# STATE OF RHODE ISLAND BOARD OF ELECTIONS ERTS USER MANUAL





# STATE OF RHODE ISLAND BOARD OF ELECTIONS

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



50 Branch Avenue Providence, Rhode Island 02904 (401) 222-2345 (401) 222-3135 FAX

www.elections.ri.gov E-mail: campaignfinance@elections.ri.gov

# **Table of Contents**

SECTION	<u>PAGE</u>
Introduction	 4
Getting Around in ERTS	 5
Organization Overview	 7
Contributions	 10
Expenditures	 27
Filing Reports	 36
Creating Activity Reports	 41
Administrative Functions	 43

3

# 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 <u>campaignfinance@elections.ri.gov</u>.

# 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:

		Your	campaign na	me will be dis	played h	ere		Your la	st login date i	s displayed	here
	https://secure2.r	ricampaignfinar	nce.com/rhodeIslandcf	/Candidace/Candidatev	orkspace_a.as	рх - Microsol	ft Internet Explo	rer		_ 8 ×	
Click on the	Eile Edit View f	Favorites <u>T</u> ools	Help					,	/	1	
" <u>Help with</u> this page"	↔ → Back Forward	J Stop Re	회 쇼 🔘		🌀 🔤 🖥	Print	Edit Discu				
link to				/Candidate/Candidatework				- 0	Go Links » Google -	×	•
access		r						/			1
instructions	C C C C C C C C C C C C C C C C C C C		$\checkmark$	Organization	Overview	,					Log off
about the	OF ELECTIC	Welcome baci	C JOHN Q CANDIDATE				Login: May 13 200	5 10:08AM			
page.		Help with this pa					Log Off				
1-3-											Navigation
		Overview	Contributions	Expenditures T F	ilings	Reports	Admin				Tabs
		<u>Home</u>									
	Rhode Island Menu	Account	Status								
	Board of Elections					-	Totals				
	Home Page	Ending Balanc	e as of 03/31/2005					\$870.23			
	General Information	Pending Cont						\$0.00 \$0.00			
	View Filed Reports	Pending Expe	natures					20.00			
	<u>User Login</u>	Transacti	on History								
	Search	Tranoade	-	-							
	- <u>Filings</u> - <u>Contributions</u>	Contributions	Transacti	on lype		Year	to Date Totals	\$1,645.00			
	- Expenditures	Expenditures						\$974.77			
	Contact Us										
	Campaign Finance	Reports I	Due								
	Home	Report Type	•	Due Date	Report State	is [	Date Filed				
	Forms Changes Rin		Quarterly (2nd)	07/30/2005				File			
	Change Pin	2005 On-Going 2005 On-Going		10/30/2005				File File			
			Guarterly (40)	0173072000				1			
		Board Act	tions (Fines and	Violations)							
		Description	Violation Date				tion Balance				
		Open Open	10/05/2004 11/30/2004	Late Filing Violatio		\$25.00 \$49.00					
								1			1
	é						C	a anak -			
							SCI	reensno	t 1 - Organizati	on Overview	
			١								
	Reports due	, as sche	eduled by the	BOE, AI	eport no	t filed b	ov its Due	Date w	ill have a Past	Due	
	are displaye	-			port Stat		-				

# 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.

Overview Home	Contributions	Expenditures	Filings	Reports	Admin	
					Fig. 1 – Navigati	ion Tabs
RTS USER MANUAL		5				E 2006

# **Navigation Buttons**

Return	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.
Add	Use to add a new contribution or expenditure
Find	Use to find a contribution or expenditure that you have already submitted.
Search	Use to search for an existing donor from a contribution or an existing payee from expenditure.
Submit	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 ٠ 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.



Screenshot 2 - Organization Overview

STATE OF R	HODE ISLA	ND					BOARD OF E	LECTIONS
	🕘 https://secure2.	.ricampaignfinance.com/RhodeIslan	dCF/Candidate/Contribut	ionWorkPage.aspx	- Microsoft Inter	net Explorer		
	<u>File E</u> dit <u>V</u> iew	F <u>a</u> vorites <u>T</u> ools <u>H</u> elp						<b>18</b>
	↔ → Back Forward		🔍 🖻 🛞 arch Favorites Media	- 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3	Print Edit	Discuss ieSpell		
	Address 🙆 https://s	secure2.ricampaignfinance.com/RhodeIsla	dCF/Candidate/Contribution\	VorkPage.aspx			<b>▼</b> @ Go	Links »
	Can and a second	1	Organization	Overview				
	OF ELECT	Welcome back: JOHN & CANDIDATE			Last Login:	Apr 15 2005 8:19AM		
		Help with this page			Log	<u>0ff</u>  v 1.5.2 (stage)		
		Overview Contributions	Expenditures F	ilings T Re	ports Y A	Admin		
	Rhode Island Menu	Account Status						
Reports	Board of Elections				Totals			
Due	Home Page	Ending Balance as of 12/31/2004				\$0.00		
Section 🔨	General Information	Pending Contributions				\$1,345.00		
	View Filed Reports	Pending Expenditures				\$974.77		
	User Login	Transaction History						
	Search							
	- Filings - Contributions	Contributions	ction Type		Year to Date	e Lotals \$0.00		
Report	- Expenditures	Expenditures				\$0.00		
Туре	Contact Us							
	Campaign Finance	Reports Due						
	Home Forms	Report Type	Due Date	Report Status	Date Fi			
	Change Pin	2005 On-Going Quarterly (1st)	04/30/2005			File		
Violation	<u>change rin</u>	2005 On-Going Quarterly (2nd) 2005 On-Going Quarterly (3rd)	07/30/2005			File File		Report
Date 🔨		2005 On-Going Quarterly (4th)	01/30/2006	<──		File		Due
2010				Ī		1		Date
		Board Actions (Fines an	d Violations)					
Violation		Description Violation Da		cription	Violation Ba	lance		
Description -		Open 10/05/2004	Late Filing Violati	on	\$25.00			- Fine
		Open 11/30/2004	Late Filing Violati	on	\$49.00	1		Amounts
	(e)						🔒 🙋 Internet	

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 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.

## Add a New Contribution-General Information (see Screenshot 5)

To add a new contribution into ERTS:

- 1. click on the **Add** button in the Contributions History section (see Screenshot 4), which brings you to the Contribution Entry page. (see Screenshot 5).
- 2. locate the Contribution Type selection box in the Contribution area and select a contribution type from the drop down list.

**Note**: The contribution type "Individual" is the default setting in ERTS. (see Screenshot 6) Selecting a different contribution type from the drop down list will cause the page to automatically reload to reflect the relevant and required fields for that particular contribution type.

- 3. Enter the required Contribution information.
- 4. Enter the donor's Last Name, PAC name or Party Committee name in the Donor Information area.
- 5. Click on the **Search** button.
  - a. if Donor Information is already stored in ERTS, select correct name.

**Note**: ERTS stores Donor Information for <u>all</u> political action committees (PACs) and state and municipal party committees registered in Rhode Island. ERTS stores Donor Information for individual donors to a particular organization once the information is entered initially by said organization.

- 6. Click **Submit** button to save contribution in ERTS.
- 7. Repeat steps 1-6 to continue data entry of contributions received.
- 8. Click on the **Return** button to go back to the Contribution Administration page.



Screenshot 5 - Contribution Entry page

**<u>NOTE</u>**: 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.

#### STATE OF RHODE ISLAND

### **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 <u>not</u> 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 <u>Update a Donor</u> link, which brings the user to **Donor/Payee Update** page (see **Screenshot 8**)

https://secure2	.ricampaignfinance	.com/rhodelslandcf	/Candidate/Expend	litureWorkPage.a	spx - Microsoft Internet Explorer	- 7 🛛	
File Edit View F	=avorites Tools Help	)				A.	
🚱 Back 🔹 🌍	- 🖹 💈 🏠	🔎 Search   👷 Favo	rites 🚱 🔗	🎍 🖬 - 🗾			
Address 🙆 https://se	ecure2.ricampaignfinance	.com/rhodeIslandcf/Cand	idate/ExpenditureWork	age.aspx		🖌 🄁 Go 🛛 Links 🎽	
			Campaign Fina		sland and Providence Plantations orting & Tracking System (ERTS)		Contribution Administration page
A Cardena		Cont	ribution Adm	inistration	Header Image		
OF ELECT	Welcome back: Pich	ard E Thornton on beha			Last Login: Sep 15 2005 9:41AM		
	Help with this page	ard E mornton on bena	My BOE Home		Log Off   v 1.5.4 (stage)		<ul> <li>Contributions tab</li> </ul>
10				<u>,</u>	Log on 14 Hold (dugo)		
	Overview Home > On Behalf Hom	Contributions Expe	enditures Fili	ngs Repo	orts Admin		
		Bata					
Rhode Island Menu	Contribution	listory (10 most	recent Contri	butions)			
Board of Elections					Add Find		
Home Page	Donor	Contribution Type		e Deposit Date	Contribution Amount		
General Information	ROGER WILLIAMS	Individual	02/01/2005		\$300.00 <u>Edit</u>		
View Filed Reports	MS. LISA K JONES	Individual	03/15/2005		\$300.00 Edit		
<u>User Login</u>	JOHN Q CANDIDATE	Loan Proceeds Aggregate - Individual	02/15/2005	03/07/2005	\$500.00 Edit \$370.00 Edit		
Search	JANE JONES	Individual	02/19/2005	03/07/2003	\$125.00 Edit		
- <u>Filings</u> - <u>Contributions</u>	MR. JOHN N. SMITH	Individual	01/12/2005		\$125.00 Edit		
- Expenditures					<u>Lun</u>		
Contact Us	Donor Mainter	nanca 🗲					Donor Maintenance
Campaign Finance			the user will have the o	bility to search for a d	lonor and to fix any information that is		area
Home	stored about the select	ed donor.		ionity to scarch for a a	onor and to no any information that is		
Forms	<u>Update a Donor</u>						
Change Pin							
		<b>\</b>					
	-		T a			🔒 🥑 Internet	
🛃 start	LetterTracking.xls	GroupWise - I	Mailbox 🛛 💆 ER1	'S User Manual Dr	https://secure2.ricam	🔇 🗾 🐼 2:29 PM	
		$\backslash$					
					Screenshot 7-D	Oonor Maintenance	
		Update	• a				
			a				
		Donor					

🗿 https://secure	2.ricampaign	finance.con	n/rhodeIs	slandcf/C	andidate/C	ontributio	onWorkPag	ge.aspx	- Microso	oft Interr	et Explore	r		_ 8 ×	
<u>File E</u> dit ⊻iew	Favorites	<u>T</u> ools <u>H</u> elp													
⇒	् 🔊	٢	ä	Q	*	9	3	B	ے			abc			
Back Forwa		Refresh	Home		Favorites	Media	History	Mail	Print	Edit	Discuss	ieSpell		<b>N</b>	
Address 🕘 https:,	//secure2.ricam	paignfinance.	.com/rhode	Islandcf/C	andidate/Cor	htribution₩	orkPage.asp	0X					- (	∂Go Links »	"
10				Mariana di Angelana di Ang	and the second									<u></u>	<b>▲</b>
BHODE ISLAND				-/			State	e of Rho	de Island	and Pro	/idence Pl	antations			Donor/Payee
2 ALASS					Ca	ampaign F	inance Ele								
	r														Update page
Read To					Donor	/Pave	e Upda	ate <	-						
OFELEO	Welcome	back: JOHN	Q CANDID	DATE		- T	•			t Loain: A	pr 19 2005	12:57PM			
	Help with th									-	0 ff   v 1.5				
											·				
	Record T	ype:	<li>Individ</li>	lual O Org	ganization										
	Boroc	onal Info	rmatio	-											Last Name
Rhode Island Mer															field
Board of Elections	nu Prefix	First Name			11		st Name			Suffix	-				neid
Home Page						JC	NES								
General Informatio	Address1	1													
View Filed Reports	Address	2													
User Login	City				tate	Г				Zip					
Search		1				L					I				
- Filings	le u														
<ul> <li><u>Contributions</u></li> <li>Expenditures</li> </ul>		oyer Info	ormatio	n											
Contact Us	Employer Name														
Campaign Finance	Employer Address1														Search ERTS f
Home	Employer														T Search ERISI
Forms	Address2 Employer	-				_				Employe					donor name
Change Pin	City				tate					Employe Zip	" I				match
															inducin
										$\leftarrow$					
									Searc	:h C	ontributio	n Home		-	
) 🙆 Done										Elick here t	o search for	an existing D	Donor or Payee. 🐴 🌏 Internet		

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)

F RHODE ISLAND	BOARD OI	F ELECTIONS
https://secure2.ricampaignfinance.com/rhodelslandcf/C File Edit View Favorites Tools Help	orUpdate.aspx?Page=Contributio - Microsoft Internet Explorer	
	-	
🕒 Back 🝷 📀 🕤 🗾 🛃 🏠 🔎 Search 🤺 Favorit	• 😓 🔟 🗧 🦲 🦓	
Address 🚳 https://secure2.ricampaignfinance.com/rhodeIslandcf/Candida	.aspx?Page=Contribution 🔽 🄁 Go Links 🍟	
Content of the second s	State of Rhode Island and Providence Plantations Finance Electronic Reporting & Tracking System (ERTS) See Update DIDATE Last Login: Sep 15 2005 9:41AM DIMEPADE Log Off  v1.5.4 (stepe)	
Personal Information		Organization
Rhode Island Menu Organization Name		Name field
Board of Elections       Home Page       General Information       View Filed Reports       Address1       User Losin       City       Search       Filings       - Contributions       - Expenditures       Contract Us       Contract Us       Forms       Forms       Change Pin	Zp	
۹	🔓 🌒 Internet	
🛃 Start 📓 LetterTracking.xls 🛛 🔇 GroupWise - Ma	ERTS User Manual Dr 🗿 https://secure2.ricam 🤄 🔊 3:21 PM	
		Search I
	Screenshot 9-Search for donor organization	for dono name m

- 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).

bttps://secure2.	icampaignfinance.com/rhodeIslandc1/Candidate/DonorUpdate.aspx?Page=Contributio - Microsoft Internet Explorer 📃 🛃 🗙	
Ele Edit Yew	igvorites Iools Help	
Sadk Forward	, 🗿 😨 🎝 🤁, Ba 🥙 🍎 💁 🎰 📰 📄 🧚	
Address 🕘 https://s	cure2.ricampaignfinance.com/hodeIslandd/Candidate/DonorUpdate.aspx?Page=Contribution	
	Halo with Bir asks Record Type: @ Individual C Organization	
	Personal Information	
Rhote Island Menu Board of Elections	Prefix First Name M Last Name Suffix	
Home Page	JONES	
General Information	Address1	
View Filed Reports	Address2	
Uper Login	Cky State Zp	
Search - Blinas - Gontributions	Employer Information	
- Expenditures Contact Us	Enployer Aare	
Campaign Finance	Engloyer Address1	
Home	Enployer Address2	
Forma	Engloyer State Zengloyer	-
Ohange Pin		Click on the
	Search Contribution Home	name of the
	Search Results	donor to update
Search Results area	Close	information
Search Results area		mormation
	ID Full Name Record Date Address City,ST,Zip Employer Name	
	78852 JANE JOHES Current 789 BLACKSTONE BLVD PROVIDENCE, RI 02006 JANCHOR BANK 78059 MS, LISA K JONES Current 123 SUBURBAN ST PROVIDENCE, RI 02906 WATERVIEW RESTURALINT	
Done (2)	Diternet	
	Screenshot 10 – Search Results for Individual donor	
ERTS USER MANUAL	16	JUNE 2006

#### STATE OF RHODE ISLAND

	a https://secure2.ricampaignfinance.com/RhodelslandCF/Candidate/DonorUpdate.aspx?Page=Contributio - Microsoft Internet Explorer		
	File Edit View Favorites Tools Help	<b>4</b>	
	😮 Back 🔹 🛞 🐇 😰 🏠 🔎 Search 🤺 Favorites 🛷 🔗 🦓 🐨 🕞 🦓		
	Address 🕘 https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/DonorUpdate.aspx?Page=Contribution	🔽 🄁 Go 🛛 Links 🎽	
	State of Rilode Island and Providence Plaintations Campaign Finance Electronic Reporting & Tracking System (ERTS) Donor/Payee Update		
	Welcome back: Richard E Thornton on behalf of JOHN Q CAUDIDATE Last Login: Sep 15 2005 9:41AM		
	Help with this page Log Off  v1.5.4 (stage)		
	Record Type: Ondervicual Organization		
	Rhode Island Menu Organization Name		
	Board of Elections BANK		
	General Information Address1		
	View Filed Reports Address2	=	
	User Login City State Zip		
	Search - Elinas - Contributions - Expenditures		Click on the name of the
Search	Contact Us Contribution Home		donor to
Result area	Home Search Results		update
	Forms Close		information
	Change Pin		
	ID         Full Name         Record Date         Address         City,ST,Zip         Employer Name           76854         BLACKSTONT BANK         Current         789 FINANCIAL WAY         PROVIDENCE, RI 02903         Employer Name           76866         BANK ONE         Current         789 FINANCIAL WAY         PROVIDENCE, RI 02903         Employer Name		
		🥹 Internet	
	🔧 start 📓 LetterTrading.xls 💦 GroupWise - Malbox 🗟 ERTS User Manual Dr 🖉 https://secure2.ricam	🔇 💕 🛞 9:55 AM	
	Screenshot 11-Search results for Organizati	ion 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.

	https://secure2.ricampaignfinance.com/rhode1slandd/Candidate/DonorUpdate.asps?Page=Contributio - Microsoft Internet Explorer	X
	Efe Edt Yew Favorites Icols Help	10 C
	4+ → O C C C C C C C C C C C C C C C C C C	
	Agdress 👔 https://secure2.ricampaignfinance.com/ihodelslands//Candidate/DonorUpdate.aspx?Page=Contribution	▼ @Go Links <sup>34</sup>
Jpdate Personal nd/or Employer nformation	Donor/Payee Update       Weicome basis: JOBI O CARDIATE       Last Logic: Apr 19 206 12:579M       Last Logic: Apr 19 206 12:579M       Last Logic: Apr 19 206 12:579M       Microin Spin: Production       Proceed Information       Rind of Basics       Rind of Basics       Display Congregation       Display Congregation	
Click Fix to save	Name         Ergebyer         1222 SEASCE LANE           Format         Ergebyer         Addressi           Format         Ergebyer         Ergebyer           Operating Ro         Ergebyer         Ergebyer           File         New Search         Coord/Bodien Home           Organization Change History         Ergebyer         Ergebyer           Expline Date         Full Name         Address         City, ST, Zip           Carret         MST (ISCA K./ONERS)         123 SUBLEMENTST         PROVENZE, R. 02005	
	Done Cone	🔒 🥶 Internet
changes		

https://secure2	. ricampaignfin	ance.com/Rhod	elslandCF/Candid	ate/DonorUpdate.asp	x?Page=Contributio - Microsoft Inter	net Explorer	- 7 🗙	
File Edit View F	avorites Tools	Help					2	
G Back 🝷 💮	* 🖹 💈 🦿	Search	🛧 Favorites	) 🔗 - 🌺 📼 -	<mark>_</mark> &			
Address 🙆 https://se	ecure2.ricampaignfir	ance.com/RhodeIsl	andCF/Candidate/Don	orUpdate.aspx?Page=Conti	ribution	💌 🄁 G	Links »	
					hode Island and Providence Plantations ic Reporting & Tracking System (ERTS)			
OF ELECT	Welcome back:	Richard E Thornto	n on behalf of JOHN		Last Login: Sep 15 2005 9:41AM			
	Help with this page			OE Homepage	Log Off  v1.5.4 (stage)			
	Record Type:		<ul> <li>Organization</li> </ul>		<u> </u>			
Rhode Island Menu	rereentari							Update
Board of Elections		Organization Name BANK ONE						Organization
Home Page		BANK ONE						Information
General Information	Address1							
View Filed Reports	Address2							
<u>User Login</u>	City		State		Zip			
Search								
- Filings - Contributions								
- Expenditures								
Contact Us	Fix		Cli	ck Fix to	New Search Contribution Home			
Campaign Finance				e changes				
Home			sav	e enanges				
Forms								
Change Pin								
							~	
۲						🔒 🥥 Internet		
🐴 start 🚺	💐 LetterTracking.)	ds 🛛 🖏 Gr	oupWise - Mailbox	ERTS User Manual	Dr 🛃 https://secure2.ricam	S 🛯 🖉	10:10 AM	
			Scree	nshot-12.1-U	Update Organizatio	n Payee Informa	tion	

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									Enter
Party as Contribution Type	Contributio	า					*: **:Reco	Required	/ contribution
	Contribution Type * PAC Contribution Explana	<b>∨</b> ation	Receipt Date (mm/dd/yyyy) 03/03/2005	* Deposit Date (mm/dd/yyy) 03/03/2005	y) Transaction Check		ontribution Amou 250 Public Funds?		information Enter donor PAC name and click
From the search results, click on the name of the appropriate donor PAC	Donor Infor	mation RIDENTAL				_	Key Search	Clear	Search
		ration Name FAL PAC	8	Address 200 CENTERVILL	E ROAD	City,Sta WARWICH	i <b>te,Zip</b> (, RI 02886		
				Savaanshat 1	3-Contributio	n Entwy n			
				Scieensnot 1	5-Contribution	n Entry p	age for a r	AU	

Contribution				*: Required **:Recommended
Contribution Type * PAC Contribution Explanation	Receipt Date (mm/dd/yyyy) * 03/03/2005	Deposit Date (mm/dd/yyyy) 03/03/2005	Transaction Type * Check	Contribution Amount *
Donor Information	с			
Submit		Click Submit save entry int		Return
	Screenshot	t 13.1-Submit re	gistered PAC/Pa	arty 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 <u>Add as new</u> <u>PAC/Party</u> link. (see **Screenshot 14**)
- 11. Click on the Submit button to save the entry in ERTS. (see Screenshot 14.1)

<u>Note</u>: 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.

Contribution Type *	R	eceipt Date nm/dd/yyyy) *	Deposit Date (mm/dd/yyyy)	Transaction Type *	Contribution Amount *	
PAC		3/03/2005	03/03/2005	Check 💌	\$ 200	
Contribution Explan	ation			Submit for Mate	hing Public Funds?	
			<u>_</u>	Previous Aggre	gate	
L			<u>×</u>			
Donor Info	rmation					
	RESTAURANT C			Kau		-
PAC Name *	RESTAORART C	WINLING		Key		Ent
Address1: **					•	cor
Address2:						Do
City: **		Sta	te: **	Zip:		Inf
					Search Clear	
Sorry, there were i	no matches to the (	priteria you provid	led			
	/	Δ.	dd_as new PAC/Pa			
1		~	uu as new FAC/Fa	rtv		
				<u>rty</u>		
				<u>rty</u>		
				<u>ny</u>	Return	
			*			
			*		Return as new PAC/Party	
s	Click or	n "Add as	*			

Contributi	on				*: Required **:Recommended
Contribution Type PAC	• *	(mm/dd/yyyy) * (mi	posit Date m/dd/yyyy) )/03/2005	Transaction Type *	Contribution Amount *
Contribution Expl	anation			Submit for Match	ning Public Funds?
Donor Inf PAC Name * Address1: ** Address2:	OTMATION RESTAURANT 200 OAK DRIV				
City: **	PROVIDENCE	State: ** <b>RI</b> Zip: <b>02903</b>			
Submit		Click Submit to save entry in ERTS			Return
			Screensho	ot 14.1-Submit n	ew 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).

	A https://secure2.ri	campaignfinance.co	m/rhodeIslandcf/Can	didate/Candidate	workspace a.aspx - Micros	oft Internet Explorer		_ 8 ×	1
	<u>File Edit Yiew</u> F	avorites <u>T</u> ools <u>H</u> elp						88	
	↓ →	. 🕥 👌	<u>a</u> 0.	<b>a</b>	3 B- 3	w . E	abç		
	Back Forward	Stop Refresh		avorites Media	) Bar (す) History Mail Print	Edit Discuss	ieSpell		
	Address 🕘 https://se	cure2.ricampaignfinance	.com/rhodeIslandcf/Cano	lidate/Candidatewor	kspace_a.aspx			▼ (PGO Links >	>
	HO-							<u>-</u>	
	SHODE ISLAN					and Providence Plant			
				Campaign I	inance Electronic Reporting				
	R Call A		Cont	ribution Ac	Iministration				
	OF ELECT	Welcome back: JOHN				st Login: Apr 22 2005 8:	330.04		
Contribution		Help with this page	CHIDDHTL		Luc	Log Off   v 1.5.2 (			. Click Find to
Administration	<b>A</b>					<u>coy on</u> 14 1.5.2 (	stuge)		search for a
						AL 1		/	
Page		Overview C Home	Contrintions Expo	enaltures	Filings T Reports	Admin			contribution
		nome							
		Contribution I	listory (10 mos	t recent Con	tributione)				
	ruioae isiana menu	Contribution	history (10 mos	recent con	(Inducions)		_ /		
	Board of Elections Home Page					Add Fin			
	General Information	Donor MS, LISA K JONES			late Deposit Date Con				
	View Filed Reports		Individual Loan Proceeds	03/15/2005		\$300.00 \$500.00			
	User Login		Aggregate - Individual	03/07/2005	03/07/2005	\$370.00			
	Search	JANE JONES	Individual	02/19/2005		\$125.00			
	- Filings	MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	Edit		
	- Contributions								
	- Expenditures	Donor Mainter	nance						
		By entering the Donor I	faintenance area, you as	the user will have t	he ability to search for a donor a	and to fix any information (	that is		
	Company of the loss	stored about the select	ed donor.						
	Home Forms	Update a Donor							
	Change Pin								
	<u> </u>							<u></u>	1
	E							🔒 🌍 Internet	

Figure 15- Contribution Administration

#### STATE OF RHODE ISLAND

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

#### STATE OF RHODE ISLAND

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.



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 <u>cannot</u> change is the Contribution Type. Once you are finished, click *Update Contribution*.

	Contrib	ution								*: Required **:Recommended	]
	Contribution	Туре	Receipt Date *	Dep	osit Date	Transa	action Type	*	Contr	ibution Amount *	
	Individual	*	1/12/2005			Check	(	*	\$ 50	).00	
	Contribution Explanation			<u>~</u>		Submit for Matching Public Funds? Transaction Number Previous Aggregate					Update the contribution details
	Donor	Information					ius Aggreg		saction)		
	Edit Prefix: MR. Address1:	First Name: JOHN 22 SOUTH MAIN ST		MI: N.		Last Na SMITH	me:		Suffix:		
	Address2: City:	PROVIDENCE		State:	RI	Zip:	02904				
Click Update	Employ	/er Information	า								
Contribution when finished	Name: Address1:	NARRAGANSETT PI 456 CENTRAL AVE	RINTING								
	Address2: City:	PROVIDENCE			State:		RI	Zip:	02908	;	
	Update Co	ontribution								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 of *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.

https://secure2.r	icampaignfir	nance.com	n/RhodeI	slandCF/	Candidate <i>i</i>	contribu	utionchand	ie.aspx - M	licrosoft	Internet	Explorer					- 8 ×
		ols <u>H</u> elp														
↔ → Back Forward	, 🙁 Stop	(2) Refresh	ය Home	Q Search	) Favorites	🐨 Media	3 History	Bar Mail	) Print	Edit	Discuss	abç ieSpell				
	cure2.ricampa									60,010	0.50055	105901	 	-	<i>∂</i> Go	Links »
													 		_	<u></u>
SHODE ISLAND				-				46 Dk	- 1-1	en d Deer	vidence Plar	4-41				
and the second					С	ampaign					ving System					
BRAND OF ELECTION					Contr	ibutio	on Upc	late								
	Welcome ba	ack: JOHN	Q CANDID	ATE					Las	t Login: a	Apr 22 2005	B:33AM				
	Help with this	s page								Log	0ff  v 1.5.2	(stage)				
	Return	a Conti	ributio	n												
	Original Conti	ribution Nun	nber: 1422	70												
Rhode Island Menu Board of Elections	Expenditure "	Type:	Othe	er 💌												
Home Page	Payment Typ	ie:	Che	ck 💌												
General Information	Contribution /		\$ 50.	00		_										
View Filed Reports	Amount Retu	irning: *	\$													
<u>User Login</u>								*								
<u>Search</u> - Filings	Explanation:							-								
- Contributions	Expenditure (	Data:						<u> </u>								
- <u>Expenditures</u>																
<u>Contact Us</u> Campaign Finance	Payment Date															
Home	Check Numbe	er														
Forms	Return	Contributi	on #14227	0							Re	turn				
<u>Change Pin</u>																
																7
🙋 Done														🤌 Interne	t	

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.



# 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.

#### STATE OF RHODE ISLAND

# 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.



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

#### STATE OF RHODE ISLAND

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 problematic if you ever need to update the payees 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)

https://secure2.r	icampaignfin	nance.cor	n/rhodeIs	landcf/Ca	andidate/I	DonorUp	date.aspx	?Page=Ex	penditure	e - Micros	soft Intern	et Explorer			_ 8 ×
Eile Edit ⊻iew F	- <u>a</u> vorites <u>T</u> o	ols <u>H</u> elp													<b>11</b>
↓ →	, 🗵	¢	۵ b	Q		<b>B</b>	3	₽.	4	W	, E	aby			
Back Forward		Refresh	Home		Favorites	Media	History	Mail	Print	Edit	Discus:			Carala	>>>
Address 🕘 https://se	scure2.ricampa	ignfinance	.com/rhodel	Islandcf/Ca	andidate/Do	norUpdat	e.aspx?Pag	e=Expendit	ure			• 🖓 😡	Links "	Google -	
NODE ISLAN															*
and a second				-/							vidence Pla				
					С	ampaigr	n Finance E	ectronic	Reportinț	g & Traci	king Syster	n (ERTS)			
100000					Dono	r (Dou	ee Upo	data							
OF ELECTIO					DOILO	inmay	ee opt	Jale							
	Welcome ba		Q CANDID	AIE					Las	-	Apr 29 2005				
<b>M</b> (G)	Therp with this	2020								Log	<u>om</u> (vi.s.	z (stage)			
	Record Typ	e:	C Individu	ual 🖲 Org	ganization										
	Person	nal Info	rmatior	1											
Rhode Island Menu			nization Nar												
Board of Elections		-	d Pizza Co.		-										
Home Page	Address1								-						
General Information	Address2								-						
User Login					<b>C1-1-</b>	г						1			
Search	City				State	L				Zip					
- Filings															
- <u>Contributions</u> - <u>Expenditures</u>															
Contact Us									Searc	h Fi	kpenditure	Home			
Campaign Finance									Joure		spenatare	nome			
Home															
Forms															
Change Pin															
															-
Done														🔒 🥑 Inb	

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)

International constraints and industrialized constraints as up. ** Proper-Constraints     Image: The constraints and industrialized constraints as up. ** Constraints and the constr	Agene @ rep_libratic Ansaegefreen anythebilised/Createdinary constants ago: "Bark of Theore Index of Providence Providence Theorem (Reverse)
Terret Tyse C Paskand & Organization  Personal Information  Operation Name  Destinat  Assess  Operation Name  Operation Name  Destinat  Assess  Destinat  Destinat Destinat  Destinat  Destinat Destin	Novel file         C headure         Organization           Provel histor file         Organization line         Organization line           Book histor file         D000 FIZA 60         Intervention           Book histor file         Organization         Intervention
Area Transmission Constraints and Constraints	- Reaction Face Grant All Te Provide and Provide Street Street Reaction And Street S
() () () () () () () () () () () () () (	2] () Down

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
Enter in all	Disbursement Type *	Expenditure Type *	Expenditure Amount *	Valid MPF Expenditure
known details	Please Select 🗸 🗸	All	<b>\$</b> 150.00	
expenditure such as the	Expenditure Explanation		Expenditure Date (mm/dd/yyyy) *	Check/Pymt Date (mm/dd/yyyy) *
amount			Ref./Check Number	
Then click 'Find Expenditure'	Payee Information  Individual Organization  Prefix First Name  Address1  Address2  City  Find Expenditure	MI	Last Name	Suffix

Fig. 23 – Expenditure Update page

	Search Results				
	Payee Name Expenditu GOOD PIZZA CO.Food, Bevera	re Type Expenditure D ges and Meals 03/03/2005	ate Payment Date Amount File \$150.00No	d <u>UpdateReturnDelete</u>	
Search	Expenditure			*: Required **:Recommended	Choose
results will be listed	Disbursement Type *	Expenditure Type *	Expenditure Amount *	Valid MPF Expenditure	whether to Update,
above	Please Select 🛛 👻	All	\$ 150.00		Return, or
	Expenditure Explanation		Expenditure Date	Check/Pymt Date	Delete the
			(mm/dd/yyyy) *	(mm/dd/yyyy) *	expenditure
			Ref./Check Number	_	
		$\mathbf{\mathbf{\vee}}$			
	Deves Information				
	Payee Information				
	Individual Organization				
	Prefix First Name	MI	Last Name	Suffix	
	Address1				
	Address1				
	City	State	Zip		
	Find Funerality se			Deturn	
	Find Expenditure			Return	
			Fig. 24 – Expend	diture 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 <u>cannot</u> 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 Expend	liture	
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)

	ExpenditureCha	nge - Microso	oft Internet Explor	er						_ 8 ×
	Eile Edit View	Favorites <u>T</u>	ools <u>H</u> elp							1
	⇔ → Back Forward	Stop	같 ය Refresh Home	Search Favori	es Media	) History Mail	iga Print	Edit Discuss ieSpell		
Delete	Address 🙆 https://	secure2.ricamp	aignfinance.com/rho	deIslandcf/Candidate	/Expenditure	Change.asp×		▼ ∂Go	Links » Google -	»
confirmation message,	A REAL PROPERTY OF FLEDTON	/		Exp	penditu	re Update				<b></b>
click Yes or			back: JOHN Q CANE	IDATE			Last	Login: Apr 29 2005 1:41PM		
		Help with th	is page					Log Off  v1.5.2 (stage)		
No		Are you su	re you want to delet	e Record 13518 .						
		Yes	No							
	Rhode Island Menu Board of Elections							t Demined		
	Home Page	Expend						*: Required **:Recommended		
	General Information	Disburseme		Expenditure Typ	e *	Expenditure	Amount *	Valid MPF Expenditure		
	View Filed Reports	Please Sele	ect 💌	All		\$ 150.00 Expenditure	Data	Check/Pymt Date		
	User Login	Expenditure	Explanation			(mm/dd/yyy		(mm/dd/yyyy) *		
	Search				<b></b>					
	- Filings - Contributions					Ref./Check	Number			
	- Expenditures				<b>~</b>					
	Contact Us	L .								
	Campaign Finance	Payee I	nformation							
	Home		al C Organization							
	Forms Change Pin	Prefix	First Name		M	Last Name		Suffix		
	charge Pill	Address1			1					
		Address2								
		City			State	Zip				
								Defu		
								Return		
	E Done								🔒 🌍 Internet	<u>•</u>
	0010									

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.



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 weather the form is filed of 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.

#### STATE OF RHODE ISLAND

### 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* 



### 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).



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.

#### **BOARD OF ELECTIONS**



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. 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.

#### **BOARD OF ELECTIONS**

#### STATE OF RHODE ISLAND

### 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.

Filings WorkPage	- Microsoft Internet Explorer									_ 8	×
<u>File E</u> dit <u>V</u> iew F	Eavorites Tools Help										
⇔ , ⇒	. 🙆 🔯 🖓	Q 💿	۲	3	B- 6		E	abç			
Back Forward	Stop Refresh Home S	earch Favorite		listory	Mail Pri	nt Edit	Discuss	ieSpell			
ddress 🥘 https://se	ecure2.ricampaignfinance.com/rhodeIsla	ndcf/Candidate/	Candidateworks	pace_a.asp	х			• 🔗 G	io Links » Google	•	»
10											-
ANODE ISLAN		-		01-4-							
THE REAL PROPERTY OF			Campaign Fir		of Rhode Isl ctronic Repo						
. 原题											
Canal State		Filin	q Admini	etrati	o.n.						
OF ELECTIC			y Autom	suau							
	Welcome back: JOHN & CANDIDAT	E				Last Login	-				Click "Amen
	Help with this page					E .	og Off  v1.	i.2 (stage)			next to the
											roport you w
	Overview Contribution	s Expendit	ures Fi	lings	Repor	ts	Admin				report you w
	Home										to amend
hode Island Menu	Filing History										
loard of Elections	Report Type	Due Date	Report St	atus	Date Filed						
lome Page	2005 On-Going Quarterly (1st)	04/30/2005	Received by		May 10 2005 1		Amenu	liew			
Seneral Information	Notice of Organization - (CF-1)		Received by		Apr 14 2005 7		View				
view Filed Reports	2004 On-Going Quarterly (4th)	01/30/2005	Received by		Jan 30 2005 2		View				
Jser Login	2004 28 Days After Election 2004 7 Days Before Election	11/30/2004 10/26/2004	Received by Received by		Dec 12 2004 9 Oct 25 2004 8		View				
Search	2004 7 Days Before Election	10/25/2004	Received by		Oct 25 2004 8: Oct 7 2004 3:0		View View				
Filings	2004 On-Going Quarterly (2nd)	07/30/2004	Received by		Jul 30 2004 12		View				
Contributions	2004 On-Going Quarterly (1st)	04/30/2004	Received by		Apr 29 2004 1		View				
Contact Us							11011	1			
	Reports Due										
Campaign Finance Home	Report Type	Du	e Date	Report	Statue	Date	Filod				
orms	2005 On-Going Quarterly (2nd)		30/2005	Report	Status	Date	neu	File			
	2005 On-Going Quarterly (3rd)	10/	30/2005					File			
hange Pin	2005 On-Going Quarterly (4th)	01/	30/2006					File			
								1			
	Submit a Non-Schedule	a Filing									<b>•</b>
Done										Internet	

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.

Anode Island Boa	rd of Elections - Microsoft Int	net Explorer							
<u>File E</u> dit <u>V</u> iew F	avorites <u>T</u> ools <u>H</u> elp								
⇔ ⇒ Back Forward	- 🙆 🔂 🚮 Stop Refresh Home		Edit Discuss ieSpell						
Address 🙆 https://se	cure2.ricampaignfinance.com/Rhc	IslandCF/Candidate/Reports/ReportWorkPage.aspx	▼ 🖓 Go Links ≫ Google - 🛛 👋						
OF ELECTION		Organization Reports							
	Welcome back: JOHN & CANDIDATE Last Login: May 10 2005 1:35PM								
6	Help with this page		<u>Log Off</u>   v 1.5.2 (stage)						
	Overview Contrib	ions Expenditures Filings Reports	Admin						
	Reports								
Rhode Island Menu	I want to view: Contribu	ons 🔻							
Board of Elections Home Page									
General Information	Select report criteria:								
View Filed Reports	Select report criteria.								
User Login	Election Cycle:	2005 Election							
Search	Date From:	11/01/2005 Thru 12/31/2005							
- Filings									
<ul> <li><u>Contributions</u></li> <li><u>Expenditures</u></li> </ul>	Contribution Type:								
Contact Us	Donor Last Name or Organization Name:	First Name:							
Campaign Finance	City:	State: Zip Co	ode:						
Home									
Forms	At Least Amount:								
Change Pin	Filing Status:	6 m 6 m 4 6 m 4							
	rinny status:	⊙ All C Filed C Un-filed							
	Contribution Status:	All C Complete C Incomplete							
	Report Type:	• Summary C Detail							
	Sum Report By:	Contribution Type							
	Sort instructions:		-						
🙆 Done			🔒 🙋 Internet						

Fig. 33 – Organization Reports upper screen

hode Island Board of Elections - Microsoft :	nternet Explorer	_ & ×
Edit View Favorites Tools Help		
- , → , ③ @ 4	Q, 10 (9) (9 (5 - 2) (2 - 2)	
ck Forward Stop Refresh Hon		»
ress   end https://secure2.ricampaignfinance.com/i me Page	hodeIslandCF/Candidate/Reports/ReportWorkPage.aspx	
neral Information Select report criteria:		
w Filed Reports		
Election Cyc		
arch Date From	<b>thru</b> 12/31/2005	
Ings ontributions Contribution Type		
Appenditures Donor Last Name of Organization Name		
C#		
mpaign Finance City	State: Zip Coue:	
ms At Least Amount		
A Least Amount		
Filing Status	● All ○ Filed ○ Un-filed	
Contribution Status	⊙ All C Complete C Incomplete	
Report Type	© Summary C Detail	
Sum Report B	Contribution Type	
Sort instructions:		
Column Order	Direction	
		Click Vi
Option 1: None	C Ascending C Descending	Print Re
Option 2: None 💌	C Ascending C Descending	
Option 3: None 💌		
	View/Print Report	•
one		

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)



# **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.