Enter Receipts and Expenses in CFIS

The CFIS website was designed so that committees may enter contributions and expenses, review compliance issues, preview totals, and generate paper reports based on their data entry. This section covers data entry of transactions into CFIS. Many larger committees keep track of their campaign finance transactions in another database, and then convert that information into an upload file, which can be uploaded into CFIS without entering individual transactions. Those committees should see the *Upload Contributions and Expenses in CFIS* section of this handout.

Entering Receipts

There are a variety of ways to enter receipts in CFIS. **Enter Receipts** will allow you to enter in new contributions one at a time. **Upload Transactions** allows multiple contributions to be entered at one time. Some conduit contributions can be automatically entered by using **Upload Conduit Contributions**. In the **Edit/File Pending Transactions** screen, you may enter new receipts or edit the receipts you have already entered. If the report has already been filed, you may only update transactions through the **Late/Amend Pending Transactions** screen. See *Amending a Report* for more information.

Using the Enter Receipts Screen

1. From the left-hand menu, click **Enter Receipts**.

2. Check the **Filing Period Name** field. This field will automatically default to the most current reporting period, or you can set the default filing period from the **Reminders** tab.

3. Check the **Contribution Type** field. This field will automatically default to **Monetary**. To change the **Contribution Type**, select the correct **Contribution Type** from the dropdown list.

    a. For conduit contributions, select **Conduit Contribution**, and another field called **Conduit Name** will appear. Type in the GAB Identification Number of the conduit or part of the name of the conduit into the field. For example, typing in “0900061” or “Hospitals” will bring up the Wisconsin Hospitals Conduit. Always click on the conduit to select it, even if it is the only item listed.

    b. For in-kind contributions (such as goods or services), a matching expense must be entered to ensure your bank balance appears correctly. If you select **In-Kind**, you will enter in the contribution as normal, but after you click **Submit**, CFIS will automatically take you to **Enter Expenses and Incurred Obligations** to generate a matching expense for the same amount.

    c. If you are a candidate running for local office, or a local officeholder, use **Local Office** to attribute contributions to your local office. Contributions to your state office should use **Monetary**, or one of the other options in this section.

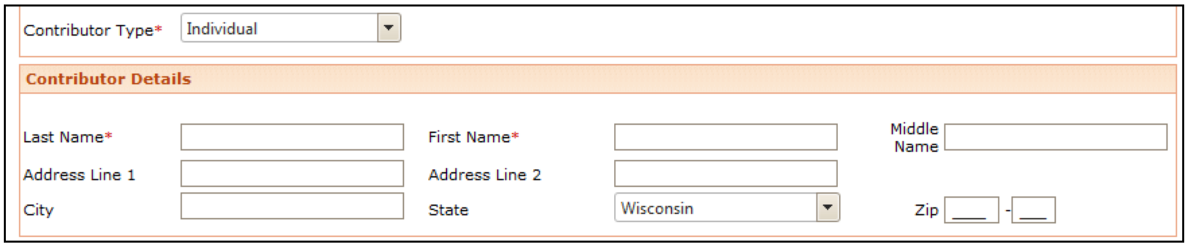
    d. **Recall** and **Recount** contributions do not count toward contribution limits, so be sure to use these options if appropriate.

   e. Use **Returned Contribution** for money your committee donated that was returned to your committee. A **Returned Contribution** does not count against contribution limits your committee can receive.

4. Check the **Contributor Type** field. This field will automatically default to **Individual**. To change the **Contributor Type**, select the correct **Contributor Type** from the dropdown list.

   a. If contributions from the candidate, select **Self**. The candidate's name and address information will auto populate. Selecting this option will also prevent a candidate from appearing in our contribution limit audits.

   b. If entering a **Registrant** (a committee registered with the GAB), another field called **Contributor Name** will appear. Type in the GAB Identification Number of the committee or part of the name of


Contributor Type* Individual
Contributor Details
Last Name* First Name* Middle Name
Address Line 1 Address Line 2
City State Wisconsin Zip -

   the committee into the field. For example, typing in "0500759" or "Brainstorming" will bring up the Community Brainstorming PAC. Always click on the correct committee to select it, even if it is the only committee displayed.

   c. If you select **Business**, see the notes below under the **Contributor Details**.

   d. If you select **Local Candidate** or **Unregistered**, the **Contributor Name** dropdown will also appear. Type in part of the name of the committee to search for it.

      - Click on the correct committee name to select it, even if it is the only committee displayed.
      - Local and unregistered committees are not always in the list. If you do not find a local or unregistered committee, you can leave the **Contributor Name** blank, and enter in the committee's information under **Contributor Details**.
      - Any committee that contributes more than $300 to a state level candidate or state-registered committee must register. Your committee cannot accept a contribution from a committee that is required to register but has not. You should return the contribution, and the committee may choose to register with the GAB and resend their contribution.

5. Enter the **Contribution Details**.

   a. If you selected a **Contributor Type** of **Anonymous**, **GAB**, **Registrant**, **Self**, or **Unitemized**, the **Contributor Details** will be filled in for you and you may proceed to the **Contribution Details** section towards the bottom of the screen.

   b. For an **Individual**, enter in the name and address information.

      i. Contributions from couples must be entered as two separate contributions.

      ii. In the rare case that you are entering an international address, enter the city, province/country and postal code information in the **Address Line 2** and the **City** field, and leave the **State** and **Zip** fields blank.

c. For a **Business**, enter the name and address information.

i. Note that corporations, including LLCs, may not give contributions to candidates, parties or most political action committees. Sole-proprietorships and partnerships may contribute to candidates and other committees, but the contribution must be reported under the owner(s) names to ensure compliance with contribution limits.

ii. Receipts from a business are often reported under the **Contribution Type** of **Expense Refund** and **Other Income**. Interest income would be reported as **Other Income**.

6. Enter the **Occupation Details** and **Employment Details**.

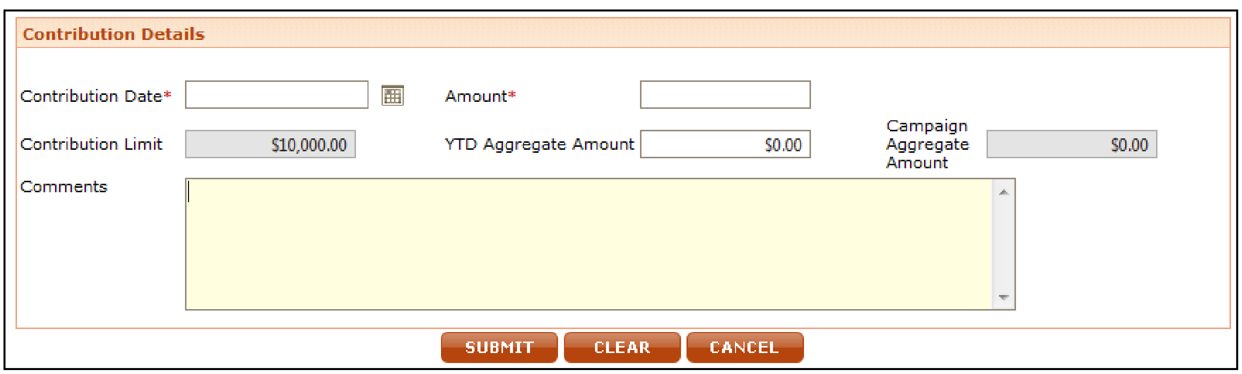
a. A contributor only needs to provide occupation and employment information if he or she contributes more than $100 in a calendar year. **Occupation Title**, and the employer's name and address must all be provided.

b. If the contributor's occupation is **Homemaker**, **Retired**, **Student**, or **Unemployed**, the employer name and address do not have to be provided.

7. Enter the **Contribution Details**.

a. The **Contribution Date** must fall within the dates for the **Filing Period Name** you selected.

b. The **YTD Aggregate Amount** will default to match the **Amount** field, but you may modify it if the contributor has given multiple contributions.



c. Enter **Comments** as desired.

i. Any **Anonymous** contribution amount over $10 should have a **Comment** indicating that it is a total of multiple contributions of $10 or less.

ii. Any **Unitemized** contribution amount over $20 should have a **Comment** indicating that it is a total of multiple contributions of $20 or less.

8. Click **Submit.** If there is an issue with any of the data entered a message will appear, letting you know of the issue. CFIS will not allow you to submit the contribution until the error is fixed.

9. Any contributions submitted here will automatically be saved under **Edit/File Pending Transactions**.

Entering or Changing Receipts in the Edit/File Pending Transactions Screen

The Edit/File Pending Transactions screen allows you to enter new transactions or edit previously saved entries.

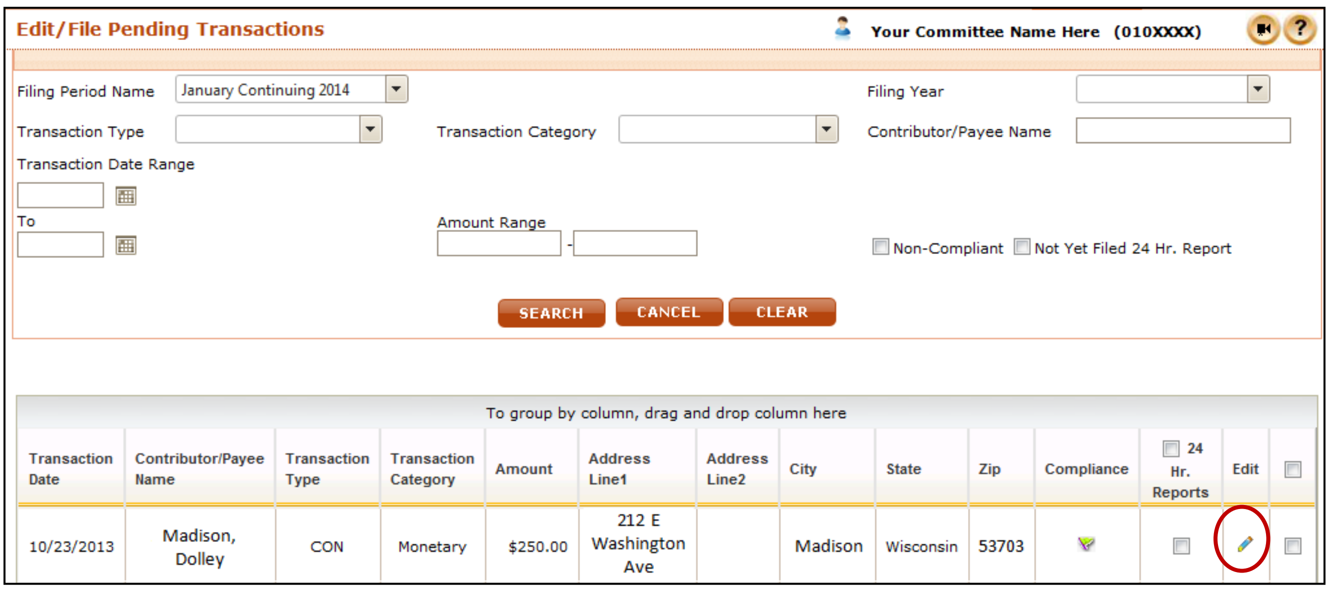
1. To enter a new receipt:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

    b. In the top row of the search screen, select the **Filing Period Name** from the dropdown.

    c. Click **New Receipt** at the bottom of the screen.

    d. Follow steps 2-9 provided under the previous section.



2. To edit a previously entered receipt:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

    b. In the top row of the search screen, select the **Filing Period Name** from the dropdown. If desired, add other search criteria, such as **Contributor/Payee Name**, **Transaction Date Range**, or **Amount Range**.

    c. Click the **Search** button. Transactions fitting the search criteria will appear.

    d. In the record you want to change, click the **Pencil Icon** under the **Edit** row on the right side of the screen.

    e. Make updates as desired, then click **Submit**.

3. To delete a previously entered contribution:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

b. In the top row of the search screen, select the **Filing Period Name** from the dropdown. If desired, add other search criteria, such as **Contributor/Payee Name**, **Transaction Date Range**, or **Amount Range**.

c. Click the **Search** button. Transactions fitting the search criteria will appear.

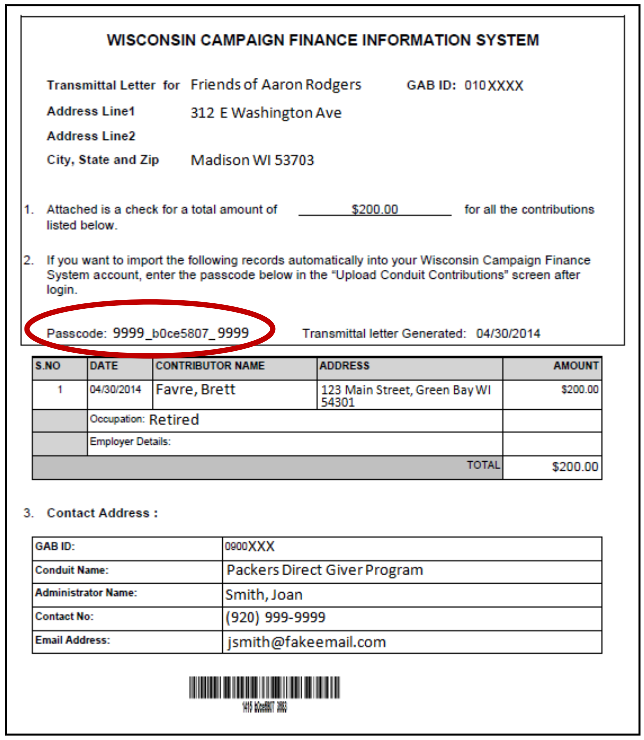
d. In the record you want to delete, check the far right hand side box. Do not check the check box in the column heading. This will select all transactions on the screen.

e. Click the **Delete** button at the bottom of the screen. DO NOT click the **Delete All** button.

Uploading Conduit Contributions to a registrant account

Candidate committees, PACs, or party committees that receive contributions from conduits should look for a conduit transmittal letter generated out of CFIS. Letters with transmittal codes will allow committees to automatically upload information on each contributor. Only transmittal letters generated out of CFIS will have passcodes. Contributor information from letters without a passcode will have to be entered manually. If the conduit amended their transactions after sending the transmittal letter or the passcode has already been entered, the passcode provided will not work. If you need an updated passcode, you should contact G.A.B. staff for help.

1. From the left-hand menu, click **Upload Conduit Contributions.**
2. Enter the **Passcode** from the transmittal letter.
3. Click **Search.**
4. All of the transactions on the transmittal letter should appear. If accepting the contributions on in a different filing period or date than when the letter was generated, change the **Filing Period** and **Acceptance Date** accordingly.
5. Click **Accept**.
6. You will see a message saying **"Conduit contributions are placed in a queue to be uploaded to your committee. Please check the status of the transactions after a few minutes by clicking on the "Check Status" button."** It will take a few moments for CFIS to copy information from the conduit account into the committee account.



WISCONSIN CAMPAIGN FINANCE INFORMATION SYSTEM

Transmittal Letter for Friends of Aaron Rodgers GAB ID: 010XXXX
Address Line1 312 E Washington Ave
Address Line2
City, State and Zip Madison WI 53703

1. Attached is a check for a total amount of $200.00 for all the contributions listed below.
2. If you want to import the following records automatically into your Wisconsin Campaign Finance System account, enter the passcode below in the "Upload Conduit Contributions" screen after login.

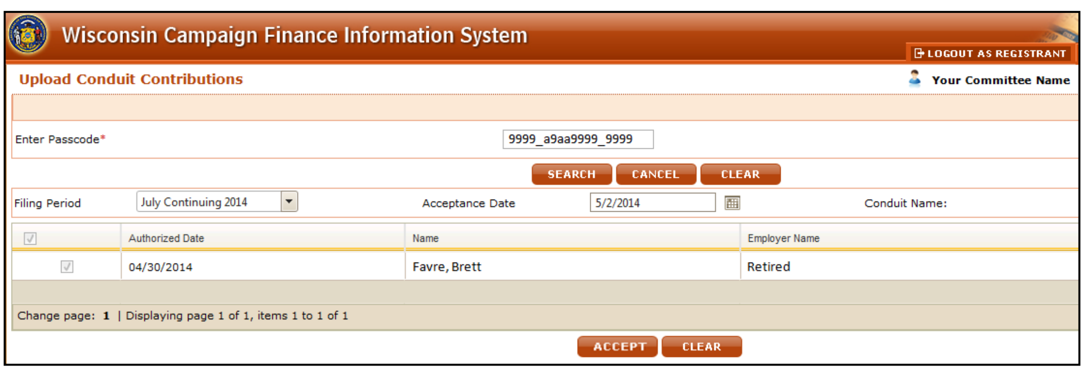
Passcode: 9999_b0ce5807_9999 Transmittal letter Generated: 04/30/2014

S.NO	DATE	CONTRIBUTOR NAME	ADDRESS	AMOUNT
1	04/30/2014	Favre, Brett	123 Main Street, Green Bay WI 54301	$200.00
	Occupation: Retired			
	Employer Details:			
			TOTAL	$200.00

3. Contact Address :

GAB ID:	0900XXX
Conduit Name:	Packers Direct Giver Program
Administrator Name:	Smith, Joan
Contact No:	(920) 999-9999
Email Address:	jsmith@fakeemail.com

7. Any contributions submitted here will automatically be saved and you can view and edit them in the **Edit/File Pending Transactions** screen.



Entering Expenses

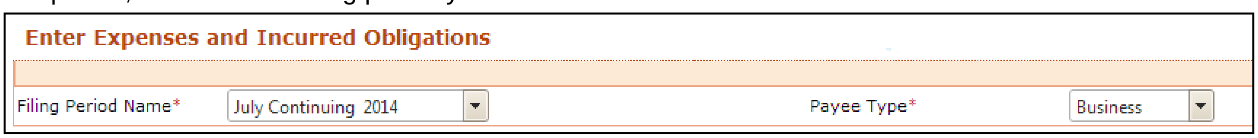
There are a variety of ways to enter expenses in CFIS. New expenses can be entered one at a time under **Enter Expenses and Incurred Obligations**. **Upload Transactions** allows multiple expenses to be entered at one time. In the **Edit/File Pending Transactions** screen, you may enter new expenses or edit the expenses you have already entered. If the report has already been filed, you may only update transactions through the **Late/Amend Pending Transactions** screen. See the *Amending a Report* section for more information.

Note that there are special screens to **Enter Loan Payments**, **Enter Incurred Obligations Paid**, and **Enter Return Receipts**. These screens link the current payment to the incurred obligation, loan, or contribution the committee recorded in the past. Payments on incurred obligations and loans and contributions that you are returning should be entered in these special screens, not in the **Enter Expenses and Incurred Obligations** screen.

Entering Expenses through the Enter Expenses and Incurred Obligations screen

1. From the left-hand menu, select **Enter Expenses and Incurred Obligations**.

2. Check the **Filing Period Name** field. This field will automatically default to the most current reporting period, or the default filing period you selected from the **Reminders** screen.



3. Check the **Payee Type** field. This field will automatically default to **Business**.

   a. If entering a **Registrant** (a committee registered with the GAB), another field called **Payee Name** will appear. Type in the GAB Identification Number of the committee or part of the name of the committee into the field. For example, typing in "0500759" or "Brainstorming" will bring up the Community Brainstorming PAC. Always click on the correct committee to select it, even if it is the only committee displayed.

   b. If you select **Local Candidate** or **Unregistered**, the **Payee Name** dropdown will also appear. Type in part of the name of the committee to search for it.

      - Click on the correct committee name to select it, even if it is the only committee displayed.

      - Local and unregistered committees are not always in the list. If you do not find a local or unregistered committee, you can leave the **Payee Name** blank, and enter in the committee's information under **Payee Details**.

   c. Occasionally committees will make payments to charities or government organizations, and should use the **Payee Type** of **Business**.

4. Enter the **Payee Details**.

   a. If you select **GAB**, **Self**, or **Unitemized**, the **Payee Details** will be filled in automatically, and you may proceed to the **Expense Details** section.

   b. For an **Individual** or a **Business**, enter in the name and address information.

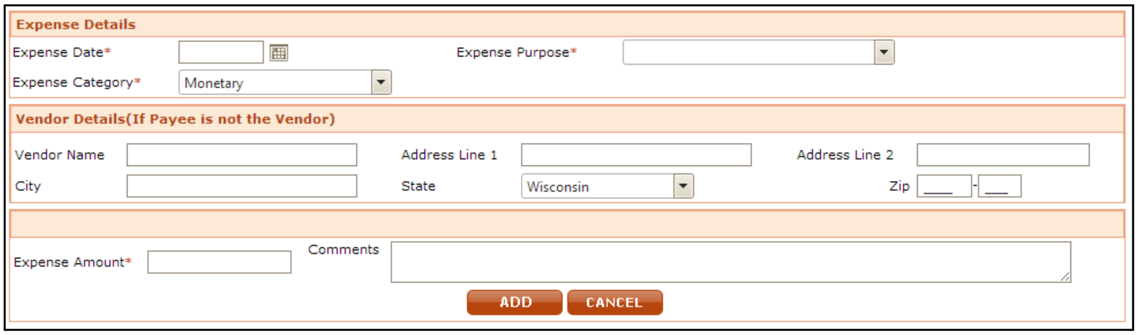
i. In the rare case that you are entering an international address, enter the city, province/country and postal code information in the **Address Line 2** and the **City** field, and leave the **State** and **Zip** fields blank.

5. Check the **Expense Details.**

   a. Enter the **Expense Date**.

   b. Enter the **Expense Purpose**. If your expense doesn't match one of the listed categories, pick the closest one and write a description of the expense in the **Comments** field.

   c. Enter the **Expense Category**. This will default to **Monetary**.



i. If selecting any **Recount** options, the appropriate district will need to be entered in the field that automatically appear next to the **Expense Category** field.

ii. If your committee received an in-kind contribution of goods or services, you will enter a contribution and an expense for the same amount, and you should select **In-Kind** here.

iii. If your committee purchased goods or services and made an in-kind to another committee, you can leave the **Expense Category** as **Monetary**. Record the original vendor you made the purchase from under the **Vendor Details**. Record the **Expense Purpose** as **Contribution to Committee** and enter details about the expense in the **Comments** section.

iv. If your committee already paid for goods or services in a past reporting period, and wishes to pass those goods on to another committee as an in-kind contribution, select **Contribution to Committee (Non-Monetary)**. This will record your contribution without affecting your cash balance.

v. Some committees will have the option to enter independent expenditures. If you select **Independent Expenditure**, another field called **Last Name**, **First Name** appears. Type in part of the name of the committee and click to select it from the dropdown. Also indicate if the independent expenditure will **Support** or **Oppose** the candidate.

6. Enter **Vendor Details**.

These fields are used if the payee was not the original vendor of the good or service. For example, imagine that a campaign volunteer bought stamps, office supplies, and doughnuts for the campaign, and the committee reimbursed her for those expenses. That would be entered as three different transactions in CFIS. The volunteer would be the "**Payee**" in all three cases, but the post office, the office supply store, and the bakery would be listed under the **Vendor Details** for the appropriate expense.

7. Enter **Expense Amount**.

8. Enter **Comments** if appropriate.

    - Any **Unitemized** expense over $20 should have a **Comment** indicating that it is a total of multiple expenses of $20 or less.

9. Click **Add.**

10. If there are other expenses to this particular payee, click **Add New Expense**, located to the left hand side of the screen in blue text. Details about the payee will remain, and another expense with a different date, purpose or category can be entered. Once all expenses are entered for a payee, click **Submit.** **DO NOT** click **Add New Expense** and change the **Payee Details** – you will change the payee information for the expenses you have already entered. You must click **Submit** before entering expenses to a new payee.

11. Any expenses submitted here will automatically be saved under **Edit/File Pending Transactions**.

Entering or Changing Expenses in the Edit/File Pending Transactions Screen

The Edit/File Pending Transactions screen allows you to enter new transactions or edit previously saved entries.

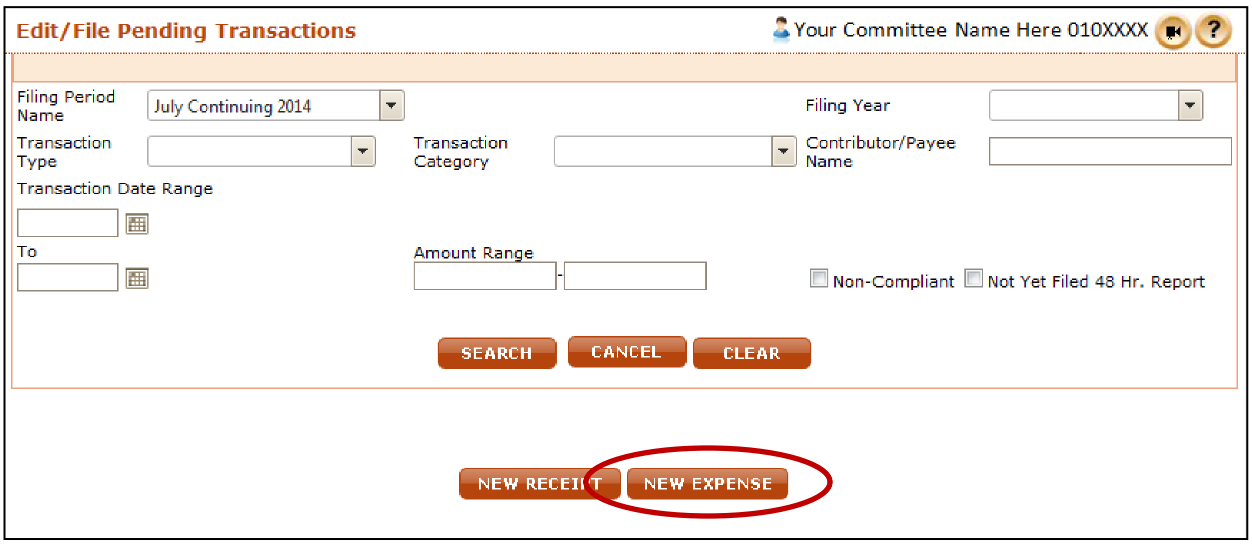
1. To enter a new expense:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

    b. In the top row of the search screen, select the **Filing Period Name** from the dropdown.

    c. Click **New Expense** at the bottom of the screen.

    d. Follow steps 2-11 provided under the previous section.



2. To edit a previously entered expense:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

    b. In the top row of the search screen, select the **Filing Period Name** from the dropdown. If desired, add other search criteria, such as **Contributor/Payee Name**, **Transaction Date Range**, or **Amount Range**.

    c. Click the **Search** button. Transactions fitting the search criteria will appear.

    d. In the record you want to change, click the **Pencil Icon** under the **Edit** row on the right side of the screen.

    e. Make updates as desired, then click **Save**, then **Submit**.

3. To delete a previously entered expense:

    a. From the left-hand menu, click **Edit/File Pending Transactions**.

b. In the top row of the search screen, select the **Filing Period Name** from the dropdown. If desired, add other search criteria, such as **Contributor/Payee Name**, **Transaction Date Range**, or **Amount Range**.

c. Click the **Search** button.

d. In the record you want to delete, check the far right hand side box. Do not check the check box in the column heading. This will select all transactions on the screen.

e. Click the **Delete** button at the bottom of the screen. DO NOT click the **Delete All** button.

Enter a Loan Payment

1. From the left-hand menu, click **Enter Loan Payments**.

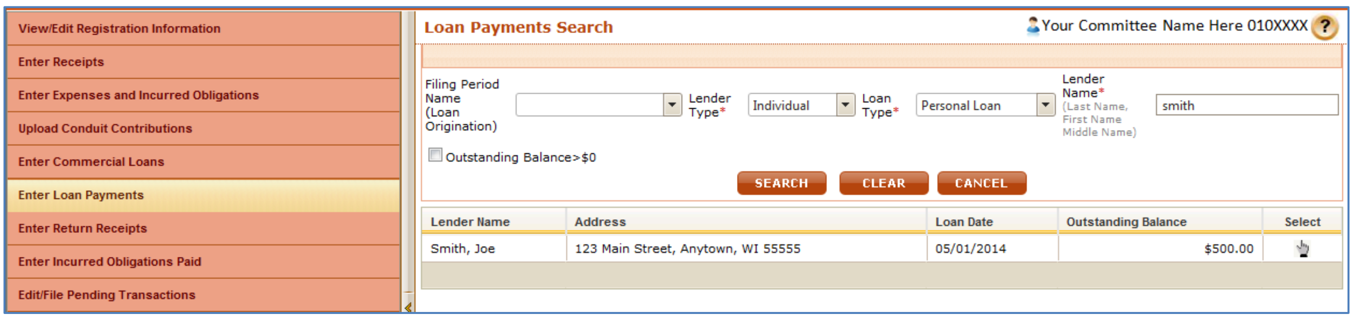
2. From the **Lender Type** dropdown, select the appropriate lender type. The Lender Type corresponds with how the loan was originally entered.

    a. If entering a candidate, select **Self**, and the candidates name will auto populate into the **Lender Name** field.

    b. If entering another individual, select **Individual** and type the individual's name in the **Lender Name** field.

3. Change the **Loan Type** to the appropriate loan category if needed.

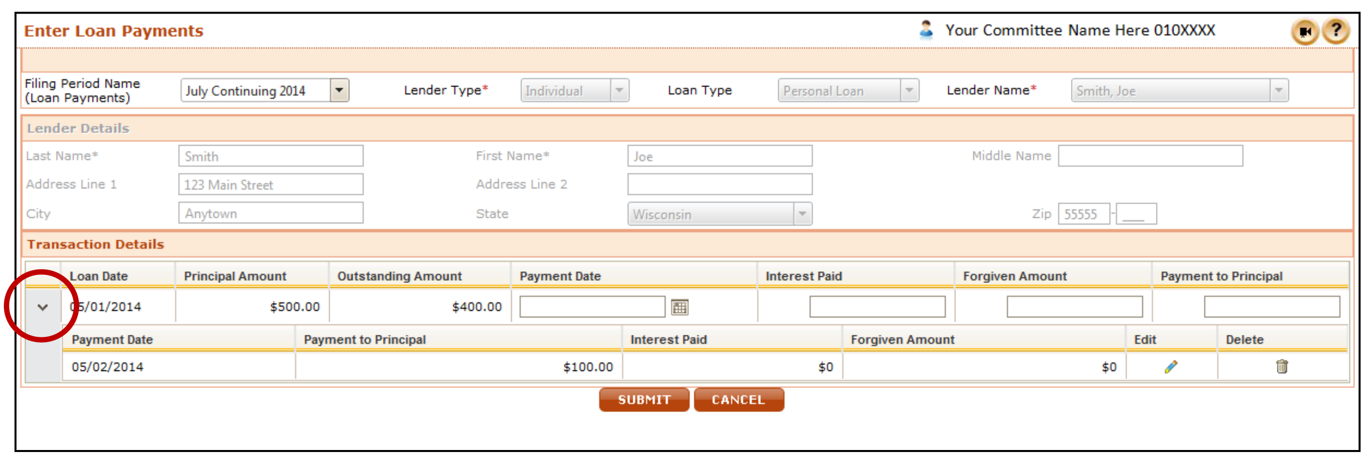
4. Click **Search**.



5. All loans fitting the selected search criteria will appear.

6. Click the hand on the far right hand side to view that loan.

7. A new screen will appear, showing information about the loan and the lender. Information will include the lender's name, address, and the outstanding balance of the loan. Clicking the arrow next to the loan date will display any previous payments of the loan by the committee.



8. Double check that the **Filing Period Name (Loan Payments)** field is selected to the correct filing period.

9. In the **Payment Date** field, enter the date or click the calendar icon next and select the correct date.

10. Under the appropriate category of **Interest Paid, Forgiven Amount,** or **Payment to Principal**, enter the paid amount of the loan. Partial payments can be entered, but amounts over the initial loan amount are not allowed.

11. Click **Submit**.

12. An expense showing the loan payment will appear in **Edit/File Pending Transactions** under the filing period selected in Step 8.

Enter a Returned Contribution

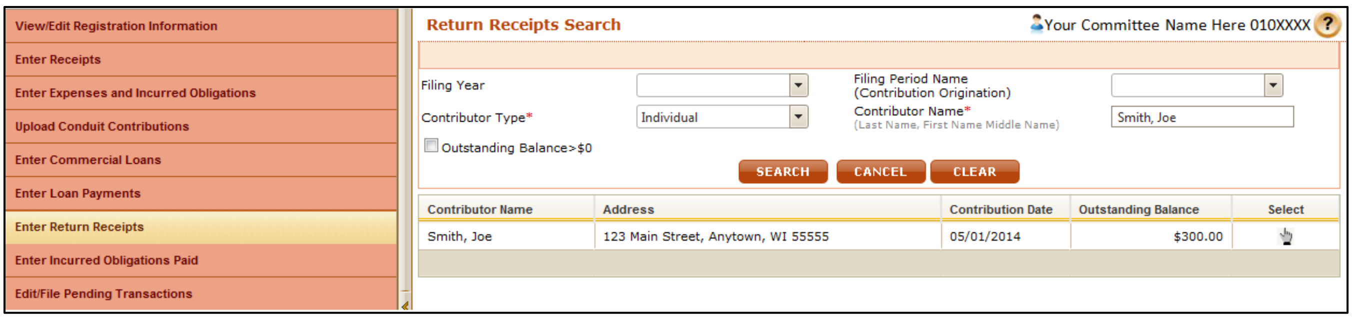
1. From the left-hand User Menu, select **Enter Return Receipts**.

2. In the **Contributor Type** field, select the appropriate category of donor. The Contributor Type corresponds with how the contribution was originally entered.

    a. If selecting **Self**, the candidate's name will appear in the **Contributor Name** field.

    b. If selecting **Individual,** type in part of the name for **Contributor Name**. For example, typing in "Smith," will cause anyone with "Smith" in their name to appear.

3. Optional: A year can be selected under **Filing Year**, a filing period can be selected in **Filing Period Name**, or any remaining contributions over $0 can be selected by clicking the **Outstanding Balance>$0** checkbox.

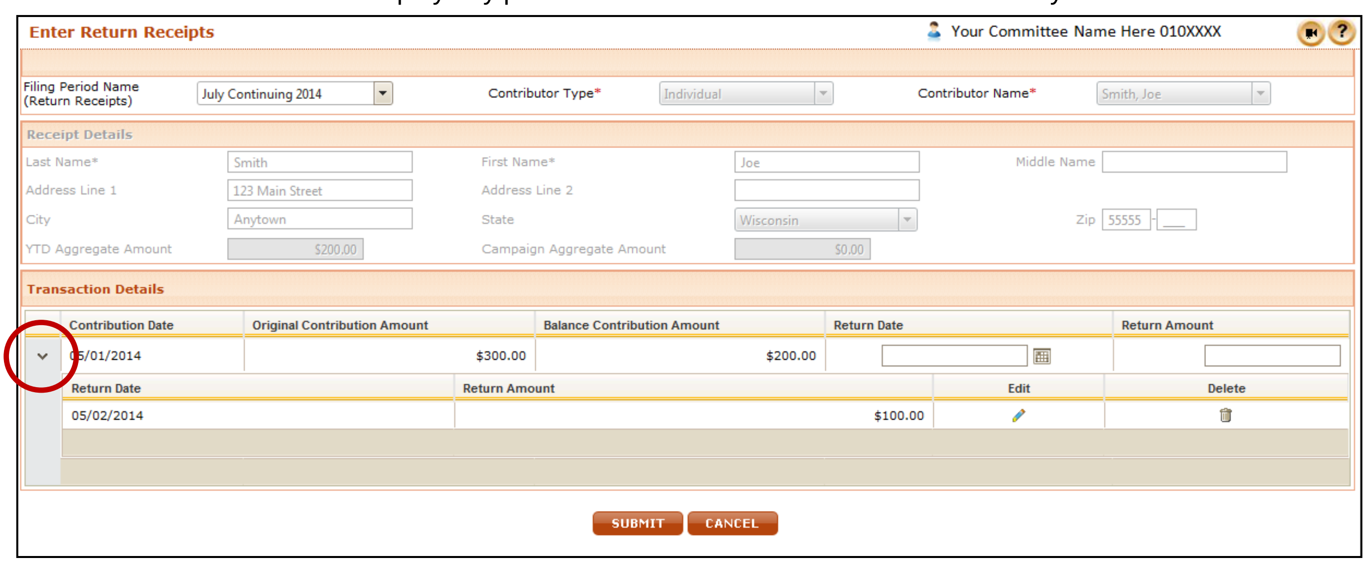


4. Click **Search**.

5. All contributions fitting the selected search criteria will appear.

6. Click the hand on the far right hand side to view that contribution.

7. A new screen will appear, showing information about the donor and the contribution. Information will include the donor's name, address, and the contribution amount. Clicking the arrow next to the contribution date will display any previous returned amount of the contribution by the committee.



8. Double check that the **Filing Period Name (Return Receipts)** field is selected to the correct filing period.

9. In the **Return Date** field, enter the date the contribution was returned or click the calendar icon and select the correct date.

10. Enter the amount of the returned contribution in the **Return Amount** field.

11. Click **Submit**.

12. An expense showing the returned contribution will appear in **Edit/File Pending Transactions** under the filing period selected in Step 8.

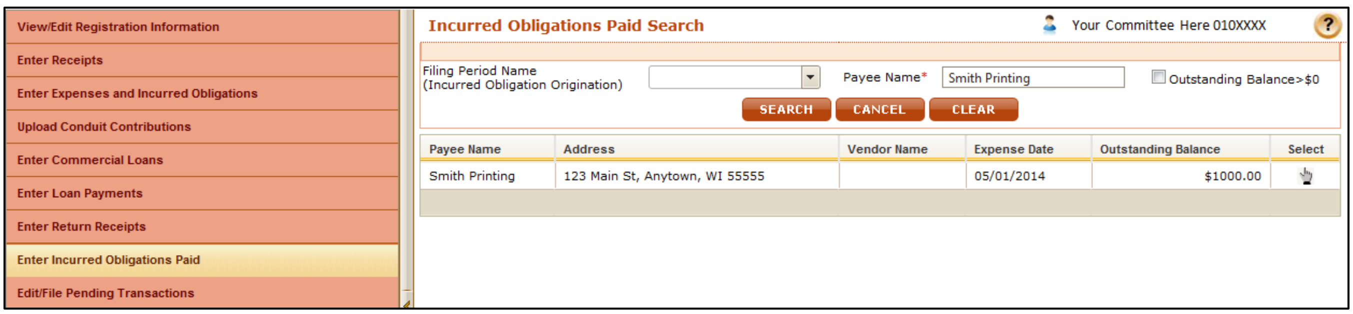
Pay an Incurred Obligation

1. From the left-hand User Menu, select **Enter Incurred Obligations Paid**.

2. Type in part of the name for **Payee Name**. For example, typing in “Adams,” will cause anyone with “Adams” in their name to appear.

3. Optional: A filing period can be selected in **Filing Period Name** or any outstanding obligations over $0 can be selected by clicking the **Outstanding Balance>$0** checkbox.

4. Click **Search**.



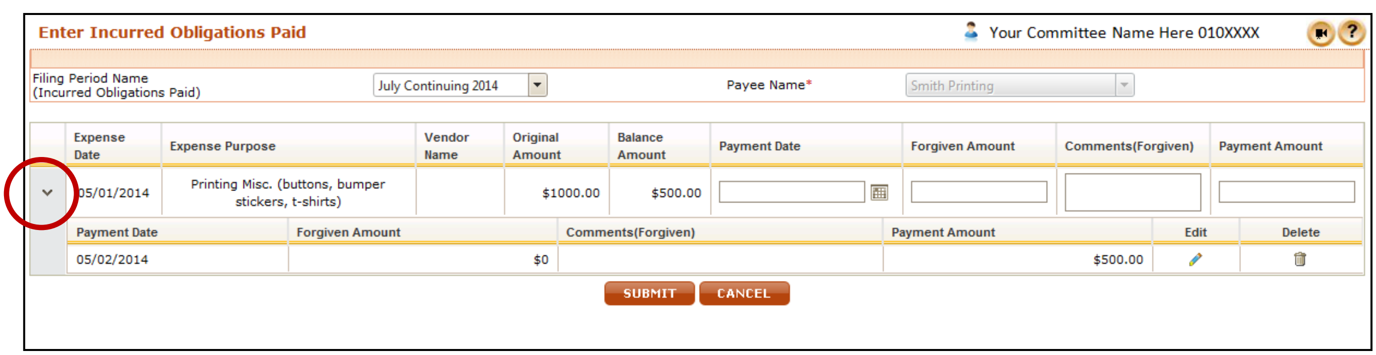
5. All incurred obligations fitting the selected search criteria will appear. Clicking the arrow next to the **Expense Date** will display any previous payments toward that obligation.

6. Click the hand on the far right hand side to view that contribution.

7. Double check that the **Filing Period Name (Incurred Obligations Paid)** field is selected to the correct filing period.

8. In the **Payment Date** field, enter the date the incurred obligation was paid or click the calendar icon next and select the correct date.

9. Under the appropriate category of **Forgiven Amount, Comments (Forgiven),** or **Payment to Principal**, enter the paid amount of the incurred obligation. Partial payments can be entered, but amounts over the initial incurred obligation amount are not allowed.



10. Click **Submit**.

11. An expense showing the incurred obligation payment will appear in **Edit/File Pending Transactions** under the filing period selected in Step 8.

Upload Contributions or Expenses

Uploading Transactions is another way to enter information into CFIS. The upload process can help committees save significant amounts of time entering data into CFIS. In order to upload, information must be entered into templates, with are compatible with the CFIS database. Templates are available by selecting **Upload Transactions** from the menu, and clicking the links below **Download Templates**. Separate templates are available for receipts and expenses, and for different versions of Excel. Some campaign finance systems can convert their files into CFIS templates. Most information in excel file formats can be cut and pasted into these templates.

Please note: Payment of loans, incurred obligations, and returned contributions must be entered by hand. These types of expenses are linked with transactions entered into CFIS in the past, and the **Upload** feature will not connect your current expense with the loan, debt, or contribution it is associated with. Use **Enter Loan Payments**, **Enter Return Receipts**, and **Enter Incurred Obligations Paid** to manually enter those types of transactions.

1. From the left-hand User Menu, select **Upload Transactions**.

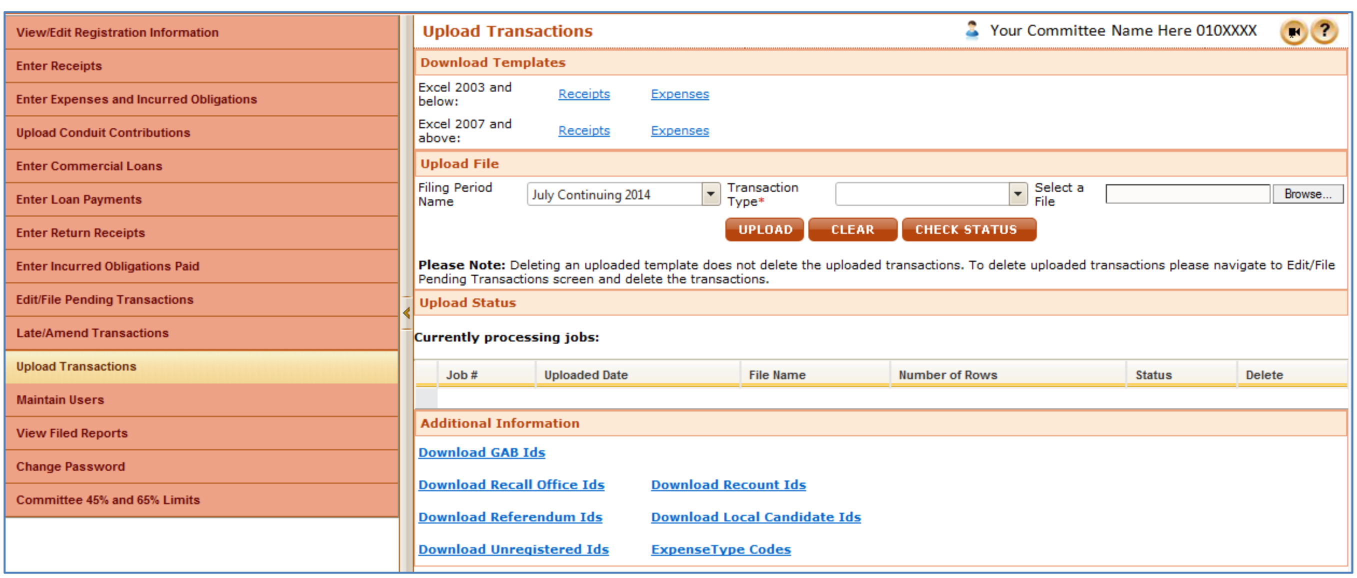
	A	B	C	D	E	F	G	H	I	J	K
1	ContribDate	PayrollDeductStartDate	PayrollDeductEndDate	ContribAmount	ContrYTDamount	ContribType	ContributorType	Committee_ID	Conduit_ID	LastName/OrganizationName	FirstName
2	5/1/2014			500.00	500.00	MO	I			Lane	Lois
3	5/2/2014			100.00	100.00	MO	R	0300464		Upload Party Committee	
4	5/2/2014			4.56	4.56	MO	U			Unitemized	
5	5/3/2014			10,000.00	10,000.00	PL	S			Duck	Daffy
6	5/3/2014			100.00	100.00	IK	I			Doe-Smith	Jane
7	5/4/2014			25.00	25.00	CC	I		0900244	Bear	Smokey
8	5/4/2014			20.00	40.00	LO	L			Friends of Joe Smith	
9	5/5/2014			0.07	0.07	OI	B			USA Bank	
10	6/30/2014	1/1/2014	6/30/2014	52.00	52.00	PD	I			Kent	Clark
11											

2. Before starting the upload, make sure all upload information is in the correct format. A template is available and posted on the very top left hand side of the **Upload Transactions** screen. Make sure the data for your current report is saved in the proper format so you can upload it in Step 5.

3. Select the **Filing Period Name** from the dropdown menu.

4. Select the **Transaction Type** (**Receipts** or **Expenses**) from the dropdown menu.

5. Find your file that you want to upload into the system by clicking on the **Browse** button next to the **Select a File** field.



6. Upload your file by clicking on the **Upload** button.

7. After clicking **Upload**, a link to an .xlsx file will appear in the **Upload Status** section of the upload screen. The system is reviewing all of your transactions to make sure all of the required information is provided for each transaction. This may take several minutes. After waiting a few minutes, click the **Check Status** button to check the status of your upload.

8. When the system finishes reviewing your file to ensure that all required information is correctly provided for each transaction, a message will appear next to a link to the .xlsx file(s) containing uploaded transactions.

02/07/2014	0400001_January Continuing 2014_Exp_27201414150PM.xls	29	Processed-No Errors	
02/07/2014	0400001_January Continuing 2014_Exp_27201414150PM.xls	1	Processed-Errors	

   a. If a Processed – No Errors message appears next to the .xml file, the system has accepted these transactions. They are now saved in the Edit/File Pending Transactions holding table. **NOTE: Your transactions <u>have</u> <u>not</u> been submitted to the GAB yet. If all of your transaction have** Processed – No Errors, skip to Step 9.

   b. If a Processed – Errors message next to the .xlsx file, these transactions are missing information required by the system and are not saved in Edit/File Pending Transactions yet.

      i. To understand what information is missing or incorrectly provided for each transaction, please click on the link to the file with Processed – Errors. **NOTE:** DO NOT select the transactions that were processed with no errors. For example, if you had 30 transactions and only 1 had errors, only select the file with that 1 transaction. The other 29 transactions were successfully uploaded into the system and do not need to be uploaded again.

      ii. Scroll to the far right of the file until you see a column that is labeled **Errors**. This column will tell you what information is missing or improperly entered for each transaction. To provide the correct information so the system accepts these transactions, please take the following steps:

      iii. Make the corrections for each transaction depending upon the error message provided for each transaction.

      iv. After you have corrected each transaction, delete the entire Error column from the file.

      v. Save this file on your computer or network.

      vi. Repeat Steps 1-8 only for the transactions with errors.

9. When all uploaded transaction files display a Processed – No Errors message, *your transactions have been saved but are not yet submitted to the GAB*. To file a complete report to the GAB, please go to the left hand User Menu and click on **Edit/File Pending Transactions**.