Campaign Finance Reporting System
Instructions

1. Creating Packet
2. Importing/Upload and Templates
3. Carry Forward Feature
4. Creating Correction Affidavit
5. Closing Out
6. Managing Address Book
CREATING PACKET
Accessing Electronic Campaign Finance Filing System

2. Select “Candidate / PAC Logon.”
   * Note: Must disable pop-up blocker.
Sign-on

1. Enter the User ID and Password issued by the Office of the City Clerk. Click *Sign On*. If you do not have a User ID or have trouble accessing the System, please call the Office of the City Clerk at 207-7253.
Create Packet

1. To create a new packet, select Report Type COH.
2. Select Report.
3. Select “Create Packet.”
1. To begin report, enter contact information for Candidate/Officeholder OR click on “Select Candidate/Officeholder” hyperlink.
1. Enter contact information for Campaign Treasurer OR click on “Select Campaign Treasurer” hyperlink.
2. Save data by selecting “Save Page.”
1. As contact information for the Candidate/Officeholder AND Campaign Treasurer is successfully saved, “Record Added” will be displayed at the top of the page.
2. In addition, Cover Sheet 2 and Report Schedules will be displayed at the top of the page.
Coversheet 1
Notice of Direct Campaign Expenditures by Other Individuals – Correcting Errors

1. If record was not successfully added, the User will see an error message at the top of the page. Error messages (which will be highlighted in red) will indicate what information is missing and/or needs correcting.
2. Enter required data and select “Save.”
Coversheet 1
Notice of Direct Campaign Expenditures by Other Individuals

1. If Direct Campaign Expenditures by Other Individuals does not apply, go directly to Coversheet 2 without saving.
1. If you **do** have entries, enter contact information OR click on “Select Campaign Expenditure By Other Individual” hyperlink.
2. Save data by selecting “Save.”
Coversheet 1
Notice of Direct Campaign Expenditures by Other Individuals – Saved Data, if applicable

1. As contact information for Direct Campaign Expenditure data is successfully saved, “Expenditure Record Added” will be displayed at the top of the page.
1. If Direct Campaign Expenditures by Political Committee does not apply, go directly to Schedule A without saving.
1. If you do have entries, enter contract information for Committee Campaign Treasurer OR click on “Select Committee” hyperlink.
1. Save data by selecting “Add Notice From Political Committees.”

1. Once data is successfully saved, “Record Added” will be displayed at the top of the page.
1. Data successfully saved will be displayed at the bottom of the page.
1. Enter data for “Applicant Filled” fields (unitemized political contributions and expenditures as well as contribution balance).
2. Save data by selecting “Save Page.”
1. Once data is successfully saved, “**Totals Added**” will be displayed at the top of the page while saved financial data will be displayed at the bottom of the page.
1. Enter Date of contribution. Date must be within designated time period. If entry is not within contribution period, error message will be displayed at top of page.
2. Enter Contributor contact information OR click on “Select Contributor Name.” hyperlink.
3. Enter required information.
4. Save data by selecting “Save.”
1. Once data is successfully saved, “Record Added” will be displayed at the top of the entry while the entry will be displayed at the bottom of the page.
Schedules B thru T

Follow directions denoted for Schedule A

- Schedule B – Pledged Contributions
- Schedule E – Loans
- **Schedule F – Political Expenditures**
- Schedule G – Political Expenditures Made from Personal Funds
- Schedule H – Payment from Political Contributions to a Business of C/OH
- Schedule I – Non-Political Expenditures Made from Political Contributions
- Schedule K – Credits
- Schedule T – In-kind Contribution or Political Expenditure for Travel outside of Texas.
2. To submit completed Report to the Office of the City Clerk for posting to the web, select “Submit to City Clerk.”
3. For verification purposes, the user will be asked if his/her intent is to submit the Report to the Office of the City Clerk.
   a. If so, select “Continue.” User will be asked to complete Oath.
   b. If not, select “Main Menu.” Users will be directed to Main Menu.
Completing Oath
Submit Report to City Clerk

1. Complete Oath by selecting “OK.”
2. Once Oath is completed, User will be directed back to Main Menu.
1. Upon completion of Oath, the “Lock down Status” of the Report will be denoted as “Pending.”
2. User will be notified via e-mail when report has been “Locked down.”
1. Reports started but not submitted to the Office of the City Clerk will be denoted as an “Incomplete Packet.”
2. Reports can be accessed by clicking on the Report Type to enter additional data.
The Campaign Finance System includes a function for users to import contributions & expenses into the database from a specially formatted excel spreadsheet. Instructions below are intended to assist a user on performing the Import function for contributions (Sch A) and Expenses (Sch F). These instructions assume that you are already in the specific schedule report. Clarification on terminology: **Upload** is the act of uploading information in an excel template into the system for review prior to importing the information into the database. **Import** is a term used to express the act of importing information into the database.

**A. Upload File – Excel Templates**

The system requires that a specially formatted excel file be used for the import to work. These uniquely formatted excel files must include required column headings, sheet/tab name and some required entries. These excel templates for contributions and expenses can be found in the [Office of the City Clerk’s Elections Web Site](http://www.sanantonio.gov/clerk/elections/) at the bottom of the column with heading “Campaign Finance Information”.

**B. Create the Upload File**

First you must complete the upload file. This is an excel file with specific columns which must be completed and meet information requirements.

1.) The sheet/tab name must be ‘**Sheet1**’. Do not change the sheet/tab name that is used by the template.
2.) Information on the excel sheet/tab must meet specific requirements. These requirements can be found in the appendices as listed below:
   a. Appendix A – Schedule A – Upload File Data Requirements
   b. Appendix F – Schedule F – Upload File Data Requirements

**C. Uploading information into the Campaign Finance System**

Once you have completed the upload file as described in “Create the Upload File”, you are now ready to upload the information into the Campaign Finance System. These instructions assume that you are already in the Campaign Finance System and in the specific “New” or “Pending” Schedule Report screen shown below:

Step by Step instructions follow on the next page. Keep in mind that you can execute Steps 1-6 as many times as you want in order to check for errors on your import file (xls). Information on your import file does not populate the database until you execute Step 7.
Step by Step Instructions

1. Click on “Import schedule <x> data, where <x> is the specific schedule you are working on.

2. Click on “Browse”

3. Using the ‘Choose File’ dialog window, navigate to the directory where your upload file is located.

4. Double-Click on the upload file you created.

5. Click on “Upload File” button

6. If errors are detected on the upload file, the system will display an error message as shown on the first print screen (6.a.) below. The screen shows the columns and the information as it existed in the upload file you created. There will be an additional column to the left which describes the error encountered. If no errors were found, you will get the message shown on the 2nd print screen (6.b.) below.
   a. If errors are encountered, correct errors on upload file and repeat steps 1-6
   b. If no errors are encountered, proceed to step 7.

6.a. - ERRORS ENCOUNTERED

6.b. - NO ERRORS FOUND

If you get this error, the excel upload file is not formatted correctly, please use template from Elections library.
7. Click on "Import Data"

8. System will present message showing the number of records imported. Click "Back to schedule"

9. Notice that the information uploaded into the system is listed at the bottom of the report as shown in the print screen below. You have successfully imported your information. You may proceed with updating/completing other schedules, print & review your information and/or submit report to the Office of the City Clerk.
### Appendix A – Schedule A Upload File Data Requirements
#### Excel Columns and Information Requirements

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Heading</th>
<th>Field Description</th>
<th>Data Type &amp; Field Length Allowed</th>
<th>Required (Y OR N)</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Title</td>
<td>Title</td>
<td>Character 3</td>
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<td>Mr/Mrs/Ms</td>
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<tr>
<td>B</td>
<td>FName</td>
<td>First Name</td>
<td>Character 50</td>
<td>Y - only required if Contributor Organization is left blank</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>MI</td>
<td>Middle Initial</td>
<td>Character 1</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>D</td>
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<td>Last Name</td>
<td>Character 50</td>
<td>Y - only required if Contributor Organization is left blank</td>
<td></td>
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<tr>
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<td>Jr/Sr/III/MD</td>
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<tr>
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<td>Contributor Organization</td>
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<tr>
<td>L</td>
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<td>Y - only required if no PO BOX</td>
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<td>&quot;123&quot; (do not prefix with &quot;PO BOX&quot;)</td>
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<td></td>
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</table>

(*) – The Contribution date must fall within the date period specified by the “City of San Antonio Contribution Cycles”. You can reference these report cycles at the Office of the City Clerk’s Elections WEB site ([http://www.sanantonio.gov/clerk/elections/](http://www.sanantonio.gov/clerk/elections/)). If you have an incomplete report already created, you can also see the date period under the list of Incomplete Packets, as shown below.
## Appendix F – Schedule F – Upload File Data Requirements

### Excel Columns and Information Requirements

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Heading</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Required (Yes / No)</th>
<th>Example</th>
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<tr>
<td>A</td>
<td>Title</td>
<td>Title</td>
<td>Character 3</td>
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<td>Mr/Mrs/Ms</td>
</tr>
<tr>
<td>B</td>
<td>FName</td>
<td>First Name</td>
<td>Character 50</td>
<td>Y (Yes) / N (No)</td>
<td>Mr/Mrs/Ms</td>
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<tr>
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<td>Character 1</td>
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<tr>
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<td>Lname</td>
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</tbody>
</table>

(*) – see note in Appendix A
GENERAL INFORMATION

The Carry Over feature of the System is utilized under the following circumstances:

Not involved in Run-off Election (1 instance)
- The Carry Over feature allows for contributions reported in Schedule A from the 3-day Before General Election Report to be transferred into the July 15 Semi-Annual 2011.

Involved in Run-off Election (2 instances)
- The Carry Over feature allows for contributions reported in Schedule A from the 3-day Before General Election Report to be transferred into the 8-day Before Run-off Election Report
- The Carry Over feature allows for contributions reported in Schedule A from the 3-day Before the Run-off Election Report into the July 15 Semi-Annual Report 2011

INSTRUCTIONS

1. User/Filer will create the required packet and complete Coversheet 1 and 2. On Schedule A of the newly created report, User/Filer will see a hyperlink entitled “Carry Over Contributions from …”
2. Select the hyperlink.
1. User/Filer will be directed to a new page displaying the number of contributions to be carried over to the current report.
2. Select “Continue” to proceed with the process.
3. Once “Continue” has been selected, ALL contributions listed on Schedule A from the denoted report will automatically be transferred into the current report and will be displayed at the bottom of the page. There is no need to save.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Address</th>
<th>Amount</th>
<th>Description</th>
<th>Created Date</th>
<th>Edit</th>
<th>Delete</th>
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</thead>
<tbody>
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<td>1000 River Blvd</td>
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<td>4/37/2011 10:30:04 AM</td>
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<tr>
<td>05-06-2011</td>
<td>Candidate, Grandpa</td>
<td>1000 River Blvd</td>
<td>$500.00</td>
<td></td>
<td>4/37/2011 10:36:04 AM</td>
<td>Edit</td>
<td>Delete</td>
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<tr>
<td>05-06-2011</td>
<td></td>
<td>1000 River Blvd</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Print and review for accuracy.
2. From this point forward you may proceed with entering data for the reporting period.
1. Select the locked report that requires correcting.

1. Select “Correction Affidavit” from the Main Menu.
1. Enter Explanation of ALL Corrections.
2. Check box containing Oath.
3. Click “Save Corrections.”
Correction Affidavit Mode

1. Once data is successfully saved, “Correction Affidavit Added” will be displayed at the top of the entry.
2. Main Menu and Schedules will be displayed at the top of the page.
Correction Affidavit Mode
Adding Data

1. To add data, select the appropriate Schedule.

2. Follow the same process for entering data.
1. To edit contribution amounts, description of contribution, job title, and employer; select the appropriate Schedule containing the entry that requires correcting.
2. From the entries listed at the bottom of the page, select the entry that requires correcting.
3. Select “Edit.”
4. Edit data within the entry.
5. Click “Save.”
Correction Affidavit Mode
Editing Amounts, Description, Job Title and Employer

1. Once data is successfully saved, “Record Updated” will be displayed at the top of the entry.
2. Corrected data will be displayed at the bottom of the page.
3. Upon completion of all corrections, follow the same process for submitting a Report and completing Oath.
1. To edit Contact information, select the appropriate Schedule containing the entry that requires correcting.
2. From the entries listed at the bottom of the page, select the entry that requires correcting.
3. Select "Edit."
1. Select “Change Contact Info.”

*Note: Must disable pop-up blocker.
1. Make corrections to contact information within the pop-up window.
2. Select “Update.”
3. From Main Menu, select “Save.”
1. Once data is successfully saved, “Record Updated” will be displayed at the top of the entry.
2. Corrected data will be displayed at the bottom of the page.
3. Upon completion of all corrections, follow the same process for submitting a report and completing Oath.
CITY OF SAN ANTONIO
ELECTRONIC CAMPAIGN FINANCE
FILING SYSTEM
USER’S GUIDE
CLOSING OUT
1. Select “Final Report (Close Out Campaign).”
2. Click on the appropriate radio buttons for Questions 3, 4, and 5.
3. Select “Save.”
1. Once data is successfully saved, “Final Report has been saved” will be displayed at the top of the entry.
2. Continue with completion of report by selecting “Submit to City Clerk”
1. To select an entry from the Address Book, click on “Select Candidate/Officeholder” or appropriately titled hyperlink (Treasurer Name for CS2; Contributor Name for Schedule A; Payee Name for Schedule F; etc.).
1. Address Book entries will appear in a pop-up window.
2. Click on “Select” for the appropriate entry.
3. Entry will auto-populate with contact information selected. Note that only contact information is transferred.
1. To edit Contact information, select the appropriate Schedule containing the entry that requires correcting. Entries can not be edited within the Address Book.
2. From the entries listed at the bottom of the page, select the entry that requires correcting.
3. Select "Edit."
1. Select “Change Contact Info.”

*Note: Must disable pop-up blocker.
Address Book
Editing Contact Information

1. Make corrections to contact information within the pop-up window.
2. Select “Update.”
3. From Main Menu, select “Save.”
Address Book
Editing Contact Information

1. Once data is successfully saved, “Record Updated” will be displayed at the top of the entry.
2. Corrected data will be displayed at the bottom of the page.
1. Once data is successfully saved, “Record Updated” will be displayed at the top of the entry.
2. Corrected data will be displayed at the bottom of the page.
3. Upon completion of all corrections, follow the same process for submitting a report and completing Oath.
Address Book
Downloading Contacts to Excel

1. To transfer data maintained within Address Book to an excel document, select “Download List to Excel”.
1. To transfer data maintained within Address Book to an excel document, select “Download List to Excel”.
2. User/Filer will be asked “Do you want to open or save this file.” Select the appropriate option.
Address Book

Downloading Contacts to Excel

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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</tr>
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1. Address Book entries will be successfully downloaded.