

Voter Focus★



How to File Financial Reports Online

A Handbook for Candidates & Committees

How to File Financial Reports Online: A Handbook for Candidates & Committees

Last update to this document: November 7, 2013

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What's shown in an online financial report?

As you know, Florida law requires that candidates and political committees file quarterly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the **Campaign Financial Reporting** system is a PDF file that can be viewed in Adobe® Acrobat® Reader. The PDF can be printed if your county requires hard-copy filing. In counties that accept electronic filing, the PDF can be submitted online, signed by the candidate's and treasurer's electronic personal identification numbers (PINs).

Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public. Along with the financial reports, you have the option of providing a short description (or "bio") of the candidate/committee and a photograph.

Here's an example of a quarterly report:

First, there's a summary page



The summary page contains various fields for identifying the candidate and committee, including name, address, and contact information. It also includes sections for reporting the reporting period and the treasurer's information.



Then, an itemized list of contributions



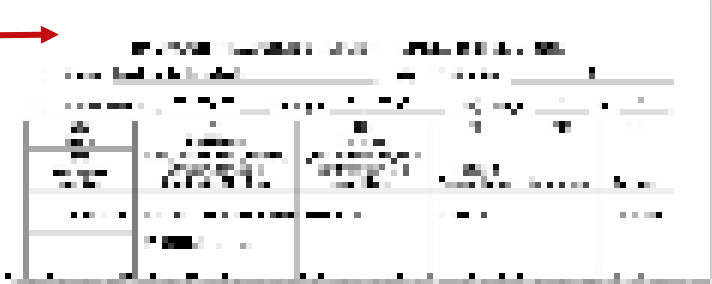
A table with multiple columns and rows, representing an itemized list of contributions. The columns likely include date, amount, and donor information.

Next, a list of expenditures



A table with multiple columns and rows, representing a list of expenditures. The columns likely include date, amount, and description of the expenditure.

Then, a list of distributions 



The screenshot shows a financial table with multiple columns and rows. The text is very small and blurry, but the table structure is visible. A red arrow points from the text 'Then, a list of distributions' to the table.

And finally, a list of fund transfers 



The screenshot shows a financial table with multiple columns and rows. The text is very small and blurry, but the table structure is visible. A red arrow points from the text 'And finally, a list of fund transfers' to the table.

What do I need to create reports online?

- **A computer equipped with:**

- An Internet connection.
- A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
- Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
 - a link in the Campaign Financial Reporting System (see page 16)
 - or
 - www.adobe.com
- A printer, if your county requires you to file a hard copy of the report or you want a hard copy of the report for your records.

- **A candidate ID and password.**

This will be provided to you by the elections office.

Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password.**

If your county permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 52 for instructions.)

Your county might have other requirements, so check with the elections office before you begin.

How do I start?

Log into the Campaign Financial Reporting system like this:

- 1 Type this web address into your browser:

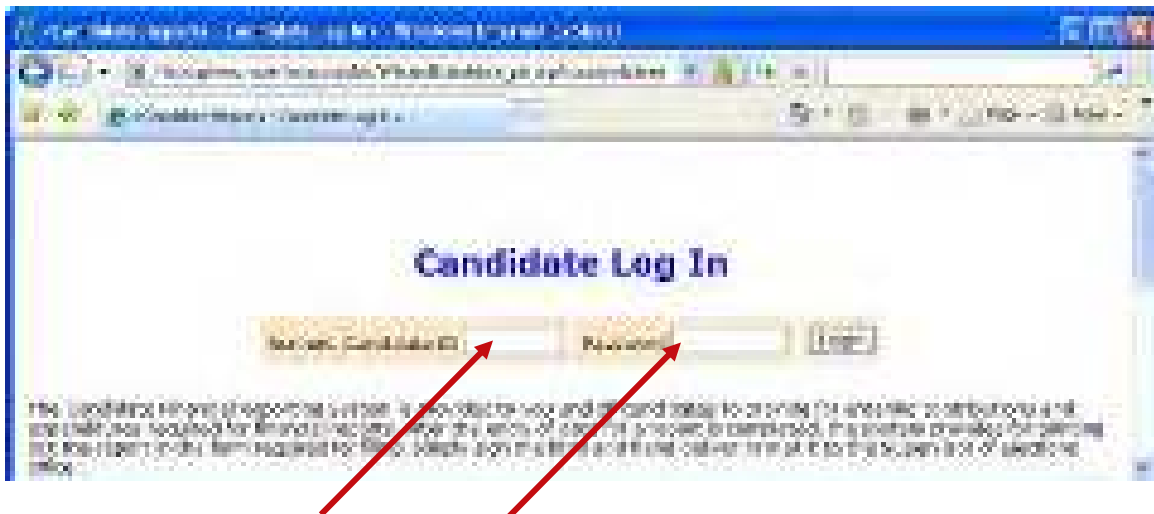
https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=<county>

replacing the text **<county>** with your county name. You can enter lowercase or uppercase letters...the letter case doesn't matter here.

For example, if your county is Holmes, you would enter:

https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=**holmes**

- 2 Press the **Enter** key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:



- 3 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

By the way...you can change your password once you get on the system. We'll explain how to do this on page 52.

- 4 Click .

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.

The screenshot shows the main page of the Campaign Financial Reporting System for Carolyn J. Casadonte (96). The page is titled "Candidate/Committee : Carolyn J. Casadonte (96)". Below the title, there are several buttons and a search box. The main content is a table with columns for "Reporting Period", "Reporting Period", "Reporting Period", and "Reporting Period". The table is color-coded by reporting period: Pre-Reporting Periods (beige), Campaign Reporting Periods (green), and Post-Reporting Periods (blue). Red arrows point to the top of the page, labeled "Election", "Office or issue", "Your name", and "Your candidate ID". Another set of red arrows points to the "Pre-Reporting Periods" section of the table.

Time periods when financial reports are required.
Colors indicate reporting periods:

- Pre-Reporting Periods (beige)
- Campaign Reporting Periods (green)
- Post-Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking [Unlock this report](#).

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:



And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

Let's look at the current reporting period.

Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data.
We'll look at these more closely on the next page.

2009 Q2	\$4,000.00	\$190.00	Data Entry Started
---------	------------	----------	--------------------

Start and end dates of reporting period

Date when report is due

Status of the report.

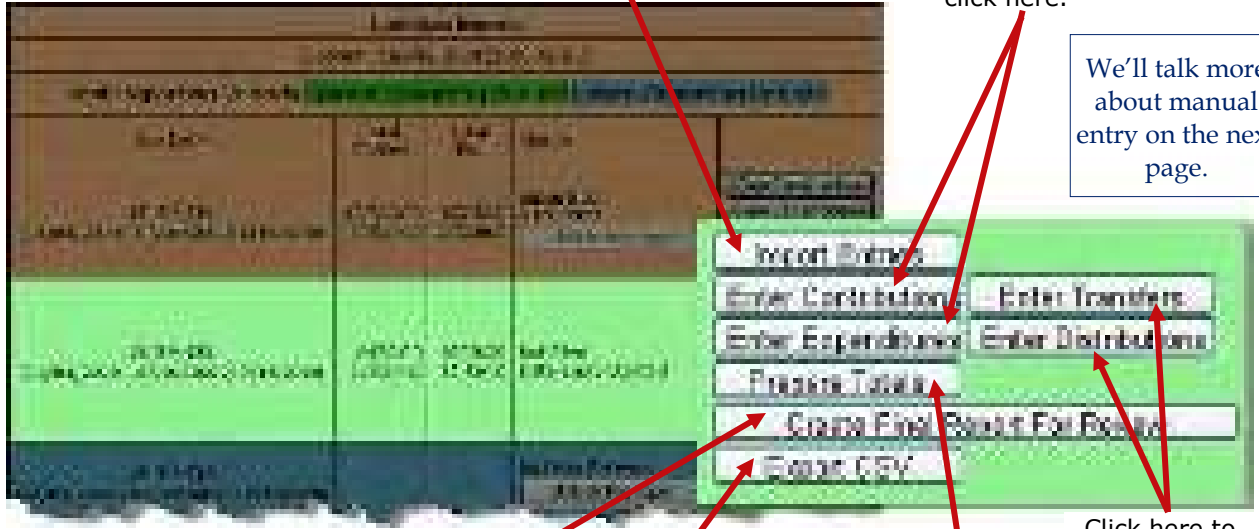
In this example, the candidate has started entering some of their contributions and expenditures for the current reporting period, but hasn't submitted them yet to the elections office.

About those command buttons...

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 18 explains how.

To manually enter contributions and expenditures, click here.

We'll talk more about manual entry on the next page.



Submit your report to the elections office.

If your county requires submission of paper reports, the button will look like this instead:



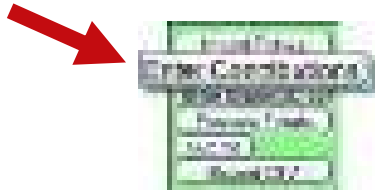
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

View a draft copy of your report for this period prior to submitting to the elections office.

Click here to manually enter fund transfers and distributions.

How do I view and maintain contributions?

Click



to bring up a list of the contributions recorded so far:

No.	Date	Description	Amount	Balance
1	1/1/2000
2
3
Add Contribution				

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Return to Report List Takes you back to the list of reporting periods.

Click **Add Contribution** to bring up the form for entering contributions.

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

Click **Cancel** when you've saved the last contribution you want to add right now.

Contribution type

should be one of these:

Cash	Cash or cashiers check.
Check	Traditional paper check, wire transfer, Paypal, credit card, or another type of electronic funds transfer.
In-kind	An item of value other than money or volunteer services. In-kind Description: Enter a specific description of the in-kind contribution. Example: <i>Food and beverage</i>
Interest	Money earned on campaign or interest-bearing accounts.
Loan	Money loaned to the campaign rather than given outright.
Membership Dues	Membership dues regardless of the form (cash, check, etc.).
Refund	Bad checks or contributions returned (in whole or in part) to the contributor. Refunds must be entered as a negative amount.
Money Order	Contribution made by money order.

Adding expenditures is a similar process.

Click



to bring up a list of the expenditures recorded so far:



Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.

A screenshot of the 'Add Expenditures' form. It contains several input fields: 'Vendor Code Number', 'Date', 'Amount', 'Description', 'Category', 'Status', and 'Budget Line Code'. There are also instructions on the right side of the form, such as 'Enter last number on company name if a parameter' and 'From the period of the expenditure'. At the bottom, there are 'OK' and 'Cancel' buttons.

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

The screenshot shows a form with the following fields and annotations:

- Vendor Last Name:** Split into Last, First, and Middle fields. Red arrows point to the Last, First, and Middle fields.
- Address 1, Address 2, City, Amount \$:** Standard text input fields.
- Expenditure Type:** A dropdown menu with options: Minutes, Travel, Petty Cash Withdrawal, Petty Cash Spent, Transfer of Office, Accident, Interest, and Unreported funds. A white box with a red arrow points to this dropdown.
- Buttons:** Submit and Cancel buttons at the bottom.
- Help Text:** On the right side, there are several lines of help text, including "Please refer to the Campaign Treasurer Handbook for the rules on Florida to ensure you are using the correct expenditure type."

Not sure which **Expenditure Type** to choose? Click this link to the Dept. of State website for more information.

About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

***Petty Cash Spent* does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.



should be one of these:

Monetary

General expenditure type used when a specific type does not apply.

Petty Cash Withdrawn

Petty cash withdrawn during a reporting period.

Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.

Petty Cash Spent

Petty cash spent during a reporting period.

Expenditures made from petty cash are not required to be reported individually.

Refund

A refund of money from a vendor or other source.

Refunds must be entered as a negative amount.

Transfer to Office Account

Funds transferred to an office account when the candidate has been elected.

Disposition of Funds

Pro-rata refunds to contributors, donations to charitable organizations, contributions to political parties, donations to the State general revenue fund, or the return of matching funds to the State.

Disposition of Funds expenditures are used only on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Want to see how the report is adding up? Just do a preview.

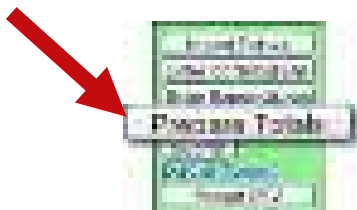
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

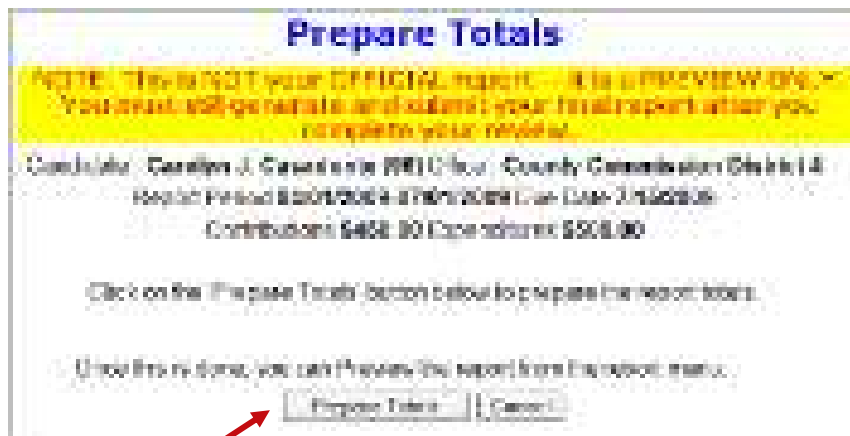
Previewing a report DOES NOT submit the report to the Supervisor.

To preview your report so far:

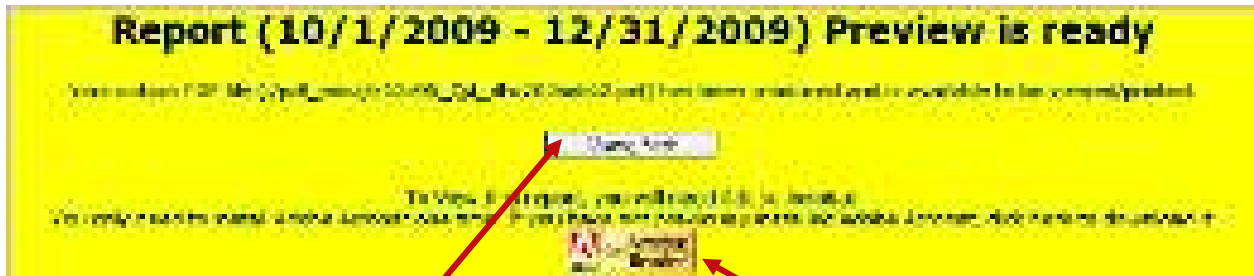
Click



to bring up this page:



Click **Prepare Totals** to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:



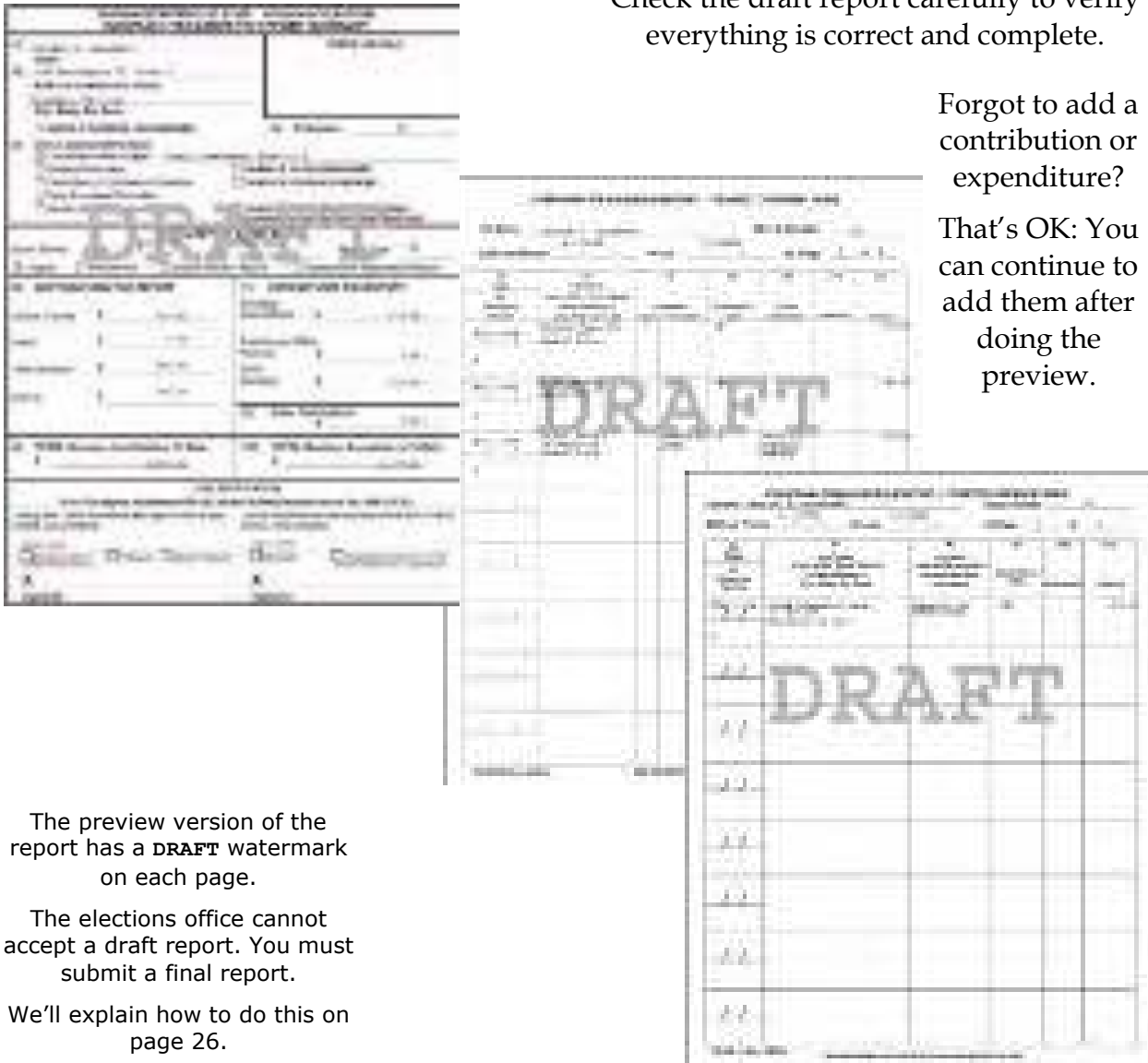
If you haven't installed Acrobat Reader on your machine, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click [View Print](#) in the banner to bring up a PDF of your report.

Check the draft report carefully to verify everything is correct and complete.

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

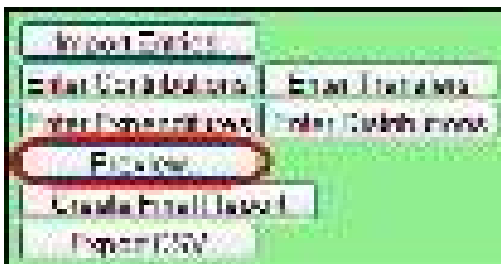


The preview version of the report has a **DRAFT** watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 26.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.



You can click **Preview** at any time you want to look at the report. If transactions are added, the button label will switch back to **Prepare Totals**, which means you need to total the new transactions into the report before you can preview it again.

How do I record a distribution?

Distributions are not typically used by local candidates. Check with your Supervisor of Elections to determine if your campaign should record distributions.

A transaction is a distribution only if it is a:

Credit Card Payment – Linked to the expenditure that represents payment of the credit card bill on which the purchase appears. *Only statewide candidates may use this type of distribution.*

Each purchase made with the credit card will be itemized under **State Candidates** and linked to the expenditure that represents payment of the credit card bill on which the purchase appears. The credit card may be used only for travel-related expenses.

Prepaid Distribution – Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under **State Candidates** will be reported and linked to the expenditure as they occur.

Reimbursement – Reimbursement for authorized expenses made in connection with the campaign. (For example: Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.)

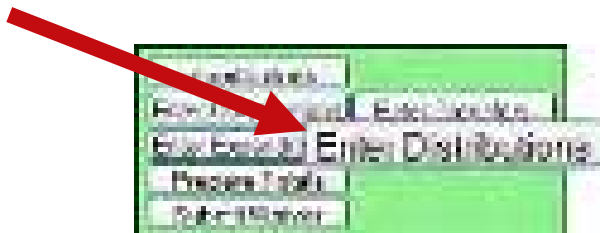
Distributions do not add to your report totals.

They are used only to report pro-rata amounts of an already recorded expenditure to provide detail for:

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

To record a distribution:

Click



to bring up a page with describing the requirements for a distribution transaction.

Click



to see this page:

Campaign Treasurer's Report - Itemized Distributions						
Election: General 2010 (2010-11-02)						
Report Date: 2009 F3						
(03/20/2009 - 04/20/2009) 4/10/2009						
(Amended)						
Add Distribution Return to Report List Amend Item from This Report						
Seq Num	Date	Vendor	Purpose	Reported Expenditures	Amend	Amount
				Total		\$0.00
Add Distribution Return to Report List						

Click [Add Distribution](#) to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.



The screenshot shows a web form for entering distribution information. Red arrows point from text boxes to the following fields:

- Amount and Purpose:** Points to the 'Amount' and 'Purpose' input fields.
- Related Expenditure:** Points to the 'Related Expenditure' dropdown menu.
- Year:** Points to the 'Year' input field.
- Report Type:** Points to the 'Report' dropdown menu.
- Sequence Number:** Points to the 'Seq' input field.

Buttons at the bottom include 'Submit', 'Cancel', and 'Add Return'.

When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

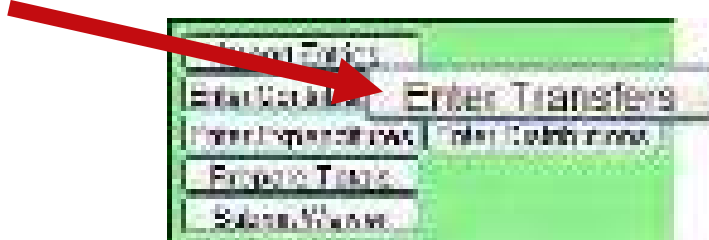
Campaign Treasurer's Report - Itemized Distributions							
Election : General 2010 (2010-11-02)							
Report Date : 2009-13							
(03/20/2009 - 04/20/2009) 4/10/2009							
(Amended)							
Add Distribution Return to Report List Amend Item from Orig Report							
Item Num	Date	Vendor	Purpose	Related Expenditure	Amend	Amount	
Edit Delete	1	10/1/2009	Eric Wu Campaign Account 222 South 57 Tallahassee, FL 32301	Markets	2009-Q1-A	Add	\$500.00
						Total	\$500.00
Add Distribution Return to Report List							

What about fund transfers?

Fund transfers are typically used only by candidates for state and federal offices.

They are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Click



to bring up this page:

Campaign Treasurer's Report - Itemized Fund Transfers					
Election: County 2009 (2009-11-03)					
Report Date: 2009 Q4					
(10/01/2009 - 12/31/2009) 1/15/2010					
Add Fund Transfer Return to Report List					
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amount
				Total	\$0.00
Add Fund Transfer Return to Report List					

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

Enter the financial institution where the account is held.

A screenshot of a web form titled 'Add Fund Transfer'. The form has a light blue header and a light orange body. The header contains 'Election: County 2009 (2009-11-03)' and 'Report Date: 2009 Q4'. The form fields include: 'Institution Name' (with a red arrow pointing to it), 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Transfer Type' (with a dropdown menu), and 'Nature of Account'. The right side of the form has a light blue background with labels: 'Name of Item (Bank/CD/401k)', 'Enter institution name', 'Select the correct description for transfer', and 'Comments of deposit, money market, etc.'. At the bottom are 'Submit' and 'Cancel' buttons.

When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specification:

<http://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#fileSpec>


For a list of State-approved software vendors for electronic filing, see:

<https://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#software>

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

Don't worry if you happen to import the same file more than once. The system will import only the transactions it doesn't already have. It won't duplicate existing transactions.

To import data for the current reporting period:

On the main page, locate the row for the current reporting period (look for the green row) and click .

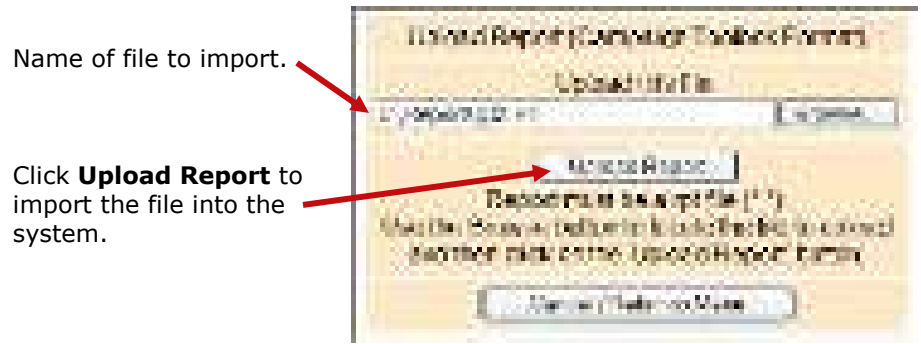
Current reporting period is shown in green.



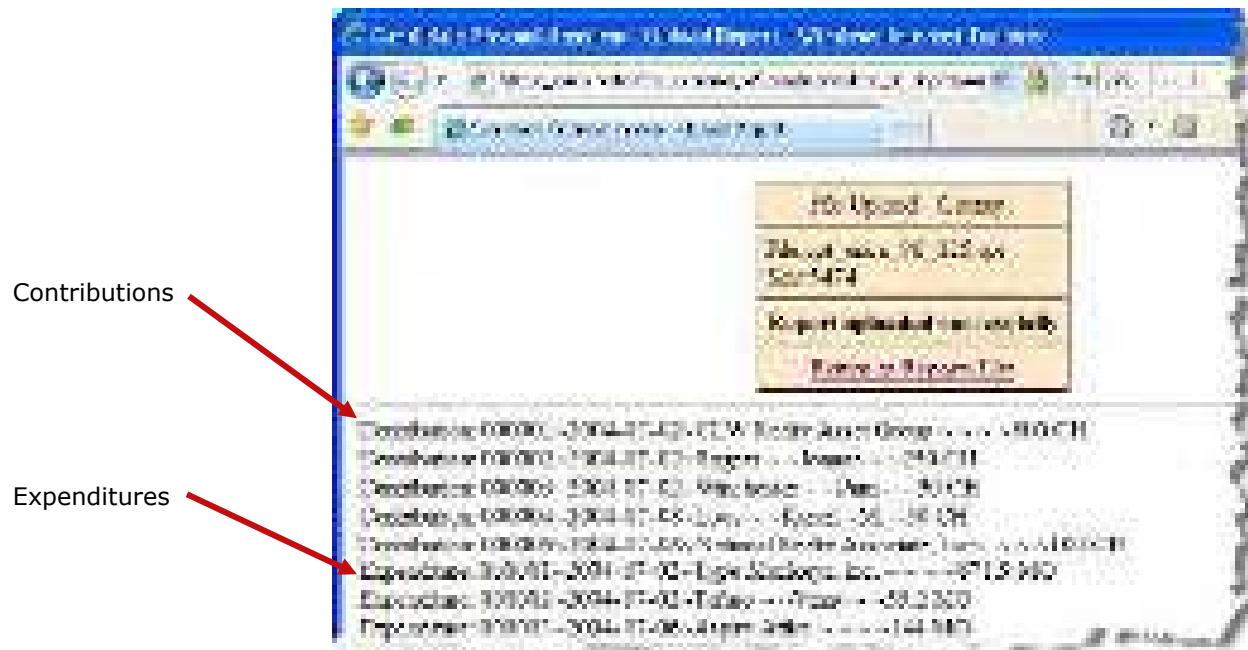
Condition Reports				
Ref: [User] Query: [2008-03-01]				
[Past Reporting Period] [Current Reporting Period] [Future Reporting Period]				
Report	End Date	End ID	Notes	
2008-03 [Detailed Report Description]	2008-03-01	2008-03-01	[Detailed Report Description]	[Action Buttons]
2008-03 [Detailed Report Description]	2008-03-01	2008-03-01	[Detailed Report Description]	Import Entries [Action Buttons]
2008-03 [Detailed Report Description]			[Detailed Report Description]	[Action Buttons]
2008-03 [Detailed Report Description]			[Detailed Report Description]	[Action Buttons]

Import Entries brings up the **Upload Report** page.

On the **Upload Report** page, click **Browse** and find the file you want to import. Then click **Upload Report**.



You'll see a display of the transactions imported from the file, as in this example:



When you've finished importing entries for the reporting period, preview and submit the report as described in pages 14 through 33.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 24.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 24.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly *before* you click **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 37.

The steps you take depend on whether your county requires a hard copy of the report signed by the candidate and treasurer, or requires submission of reports "signed" by the electronic PINs of the candidate and treasurer.

Instructions for filing a paper report: **Go to page 27**

Instructions for filing by electronic PIN: **Go to page 29**

My county requires paper reports

(If your county requires electronic reports, skip to page 29.)

What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office. Some counties require you to also provide with elections office with a signed hard copy of the report before your filing is considered complete.

To finalize the report:

Click




to bring up instructions:



Are your entries for this reporting period finished?

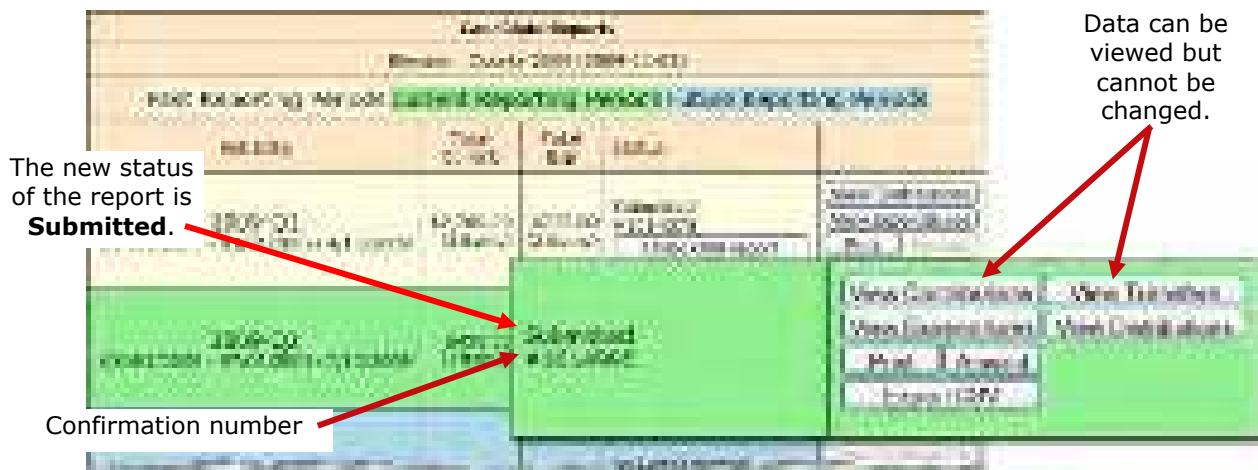
If not, click **Cancel**.

If you are ready to file, click .


Clicking [Submit Report](#) returns you to the Report List with green banners at the top indicating submission.



Notice that the report's status is now **Submitted**. You'll also see a confirmation number. And, the command buttons have changed.



To display or print the report:

Click  or [View Print](#) on the banner to display the PDF.

Sign the report and deliver it to the elections office prior to the deadline for this reporting period. Note that the report requires two signatures: from the candidate and from the campaign treasurer.

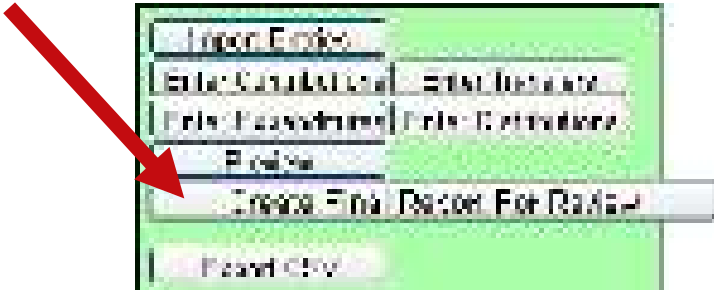
If the county has your email address in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

My county requires electronic reports

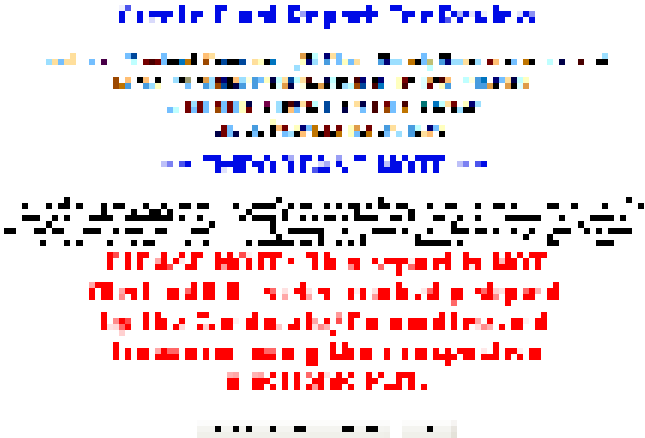
(If your county requires paper reports, go back to page 27.)

To finalize the report:

Click



to bring up instructions:



Are your entries for this reporting period finished?

If not, click Cancel.

If you are ready to file, click **Create final report for review**.

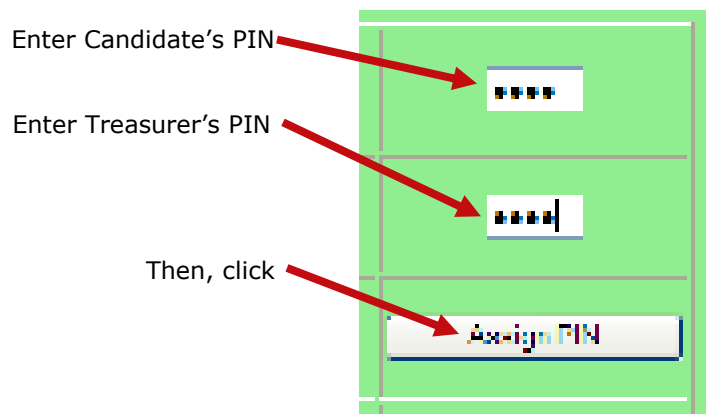
Clicking [View Report](#) brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...



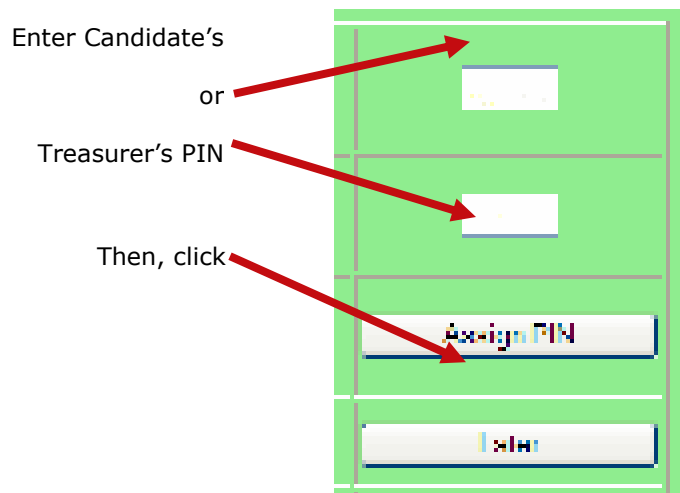
...followed by a view of the report.

On the PINs page, you have these options:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

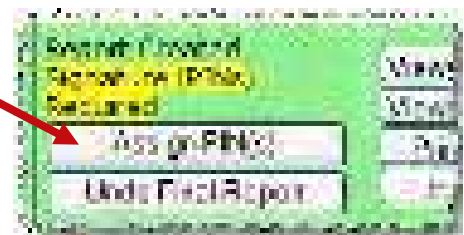


- Enter just one of the PINs and click **Later**. This will return you to the report list.



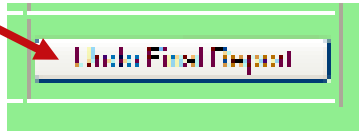
The message **Signatures (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.



Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.

- Click



Do this if you want to remove the PINs and unlock the report so you can make changes.

Let's look at a submitted report.

The DRAFT watermarks are gone...
 and your confirmation number is displayed in the **Office Use Only** box
 along with the date and time you submitted the report.

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

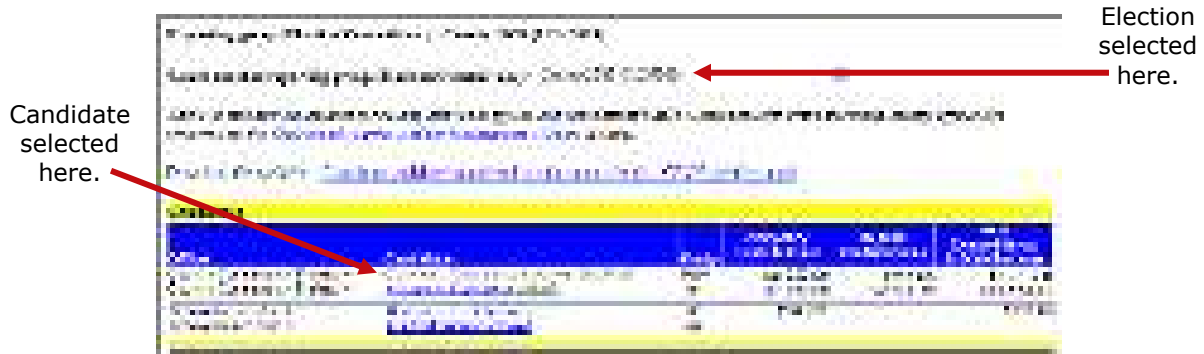
Should you later file an amendment to this report, the **Amendment** box will be selected instead.

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.

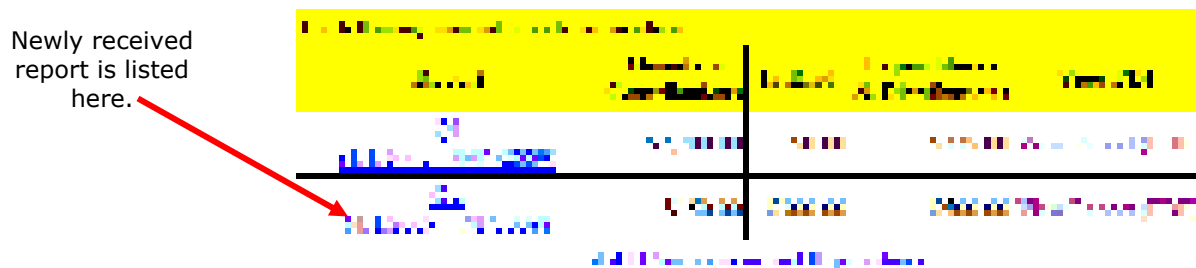


To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list – it varies by county.)



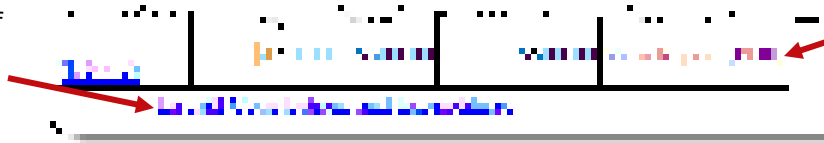
Your candidate page will list all reports that the elections office has released to the website:

Candidate : Carolyn J. Casadonte
Office : County Commission District 4



Did you know?...A photograph and biographical information can also appear on your page, if you choose to provide them. We'll explain how to do this on page 48.

Display list of all campaign transactions.



Display the report in PDF format.

Website visitors can click **[View Report \(PDF\)](#)** to see the report in PDF format or **[List All Contributions and Expenditures](#)** to bring up a list of all transactions reported so far:

Transaction ID	Description	Amount	Date	Balance
1	CONTRIBUTION FROM [REDACTED]	100.00	11/15/11	100.00
2	CONTRIBUTION FROM [REDACTED]	500.00	11/15/11	600.00
3	CONTRIBUTION FROM [REDACTED]	100.00	11/15/11	700.00
4	CONTRIBUTION FROM [REDACTED]	100.00	11/15/11	800.00
5	CONTRIBUTION FROM [REDACTED]	100.00	11/15/11	900.00
6	CONTRIBUTION FROM [REDACTED]	100.00	11/15/11	1000.00

Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county’s voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor’s staff. If you are aware of a contributor with a protected address who is not in your local county’s voter database, please advise your Supervisor of Elections.

How do I save a copy of the report on my computer?


A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

Click



to display a PDF of the report in Acrobat Reader.

Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name: names assigned by the system are cryptic.

What about changing a report that's already been filed?

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

The **Amendment** box is automatically checked when you create an amended report.

The screenshot shows a form titled 'CAMPAIGN TREASURER'S REPORT SUMMARY'. It contains several sections with checkboxes. The 'AMENDMENT' checkbox is checked and circled in red. A red arrow points from the text on the left to this checkbox.

You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click



to bring up this page:

The screenshot shows a web page titled 'Amend Report'. It contains several sections of text and a 'Next' button at the bottom. A red arrow points from the text on the left to the 'Next' button.

Then click **Next**.

When the Report List reappears, notice that there's now a new row for the current reporting period.

No. Rows	Date	Data
2007-06	2007-06-30	...
2007-06	2007-06-30	...
2007-06	2007-06-30	...

Enter the new data using these buttons, just like you did on the original report.

To create an amended report, you can:

- Manually enter new contributions (page 9) and expenditures (page 11).
- Import new contributions or expenditures (page 18).
- Change or delete items listed on the original report (page 39).

The totals of items on the amended report are displayed just as they were for the original report.

Total	Data
...	...
...	...

When you are finished entering items, preview the report (page 14) and submit it to the elections office (page 26). You'll see a new confirmation number for the amendment.

Total	Data
...	...
...	...

If your county requires a hard copy of amended reports, print the report (page 28), sign it, and deliver it to the elections office.

If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

Oops! I didn't mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command [Delete Report](#). To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click [Delete Report](#) to delete it from the system.

How to I change or delete an item on the original report?

First, verify that the status of the original report is **Received**:



To change data that was entered on the original report, the original report's status must be **Received**.

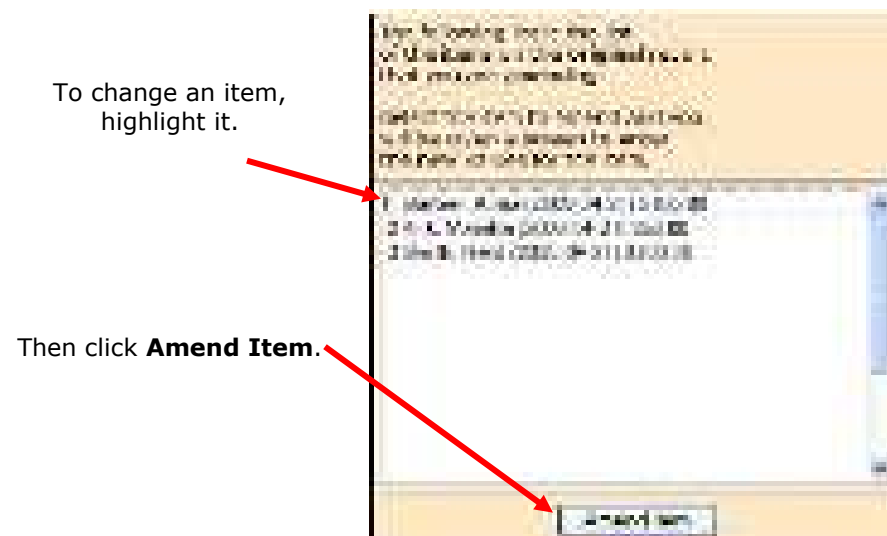
To change a contribution or expenditure:

On the Report List, locate the row for the amended report and click [Enter Contributions](#) or [Enter Expenditures](#), depending on the type of item you want to change. In the example here, we are changing a contribution.

On the next page, click **Amend Item from Orig Report**.



to bring up a list of items (for example, contributions) reported in the current quarter:



Highlight the item you want to change and click [Amend Item](#) to bring up the detail page for the item.

Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click

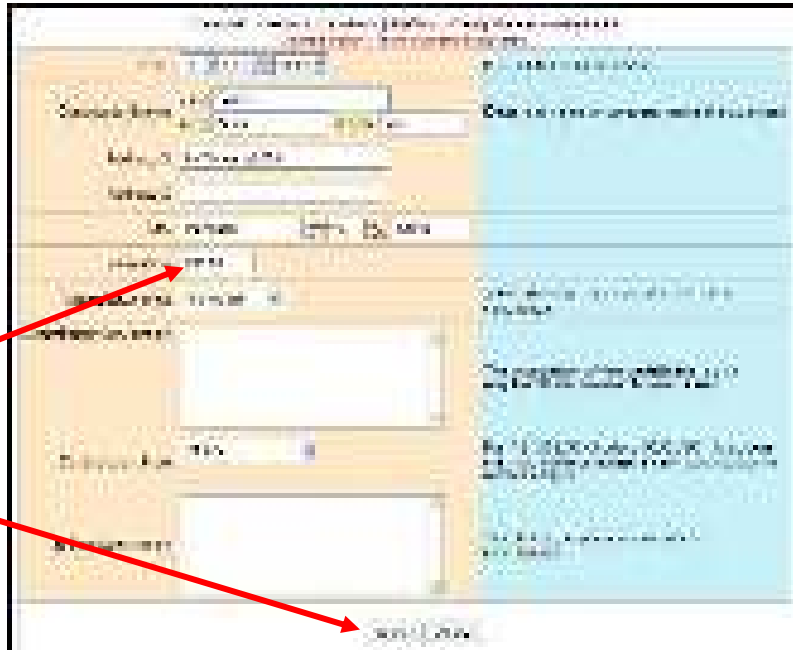
[Update Amended Contribution](#) or [Update Amended Expenditure](#).

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.



On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)



In the example here, we changed the contribution amount from \$100.00 to \$200.00 and added the contributor's occupation, as required by law for contributions over \$100.

This completes the change to the original item. From here you can change another item, add a new item, or return to the Report List.

What if I don't have any contributions or expenditures for the period?

You must submit a **Waiver of Report**.

A waiver is a one-page report that you fill out and submit to the elections office.



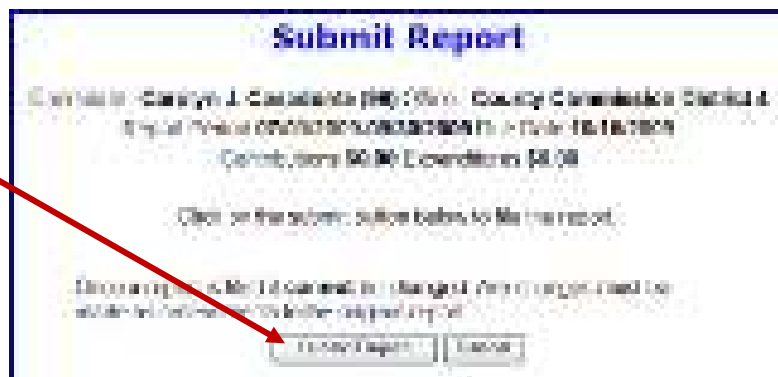
To submit a waiver if your county requires paper reports:

On the Report List, find the reporting period you want to submit a waiver for.

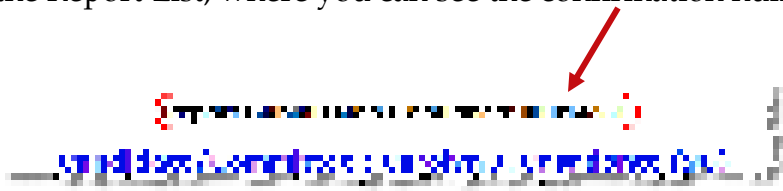
Click



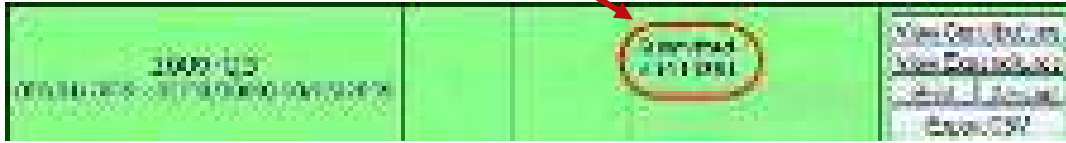
On the next page, click **Submit Report**.



You'll return to the Report List, where you can see the confirmation number at the top of the page:



and the status of **Submitted** for the report:



Click **Print**, display the Waiver of Report, and print it out.

Some of the fields on the waiver are completed for you, but you will need to review it carefully and complete any fields that are not filled out. Then deliver the report to the elections office prior to the reporting deadline.

Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report (page 37).

To submit a waiver if your county requires electronic reports:

On the Report List, find the reporting period you want to submit a waiver for.

Click



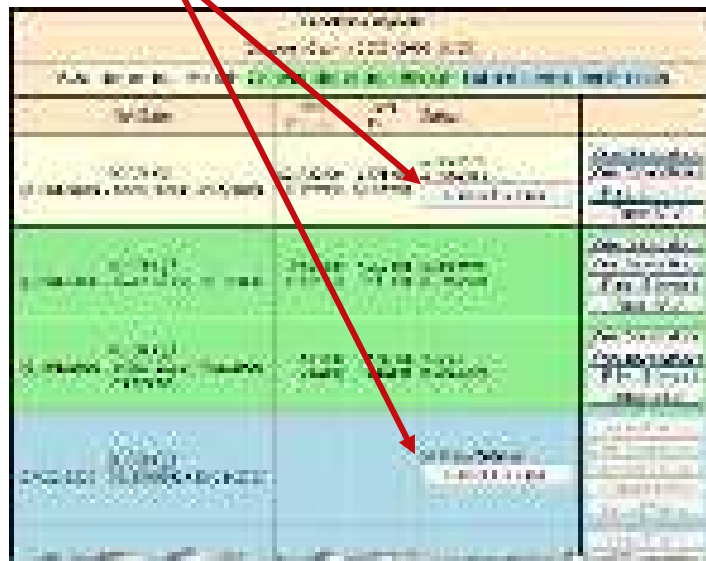
On the next page, click **Create not yet submitted** to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Why are some reports locked?

Have you noticed that reports for past and future reporting periods have an

 button?

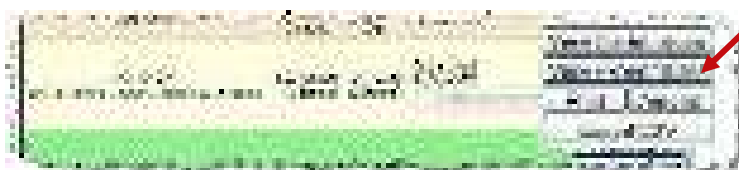


These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click

.

For past reporting periods, you'll then get command buttons for amending the report.



And for future reporting periods, you'll see the usual buttons for entering data.



How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

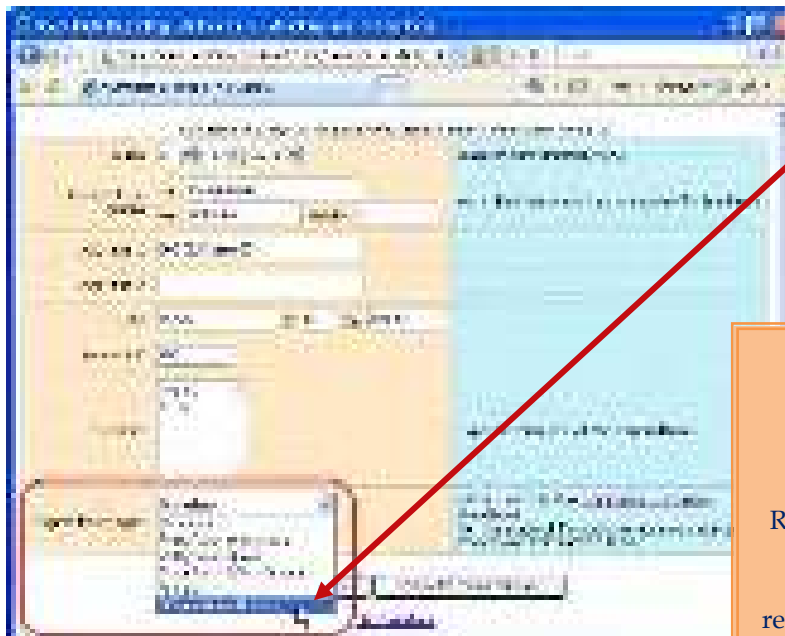
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2012-Final*, like the example here.



When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

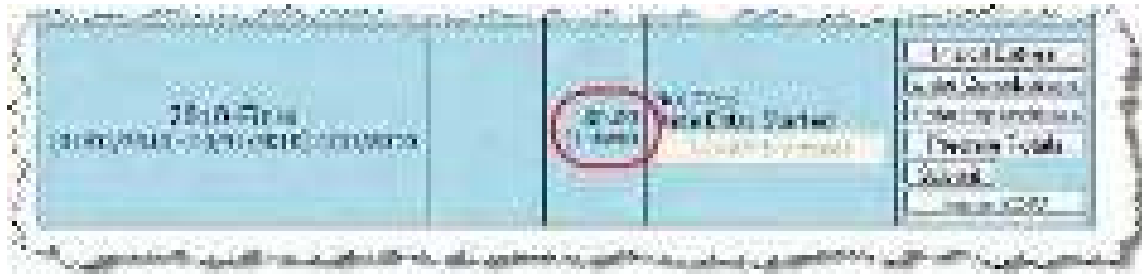
If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.



To report on the disposition of surplus funds, select **Disposition of Funds** in the **Expenditure type** field.

Campaigns sometimes confuse Disposition of Funds and Enter Distributions. Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List – in the **Total Exp** column – although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.



Preview the report and submit it as you have previous reports for the campaign. When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.

7) EXPENDITURE THIS REPORT	
Monthly Expenditures	\$ 0.00
Transfer to Office Account	\$ 0.00
Total Monthly	\$ 0.00

But the amount will be included in box 10 of the Summary Report.

10) TOTAL MONTHLY EXPENDITURE TO DATE	
\$	0.00

And it will appear on the Itemized Expenditure page with an expenditure type of DI.

CAMPAIGN TREASURY REPORT - ITEMIZED EXPENDITURES					
1) Date: 12/31/2012		2) Period: 12/01/12 - 12/31/12		3) Report: 12/31/12	
4) Line Item	5) Description	6) Amount	7) Type	8) Balance	9) Status
11	DISPOSITION OF FUNDS	0.00	DI	0.00	OPEN

How do I enter a photo and biographical info?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.



A photo and text about the candidate or committee are nice to have, but they are not required. If you don't provide them, here is what voters will see:



The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

To enter a photo:

On the main page, click the yellow button.



to bring up the Candidate/Committee Biopage:



Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



When the file has copied to the system, you'll see this message along with the photo file:



Click [Return to Main Menu](#) to return to the main page of the system.

To enter candidate or committee text:

On the main page, click the yellow button.



to bring up the Candidate/Committee Biopage:



In the **Candidate/Committee Biographical Information** pane, type the information you want to display to voters. You can enter up to 5,000 characters. The system will show

you – in the **Characters** box – how many characters you have typed so far. When you are finished, click **Update**.

Type the biographical data here.

The screenshot shows a mobile application interface for updating biographical data. At the top, there is a title bar with the text "Candidate/Committee Biographical Information". Below the title bar is a text input area containing placeholder text. To the right of the text input area is a character count field. At the bottom of the screen is an "Update" button. Red arrows point from external text to the text input area, the character count field, and the "Update" button.

The system will show you how many characters you've already typed, so you'll know when you're reaching the limit.

When finished, click **Update**.

Be sure you conform to the Supervisor's policy on appropriate content here.

If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

To see how your photo and bio appear to voters, enter this address in your web browser, replacing **<county>** with your county name:

https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=<county>

You might not see your photo and bio immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

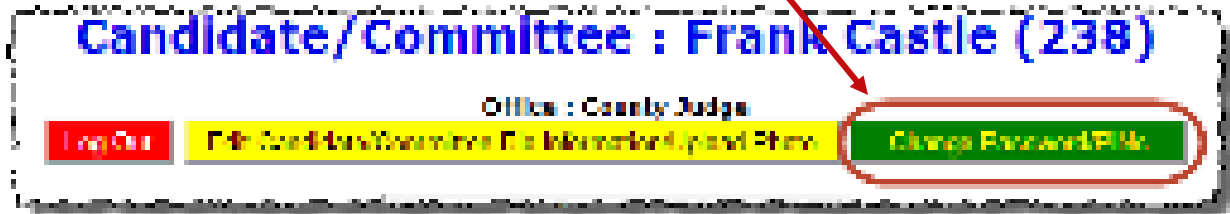
How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.



In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

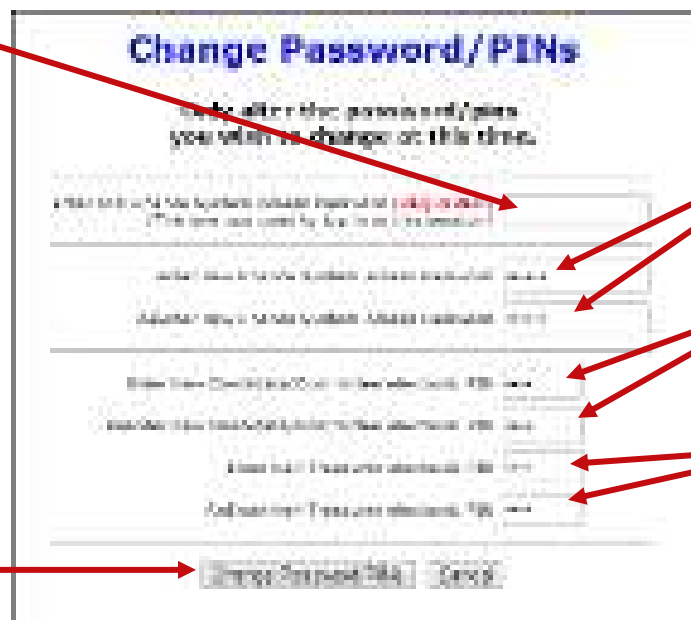
If you want to create a new password, enter and reenter it in the two fields provided for the new password. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

To finish changing the password and PINs, click here.

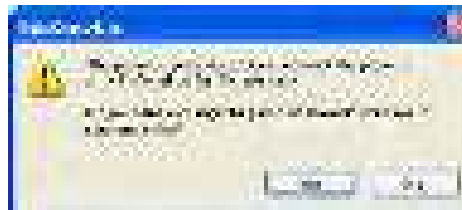


Type your new password here.

Type your new candidate PIN here...

...and your new treasurer PIN here.

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password or PINs, contact the elections office. They will be able to retrieve it for you.

Don't forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click **Log Out**.

Click here to log out of the system.

