Campaign Finance Smart Client
Version 1.2
User's Guide

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Table of Contents

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1   Introduction

The following instructions support the use of the Campaign Finance Smart Client Software and were last updated for software version 1.2.

The Campaign Finance Smart Client is sponsored by the City of Philadelphia's Records Department. The purpose of the software is to allow Candidates, Candidate Committees, Lobbyists, Political Committees, Individuals and Nonpolitical Organizations to enter and maintain their official Campaign Finance records on a local computer, and to file Reports and Statements electronically, as required by the City of Philadelphia. It can also be used to print Campaign Finance Reports and Statements as well as export to text files as specified by the Pennsylvania Department of State.

Although the Campaign Finance Smart Client provides extensive functionality to support the users, it is still the user's responsibility to ensure that the correct information is filed.

Visit www.phila.gov/ethicsboard/index.html for further guidance about the rules and regulations.

Visit also www.phila.gov/Records and www.dos.state.pa.us for more details about the filing requirements.

Release 2 Enhancement Summary

Release 2 includes the following enhancements:

- Reports and Forms
    - 24 Hour Contribution/Expenditure Report with easy electronic filing option
    - Independent Expenditure Report with easy electronic filing option
    - Printable Affidavit
    - Transaction Report
    - Easy electrnic filing of Campaign Finance Statements and Reports
- Processing Improvements
    - Electronic validation of Filer ID
    - New Filer Types: Individual and Nonpolitical Organization
    - Improved Filing status and Amendment handling
    - Improved "Do you wish to save" popup box
    - Filer address requirements to match Campaign Finance website
    - One-key shortcut for "Philadelphia" city value

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2   Installation and Startup

The software is available for free download on Philadelphia Records Department's website www.phila.gov/Records. A broadband connection is strongly recommended for downloading over the Internet. Alternatively, an installation CD can be obtained from the Philadelphia Records Department.

You can still use your computer while downloading and installing. Several pop-up and dialog windows that come up along the way require your input.

2.1 Prerequisites

- Windows 2000 – SP4

- Windows XP – SP2, or

- Windows Vista – Home Premium

- Internet Explorer 6.0 or higher

The following support applications, which are required to run the application, will be installed on your computer if they are not already installed, and you must accept the license agreements for these during installation:

- Microsoft Data Access Components 2.8 (14MB disk space required)

- .NET Framework 2.0 (200MB disk space required), and

- Crystal Reports for .NET Framework 2.0 (43MB disk space required)

The Campaign Finance Smart Client application takes up 12 MB of disk space. Allow a total of approximately 300MB of disk space for a complete installation, including a buffer for Filer databases.

You (or your support) must log on to Windows with Administrator privileges to be able to install (some or all) support applications. Ask your computer/network support for help if needed.

While the support applications are installed under Administrator and utilized by all Windows User Accounts, the Campaign Finance Smart Client application must be installed for each User, i.e. be installed logged on to Windows as that User. However, the Filer and Finance entries that are saved in the database by the application are shared between users. See Multi-User Environment

Expect some variations to the screens presented here, depending on your operating system, security software and configurations, including a prompt to restart the computer (on some computers you may need to restart manually even if the prompt said it would restart automatically).

2.2 Installation over the Internet

➢ Visit http://www.phila.gov/Records/CampaignFinance/Campaign_Finance_SmartClient.html and follow the instructions.

See Installation Steps

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2.3 Installation from a CD

An installation CD can be obtained from Philadelphia Records Department. For information visit www.phila.gov/Records.

➢ Insert the CD.

  The CD will auto start. (If it does not, open the CD and double-click Install.exe.).

  If an Internet connection can be established, the application will check for updates during installation. If an update is found you will be prompted to install it. See Update Available Dialog

➢ Click **Install**

  See Installation Steps

2.4 Installation Steps

The installation steps are the same if you install over the Internet or from the installation CD, although the steps may vary slightly between computers and operating systems.

After clicking Install (See Installation over the Internet or Installation from a CD) a warning dialog may appear warning about copying files on the Internet.
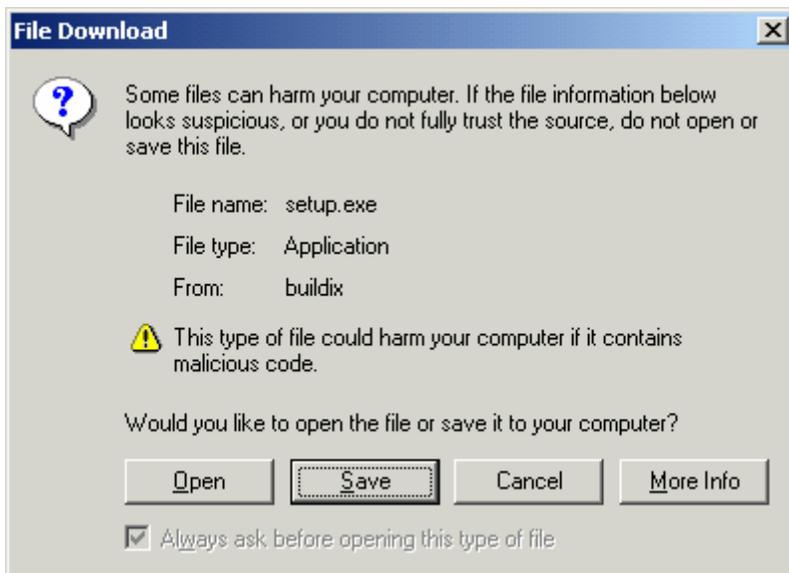
➢ Click **Open** (some screens have a **Run** button instead) to download and start installation of the application on your hard disk.

  Several license agreements appear on the screen during installation, unless these programs are already installed on your computer.

➢ Read all license agreements and click **Accept** on each of them.

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Philadelphia Campaign Finance Client Setup ☒

For the following components:

Microsoft Data Access Components 2.8

Please read the following license agreement. Press the page down key to
see the rest of the agreement.

> Product on your other computers over an internal network.
>
> c.   Performance or Benchmark Testing.
>
> You may not disclose the results of any benchmark test using the
> Product to any third party without Microsoft's prior written approval.
>
> d.   Redistribution Rights and Requirements.
>
> (i)   Microsoft grants you a non-exclusive, royalty-free right to

📄 View EULA for printing

Do you accept the terms of the pending License Agreement?

If you choose Don't Accept, install will close. To install you must accept
this agreement.

[Accept]   [Don't Accept]

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Philadelphia Campaign Finance Client Setup   [X]

For the following components:

.NET Framework 2.0

Please read the following license agreement. Press the page down key to see the rest of the agreement.

MICROSOFT SOFTWARE SUPPLEMENTAL LICENSE TERMS
MICROSOFT .NET FRAMEWORK 2.0
MICROSOFT WINDOWS INSTALLER 2.0
MICROSOFT WINDOWS INSTALLER 3.1
Microsoft Corporation (or based on where you live, one of its affiliates)
licenses this supplement to you. If you are licensed to use Microsoft
Windows operating system software (the "software"), you may use
this supplement. You may not use it if you do not have a license for
the software. You may use a copy of this supplement with each
validly licensed copy of the software.

View EULA for printing

Do you accept the terms of the pending License Agreement?

If you choose Don't Accept, install will close. To install you must accept this agreement.

[Accept]   [Don't Accept]
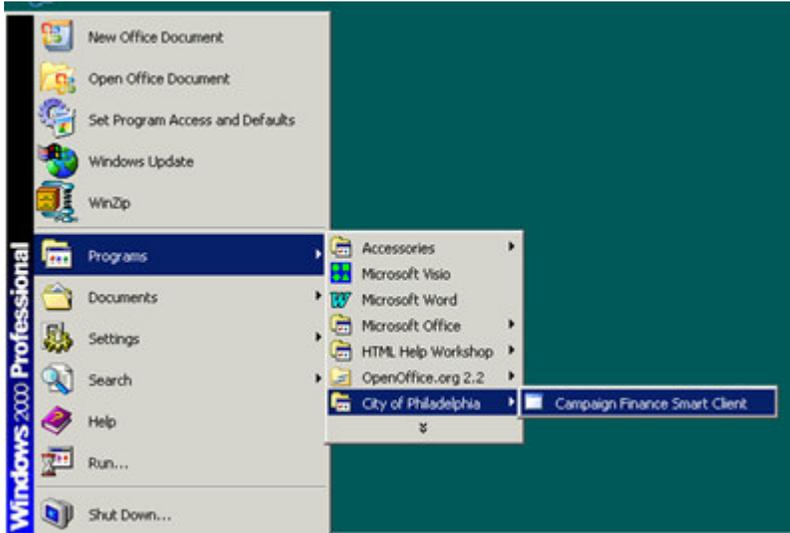
➢ Click **Install** when prompted to verify Publisher.

After the installation is complete the application launches and prompts you to enter your first Filer Profile.

See How to Set Up and Manage a Filer

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2.5 Start of Application

➢ Find the application in *Windows Start Menu/Programs/City of Philadelphia*.

At startup, the application will automatically check for updates via Internet. If an update is available the Update Available Dialog will appear. See Update Available Dialog

2.5.1 Update Available Dialog

The Update Available Dialog appears when the application has confirmed via Internet that an update is available.
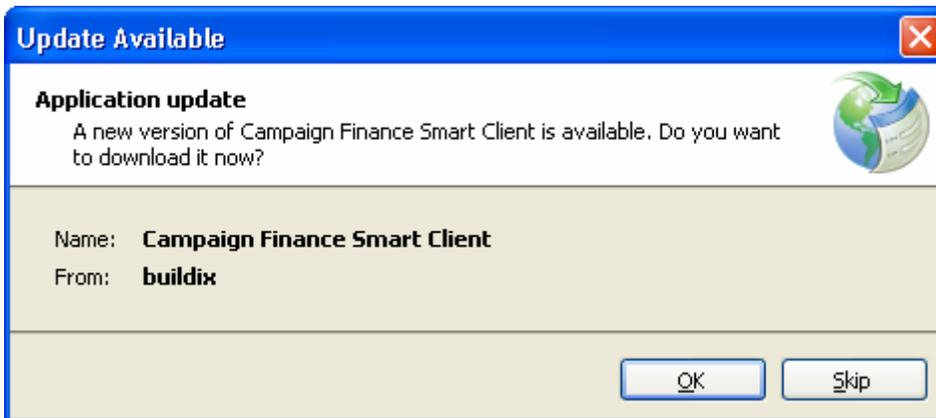
➢ Click **OK** to install the update

The update will be installed before the application is launched.

➢ Click **Skip** to not install the update.

Your currently installed version will be launched. You will not be asked to update again until the next update is available, but you can initiate an update yourself by selecting *Tools/Check for Updates*.

3   General Operating Instructions

This chapter is an orientation of the main Window.

3.1 Main Window

The Main Window is always open when the application is running. It can be divided into three main areas:

- The *Main Menu*, which gives access to the five drop down menus (*File*, *Reports*, *Filer*, *Tools*, and *Help*)

- The Main Status and Information Bar, which identifies the context of the current information in the Campaign Finance Tabs.

- Campaign Finance Tabs, which is where all financial information is entered, viewed, and maintained. There are seven Campaign Finance tabs: one tab for Cycle Summary information (the default tab) and six tabs for financial records (Unitemized Items, Monetary Contributions, In-Kind Contributions, Receipts, Expenditures, and Unpaid Debts).

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3.2 *Main* Menu

The *Main* Menu has five drop-down submenus: *File*, *Reports*, *Filer*, *Tools*, and *Help*.

3.2.1   File

The *File* Menu has functions to

- *Import* standard State Filing files to the currently selected Filer and Cycle

- *Export* standard State Filing files for the currently selected Filer and Cycle

- *24 Hour Export* for exporting files for Late Contributions and Expenditures for the currently selected Filer and Cycle

- *Exit* the application
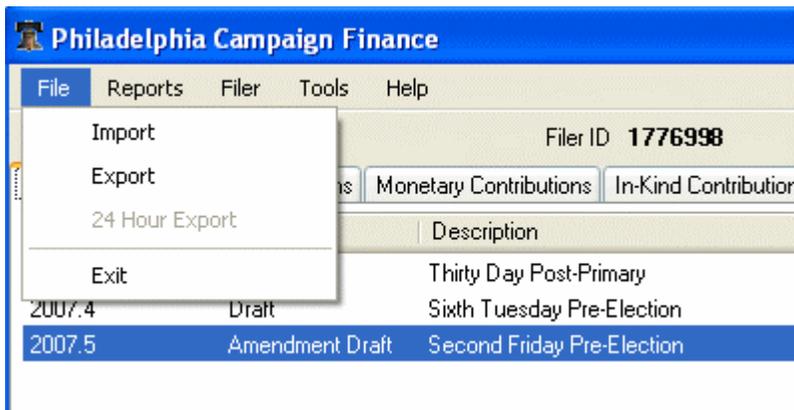
3.2.2   Reports

The *Reports* Menu has functions to preview and print:

- *Campaign Finance Report*

- *Campaign Finance Statement*

- *24 Hour Report*

- *Independent Expenditure Report*

- *Affidavit Form*

- *Transaction Report*

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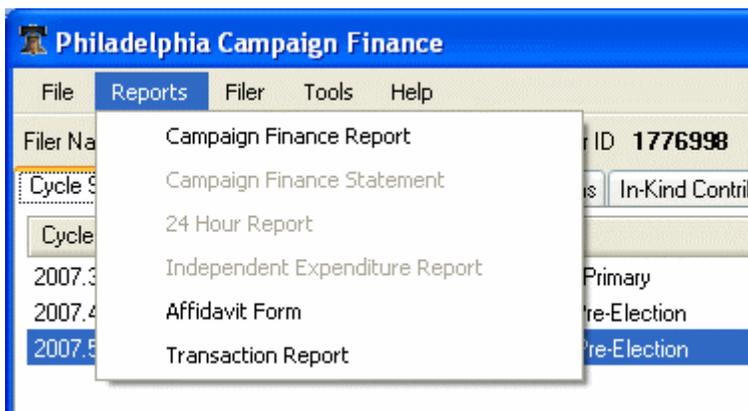
3.2.3 Filer

Filers (Candidates, Candidate Committees, Lobbyists, Political Committees, Individuals, and Nonpolitical Organizations) and information about the filers are created and maintained in separate windows under *Filer Profile* and *Report Cycle* in the Filer Menu. See How to Set Up and Manage a Filer. Any Filer's details can be accessed and edited independently in the Filer Profile Window without changing the selected Filer for whom Campaign Finance information is displayed in the Main Window.

Select Filer, however, is used to select the Filer for the Main Window, for whom Campaign Finance information will be viewed and maintained. See How to View and Record Campaign Finance Information.

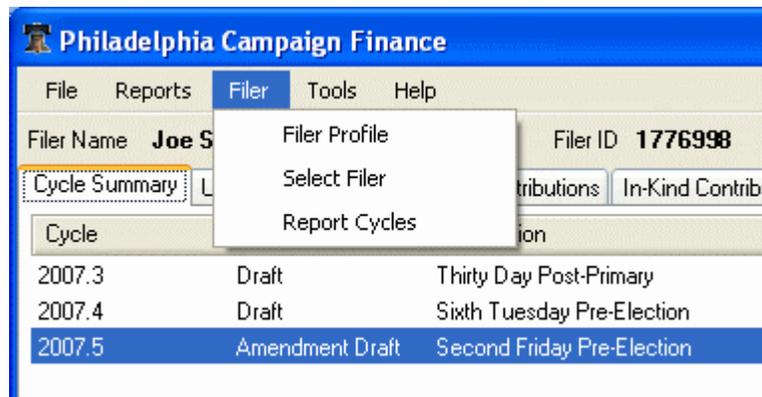- *Filer Profile* - opens the Filer Profile window with Details about the current Filer as well as other saved Filers. The details can be edited and new Filers can be added.

- *Select Filer* - changes Filer for all Campaign Finance tasks.

- *Report Cycles* - opens the Report Cycles window where Filer's report cycles are assigned.

3.2.4 Tools

The *Tools* Menu has a function to check for application updates. The application also checks for updates automatically at startup. An Internet connection is required to check for updates.
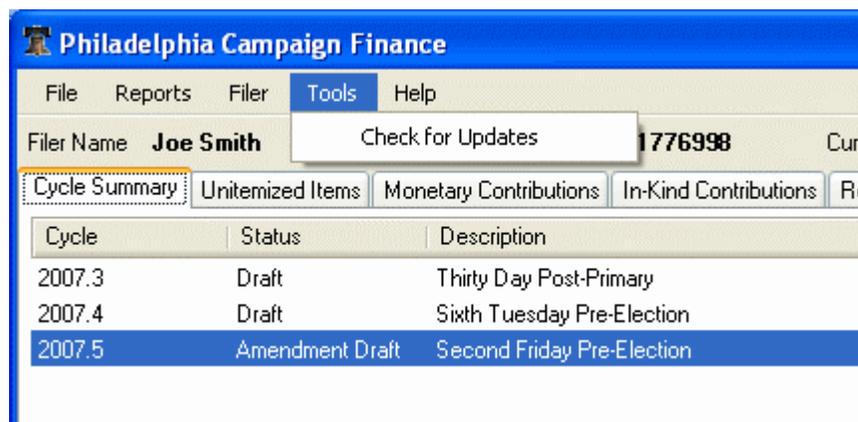
3.2.5 Help

Online Help opens the Help File in a separate window.

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About displays technical information about the application, such as version number.
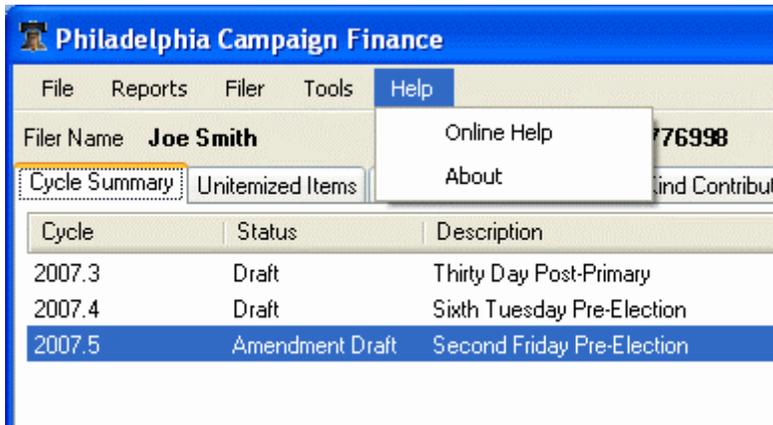
3.3 Main Status and Information Bar

The Main Status and Information Bar displays the context of what is currently shown in the
Main Window. It identifies the Filer Name, Filer ID, Current Cycle, and Year, for which
information is presented in any of the Campaign Finance Tabs.

3.4 Campaign Finance Tabs

This is where all information about a Filer's Campaign Finances is recorded and displayed.
(Details about the Filer itself are maintained in the Filer Profile Window, accessible via
Filer/Filer Profile in the *Main* Menu.)

All information in the Campaign Finance Tabs is presented for the selected Filer, Report Cycle,
and Year that are displayed in the Main Status and Information Bar.

Filer for the Campaign Finance Tabs is selected under *Filer/Select Filer* in the Main Menu

Note that editing and saving a Filer Profile will not change the currently selected Filer for the
Campaign Finance Tabs. See How to View and Record Campaign Finance Information

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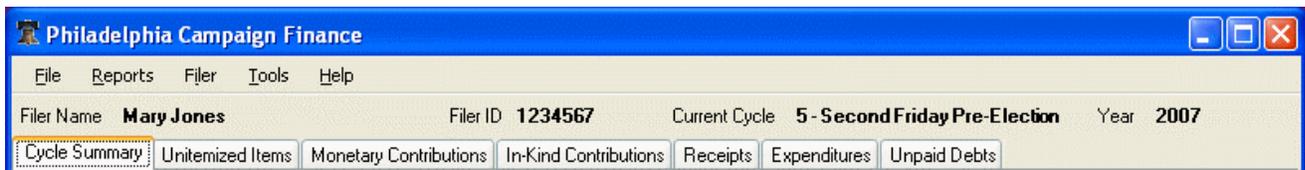
4   How to Set Up and Manage a Filer

A Filer's details are entered and maintained separately from the Filer's financial records. Selecting a Filer for viewing Filer Profile, or editing Filer details, does not change the currently selected Filer for the Main Window.

Filer details, except the Filer ID once it has been validated, can be edited at any time, but must be complete and correct at the time of filing.

You need a Filer ID, issued by Philadelphia Records Department, to enter in the Filer ID field for a Filer. You also need a User ID and Password from Philadelphia Records Department to validate the Filer ID with the Tyler Campaign Finance System. Once the Filer ID has been validated you can file various Campaign Finance Reports for that Filer. You only need to validate Filer ID once for a Filer.

Campaign Finance reporting requirements are based on Report Cycles, for which certain rules and limitations apply. Thus it is important that financial records are allocated to the correct Report Cycle. You must assign a Report Cycle to a Filer in order to enter any financial records for that cycle. There are several Report Cycles in a year.

4.1 Enter Filer Profile Prompt

When there are no active Filer Profiles saved in the application, a dialog prompts you to create a profile. This occurs at the first launch of the application, or any time there are no active Filers in the application.

> ➢ Click **OK** to open the Initial Filer Entry Window.

4.2 Initial Filer Entry Window

The Initial Filer Entry Window appears when there is no active Filer Profile recorded in the application and you have clicked **OK** to create a Filer Profile.

The Filer Profile contains all information about a Filer. When all necessary Filer information has been entered, the Filer Profile has to be saved. You can return to view and edit Filer Profile information at any time, but be sure the information is complete and correct before submitting a Campaign Finance Report or Statement. If any necessary information is missing or has the wrong format, you will be prompted to correct it before the Filer Profile can be saved.

Also, before any Campaign Finance information can be recorded, a Filer must assign Report Cycles for which transactions will be recorded and filed.

Before it is possible to submit a file online, the Filer's ID must be verified with the Tyler Campaign Finance System.

> ➢ Fill out the Filer Profile fields.

> See Filer Details.

Now is a good time to validate the Filer ID with the Tyler Campaign Finance System. No electronic filing to the Tyler Campaign Finance System can be carried out until the Filer ID has been validated. To perform the validation, you need the Filer ID to be filled in, a connection to the Internet, and a User ID and Password for the Tyler Campaign Finance System.

See Validate Filer ID.

> Once you click **Save** (and the necessary fields are entered with their correct formats) you will leave this window, but you can come back to validate Filer ID later.

> ➢ Click **Save** to save the details for the Filer.

> If any of the necessary fields have an incorrect format the application prompts you to make corrections and save again.

> The Report Cycle Window opens automatically on **Save**.

> See Filer Report Cycle Window.

> ➢ Click **Cancel** only if you want to close the Initial Filer Entry window without saving any changes made since last saved.

4.3 Filer Profile Window

The Filer Profile window opens when *Filer/Filer Profile* has been selected in the *Main* Menu. This window allows you to select a Filer from the list, or add a new one, to view and edit Filer Profile information.

If there are no active Filers saved in the application, you will be prompted to create a Filer in the Initial Filer Entry Window instead.

If you would like to access an inactive Filer in a list with no active Filers, you must first enter a new Filer, set it to active, and save it. Then you can open the Filer Profile Window again, which now has an active Filer, and select the wanted inactive Filer.

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> ➢ Find and select Filer in the scrollable list

  See Filer Selection (for Viewing/Editing Filer Details and Cycles)

> ➢ View and edit Filer details

  See Filer Details

4.3.1   Filer Selection (for Viewing/Editing Filer Details and Cycles)

A scrollable list in the Filer Profile and Filer Report Cycle Windows lists all saved Filers, and the Filer Profile details are displayed for the selected Filer.

Note that this selection of Filer is for the purpose of viewing and editing Filer Profile information only and does not change the currently selected Filer for the Main Window, even if a Filer's information should be edited and/or saved in the Filer Profile window.

> ➢ Scroll to find and select Filer

  Filer Details for the selected Filer are displayed.

  See Filer Details

> ➢ To add a new Filer, click **New**.

> ➢ View and enter or edit the Details for the selected Filer.

> ➢ Click **Save** to save the Filer Profile

> ➢ Click **Cancel** to abort your changes.

4.4 Filer Details

The Filer Details contain all information about a Filer - the Filer Profile rather than the financial records. The Initial Filer Entry Window and the Filer Profile have the same Filer details fields.

Be sure to click **Save** to save any changes, although edited Filer Details are saved automatically when you select another filer or when you exit the application.

➢ Fill out the Filer details fields.

Filer Details Field Descriptions

Field	Field Description
Filer ID	The Filer ID submitted by Philadelphia Department of Records at registration. Once the Filer ID has been electronically validated, this field cannot be changed.
Filer Type	Type of Filer: Candidate, Candidate Committee, Lobbyist, Political Committee, Individual, or Nonpolitical Organization
Filer Name	Name of Candidate, Candidate Committee, Lobbyist, Political Committee, Individual, or Nonpolitical Organization
Candidate or Ballot Question	Name of the candidate being supported by the Candidate or Committee, or the Candidate or Ballot Question being influenced by the Individual or Nonpolitical Organization. Fill in even if the Filer is the Candidate. Can be left blank only if Filer is a Lobbyist or Political Committee.
Support / Oppose	For Individual or Nonpolitical Organization, indicates whether filer Supports or Opposes the Candidate or Ballot Question
Office	Office sought by candidate being supported, if Filer is a Candidate or Candidate Committee. Can be left blank only if Filer is a Lobbyist, Political Committee, Individual, or Nonpolitical Organization.
District	District Number of the office the supported Candidate is seeking. Can be left blank if Filer is a Lobbyist or Political Committee, or if Filer is an Individual or Nonpolitical Organization and is supporting or opposing a Ballot Question, rather than a Candidate.
Party	Political party of Candidate being supported.
County	County of residence of supported candidate. Can be left blank if no Candidate is being supported
Telephone	Filer telephone number
Address Line 1	Address Line 1 of Filer
Address Line 2	Address Line 2 of Filer
City	City of Filer. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	State of Filer
Zip	Zip (Plus 4) of Filer
Treasurer Name	Name of Treasurer of Filer
Email Address	For Individual or Nonpolitical Organization, Filer email address (optional)

Field	Field Description
Validation Status	Validation Status is Not Validated until Filer has been successfully validated. Validation is performed over the Internet by clicking on the **Validate Filer ID** button. No online filing can take place until Filer ID has been validated.
Filer Status	Filer Status can be Active or Inactive, although only Active Filers are available for viewing and editing of Campaign Finance Records. Filer Status cannot be changed for the currently selected Filer in the Main Window. Note that if there are no Active Filers at startup, the application opens the Initial Filer Entry window and requires that a new Filer be entered. The existing, passive Filer Profiles are only available after a new and active Filer has been saved.

➢ Click **Validate Filer ID** if Filer ID is entered and Filer Status shows Not Validated.

You need a connection to the Internet and the Filer ID filled in to validate Filer ID. You can come back to validate Filer ID later.

See Validate Filer ID.

➢ Click **Save** to save the details for the Filer.

If any of the necessary fields have incorrect format the application prompts you to correct them and save again.

The Report Cycle Window will open automatically on **Save** if there are no Report Cycles assigned yet for the filer.

See Filer Report Cycle Window.

➢ Click **Cancel** to revert to the last saved Details of the selected Filer.

4.5 Validate Filer ID

No online filing can take place until the Filer ID has been validated with the Tyler Campaign Finance System.

Filer ID validation requires Username and Password and an Internet connection. If you have not obtained Username and Password at this point, please visit the Philadelphia Records Department website at www.phila.gov/Records.

Validation only needs to be performed once for a Filer. If the Validation Status field of the Filer Profile shows Validated, the filer ID has already been successfully validated.

➢ Click **Validate Filer ID**

The Authentication Required Dialog opens.

See Authentication Required Dialog

4.5.1 Authentication Required Dialog

The Authentication Required dialog appears in two situations:

• **Validate Filer ID** in the Filer Profile Window has been clicked to validate a Filer's Filer ID

• **File Report, File Statement,** or **File 24 Hour Report** in the Cycle Summary Tab has been clicked to file a Report or a Statement
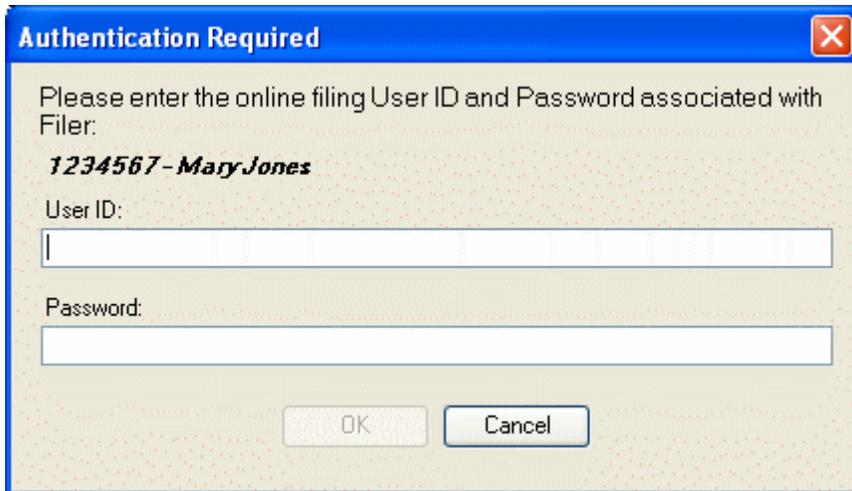
> ➢ Type Username and Password for the Filer, as supplied by the Philadelphia Department
>   of Records.
>
>   Internet connection is required. Passwords may be case sensitive.
>
> ➢ Click **OK**.
>
>   Filer ID will be verified with User Name and Password against the Tyler Campaign
>   Finance System.
>
>   After the Filer ID has been verified the Validation Status field of the Filer Profile
>   window will be set to Validated.
>
>   If Authentication is being done as part of the Filing process, the corresponding Filing
>   Progress Window opens, and the process is initiated as described in that section: See
>   Submit a File Online to the City of Philadelphia
>
> ➢ Click **Cancel** to return to the previous window and cancel Filer ID Validation or Filing.

4.6 Assign Report Cycle Prompt

The Assign Report Cycle Prompt appears when a Filer Profile is saved and there are no Report
Cycles assigned for the Filer.
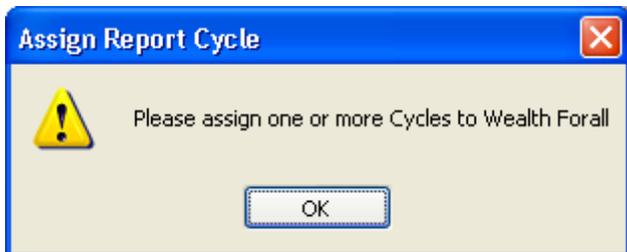
> ➢ Click **OK** to open the File Report Cycle Window.

4.7 Filer Report Cycle Window

The Filer Report Cycle Window for the currently selected Filer is opened with *Filer/Report
Cycles* in the *Main* Menu.

The Report Cycle Window also opens with the **Save** button in the Filer Profile window if the selected Filer has no Report Cycles assigned yet.

A campaign period is divided into cycles, for which certain rules and limitations apply. It is important that each financial record is allocated to the correct Report Cycle for the Filer. Report cycles must be assigned to a Filer before any transactions can be recorded.

Cycles that are checked in the Report Cycle Window and then saved will be available for recording financial transactions and filing. Cycles are displayed by year; you can view and check the cycles for another year by selecting the year in the Filer Report Cycle Window.

You cannot uncheck Cycles for which Financial records already exist for the Filer.

Only active Filers can be viewed and/or selected in this window.

> ➢ Select the Filer to whom you want to assign cycles.
>
>   See Filer Selection (for Viewing/Editing Filer Details and Cycles).
>
> ➢ Select the desired Cycle Year to display the available Report Cycles for that year.
>
> ➢ Check the Report Cycles you would like to assign to the Filer for the selected Year.
>
> ➢ You can override the Start Date for a cycle by clicking on that date in the Override Start Date column.

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Note: 24-Hour Cycles will be displayed as a reference, but are not available for selection or Start Date override.

If you need to assign cycles from more than one year, select one Cycle Year at a time and check the relevant cycles.

> Click **Save** to assign all checked Report Cycles to the Filer. Cycles checked from all years are saved.

  You will return to the Main Window and the assigned Cycles will be listed for the Filer (if that Filer is the currently selected Filer).

> Click **Cancel** to return to the Main Window without any changes to the Cycle assignments for the Filer.

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5   How to View and Record Campaign Finance Information

All Campaign Finance records for a Filer are entered, edited, aggregated, viewed, and filed in the Campaign Finance Tabs in the Main Window. There are seven Campaign Finance Tabs.

Note that some tabs will not show under certain conditions. For example, only the Cycle Summary Tab shows if the "Statement" checkbox is checked, and only the Cycle Summary and Expenditures tabs display if the Filer Type is Individual or Nonpolitical Organization.

The **Cycle Summary Tab** is the default tab in the Main Window. Its three main functions allow you to:

• Select and set Report Cycle for **all** Campaign Finance Tabs for the selected Filer (see Cycle Summary Tab)

• View Summary (aggregated) Campaign Finance information for the current cycle (see Cycle Summary Tab)

• File a Report or Statement online (See Submit a File Online to City of Philadelphia)

The **Unitemized Items Tab** is used to enter the summary of contributions and receipts of $50 or less per contributor during a cycle, since these need not be recorded as separate transactions.

Then there are five Transaction Tabs for recording itemized financial transactions:

• **Monetary Contributions Tab**

• **In-Kind Contributions Tab**

• **Receipts Tab**

• **Expenditures Tab**

• **Unpaid Debts Tab**

The five Transaction Tabs operate similarly: records are listed in a selectable scrollable list; details for the selected records are presented below the list and the details fields can be edited; records can be deleted and new records can be added. Furthermore, they share a list (database) of Contributors, Payers, Receivers, and Creditors that builds up as new entries are added so that their details do not have to be re-entered each time and, more importantly, so that the application recognizes them as the same entity for aggregation purposes.

5.1 How to Select a Filer for all Campaign Finance Tabs

In order to view and edit a Filer's Campaign Finance records, that Filer has to be selected. Filer is selected under *Filer/Select Filer* in the *Main* Menu.

5.1.1 Filer Selection Dialog

The Filer Selection dialog is displayed when you select *Filer /Select Filer* in the *Main* Menu. It is also displayed at start up of the application, provided there is more than one active Filer saved.

Note that only active Filers can be selected for the Campaign Finance Tabs. If there are no active Filers you will be prompted to enter a Filer instead (see Enter Filer Profile Prompt). If there is only one active Filer, the Main Window will be opened directly with that Filer automatically selected.

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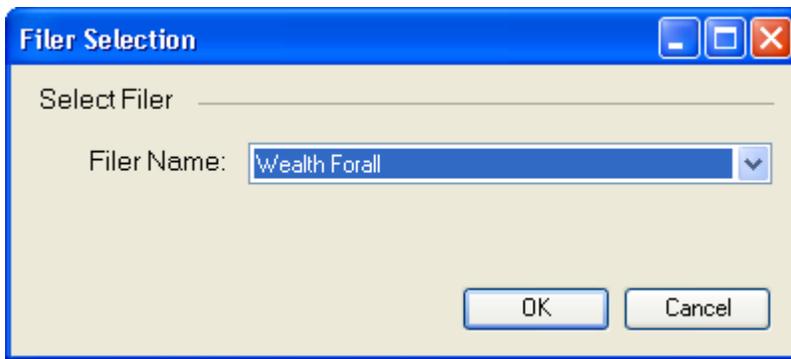
> ➢ Scroll and click to select Filer Name.

> ➢ Click **OK** to select the Filer as the current Filer for the Campaign Finance tabs in the Main Window.

>   If the Filer does not have Report Cycles assigned at this point, the Report Cycle Selection window for that Filer will open. See Filer Report Cycle Window.

> ➢ Click **Cancel** to return to the Main Window without changing or selecting Filer

5.2 How to Set Report Cycle for all Campaign Finance Tabs

See Cycle Summary Tab.

5.3 How to Record Transactions and Unpaid Debts

The mechanism of recording transactions and unpaid debts is similar between the Monetary Contributions, In-Kind Contributions, Receipts, Expenditures, and Unpaid Debts tabs. They hold records that not only have many fields in common, but also have fields that share information.

Special attention is needed when entering a Contributor, Payer, Receiver, or Creditor, i.e. the reference to the person or organization for a record. For every new record, you must verify whether the person or organization has been entered before; if so, it must be selected from the list of saved persons and organizations. This is to make it possible to aggregate contributions from the same person or organization, as well as distinguish between persons or organizations with the same name.

See How to Enter and Maintain Contributors, Payers, Receivers, and Creditors.

The Transaction Tabs all display their saved records in a scrollable list with controls below to skip between records, add records, or delete records. The details of the selected record are displayed in the lower part of the tab.

Note that you cannot copy or duplicate a record. If you edit a record, you will change that record as well as the details of the Contributor, Payer, Receiver, or Creditor (for this and subsequent records).

WARNING! The master file containing the details for Contributors, Payers, Receivers, and Creditors is always updated when a transaction is saved. Take care when working on previous transactions that may contain older details for a Contributor, Payer, Receiver, or Creditor that has since been updated. If you save the transaction containing the older information, the details in the master file will revert back to that older information.

Here is an example:

> ➢ There is a transaction for a contributor in January. His address is 123 Main Street.

> ➢ In June, there is another transaction for that same contributor, but you note that he has moved to 987 Elm Ave. When entering the June transaction, you update the details to reflect the address change. When the transaction is saved, the master file is automatically updated to the new address.

> ➢ Later, you go back to the January transaction. When that transaction is saved, the address in the master file is 'updated' to revert back to 123 Main Street. (This was the last value saved.) This means that the next time you use that Contributor, the address will need to be corrected to reflect the new address.

5.3.1   Select an Existing Record

All saved records are listed in the scrollable area in the order they were created, with the newest on top.

There are several ways to move between records: using the scroll bar, the up and down arrows (when no field is selected), or clicking the arrows in the navigator.

> ➢ To view details of a record, select the record in the scrollable list.

> Details of the selected record are displayed.

> ➢ Scroll and Click to select a record.

> Details for the record are displayed.

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5.3.2   Add a New Record

➢ Click
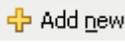
   A new, empty record is added to the list. Note: if you have only one transaction to enter,
   you may enter the details without clicking on the "Add New" button and the new record
   will be created as soon as you begin typing.

➢ Enter details in the fields and click Save.

   See the respective tab's field descriptions.

5.3.3   Delete a Record

➢ Select the record to be deleted

➢ Click

   The selected record is deleted.

5.3.4   Enter, Edit and Save Record Details

➢ To edit a field, Click in the field or move to the field with the Tab key and start editing.

➢ When you are ready for the next field, click in it or move to it with the tab key.

   The application performs checks on the formats and values of your entries when you
   leave a field and when you leave or save the record. Fields with an exclamation sign
   require your attention before you can move on:

     Indicates an error that must be corrected before the record can be saved.

     Indicates a warning that the value is not compliant with the rules for that field.

➢ Click **Cancel** to undo changes since last saved.

➢ Click **Save** to save the current record and fields.

You are also prompted to save your changes when you leave the tab or exit the application.

See the respective tab's field descriptions for information about the fields.

5.4   How to Enter and Maintain Contributors, Payers, Receivers, and Creditors

Since a Contributor, Payer, Receiver or Creditor may appear in more than one record, and there
are certain regulations about the *aggregated* value of transactions from the same source, there
must be a mechanism in place to distinguish one person or organization (Contributor, Payer
Receiver, or Creditor) from another. You do not want aggregation of records from two different
persons or organizations as one, nor miss aggregation of two records from the same person or
organization.

To address this issue, when a person or organization appears for the first time, the Smart Client
saves it as a unique entity, so it can be retrieved later for use in subsequent records with the
same person or organization. This is how it works:

• When you enter a person's or organization's name in a record **for the first time, you must
   type the whole name** without making a selection from the list of previously entered
   Entities. Do not use the Binoculars button.

- When you enter a person's or organization's name in a record **every subsequent time, you must select it from previously entered entities.** You must click on the **Binoculars** button, type part of the entity's name in the "Name" field, and select the name from the list of previously entered Entities.

Once you have selected a person or organization from the Entities list, its details are filled in automatically. If you change any of the information at this point, e.g. change the spelling of the name or change the address, the changes for that Entity (person or organization) will be replaced in all instances in which that Entity appears.

If you want to select another person or organization, e.g. if you selected the wrong contributor in the first place, you must use the **Binoculars** button again and select another Entity.

Make it a habit to include all parts of the name in the Full Name Field – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This helps distinguish that person or organization in the list.

5.4.1 Add a New Person or Organization in a New Record

To add a Contributor, Payer, Receiver, or Creditor, the Full Name field must be entered completely in a new transaction.

➢ Open a new record with ➕ Add new
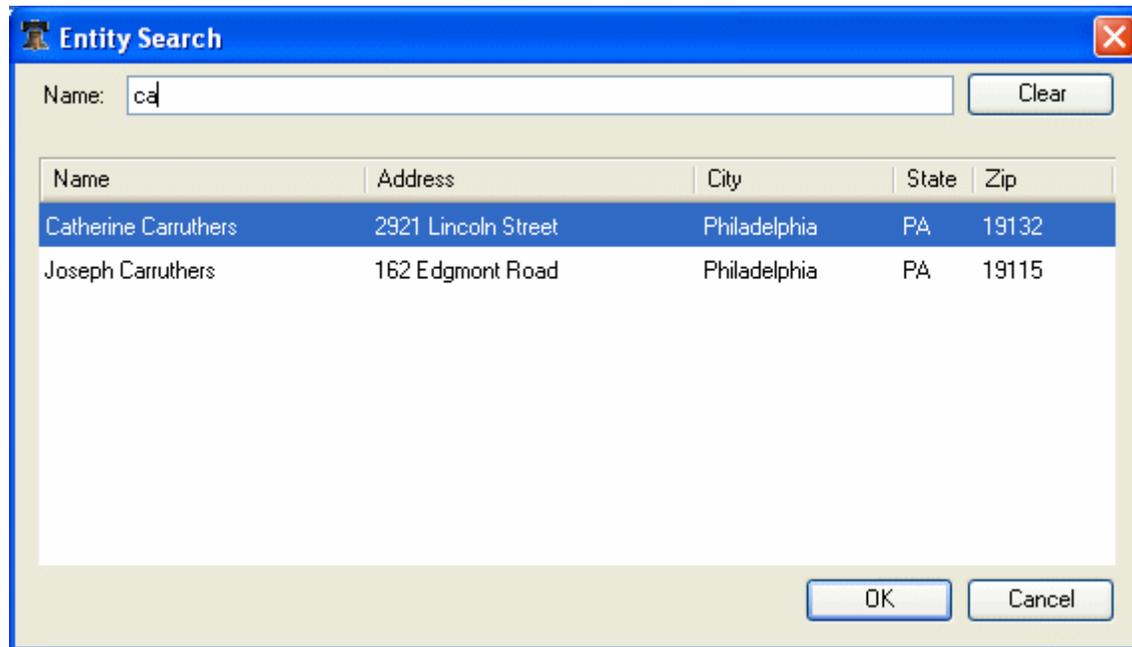
➢ Click in the Full Name field and type in the name in its entirety.

5.4.2 Select a Previously Entered Person or Organization in a New Record

To select a person or organization for which records have been saved previously, click the **Binoculars** button. Find and **select the person or organization in the Entity list**.

Full Name of Contributor

> ➢ Click on the **Binoculars** button.

   The Entity Search window appears.

> ➢ Start typing the name of the person or organization in the Name field.

   All persons and organizations whose name contains what is typed so far are listed.

> ➢ Click on the name and then click **OK** to select that person or organization.

After a person or organization has been selected, its details are displayed in the fields for that record. Double check all details to confirm that you got the right person or organization.

If you picked the wrong person or organization, repeat the process. Make sure again that you select a person or organization from the Entity list. If you instead edit the Name field, you will be changing the name of the currently selected person or organization.

Once you have selected a person or organization from the scroll down list, or saved the record, you cannot go back and enter a new person or organization for that record. To do that, you will have to delete the record and add a new one.

5.4.3   Edit the Name of a Person or Organization in a Saved Record

You can edit the Full Name of a person or organization once the record has been saved or selected from the Entity list, by editing the Full Name field. At next **Save** you will be changing the name of the person or organization – **for this and subsequent records**.

WARNING! The master file containing the details for Contributors, Payers, Receivers, and Creditors is always updated when a transaction is saved. Take care when working on previous transactions that may contain older details for a Contributor, Payer, Receiver, or Creditor that has since been updated. If you save the transaction containing the older information, the details in the master file will revert back to that older information. See example in section entitled How to Record Transactions and Unpaid Debts.

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5.4.4   Delete a Person or Organization

A person or organization cannot be deleted from the application. You can delete all records with that person or organization, but it will remain in the Entity list.

5.5 Shortcut Keys

There are shortcut keys for several menu options and buttons, indicated by an underlined letter within the application.

➢ To use a shortcut key, hold the Alt key down and press the key of the underlined letter. In the example below, you can access any of the drop-down menus by holding down the Alt key and pressing the underlined letter – so to access the File menu, you would hold down the Alt key and press the F key.

Other very useful shortcuts are:

➢ Use Tab key to move between fields.

➢ Press Alt + N, (or the Enter key) to save the current record and open a new record.

➢ Press Alt + S, to save the current record.

➢ Press Alt + D, to delete the current record.

➢ Press Spacebar (or Enter) when focus is on the **Binoculars** button to open the list of Entities (this is an alternative for clicking the **Binoculars** button).

➢ Press Up or Down Arrow in a list box to scroll through the values.

5.6 Cycle Summary Tab

The Cycle Summary Tab is the default tab in the Main Window. Its three main functions allow you to:

•   Select and set Report Cycle for all Campaign Finance Tabs

•   View Summary (aggregated) Campaign Finance information for the current cycle

•   File a Report or Statement online (see Submit a File Online to the City of Philadelphia)

5.6.1   Cycle Selection Area

The assigned Report Cycles for the selected Filer are listed in the Cycle Selection Area. The currently selected Cycle is marked. (Report Cycles for a Filer are assigned in *Filer/Report Cycles*. See Filer Report Cycle Window)

➢ Scroll and Click to select a Report Cycle.

Report Cycle is selected for all Campaign Finance Tabs.

The Main Status and Information Bar always displays the selected cycle as well as Filer.

Cycle Selection Column Descriptions

Cycle	Year and number of the cycle
Status	Filing status for the cycle: Filed, Draft, Amendment, or Amendment Draft
Description	Description of the cycle
Start Date	Start date of the cycle
End Date	End date of the cycle
Due Date	Date by which the file must be submitted

5.6.2   Filing Mode Check boxes

There are four check boxes in the Cycle Summary tab, in the middle of the screen.

- "Filed" check box
  Check this box if you have already filed a report or statement for this cycle. This box will automatically be checked when you successfully file electronically.

- "Amendment" check box
  If this filing is an Amendment to a previously filed report or statement, check this box. Checking this box automatically unchecks the "Filed" box.

- "Termination" check box
  This box should only be checked if the Filer has no cash balance, no unpaid debts or obligations, and wishes to cease operation. Contributing lobbyists may file a termination report if they do not anticipate making further contributions to influence the outcome of a candidate's election.

  It is still possible to file amendments after a termination has been filed.

- "Statement" check box
  Check this box if you intend to file a Campaign Finance Statement rather than a Report. It is sufficient to file a Statement if the aggregate receipts, expenditures, or liabilities each do not exceed $250 during the reporting period.

  When the "Statement" checkbox is checked, the displayed Campaign Finance Report Information is replaced with Campaign Finance Statement Information on the Cycle Summary tab, and all the other tabs will become hidden. In addition, the button on the lower left-hand corner will change from "File Report" to "File Statement." See Campaign Finance Statement Area.

Note: "Termination" and "Statement" checkboxes are not applicable for Individual or Nonpolitical Organization Filer Types.

5.6.3   Campaign Finance Report Information Area

The Campaign Finance Report Information Area is displayed for all Filer Types except Individuals and Nonpolitical Organizations when the "Statement" Checkbox is unchecked. It shows summary Campaign Finance information for the current cycle.

To file a report online, see Submit a File Online to the City of Philadelphia.

Use the Section Completed checkboxes in the Cycle Summary tab to confirm to yourself that a section is completed. The checkboxes are merely for your use: you can file a report regardless of the checkboxes.

Campaign Finance Report Information Row Descriptions

Row	Description
Beginning Cash Balance	Enter the cash balance at the beginning of the current cycle. This is the only field on the Cycle Summary tab that requires user entry. All other dollar amounts will be totaled from entries on other tabs.
Unitemized Cash Contributions	Displays the total amount of Unitemized Cash contributions from the Unitemized Items Tab for the cycle
Unitemized In-Kind Contributions	Displays the total amount of Unitemized In-Kind contributions from the Unitemized Items Tab
Itemized Monetary Contributions	Displays the total amount and number of transactions of Itemized Monetary contributions from the Monetary contributions Tab for the cycle
Itemized In-Kind Contributions	Displays the total amount and number of transactions of Itemized In-kind contributions for the cycle
Receipts	Displays the total amount and number of transactions of Receipts for the cycle
Expenditures	Displays the total amount and number of transactions of Expenses for the cycle
Unpaid Debts	Displays the total amount and number of Unpaid Debts for the cycle
Ending Cash Balance	Displays the balance of funds that remain at the end of the Cycle and the total number of transactions for the cycle

5.6.4   Campaign Finance Statement Area

The Campaign Finance Statement Area is displayed when the "Statement" checkbox is checked.

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It is sufficient to file a Statement if the aggregate receipts, expenditures, or liabilities each did not exceed $250 during the reporting period.

Campaign Finance Statement Information Row Descriptions

Row	Description
Cash Balance at End of Reporting Period	Enter the cash balance at the end of the cycle.
Total Amount of Filer's Outstanding Debts or Liabilities at the End of Reporting Period	Enter the Filer's debt or liability amount for the reporting period.

5.6.5 Independent Expenditure Report Information Area

The Independent Expenditure Report Information Area is displayed when Filer Type is Individual or Nonpolitical Organization.

Independent Expenditure Report Information Row Descriptions

Row	Description
Expenditures	Displays the total amount and number of transactions of Expenses for the cycle

5.6.6   File a Report or Statement Online

See Submit a File Online to the City of Philadelphia

5.7 Unitemized Items Tab

Note: This Tab is not available for Individual or Nonpolitical Organization Filer Types.

Unitemized Contributions and Receipts represents the total amount of contributions and receipts of $50.00 or less in the aggregate *per contributor* received during the reporting period.

> ➢ Fill in the total amount of Unitemized Cash Contributions

> ➢ Fill in the total amount of Unitemized In-Kind Contributions

> ➢ Click "Save"

The amounts will be carried over to the Cycle Summary Tab.

Unitemized Items Field Descriptions

Row	Description
Unitemized Cash Contributions	Enter the total of cash contributions of $50.01 or less not entered as detailed items.
Unitemized In-Kind Contributions	Enter the total of in-kind contributions of $50.01 or less not entered as detailed items.

5.8 Monetary Contributions Tab

Note: This Tab is not available for Individual or Nonpolitical Organization Filer Types.

This tab allows you to enter and/or edit Monetary Contribution records.

> ➢ Click [Add new] to add a new record, or select a record in the scrollable list to edit.

See How to Record Transactions and Unpaid Debts.

5.8.1 Monetary Contributions Tab Field Descriptions

Field	Field Description
Monetary Contribution Total	Total amount of Monetary Contributions in the cycle
Total Number of Entries	Total number of Monetary Contribution entries in the cycle
Number of Records	Sequential number assigned to the record.
Contributor Type	Type of contributor (i.e., Individual, Company, etc.)
Full Name of Contributor	Enter the full name of the Contributor. Include all parts of the name – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This will help distinguish that person or organization in the Entities-list. **To add a person or organization to the Entities list, type the whole name of the person or organization, without using the Binoculars button. To select a person or organization that has been entered previously, select an existing person or organization from the Entities list, using the Binoculars button and then typing the first few letters of the entity's name.** If you select a contributor from the Entity list, the remaining fields about the person or organization are automatically populated with the last saved information for that person or organization.
Date	Enter the contribution Date
Description	Enter a Description of the contribution
Amount	Enter the amount of the contribution
Address (Line 1)	Enter the first line of the contributor's address.
Address (Line 2)	Enter the second line of the contributor address
City	Enter the City of the Contributor. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the State of the Contributor

Field	Field Description
Zip (Plus 4)	Enter the 5 or 9 digit zip code of the Contributor
Employer	Enter the employer's name of the Contributor - required for individuals who have contributed more than $250 during the reporting cycle.
Occupation	Enter the contributor's occupation, if Employer required
Employer Address (Line 1)	Enter the Employer's first address line, if needed
Employer Address (Line 2)	Enter the Employer's second address line, if Employer required
City	Enter the Employer's city, if Employer required. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the Employer's state, if Employer required
Zip (Plus 4)	Enter the Employer's 5 or 9 digit zip code, if Employer required

5.9 In-Kind Contributions Tab

Note: This Tab is not available for Individual or Nonpolitical Organization Filer Types.

This tab allows you to enter and/or edit In-Kind Contribution records.

➢   Click **➕ Add new** to add a new record or select a record in the scrollable list to edit.

See How to Record Transactions and Unpaid Debts.

5.9.1   In-Kind Contributions Tab Field Descriptions

Field	Field Description
In-Kind Contribution Total	Total amount of In-Kind Contributions in the cycle
Total Number of Entries	Total number of In-Kind Contribution entries in the cycle
Number of Records	Sequential number assigned to the record.

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Field	Field Description
Contributor Type	Type of contributor (i.e., Individual, Company, etc.)
Full Name of Contributor	Enter the full name of the Contributor. Include all parts of the name – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This will help distinguish that person or organization in the Full Name dropdown-list. **To add a person or organization to the Entities list, type the whole name of the person or organization, without using the Binoculars button.** **To select a person or organization that has been entered previously, select an existing person or organization from the Entities list, using the Binoculars button and then typing the first few letters of the entity's name.** If you select a contributor from the Entities list, the remaining fields about the person or organization are automatically populated with the last saved information about that person or organization.
Date	Enter the contribution Date
Description	Enter a Description of the contribution
Amount	Enter the amount of the contribution
Address (Line 1)	Enter the first line of the contributor's address.
Address (Line 2)	Enter the second line of the contributor address
City	Enter the City of the Contributor. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the State of the Contributor
Zip (Plus 4)	Enter the 5 or 9 digit zip code of the Contributor
Employer	Enter the employer's name of the Contributor - required for individuals who have contributed more than $250 during the reporting cycle.
Occupation	Enter the contributor's occupation, if Employer required
Employer Address (Line 1)	Enter the Employer's first address line, if needed
Employer Address (Line 2)	Enter the Employer's second address line, if Employer required
City	Enter the Employer's city, if Employer required. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the Employer's state, if Employer required
Zip (Plus 4)	Enter the Employer's 5 or 9 digit zip code, if Employer required

5.10 Receipts Tab

Note: This Tab is not available for Individual or Nonpolitical Organization Filer Types.

This tab allows you to enter and/or edit Receipt records.

> ➢ Click ![Add new] to add a new record or select a record in the scrollable list to edit.

See [How to Record Transactions and Unpaid Debts](#).

5.10.1 Receipts Summary Field Descriptions

Field	Field Description
Receipts Total	Total amount of Receipts in the cycle
Total Number of Entries	Total number of Receipt records in the cycle
Number of Records	Sequential number assigned to the record.
Contributor Type	Type of Payor (i.e., Individual, Company, etc.)
Full Name of Payer	Enter the full name of the Payor. Include all parts of the name – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This will help distinguish that person or organization in the Full Name dropdown-list. **To add a person or organization to the Entities list, type the whole name of the person or organization, without using the Binoculars button. To select a person or organization that has been entered previously, select an existing person or organization from the Entities list, using the Binoculars button and then typing the first few letters of the entity's name.** If you select a Payor from the Entities list, the remaining fields about the person or organization are automatically populated with the last saved information about that person or organization.
Date	Enter the Receipt Date
Description	Enter a Description of the Receipt
Amount	Enter the amount of the Receipt
Address (Line 1)	Enter the first line of the Payor's address.
Address (Line 2)	Enter the second line of the Payor's address
City	Enter the City of the Payor. Shortcut: Enter "P" or "p" and exit the field to set City

Field	Field Description
	to "Philadelphia".
State	Select the State of the Payor
Zip (Plus 4)	Enter the 5 or 9 digit zip code of the Payor

5.11 Expenditures Tab

This tab allows you to enter and/or edit Expenditure records. This tab is available for all Filer types.

> ➢ Click ⊹ Add new to add a new record or select a record in the scrollable list to edit.

See How to Record Transactions and Unpaid Debts.

5.11.1 Expenditure Summary Field Descriptions

Field	Field Description
Expenditures Total	Total amount of Expenditures in the cycle
Total Number of Entries	Total number of Expenditure records in the cycle
Number of Records	Sequential number assigned to the record.
Payee Type	Type of Payee (i.e., Individual, Company, etc.)
Full Name of Payee	Enter the full name of the Payee. Include all parts of the name – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This will help distinguish that person or organization in the Full Name dropdown-list. **To add a person or organization to the Entities list, type the whole name of the person or organization, without using the Binoculars button.** **To select a person or organization that has been entered previously, select**

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Field	Field Description
	an existing person or organization from the Entities list, using the Binoculars button and then typing the first few letters of the entity's name. If you select a Payee from the Entities list, the remaining fields about the person or organization are automatically populated with the last saved information about that person or organization.
Date	Enter the Expenditure Date
Description	Enter a Description of the Expenditure
Amount	Enter the amount of the Expenditure
Address (Line 1)	Enter the first line of the Payee's address.
Address (Line 2)	Enter the second line of the Payee's address
City	Enter the City of the Payee. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the State of the Payee
Zip (Plus 4)	Enter the 5 or 9 digit zip code of the Payee

5.12 Unpaid Debts Tab

Note: This Tab is not available for Individual or Nonpolitical Organization Filer Types.

This tab allows you to enter and/or edit Unpaid Debt records.

> ➢ Click [Add new] to add a new record or select a record in the scrollable list to edit.

See How to Record Transactions and Unpaid Debts.

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5.12.1 Unpaid Debts Field Descriptions

Field	Field Description
Unpaid Debts Total	Total amount of Unpaid Debts in the cycle
Total Number of Entries	Total number of Unpaid Debt records in the cycle
Number of Records	Sequential number assigned to the record.
Creditor Type	Type of Creditor (i.e., Individual, Company, etc.)
Full Name of Creditor	Enter the full name of the Creditor. Include all parts of the name – first, middle, and last names, as well as any "suffixes" such as Jr, Sr, Esq. This will help distinguish that person or organization in the Full Name dropdown-list. **To add a person or organization to the Entities list, type the whole name of the person or organization, without using the Binoculars button.** **To select a person or organization that has been entered previously, select an existing person or organization from the Entities list, using the Binoculars button and then typing the first few letters of the entity's name.** If you select a Creditor from the Entities list, the remaining fields about the person or organization are automatically populated with the last saved information about that person or organization.
Origination Date	Enter the Date the loan was originally taken.
Description of Debt	Enter a Description of the Debt
Amount	Enter the remaining balance of the Debt
Address (Line 1)	Enter the first line of the Creditor's address.
Address (Line 2)	Enter the second line of the Creditor's address
City	Enter the City of the Creditor. Shortcut: Enter "P" or "p" and exit the field to set City to "Philadelphia".
State	Select the State of the Creditor
Zip (Plus 4)	Enter the 5 or 9 digit zip code of the Creditor

6   How to Generate and File Reports and Statements

The aggregated summary information for the currently selected Filer and Filer Cycle is always available in the Cycle Summary tab.

Use the Completed checkboxes in the Cycle Summary tab to confirm to yourself that all tabs have been completed. The checkboxes are merely for your use; you can file a report regardless of the checkboxes.

File online with City of Philadelphia from the Cycle Summary Tab. To be able to file online, the Filer needs to be registered with Philadelphia Records Department and have received a Filer ID, Username, and Password, and the Filer ID needs to have been validated in the Filer Profile window.

You can also export the records to a folder or a CD, formatted to Pennsylvania Department of State's filing specifications (August 31, 1999), as well as print various Campaign Reports, Forms, and Statements. Note: if you submit your filing by exporting the files, you should manually check the Filed box in the Cycle Summary tab after you've filed, so the filing status displays accurately.

You can continue to add or change records for a cycle even after you have submitted a file, but you will then have to remember to file an amended report.

6.1 Submit a File Online to the City of Philadelphia

Online filing with the City of Philadelphia is available in the Cycle Summary Tab. Refer to Cycle Summary Tab for all other use of the Cycle Summary Tab. Note that there is a checkbox that has to be checked if you want to file a Statement rather than a Report.

➢ When you are ready to file, click the appropriate **File** button in the lower left-hand corner of the Cycle Summary tab. The **File Report** button will file either the Campaign Finance Report or the Independent Expenditure Report, depending on Filer type. The **File Statement** button is used to file the Campaign Finance Statement. The **File 24 Hour Report** button is used to file the Late Contributions or Late Expenditures Report, depending on Filer type.

➢ If you attempt to file a report for a Cycle for which your filing status is currently set to "Filed," you will see the Cycle Status Warning window, displaying an alert:
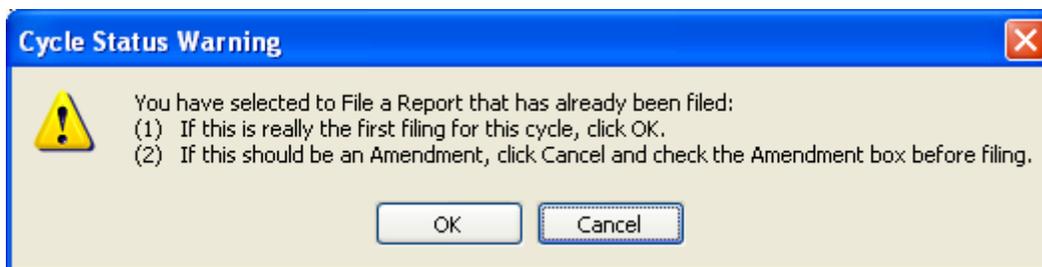
You must respond to this warning before you can proceed with the filing.

➢ After you click the appropriate filing button, the Authentication Required Dialog will appear, requesting your username and password.

See Authentication Required Dialog.

➢ In certain cases, additional information prompts will appear. Respond to the information prompts as follows:

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If the Filer Type is Nonpolitical Organization, you will be prompted for the full name of the person filing.

For the 24-Hour Report, you will be prompted to enter the Contribution/Expenditure Date.

➢ If you are filing a Campaign Finance Report or a 24 Hour Report, you will be prompted to select a location in which to save a copy of the report. You may accept the default location provided, by clicking the **OK** button in the popup window:

After successful authentication the following will happen:

- Five text files (filer.txt, contrib.txt, receipt.txt, debt.txt, and expense.txt, all formatted to follow the State of Pennsylvania's filing specification) are generated and temporarily saved to your Report Filing Folder.

- A zip file containing the five text files is generated and transferred to the Tyler Campaign Finance System.

- If the submission is successful, the Tyler Campaign Finance System returns a Tyler Report ID that is displayed.

- The text files and the zip file are moved and saved permanently in your Report Filing Folder

For the full path to local directories, see Default Directories for Data Files and Back up.

6.2 Export of Text Files

You can generate text files that follow the State of Pennsylvania's filing specification (August 31, 1999, see www.dos.state.pa.us) and export to a folder or a CD, based on the current Campaign Finance data, Filer and Cycle.

These are the same file types that are generated when you file online, which can be found in your Report Filing Folder (see Default Directories for Data Files and Back up). Therefore, you do not need to export new files if you want to copy the submitted files and be certain that they contain the same data that you filed online. Note: if Filer Type is Individual or Nonpolitical Organization, the export will be of the "Independent Expenditures" format.

In addition to the standard Export option, a 24 Hour Export option may be available to export the 24 hour "late" data for the selected Year/Cycle filing. This option is only available for Candidates, Candidate Committees, Individuals or Non-Political Organizations. It is not available for Lobbyists or Political Committees. Also, the selected cycle must be associated with one of the 24 hour cycles (cycle type 2) of the same year.

➢ Select either *File/Export* or *File/24 Hour Export* in the *Main* Menu to export the current data for the selected Filer and Cycle.

➢ Respond to the information prompts as follows:

If the Filer Type is a Nonpolitical Organization, you will also be prompted for the full name of the person filing.

For the 24-Hour Report, you will be prompted to enter the Contribution/Expenditure Date.

After all responses are completed, the File Export Dialog appears. See File Export Dialog.

6.2.1   File Export Dialog

The File Export Dialog appears when either *File/Export* or *File/24 Hour Export* in the *Main* Menu has been selected.

➢ Select the directory where you wish to save the exported files.

➢ Click **OK**.

Text files formatted to follow the State of Pennsylvania's filing specification are generated and saved to the selected directory.

➢ Click **Cancel** to close the dialog box without exporting files and return to the main window.

6.3 Print Campaign Reports, Forms, or Statements

You can print various Campaign Reports, Forms and Statements at any time for the current Filer and Cycle by using the *Reports Menu*. You will have the opportunity to preview the report before you decide to print it.

The reports available include the following:

- Campaign Finance Report (formatted to Form DSEB-502 (7-99))

- Campaign Finance Statement (formatted to DSEB-503 (12-99))

- 24 Hour Report (Late Contributions and Expenditures)

- Independent Expenditure Report (formatted to DSEB-505 (9-03))

- Affidavit Form

- Transaction Report

Note: report availability will vary based on currently selected Filer Type and Cycle. For example, the Campaign Finance Statement or Report is not available for Individuals or Nonpolitical Organizations. For the 24 Hour Report, the selected cycle must be associated with one of the 24 hour cycles of the same year.

6.3.1 Reports Menu

The *Reports Menu* gives access to print various Reports, Forms or Statements.
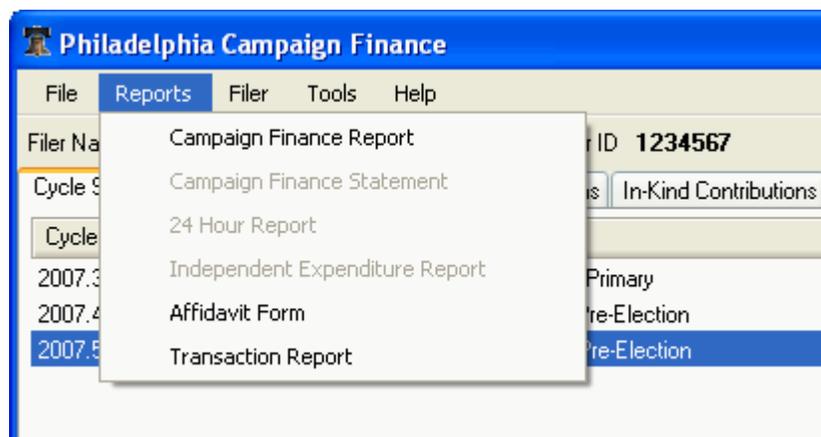
➢ Select desired report.

➢ Respond to prompted information, according to report selected.

If the Filer Type is a Nonpolitical Organization, you will also be prompted for the full name of the person filing.

For the 24 Hour Report prompts, see 24 Hour Report Dialog

For the Transaction Report prompts, see Transaction Report Dialog

After all responses have been completed, a preview of the report is displayed.

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> ➢ Click the **Print Report** icon at top of preview screen to print on your default printer, or click the **Export Report** icon to save the report in one of the available formats (e.g., pdf).

6.3.2 24 Hour Report Dialog

When you select the option to run the 24 Hour Report from the Reports Menu, the 24 Hour Report Dialog displays, prompting you to enter the following information:

- Contribution/Expenditure Date

- Name of Person submitting report

- Contact phone number (optional)

- Email address (optional)

Note: Submitter name, phone and email will be remembered when running this report again for the same Filer.

After the requested information is completed, a preview of the report displays.

> ➢ Click the **Print Report** icon at the top of the preview screen to print on your default printer, or click the **Export Report** icon to save the report in one of the available formats (e.g., pdf).

6.3.3 Transaction Report Dialog

When you select the option to run the Transaction Report from the Reports Menu, the Transaction Report Dialog displays, prompting you to enter the following parameters:

- Transaction Type(s)
- Transaction Date Range

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- Option to select All Entities, One Entity or Entity(ies) containing letters entered in box

After the requested information is completed, a preview of the report displays.

➢ Click the **Print Report** icon at the top of the preview screen to print on your default printer, or click the **Export Report** icon to save the report in one of the available formats (e.g., pdf).

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7   Miscellaneous Instructions

This chapter has information about import of text files, default directories, multi-user aspects, and upgrading.

7.1 Import of Campaign Finance Records from files

You can import transactions for a Filer, Cycle and year from files that comply with the State of Pennsylvania's filing specification (August 31, 1999) with the following names: filer.txt, contrib.txt, receipt.txt, debt.txt, and expense.txt.

The Filer must first exist in the application (Filer Profile created) and be selected for the Main Window. Only files that contain records that match the currently selected Filer ID, Cycle, and Year are available for selection to be imported. The Import option is not available for Individual or Nonpolitical Organization filer types.

The Import Process includes checks against several criteria (See Appendix A – Import Process Specification), and the result is specified in an Import Log, which can be saved and printed. Make sure to read the Import Log and complete the import by hand if necessary.

Note that imported records with multiple transaction dates and/or amounts may be mapped to up to three records in the application and potentially cause three errors to be logged.

WARNING! Importing the same data multiple times will cause duplicate records to be created.

7.1.1   Import Campaign Finance Report Files Dialog

The Import Campaign Finance Report Files Dialog appears when *File/Import* in the *Main* Menu is selected.

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Import Campaign Finance Report Files

C:\Documents and Settings\All Users\Documents\CFSC\R

☑ Filer.txt
☑ Contrib.txt
☑ Expense.txt
☑ Receipt.txt
☑ Debt.txt

Import Selected
Check All
Exit

WARNING: Importing the same data file multiple times will cause duplicate records to be created.

Save Report

Files must contain a Filer ID, Year, and Cycle # that matches the current selection.
Filer Id: 1234567 (2)
Cycle Code: 2007.5 (21)

The files in this folder match as follows:
Filer.txt - matches current filer-cycle.
Contrib.txt - matches current filer-cycle.
Expense.txt - matches current filer-cycle.
Receipt.txt - matches current filer-cycle.
Debt.txt - matches current filer-cycle.

➢ Browse to find the directory with the files to be imported.

➢ Check the files you would like to import or click **Check All** to select all.

➢ Click **Import Selected.**

   Imported records are processed, validated, and mapped to the application and an Import Log presents the results. (See Appendix A – Import Process Specification)

➢ Click **Save Report** to save the Import Log as a word file.

➢ Read the Import Log and complete the import by entering the failed records manually, if necessary.

➢ Click **Exit** to return to the Main Window.

7.2 Default Directories for Data Files and Back up

The default directory for all Filer and Campaign Finance data files is:

• For Windows 2000:
  C:\Documents and Settings\All Users\Documents\CFSC

• For Windows XP:
  C:\Documents and Settings\All Users\Shared Documents\CFSC

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- For Windows Vista:
  C:\Users\Public\Public Documents\CFSC

Make sure to include this directory in your regular back-up scheme.

7.3 Multi-User Environment

While the data files are stored under All Users the application files are installed in the Program Folder of the User who installed it. In order for another User to run the application, that User must run his/her own installation.

However, all Campaign Finance Filer information and records (databases) on one computer are shared between all its Users. Changes saved by one User is in changed and saved for all Users.

7.4 Application Upgrade and Update

There is a function to actively check for application updates in the Tools Menu. This requires connection to Internet.
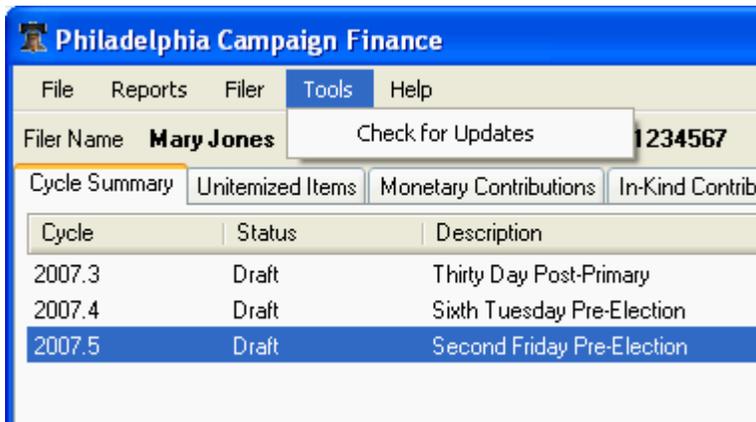

➢ Select *Tools/Check for updates* to check for application updates.

If an update is available, the Update Available Dialog appears.

7.4.1 Application Update Prompt

The application automatically checks for updates via Internet at start up. You can also initiate a check for updates with *Tools/Check for Updates*. If an update is available the Update Available Dialog appears.
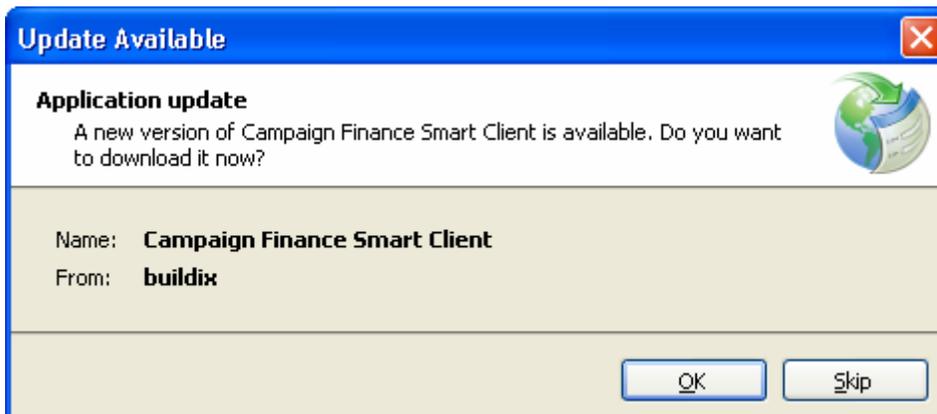
➢ Click **OK** to install the update

The update is installed before the application launches.

➢ Click **Skip** to not install the update.

The application is launched. You will not be asked to update again until the next update is available, but you can initiate an update yourself by selecting *Tools/Check for Updates*.

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A. Appendix A – Import Process Specification

If you elect to import text files into the Smart Client, the Import Process will include checks against several criteria, as detailed below. The result of the import will be specified in an Import Log, which can be saved and printed. Make sure to read the Import Log and complete the import by hand if necessary.

Filer.txt Processing:
- Process only the first record in the file:
  - Validate the record:
    - If Beginning Cash Balance, Unitemized Monetary Contributions, or Unitemized In Kind Contributions contains a negative number generate an error message indicating the field(s) containing the error:
  - If Beginning Cash Balance contains 0 or a positive number, create or update a BeginingCashBalance record for the cycle with the amount.
  - If Unitemized Monetary Contributions contains 0 or a positive number, create or update a UnitemizedContributions record for the cycle setting the value on the UnitemizedMonteryAmount field.
  - If Unitemized In Kind Contributions contains 0 or a positive number, create or update a UnitemizedContributions record for the cycle setting the value on the UnitemizedInKind Amount field.

Contrib.txt, Receipt.txt, Expense.txt, and Debt.txt processing:
- For each alphanumeric field, strip any carriage return or linefeed characters.
- For each field with a StateCode that does not match a value in the StateCodes table blank the field if the StateCode. Add a warning message to the Errors section: "Record imported with empty State Value --- *record details*.
- For Contributions, determine the Entity Type based on the Section Code:

Section Code	Entity Type Code	Notes
IA	CM	Committee
IC	CM	Committee
IB	UD	Undefined
ID	UD	Undefined
IIF	UD	Undefined
IIG	UD	Undefined

- For Receipts, Expenditures, Debts set the EntityTypeCode on all records to "UD" *undefined*.
- Validate the Contrib, Receipt, Expenditure, and Debt records using the following logic"
  - Name is not empty.
  - Validate the Date:
    - Contains a date
    - Year matches Cycle Year (not appropriate for Debt)
    - Is not after Cycle End Date
  - Amount contains a positive number
- If a record fails the validation, add 1 to the '*error counter*' for the file and add an error message indicating the errors found to the Errors section of the window: Record not added – [*name is empty], [date is invalid], [year does not match cycle year], [date is after the Cycle End Date], [Amount is not a positive number] – Record Details*
- For each valid record in the Contrib, Receipt, and Expenditure files create a Transaction record and an Entity record in the database add 1 to the '*records imported*' counter for the file.
- For each valid record in the Debt file create a LoanBalance record and an Entity record in the database add 1 to the '*records imported*' counter for the file.