Campaign Finance Software Instructions

CF Solutions
Making Campaign Finance Easy

Contents

Installing the Campaign Finance Software

System Requirements

- ✓ At least 13 megabytes of available hard drive storage space
- ✓ Windows 98 or above
- ✓ 64 megabytes of RAM
- ✓ Printer

Installing from the Internet

NOTE: *Some images may differ from what is shown, depending on what version of windows your computer uses.*

Open your Internet browser (Microsoft Internet Explorer, AOL, Netscape, etc). Go to the CF Solutions Software page at:

http://cfsaz.com/PimaSoftware.htm

Read the End User License Agreement, and if you agree and wish to use the software, click "Accept" to download it. If you do not agree to the End User License Agreement, you must not use the software.

Depending on your version of Windows, a pop-up window will show options for "Open", "Run", "Install from Internet" or "Cancel"

Choose "Open", "Run" or "Install from Internet"
Do not "Save" or "Save to disk"
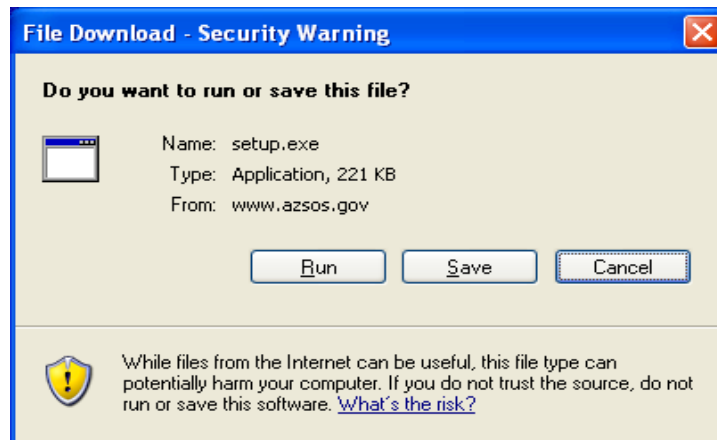
To continue the installation click **Next**
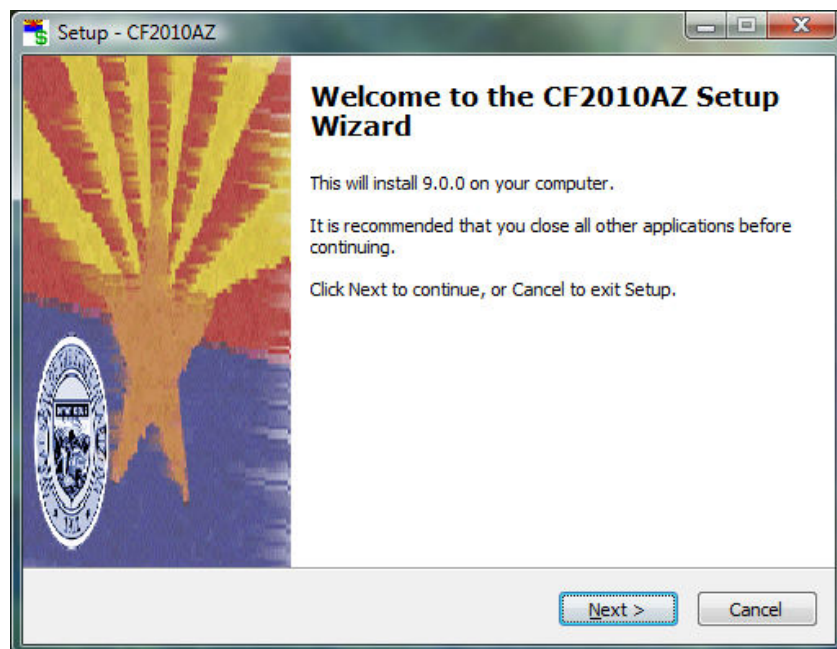
Read the license agreement and select "I accept the license agreement"

Click **Next**
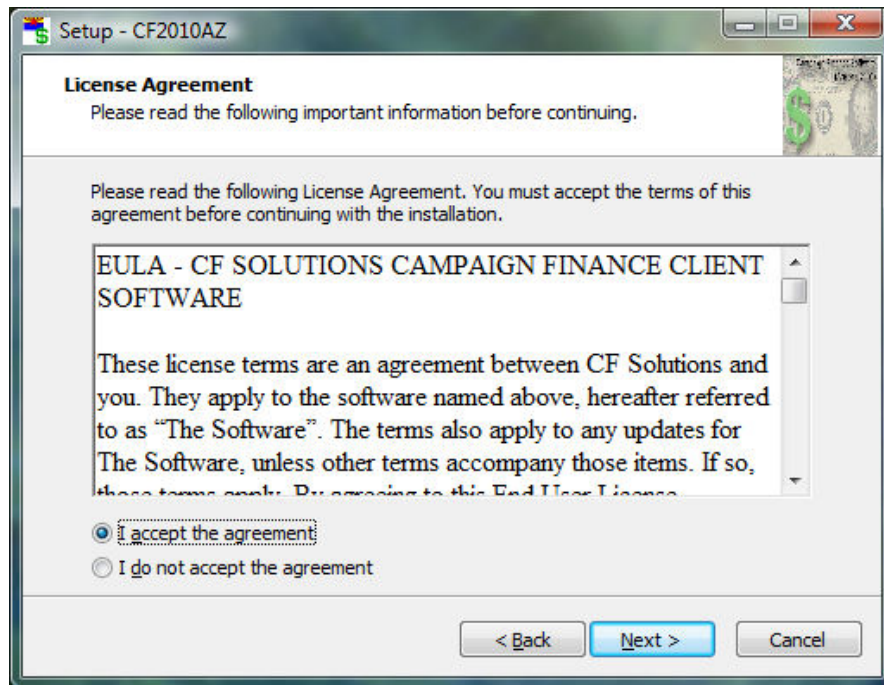
Enter your user information and click Next:
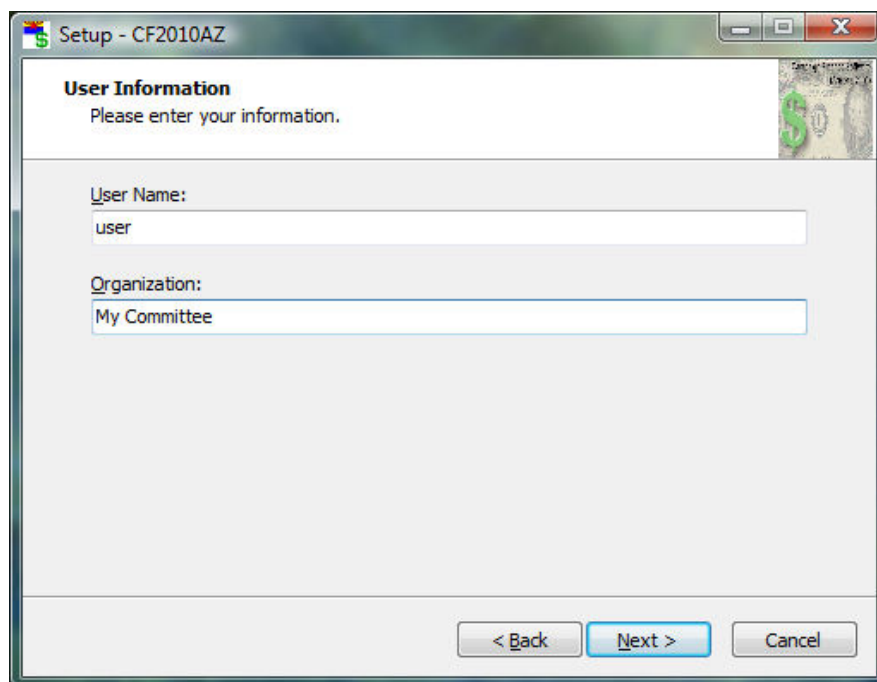
Select the folder location to install to (we suggest using the default that the installer provides). Click Next:
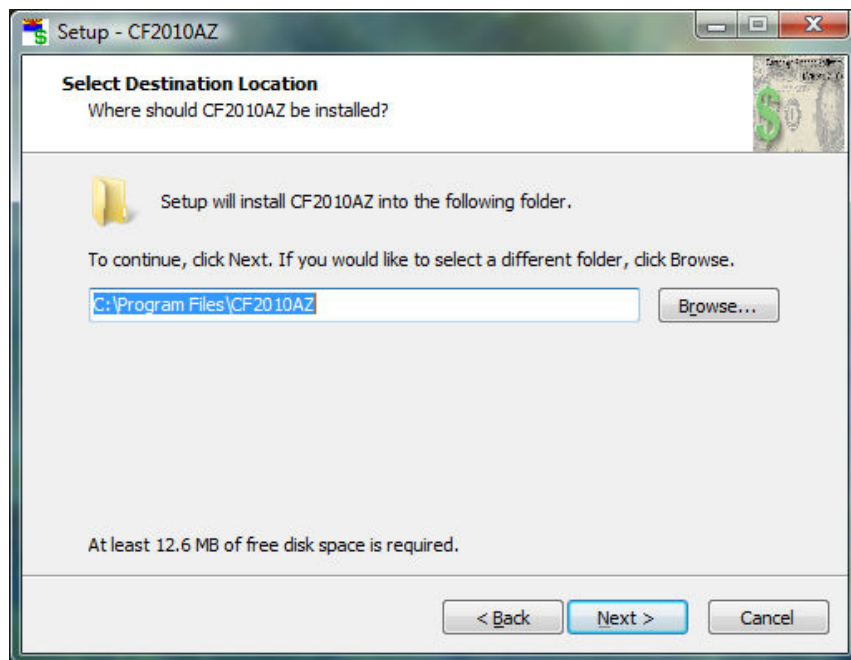
On the next screen, click Install:
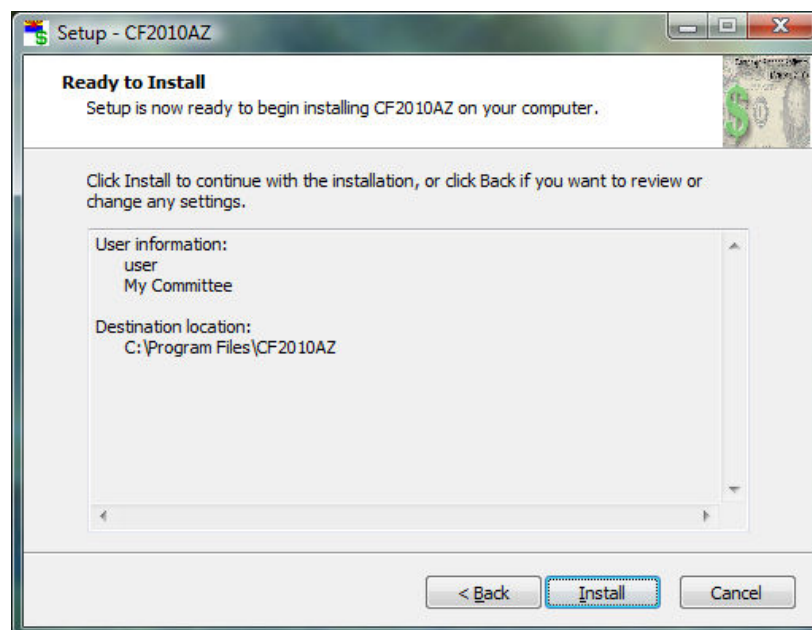
On the next screen, click Finish:
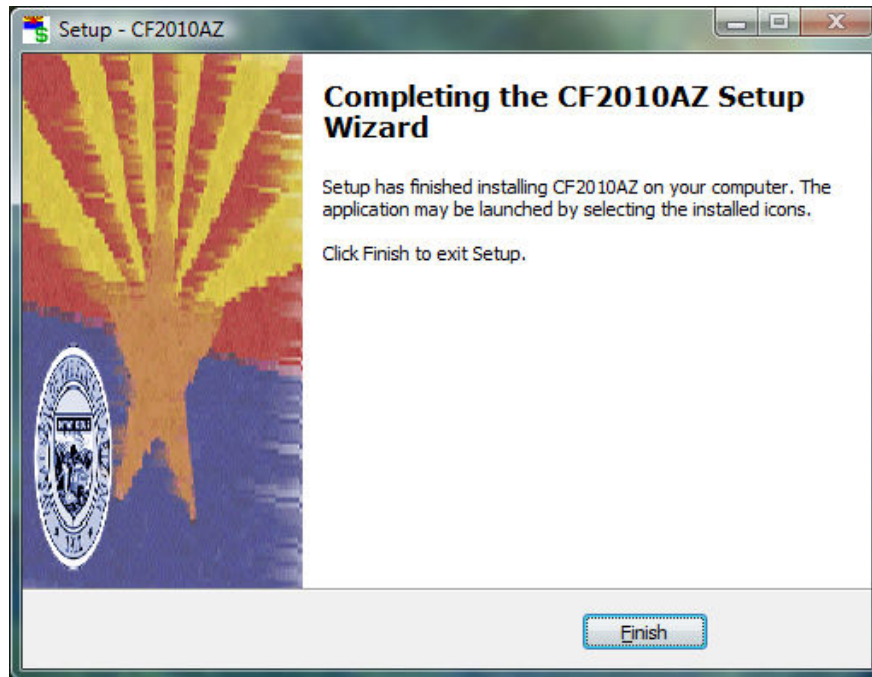
The current version of the Campaign Finance software is now installed on your computer. There is also a new Icon located on your desktop allowing you to open the Campaign Finance software from your desktop.

For software operation and set up refer to **Software Setup** (page 10)

Software Setup

Running the CFS Program

Double-click on the CFS AZ icon on your desktop.

This is the main window.
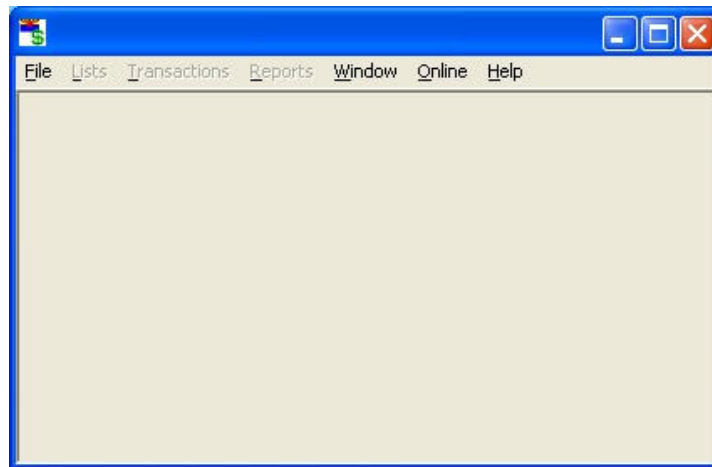
Your committee name will not be shown on the title bar unless you have set up your committee. See the section entitled **<u>Setting Up a Committee</u>** for instructions.

Changing System Preferences

All system preferences are changed in the Preferences window.

In the main window, click on **File**, **Preferences**.

The Preferences dialogue box appears.
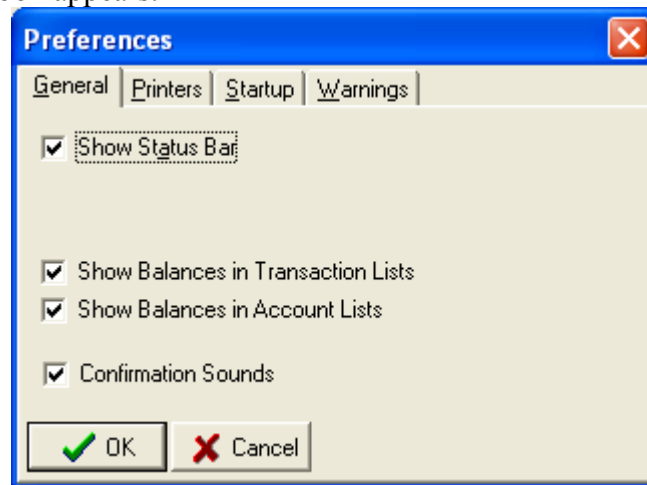
Changing General Options

Click on the **General** tab of the preference window.

The General options appear.
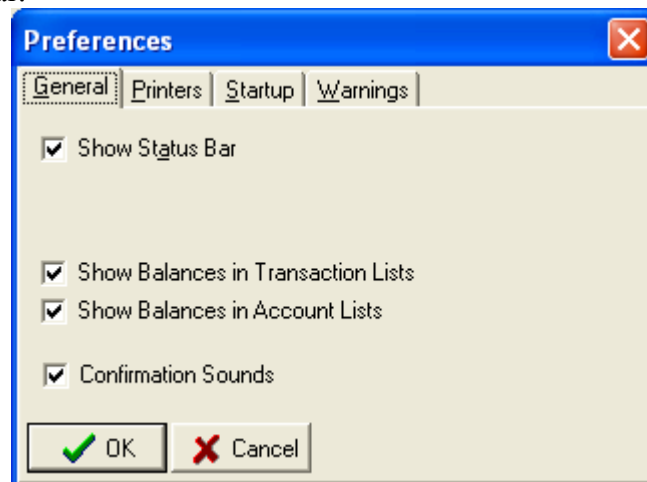
Options:

Showing/Hiding The Status Bar
The status bar shows useful period information on the bottom of the screen. You may need to set the current period to get it to display period information. To show the status bar, check the box marked **Show Status Bar** by clicking on it. To hide the status bar, uncheck the box by clicking on it again.

Showing Balances
Balances columns can be displayed for the accounts list, and in individual account windows, if desired. To show balances in individual account windows, check the box that says **Show Balances in Transaction Lists.** To show balances in the accounts list, check the box that says **Show Balances in Account Lists**.

Confirmation Sounds
Sounds confirm transactions by an audio beep. Putting a check in this box will enable this feature. Leaving it blank will prevent a beep when confirming a transaction.

Changing the System Printer

Reports other than period reports are automatically routed to the printer selected in the Preferences window. Follow these steps to select a printer:

Click on the **Printers** tab of the preference window.
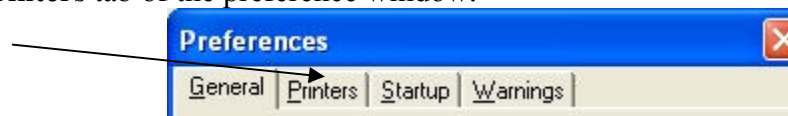
The Printer options appear
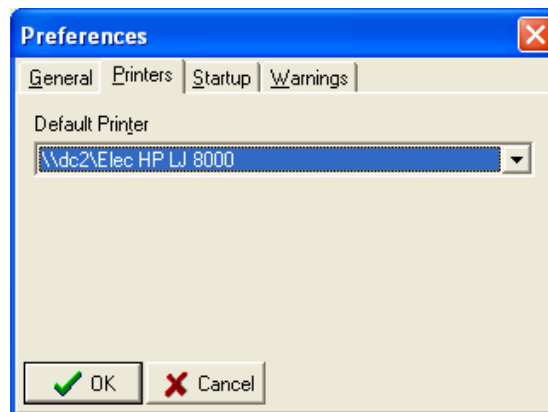
The Default Printer options appear. If the name of your printer is not shown, select by clicking on the drop down arrow and selecting the correct printer.

Click **OK**.
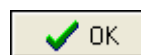
If you don't see the printer you wish to use, you may need to install it first. Consult the documentation for your operating system for instructions on how to do this.

Changing Startup Options

Click on the **Startup** tab of the preference window.
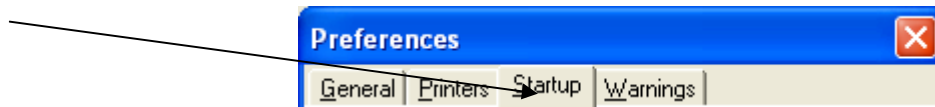
The Startup options appear
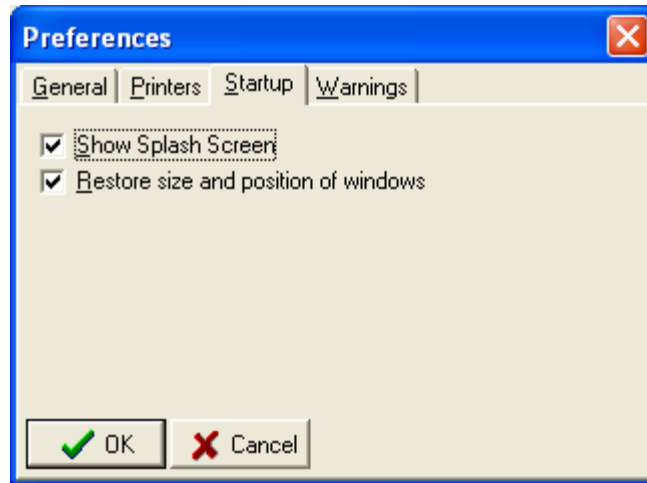
Options:

Splash Screen
If you wish to view a splash screen that shows the version number of the software while waiting for the software to load, click the box that says **Show Splash Screen**.

Window Restore
When you close and re-open the software, the program is capable of remembering which windows you have open, along with their size and position. If you would like to turn on this option, click on the box that says **Restore size and position of windows**.

Enabling and Disabling Warning

Click on the **Warnings** tab of the Preferences window.

The Warnings options appear
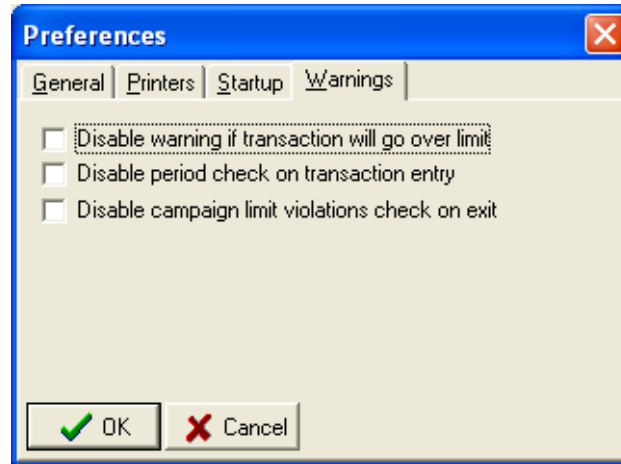
Options:

Turn On / Off Limit Checking
Checking for limit violations helps a committee discover excessive contributions as they are entered. If a committee is using the software in an election cycle subsequent to the release of the software, or for a local jurisdiction, the committee may need to disable the limit checking in order to enter contributions. For regular use it is strongly recommended that this check remains enabled.

To disable limit checking, click on and check the box that is labeled **Disable warning if transaction will go over limi*t***. To enable limit checking, uncheck the box by clicking on it again.

Turn On / Off Period Checking
Period checking is a safety feature to help avoid invalid transactions. It is strongly recommended that if you turn off the period checking for data entry purposes, you restore it as soon as you are done with data entry. To disable period checking, check the box that says **Disable period check on transaction entry** by clicking on it. To restore it, uncheck the box.

Turn On / Off Limit Checking on exit
The software performs a limit check upon closing of the software. This is a good way for the user to check that the data entered so far is within contribution limits. For regular use it is strongly recommended that the check remains enabled. To disable limit checking when exiting the software, click on and check the box that is labeled **Disable campaign limit violations check on exit**. To enable limit checking, uncheck the box by clicking on it again.
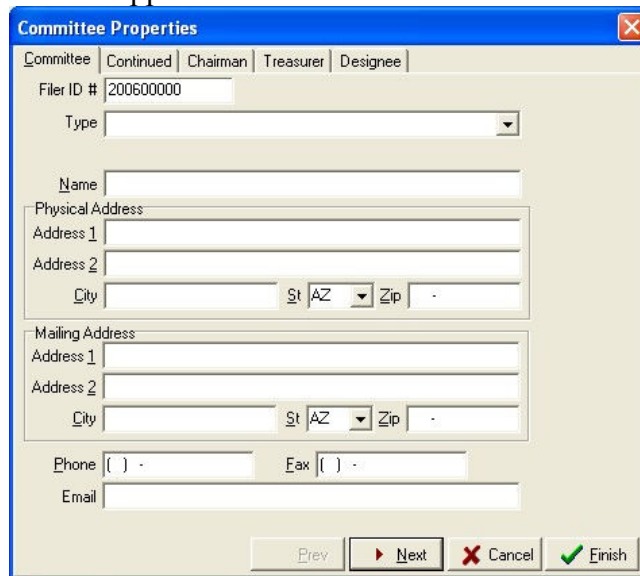
Setting Up a Committee

NOTE: We suggest you have your committee's Statement of Organization in front of you when setting up your committee in the software.

Start the software if it is not already running.

In the main window, click on **File**, **New Committee**.

The Committee Properties window appears.
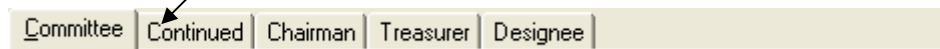
Begin setting up your committee by entering the Filer ID # assigned to you when you registered your Statement of Organization at the Arizona Secretary of State's office.

Use the pull-down arrow for Type to select your committee type.

Continue to fill out the rest of the form, using the TAB key to move between fields on the form.
Click on **Continued** tab.

Fill in the fields for the section, then continuing to the next sections; Chairman, Treasurer and Designee. Complete all screens until you have all the information from the Statement of Organization in the sections pertaining to your committee.

Click **Finish** when you are done.

Changing Committee Information

At some point you may need to change some of the information regarding your committee. If your committee files with the Secretary of State, then changing this information is a two-step process: 1) change the information in your database using the CF software. 2) print and file an amended Statement of Organization. The CF software will print out a completed Statement of Organization for you. See **Printing an Amended Statement of Organization** (page 41) for instructions.

In the main window, click **File**, **Committee Properties**

The Committee Properties window appears

Select the tab that holds the information you want to change. For example, click on the **Treasurer** tab to change the treasurer's address.

Type in the changes in the appropriate fields, and when you are done

Click **Finish**.

Changing The Filer Identification Number

The filer ID cannot be changed in the committee information window.

In the main window click on **File**, **Committee Actions**, **Correct FilerID**

The Correct FilerID window will appear

Type in the corrected filer identification number

Click **OK**

Working With More Than One Committee

Treasurers that work on behalf of more than one committee may wish to record transactions and report from just one computer. The campaign finance software facilitates record keeping for multiple committees.

Setting Up Subsequent Committees

Follow the instructions in the section entitled **Setting Up a Committee** (page 15) for each committee you wish to set up.

Switching Between Committees

The software has only one ACTIVE committee at a time. This is the committee whose name appears on the title bar of the main window. To switch the attention of the software to a different committee:

In the main window click on **File Open Committee**

The Committee Select window appears
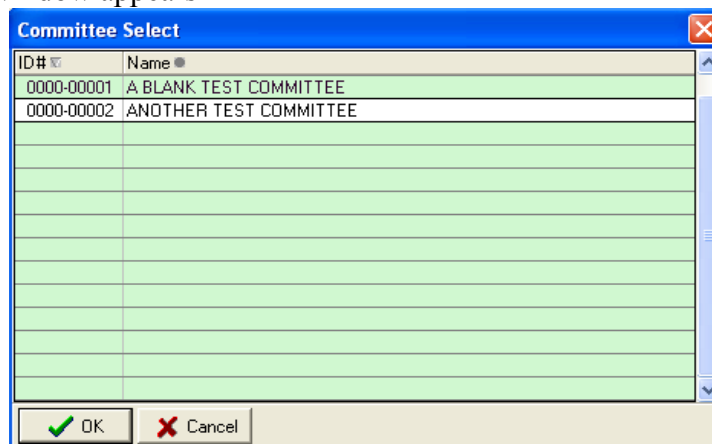
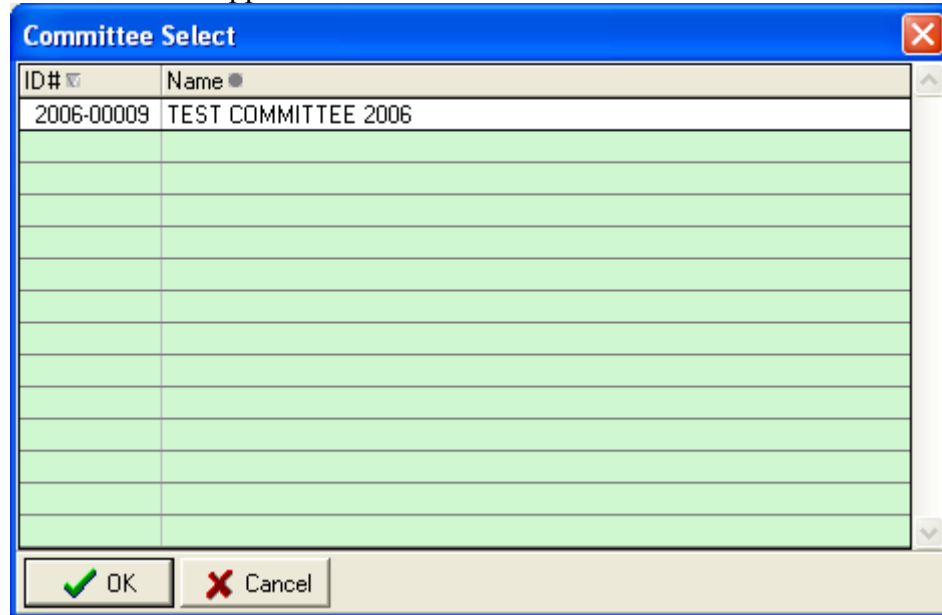Double-click the committee that you wish to make active

The selected committee now becomes the active committee. The active committee name appears on the blue title bar. All changes, transactions and reports will regard only the active committee. You may switch between committees at any time you wish.

Deleting a Committee

Deleting a committee is a non-reversible action. Make sure that you back up the final version of the committee information for your records before you delete a committee. See the section called **Backing Up Your Data** (on page 29) for instructions.
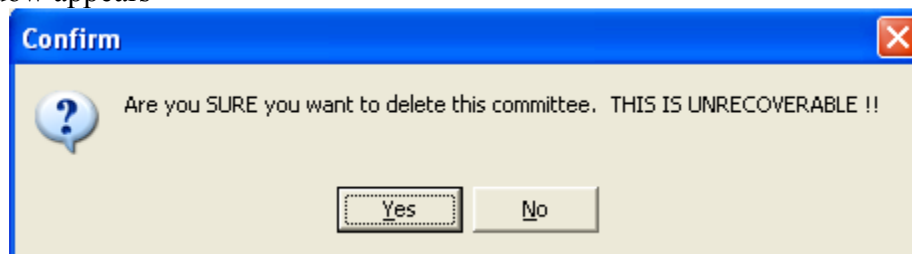
In the main window click on **File**, **Delete Committee**
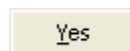
The Committee Select window appears

Double-click on the committee you wish to delete

A Confirm window appears

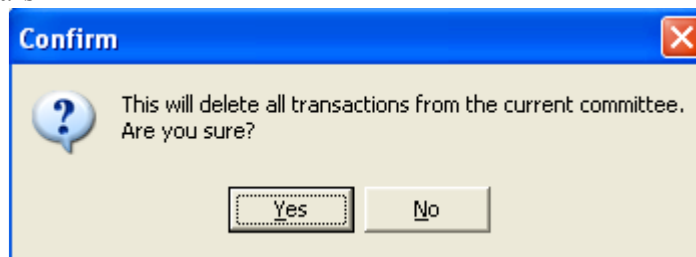Click **Yes**

Clearing All Data

It is strongly recommended that you backup your existing data before clearing it. To find out how to do this, consult the section entitled **Backing Up Your Data** (page 29) for instructions.
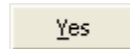
Clearing All Transactions

This function clears all the transactions currently in the database, without clearing any names.

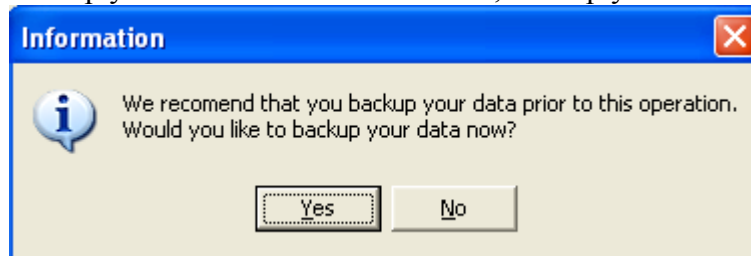In the main window click **File**, **Committee Actions**, **Clear All Transactions**

A confirm window appears

Click **Yes**

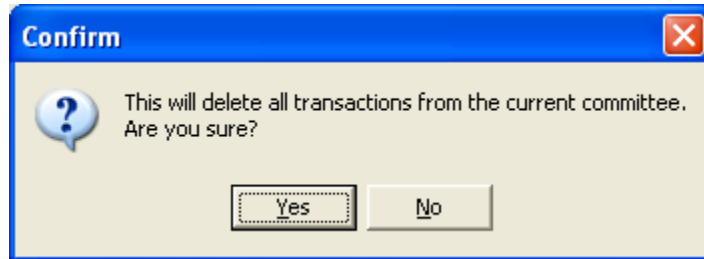If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**
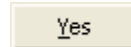
Clearing All Names And Transactions

All names in the database can be cleared at the same time as the transactions.

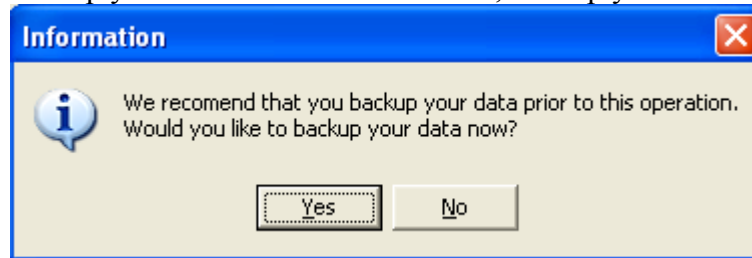In the main window click on **File**, **Committee Actions**, **Clear All Names & Transactions**.

A confirm window appears

Click **Yes**

If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.
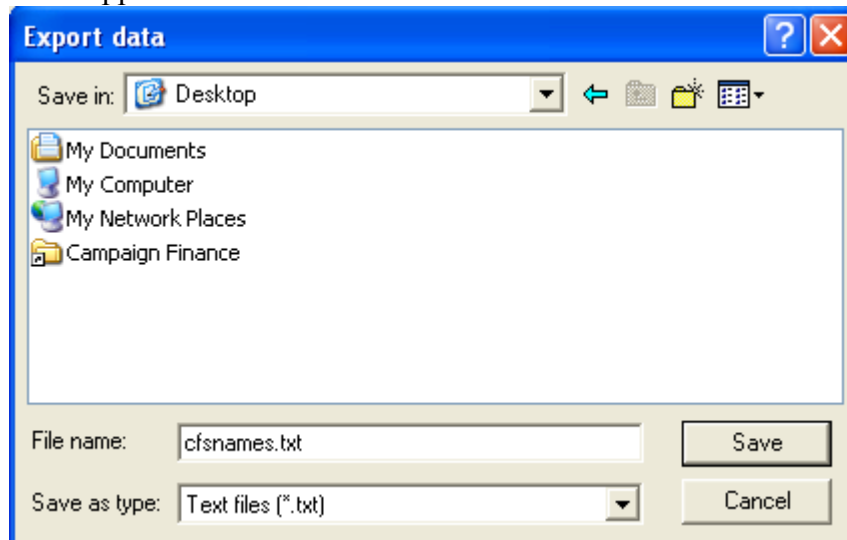
Exporting And Importing Names

Exporting Names
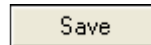
In the main window, click on **File**, **Committee Actions**, **Export**, **Names**

The Export data window appears

Choose where you would like to store the export file

Click **Save**

Importing Names

Name lists can be imported from text files. Use an Exported Names file as a template for importing names.
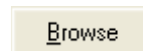
Once a data file has been created, it may be imported into the CFS database. It is strongly recommended that you back up your data before importing data. See the **Backing Up Your Data** (page 29) section for instructions.

In the main window, click **File**, **Committee Actions, Import**, **Import Names**
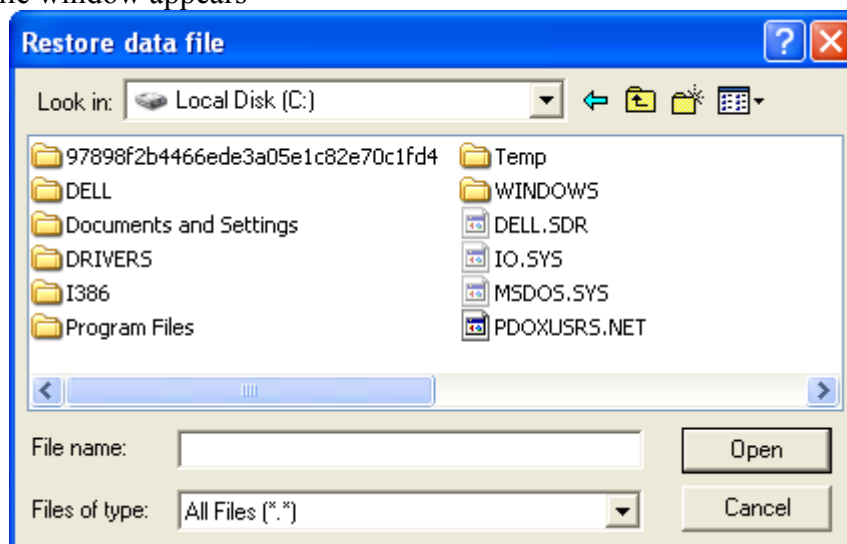
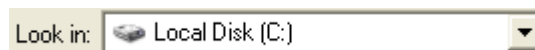Import Tab Delimited Names File window appears
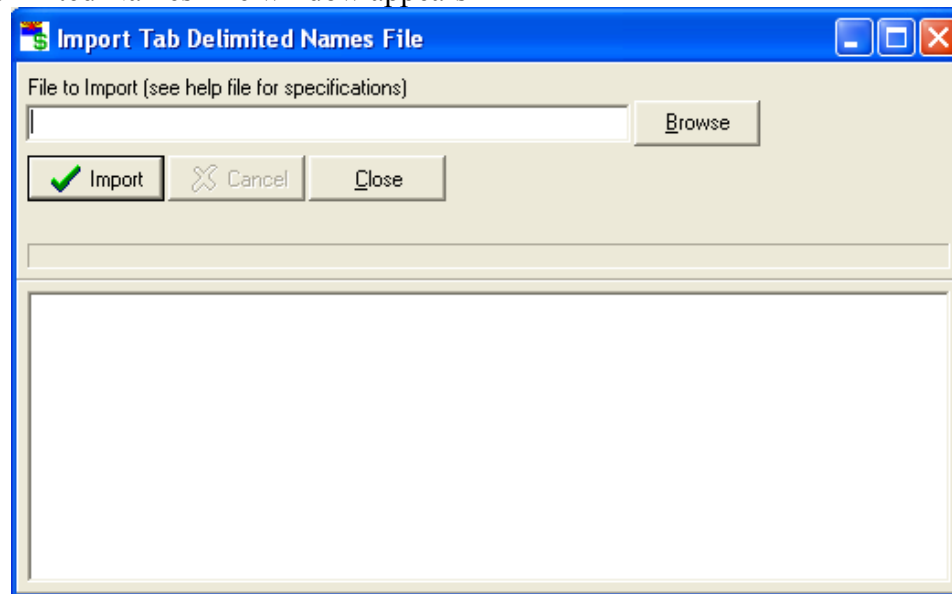
Click on **Browse**

The Restore data file window appears

Select the drive the prepared file is on by clicking the "Look in:" pull down arrow

Double-click on folders and sub-folders in the window, following the path to the prepared file

Double-click the name of the prepared file

Click **Import**

A prompt appears asking if you want to back up your data. If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.

The import function protects against duplicate names. If a name in the import file already exists in the software, the function will produce a window that asks whether or not you would like to replace the existing name with the new name or just discard the new name.

When the import is complete

Click **Close**

Changing Election Cycles

Applicable laws:

A.R.S. § 16-905(H)   Contribution Limitations; civil penalty, complaint
A.R.S. § 16-915(A)   Contents of campaign finance reports
A.R.S. § 16-915.01(A)(1)&(C)   Disposal of surplus monies; transfer of debt

If a candidate committee or an exploratory committee is to continue operations in a subsequent election cycle, the committee may choose to:

- ✓ Pay off all loans and debts owed by the committee
- ✓ Collect all loans and debts due the committee
- ✓ Open a new committee for the new election cycle
- ✓ Transfer surplus money to the new committee
- ✓ Terminate the previous committee

The names list can be exported from the old committee and imported into the new committee in order to avoid re-entering information. See the section **Exporting And Importing Names** (page 22) for instructions.

If the old committee does not have enough cash on hand to retire the debts, the debts can be transferred to the new committee as allowed by A.R.S. § 16-915.01(C).

Alternatively, the committee may remain active until it receives funds to retire the debts and can then terminate. In this case, either:

A)   Campaign finance reports must be filed in a timely manner for the committee as required by A.R.S. § 16-913(B or C) until the committee is terminated,

Or

B)   Pursuant to A.R.S. § 16-913(E), a candidate committee may file an Annual No Activity Statement by January 31 of the election year. If this option is exercised, the committee does not report until the next year, unless a contribution or expenditure is made.

Transferring a Committee's Previous Surplus
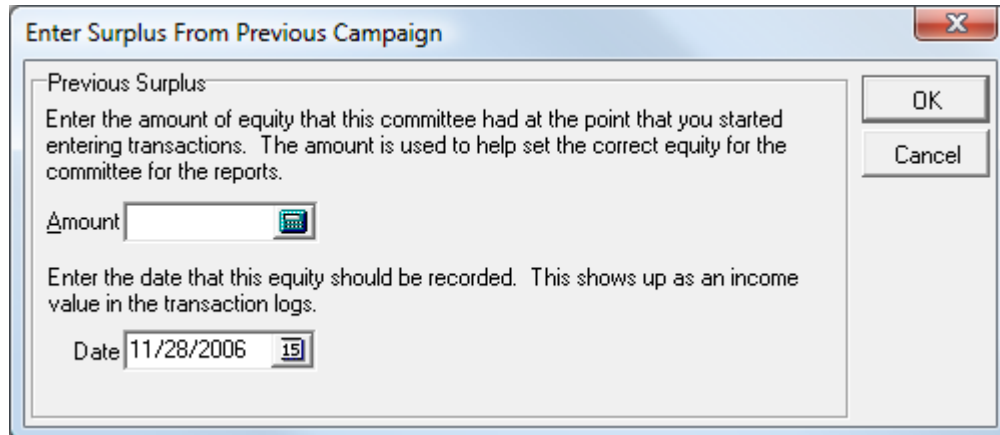
A Note About Previous Surplus
The surplus from a committee's previous election cycle will be the amount of cash the previous committee had on hand at the end of the last reporting period of the previous election cycle. You can find this amount on line 7 on the first page of the final period report from the previous election cycle. Surplus from Previous Campaign account (account #620) is the internal account that holds the surplus

from the previous campaign. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Recording Previous Surplus

In the main window, click **Transactions**, **Previous Committee**, **Set Previous Campaign Surplus**.
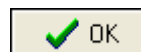
The Enter Surplus From Previous Campaign window opens.

Enter the surplus amount

Enter the date the surplus was transferred

Click **OK**

Transferring Previous Debt

A Note About Previous Debt
Outstanding Debt from Previous Campaign account (account #630) is an internal account in the software that holds the debt carried over from the previous committee and payments on those debts. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Note: Outstanding loans from the previous election cycle are recorded as previous debt in the current cycle.

Recording Previous Debt

In the main window, click **Transactions**, **Previous Committee**, **Enter Previous Debt(s)**
The Enter Transferred Debt From Previous Committee window opens.

If the committee has been previously used, select the committee name from the list by clicking the pull-down arrow ▾ at the **From** box. Otherwise, add the committee:

Type the committee name in the **From** box

An Information window appears asking if you would like to add the committee to a list

Click **OK**

The Vendor window appears

Fill out the boxes in the window, pressing the TAB key between fields

Click **OK**

The entity is now added to the appropriate list, and the Enter Transferred Debt From Previous Committee window is once again active.

Finish filling in the Enter Transferred Debt From Previous Committee window, pressing the TAB key between fields.

Click **OK**
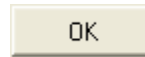
Transferring Previous Loans

A note about Transferring Previous Loans
Outstanding loans become debts as the election cycle changes. Follow the instructions for **Transferring Previous Debt** (page 26) to transfer any outstanding loans. To repay the loans, see the section titled **Loans, Repayments and Interest** (page82).

Backing Up And Restoring Data

Backing Up Your Data

A backup can be done at any time, and can never be done too often. It is important to safeguard your data against accidental erasure, hardware failures, and any other unforeseen dangers. Backing up often ensures that you always have a current copy to fall back on, should anything happen to the original data. Backing up is easy, and only takes a few moments.

You may wish to give the backup file a meaningful name. Including the date of the backup or the committee name in the name of the file may help you locate the file later. Backup files from the CF software have a file extension of **.cfb.**

Most commonly, a backup file would be stored on a removable magnetic media such as diskette or zip cartridge. Other options would include CD-RWs or CD burners, Jump drives, network drives and secondary hard drives.

In the main window, click **File**, **Database**, **Backup**

The Backup data file window appears
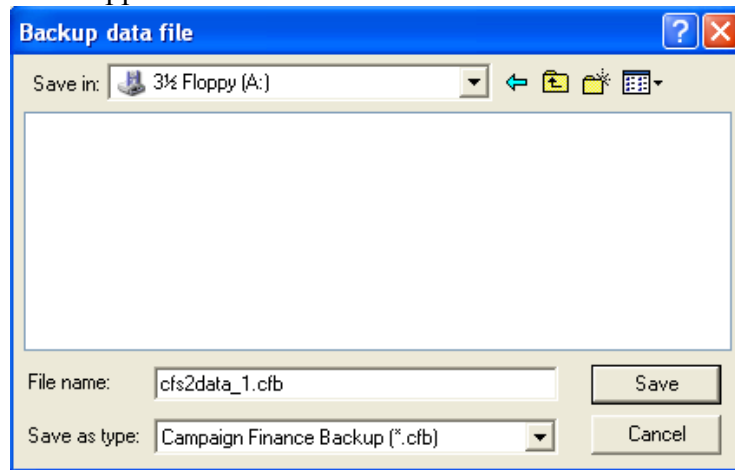
Click on the **Save in** pull down arrow
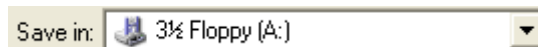
Click on the drive you wish to store the backup file in (in this case, the A: drive is used)

If you wish to store the file in a folder or subfolder on the drive, double click that folder in the window

Enter an appropriate name in File name

Click **Save**
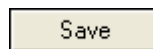
Restoring Back Up Data

Restoring replaces all data that is currently in the database with data that has been backed up previously.

In the main menu, click **File**, **Database**, **Restore**
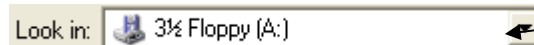
A Confirm window appears
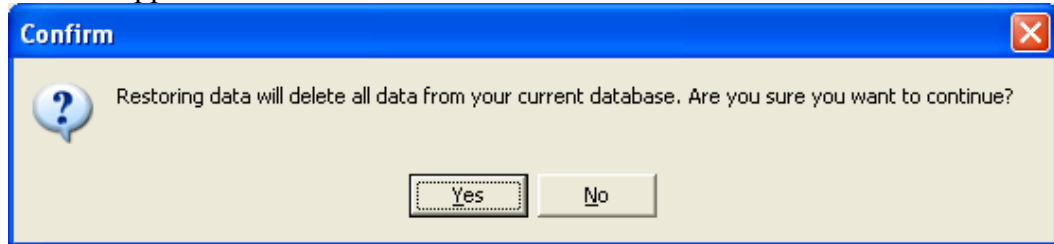
Click **Yes**
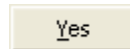
The Restore data file window appears
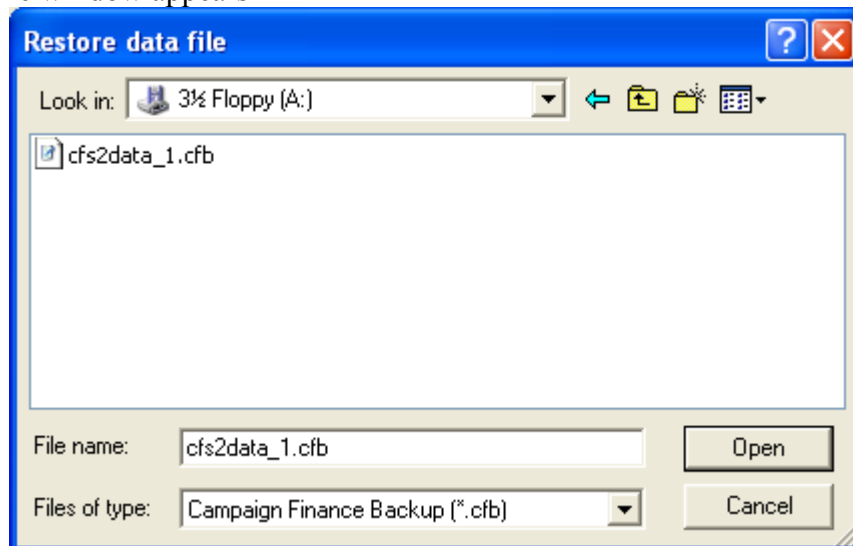
Click on the **Look in** pull down arrow

Click on the drive that the backup file is in (in this case, the A: drive)

If the file is in a folder or subfolder on the drive, double click those folders in the window

Double-click on the backup file to restore the data
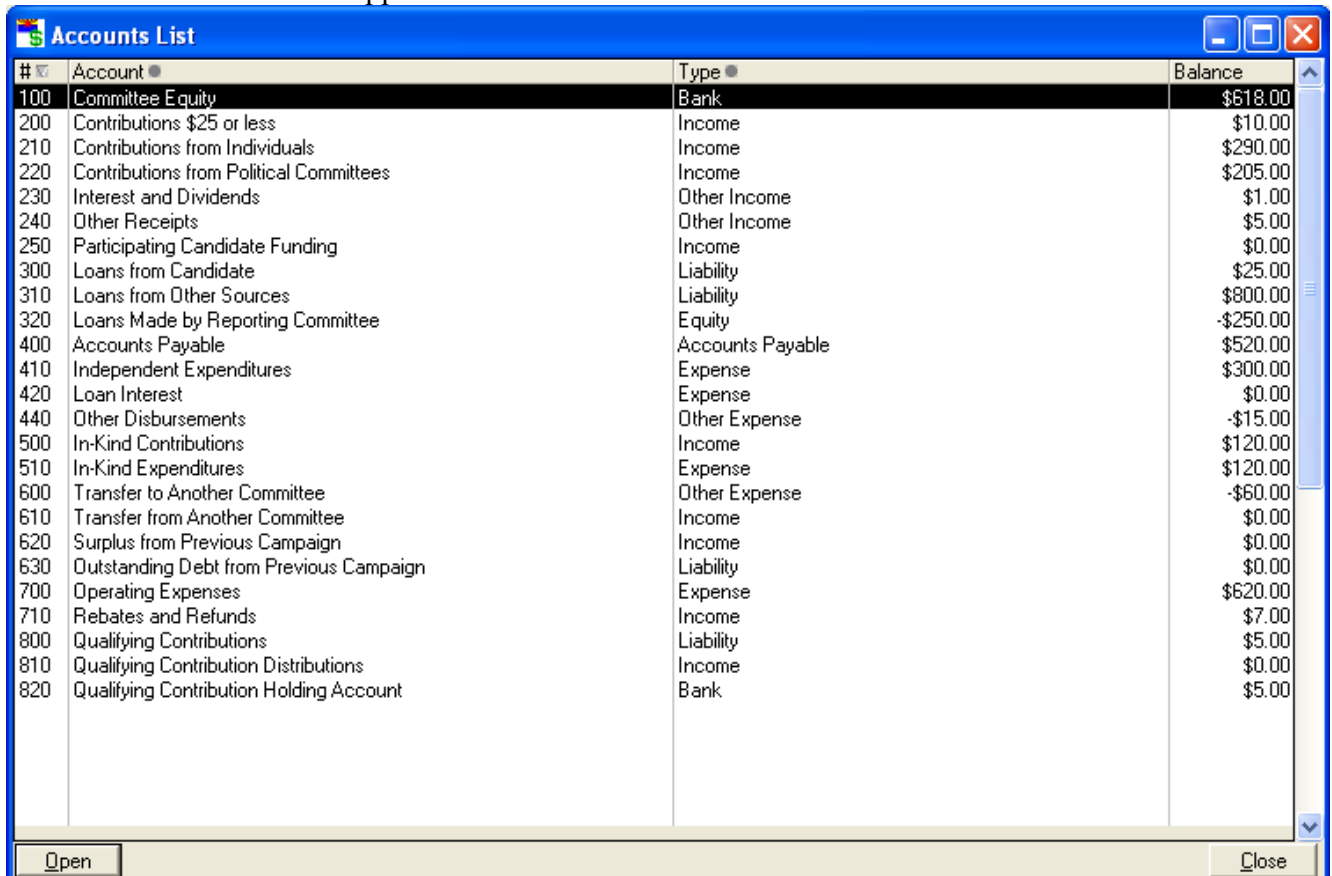
Viewing and Editing Account Entries

Viewing Accounts and Their Balances

Transactions are entered into the database using techniques described in the section entitled **Entering Common Transactions** (page 49). Each transaction increases or decreases the balance of one or more *accounts*, or lists of transactions in a particular category.

In the main window, click on **Lists**, **Accounts**

The Accounts List window appears

#	Account	Type	Balance
100	Committee Equity	Bank	$618.00
200	Contributions $25 or less	Income	$10.00
210	Contributions from Individuals	Income	$290.00
220	Contributions from Political Committees	Income	$205.00
230	Interest and Dividends	Other Income	$1.00
240	Other Receipts	Other Income	$5.00
250	Participating Candidate Funding	Income	$0.00
300	Loans from Candidate	Liability	$25.00
310	Loans from Other Sources	Liability	$800.00
320	Loans Made by Reporting Committee	Equity	-$250.00
400	Accounts Payable	Accounts Payable	$520.00
410	Independent Expenditures	Expense	$300.00
420	Loan Interest	Expense	$0.00
440	Other Disbursements	Other Expense	-$15.00
500	In-Kind Contributions	Income	$120.00
510	In-Kind Expenditures	Expense	$120.00
600	Transfer to Another Committee	Other Expense	-$60.00
610	Transfer from Another Committee	Income	$0.00
620	Surplus from Previous Campaign	Income	$0.00
630	Outstanding Debt from Previous Campaign	Liability	$0.00
700	Operating Expenses	Expense	$620.00
710	Rebates and Refunds	Income	$7.00
800	Qualifying Contributions	Liability	$5.00
810	Qualifying Contribution Distributions	Income	$0.00
820	Qualifying Contribution Holding Account	Bank	$5.00

The window shows the account number, name and type. It may also show the current balance for each account if the option is selected in the Preferences window. See the section entitled **Changing System Preferences** (page 10) for instructions.

Viewing Transactions In An Account

In the main window, click **Lists**, **Accounts**

The Accounts List window appears

Double click on the account to be viewed in the Accounts List Window. A window specific to that account appears.

Deleting A Transaction
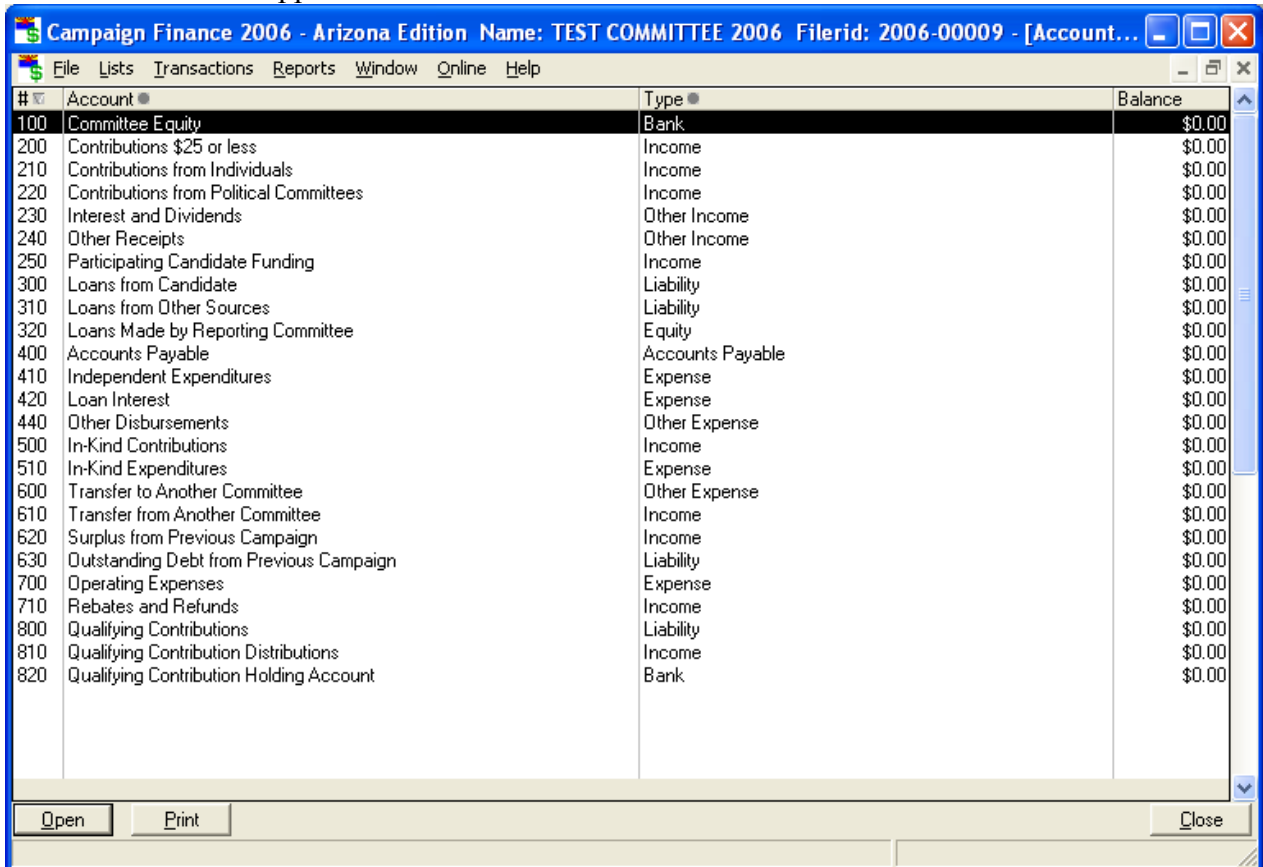
In the main window, click **Lists**, **Accounts**

The Account Window Appears

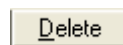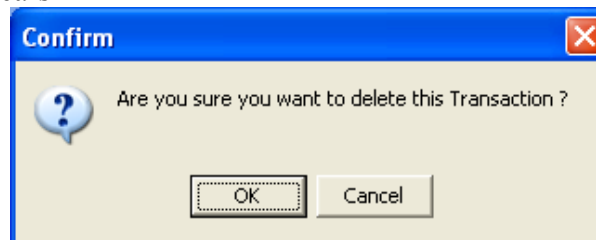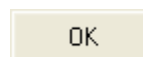| #	Account	Type	Balance
100	Committee Equity	Bank	$0.00
200	Contributions $25 or less	Income	$0.00
210	Contributions from Individuals	Income	$0.00
220	Contributions from Political Committees	Income	$0.00
230	Interest and Dividends	Other Income	$0.00
240	Other Receipts	Other Income	$0.00
250	Participating Candidate Funding	Income	$0.00
300	Loans from Candidate	Liability	$0.00
310	Loans from Other Sources	Liability	$0.00
320	Loans Made by Reporting Committee	Equity	$0.00
400	Accounts Payable	Accounts Payable	$0.00
410	Independent Expenditures	Expense	$0.00
420	Loan Interest	Expense	$0.00
440	Other Disbursements	Other Expense	$0.00
500	In-Kind Contributions	Income	$0.00
510	In-Kind Expenditures	Expense	$0.00
600	Transfer to Another Committee	Other Expense	$0.00
610	Transfer from Another Committee	Income	$0.00
620	Surplus from Previous Campaign	Income	$0.00
630	Outstanding Debt from Previous Campaign	Liability	$0.00
700	Operating Expenses	Expense	$0.00
710	Rebates and Refunds	Income	$0.00
800	Qualifying Contributions	Liability	$0.00
810	Qualifying Contribution Distributions	Income	$0.00
820	Qualifying Contribution Holding Account	Bank	$0.00

Campaign Finance 2006 - Arizona Edition Name: TEST COMMITTEE 2006 Filerid: 2006-00009 - [Account...

File   Lists   Transactions   Reports   Window   Online   Help

Open   Print   Close

Double-click on the account that holds the transaction you wish to delete. For example, if you have erroneously entered an invoice and need to delete the entry, double-click on Accounts Payable (shown below).

When the transaction window appears, click on the transaction you wish to delete to highlight it

Click **Delete**

A confirmation window appears

Click **OK**

Editing Transactions

In the main window, click **Lists**, **Accounts**

The Account Window Appears

Double-click on the account that holds the transaction you wish to edit. For example, if you have received an amended invoice and need to edit the original invoice entry, double-click on Accounts Payable (shown below).

When the transaction window appears, double-click on the transaction you wish to edit

Enter Bill for Goods or Services window appears

Update the applicable information

Click **OK**
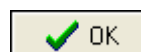
Viewing and Editing The Names List

Viewing Names

While transactions are entered using techniques described in the section entitled **Entering Common Transactions** (page 49), names are being added to the database.

In the main window, click **Lists**, **Names**

The Names List window appears. Note the tabs across the top.
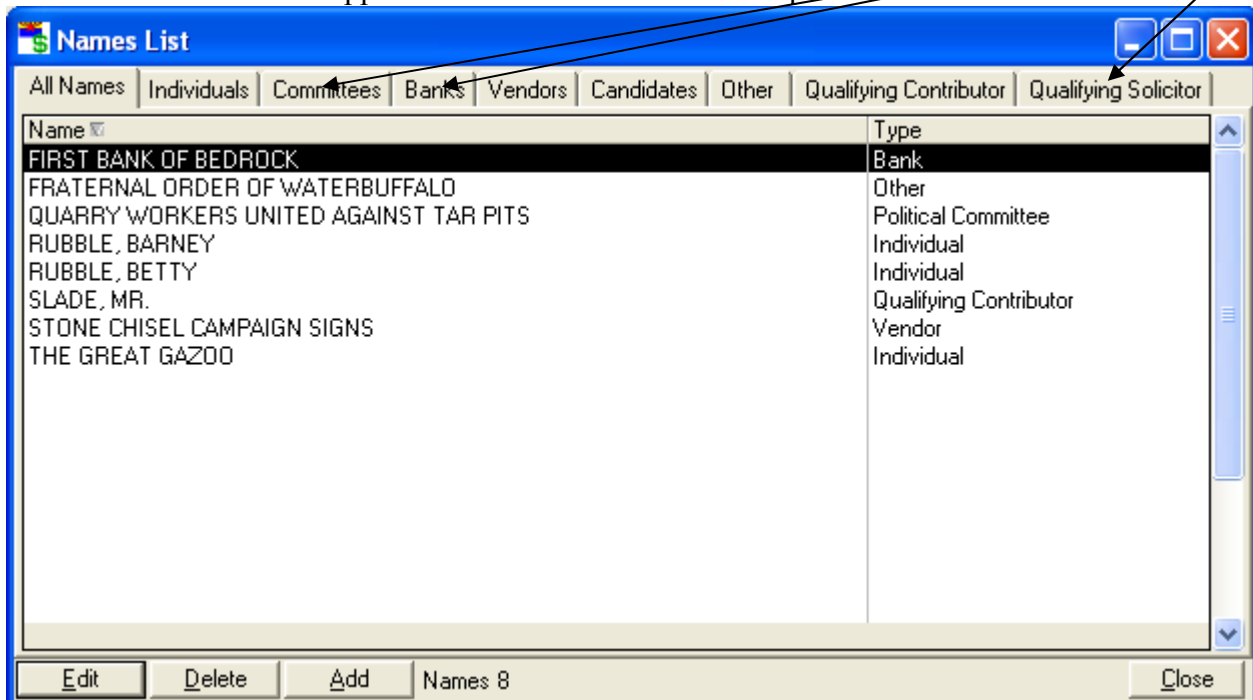
By default the All Names page is selected and shows all the names in the database and their type. The total number of names is shown at the bottom. If you would like the list to show only names from a certain category, click on the tab with that category name.

Editing Names

Names are not stored with transactions. Rather, a pointer to a name is stored; thus many transactions may have pointers to a single name. Once a name or information about a name is changed, it is changed for all transactions that have pointers to that name. This is a very convenient arrangement compared to changing information for a name in every single transaction in which it occurs. However, this situation implies that a name cannot be deleted if it is used in one or more transactions, because those transactions would then be left without a name attached to them.

In the Names List window, double-click on the name you wish to edit
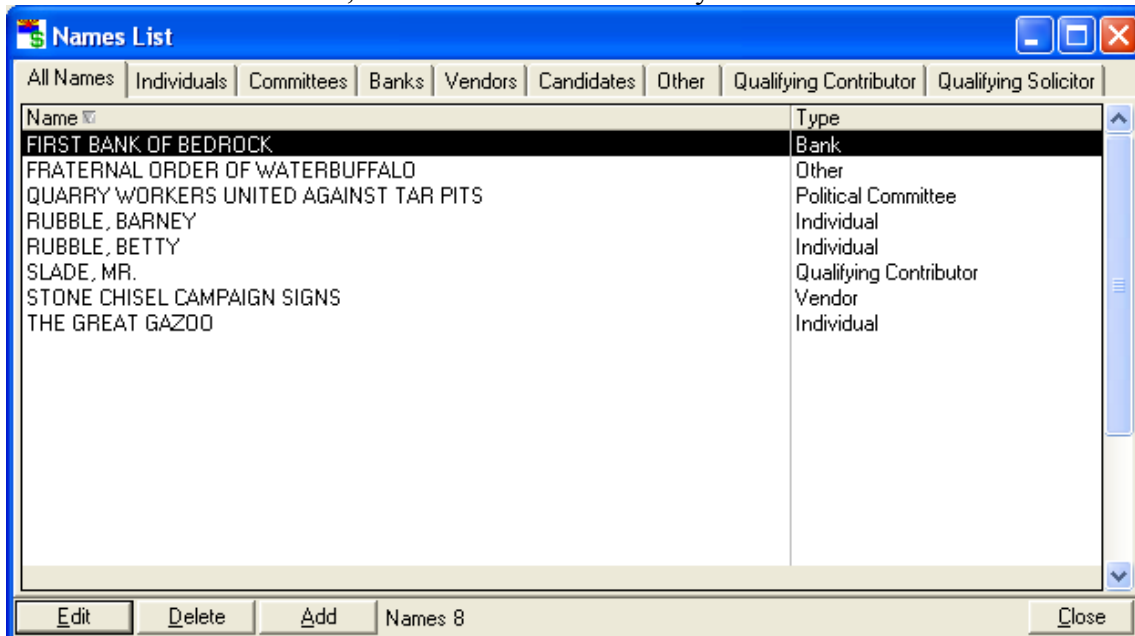
The appropriate information window appears. For instance, if you click on an individual, the individual window appears. Click on the information you wish to change, then type in the new information.

Click **OK**
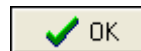
Deleting Names

In the Names List window, double-click on the name you wish to delete
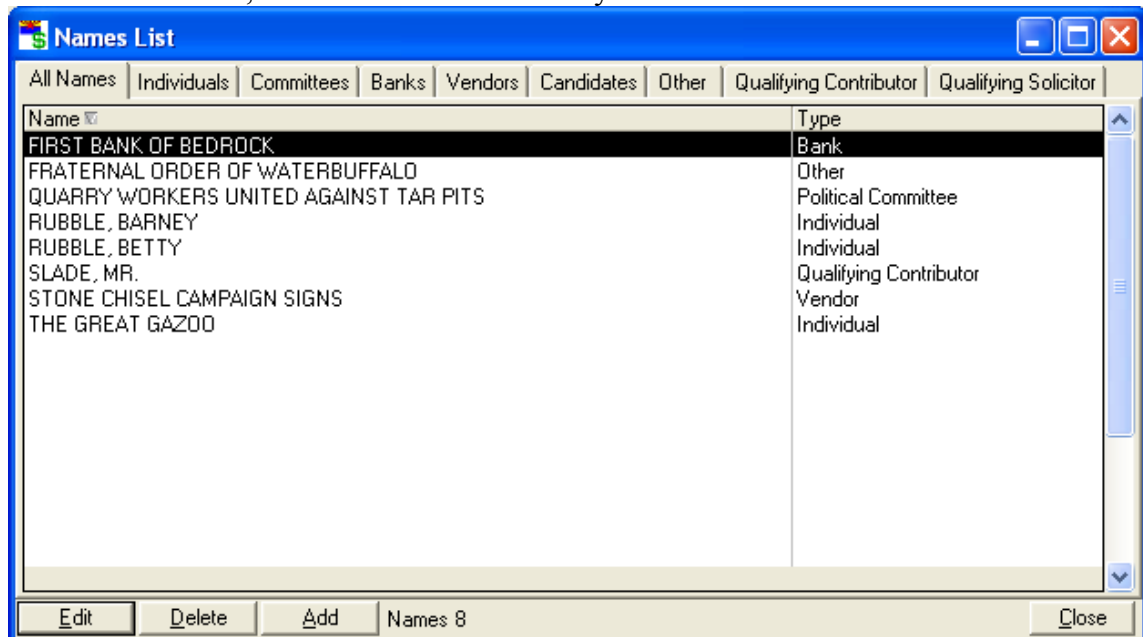
Click **Delete**

If the name is not used in any transactions, the *Confirm* window appears
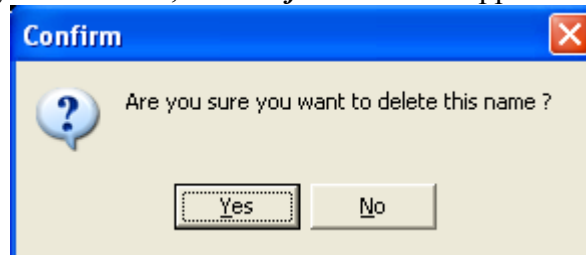
Click **Yes**
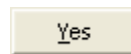
Adding Names

In the Names List window, click **Add** at the bottom of the page
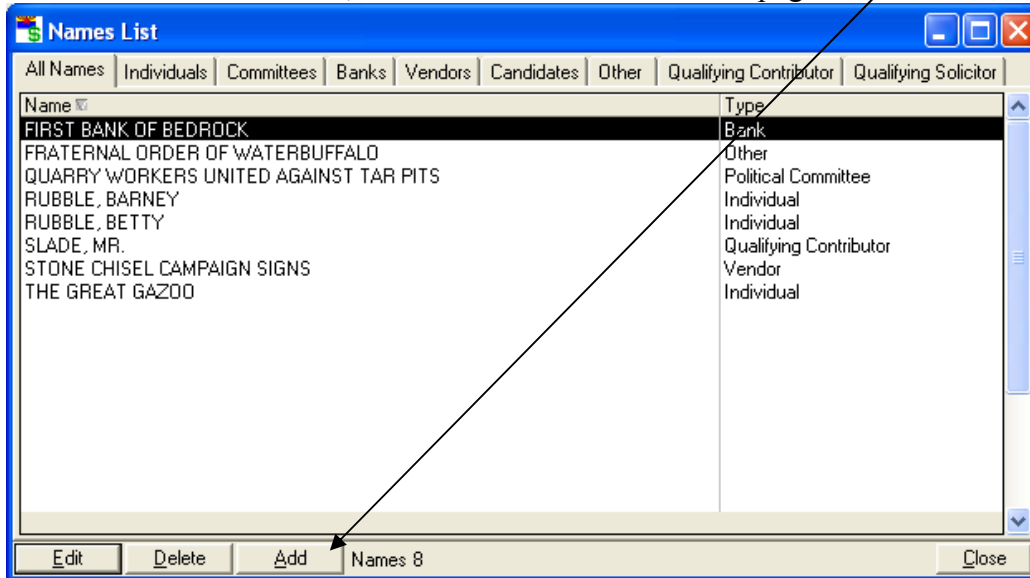
The Select Name Type Window appears
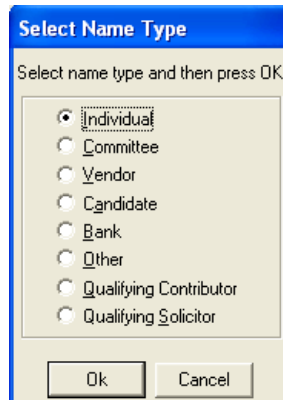
Select the Name Type of the name that you would like to add.

Click **OK**
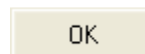
The appropriate window will appear so that identification information can be entered for that entity. For example, if you select *individual* in the Select Name Type window, the Individual window will appear.

Fill in the information in the window, pressing the TAB key between fields.

Click **OK**
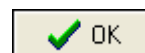
Reporting

Printing an Amended Statement of Organization

To find out how to record changes in committee information, read the section called **Changing Committee Information** (page 16). After making changes, print out the amended Statement of Organization.

In the main window, click on **Reports**, **Statement of Organization**

A window opens to select the printer
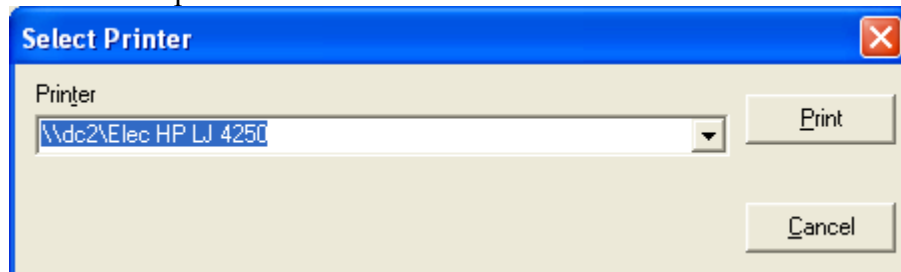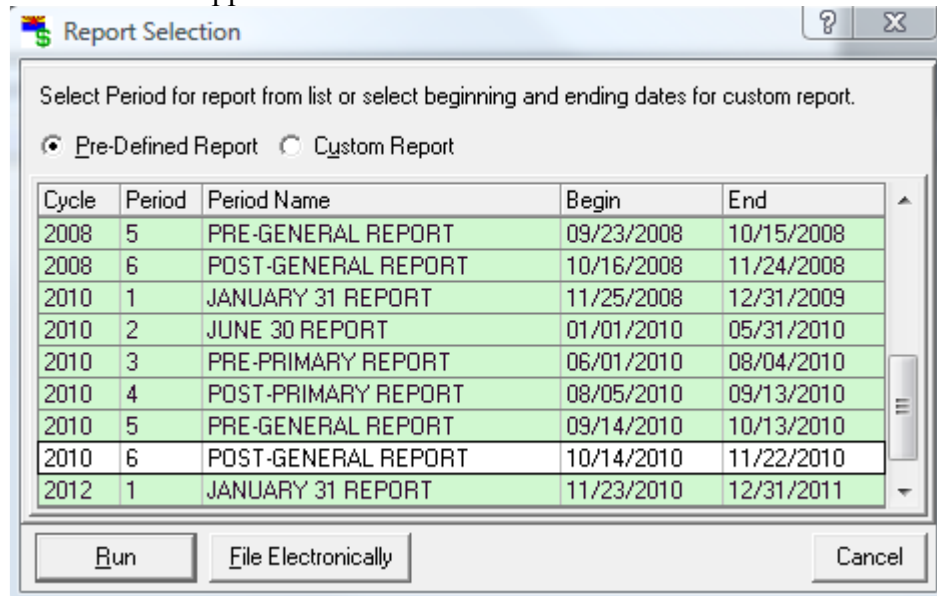
Click **Print**
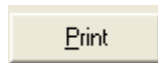
Creating Period Reports

In the main window, click on **Reports**, **Report for Filing**

The Report Selection window appears

Electronically Filing Reports

In the Report Selection window, click **File Electronically**. After performing a check for any limit violations, the Filing Credentials window will appear.

Enter the User Name and Password that was previously arranged with the county, and click **OK**.. A confirmation screen appears:
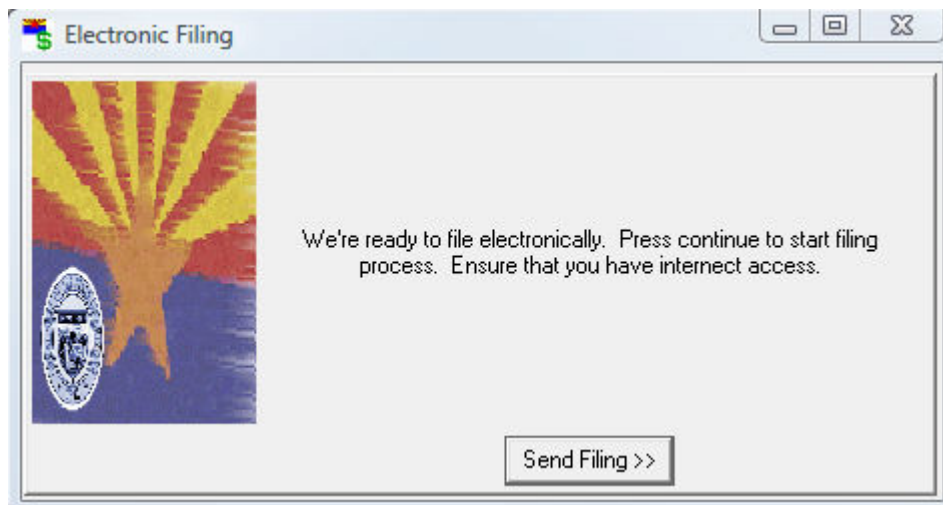
Click **Send Filing**, and you will either receive a filing confirmation indicating success or an error screen.

Printing or Saving Pre-defined Reports

With the Pre-Defined Report radio button selected, select the report from the list supplied by double-clicking on it.   The Report Setup screen appears:
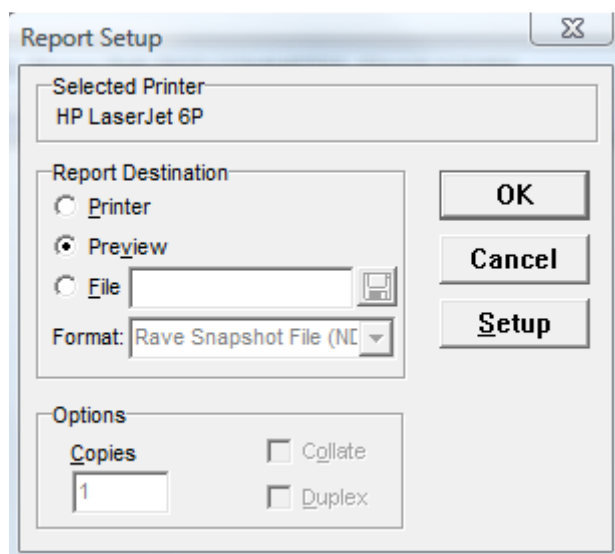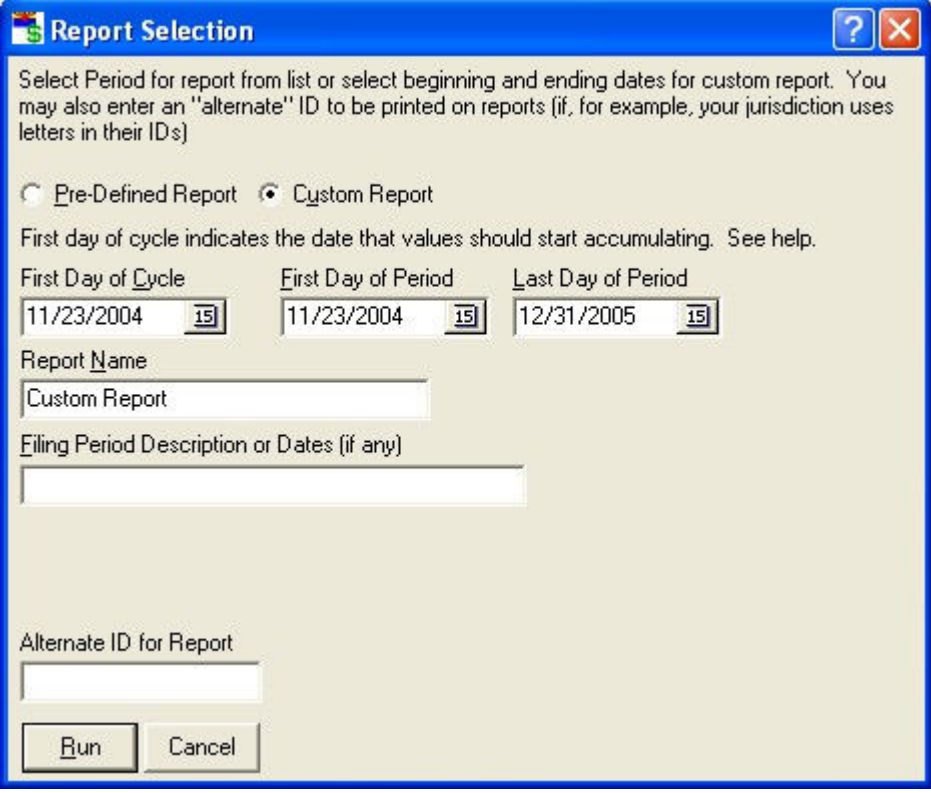

On this screen you can either chose to send the report to a printer, to the screen to preview it, or save it to a file on your computer.   If you want to change the printer that is displayed at the top of the screen, click the Setup button on the right.

Custom Reports

Select a custom report by clicking the button ⦿ for custom reports.

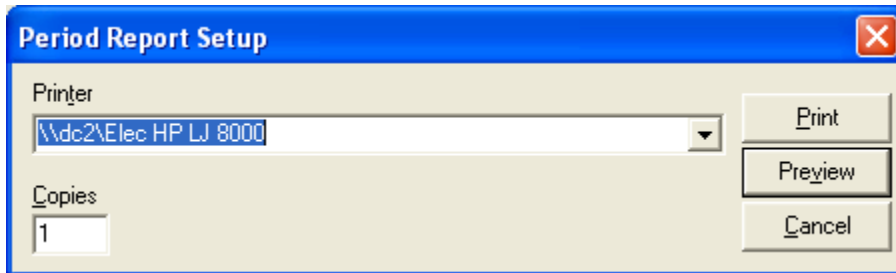The Report Selection window changes to look like this:

Enter the first day of the election cycle. Transactions from this date forward will be included in the report, on a cumulative basis if they occur before the period of the report.

Enter the first and last day of the reporting period, and a report name and Filing Period description if any, pressing the TAB key between fields.

Click **Run**
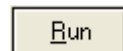
The Period Report Setup window appears

Printing the Report

If you do not see the printer that you wish to use in the window, click the Pull-down arrow and select the printer from the list by clicking on it.
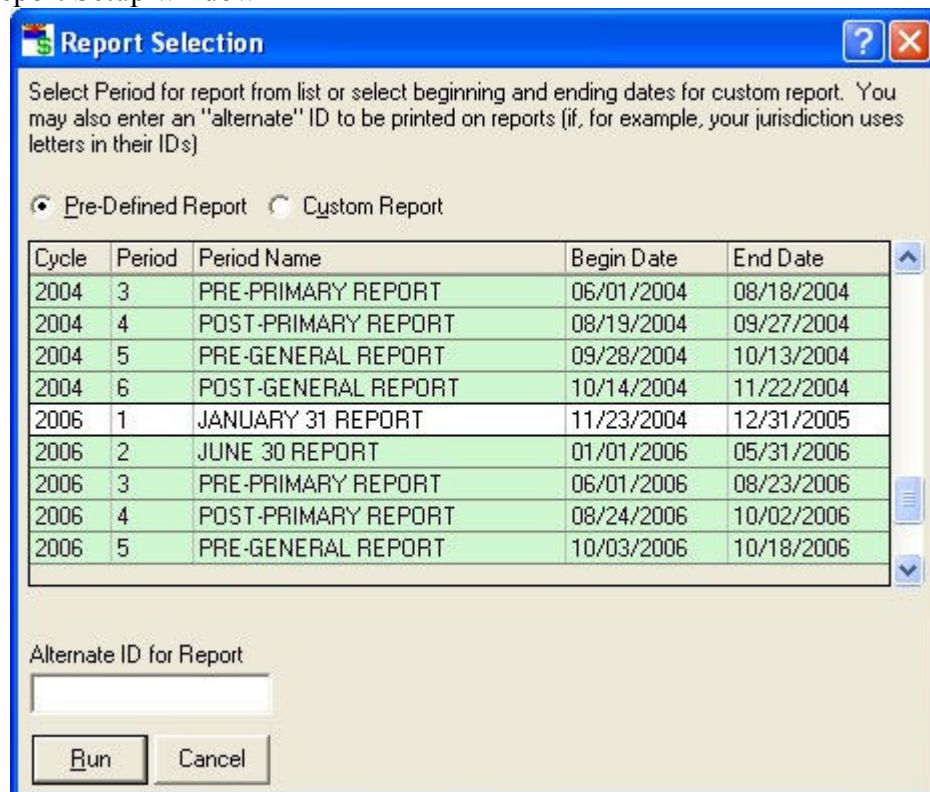
Click **Print**

The report begins printing immediately

Previewing the Report

In the Period Report Setup window

Click **Preview**

The Period Report Preview window appears.

Click on the buttons described above to navigate and view the report.
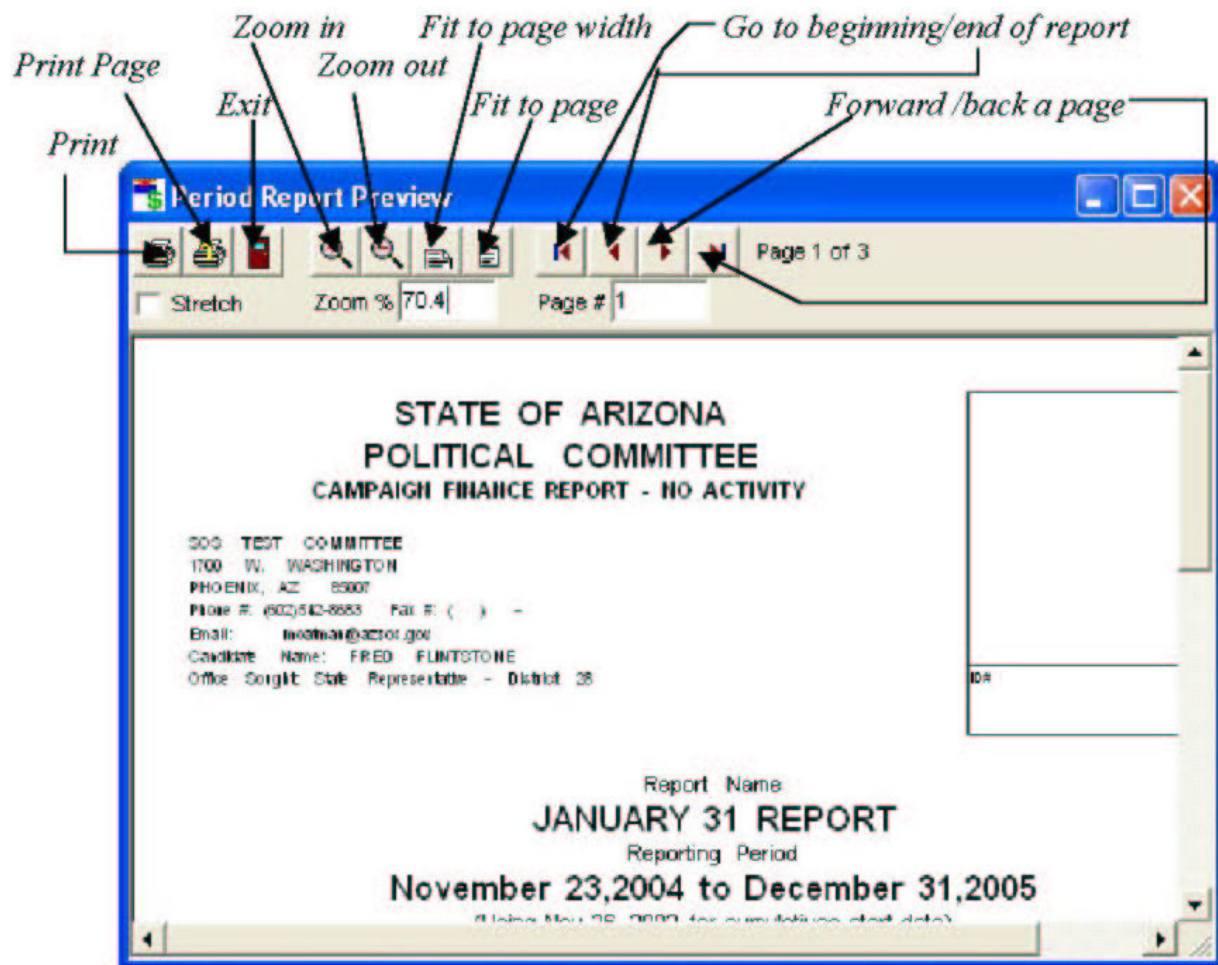
When done, click **Exit**

Stretch   Zoom % 70.4   Page # 1   ◀ ◀ ▶ ▶| Page 1 of 3

STATE OF ARIZONA
POLITICAL COMMITTEE
CAMPAIGN FINANCE REPORT - NO ACTIVITY

SOS   TEST   COMMITTEE
1700   W.   WASHINGTON
PHOENIX, AZ   85007
Phone #: (602)542-8683   Fax #: (   )   -
Email: moatman@azsos.gov
Candidate Name: FRED   FLINTSTONE
Office Sought State Representative - District 28

ID#
1

SAMPLE

Report Name
JANUARY 31 REPORT
Reporting Period
November 23,2004 to December 31,2005
(Using Nov 26, 2002 for cumulatives start date)
Filing Period
January 1,2006 to January 31,2006

SUMMARY

	This Period	To Date
5a. Surplus from previous Campaign		$25,631.00
5b. Cash on Hand at Beginning of this Reporting Period	$26,724.76	
5c. Total Receipts	$0.00	$4,873.76
5d. Subtotal	$26,724.76	$30,504.76
6a. Total Debts and Obligations from Previous Committee		$0.00
6b. Total Disbursements	$0.00	$3,780.00
7. Cash on Hand at Close of Reporting Period	$26,724.76	$26,724.76

I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Print Name of Treasurer (or Candidate)

Signature of Treasurer or Candidate (if candidate campaign committee and treasurer unavailable)   Date Signed

☐ Stretch   Zoom % 100.0   Page # 2

DETAILED SUMMARY PAGE

SOS TEST COMMITTEE
JANUARY 31 REPORT
November 23,2004 to December 31,2005

ID#

1

RECEIPTS	THIS PERIOD	TO DATE
4a. Individuals - more than $25 (Total from Schedule A)	$0.00	$4,873.76
4b. Individuals - aggregate $25 or less (Total from Schedule A-1)	$0.00	$0.00
4c. Political Committees (Total from Schedule B)	$0.00	$0.00
4d. Subtotal Contributions [add 4a, 4b and 4c]	$0.00	$4,873.76
4e. Refund of contributions including refund of Clean Campaign Participating Funding (Total from Schedule F-2)	$0.00	$0.00
4f. Total Contributions Other than Loans and In-Kind [subtract 4e from 4d]	$0.00	$4,873.76
5a. Loans made or guaranteed by candidate (Total from Schedule C)	$0.00	$0.00
5b. All other loans.	$0.00	$0.00
5c. Total Loans [add 5a and 5b]	$0.00	$0.00
6. In-Kind contributions (Total from Schedule E)	$0.00	$0.00
7. Dividends, interest, and other forms of receipts	$0.00	$0.00
8. Total Receipts [add 4f, 5c, 6, and 7]	$0.00	$4,873.76

QUALIFYING CONTRIBUTION RECEIPTS		
Qualifying Contributions of $5 from Individuals	$0.00	$0.00

| DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)	$0.00	$0.00
10. Independent Expenditures (Total from Schedule D-1)	$0.00	$0.00
11. Value of In-Kind expenditures (Total from Schedule E)	$0.00	$0.00
12. Loans made by reporting committee (Total from Schedule D-2)	$0.00	$0.00
13a. Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)	$0.00	$0.00
13b. Repayment of all other loans (Total from Schedule D-3)	$0.00	$0.00
13c. Total Loan Repayments [add 13a and 13b]	$0.00	$0.00
14. Transfers to other political committees (Total from Schedule D-6)	$0.00	$0.00
15. Any other disbursement (Total from Schedule D-7)	$0.00	$4,280.00
16. Subtotal disbursements [add 9,10,11,12,13c,14, and 15]	$0.00	$4,280.00

SAMPLE

48

Entering Common Transactions

Recording Transactions According to Law
A.R.S. § 16-904 outlines the duties of the committee treasurer and A.R.S. § 16-915 defines the contents of campaign finance reports. These two laws provide the need and method of reporting the transactions found in this section. If you have questions about what transactions to report or why you should report a transaction, please refer to Title 16, Chapter 6 of the Arizona Revised Statutes.

Entering Transactions For A Previous Period

You are attempting to enter data outside of the current period if you see this warning:
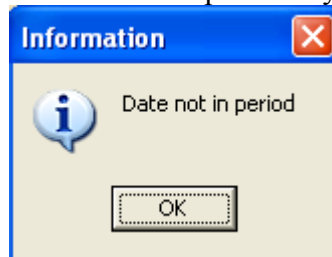
There are two ways to gain access to periods beyond the current period: 1) change the current period or 2) turn off the period checking. See the section entitled **Enabling and Disabling Warnings** in **Changing System Preferences** (page 10) for instruction on how to disable period checking.

Setting the Current Period

Sometimes committees will need to amend previous reports and enter transactions that were omitted or incorrectly entered in a previous filing period. This should be avoided whenever possible.

In the main window, click on **File**, **Set Current Period**

The Period Selection window appears

Cycle	Period	Period Name	Begin Date	End Date
2004	3	PRE-PRIMARY REPORT	06/01/2004	08/18/2004
2004	4	POST-PRIMARY REPORT	08/19/2004	09/27/2004
2004	5	PRE-GENERAL REPORT	09/28/2004	10/13/2004
2004	6	POST-GENERAL REPORT	10/14/2004	11/22/2004
2006	1	JANUARY 31 REPORT	11/23/2004	12/31/2005
2006	2	JUNE 30 REPORT	01/01/2006	05/31/2006
2006	3	PRE-PRIMARY REPORT	06/01/2006	08/23/2006
2006	4	POST-PRIMARY REPORT	08/24/2006	10/02/2006
2006	5	PRE-GENERAL REPORT	10/03/2006	10/18/2006
2006	6	POST-GENERAL REPORT	10/19/2006	11/27/2006

Double-click on the period of the transaction you wish to amend

Add or amend the transaction

Change back to the current period using the technique above

If a report has already been filed for the period that you have changed, an amended report should be transmitted to the filing office

Receiving Contributions

A Note About Receiving Contributions

There are limits to how much individuals or committees may contribute to a committee. See the contribution limit chart in this handbook or go to the Secretary of State web page at http://www.azsos.gov/cfs/library.htm for updated contribution limits as defined by A.R.S. § 16-905.

If a check is drawn on a joint account, the contributor is the person who signed the check. A.R.S. § 16-904(F) defines this, with the exception: "unless specified by the contributor(s) to the contrary".

Enter the date that the contribution was received by the committee.

Contributions From Individuals

Notes About Individual Contributions

If your committee is a ballot measure committee, all "single source" contributions as defined in A.R.S. § 16-914.01(E) will be entered here.

If a contributor donates $25 or less, and they may contribute again later in this election cycle, record their contribution using the "Contributions from Individuals/Personal/Family contributions". When you know the contributor will only be contributing once, record their contribution using "Small (Aggregate $25 or less)". The cumulative total of contributions made by every individual must be recorded per A.R.S. § 16-904(E). Keep track of who has contributed how much is to record them as contributions from individuals.

If a married couple makes a contribution, make two entries. Ask what each person's share is of the contribution.

In the software, there is an internal account (account #210) for contributions from individuals and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions on how to do this.

Recording Individual Contributions

Information Recorded:	Individual Contributions more than $25
	Contributions of $25 or less from individuals who may contribute again
	Single source contributions (for ballot measure committees)
	Contributions by a candidate's family member
	Contributions of a candidate's personal monies
	Contributions from a married couple

In the main window, click on **Transactions, Contributions, Individual/Personal/Family Contribution, Receive**

The Receive Individual/Personal/Family Contribution window appears

If the contributor is already in the names list click the pull down arrow ▼ in the **From** box and choose the name
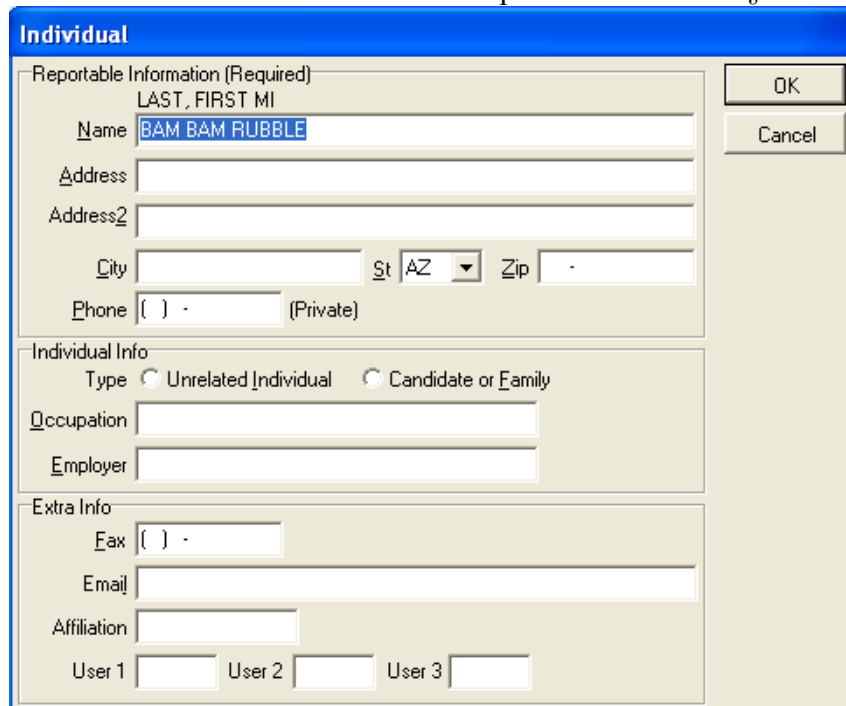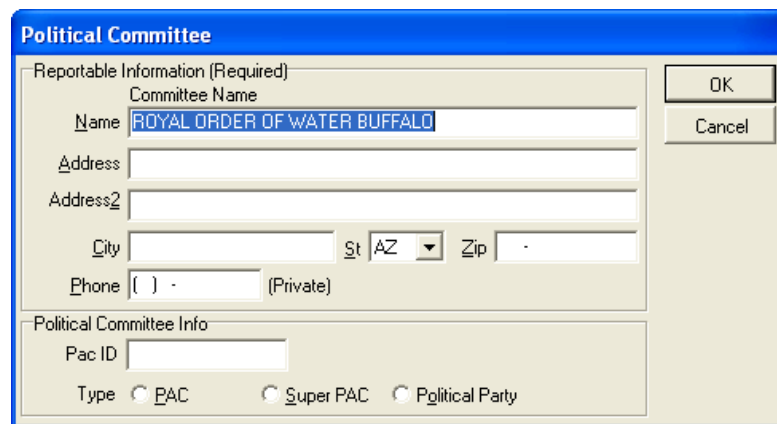
If this is a new contributor, a confirmation window appears to find out if you would like to add the individual to the list of contributors.
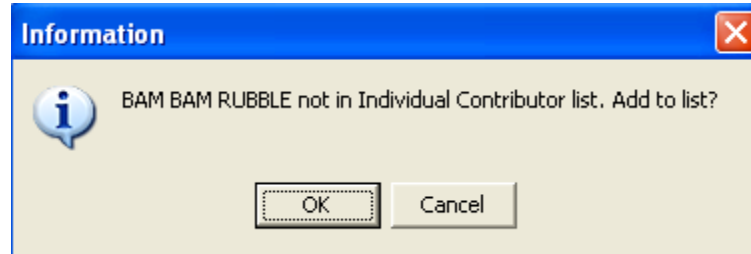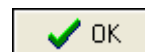
Click **OK**
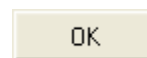
A window appears to record the individual's information pursuant to A.R.S. § 16-915

Fill out the required information, pressing the TAB key between fields

If this is a contribution from a candidate or a family member, make sure to toggle the appropriate button.
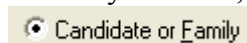
Click on **OK**
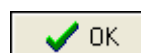
Back in the Receive Individual Contribution window, enter the date and the amount of the contribution, and any other information in the memo line.

Click **OK**
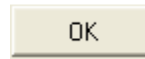
Contributions From Committees

Notes About Committee Contributions

A.R.S. § 16-905(H) mandates that candidate committees and exploratory committees may not make contributions to other candidate or exploratory committees.

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a "PAC" (Political Action Committee) is actually a non-candidate committee, as defined in statute and gives at the lower limit. A "Super PAC" is a PAC certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in § 16-905(I). Copies of a Super PAC's certification from the Secretary of State must accompany any contributions from those committees.

In the software, there is an internal account (account #220) for contributions from committees and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Recording Committee Contributions

In the main window, click on **Transactions**, **Contributions**, **Committee**, **Receive**

The Receive Political Committee Contribution window appears

If the contributor is already in the names list click the pull down arrow ▼ in the **From** box and choose the name

If this is a new contributor, a confirmation window appears to find out if you would like to add the committee to the list of contributors

Click **OK**
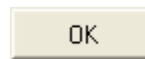
A window appears to record the committee's information pursuant to A.R.S. § 16-915

Fill out the required information, pressing the TAB key between fields.

Click **OK**

Back in the Receive Political Committee Contribution window, enter the date and the amount of the contribution, and any other information for that transaction.

Click **OK**
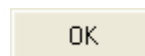
Small (Aggregate) Contributions (Of $25 or Less)

A Note About Small Contributions

If a committee is to receive small contributions from several individuals, the total sum of contributions from all of the individuals can be recorded here. Examples of this would be entering the total revenue from a fundraising dinner or a T-shirt sale where the cost of the items or service is $25 or less. When using this function, it is important to document the transaction in the memo line so that the committee can explain the contributions if asked to do so. For example, the committee may note "100 T-shirts @ $15.00 per shirt."

A.R.S. § 16-904(E)(2) mandates that the treasurer of a committee must keep identification records for all contributors, no matter how small the contribution. For small contributions, this is usually done with a 2-part receipt book or a separate journal. Keep in mind that these records, although not reported to the filing office with period reports, may be requested at any time.
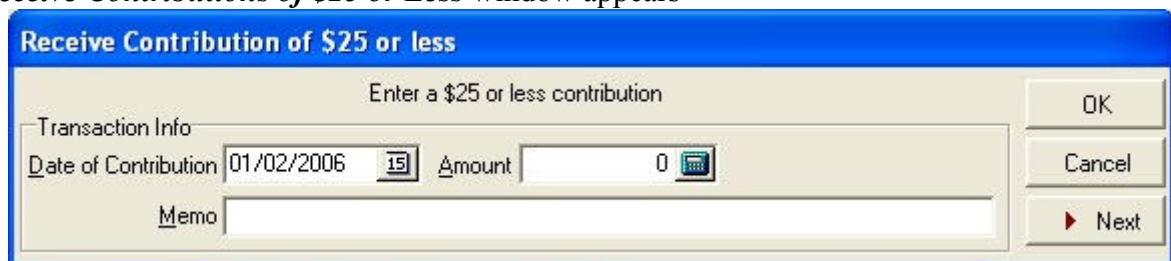
This function is used to record contributions of $25 or less from contributors whose cumulative contributions are $25 or less. If a contributor will contribute to a committee on more than one occasion, these contributions should be recorded as *Contributions from Individuals* or *Contributions from Committees*, not small contributions. This is an easier way for the committee to ensure that the aggregate sum of contributions received from that contributor has not exceeded the $25 limit. Cumulative reporting is required for contributions.

In the software, there is an internal account (account #200) for contributions of $25 or less. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Recording Small Contributions

In the main window, click on **Transactions**, **Contributions**, **Small (Aggregate $25 or less)**

The *Receive Contributions of $25 or Less* window appears

Enter the date the contribution was received, the aggregate amount of the contribution, and any remarks, pressing the TAB key between fields.

Click **OK**
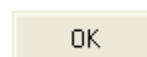
In-Kind Contributions

A Note About In-Kind Contributions and Expenditures

Pursuant to A.R.S. § 16-901(15), in-kind contribution means a contribution of goods or services or anything of value and not a monetary contribution. In-kind contributions must be reported at the fair market value, or the amount that the general public would pay for the same goods or services.

Contribution limits as described in A.R.S. § 16-905 apply to in-kind contributions. Keep in mind that the Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at http://www.azsos.gov/cfs/library.htm for current limits.

In the software, there is an internal account (account #500) for in-kind contributions. This account holds all of the in-kind contributions received in the current election cycle. There is a sister account (account #510) that holds all the expenditures of in-kind contributions.

Receiving an in-kind contribution is actually a two-part process, f the contribution is received, and then it is expended. It may be expended as soon as it is received (e.g.: limousine ride during current reporting period), or it may be expended in part or in whole in some upcoming reporting period (e.g.: a contributor gives something that cannot be used until the next reporting period). Either way, there are at least two separate entries to be made: One for the contribution in account #500, and one or more for the expenditure in account #510. Both of these entries can be made at the same time by checking the box in the *Receive In-Kind Contribution* window that says *Expend Immediately*. To find out how to expend an in-kind contribution at some point in the future, see the section titled **Expending In-Kind Contributions** (page74) for instructions.

Recording In-Kind Contributions

In the main window, click on **Transactions**, **Contributions**, **In-Kind**

The Receive In-Kind Contribution window appears

If the contributor is already in the names list click the pull down arrow ▾ in the **From** box and choose the name. Otherwise, add the contributor:

Type the contributor name in the **From** box

An Information window appears asking if you would like to add the contributor to a list.

Click **OK**
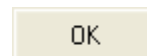
The Select Name Type Window appears
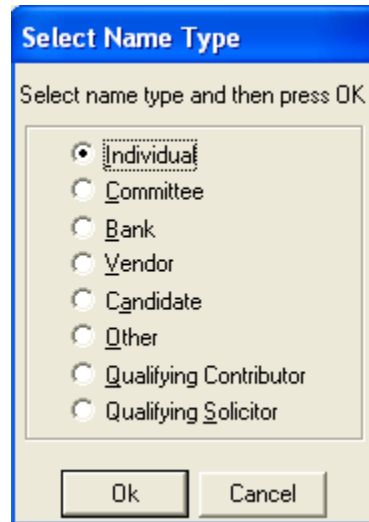
Click the button next to the type of contributor

Click **OK**
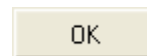
The appropriate window will appear so that identification information can be entered for that entity. For example, if you select individual in the Select Name Type window, the Individual window will appear.

Fill out the boxes in the window, pressing the TAB key between fields

Click **OK**
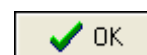
The contributor is now added to the appropriate list, and the Receive In-Kind Contribution window is once again active. Finish filling in the Receive In-Kind Contribution window, pressing the TAB key between fields.

If you wish for an entry to be made to the in-kind expenditures account at the same time, make sure the **Expend Immediately** check box is checked.

Click **OK**
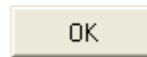
Printing and Previewing Accounts Lists

All accounts can be previewed and or printed, except the names list.

In the main window, click on **Lists, Accounts**

The Accounts List window appears

Double click on the account to be previewed or printed in the Accounts List Window. A window specific to that account appears

| Edit | Delete | Print | Filter | Clear Filter |

Option shown permits all names, dates, and transactions to be printed ⎯

The screen below gives a preview of the account to be printed

WARNING: DO NOT SAVE

From this window you may choose to preview, print a single page, all pages

Receipts Other Than Contributions
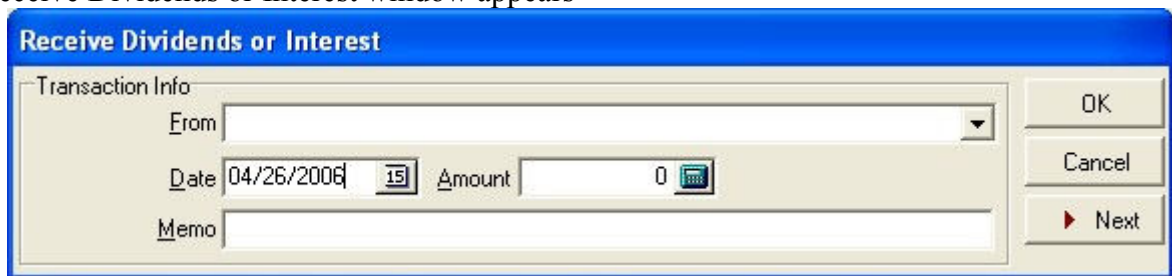
Receipts in this section appear on line 7 of the Detailed Summary Page of the campaign finance report. See the section on **Creating Period Reports** (page42) for instructions.

Receiving Interest And Dividends

This is where to receive interest or dividends on the committee account. An entry using this function will increase the Committee Equity account (account #100) and the Interest and Dividends account (account #230). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Interest**
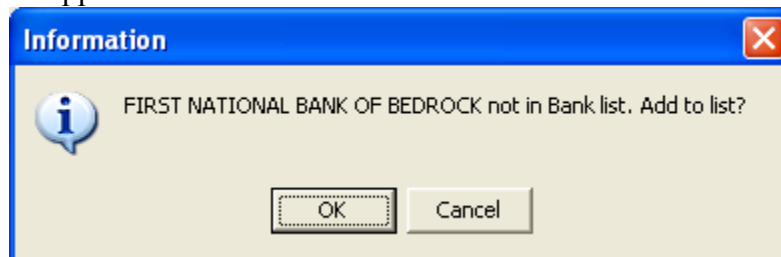
The Receive Dividends or Interest window appears
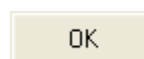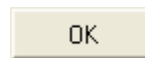

If the bank is already in the names list, click the pull-down arrow ▼ in the **From** box and select the name of the bank by clicking on it.

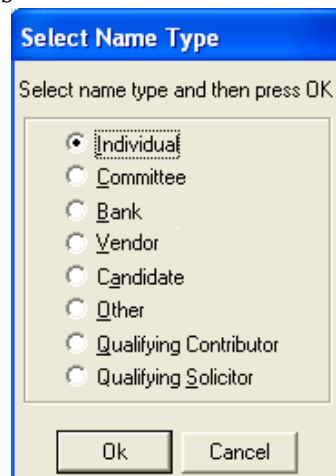If the bank is not in the names list, enter their name in the **From** box
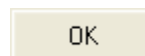
An Information window appears

Click **OK**

The Bank window appears

Fill out the information regarding your bank, pressing the TAB key between fields
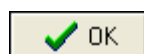
Click **OK**

Back in the Receive Dividends or Interest window, enter in the date and amount of the transaction

Click **OK**
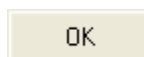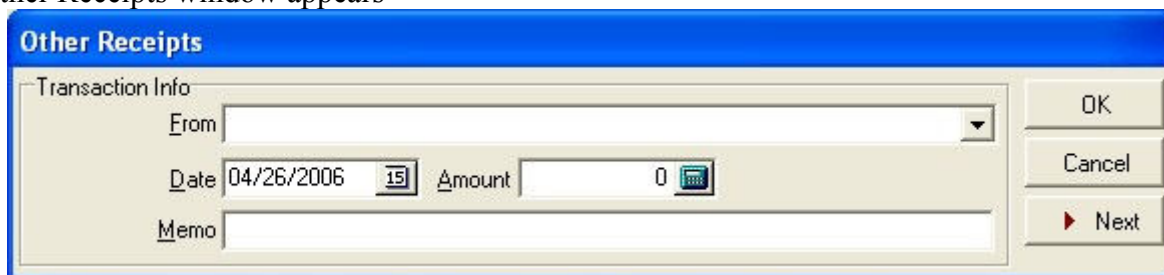
Other Receipts

This function records any receipts that are not contributions and are not interest. These transactions increase the Other Receipts account (account #240) and the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Other, Receipts**

The Other Receipts window appears

If the contribution is from an entity that is already in the names list, click the pull-down arrow in the **From** box and select the name of the giver by clicking on it.

If the giver is not in the names list, enter their name in the **From** box.

An Information window appears

Information

BAM BAM RUBBLE not in Name list. Add to list?

OK   Cancel

Click **OK**

OK

The Select Name Type window appears

Select Name Type

Select name type and then press OK

- ● Individual
- ○ Committee
- ○ Bank
- ○ Vendor
- ○ Candidate
- ○ Other
- ○ Qualifying Contributor
- ○ Qualifying Solicitor

Ok   Cancel
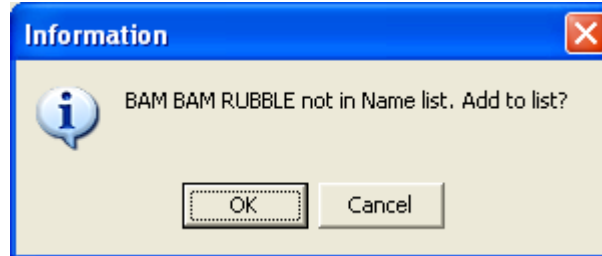
Select the type of entity for the giver by clicking on the button next to it

Click **OK**

OK

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields.

Click **OK**

✓ OK
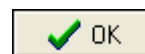
Back in the Other Receipts window, enter the date, amount, and description of the receipt, pressing the TAB key between fields.

Refunding Contributions

Applicable Laws: A.R.S. § 16-905

A Note About Refunding Contributions

If a committee receives a non-acceptable contribution from an entity, they should immediately refund the contribution (or the part of it that causes it to be non-acceptable).

Refunds are stored in the same accounts as their corresponding contributions. They can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Refunds To Individuals

In the main window, click on **Transactions**, **Contributions**, **Individual/Personal/Family Contribution**, **Refund**.

The Refund Contribution from an Individual window appears

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**

Refunds To Committees

Notes About Refunding Committee Contributions

In the software, refunds of committee contributions are stored in Contributions from Committees account (account #220). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Recording Refunds To Committees

In the main window, click on **Transactions**, **Contributions**, **Committee Contribution**, **Refund**.

The Refund Committee Contribution window appears

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**

Refunding Qualifying Contributions

In the main window, click on **Transactions**, **Contributions**, **Qualifying Contributions**, **Refund**

The Refund Qualifying Contributions window appears

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**

Refunding Qualifying Contributions

In the main window, click on **Transactions**, **Contributions**, **Qualifying Contributions**, **Refund**

The Refund Qualifying Contributions window appears

Refund Qualifying Contributions

Qualifying Contributions

Name	Contribs	Balance
TEST QUALIFYING CONTRIBUTOR	$5.00	$5.00

Date 04/26/2006

Memo

Process
Close
▶ Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**

Process
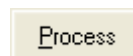
Expenses, Payments, and Credits

When a committee purchases goods or services, an expense is incurred. When expenses are incurred, the Operating Expenses account (account #700) increases. If the expense is paid for at the time it is incurred, the Committee Equity account (account #100) decreases. If the goods or services are purchased on credit, the Accounts Payable account (account #400) increases.

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Paying For An Expense As It Is Incurred (Record Expenditure)
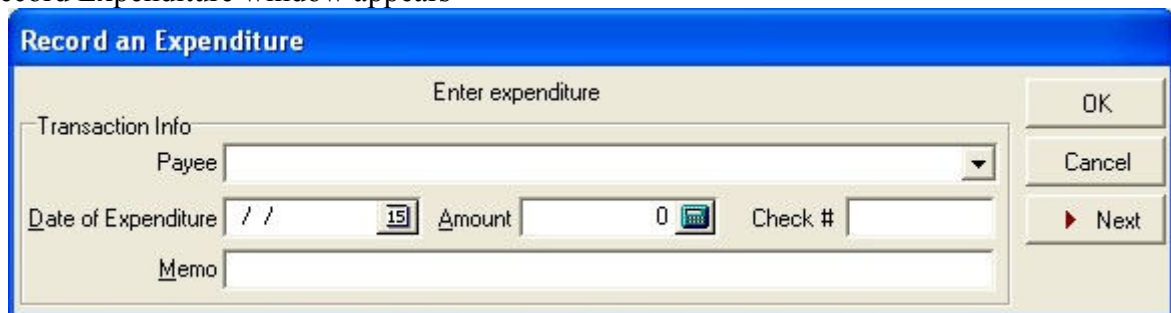
To record an expense and debit the committee equity account at the same time, use the Record Expenditure function. This function is only used to record payments made when goods and services are received, not to pay on bills for goods and services that have been received on credit and previously recorded with the Enter Bills function.

This function increases the Operating Expenditures account (account #700) and reduces the Committee Equity account (account #100) at the same time.

If you pay for goods or services with cash, you can still use this function to record the transaction. In this case, do not enter a check number.

In the main window, click on **Transactions**, **Expenditures**, **Record Expenditure**.

The Record Expenditure window appears

Record a check number if applicable Enter the date

If this payment is going to an existing vendor, click the pull down arrow ▼ in the **Payee** box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

An information window appears if this is a new vendor
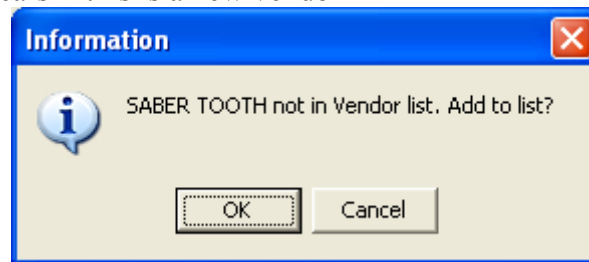
Click **OK**
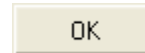

A Vendor information window appears

Fill out the required information

Click **OK**

Back in the Record Expenditure window record the amount. Enter a description of the expense in the memo box.

Click **OK**
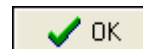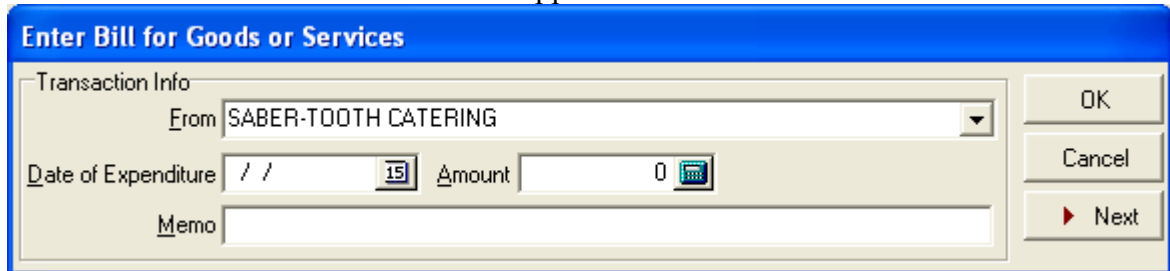
Entering Bills

This function is only used to record Expenditures made on credit.   It increases the Operating Expenditures account (account #700) and Accounts Payable (account #400) at the same time.

In the main window, click on **Transactions**, **Expenditures**, **Enter Bills**
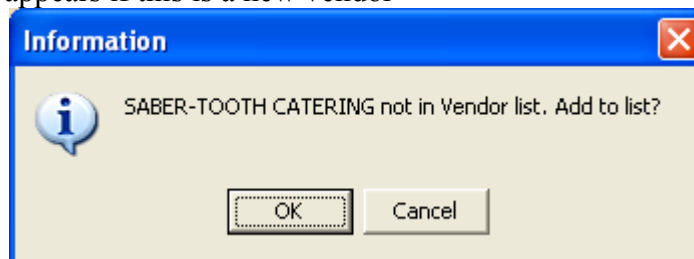
The Enter Bills for Goods or Services window appears
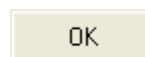
If this payment is going to an existing vendor, click the pull down arrow [▼] in the **From** box and select a vendor by clicking on it.

If this payment is going to a new vendor, type in the vendor name

An information window appears if this is a new vendor

Click **OK**

A Vendor information window appears

70
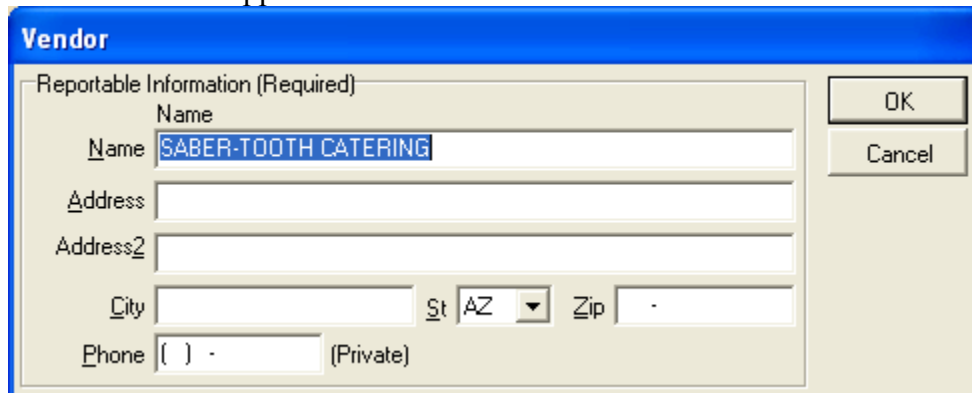
Fill out the required information

Click **OK**

In the Enter Bills for Goods or Services window, enter the date, bill amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Click **OK**
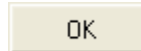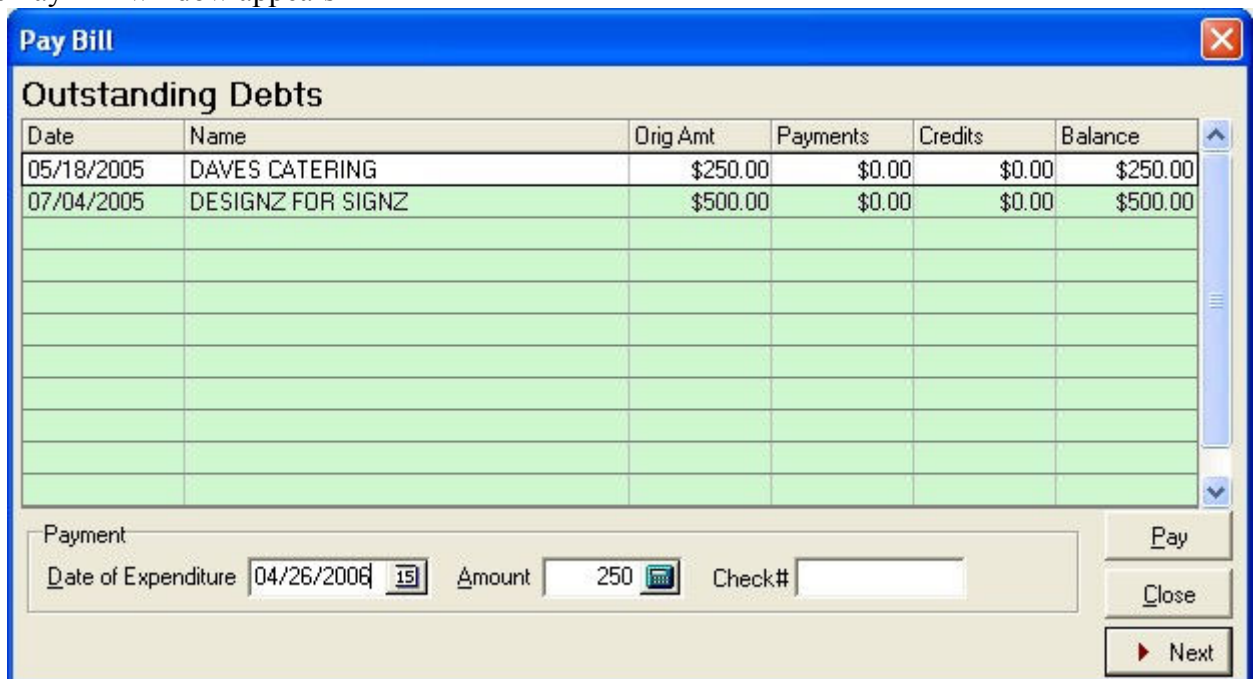
Paying Bills

This function is used to record payments against bills recorded in **the Enter Bills** function. It reduces the Accounts Payable account (account #400) and the Committee Equity account (account #100) at the same time.

In the main window, click on **Transactions**, **Expenditures**, **Pay Bill**

The Pay Bill window appears

Highlight the debt you wish to pay on by clicking on it

Enter the date, amount, and check number (if any), pressing the TAB key between fields.

Click **Pay**
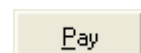
Paying Debts from the Previous Committee

In the main window, click on **Transactions**, **Previous Committee**, and **Pay on Previous Debt(s)**

The Pay Transferred Debt window appears

Highlight the debt you wish to pay on by clicking on it

Enter the date and amount of the payment, and the check number if any

Click **Pay**

Receiving Credit from a Vendor

If a credit note is issued from a vendor before the original bill from that vendor is paid, it is entered here. This is for credits issued for overcharges or contract revisions or other reasons that are not intended for just this particular committee. Credits that are "special treatment" for this committee should be recorded as in-kind contributions.

This function decreases the Accounts Payable account (account #400) and the Operating Expenditures account (account #700).

In the main window, click on **Transactions**, **Expenditures**, **Receive Credit from vendor**

The Receive Credit window appears

Highlight the bill you wish to apply the credit to by clicking on it

Enter the date, the amount and the reason for the credit, pressing the TAB key between fields

Click **Process**
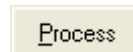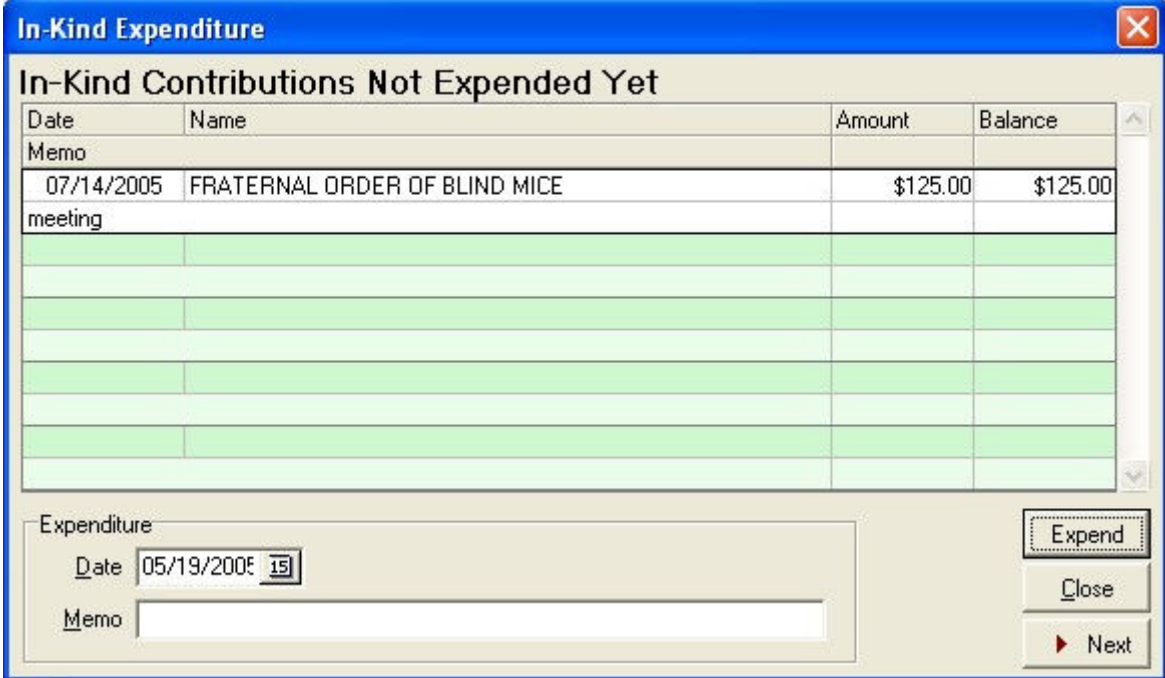
Expending In-Kind Contributions

Some in-kind contributions are expended as soon as they are received. See the section titled **In-Kind Contributions** (page 57) for instruction. To record the use of in-kind contributions that were not expended immediately, will be recorded here.

In the main window, click on **Transactions**, **Expenditures**, **In-Kind Expenditure**

The In-Kind Contributions Not Expended Yet window appears

Highlight the in-kind contribution you wish to expend by clicking on it

Enter date goods or services expended

Click **Expend**
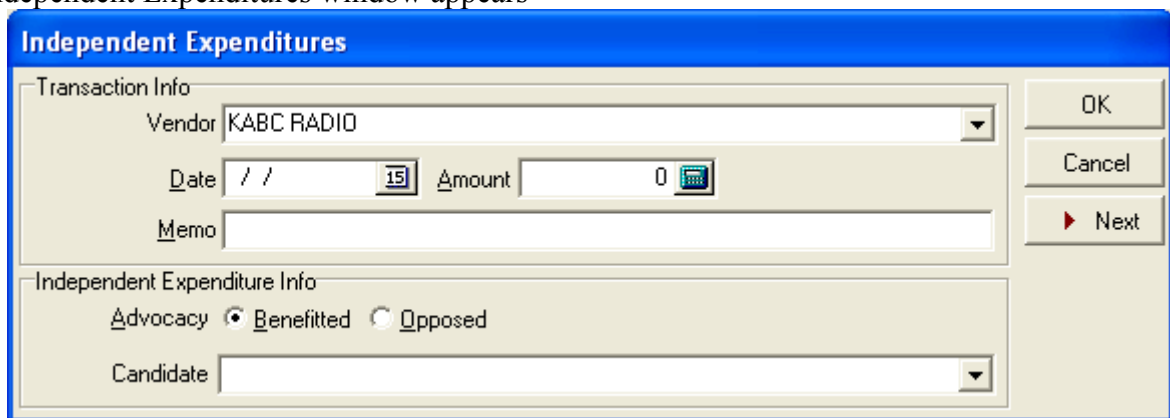
Independent Expenditures

Independent expenditures are defined in A.R.S. § 16-901(14). Committees other than exploratory committees, candidate committees, or $500 threshold committees may record independent expenditures using the software.

Independent expenditures increase the Independent Expenditures account (account #410) and decrease the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions**, **Independent Expenditure**
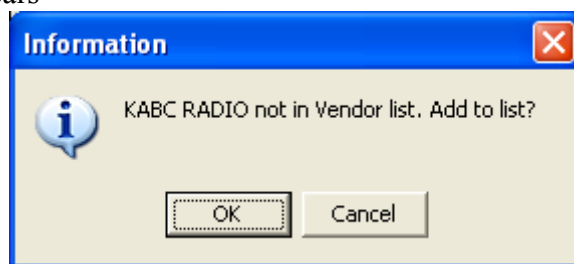
The Independent Expenditures window appears
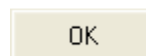
If this purchase is from an existing vendor, click the pull down arrow [▼] in the Vendor box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

An information window appears

Click **OK**

The **Vendor** information window appears

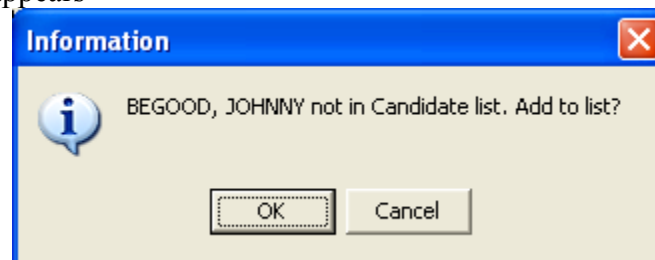Fill in the information

Click **OK**

Back in the Independent Expenditures window, enter the date, amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Click the button next to Benefited or Opposed, depending on if the expenditure benefited or opposed the candidate.
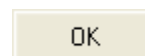
If this is not a new candidate, click the pull-down arrow in the **Name** box from the pull-down list

If this is a new candidate, type in the candidate name

An Information window appears
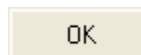

Click **OK**

The Candidate window appears

Fill in the information, pressing TAB between fields

Click **OK**
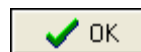
Back in the Independent Expenditures window

Click **OK** to finish

Contributing To Other Committees

Contribution limits apply to contributions to other committees

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a "PAC" (Political Action Committee) is actually a non-candidate committee, and gives at the lower limit. A "Super PAC" is a non-candidate committee certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in A.R.S. § 16-905(I). Copies of a Super PAC's certification from the Secretary of State must accompany any contributions to other committees.

Contributions to other committees increase the Other Disbursements account (account #440). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to accomplish this.

Recording Contributions To Other Committees, Including Candidate Committees

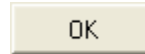In the main window, click on **Transactions**, **Contributions**, **Contribute to**

The Other Disbursements window appears

If you have paid this entity before, click the pull-down arrow ▾ in the **From** box and select the entity name by clicking on it
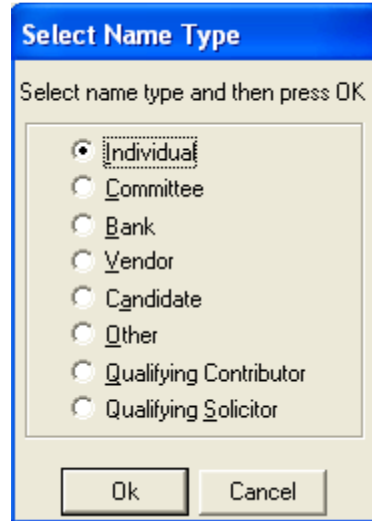
If this is a new entity, type in the entity name
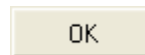
An Information window appears

Click **OK**

The Select Name Typ*e* window appears

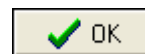Select the type of entity by clicking on the button next to it

Click **OK**

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.
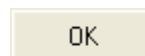
Fill out the form, pressing the TAB key between fields

Click **OK**

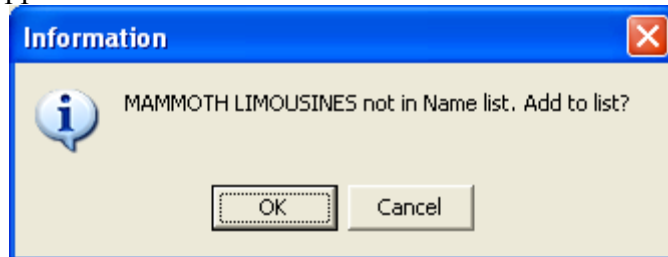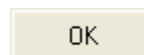Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**

Other Disbursements

Use this function to record disbursements that are not operating Expenditures. Examples of these disbursements may include non-essential goods or services received by the committee. This function increases the Other Disbursements account (account #440) and decreases the Committee Equity account (account #100). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions**, **Other**, **Disbursements**

The Other Disbursements window appears

If you have paid this entity before, click the pull-down arrow ▾ in the **From** box and select the entity name by clicking on it

If this is a new entity, type in the entity name
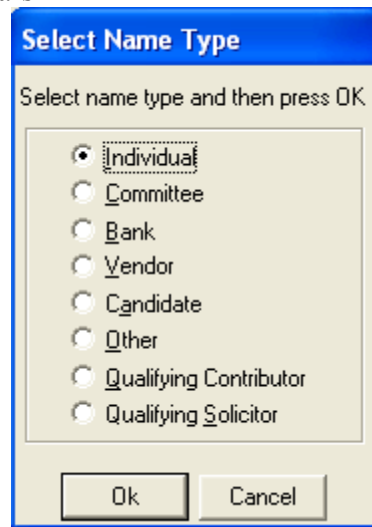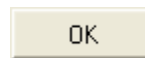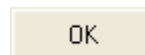
An Information window appears

Click **OK**

The Select Name Type window appears

Select the type of entity by clicking on the button next to it

Click **OK**

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields

Click **OK**

Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**

Loans, Repayments and Interest

According to A.R.S. § 16-906, loans are contributions to the extent that they are unpaid. Therefore, loans made to the committee by persons other than the candidate or his/her family members are subject to contribution limits as defined by A.R.S. § 16-905. Loans made to the committee by the candidate or his/her family members are subject to personal monies notification levels as outlined in A.R.S. § 16-905. The Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at http://www.azsos.gov/cfs/library.htm for current limits.

In the software there are four internal accounts that hold loan information. Loans from Candidate account (account #300), Loans from Other Sources account (account #310), Loans Made by Reporting Committee account (account #320), and Loan Interest account (account #420).

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Receiving Candidate Loans

A note about candidate loans

This is where to record loans made by a candidate to their exploratory or candidate committee. Other types of committees should not use this function.
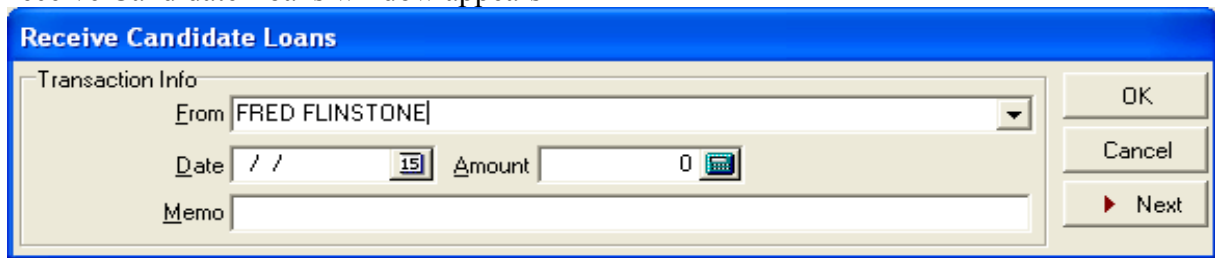
Entries of candidate loans increase the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

Recording Candidate loans

In the main window, click on **Transactions**, **Loans, Candidate Loan, Receive Candidate Loan**
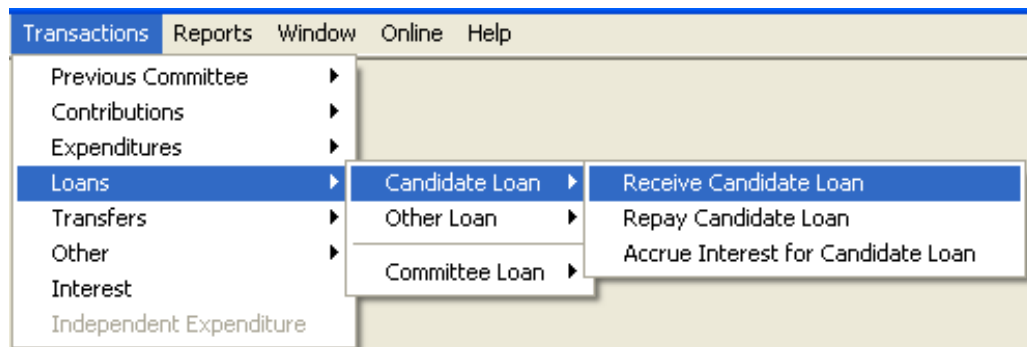
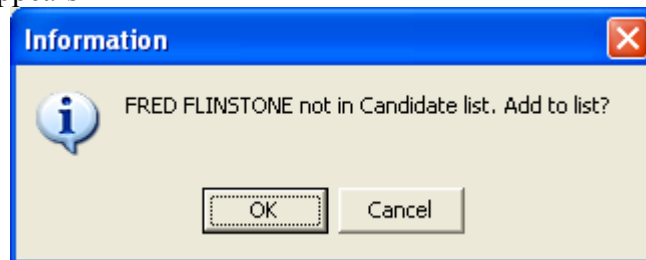The Receive Candidate Loans window appears

If this is not the first time you have referenced this candidate, click the pull-down arrow ▼ in the **From** box and click the candidate name.
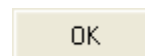
If this is the first time you have used this function, enter the candidate name in the **From** box
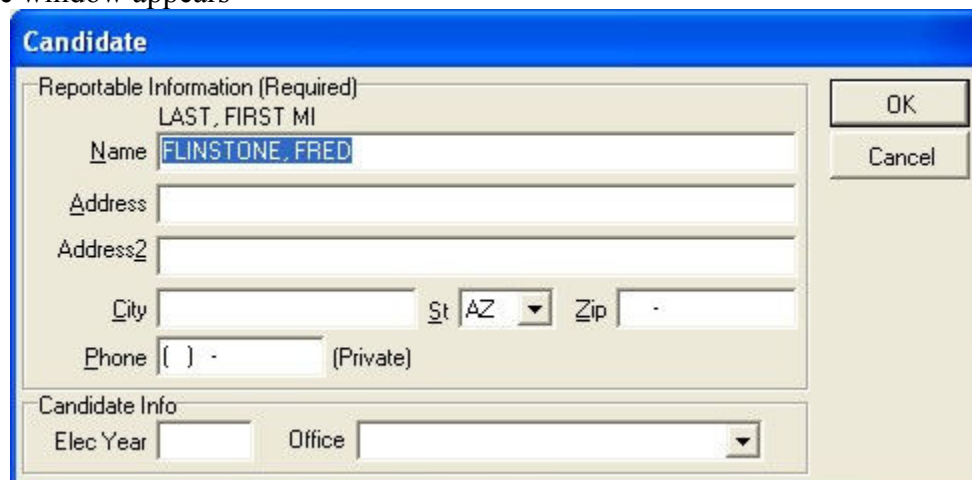
An Information window appears
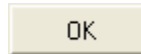

Click **OK**

The Candidate window appears

Fill out the form, pressing the TAB key between fields

Click **OK**

[✔ OK]

Back in the Receive Candidate Loan window, enter the date and amount of the loan, pressing the TAB key between fields.

Click **OK**

[OK]

Repaying Candidate Loans

A note about repaying candidate loans

Repayments of candidate loans decrease the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

Recording repayment of candidate loans

In the main window, click on **Transactions**, **Loans**, **Candidate Loan**, **Repay Candidate Loan**

The Repay Candidate Loan window appears

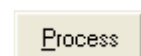| Date	Name	Loan Amt	Interest	Payments	Balance
05/18/2005	FLINSTONE, FRED	$75.00	$0.00	$0.00	$75.00

Date 05/21/2005 Amount 75 Memo

Process
Close
Next

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**

[Process]

Accruing Interest For Candidate Loans

In the main window, go to **Transactions, Loans, Candidate Loans, Accrue Interest on Candidate Loans**

The Enter Accrued Interest for Loan window appears

Select the loan that you wish to accrue interest by clicking on it

Enter the date and amount of interest along with any comment on memo line
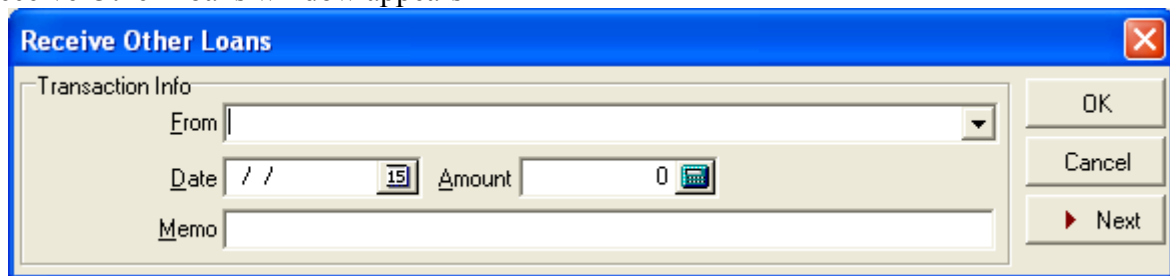
Click **Process**

Receiving Non-Candidate (Other) Loans

A note about non-candidate loans

Entries of non-candidate loans increase the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

Recording non-candidate loans

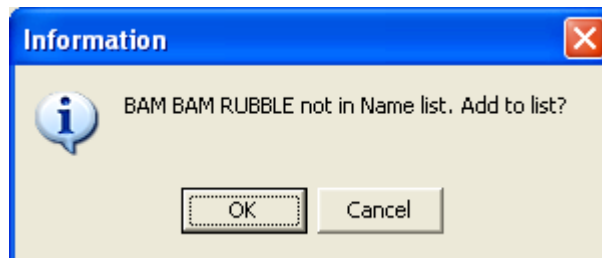In the main window, click on **Transactions**, **Loans**, **Other Loan**, **Receive Other Loan**.
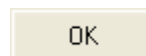
The Receive Other Loans window appears

If this is not the first time you have received loans from this lender, click the pull-down arrow ▾ in the **From** box and click on the lender name

If this is the first time you have received loans from this lender, enter the lender name in the **From** box
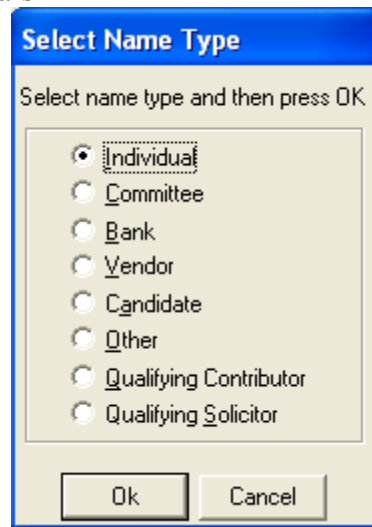
An *Information* window appears
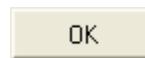

Click **OK**

The Select Name Type window appears

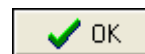Select the type of entity for the lender by clicking on the button next to it

Click **OK**

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the *Individual* window will appear.
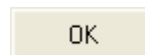
Fill out the form, pressing the TAB key between fields

Click **OK**

Back in the Receive Other Loans window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**

Repaying Non-Candidate (Other) Loans

A note about repaying non-candidate loans

Repayments of non-candidate loans decrease the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

Recording repayment of non-candidate loans

In the main window, click on **Transactions**, **Loans**, **Other Loan**, **Repay Other Loan**

The Repay Other Loan window appears

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**

Accruing Interest For Non-Candidate Other Loans

In the main window, click on **Transaction, Loans, Other Loans, Accrue Interest, Other Loan**

The Enter Accrued Interest For Loan window appears

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**

Making Committee Loans

Candidate or exploratory committees must not make loans to other candidate or exploratory committees, with exceptions described in A.R.S. § 16-905(H).

Loans made by the committee increase the Loans Made by Reporting Committee account (account #320) and decrease the Committee Equity account (account #100).

In the main window, click on **Transactions, Loans, Committee Loan, Make Loan**
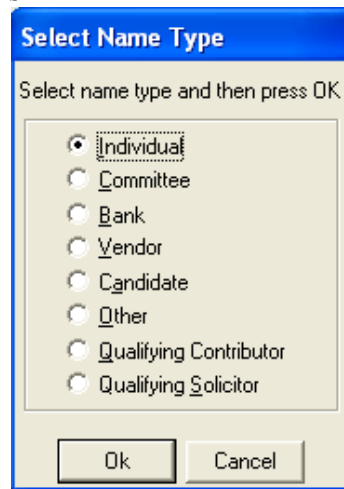
The Loans Made By Committee window appears

If the recipient is already in the names list, click the pull-down arrow ▾ in the **From** box and click the recipient name on the pull-down list

If the recipient is not in the names list, enter the recipient name in the **From** box
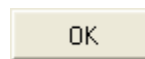
An Information window appears

Click **OK**

The Select Name Type window appears

Select the type of entity for the recipient by clicking on the button next to it
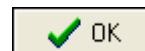
Click **OK**

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the *Individual* window will appear.
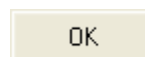
Fill out the form, pressing the TAB key between fields

Click **OK**

Back in the Loans Made By Committee window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**.

Transfers of Funds

These transfer functions record transfers of funds from one committee to another that are <u>not</u> <u>contributions</u>. For instance, a committee may wish to transfer funds from a previous committee to a subsequent committee at any time during the election cycle, or two or more committees may host a joint fundraising effort and need to split the proceeds later.

Prompts in the transfer functions will ask the operator for the committee ID of the sending or receiving committee. If the committee does not have an ID issued by the Secretary of State, enter the ID issued by a local jurisdiction.
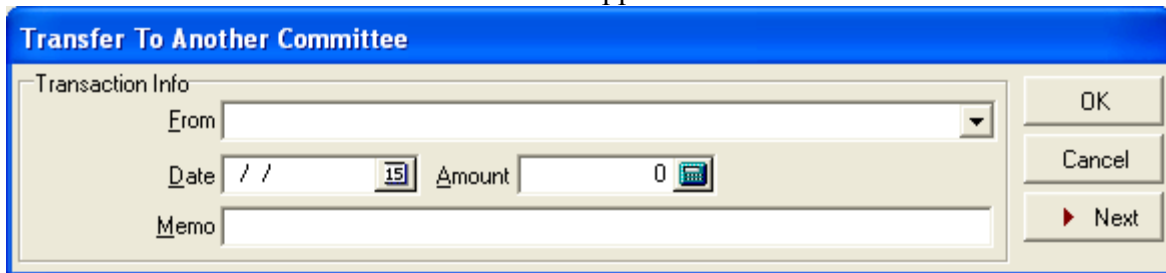
 There are two accounts that hold transactions regarding transfers of funds: transfer to another committee account (account #600) and transfer from another committee account (account #610). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

Transfers To Another Committee

This function decreases the Committee Equity account (account #100) and increases the Transfer To Another Committee account (account #600).

In the main window, click on **Transactions, Transfers, To Another Committee ID**

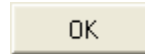The Transfer to Another Committee window appears

If the receiving committee is already in the names list, click the pull-down arrow [img] in the **From** box and click on the name of the receiving committee

If the receiving committee is not in the names list, enter the committee name in the **From** box

An Information window appears

Click **OK**

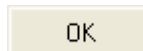The Political Committee window appears

Fill out the form, pressing the TAB key between fields

Click **OK**

Back in the Transfer To Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields
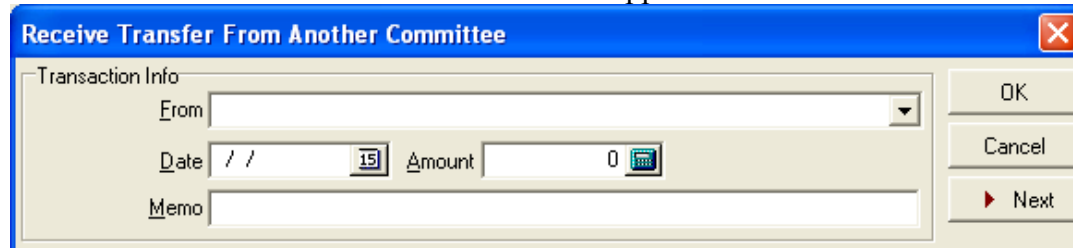
Click **OK**

Transfers From Another Committee

This function increases the Committee Equity account (account #100) and the Transfer from Another Committee account (account #610).

In the main window, click on **Transactions**, **Transfers**, and **From Another Committee ID**

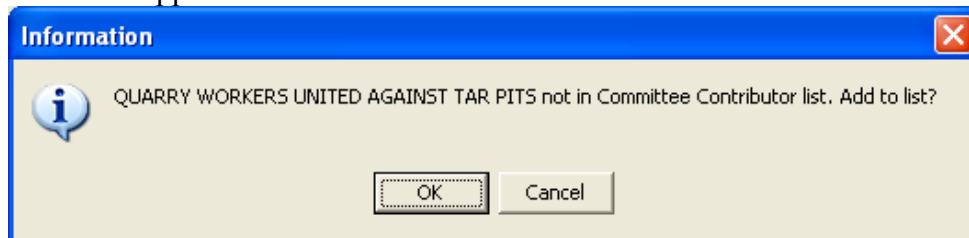The Receive Transfer From Another Committee window appears

If the sending committee is already in the names list, click the pull-down arrow ▼ in the **From** box and click on the name of the sending committee
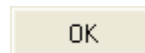
If the sending committee is not in the names list, enter the committee name in the **From** box
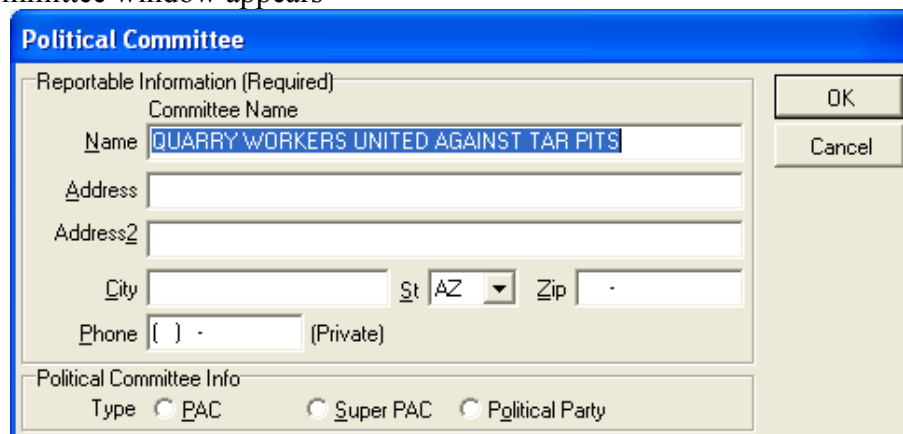
An Information window appears

Click **OK**

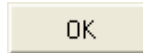The Political Committee window appears

Fill out the form, pressing the TAB key between fields

Click **OK**

Back in the Receive Transfer From Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields.

Click **OK**.

NOTE: Also see section on Transfer Previous Committee Surplus

Getting Help

Of course, we can't help you with legal advice or any interpretation of statute, law, code or rule. But we know Campaign Finance Software inside and out, and can assist you with the installation and operation of this software product.

Most questions can be answered by reading this manual. However, if you have an issue you can't resolve, or if you've found a problem with the software, feel free to email us at:

info@cfsaz.com

Your CF Solutions Support Team