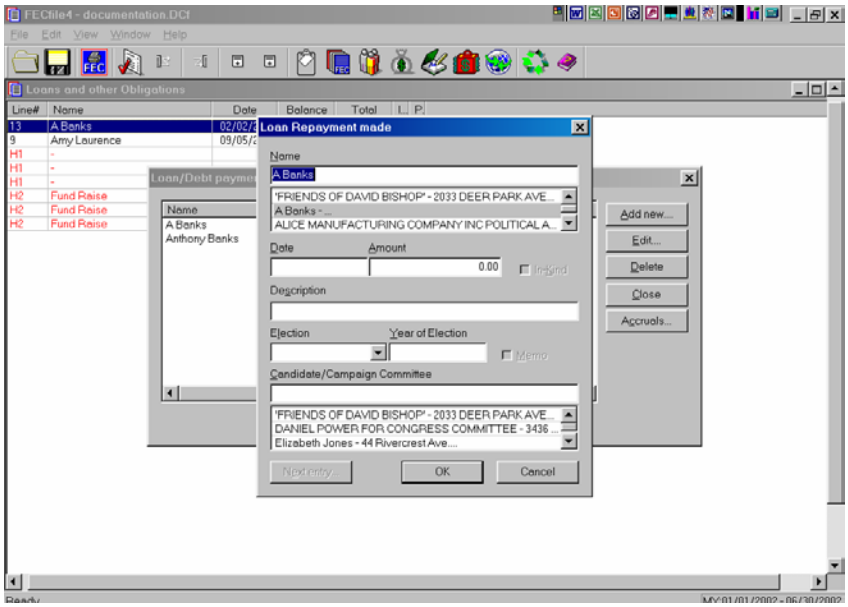
6. Select View from the menu bar, and Loans and other Obligations. The screen changes to include only Loans and other Obligations. Right click on the debt on which a repayment is being made.



7. The drop down menu appears with a number of options, select Loan/Debt Repayments.



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



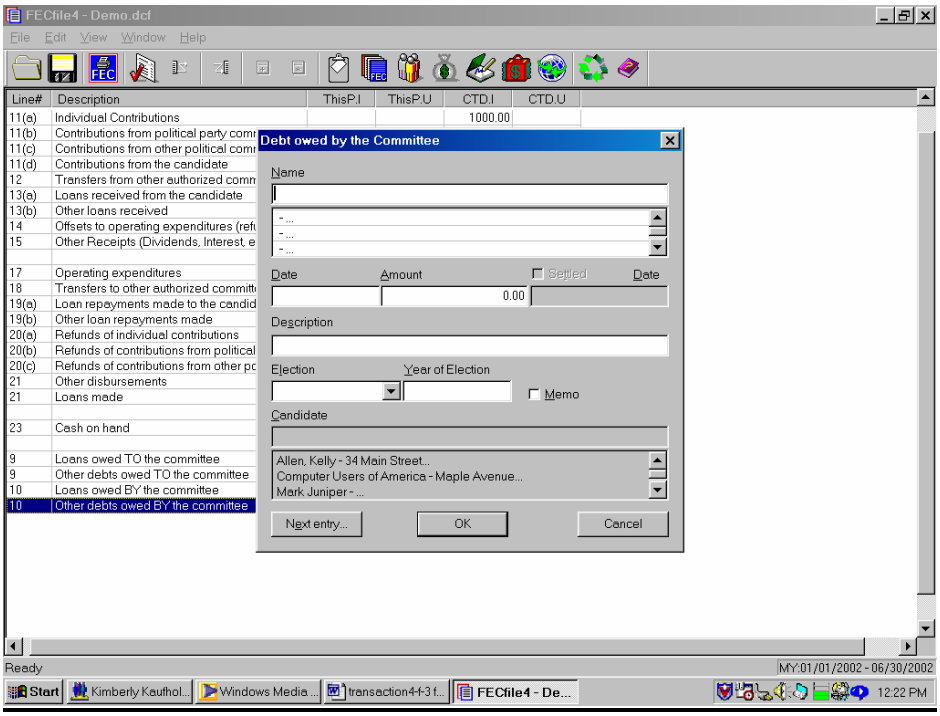
9. The Loan Repayment made dialog box appears. Enter the name of the debtor, the date, the amount, and the purpose of the receipt, in the description, and select OK.

10. The Loan/Repayment dialog box appears once again, click on close.

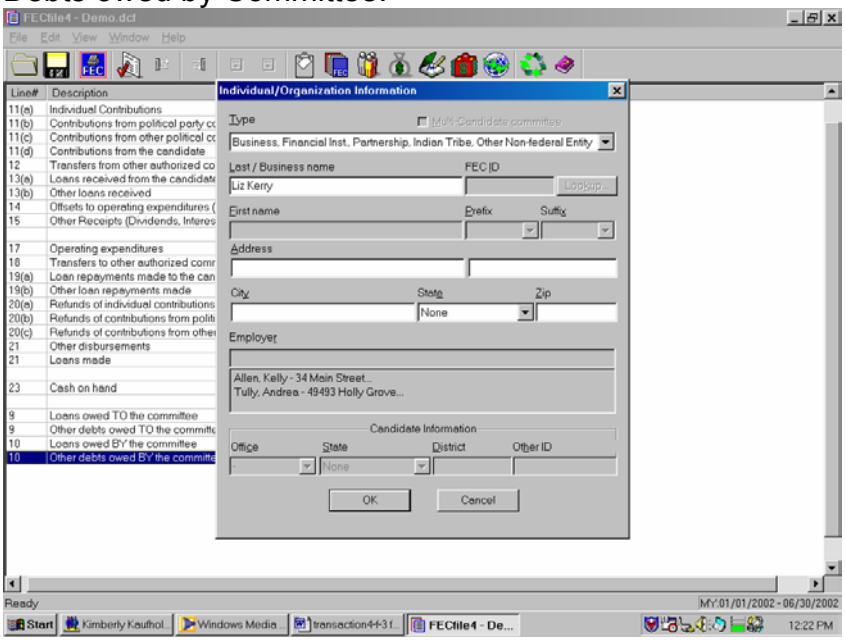
Loans owed BY the Committee Line 10

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

Other debts owed BY the Committee Line 10

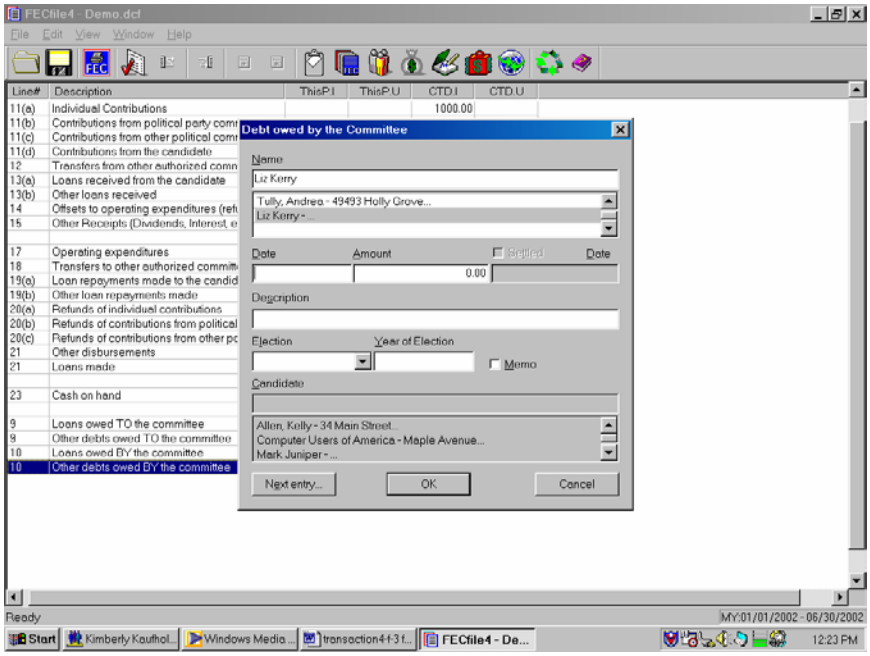


1. To add a new debt owed by the committee, double click on Other debts owed BY the committee, on line 10. A dialog box appears, Debts owed by Committee.



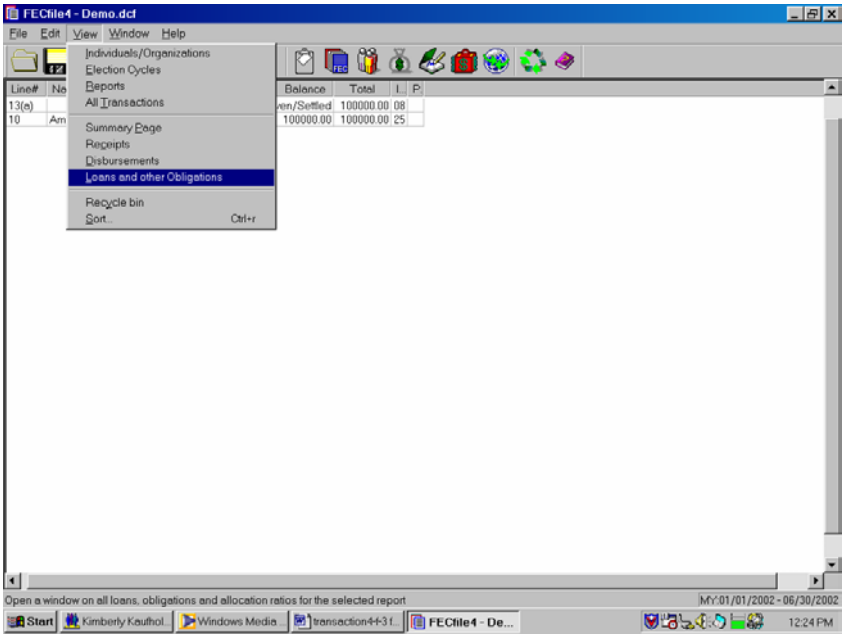
2. Select the name field, and enter the name of the vendor, and press the Tab key. The Individual/Organization dialog box appears.

3. 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.

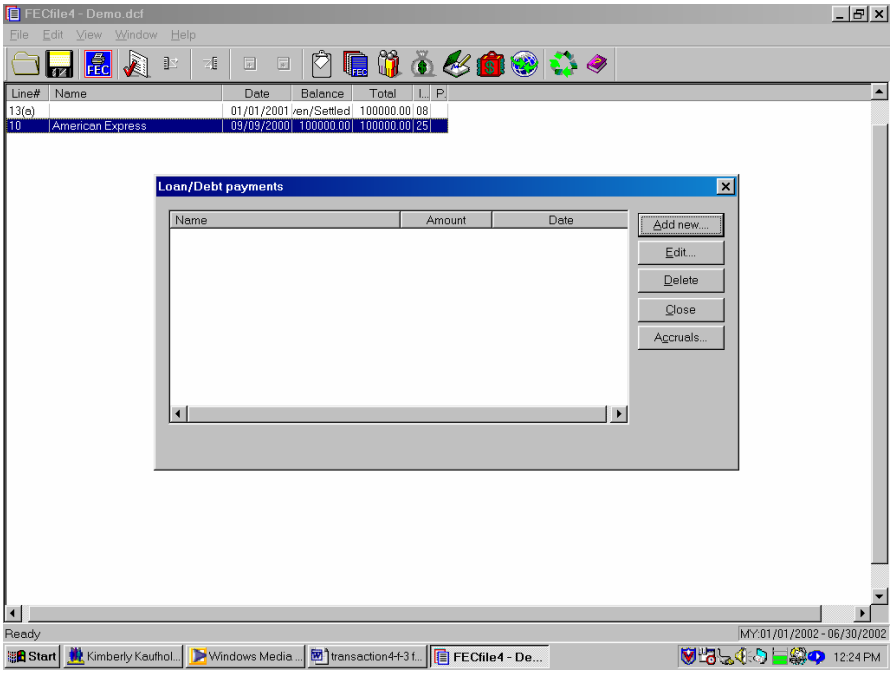


4. The Debts owed by Committee dialog box appears. Enter in the date, the amount, and the purpose of the debt, in the description field. Click on OK.

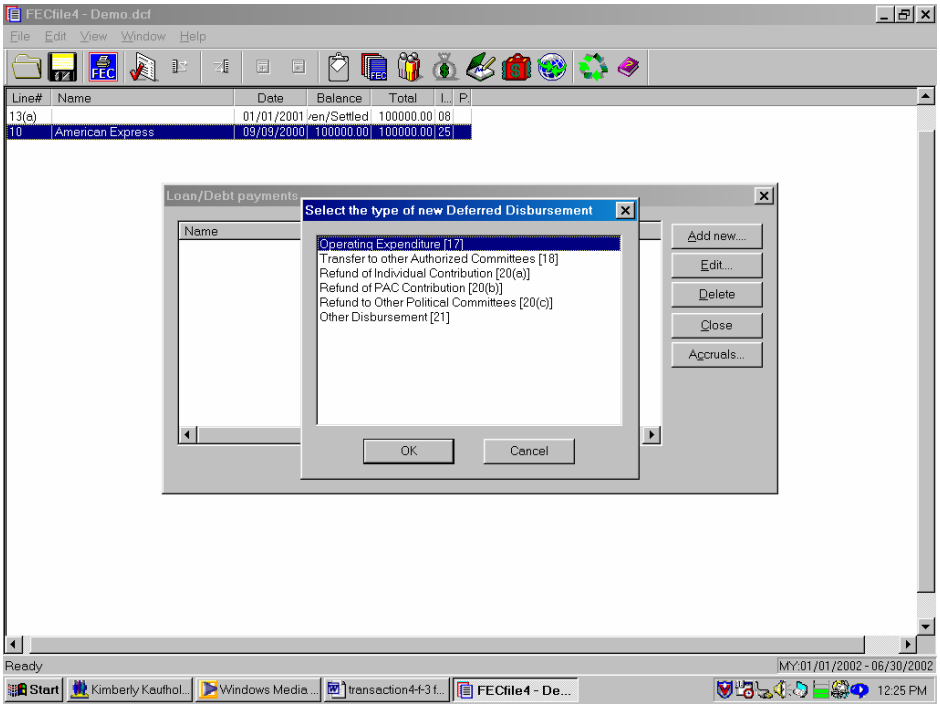
5. The application returns to the FECFile Summary page. To add debt repayments, select View from the menu bar, and select Loans and other Obligations. The screen changes to reflect the Loans and other Obligations screen.



6. Right click on the debt on which a repayment is being made, and a drop down menu will appear.



7. Select Loan/Debt payments. The Loan/Debt payments dialog box will appear.



8. Click on Add new, and the New Deferred Disbursement made dialog box will appear. Select the type of new Deferred Disbursement and select OK. The corresponding dialog box will appear. Enter the name of the vendor, the date, the amount, and the purpose of the disbursement, in the description text box.

9. Click on OK. The Loan/Debt payments dialog box appears, and click on Close.