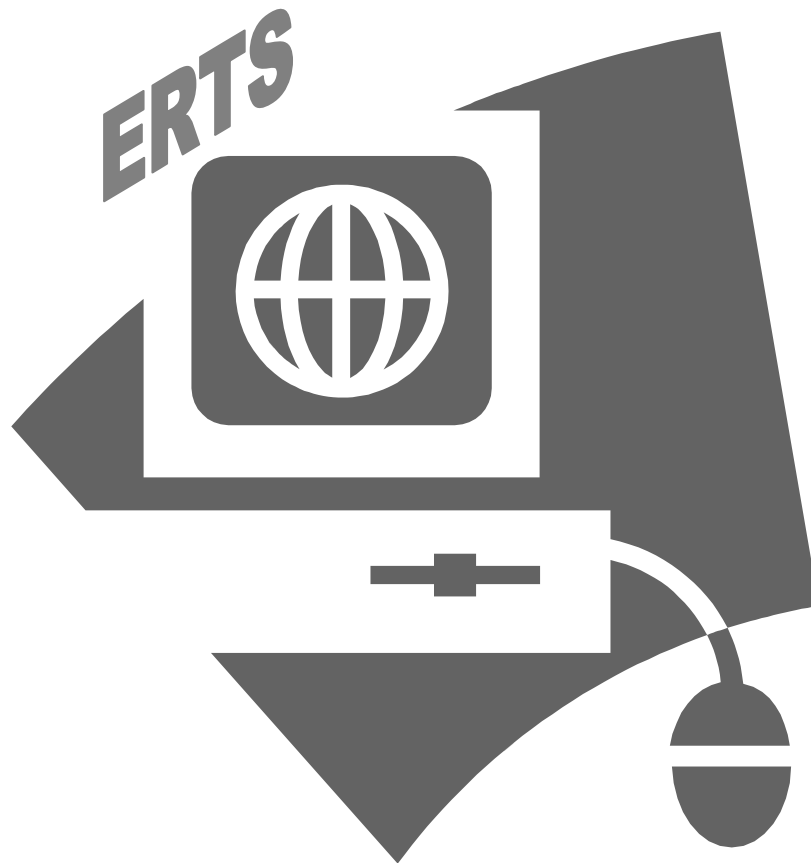


STATE OF RHODE ISLAND  
BOARD OF ELECTIONS  
ERTS  
USER MANUAL



# STATE OF RHODE ISLAND BOARD OF ELECTIONS

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Thomas V. Iannitti, *Acting Chairman*  
John A. Daluz  
Florence G. Gormley  
Frank J. Rego  
Raymond A. Xavier

Robert Kando  
*Executive Director*

Richard E. Thornton  
*Supervising Accountant*

---



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# Introduction

The Board of Elections (“BOE”) has produced this manual to assist candidates, officeholders and committees with electronic filing of campaign finance reports via the Electronic Reporting and Tracking System (“ERTS”).

If you have any problems or questions not resolved by this manual, please call a member of the campaign staff at (401) 222-2345; meet with a member of the campaign finance staff in person; or e-mail the Board at [campaignfinance@elections.ri.gov](mailto:campaignfinance@elections.ri.gov).

## **NOTICE**

### ***Recordkeeping Requirement***

***R.I.G.L 17-25-11.1***

It is required that you keep and maintain all receipts, records, and supporting documentation of all transactions for 4 years. ERTS *is not* intended as a proof of transaction should you need it for auditing or other purposes.

It is highly recommended that when you file a report through ERTS you click the “Click here to view report” option and print a paper copy of your filing for your own records.

# Getting Around in ERTS

Whenever you login to ERTS you will start at the *Organization Overview* screen seen below:

**Organization Overview**

Welcome back: JOHN Q CANDIDATE

Last Login: May 13 2005 10:08AM

Log Off | v 2 (stage)

Navigation Tabs: Overview, Contributions, Expenditures, Filings, Reports, Admin

**Reports Due**

Report Type	Due Date	Report Status	Date Filed	
2005 On-Going Quarterly (2nd)	07/30/2005			File
2005 On-Going Quarterly (3rd)	10/30/2005			File
2005 On-Going Quarterly (4th)	01/30/2006			File

**Board Actions (Fines and Violations)**

Description	Violation Date	Violation Description	Violation Balance
Open	10/05/2004	Late Filing Violation	\$25.00
Open	11/30/2004	Late Filing Violation	\$49.00

Screenshot 1 - Organization Overview

Reports due, as scheduled by the BOE, are displayed here

A report not filed by its Due Date will have a **Past Due** Report Status.

## Navigation Tabs (Figure 1)

The *Navigation Tabs* are the primary way to access most areas within ERTS. From the Navigation Tabs you may access key areas of ERTS.

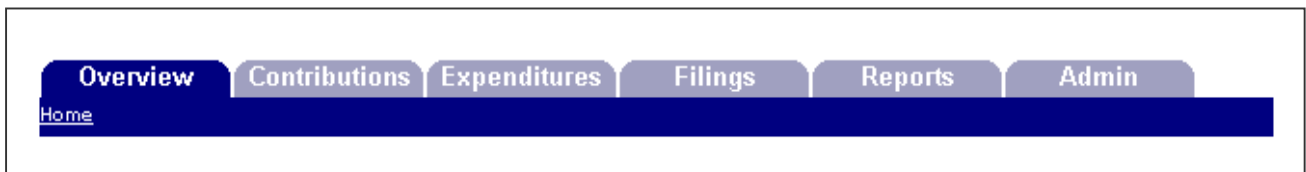







Fig. 1 – Navigation Tabs

## Navigation Buttons

	Use this button to return to the previous screen. It is recommended that you use this button instead of the Back button on your Web browser.
	Use to add a new contribution or expenditure
	Use to find a contribution or expenditure that you have already submitted.
	Use to search for an existing donor from a contribution or an existing payee from expenditure.
	Use to submit information to ERTS.

# Organization Overview Page

Every user begins in the Organization Overview area. There are four main sections of the Overview area:

## Account Status (see Screenshot 2)

Information contained in this section includes:

- **Ending Cash Balance:** the ending cash balance of the most recent report received by the BOE.
- **Pending Contributions:** total contributions entered into ERTS, but whose scheduled report has not been filed.
- **Pending Expenditures:** the total expenditures entered into ERTS, but whose schedule report has not been filed.

## Transaction History (see Screenshot 2)

Information in this section includes:

- **Contributions:** the total of all contributions entered into ERTS for reports that have been “Received by the BOE” during the calendar year.
- **Expenditures:** the total of all expenditures entered into ERTS for reports that have been “Received by the BOE” during the calendar year.

State of Rhode Island and Providence Plantations  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

### Organization Overview

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 14 2005 8:28AM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

Overview | Contributions | Expenditures | Filings | Reports | Admin

Home

#### Account Status

Totals	
Ending Balance as of 12/31/2004	\$0.00
Pending Contributions	\$0.00
Pending Expenditures	\$0.00

#### Transaction History

Transaction Type	Year to Date Totals
Contributions	\$0.00
Expenditures	\$0.00

#### Reports Due

Report Type	Due Date	Report Status	Date Filed	
2005 On-Going Quarterly (1st)	04/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (2nd)	07/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (3rd)	10/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (4th)	01/30/2006			<a href="#">File</a>

Screenshot 2 - Organization Overview

**Organization Overview**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 15 2005 8:19AM

Help with this page      Log Off | v 1.5.2 (stage)

Overview   Contributions   Expenditures   Filings   Reports   Admin

**Account Status**

Totals	
Ending Balance as of 12/31/2004	\$0.00
Pending Contributions	\$1,345.00
Pending Expenditures	\$974.77

**Transaction History**

Transaction Type	Year to Date Totals
Contributions	\$0.00
Expenditures	\$0.00

**Reports Due**

Report Type	Due Date	Report Status	Date Filed	File
2005 On-Going Quarterly (1st)	04/30/2005			File
2005 On-Going Quarterly (2nd)	07/30/2005			File
2005 On-Going Quarterly (3rd)	10/30/2005			File
2005 On-Going Quarterly (4th)	01/30/2006			File

**Board Actions (Fines and Violations)**

Description	Violation Date	Violation Description	Violation Balance
Open	10/05/2004	Late Filing Violation	\$25.00
Open	11/30/2004	Late Filing Violation	\$49.00

Screenshot 3 – Organization Overview

**Reports Due (see Screenshot 3)**

Information in this section includes:

- **Report Type:** reports scheduled by the BOE
- **Due Date:** the date by which a report must be filed through ERTS.
- **Report Status:** indicates whether the report is past due or rejected.
- **Date Filed:** this field is blank since the report has not been filed.



To view filings received by the BOE, look under the **Filings** tab.



**Board Actions** (see Fig. 3)

Information in this section includes:

- **Description:** indicates whether a fine or penalty assessed by the BOE is open, paid, revoked or suspended.
- **Violation Date:** the effective date of the BOE action.
- **Violation Description:** a description of the BOE action.
- **Violation Balance:** the current outstanding balance of the fine or penalty.

# Contributions

Clicking on the **Contributions** tab brings you to the Contributions section of ERTS. This is where you enter and manage all contributions received by your organization.

Contributions Tab

State of Rhode Island and Providence Plantations  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

Contribution Administration

Welcome back: JOHN Q CANDIDATE  
Last Login: Apr 15 2005 9:14AM

Overview **Contributions** Expenditures Filings Reports Admin

Home

Rhode Island Menu

Board of Elections  
Home Page

General Information  
View Filed Reports  
User Login

Search  
- Filings  
- Contributions  
- Expenditures

Contact Us  
Campaign Finance  
Home  
Forms  
Change Pin

Contribution History (10 most recent Contributions)

Add Find

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount	Edit
MS. LISA K JONES	Individual	03/15/2005		\$300.00	Edit
JOHN Q CANDIDATE	Loan Proceeds	02/15/2005		\$500.00	Edit
	Aggregate - Individual	03/07/2005	03/07/2005	\$370.00	Edit
JANE JONES	Individual	02/19/2005		\$125.00	Edit
MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	Edit

Donor Maintenance

By entering the Donor Maintenance area, you as the user will have the ability to search for a donor and to fix any information that is stored about the selected donor.

Update a Donor

Add a Contribution

Find Contribution

10 Most Recent Contributions

Edit a Contribution

Click Here to Enter the Donor Maintenance Section

Screenshot 4

## Contributions History (see Screenshot 4)

This section allows you to view up to the last 10 contributions entered into ERTS, add new contributions and find and edit contributions already entered into ERTS.

- **Donor:** Name of the donor (if applicable).
- **Contribution Type:** The type of contribution received, such as *Individual*, *Party*, *PAC*, etc.
- **Contribution Date:** The date the contribution was received by the duly appointed campaign treasurer or deputy treasurer.
- **Deposit Date:** The date the contribution was deposited into a campaign account.
- **Contribution Amount:** The amount of the contribution.
- **Edit:** The link allows the editing of contribution information for the last 10 contributions entered into ERTS.



**Contribution** \*: Required  
\*\*: Recommended

Contribution Type \*  Receipt Date (mm/dd/yyyy) \*  Deposit Date (mm/dd/yyyy)  Transaction Type \*  Contribution Amount \* \$

Contribution Explanation

Submit for Matching Public Funds?  
 Lock Info  
 Previous Aggregate

---

**Donor Information**

Prefix:  First Name: \*  MI:  Last Name: \*  Suffix:

Address1: \*\*   
Address2:

City: \*\*  State: \*\*  Zip:

Lock Donor Info

---

**Employer Information**

Name: \*\*   
Address1: \*\*   
Address2:

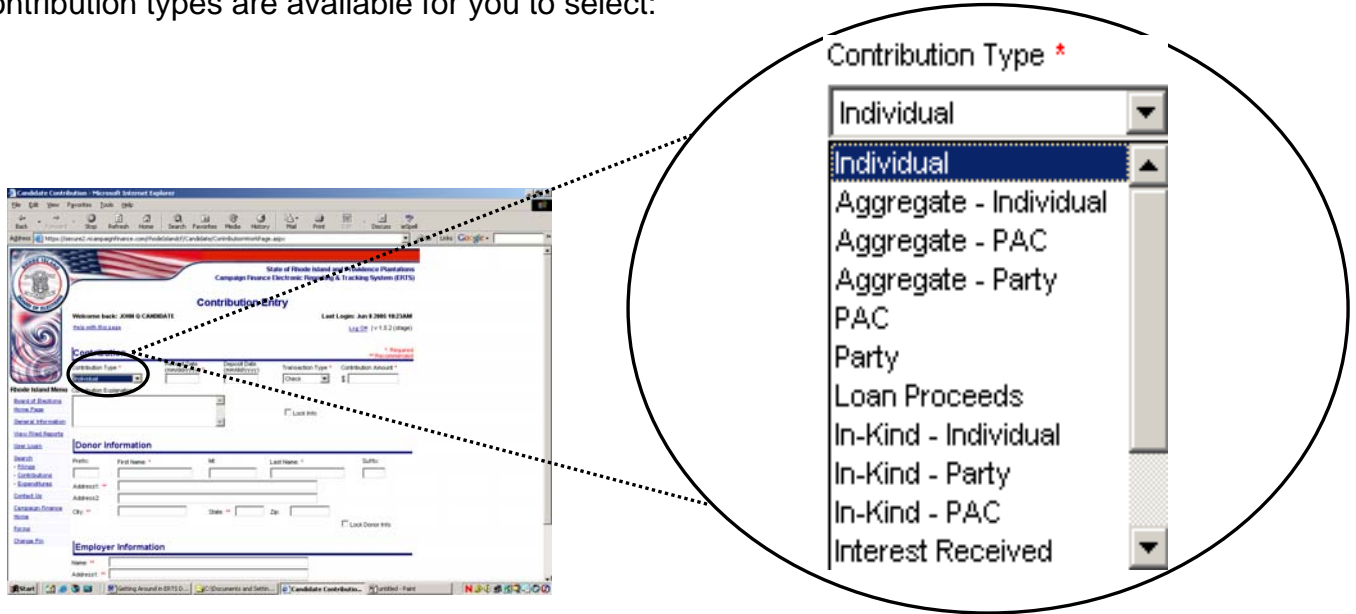
City: \*\*  State: \*\*  Zip:

Screenshot 5 - Contribution Entry page

**NOTE:** It is important that you utilize the **Search** feature whenever adding contributions in order to maintain an accurate donor database and to ensure compliance with annual contribution limits. ERTS has the capability to warn you if a donor exceeds his or her annual contribution limit set by Rhode Island's campaign finance laws.

**Contribution Type** (see Screenshot 6)

Before adding a new contribution, you must select the appropriate Contribution Type from the drop down list in the Contribution area of the Contribution Entry page. The following contribution types are available for you to select:



Screenshot 6 – Add a Contribution Screen

\*Note, in addition to the selections above, you may also choose **Refund/Rebate**, **Other Receipt**, or **Matching Public Funds** as contribution types (these choices are not displayed above).



If you leave a **required** field blank, the contribution will not be accepted. You will receive a warning message in red text indicating which required fields you failed to correctly enter information into.

**Donor Maintenance (see Screenshot 7)**

To update or add Personal or Employment Information for an individual donor previously entered into ERTS by an organization:

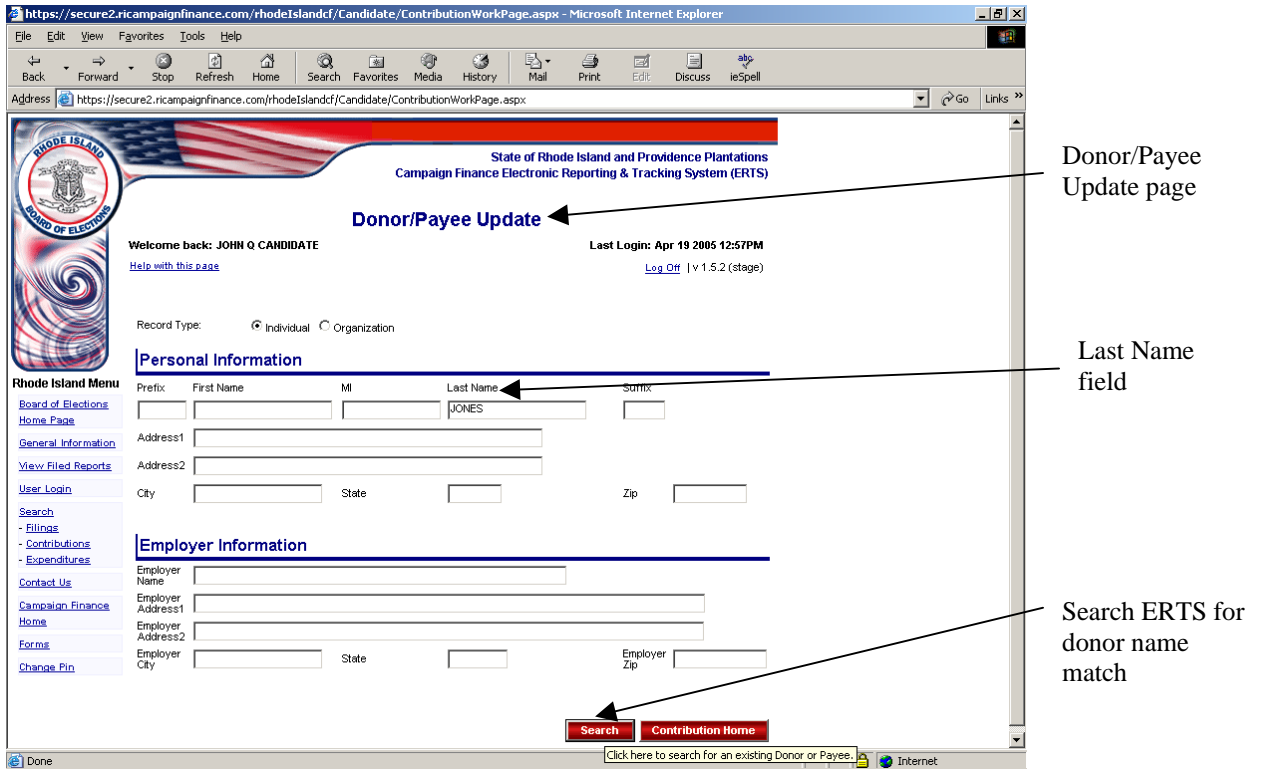
1. Proceed to the **Donor Maintenance** area located under the **Contributions** tab on the **Contribution Administration** page (see Screenshot 7)
2. Click on [Update a Donor](#) link, which brings the user to **Donor/Payee Update** page (see Screenshot 8)

The screenshot shows a web browser window displaying the ERTS interface. The page title is "State of Rhode Island and Providence Plantations Campaign Finance Electronic Reporting & Tracking System (ERTS)". The main heading is "Contribution Administration". A navigation menu includes "Overview", "Contributions", "Expenditures", "Filings", "Reports", and "Admin". The "Contributions" tab is selected. Below the menu is a "Contribution History (10 most recent Contributions)" table. A "Donor Maintenance" section is visible below the table, containing an "Update a Donor" link. Annotations with arrows point to the "Contribution Administration" heading, the "Contributions" tab, the "Donor Maintenance" section, and the "Update a Donor" link.

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount	
ROGER WILLIAMS	Individual	02/01/2005		\$300.00	<a href="#">Edit</a>
MS. LISA K. JONES	Individual	03/15/2005		\$300.00	<a href="#">Edit</a>
JOHN Q. CANDIDATE	Loan Proceeds	02/15/2005		\$500.00	<a href="#">Edit</a>
	Aggregate - Individual	03/07/2005	03/07/2005	\$370.00	<a href="#">Edit</a>
JANE JONES	Individual	02/19/2005		\$125.00	<a href="#">Edit</a>
MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	<a href="#">Edit</a>

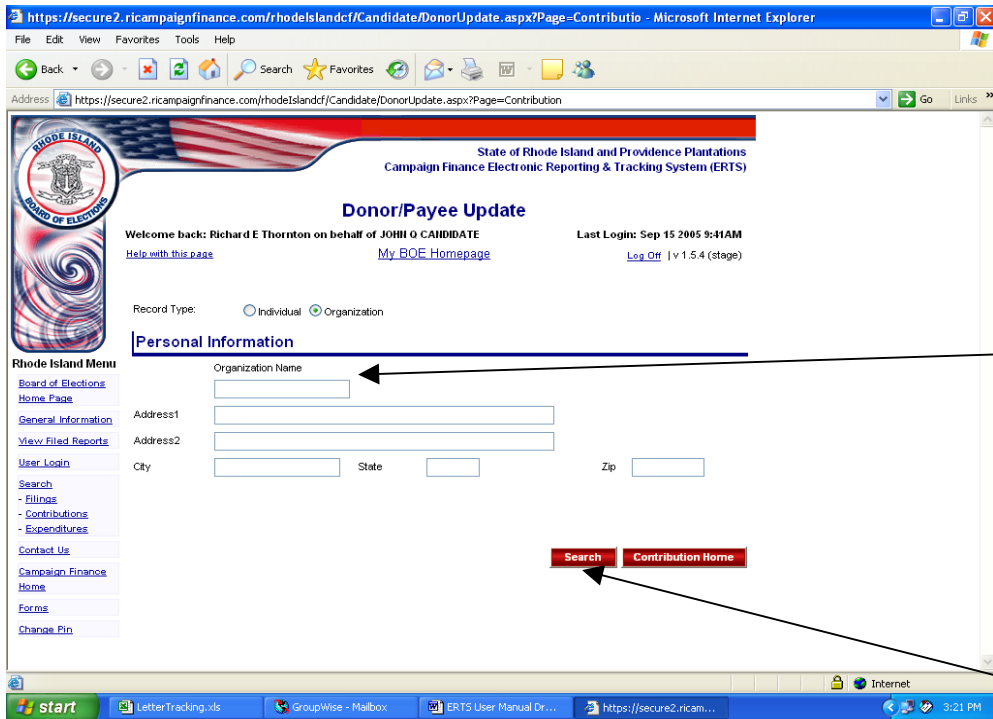
Screenshot 7-Donor Maintenance

Update a Donor



Screenshot 8 - Donor/Payee Update Page/Search for donor individual

3. Click the appropriate Record Type: Individual or Organization
  - a. For Individual, enter the donor's last name into the Last Name field. (see **Screenshot 8**)
  - b. For Organization, enter Organization Name. (see **Screenshot 9**)



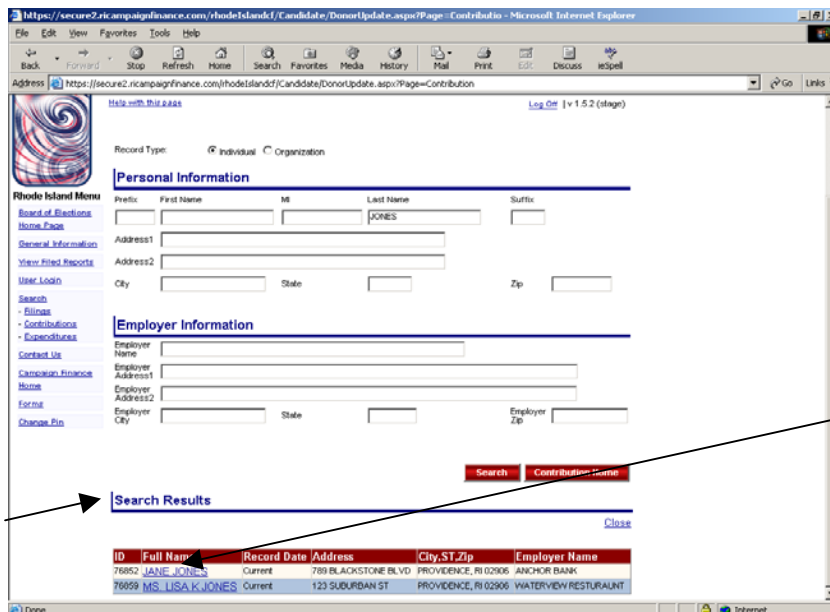
Organization Name field

Search ERTS for donor name match

Screenshot 9-Search for donor organization

4. Click **Search**.

- a. For Record Type: Individual, the names of all individual donors previously entered into ERTS by the user’s organization will be searched and any matches will be displayed in the Search Results area. (see **Screenshot 10**).
- b. For Record Type: Organization, the names of all organization payees (i.e. for Interest Received and Refunds/Rebates) previously entered into ERTS by the user’s organization will be searched and any matches will be displayed in the Search Results area. (see **Screenshot 11**).

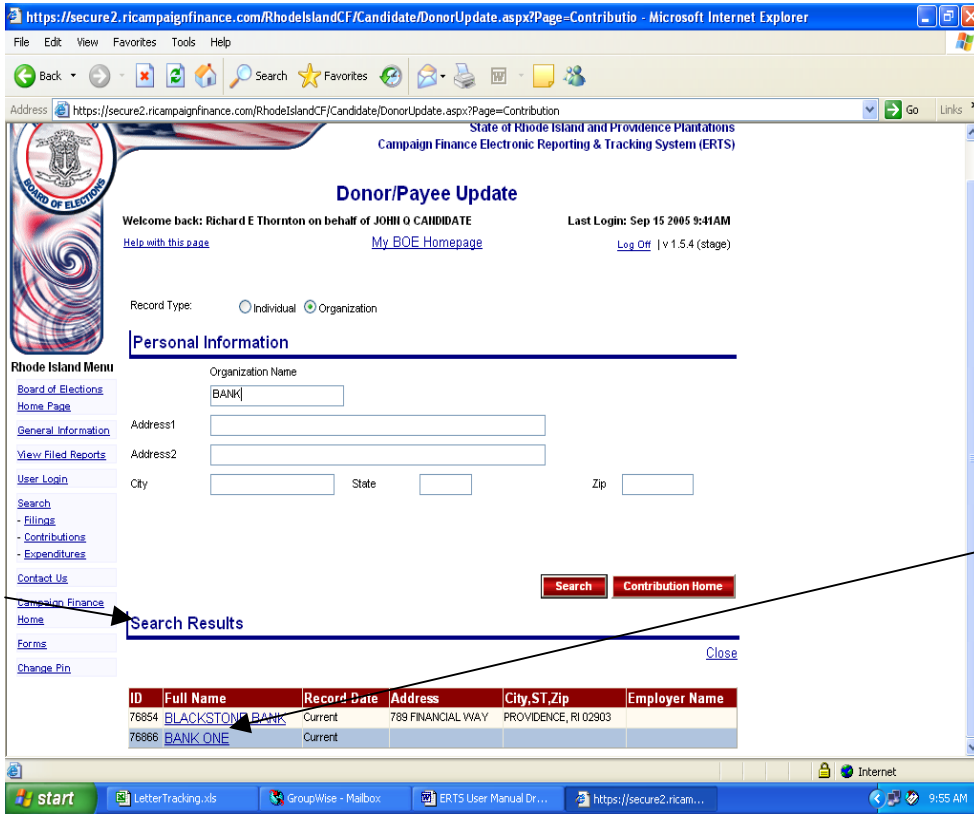


Search Results area

Click on the name of the donor to update information

Screenshot 10 – Search Results for Individual donor



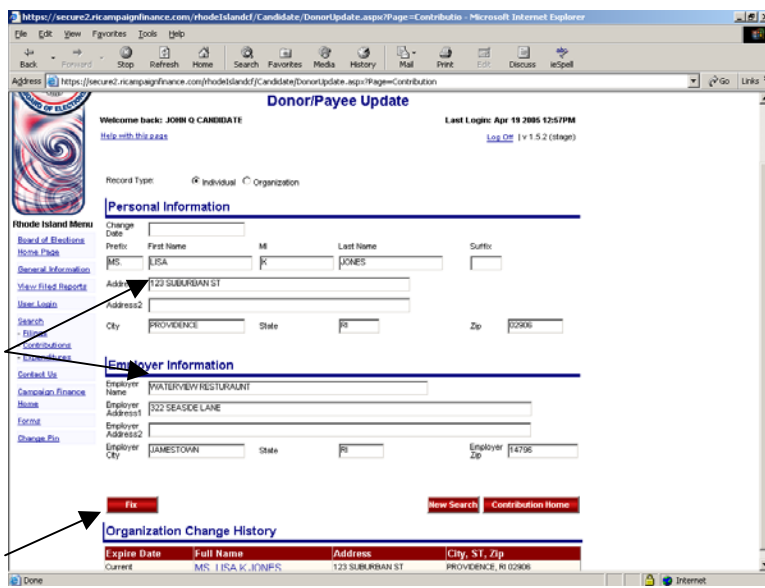


Search Result area

Click on the name of the donor to update information

Screenshot 11-Search results for Organization payee

5. Click on the name of the individual donor or organization payee to update/fix.
6. Update the individual donor's (see Screenshot 12) or organization payee's (see Screenshot 12.1) information.



Update Personal and/or Employer Information

Click Fix to save changes

Screenshot 12 – Update Individual Donor Information

Update Organization Information

Click Fix to save changes

Screenshot-12.1-Update Organization Payee Information

7. Click **Fix** at the bottom-left of the screen to save any changes. (Note: you will be returned to the Contribution Administration page.)

### Add a Contribution-Political Action Committee (PAC) or Political Party Committee

When adding a contribution from a PAC or Party:

1. Go to the Contribution Administration page located under the Contributions tab.
2. Click on the Add button in the Contribution History area.
3. Select Contribution Type = PAC or Party from the drop down list located in the Contribution area of the Contribution Entry page. The page will automatically refresh, bringing the user to the correct data entry screen.
4. Enter complete contribution information.
5. In the Donor Information area, enter the name of the PAC or Party or a Key #, if known.
6. Click on the Search button. (see **Screenshot 13**)

**Note:** The correct names and addresses of all PACs and Parties registered in RI are stored in ERTS. Entering the PAC or Party name incorrectly will yield no results from the search. If the user has difficulty locating a PAC or Party stored in ERTS, enter only the first word in the PAC's or Party's name, or a portion thereof, or use the symbol "%" as a wildcard before or after a word contained in the PAC or Party name.

- 7. Click on the appropriate PAC name from the search results. (see **Screenshot 13**)
- 8. Click on the Submit button to save the entry in ERTS.

Select PAC or Party as Contribution Type

From the search results, click on the name of the appropriate donor PAC

Enter contribution information

Enter donor PAC name and click Search

**Contribution** \*: Required  
\*\*: Recommended

Contribution Type \* PAC  
 Receipt Date (mm/dd/yyyy) \* 03/03/2005  
 Deposit Date (mm/dd/yyyy) 03/03/2005  
 Transaction Type \* Check  
 Contribution Amount \* \$ 250

Contribution Explanation

Submit for Matching Public Funds?  
 Previous Aggregate

**Donor Information**

PAC Name \* RI DENTAL  
 Key

**Search** **Clear**

Key	Organization Name	Address	City, State, Zip
278	RI DENTAL PAC	200 CENTERVILLE ROAD	WARWICK, RI 02886

**Return**

**Screenshot 13-Contribution Entry page for a PAC**

**Contribution** \*: Required  
\*\*: Recommended

Contribution Type \* PAC  
 Receipt Date (mm/dd/yyyy) \* 03/03/2005  
 Deposit Date (mm/dd/yyyy) 03/03/2005  
 Transaction Type \* Check  
 Contribution Amount \* \$ 250

Contribution Explanation

Submit for Matching Public Funds?  
 Previous Aggregate

**Donor Information**

PAC Name \* RI DENTAL PAC  
 Key

**Submit** **Return**

**Screenshot 13.1-Submit registered PAC/Party contribution**

- 9. Click on the Submit button to save the entry in ERTS. (see **Screenshot 13.1**)
- 10. If the search for a PAC or Party name ultimately yields no results, complete all appropriate fields in the Donor Information area and click the [Add as new PAC/Party](#) link. (see **Screenshot 14**)
- 11. Click on the Submit button to save the entry in ERTS. (see **Screenshot 14.1**)

**Note:** Accepting a contribution from a PAC or Party not registered in RI is not allowed under RI campaign finance law. Generally speaking, if the user adds a new PAC or Party, either the original search was not comprehensive enough, or a contribution was received from an illegal source and must be returned to the donor.

The screenshot shows two main sections: 'Contribution' and 'Donor Information'.  
**Contribution Section:**  
- Contribution Type \*: PAC (dropdown)  
- Receipt Date (mm/dd/yyyy) \*: 03/03/2005  
- Deposit Date (mm/dd/yyyy): 03/03/2005  
- Transaction Type \*: Check (dropdown)  
- Contribution Amount \*: \$ 200  
- Contribution Explanation: (text area)  
- Submit for Matching Public Funds?:   
- Previous Aggregate:   
**Donor Information Section:**  
- PAC Name \*: RESTAURANT OWNERS (text field) Key: (text field)  
- Address1: \*\* (text field)  
- Address2: (text field)  
- City: \*\* (text field) State: \*\* (text field) Zip: (text field)  
- Search: (button) Clear: (button)  
- Message: Sorry, there were no matches to the criteria you provided  
- Add as new PAC/Party: (link)  
- Return: (button)

Enter complete Donor Information

No results returned on search

Click on "Add as new PAC/Party"

Screenshot 14-Add as new PAC/Party

**Contribution** \*: Required  
\*\*: Recommended

Contribution Type *	Receipt Date (mm/dd/yyyy) *	Deposit Date (mm/dd/yyyy)	Transaction Type *	Contribution Amount *
PAC	03/03/2005	03/03/2005	Check	\$ 200

Contribution Explanation

Submit for Matching Public Funds?  
 Previous Aggregate

---

**Donor Information**

PAC Name \*     **RESTAURANT OWIERS**  
Address1: \*\*    **200 OAK DRIVE**  
Address2:  
City: \*\*        **PROVIDENCE**    State: \*\* **RI** Zip: **02903**

Click Submit to save entry in ERTS

**Submit** **Return**

Screenshot 14.1-Submit new PAC/Party

## Find a Contribution

A user may need to find a contribution previously entered into ERTS to:

- ◆ Update entry
- ◆ Delete entry
- ◆ Return funds to the contributor
- ◆ Record contribution as unavailable due to Non-Sufficient Funds (NSF).

Searching ERTS for a contribution is done from the Contributions Administration page (see Fig. 15). Click on the *Find* button to access the *Contribution Update* page (see Fig 13).

The screenshot shows the 'Contribution Administration' page in a Microsoft Internet Explorer browser. The page title is 'State of Rhode Island and Providence Plantations Campaign Finance Electronic Reporting & Tracking System (ERTS)'. The user is logged in as 'JOHN Q CANDIDATE' and the last login was on 'Apr 22 2005 8:33AM'. The page has a navigation menu with 'Overview', 'Contributions', 'Expenditures', 'Filings', 'Reports', and 'Admin'. The 'Contributions' menu item is selected. Below the navigation menu is a 'Rhode Island Menu' with various links. The main content area is titled 'Contribution History (10 most recent Contributions)' and contains a table with the following data:

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount
MS. LISA K JONES	Individual	03/15/2005		\$300.00 <a href="#">Edit</a>
JOHN Q CANDIDATE	Loan Proceeds	02/15/2005		\$500.00 <a href="#">Edit</a>
	Aggregate - Individual	03/07/2005	03/07/2005	\$370.00 <a href="#">Edit</a>
JANE JONES	Individual	02/19/2005		\$125.00 <a href="#">Edit</a>
MR JOHN N. SMITH	Individual	01/12/2005		\$50.00 <a href="#">Edit</a>

Below the table is a 'Donor Maintenance' section with a link to 'Update a Donor'. A 'Find' button is located at the top right of the table, and an arrow points to it with the text 'Click Find to search for a contribution'. Another arrow points to the 'Contribution Administration Page' label on the left side of the page.

Figure 15- Contribution Administration

At the *Contributions Update* page, enter in the as much information about the contribution as you know. For example, enter in the last name of the donor and/or the contribution amount (see Fig. 16).

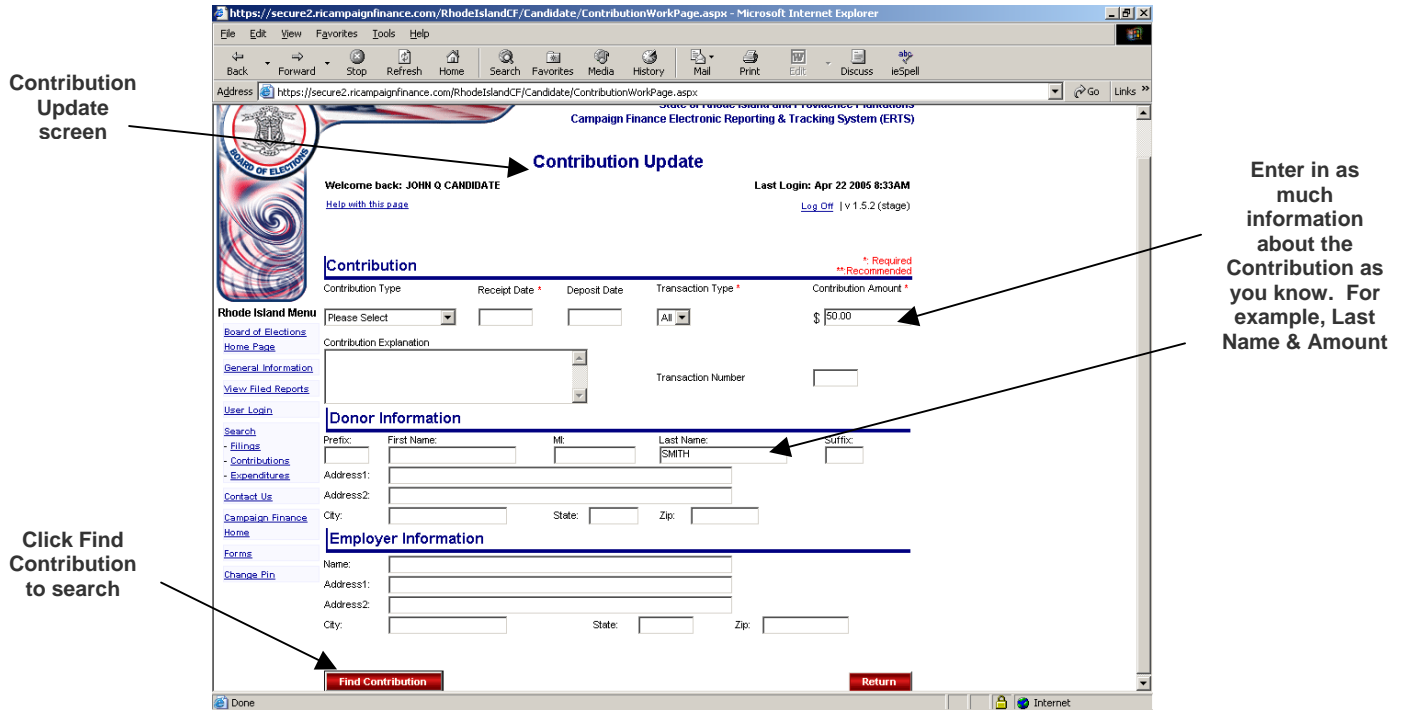


Fig. 16 – Contribution Update page

The results for the search will appear at the top of the page (see Fig. 17). If no results are displayed, try broadening your search by including less information, such as only the Last Name. If the search yields results, click on one of the options shown to the right of the contribution.

Contribution search results

Contribution options to Edit, Delete, Return, or NSF

ID	Donor Name	Contribution Type	Receipt Date	Deposit Date	Contribution Amount	Filed			
142270	MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	No	Update	Delete	ReturnNSF

Fig. 17 – Contribution search results

The options displayed are:

- **Update:** Allows you to change details for the contribution.
- **Delete:** Delete the contribution from ERTS.
- **Return:** Used if you returned a contribution to a donor
- **NSF:** Used when a contribution is returned for insufficient funds



**Updating a Contribution (See Fig. 18)**

If you choose to update a contribution you searched for, click the *Update* link to be taken to the *Contribution Update* page. Change any details of the contribution which need to be changed. The only detail you **cannot** change is the Contribution Type. Once you are finished, click *Update Contribution*.

**Contribution** \*: Required  
\*\*: Recommended

Contribution Type: Individual | Receipt Date \*: 1/12/2005 | Deposit Date: | Transaction Type \*: Check | Contribution Amount \*: \$ 50.00

Contribution Explanation:

Submit for Matching Public Funds?  
Transaction Number:   
 Previous Aggregate  
(Previous Aggregate Transaction)

**Donor Information**

**Edit**

Prefix: MR. | First Name: JOHN | MI: IL | Last Name: SMITH | Suffix: |  
Address1: 22 SOUTH MAIN ST |  
Address2: |  
City: PROVIDEICE | State: RI | Zip: 02904

**Employer Information**

Name: HARRAGANSETT PRINTING |  
Address1: 456 CENTRAL AVE |  
Address2: |  
City: PROVIDEICE | State: RI | Zip: 02908

**Update Contribution** **Return**

Fig. 18 – Updating a Contribution page

**Deleting a Contribution**

If you need to delete a contribution you searched for, click the *Delete* link (see Fig. 17) and a modified version of the *Update Contribution* page will display. A confirmation message asking if you wish to delete the contribution will display at the top-left of the screen. Click Yes delete the contribution or No to cancel.

**Returning a Contribution**

In the event you need to return a contribution to a contributor, search for the contribution and click the *Return* link, which will bring up the *Return Contribution* page (see Fig. 19). Enter in the amount you are returning to the donor and complete any of the additional fields as needed. Click the *Return Contribution* button to submit the data to ERTS.

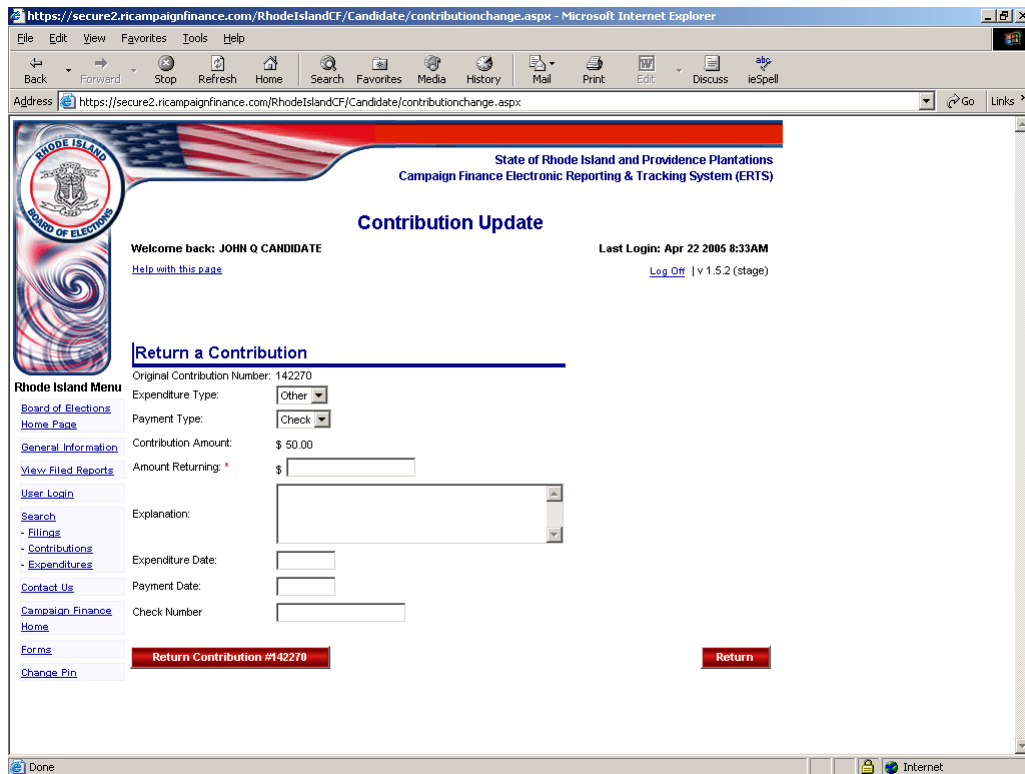


Fig. 19 – Return a Contribution page

### **Non-Sufficient Funds (NFS)**

If a donor made a contribution to you with a check and the check was returned by the bank due to Non-Sufficient Funds (NFS), search for the contribution and click the *NFS* link to bring up the *NSF Check* page. Enter the date the check was returned and provide a brief explanation. Click the *Continue NSF* button to submit the change to ERTS.

# Expenditures

Clicking on the **Expenditures** tab will bring you to the Expenditures section of ERTS. This is where you can enter and manage all the expenditures of your organization.

**Expenditure Administration page**

**Expenditure Tab**

**Enter the Payee Maintenance section**

**Add an Expenditure**

**Find an Expenditure**

**10 most recent Expenditures**

**Edit an Expenditure**

Payee	Expenditure Type	Expenditure Date	Payment Date	Expenditure Amount
JOHN Q CANDIDATE	Repayment of Loan	03/22/2005		\$250.00
RENAISSANCE CATERING	AP Repayment	03/01/2005	03/01/2005	\$200.00
RENAISSANCE CATERING	Account Payable	02/05/2005		\$200.00
	Aggregate Expenditure	03/25/2005		\$87.50
GOOD PIZZA CO.	Campaign Expenditure	03/03/2005		\$150.00
BLACKSTONE BANK	Campaign Expenditure	02/27/2005		\$8.75
A&L PRINTING INC	Campaign Expenditure	02/25/2005		\$78.52

Fig. 20 – Expenditure Administration page

## Expenditures History Section (see Fig. 20)

This section allows you to view the last 10 expenditures entered into ERTS. The following detail is provided for each of the contributions:

- **Payee:** The payee for the expenditure
- **Expenditure Type:** This is the type of expenditure.
- **Expenditure Date:** This is the date the expenditure was incurred. This date will be the same as the Payment Date for expenditure types not requiring an expenditure date.
- **Payment Date:** This is the date the expenditure was paid.
- **Contribution Amount:** The amount of the expenditure.

## Adding a New Expenditure (see Fig. 21)

In order to add a new expenditure in ERTS, you must click the **Add** button in the Expenditure *History* section (see Fig. 20). The *Expenditure Entry* page will then appear (see Fig 21). The Expenditure Entry page has two sections that must be completed. You should always select an *Expenditure Type* from the scroll box. This is important since the required fields on the page will change depending on the *Expenditure Type* selected (see Expenditure Type below for additional explanation). The following sections are found on the *Expenditure Entry* page:

- **Expenditure:** Specific Information about the expenditure being added
- **Payee Information:** Required information about the payee to whom the expenditure was paid.

The screenshot shows the 'Expenditure Entry' page in a Microsoft Internet Explorer browser window. The page title is 'Expenditure Entry' and the URL is 'https://secure2.nicampaignfinance.com/rhodeisland/Candidate/ExpenditureWorkPage.aspx'. The page is for 'JOHN Q CANDIDATE' and shows a 'Last Login' of 'Apr 26 2005 7:22AM'. The page is divided into two main sections: 'Expenditure' and 'Payee Information'. The 'Expenditure' section has a 'Disbursement Type' dropdown menu (set to 'Campaign Expenditure'), an 'Expenditure Type' dropdown menu (set to 'Advertising'), and an 'Expenditure Amount' field. The 'Payee Information' section has fields for 'Prefix', 'First Name', 'MI', 'Last Name', 'Suffix', 'Address1', 'Address2', 'City', 'State', and 'Zip', along with a 'Search' button. Annotations with arrows point to these fields, indicating where to enter details. A 'Submit' button is at the bottom left, and a 'Return' button is at the bottom right.

Fig. 21 – Entering an Expenditure

## Disbursement Type (see Fig. 21)

Before entering any information for a new expenditure, you must select a *Dispersion Type* from the first scroll box at the upper-left of the *Expenditure Entry* page. The following disbursement types are available for you to select:

- Campaign Expenditure:
- Aggregate Expenditure
- Repayment of Loan
- Refund Contribution
- Account Payable
- AP Repayment

Once you select an expenditure type, the page will reload to reflect the relevant and required fields for that particular expenditure type. Once you have selected an expenditure type, you may then enter data into the rest of the fields on the page.



**If you leave a *required* field blank, the contribution will not be accepted. You will receive a warning message in red text indicating which required fields you failed to enter information into.**

### **Searching for a Payee** (see Fig. 20)

Once you have entered a payee and the associated expenditure into ERTS, you do not need to retype the payee's information if there is another expenditure to them from your organization. Simply select the *Expenditure Type* and enter the required details regarding the expenditure. Type the Payee's last name or organization name into the appropriate field in the Payee Information section, then click Search. A list of possible matching payees will appear below the fields. Select the correct payee to which the expenditure was made and the Payee Information will automatically be loaded into all the appropriate fields. Verify all the information for the payee and expenditure are correct and click *Submit* to save the expenditure in ERTS.

It is important that you utilize the Search feature whenever you are adding expenditures. This will allow ERTS to store each of your payees in its database. If you frequently have expenditures to the same payee, this will make it easier as you will not have to enter that payee's information each time.

If you fail to use the Search feature, you more than likely continue creating duplicate payee records for the same individual or organization, which will be problematic if you ever need to update the payee's contact information in the database using the Payee Maintenance section since you will have multiple entries to change for the same payee.

**Payee Maintenance Section** (see Fig. 20)

If a previous payee has new contact information and you are making another expenditure to the payee, do not add a new expenditure to the payee until you have updated their entry in the database. In the *Payee Maintenance Section* (see Fig 20.), click on *Update a Payee* and you will be taken to the *Donor/Payee Update* page (see Fig. 22)

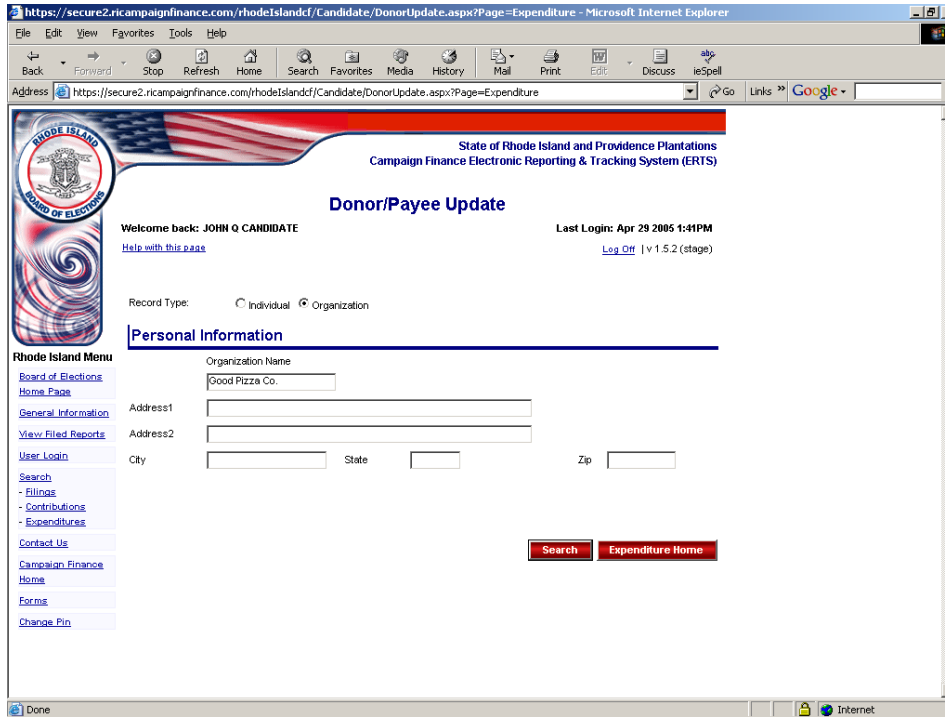


Fig. 22 – Donor/Payee Update page

Once you arrive at the Donor/Payee Update page, select whether the payee is an individual or an organization and the fields on the page will change accordingly. Then enter the payee’s last name into the Last Name field or enter the name of the organization if relevant, and click *Search*. ERTS will search the database for all payees with the last name or organization name you specified. All matches will be displayed at the bottom of the page. Click the name of the payee you wish to update. (See Fig. 22.1)

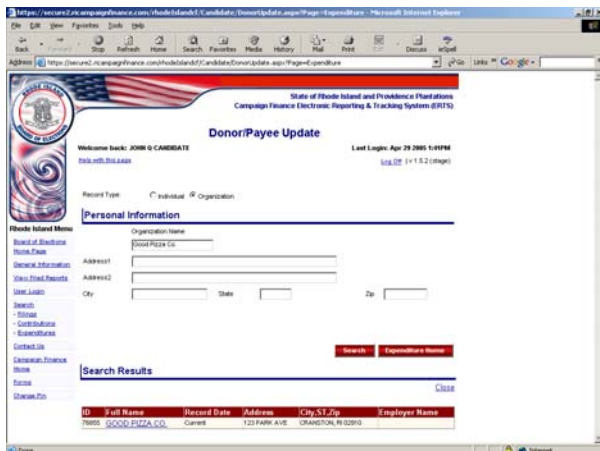


Fig. 22.1 – Payee update search results

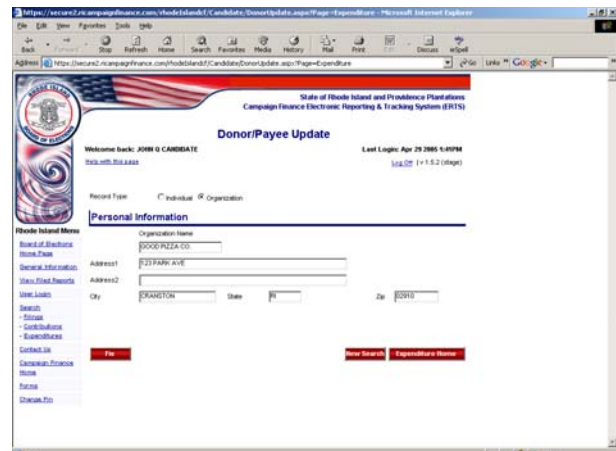


Fig. 22.2 – Edit payee information

Once you have updated the payee's information, click *Fix* at the bottom-left of the screen to save the changes. (See **Fig. 22.2**) You will then be returned to the *Expenditures Administration* page.

**Searching for an Expenditure (See Fig. 23)**

There are times when you may need to search for a specific expenditure to a particular payee. Searching ERTS for an expenditure is done within the *Expenditures Administration* section (see Fig. 20). Click on the *Find* button to access the *Expenditure Update* page (see Fig. 23).

At the *Expenditures Update* page, enter in the as much information about the expenditure as you know. For example, enter in the name of the payee (see Fig. 23).

The results for the search will appear at the top of the page (see Fig. 24). If no results are displayed, try broadening your search by including less information. If the search yields results, click on one of the options shown to the right of the contribution.

**Expenditure** \*: Required  
\*\*: Recommended

Disbursement Type \*      Expenditure Type \*      Expenditure Amount \*      Valid MPF Expenditure

Please Select      All      \$ 150.00

Expenditure Explanation      Expenditure Date (mm/dd/yyyy) \*      Check/Pymt Date (mm/dd/yyyy) \*

Ref./Check Number

---

**Payee Information**

Individual     Organization

Prefix    First Name    MI    Last Name    Suffix

Address1

Address2

City    State    Zip

**Find Expenditure**      **Return**

Enter in all known details about the expenditure such as the amount

Then click 'Find Expenditure'

Fig. 23 – Expenditure Update page

**Search Results**

Payee Name	Expenditure Type	Expenditure Date	Payment Date	Amount	Filed	
GOOD PIZZA CO.	Food, Beverages and Meals	03/03/2005		\$150.00	No	<a href="#">Update</a> <a href="#">Return</a> <a href="#">Delete</a>

**Expenditure** \*: Required  
\*\*: Recommended

Disbursement Type \*      Expenditure Type \*      Expenditure Amount \*      Valid MPF Expenditure

Please Select      All      \$ 150.00

Expenditure Explanation      Expenditure Date (mm/dd/yyyy) \*      Check/Pymt Date (mm/dd/yyyy) \*

Ref./Check Number

---

**Payee Information**

Individual     Organization

Prefix    First Name    MI    Last Name    Suffix

Address1

Address2

City    State    Zip

**Find Expenditure**      **Return**

Search results will be listed above

Choose whether to Update, Return, or Delete the expenditure

Fig. 24 – Expenditure search results



### Updating an Expenditure (See Fig. 25)

If you choose to update an expenditure you searched for, click the *Update* link to be taken to the *Expenditure Update* page. Change any details of the expenditure that need to be changed. The only detail you **cannot** change is the *Disbursement Type*. Once you are finished, click *Update Expenditure*.

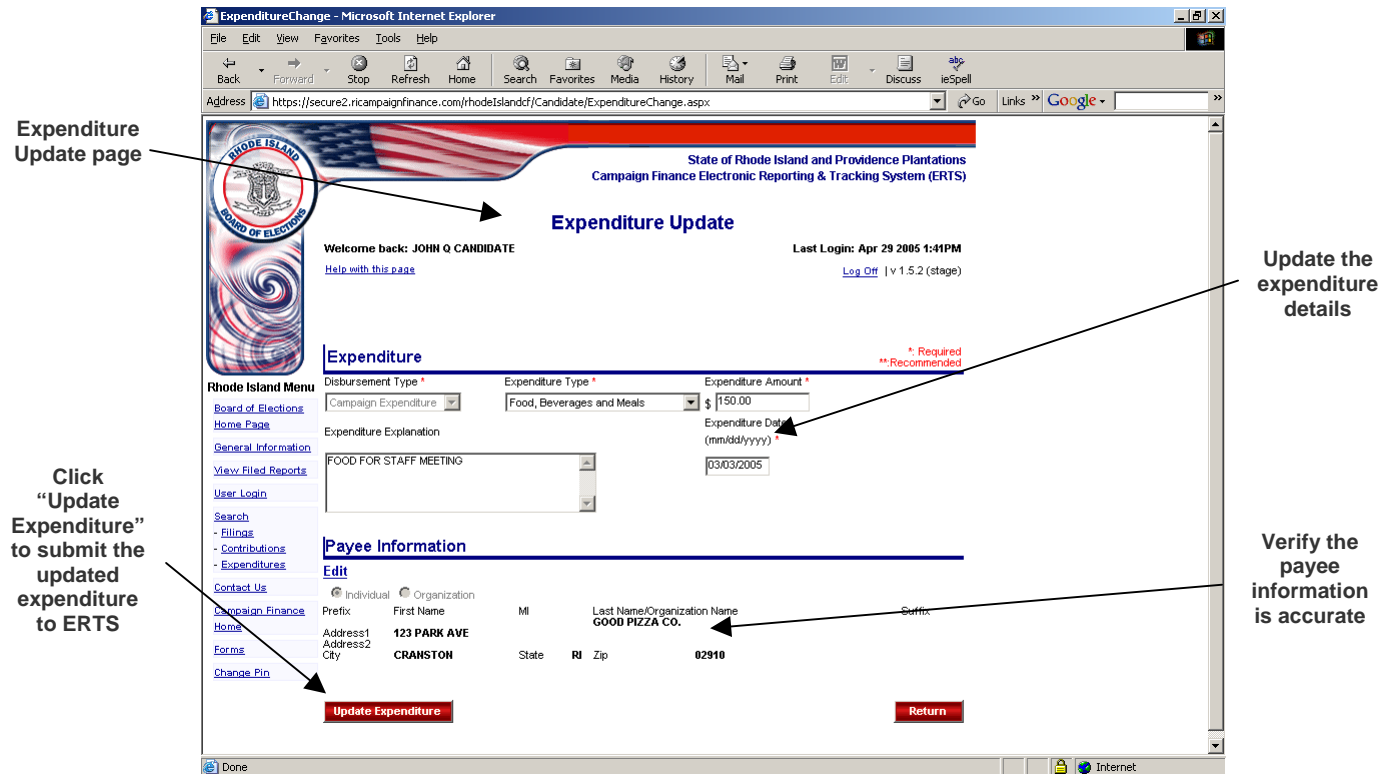


Fig. 25 – Expenditure Update page

### Returning an Expenditure

In the event you need to return an expenditure to a payee, search for the expenditure and click the *Return* link, which will bring up the *Return Expenditure* page (see Fig. 26). Enter in the amount you are returning to the payee and complete any of the additional fields as needed. Click the *Return Expenditure* button to submit the data to ERTS.

**Return an Expenditure**

Original Expenditure Number: 13539

Disbursement Type: Campaign Expenditure

Expenditure Type: Food, Beverages and Meals

Expenditure Amount: \$ 150.00

Amount Returning: \* \$

Explanation:

Receipt Date: \*

Check Number

**Return Expenditure #13539** **Return**

Fig. 26 – Return an Expenditure page

### Deleting an Expenditure

If you need to delete an expenditure you searched for, click the *Delete* link (see Fig. 24) and a modified version of the *Update Expenditure* page will display. A confirmation message asking if you wish to delete the expenditure will display at the top-left of the screen. Click *Yes* to delete the expenditure, or click *No* to cancel. (See Fig. 27)

Delete confirmation message, click Yes or No

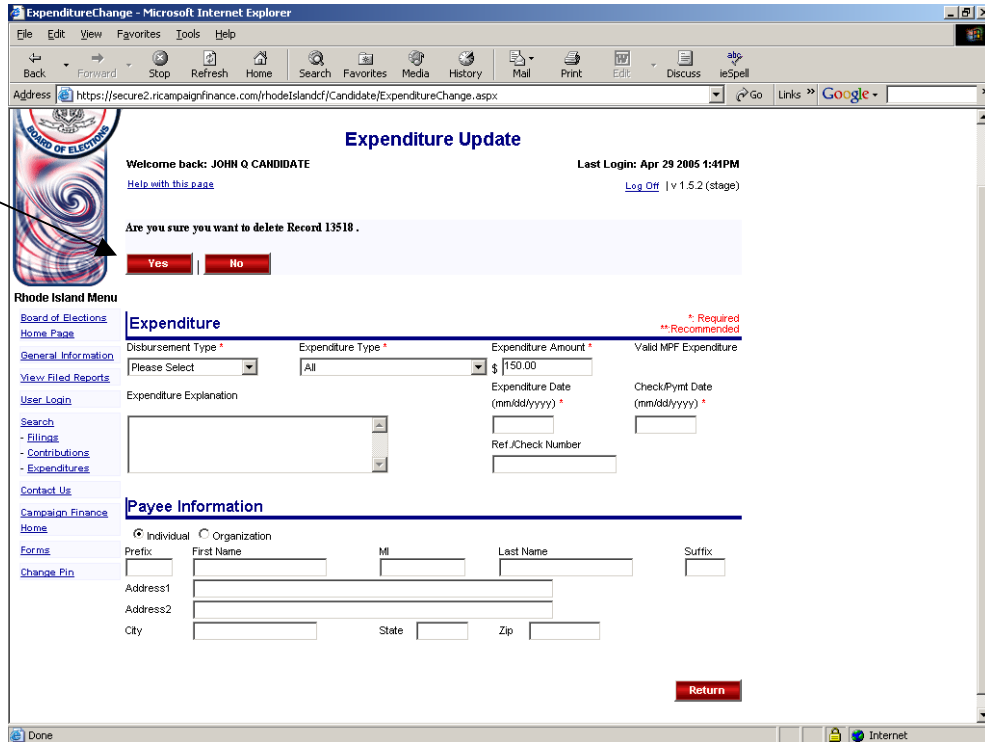


Fig. 27 – Delete expenditure confirmation

# Filing Reports

Clicking on the **Filings** tab in the *Organization Overview* page will bring you to the Filings page where the Treasurer of the organization may submit filings to the Board of Elections and review filings already submitted.

The screenshot shows the 'Filing Administration' section of a web application. The main content area is divided into two sections: 'Filing History' and 'Reports Due'. The 'Filing History' section contains a table with the following data:

Report Type	Due Date	Report Status	Date Filed	View
Notice of Organization - (CF-1)		Received by BOE	Apr 14 2005 7:58AM	<a href="#">View</a>
2004 On-Going Quarterly (4th)	01/30/2005	Received by BOE	Jan 30 2005 2:16PM	<a href="#">View</a>
2004 28 Days After Election	11/30/2004	Received by BOE	Dec 12 2004 9:03AM	<a href="#">View</a>
2004 7 Days Before Election	10/26/2004	Received by BOE	Oct 25 2004 8:34AM	<a href="#">View</a>
2004 28 Days Before Election	10/05/2004	Received by BOE	Oct 7 2004 3:09PM	<a href="#">View</a>
2004 On-Going Quarterly (2nd)	07/30/2004	Received by BOE	Jul 30 2004 12:12PM	<a href="#">View</a>
2004 On-Going Quarterly (1st)	04/30/2004	Received by BOE	Apr 29 2004 11:12AM	<a href="#">View</a>

The 'Reports Due' section contains a table with the following data:

Report Type	Due Date	Report Status	Date Filed	File
2005 On-Going Quarterly (1st)	04/30/2005	Past Due		<a href="#">File</a>
2005 On-Going Quarterly (2nd)	07/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (3rd)	10/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (4th)	01/30/2006			<a href="#">File</a>

Annotations in the image point to various elements: 'Filings tab' points to the 'Filings' tab in the navigation menu; 'Report Due Date' points to the 'Due Date' column in the 'Filing History' table; 'Filing History area' points to the 'Filing History' table; 'Report type' points to the 'Report Type' column in the 'Filing History' table; 'Reports Due area' points to the 'Reports Due' table; 'Submit a non-scheduled filing' points to the 'Submit a Non-Scheduled Filing' section; 'Report Status' points to the 'Report Status' column in the 'Filing History' table; 'Date report was filed' points to the 'Date Filed' column in the 'Filing History' table; 'View Report' points to the 'View' links in the 'Filing History' table; and 'Click File link to file due reports' points to the 'File' links in the 'Reports Due' table.

Fig. 28 – Filing Administration section

## Filing History Area (see Fig. 28)

The Filing History area contains all the filings submitted to the Board of Elections. You can view both the electronic and scanned original (if any) version of the filing.

- **Report Type:** This is the report which is due to be filed soon.
- **Due Date:** The date the report must be filed through ERTS.
- **Report Status:** Will indicate whether the form is filed or un-filed.
- **Date Filed:** Indicates date the report was filed.
- **View:** Click to view the report

## Reports Due Area (see Fig. 28)

The Reports Due area allows you to easily see the status of various report types. The report status column will indicate whether the report is past due. This area omits the "View" and "Amend" links and displays:

- **File:** Click to electronically file the report through ERTS.

**Non-Scheduled Filing Area** (see Fig. 28)

The Non-Scheduled Filing area contains all the filings that may be submitted to the Board of Elections. You may choose one of the listed forms to file if they are not on your filing schedule on the *Organization Overview Page*



**Do not submit a filing from the Filing Reports section if it is on your filing schedule. Doing so may cause ERTS to incorrectly determine that you are late in filing a report.**

**Filing Reports** (see Fig. 29)

Once you are ready to file a **report which is on your filing schedule**, click the *File* link next to the report you wish to file. (See Fig. 28) You will be taken to the CF-2 Summary of Campaign Activity screen (Fig. 29).

The screenshot shows a web browser window displaying the 'Summary of Campaign Activity' page. The page title is 'CF-2 Summary of Campaign Activity' for candidate JOHN Q CANDIDATE, Treasurer, running for City/Town Council. The reporting period is 01/01/2005 - 03/31/2005. The page includes a 'REPORT OF CASH TRANSACTIONS' table and a 'REPORT OF CAMPAIGN FUND STATUS' table. Callouts point to various elements: 'Personal and Organization Information' points to the candidate and treasurer details; 'Beginning cash balance' points to the '1. BEGINNING CASH BALANCE' row in the cash transactions table; 'Cash receipt' points to the '2. CASH RECEIPTS' section; 'Office running for (if applicable)' points to the 'Office Running For' field; 'Refresh the data in the report' points to a red 'Refresh' button; and 'Assets' points to the '7. CASH' and '8. OTHER ASSETS' rows in the fund status table.

REPORT OF CASH TRANSACTIONS	
1. BEGINNING CASH BALANCE	\$0.00
2. CASH RECEIPTS	
a. CONTRIBUTIONS FROM:	
1. Aggregate	370.00
a. (Individuals)	370.00
b. (Political Parties)	0.00
c. (Political Action Committees)	0.00
2. Individuals	475.00

REPORT OF CAMPAIGN FUND STATUS	
7. CASH	ASSETS \$570.23
8. OTHER ASSETS:	

Fig. 29 – CF-2 Summary of Campaign Activity Upper Screen

Once the CF-2 Summary of Campaign Activity screen appears, verify the Candidate, Treasurer or Organization name and contact information are correct.

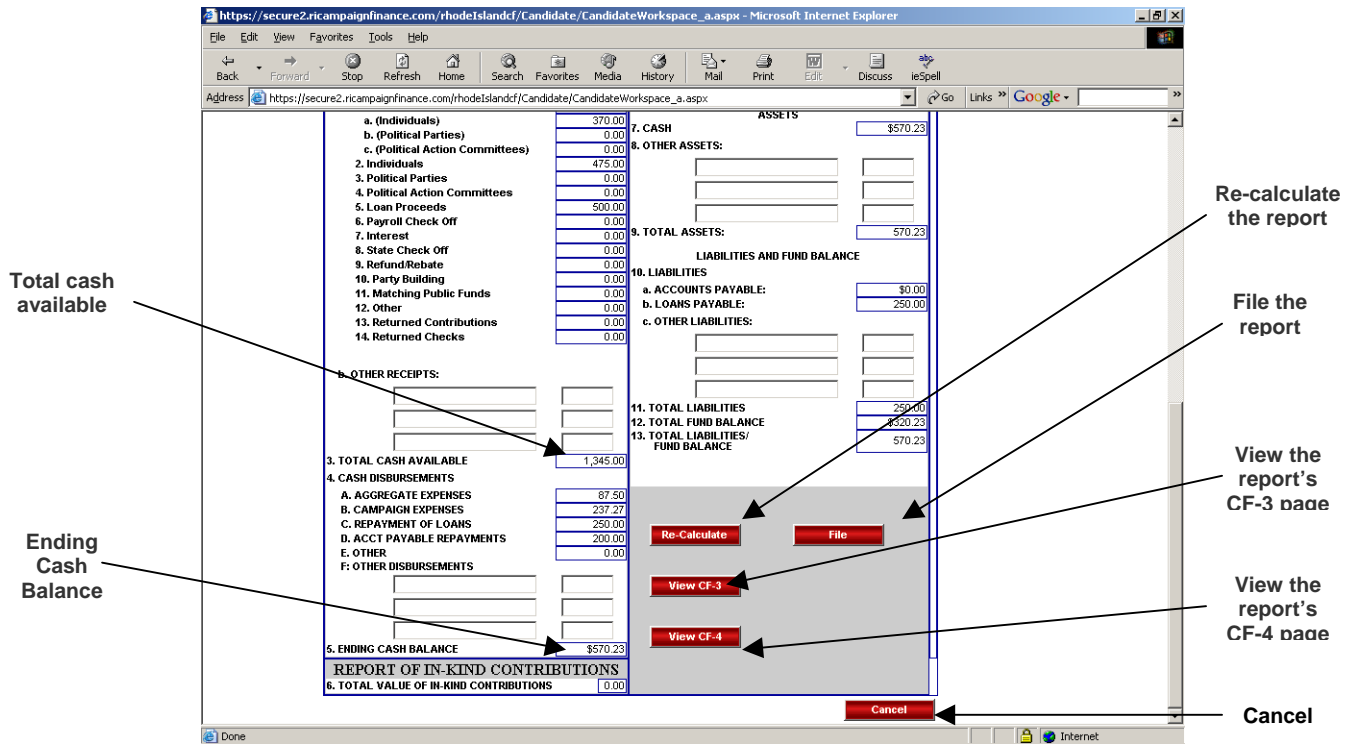


Fig. 29.1 – CF-2 Summary of Campaign Activity Lower Screen

Once you have verified that all of the fields on the Summary of Campaign Activity are accurate, click *File* to submit the report to ERTS. (See Fig. 29.1) Once you click *File*, a confirmation dialog box will appear asking you if you are sure you want to file the report (see Fig. 30). Click *OK* to submit the report, or click *Cancel* to return to the CF-2 Summary of Campaign Activity screen without filing the report.

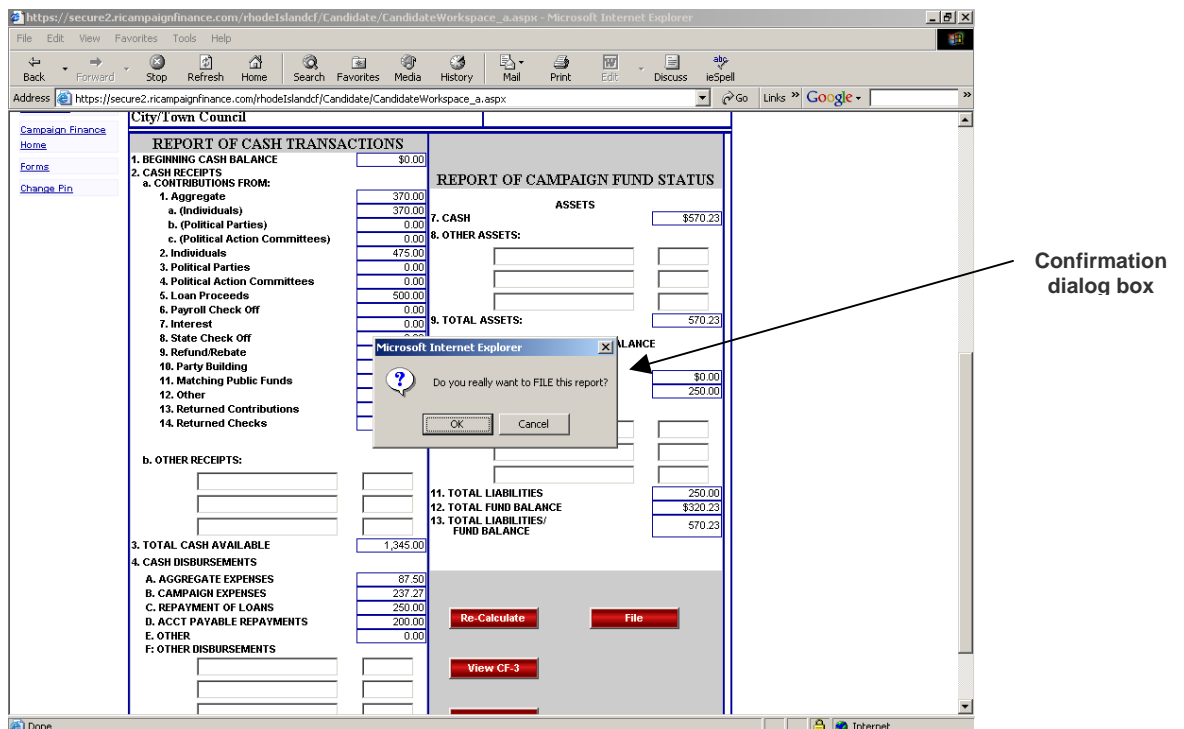


Fig 30 – Confirmation dialog box

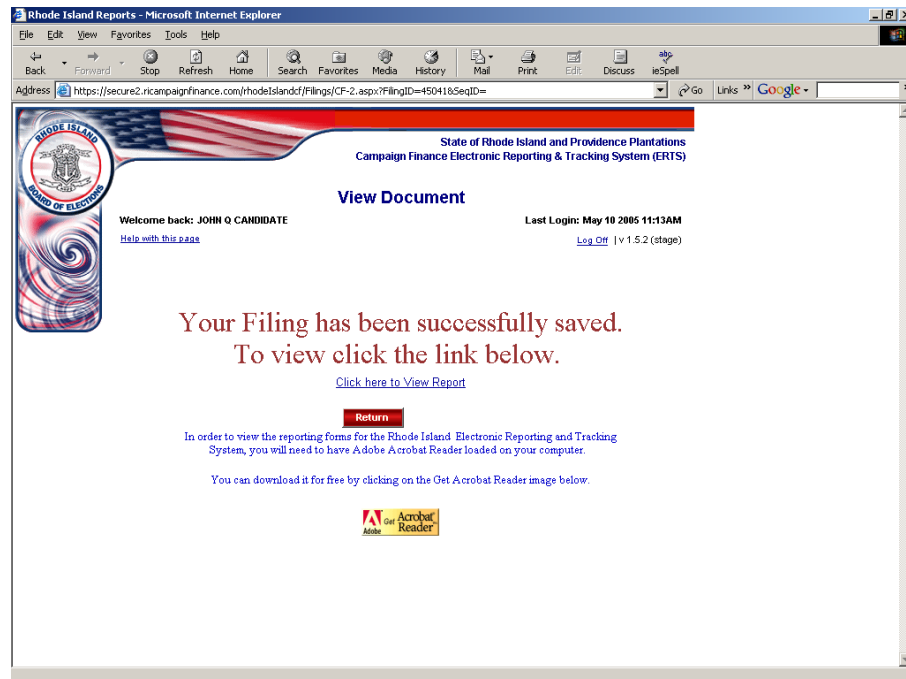


Fig. 31 – Filing confirmation screen

Once ERTS has successfully saved your report, you will see a filing confirmation screen. (See Fig. 31) You click “Click here to View Report” if you wish to view your report as you filed it with ERTS. It is recommended you print this screen for your records.

## Amending Filed Reports (see Fig. 32)

If you need to amend a report you have already filed, you may submit an amended report to the Board of Elections through ERTS. To submit an amended report, click on the *Filings* tab to get to the *Filing Administration* page (see Fig. 32). Under the Filing History area of the page, locate the report you wish to amend and click the *Amend* link next to the report.

State of Rhode Island and Providence Plantations  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Filing Administration**

Welcome back: JOHN Q CANDIDATE      Last Login: May 10 2005 1:34PM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

Overview   Contributions   Expenditures   **Filings**   Reports   Admin

Rhode Island Menu  
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[General Information](#)  
[View Filed Reports](#)  
[User Login](#)  
 Search  
 - Filings  
 - Contributions  
 - Expenditures  
[Contact Us](#)  
 Campaign Finance  
[Home](#)  
[Forms](#)  
[Change Pin](#)

**Filing History**

Report Type	Due Date	Report Status	Date Filed	Action
2005 On-Going Quarterly (1st)	04/30/2005	Received by BOE	May 10 2005 11:14AM	<a href="#">Amend</a> <a href="#">View</a>
Notice of Organization - (CF-1)		Received by BOE	Apr 14 2005 7:58AM	<a href="#">View</a>
2004 On-Going Quarterly (4th)	01/30/2005	Received by BOE	Jan 30 2005 2:16PM	<a href="#">View</a>
2004 28 Days After Election	11/30/2004	Received by BOE	Dec 12 2004 9:03AM	<a href="#">View</a>
2004 7 Days Before Election	10/26/2004	Received by BOE	Oct 25 2004 8:34AM	<a href="#">View</a>
2004 28 Days Before Election	10/05/2004	Received by BOE	Oct 7 2004 3:09PM	<a href="#">View</a>
2004 On-Going Quarterly (2nd)	07/30/2004	Received by BOE	Jul 30 2004 12:12PM	<a href="#">View</a>
2004 On-Going Quarterly (1st)	04/30/2004	Received by BOE	Apr 29 2004 11:12AM	<a href="#">View</a>

**Reports Due**

Report Type	Due Date	Report Status	Date Filed	Action
2005 On-Going Quarterly (2nd)	07/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (3rd)	10/30/2005			<a href="#">File</a>
2005 On-Going Quarterly (4th)	01/30/2006			<a href="#">File</a>

[Submit a Non-Scheduled Filing](#)

Fig. 32 – Amending a report through the Filing Administration page

Once you click the *Amend* link, you be taken to the summary of campaign activity screen, as you were when you initially filed the report. Verify the changes you have made are incorporated into the amended filing and click *File* to submit the report to the Board of Elections through ERTS.

A confirmation screen will appear asking you to confirm you wish to file the report. Click *OK* to submit the amended filing, or click *cancel* to not submit the filing. If you click *OK* to file the report, a confirmation screen will appear informing you that your report has been filed. It is recommended you print this report for your records.



# Creating Activity Reports

Through ERTS, you have the capability to view and print activity reports for your organization. Activity can include any of the following items:

- Contributions
- Expenditures
- Loan Status
- Account Payable Status
- AP Repayment Status

The report can be customized according to a variety of criteria including: election cycle, date range, contribution type, donor last name, organization name, amount, filing status, and contribution status. Additionally, you can choose to create a summary report or a detailed report.

To create a report for your organization, click on the *Reports* tab on the Navigation Bar. This will take you to the *Organization Reports* screen (Fig. 33). Select the criteria on which you wish to base the report.

Fig. 33 – Organization Reports upper screen

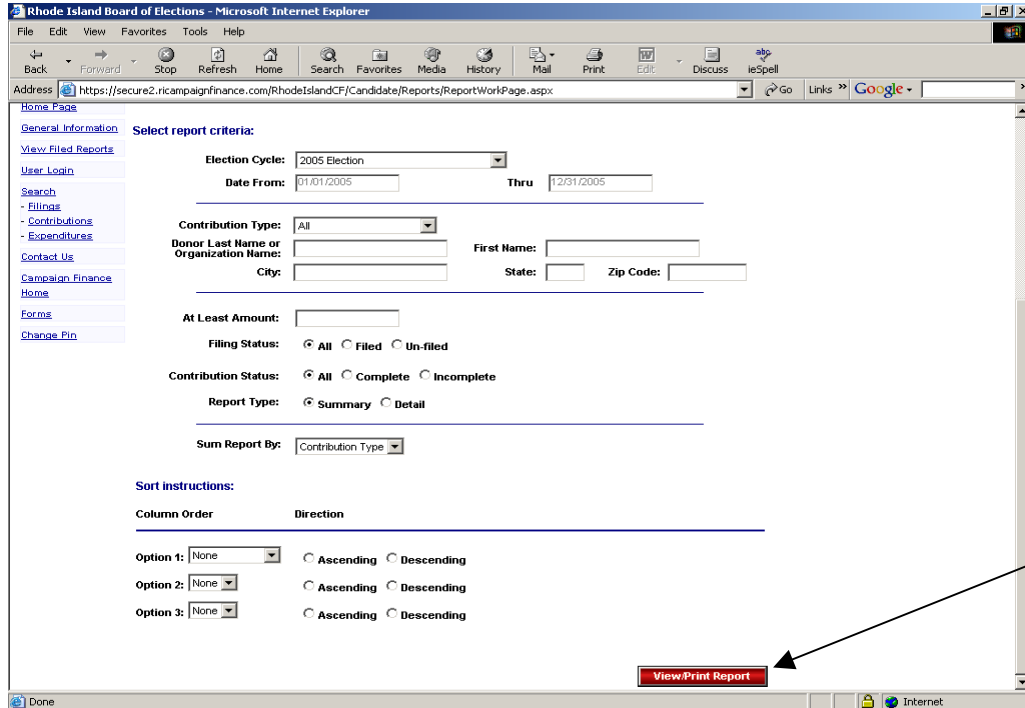


Fig. 34 - Organization Reports lower screen

Click *View/Print Report* and ERTS will display your report onscreen (Fig. 34). The report is formatted to be easily printed. To print the report, use your browser's print function by going to *File>Print* within your browser, or export detail to comma delimited file. Click on *Return* to go back to the criteria selection page for another report. (See Fig. 35)

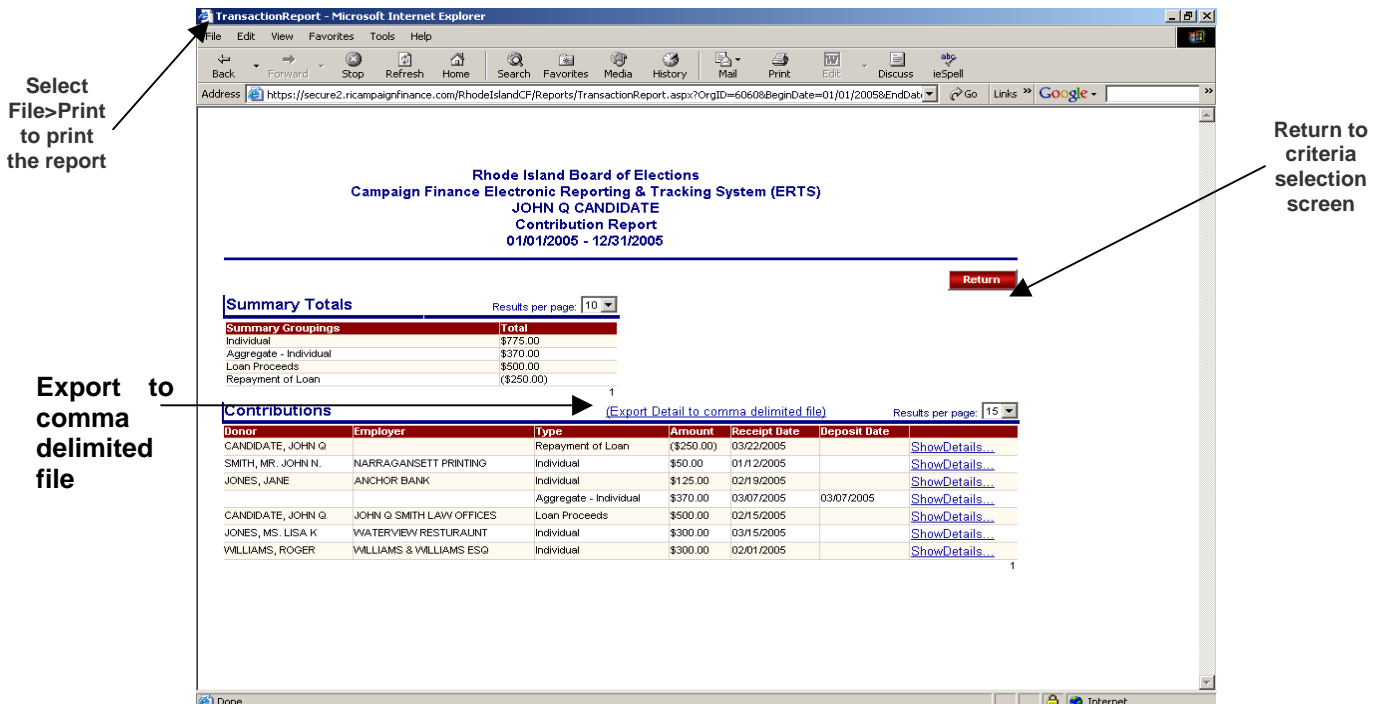


Fig. 35 - Report

# Administrative Functions

ERTS allows you to customize some settings in order to make entering data easier and less time-consuming. This is done on the *Organization Administration* page, which you can access by clicking on the *Admin* tab on the *Navigation Bar*. Once at the *Organization Administration* page (Fig 36.), you will see several features and sections of importance.

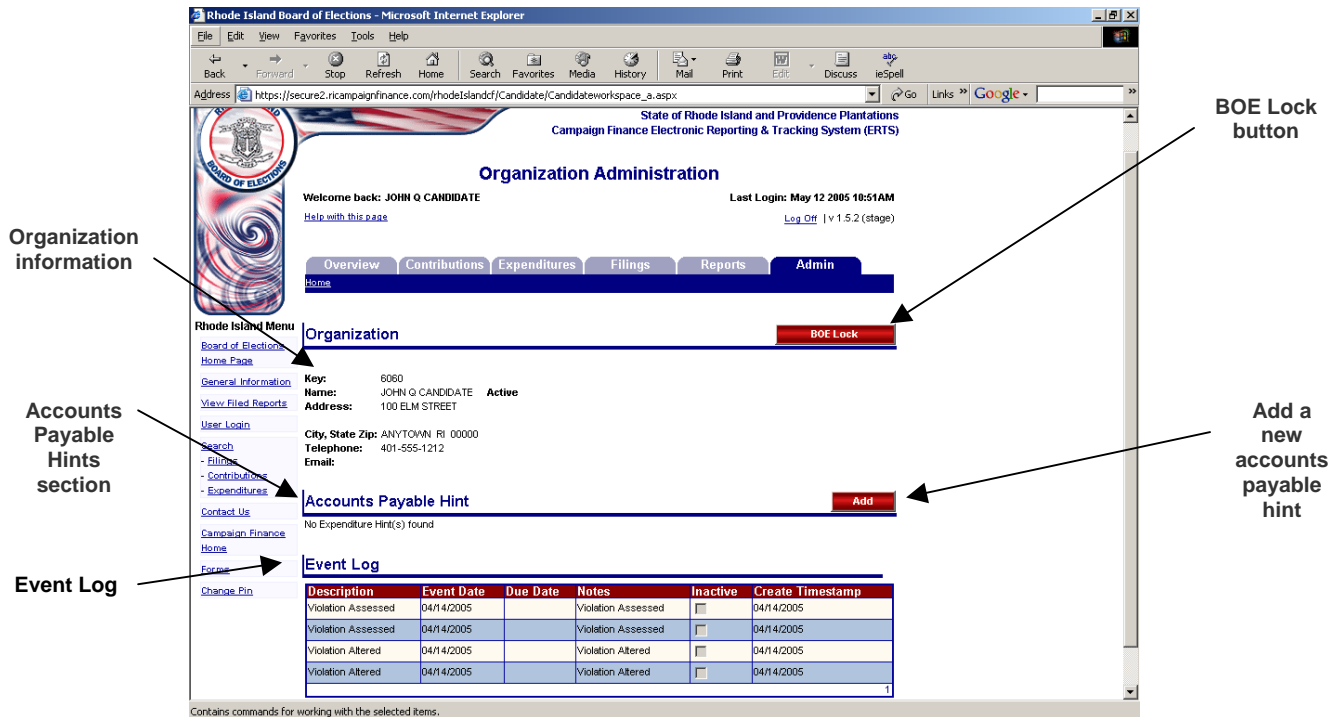


Fig. 36 – Organization Administration screen

## BOE Lock button (see Fig. 36)

By default, ERTS prevents the Board of Elections from accessing your organization’s data. You have the option to grant the Board of Elections permission to access your data so that they can assist you in entering data or submitting filings.

## Organization (see Fig. 36)

This area contains the contact information for your organization. It also lists your key number. If any of the information is incorrect, please contact the Board of Elections immediately. If you wish to add or change any of the contact information, you will need to submit form CF-1.

## Accounts Payable Hint (see Fig. 36)

ERTS enables you to use *Accounts Payable Hints* for accounts payable (AP) expenditures to assist matching charges to a repayment of those charges (AP Repayment expenditure). To add a new account payable hint, click the *Add* button in the *Accounts Payable Hint* section.