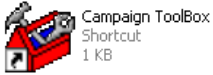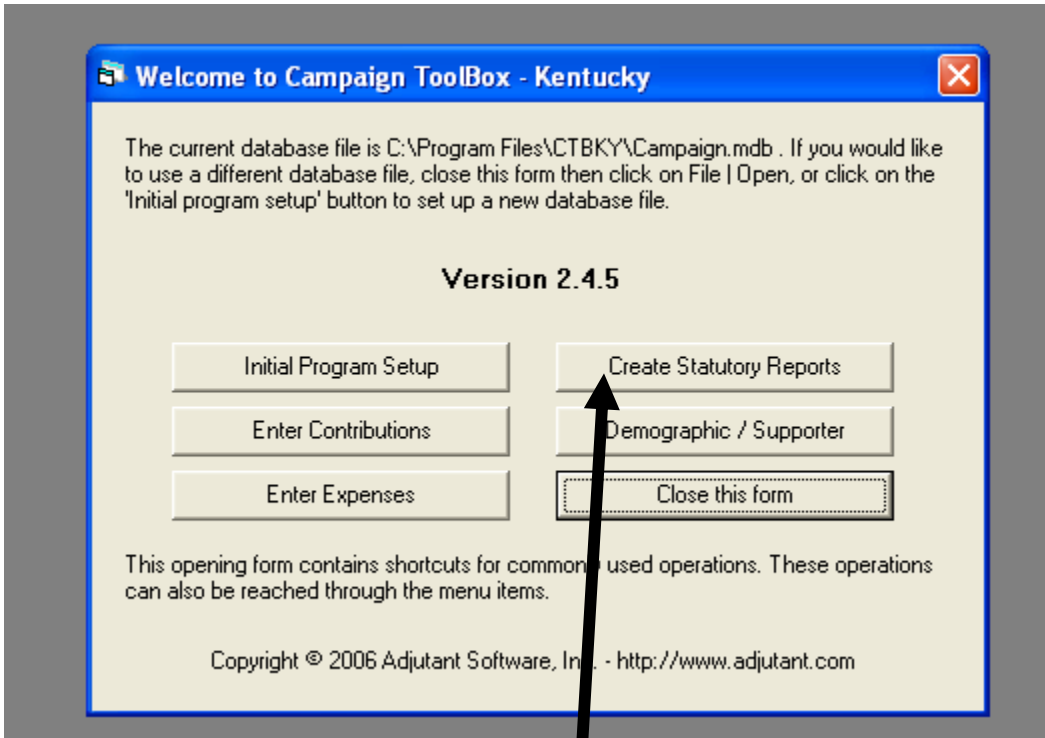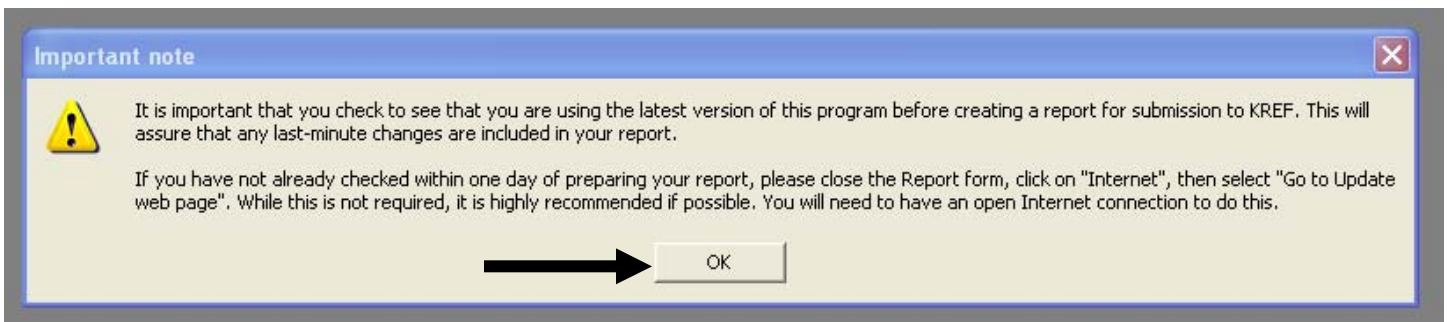# Campaign ToolBox
Creating a Statutory Report

Using the left mouse button, double-click the "Campaign ToolBox" icon on your desktop.

Click the button labeled "Create Statutory Reports". A popup window will display telling you to check to make sure you have the latest version of Campaign ToolBox.
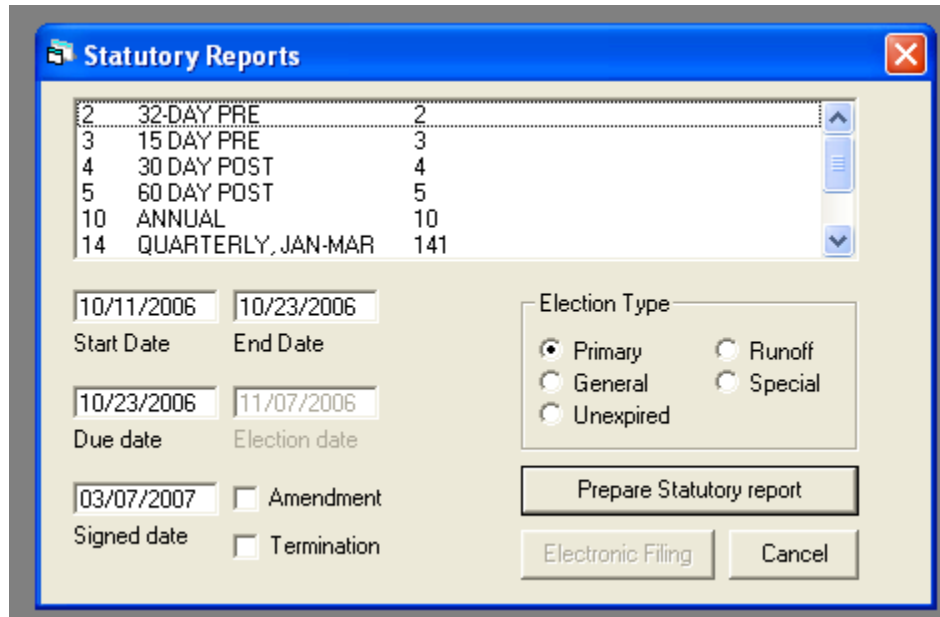
After reading this important note window, click on "OK."

Campaign ToolBox
Creating a Statutory Report

Once you click "OK", the Statutory Reports window will display on your screen. This is where you begin preparing the financial statement for the Registry.

Select the appropriate record type you need to prepare by placing your cursor on the report you want to produce and click the left mouse button once. The report will then be highlighted in blue as shown in the next example.

Record Types →

Campaign ToolBox
Creating a Statutory Report

To navigate to the Start and End dates of the Statutory Reports use your tab key. Stop when your blinking cursor is at the beginning of the Start date. If there is a date in this field, delete it by pressing the "delete" key. Enter in the start date of the particular report you are working on.

If this is your first electronic report, the start date is the day you opened your bank account. If this is not your first financial report, the start date will be the day immediately following the end date of the previous report. For example, if your first report started on 01/15/2007 and the end date of that report was 04/20/2007, the next report start date would be 04/21/2007.

Press the "tab" key on your keyboard. This will place your blinking cursor at the beginning of the end date. If there is a date in this field, you may clear it out by pressing the "delete" key. Key in the end date of the particular report you are working on. We would like to suggest using the "Report Due Date" as the ending date of your report. That way, you will always know when to "close the books".

You will have a 5 business day grace period in which to prepare your report and submit it to the Registry and the County Clerk's office in which the candidate resides. Be sure to keep a copy of the report for your own records.

Campaign ToolBox
Creating a Statutory Report

Press the "tab" key on your keyboard. This will place your blinking cursor at the beginning of the "Due Date" field. If there is a date in this field, you may clear it out by pressing the "delete". Enter in the report due date for the report you are building. Due dates can be found on the Registry's web site at http://www.kref.ky.gov/candidate/dategrid.htm , on page 73 of the 2007 edition of the Candidate Guide to Campaign Finance, or you may contact an administrator or auditor at the offices of the Registry for the information. Phone number 502-573-2226.

If this particular report is an amendment or termination report, place your mouse cursor on the appropriate word and click the left mouse button once. This will make a check mark in the box immediately to the left of your choice. You will only check the "Termination" box if this is your last report, you are closing out your bank account, and your ending balance is zero.

Select the correct "Election Type" by placing your cursor on the corresponding word and clicking once with the left mouse button.

Click on the "Prepare Statutory Report" button to start compiling information for your financial report.

Campaign ToolBox
Creating a Statutory Report

NOTE: You may run the report as many times as you need before actually submitting it to the Registry, This is very helpful in double-checking yourself on data entry. As long as you have not sent the report, you may make any changes or deletions as necessary. Correcting errors after the report has been submitted will be discussed later in this information.
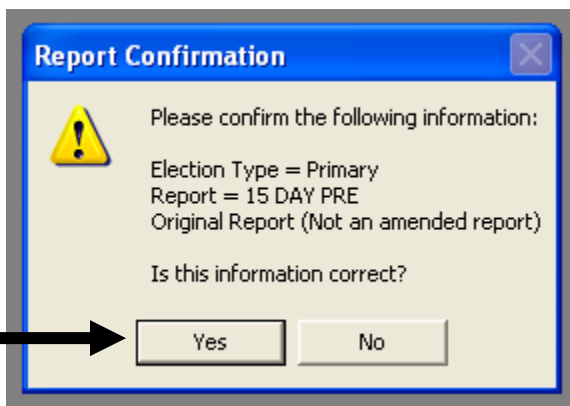
Confirm you have selected the correct Election and report by Clicking on the "YES" button.

A box will appear on your screen requesting the "Balance from prior election." This is used when you are preparing your first report under a new filer number. If you had a surplus from your last election for the same office, enter that ending balance in this field by simply typing in the amount. Click on the "OK" button.
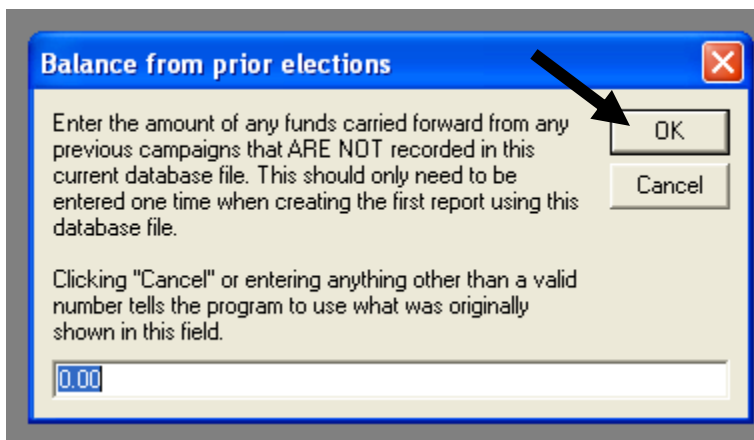
If the "Balance carried forward" is not correct, please press the "Delete" key. The figure will be erased from the field. Enter the correct amount. Click on the "OK" button.
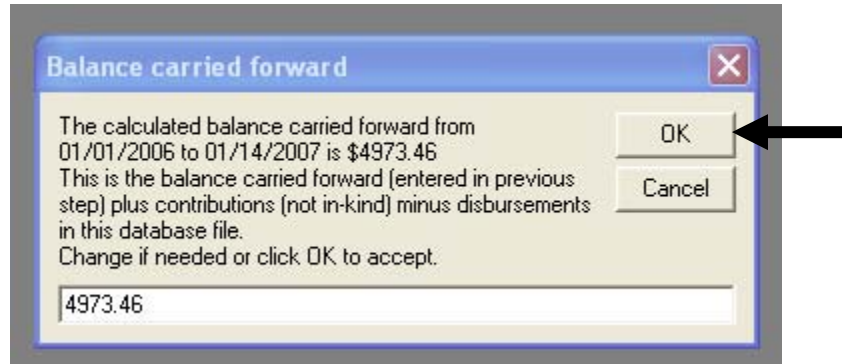
Please check the Flagged Items Reports for possible errors. You will be notified of any possible problems and a report will be displayed. Note that these are possible problems; they are quite often not a real problem, but items that need to be looked at and verified.

Flagged Items Report
03/06/2007 – 3:00 PM

Record checking is included as a convenience item. It is not a substitute for personally checking data. The person signing the report is solely responsible for its accuracy. Because an item appears on this report does not necessarily mean that it is incorrect. It indicates that it is an exception to what is normally expected and must be reviewed and verified as correct before creating the final report. To locate flagged items that have a "TransID" shown, go to the data entry form (for example, Contributions), then click on the menu item "Search". Enter the ID number, and select the appropriate field (for example, ContribID), to find the record.

TransID   ********************* RECIPTS

3   3/6/2007 – Employer is missing for individual
2   3/6/2007 – Occupation is missing for individual

_____

Close the print window when finished

Please read the Operation Completed window and note that the electronic file has been generated and Click on the "OK" button.

Print the financial report by clicking on the printer icon in the Print Report window. Click on "OK" to print. You may create an Optional PDF by clicking on Convert to PDF (on the menu bar). Then, choose the file destination. Click on "Save."

Campaign ToolBox
Creating a Statutory Report

Close the Print Report Window. You will see the Statutory Reports window:
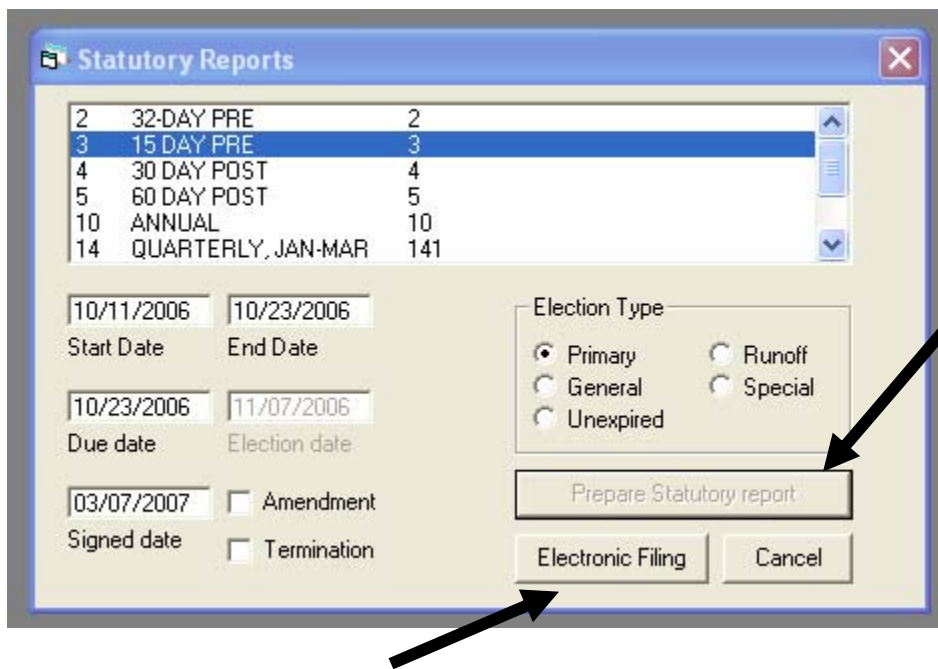
Notice that the "Prepare Statutory report" button is disabled.

Click on the "Electronic Filing" button.

Campaign ToolBox
Creating a Statutory Report

Electronic Filing

? To submit your electronic filing data file to KREF, you must either create a floppy disk with the data file OR upload the file to the KREF web site. If you have Internet access on this computer, you should upload your file unless there is a problem with the system that prevents you from doing so.

Would you like to upload your electronic filing data file now? If you select "No", then you will be prompted for a floppy disk.

[Yes] [No] [Cancel]

Click on the "Yes" button if you want to upload your data through the web. Click on the "No" button if you would rather save to a floppy disk. If you click on "No", you will be given prompts on what to do next.

Once you click "Yes" you will receive a reminder about your internet connection.

KREF Efile Upload web page

You must either have an open Internet connection or have your browser set to automatically connect in order to continue.

Any questions regarding file transfer should be directed to KREF. Adjutant Software does not provide technical support for the KREF file transfer system.

[OK] [Cancel]
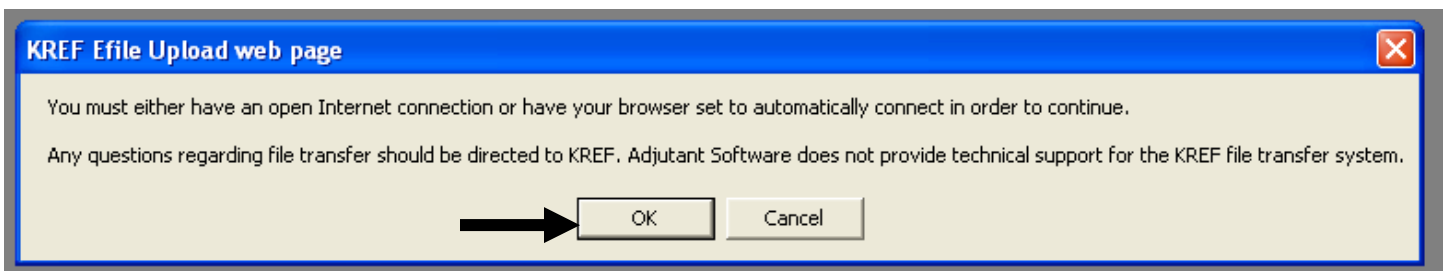
You will then be taken to the KREF Electronic Filing User Identification page. Enter your User ID that was issued to you by the Registry. Enter your password and click on the "Login" button.

Campaign ToolBox
Creating a Statutory Report

Once you enter your User ID, Password, and click Login you will be taken to the "User Menu Options" page.

Campaign ToolBox
Creating a Statutory Report

User Menu Options

Files Received Report

Change Password

Send Electronic File

After submitting your report, you may receive a "Congratulations" page or a page that states the "Transaction Failed".If you received a "Transaction Failed" page, it should give you the reason for the failed submission.

If you do not receive either one of those pages, click on the Files Received Report. This will show you your attempts to submit your electronic data file. In the "Transmit Complete" column, you will see a "Yes" or "No" indicating if the File was successfully transmitted to the Registry.

You may also check your email. If you have entered a valid

Campaign ToolBox
Creating a Statutory Report

Kentucky.gov   KY Agencies | KY Services | Search Kentucky.gov ▾ for [   ] Go

Kentucky Registry of Election Finance

▪ Kentucky Registry of Election Finance

KREF Electronic File Submission Center
Online Filing Form

Please browse to **C:\KREF\EFILE** to locate the data file you wish to submit.

Note: If you need assistance in finding your data file you may locate instructions at the following link:

How to locate your data file

Click on BROWSE

[   ] Browse...

☐ Transmit the file(s) even if warnings exist

Submit

NOTE: You must be using version 2.4.1 or greater of Campaign ToolBox.™
This application works best with Internet Explorer

Campaign ToolBox
Creating a Statutory Report

Choose file

Look in: Desktop

- My Documents
- **My Computer**
- My Network Places
- Adobe Reader 6.0
- Campaign ToolBox
- SnagIt 8
- Desktop
- Directions
- Flash
- FlashMenu
- InitialSetup
- NewDB
- StatutoryReport
- Tutorials
- 2006 seminar with notes.ppt
- 182451_200703121015.zip
- Camtasia Studio 4
- directions.doc
- Remote Desktop Connection
- Shortcut to Kref.exe

File name:

Files of type: All Files (*.*)

Open   Cancel

Double-click on "My Computer" to open

Choose file

Look in: My Computer

- 3½ Floppy (A:)
- Local Disk (C:)
- DVD/CD-RW Drive (D:)
- Apps on 'Refntc6' (P:)
- KREFEfiles on 'Refntc4' (R:)
- UnZip Files on 'Refntc6\Apps\E_File' (X:)
- Fairoaks on 'refntc6' (Y:)
- Jim.Neal on 'Refntc6\Apps\Data' (Z:)

File name:

Files of type: All Files (*.*)

Open   Cancel

Double-click on the "Local Disk (C:) drive

Campaign ToolBox
Creating a Statutory Report

Double-click on KREF

Double-click on EFILE

Campaign ToolBox
Creating a Statutory Report

Choose file

Look in: EFILE

174276_200703121131.zip

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

Click on the file and then click OPEN

File name: 174276_200703121131.zip

Files of type: All Files (*.*)

Open

Cancel

Campaign ToolBox
Creating a Statutory Report

Kentucky.gov
My New Kentucky Home

The Official State Government Web Site
of the Commonwealth of Kentucky

Sarah M. Jackson, Executive Director

Kentucky Registry of Election Finance

KREF Electronic File Submission Center
Online Filing Form

Please browse to **C:\KREF\EFILE** to locate the data file you wish to submit.

Note: If you need assistance in finding your data file,
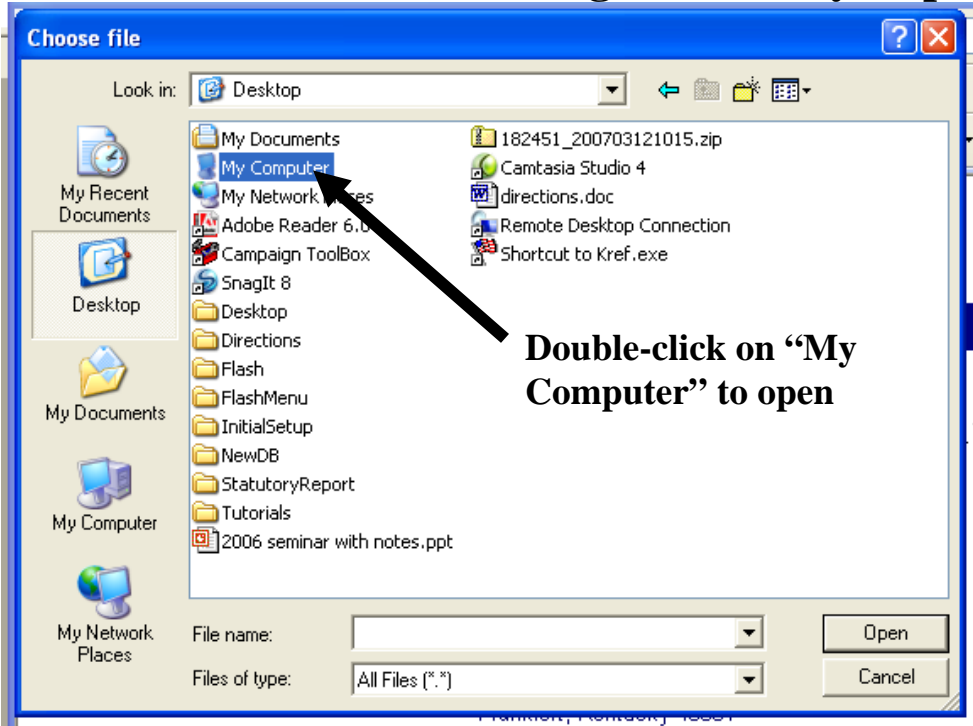you may locate instructions at the following link:
How to locate your data file

C:\KREF\EFILE\174276_200703121131.zip   [Browse ...]

☐ Transmit the file(s) even if warnings exist

Click SUBMIT

[Submit]

Campaign ToolBox
Creating a Statutory Report

Kentucky.gov
MyNew Kentucky Home
The Official State Government Web Site
of the Commonwealth of Kentucky

Validating Files.

Please Wait...

Congratulations!

All Files Successfully Validated and Transferred to the Registry.

174276_200703121131.zip

* KRS 121.180 requires you to file **a signed paper original** of this report with the *
*Registry of Election Finance and a copy with your County Clerk. *

* Failure to timely file the paper versions of this electronic transmission
may result in fines or other penalties *

Please print this screen for your records

If there are only warnings listed above , you can return to the main menu to re submit the file.

Click here to return to the main menu.