

Adjutant Software Customer Support Tech Notes

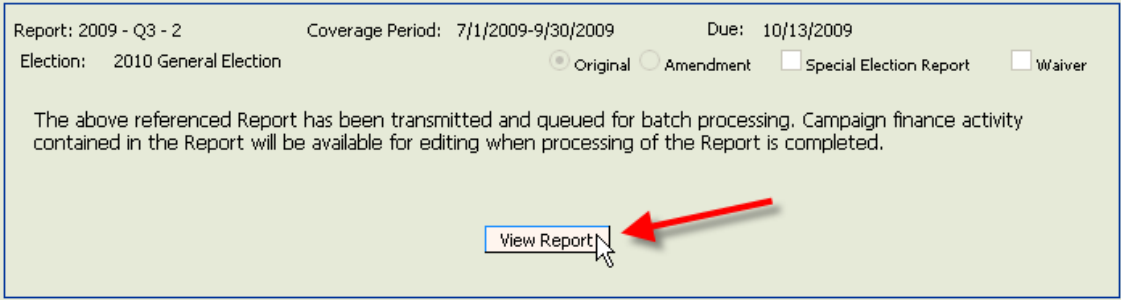
Document Title: Error Tracking on the Florida EFS System
Document Number: 039
Applies to: Florida EFS System and CTB FL version 5.0 and later

SUMMARY

This Tech Note describes how to locate errors that the Florida EFS system has flagged for reports that have been uploaded and “Pending Submission” – *but not yet filed*. There are some errors that the Division of Elections system can find and flag that Campaign ToolBox is currently unable to detect. These errors need to be corrected *before the report is filed*. Some errors – especially those concerning Related Expenditure Distributions – are best corrected directly on the EFS system rather than filing an Amended report using Campaign ToolBox.

PROCEDURE

1. Upload your report file using Open New Report.
2. Click the View Report button.

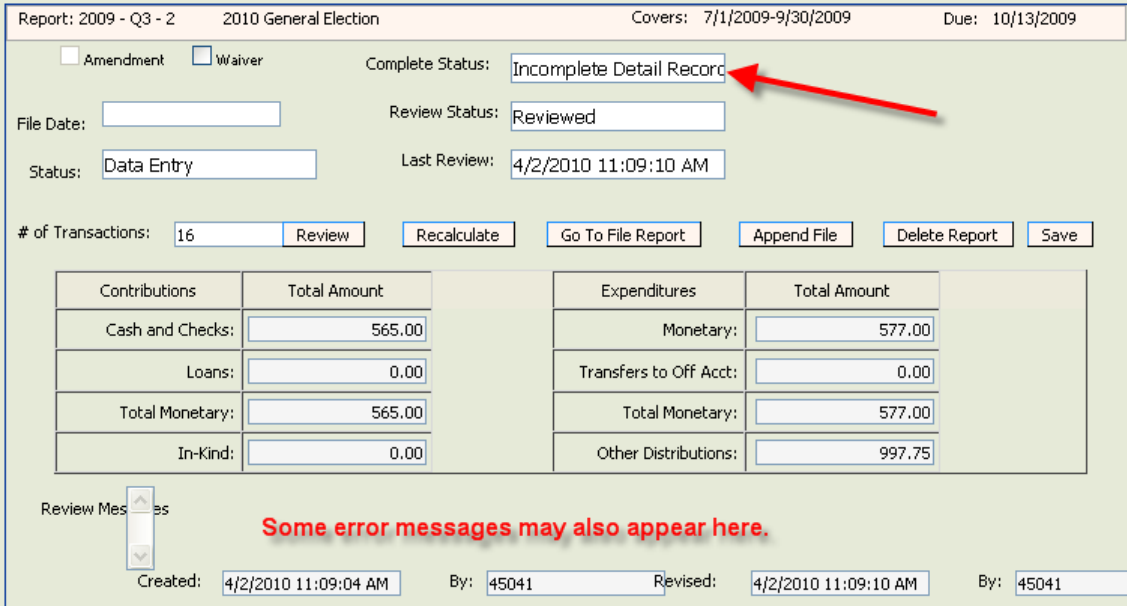


Report: 2009 - Q3 - 2 Coverage Period: 7/1/2009-9/30/2009 Due: 10/13/2009
Election: 2010 General Election Original Amendment Special Election Report Waiver

The above referenced Report has been transmitted and queued for batch processing. Campaign finance activity contained in the Report will be available for editing when processing of the Report is completed.

A red arrow points to the "View Report" button.

3. If the system finds any problems, you will see “Incomplete Detail Records” in the “Complete Status” field.



Report: 2009 - Q3 - 2 2010 General Election Covers: 7/1/2009-9/30/2009 Due: 10/13/2009

Amendment Waiver Complete Status:

File Date: Review Status:
Status: Last Review:

Contributions		Expenditures	
	Total Amount		Total Amount
Cash and Checks:	<input type="text" value="565.00"/>	Monetary:	<input type="text" value="577.00"/>
Loans:	<input type="text" value="0.00"/>	Transfers to Off Acct:	<input type="text" value="0.00"/>
Total Monetary:	<input type="text" value="565.00"/>	Total Monetary:	<input type="text" value="577.00"/>
In-Kind:	<input type="text" value="0.00"/>	Other Distributions:	<input type="text" value="997.75"/>

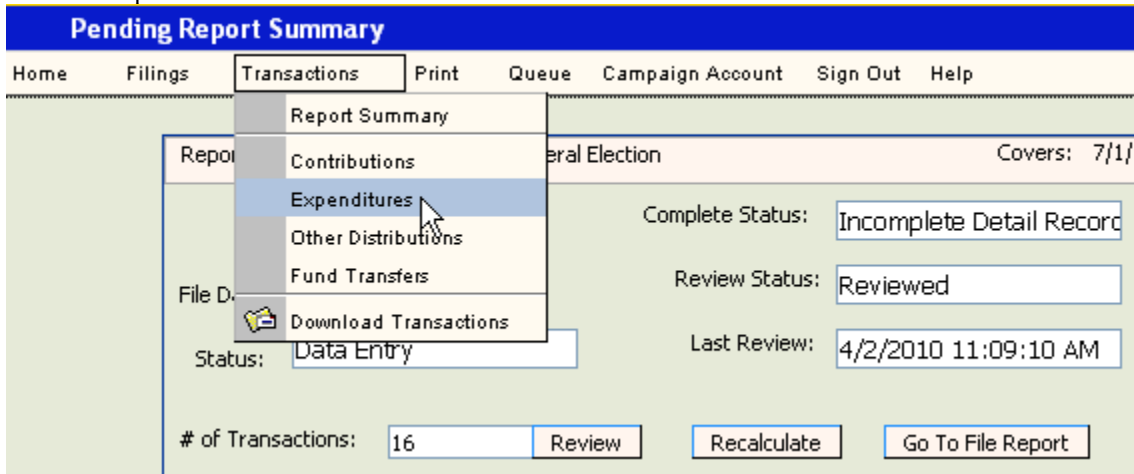
Review Messages:

Created: By: Revised: By:

A red arrow points to the "Complete Status" field.

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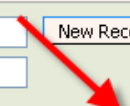
4. Click on the Transactions menu item, and select a type of record. You may need to go through each type in order to find where the problem is.



5. Click on the Errors column twice to sort by that column. Records with errors will now appear at the top of the list.

Report: 2009 - Q3 - 2 Covers: 7/1/2009-9/30/2009 Due: 10/13/2009 Status: Reviewed

Page Size: Page 1 Of 1 (Trx's 1 - 5 Of 5)

Go To Page: New Record 

Go To Record:

Seq	Date	Source	Amount	Purpose	Exp Type	Amend Type	Errors
4	08/05/2009	PRIMARY BANK ACCOUNT	\$190.50	CREDIT CARD PAYMENT	CCP		1
5	08/25/2009	ADAMS , JOHN QUINCY	\$59.25	REIMBURSEMENT	RMB		1
1	07/31/2009	ADAMS , JOHN QUINCY	\$57.25	REIMBURSEMENT	RMB		0
2	07/31/2009	PRIMARY BANK ACCOUNT	\$20.00	BANK CHARGE FOR RETURNED CHECK	MON		0
3	08/01/2009	WASHINGTON , GEORGE	\$250.00	STATE CANDIDATE	CAN		0

6. Click on the Sequence Number for records that indicate an error.

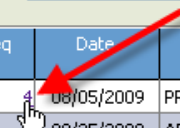
Report: 2009 - Q3 - 2 Covers: 7/1/2009-9/30/2009 Due: 10/13/2009 Status: Reviewed

Page Size: Page 1 Of 1 (Trx's 1 - 5 Of 5)

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3	08/01/2009	WASHINGTON , GEORGE	\$250.00	STATE CANDIDATE	CAN		0



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7. A description of the error will be displayed in the box in the lower left corner.

Report: 2009 - Q3 - 2 Covers: 7/1/2009-9/30/2009 Due: 10/13/2009 Status: Reviewed

Expenditure #: 4 8/5/2009 Amendment: Not Amended View Source:

Last Name, Suffix: PRIMARY BANK ACCOUN
First, Middle Name:
Address: 123 MONEY STREET
City: JACKSONVILLE State: Florida Zip: 33333-0000

Expenditure Type: Credit Card Payment Distribution Links
Purpose: CREDIT CARD PAYMENT
Office: Dist/Cir: Grp/Seat:

Amount: \$190.50 Distr: 249.75
Credit Card - Monthly Activity Amount: \$190.50 Revised: 4/2/2010 11:09:10 AM 45041

Incorrect Distributed Amount

New Copy Update Delete Undo Save Changes Go to Record

8. Make your corrections on this form, then click the Save Changes button to save it. The Status will change as shown.

Report: 2009 - Q3 - 2 Covers: 7/1/2009-9/30/2009 Due: 10/13/2009 Status: Updated - Needs Review

Expenditure #: 4 8/5/2009 Amendment: Not Amended View Source:

Last Name, Suffix: PRIMARY BANK ACCOUN
First, Middle Name:
Address: 123 MONEY STREET
City: JACKSONVILLE State: Florida Zip: 33333-0000

Expenditure Type: Credit Card Payment Distribution Links
Purpose: CREDIT CARD PAYMENT
Office: Dist/Cir: Grp/Seat:

Amount: \$180.50 Distr: 249.75
Credit Card - Monthly Activity Amount: \$190.50 Revised: 4/2/2010 11:49:39 AM 45041

Transaction has been updated. Audit of report is required

New Copy Update Delete Undo Save Changes Go to Record

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9. Your report will now need to go through the Audit process. Click on Filings, then Reports Pending Submission. Click on the Sequence Number for the report you are working on. This will bring up the Pending Report Summary. Click on the Review button.

Report: 2009 - Q3 - 2 2010 General Election Covers: 7/1/2009-9/30/2009 Due: 10/13/2009

Amendment Waiver Complete Status:

File Date:

Status: Review Status:

Last Review:

of Transactions:

Contributions		Total Amount		Expenditures		Total Amount	
Cash and Checks:	<input type="text" value="565.00"/>			Monetary:	<input type="text" value="577.00"/>		
Loans:	<input type="text" value="0.00"/>			Transfers to Off Acct:	<input type="text" value="0.00"/>		
Total Monetary:	<input type="text" value="565.00"/>			Total Monetary:	<input type="text" value="577.00"/>		
In-Kind:	<input type="text" value="0.00"/>			Other Distributions:	<input type="text" value="997.75"/>		

Review Messages

Created: By: Revised: By:

NOTES

Campaign ToolBox is fully capable of creating Amended reports to make changes to a report that has *already been filed* with the state; however, with the current system, amendments involving Expenses, Other Distributions, and Related Expenditure Distribution records are much easier to do directly on the state EFS system and should be done there instead of through Campaign ToolBox. You should then edit your Campaign ToolBox records accordingly so that your own records agree with what has been filed. As always, it is far better to fix a problem while it is in the *Pending Submission* stage before actually filing the report.