2018

DURHAM COUNTY
Board of Elections

CF REMOTE SOFTWARE USER GUIDE

An overview of the State Board of Elections' Campaign Finance Software.

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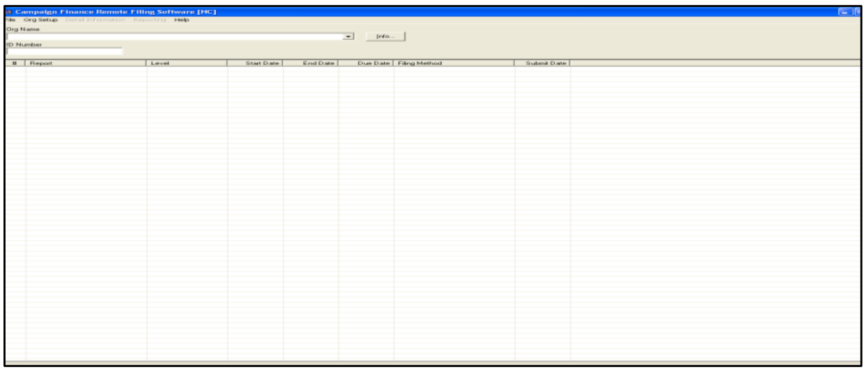
CF Remote

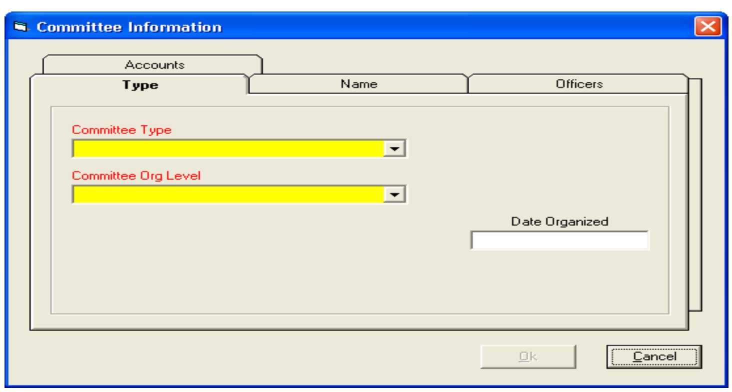
<u>STEP 1</u>: Download CF Remote

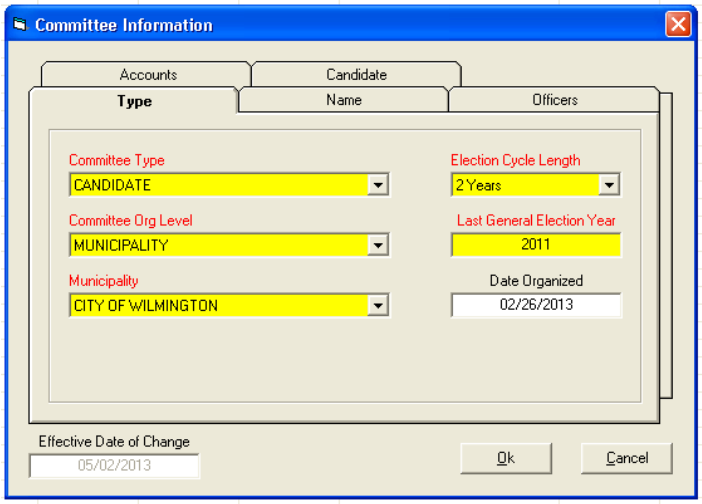
If you have not downloaded the CF Remote software, please do so at http://www.ncsbe.gov/Campaign-Finance/reporting-software. Once this download is complete, open CF Remote and the screen below should appear.



<u>STEP 2</u>: Organize your Committee- Org Setup>Committee Info> New

I. Once you navigate to this point, the committee information box will appear.



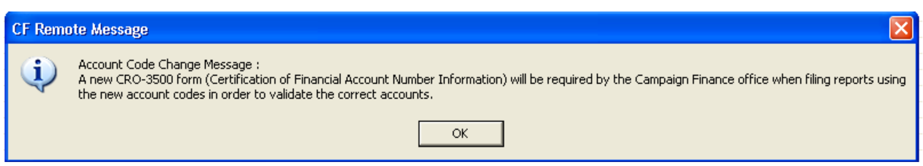


Type:

In this tab you will designate the type of committee being organized, organizational level (County or Municipality will be required depending on org level), election cycle length, **last general election year** for the office sought, and the date organized.

Accounts:

In this tab you will need to add accounts associated with the committee. This will include entering the account code (designated by committee on CRO-3500), account type, account number, and account purpose. Once this information is added, press the Add Account ... button to enter your financial institution. Click ok after all necessary data has been entered, this box should appear:



This simply means that the committee will need to print out the CRO-3500 or the "Certification of Financial Account Information" form to submit with your organizational paperwork. You should not have to print this form out, since a copy will be placed in your committee's organizational packet.

A. <u>**Candidate**</u>: When this tab is selected, you will be allowed to add the candidate's information. If the candidate is also the treasurer and you have already filled out the information in the "officers" tab, click "Add Candidate." This will navigate you to the information screen for the candidate where you will have the option to "Find Candidate". Press this option, type in the candidate's name and his/her information should appear. Double click and the information stored in the "Officers" tab for the candidate will be populated.

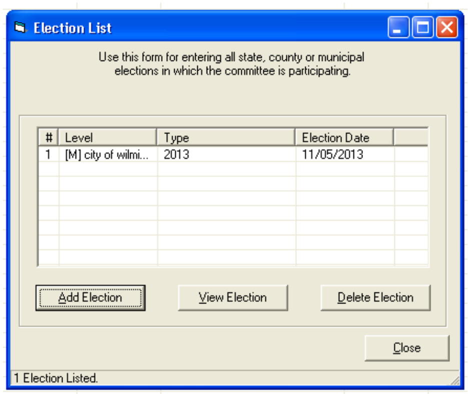
B. **<u>Name</u>**: In the name tab, you will be prompted to add information about the committee itself. This includes: Type of committee (candidate, political action, referendum or political party), committee mailing address, organizational Information (level that the committee is registered), committee Id number (will be given to the committee at filing), committee email addresses, and any relevant notes.

C. **<u>Officers</u>**: In the officer tab, you will be required to enter at least the committee treasurer's information and start date. If applicable, there are options to add an assistant treasurer, custodian of books, or controlling/directing entity. Once you select the office type you will click 

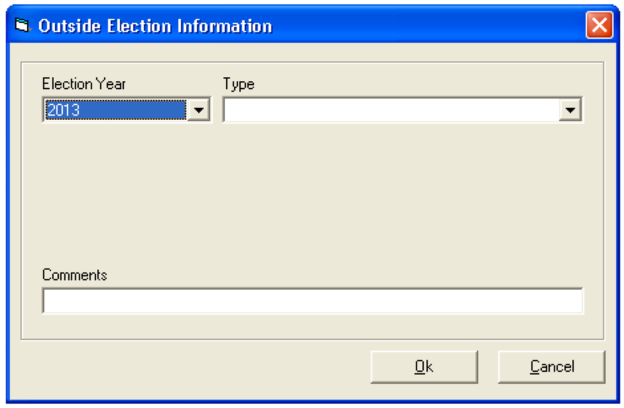
and enter the treasurer information. After entering this individual's name, you will **NEVER** have to add it again (duplicates will be explained later).

<u>STEP 3</u>: Election Setup- Reporting>Election Setup>Add Election

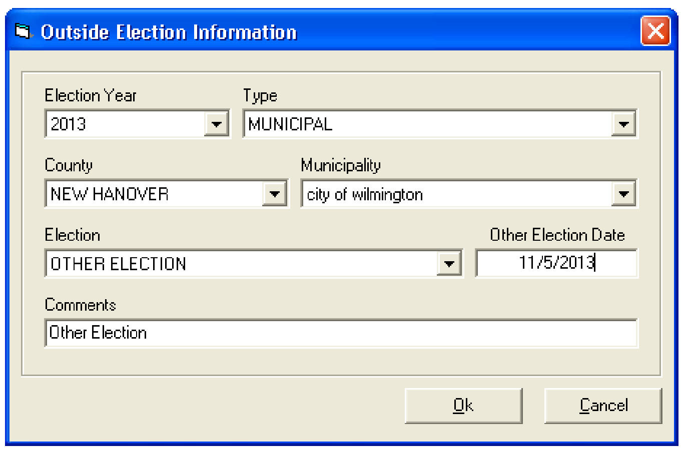
I. Adding an election/s is very important when it comes to calculating election sum to dates for contributors and payees. For every election that a committee participates in (excluding referendums and political party executive committees) they are allowed to receive $4,000 from qualified individuals and entities. In order to ensure that these individuals or entities don't go over that threshold, the election must be properly set in the reporting software.



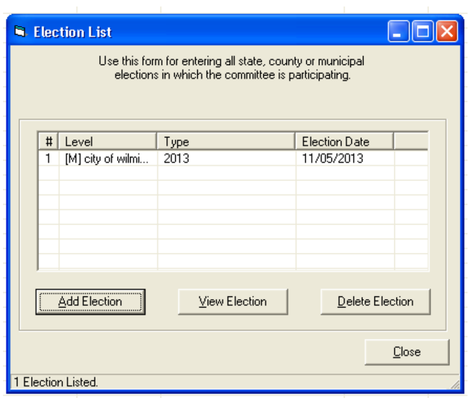
A. Click "Add Election." The screen below should appear.



B. Choose the type of election (municipal or state/county). If you choose a municipal election, you will be required to select the appropriate municipality and county of that municipality. You will also need to add the election date.

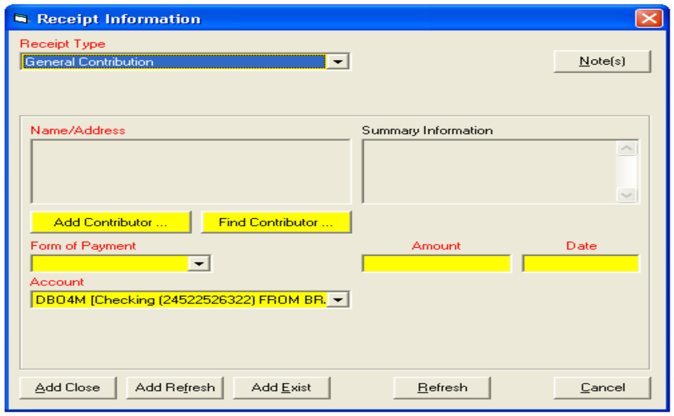


C. After entering this information, click ok. You will now see the screen shown below. This lets you know that the election/s has been set for the committee.



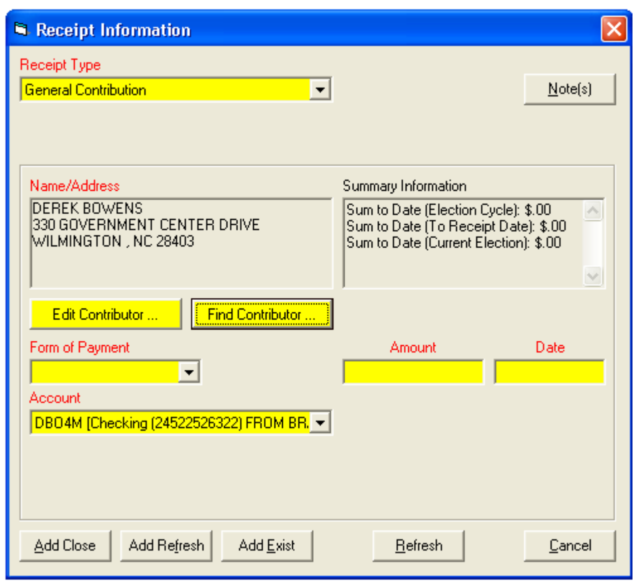
Step 4: Entering Contributions and Expenditures

I. Contributions- Detailed Information>Receipts>General Contribution> Add New



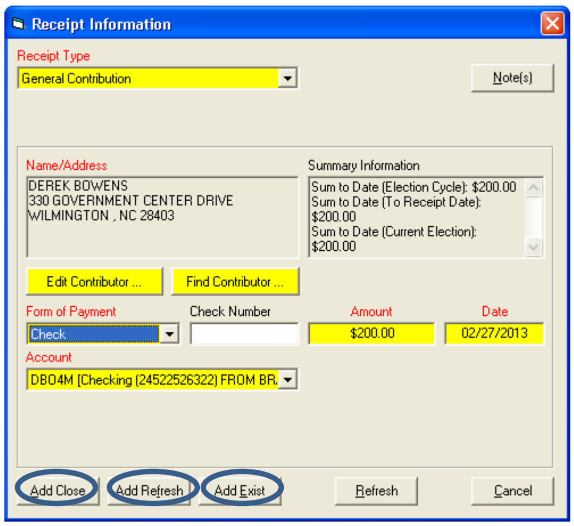
(Once the screen above appears, you are ready to enter contributor information.)

i. Add Contributor (Select -Type >Individual): This option will allow you to enter all of your contributor information. Once you click this button, you will be taken to the Name/Address screen to enter required information such as the contributor's name, job/occupation, employer's name/specific field and mailing address. You can also add information such as the contributor's email address, phone number or any relevant notes. After entering this information, click ok. The receipt information screen should now look like this:

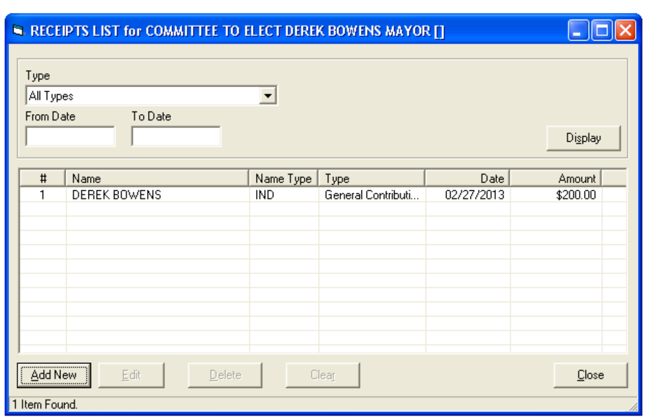


ii. Receipt Information: After you have added all of the information required, you will return to the "Receipt Information" screen. You will now need to add the form of payment, amount, date, and the account to which it was received. Once this information is entered, you have 3 options for submission. These are:

- Add Close: If this option is chosen, the receipt information screen will close and assume that you have completed contributor entry.
- Add Refresh: Once you have entered a contributor, click this button and a fresh screen will appear for a new entry. This feature allows you to continue to add different contributors.
- Add Exist: This option allows you to continue to add contributions from the same contributor.

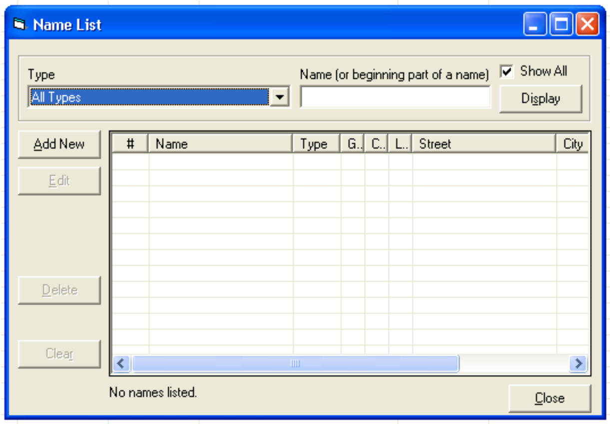


iii. Check Receipts List: After selecting "Add Close" (if this is your last contribution entry), the box below will appear. Be sure to look over these entries to ensure accuracy.



iv. <u>One Time Entry</u>: It is EXTREMELY important to remember not to add the same contributor's name twice. Once you enter a contributor or payee, you will **never** have to do it again. There is a process that allows for duplicate merging but it can be very tedious and time consuming.

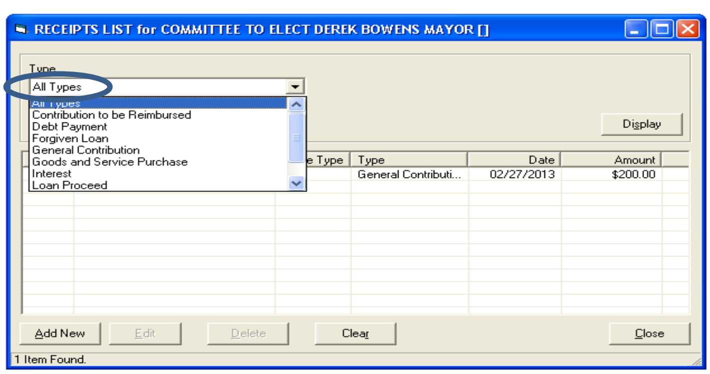
- How do I know if I have duplicates?
  Detail Information>Name List



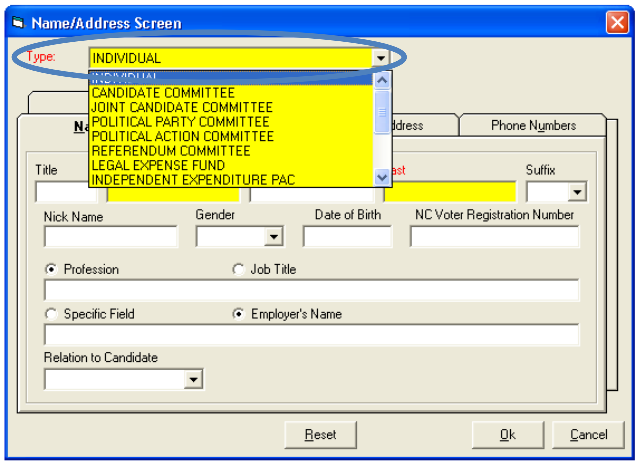
- Once this box appears, enter a contributor's name. If that contributor's name is listed more than once, then you have duplicate entries. If you realize you have duplicates, please contact our office and someone will guide you through the merge/removal process.

v. <u>Receipt Types</u>: CF Remote designates contributions into two different types.

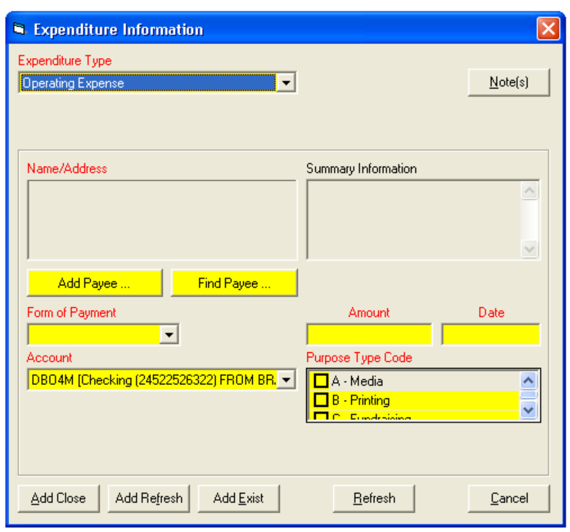
- <u>Contribution Type</u>: This will be found on the main page of the receipts list. The most common contribution types are: 1) General Contributions, 2) Interest (from financial institutions), 3) Loan Proceeds, 4) Outside Sources of Income (Not for Profit Organizations) and 5) Refund/Reimbursement to the Committee. Although there are others, those listed above will be utilized the most.



- Contributor Type: Detail Information>Receipt> Add New>Add Contributor/Find Contributor> Type: As with contribution types, there are several different contributor types. The most common are 1) Individuals, 2) Candidate Committees, 3) Political Party Committees, 4) Political Action Committees, 5) Referendum Committees and 6) Not For Profit Organizations.

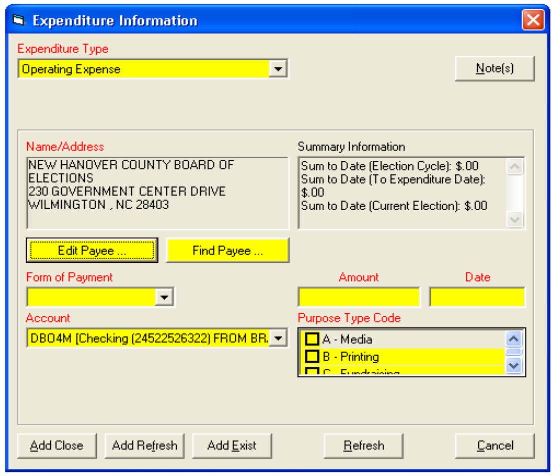


II. Expenditures- Detailed Information>Expenditure>Operating Expense> Add New



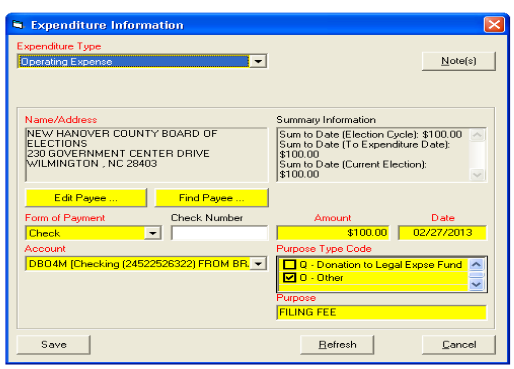
(Once this screen appears, you will be able to enter expenditures)

i. Add Payee (Select-Type> Other Organization):
This option will allow you to enter all of your payee information. Once you click this button, you will be taken to the Name/Address screen to enter required information. In this section, you will need to enter the organization's name and mailing address. You can also add information such as the payee's email address, phone number, organizational information, or any relevant notes. After entering this information, click ok. The expenditure screen should now look like this:

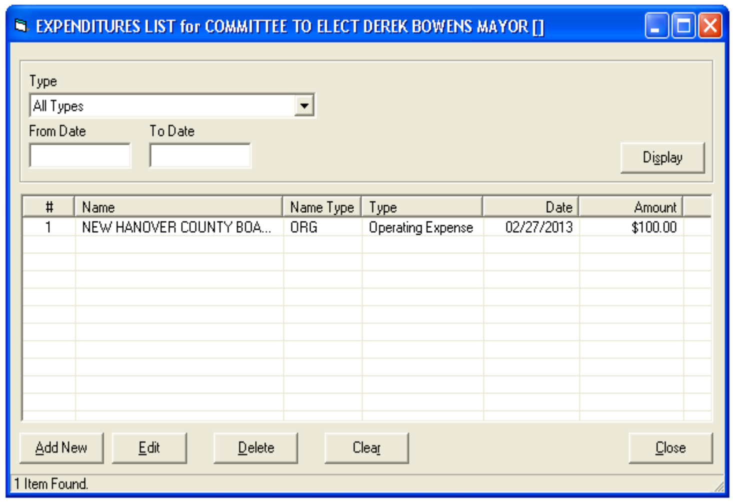


ii. Expenditure Information: After you have added all of the required information, you will return to the "Expenditure Information" screen. You will need to add the form of payment, amount, date, purpose type code, and the account the payment was withdrawn from. Once this information is entered, you have 3 options for submission. These are:

- Add Close: If this option is chosen, the receipt information screen will close and assume that you have completed contributor entry.
- Add Refresh: Once you have entered a payee, click this button and a fresh screen will appear for new entry. This feature allows you to continue to add different payees.
- Add Exist: This option allows you to continue to add expenditures to the same payee.

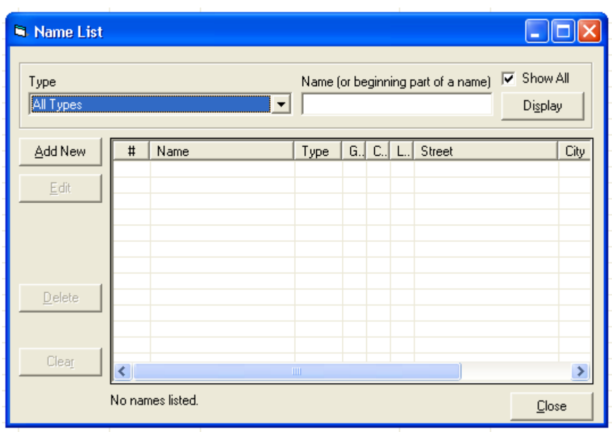


iii. Check Expenditures List: After selecting “Add Close” (if this is your last contribution entry), the box below will appear. Be sure to look over these entries to ensure accuracy.



iv. One Time Entry: It is **EXTREMELY** important to remember not to add the same payee’s name twice. Once you enter a payee, you will **never** have to do it again. There is a process that allows for duplicate merging, but it can be very tedious and time consuming.

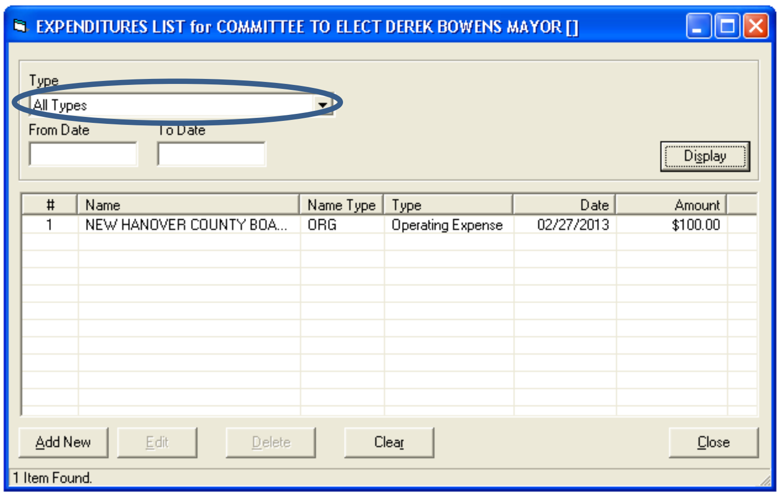
- How do I know if I have duplicates?
  Detail Information>Name List



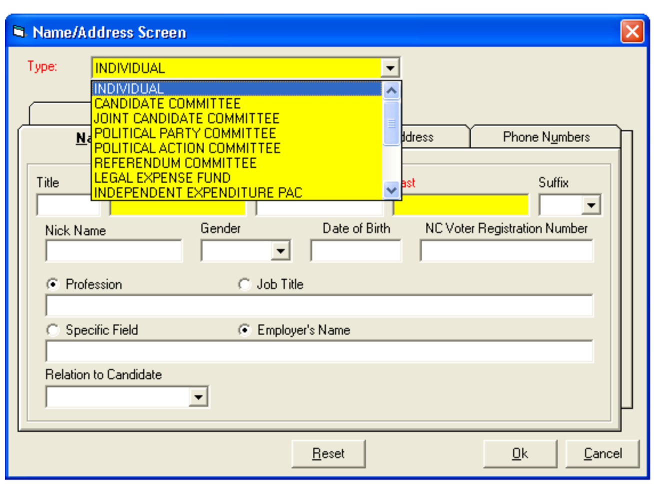
- Once this box appears, enter a payee’s name. If that payee’s name is listed more than once, then you have duplicate entries. If you realize you have duplicates, please contact our office and someone will guide you through the removal process.

v. <u>Expenditure Types</u>: CF Remote designates expenditures into two different types.

- <u>Expenditure Type</u>: This will be found on the main page of the Expenditures List. The most common expenditure types are: 1) Operating Expenses, 2) Contributions to Candidate/Political Committees, 3) Coordinated Party Expenditures, 4) Debt Payment, 5) Loan Repayments and 6) Refunds/Reimbursements from the Committee.

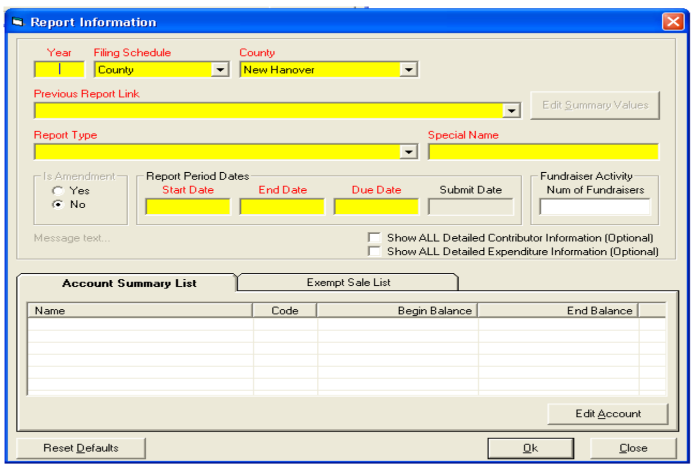


- <u>Payee Type:</u> Detail Information>Expenditure>Add New>Add/Find Payee> Type: As with expenditure types, there are several different payee options. The most common are: 1)Other Organizations, 2) Candidate Committees, 3) Political Party Committees, 4) Political Action Committees, 5) Individuals and 6) Not for Profit Organizations.



<u>STEP 5</u>: Creating Disclosure Reports

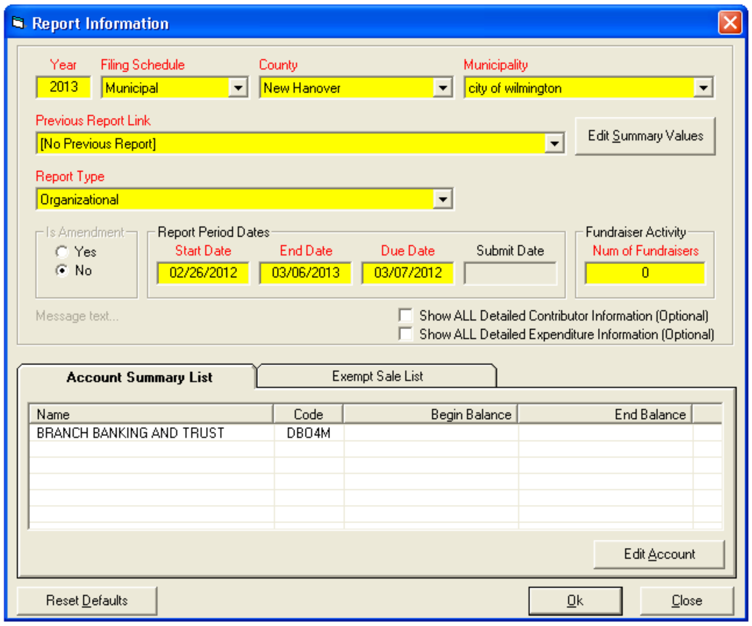
I. Creating Disclosure Reports-Reporting >Reporting Information>Create Disclosure Report



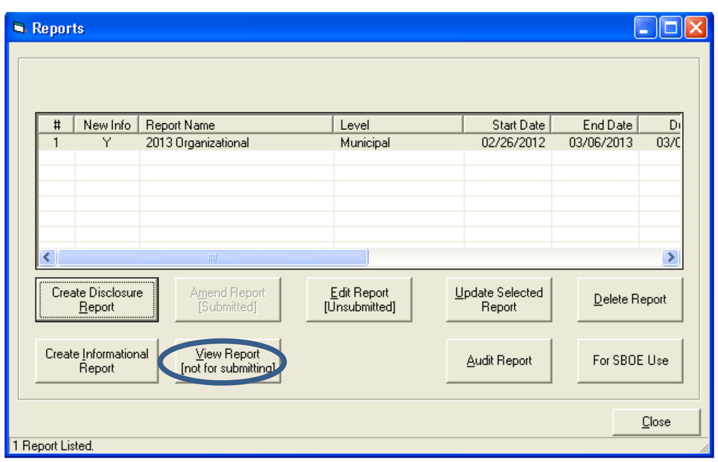
i. <u>Report Information</u>: After you have entered all of your contributions and expenditures, you will be ready to create a disclosure report for submission. The image above displays the information that will need to be added for report creation. Below you will find details on each required field.

- <u>Year</u>: This will be the year that the report is being filed.
- <u>Filing Schedule</u>: The filing schedule will be contingent on the type of election the committee is involved in. The committee can choose either federal, state, county, municipal, referendum or other entity.
- <u>Previous Report Link</u>: This drop down bar allows you to link the report that you are in process of creating with the previous period's report. In order for the software to keep track of election cycle and sum to date totals, it needs to be linked unless it is the first report being created.
- <u>Report Type</u>: This drop down bar allows you to select the type of report you are submitting. The report that you choose will be contingent on your committee's reporting cycle (North Carolina State Board of Elections will provide committee reporting schedules).
- <u>Start/End/Due Dates</u>: These fields are usually populated automatically once the report type is selected. Since organizational reports are submitted at varying times, you might have to adjust these dates to reflect the committee's submission.
- <u>Number of Fundraisers</u>: In this field, you will enter the amount of fundraisers the committee held during the reporting period.

- Account Summary List: If the “period begin balance” is entered here after selecting “edit account” the cash on hand at the end of the previous reporting period will be displayed on the disclosure cover for this report.



ii. Report Creation and Preview: After entering the required information, click ok. You will then be navigated back to the “Reports” screen, where you will find the newly created report. To view, click “View Report” or double click on the disclosure report.



iii. Report Options:

- View Report (not for submitting): This feature will allow you to view a pdf version of any selected disclosure report.

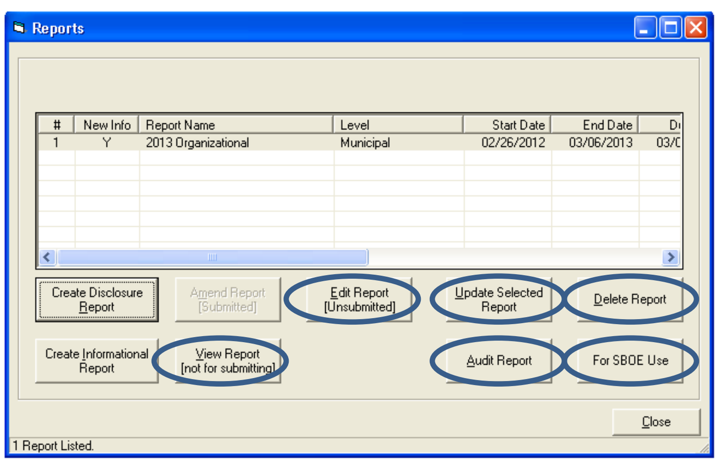
- *Audit Report: After a disclosure report has been created, select it in the disclosure box and click "Audit Report." This will allow the software to search the selected report for anything that is classified as a discrepancy. If you double click on any of the discrepancies, you will be allowed to make edits as long as the report has not been officially saved.

- Edit Report: If the report selected has not been officially saved, you can edit the "Report Information" screen if you notice any entry errors while viewing your report.

- Update Selected Report: If a report has not been officially saved, this feature will update the selected report with any changes made to contributions or expenditures under detailed information.

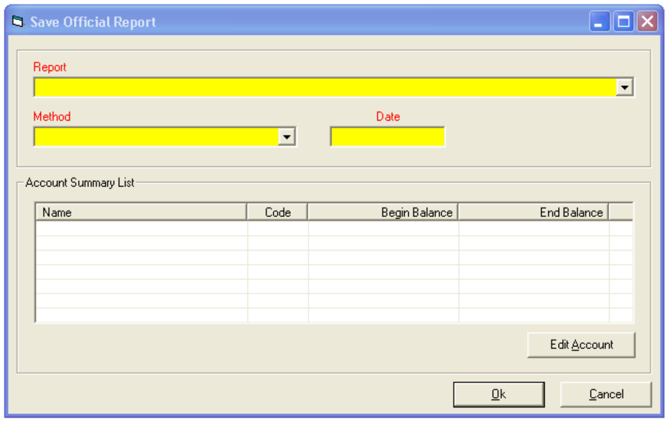
- Delete Report: This feature allows you to delete a selected report. Be careful when deleting reports. When a report is deleted it is irretrievable.

- For SBOE Use: This button can only be used as directed by the Campaign Finance division of the North Carolina State Board of Elections (NCSBE).



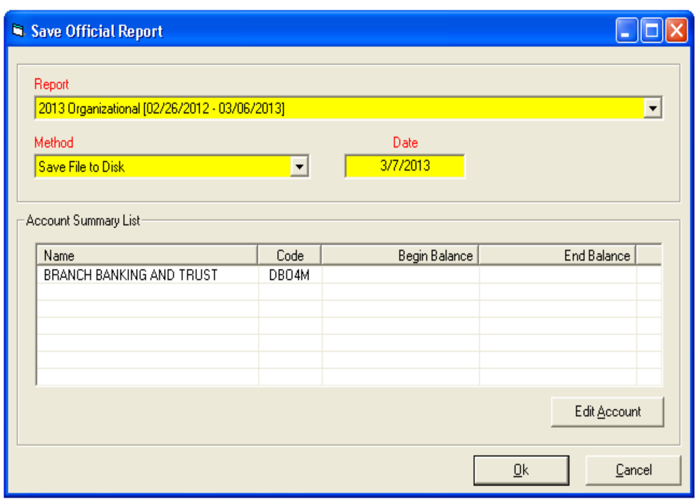
<u>Step 6</u>: Saving Official Reports

I. Saving Official Reports-Reporting>Save Official Report>
Before saving the official report, **BE** sure to reconcile the data provided to the committee's bank statement.



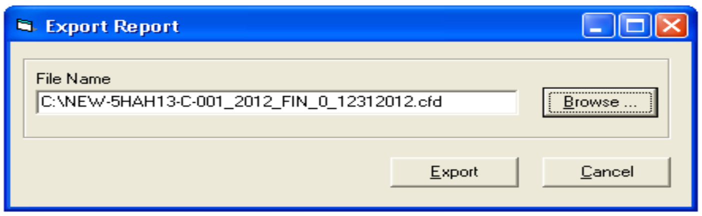
i. <u>Saving a Report</u>:

- <u>Report (Drop down)</u>: Select the report that you want to save
- <u>Method</u>: Select "Save Official Report"
- <u>Date</u>: Enter the date that the report in being saved

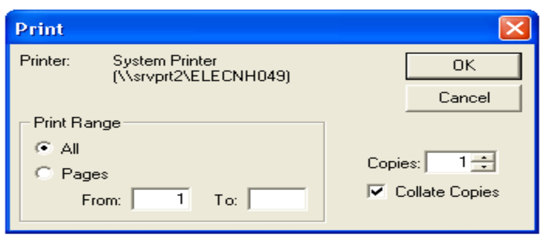


ii. Report Destination:

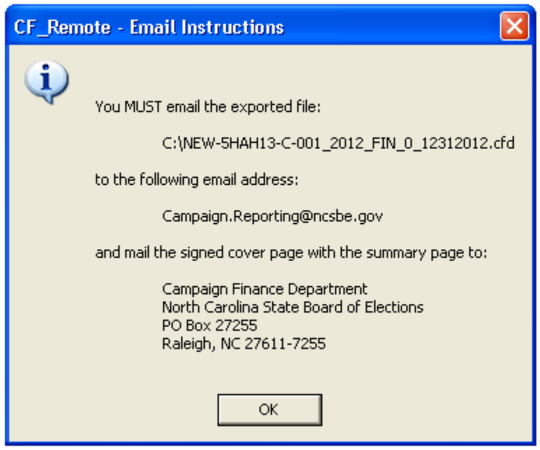
- Export to "C" drive: After entering the appropriate information in the required fields, click ok. After clicking ok, the software will automatically prompt you to save the official report on your "C" drive. If you would like to save the report in a different location, click browse and change the destination. Press Export.



- Print Report: Following the exportation, the software will require you to print at least a portion of the report. The purpose of the "save official report" feature is to allow committees to file electronically with the NCSBE and ensure variations are not made to original reports. In order to electronically file, the NCSBE requires committees to print out the disclosure report cover (CRO-1000) in order to obtain an original signature. The same will apply for county committees that desire to email official reports to their respective board of elections.

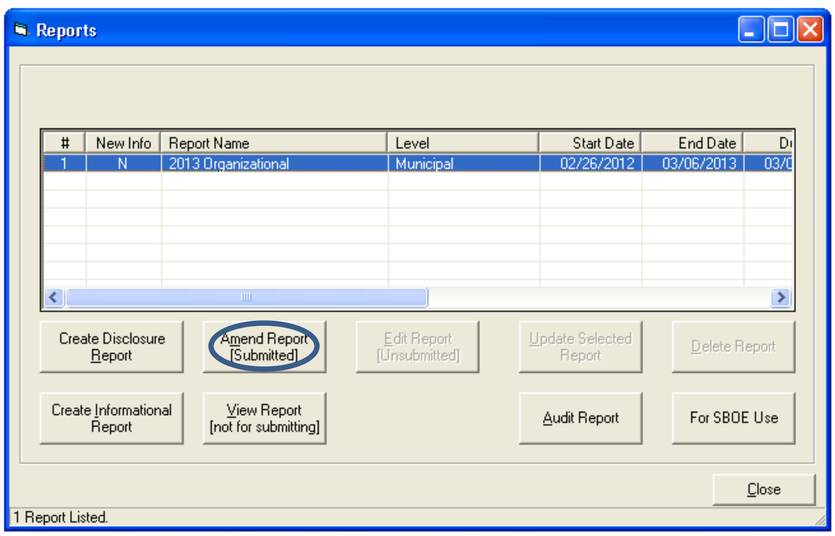


- Officially Saved: After printing the report, the box below will appear giving you instructions on electronic filing (click ok). The report has now been officially saved. Once a report is saved, you will no longer be able to edit the information in that report. If you receive a discrepancy notification in regards to the submitted report from the County Board of Elections (CBOE), you will be required to submit amendments. We will go over this process in the next step.

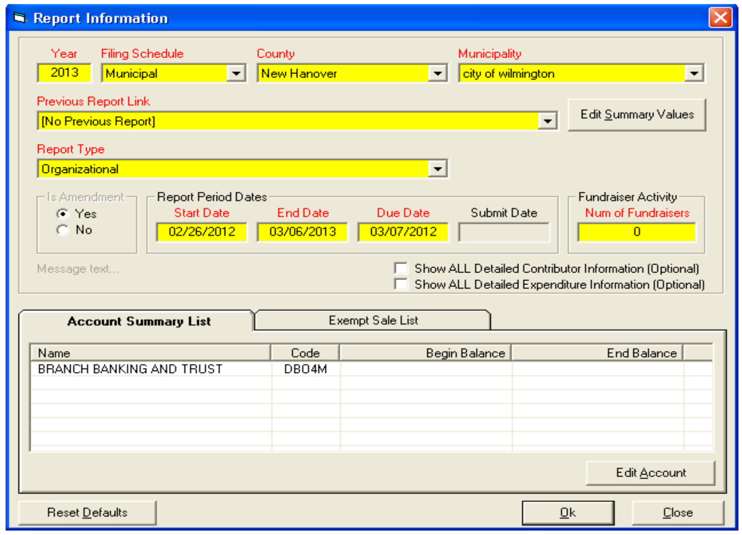


Step 7: Submitting Amendments

I. Amending a Saved Report- Reporting>Report Information>Amend Report (Submitted)

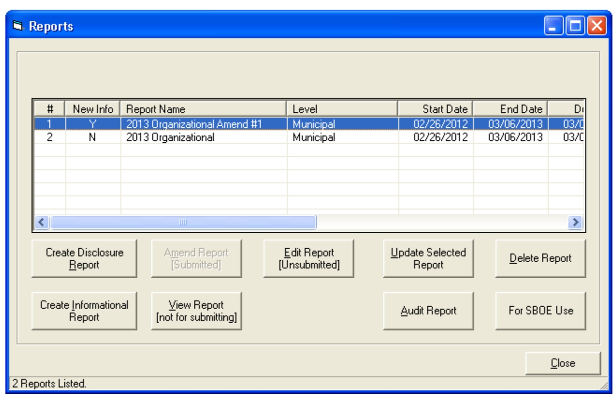


i. Choose Report to be Amended: Before amending a report, be sure to make the required changes to the affected contributions and/or expenditures. Once you have made the necessary changes, follow the route given above to the “Reports” screen. Select the saved report that you would like to amend and press “Amend Report (Submitted).” This screen should appear (same as the “create disclosure report” page).



ii. Enter Required Information: Most of the required fields will be completed for you. The only field that you will be required to enter information in is the "Number of Fundraisers" field. If all of the pre-populated information is correct, click ok.

iii. View New Amended Report: The new report will now be visible in the "Reports" table.

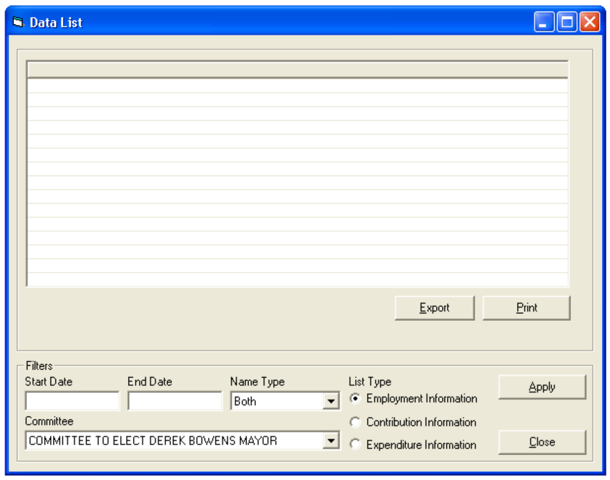


- Select Report: As mentioned above under the "Create Disclosure Report" section, you can utilize several different options for the new report. If the report appears to be correct, please go through the "Save Official Report" process to maintain a permanent copy.

RESOLVING DISCREPANCIES

Most registered committees that submit disclosure reports to either the NCSBE or CBOEs will receive discrepancy notifications. It is the job of the committee to resolve these discrepancies and submit amendments to one of the entities listed above. Given the frequency of discrepancies amongst registered committees and the work involved in identifying these, here are a couple of features in CF Remote that might make this process easier.

I. Data Lists- Reporting> Data Lists



i. Contributor/Expenditure Data Lists: CF Remote keeps a permanent record of contributions/expenditures that you enter into the database. Many times errors on the receipt side can be as simple as a duplicate entry or failure to enter a contribution. Creating a data list allows you to compare contributions/expenditures in CF Remote against your personal records.

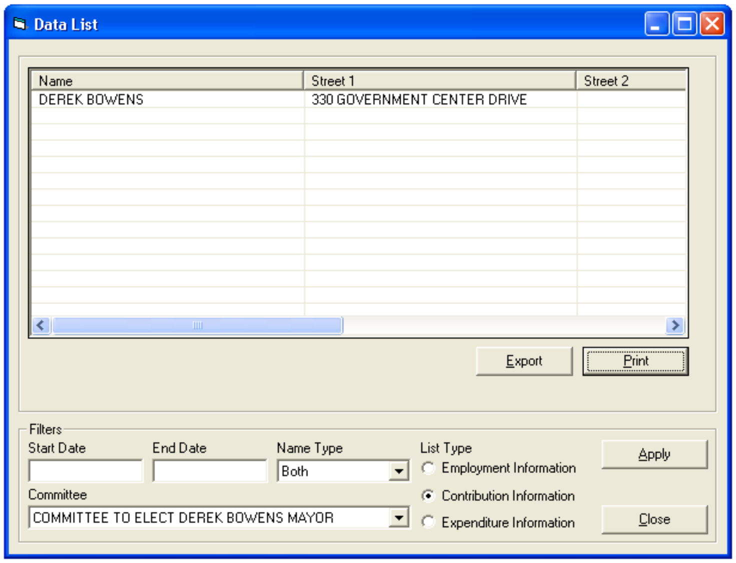
a) Select List Type: As shown above, you can pull data lists containing contribution, expenditure or employment information. For this section we will select “Contribution Information.”

b) Enter Date Range: If you would like to see contributions during a specific period enter a date range. If you would like to see all contributions leave these fields blank.

c) Committee: The committee should automatically be entered. If it is not, select your committee from the drop down bar.

d) Name Type: You have the option of viewing contributions from individuals or organizations separately. For this example select “Both.”

e) Apply: Click “Apply” after you have entered the preceding information. Your data list should look like this:



(This list will show: Name, Full Address, Date and Amount)

f) Print or Export: Now that the data list has been created, you can either print or export it to a Microsoft application.

i. Printing: After selecting print, this screen will appear. Select the printer icon on the top left corner and a PDF version of your data list will be sent to the default printer.

ii. Export: If you decide that you would like to export the generated report, press the envelope image on the top left of the page. This feature will allow you to export the report as a csv file to Microsoft Excel which allows for sorting/filtering. Since the PDF version automatically sorts by last name, many committees will export the spreadsheet in order to filter by date received.

BACKING UP YOUR DATABASE

It is extremely important to consistently back up your database on an external hard drive (flash) or other media. The instructions below will guide you through this process.

I. Windows XP: My Computer>Local (C)> Program Files>SBOE> Campaign Finance> CF Remote>dbs
Windows 7: My Computer> Local ©Program Files (x86)> SBOE>Campaign Finance>CF Remote>dbs

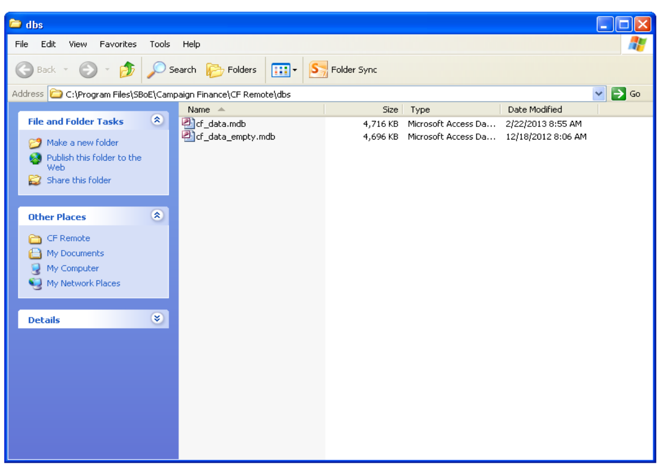
A. Content: Once you get to the dbs folder, after following the instructions above, these two mdb files should appear:

1. cf_data_empty.mdb
2. cf_data.mdb

B. Copy: The second file listed (cf_data.mdb) contains all of the information entered into CF Remote. Right click on this file and copy.

C. Paste: After copying the database, if you haven't already, insert your flash or alternative external drive. Navigate to "My Computer" and find the external hard drive or other device to which you will copy the database. Open the drive and paste the mdb file.

- After pasting the file into the external hard drive folder, your back up is complete. If you lose the data stored in your computer, copy the file saved on your external hard drive and paste it into your dbs folder (My Computer>Local (C)> Program Files>SBOE> Campaign Finance> CF Remote>dbs (if using XP). It is recommended that you back up your database after entering new information or before a software update.

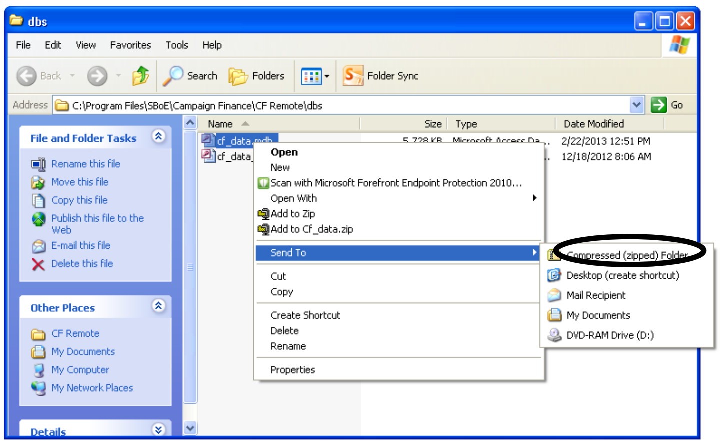


Exporting a Database for Assistance

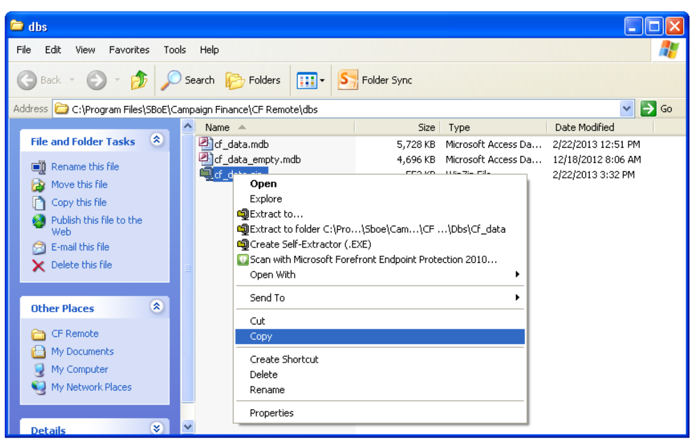
This section will go over the appropriate steps for exporting a database to the NCSBE or CBOE for assistance. Follow the instructions below for exportation.

I. Export (My Computer>Local (C)> Program Files>SBOE> Campaign Finance> CF Remote>dbs)
Windows 7 or Vista: My Computer>Program Files (x86)>SBOE> Campaign Finance>CF Remote>dbs

i. Transfer to Zip: Right click on “cf_data.mdb”. Scroll over “Send to Compressed” and select “Compressed (zipped) Folder”



ii. Send to Desktop: The file name “cf_data.zip” should now appear in the dbs folder. Right click on this file and copy it. Paste the copied file on your desktop.



iii. Email Database: Open up your email account and send an attached copy of the compressed zip file to either campaign.reporting@ncsbe.gov or directly to the email address of the individual you are working with. Be sure to change the file name to **cf_data.txt**. This will compress the file further.

Contacts

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