Adjutant Software Customer Support
Tech Notes

Document Title: Reports and the Florida EFS System
Document Number: 030
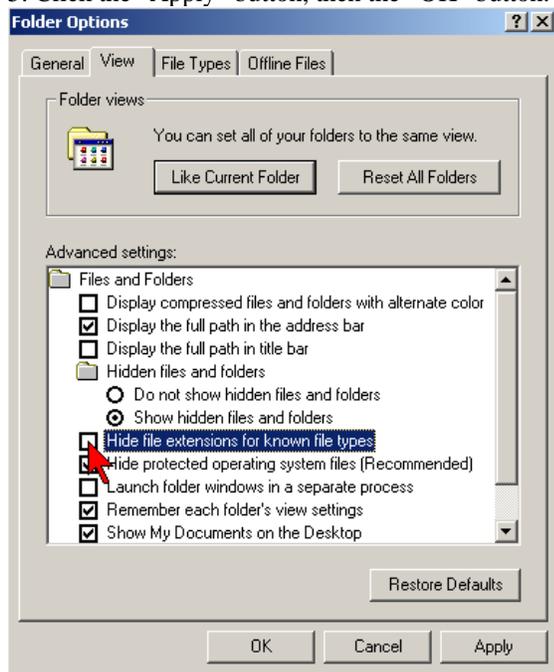Applies to: Campaign ToolBox Florida

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SUMMARY

The Florida EFS system has been very frustrating for a number of filers. When calling the state EFS Help Desk, some Campaign ToolBox users have been told that the problem is with Campaign ToolBox when it clearly is not. This Tech Note will show you how to verify for yourself that your electronic filing data file is valid, properly named, and ready for upload to the Florida EFS system. With a valid, properly named file sitting on your hard drive, the responsibility for uploading that file belongs to your computer, your Internet connection, and the state EFS system. By confirming this yourself, you can assure the person at the EFS Help Desk that your file is valid and ready to go, so they can concentrate on the real problem.

PROCEDURE

Begin by creating your report using Campaign ToolBox. Make sure you have corrected any problems shown on the Flagged Items Report (displayed during the report creation process) before continuing with this procedure.

Before starting, make sure that your computer is set up to display file extensions (you should only need to do this one time). If this is not done, you will not be able to verify that you have the correct file extension.

1. Start Windows Explorer (<u>NOT</u> Internet Explorer)
2. Click on the menu item Tools > Folder Options
3. Click on the "View" tab
4. <u>Uncheck</u> "Hide file extensions for known file types"
5. Click the "Apply" button, then the "OK" button.

There are four things we will be checking for: 1) File name, 2) File extension, 3) File structure, and 4) File location. The program we will use is Windows Notepad. This is a standard part of Windows and is usually found by clicking the Start button, then going to Programs > Accessories > Notepad.

1. Start Windows Notepad.

2. Click on the menu item File > Open.

3. At the bottom of the "Open" dialog box, set the "Files of type:" to All Files.
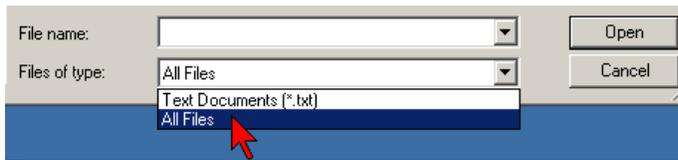
4. Browse to your local C: drive, then to the "ReportFile_FL" folder. This is located directly under the C: drive (in the root directory). In that folder, you will find one file. The file name must be your Statutory ID Number issued to you by the state. The file extension must be the code for the report you are submitting (Example: 12345.Q3 would be the Third Quarter report for ID Number 12345). The EFS system will not accept a file that does not have the correct name and extension. The ID Number is set in Initial Program Setup. The extension is set when you create your report and select a report type from the list.
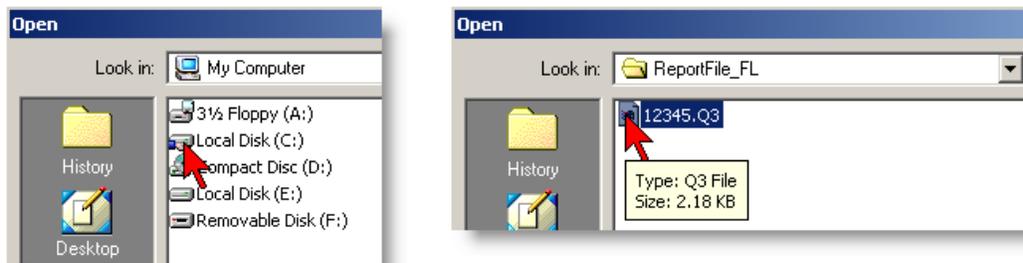
5. Click on the file to open it. If the text does not appear in neat columns, click the Format menu item and **uncheck** the "Word Wrap" selection.

6. Your file should appear something like this.

• The first line will always begin with "H". This is the Header record.
• The last line will always begin with "S". This is the Summary record.
• The lines in the middle will begin with "C" for Contributions, and "E" for Expenses. For some campaigns there may also be records that begin with "D" or "F".

Campaign ToolBox tests the file to assure that it is correctly structured. It also runs a number of other tests to look for possible problems such as invalid characters.

7. Close the file by clicking on the "X" in the upper right corner or by clicking on the menu item File > Exit.
<u>Do NOT save the file!</u> If you accidentally do so, you should go back into Campaign ToolBox and create your report again just to make sure that you have a valid file.

By going through these steps, you have confirmed the following:

1. The file has the correct name (your state-issued ID number).
2. The file has the correct extension (the code for the report you are filing).
3. The file contains the records you are reporting, and they are in the correct format.
4. The file is located in C:\ReportFile_FL so that you can browse and select that file using the EFS system.

Once these four items have been confirmed, you can be certain that the report is ready to be uploaded by the state EFS system. Campaign ToolBox has completed its task and is no longer involved in the process, and all operations regarding getting your file to the state are entirely the responsibility of: 1) your browser, 2) your Internet connection, and 3) the state EFS system.

NOTES

This Tech Note deals with the file that Campaign ToolBox creates. You must also assure that you have a reliable Internet connection and a working copy of Internet Explorer. Some other browsers (such as Mozilla) may not work correctly with the EFS system. The ability to upload files via the Internet is your responsibility - not the state's.

The phone number for the state EFS system Help Desk is 850-245-6280. When contacting the Help Desk, please be sure to make a note of the name of the person you are speaking with. If they don't offer their name - ask. This is a relatively new system, and they are still in "learning mode". If they are giving incorrect information, having a name makes it easier to get the correct information back to that person.