CIVIX

GGTCFC Campaign E-File Systems Project

Electronic Data Interchange (EDI) Excel Spreadsheet Reporting Specifications

Version 1.8
August 12, 2021

REVISION HISTORY

Version	Date	Description of change
1.0	11/29/2020	First Release
1.1	12/8/2020	Cleaned up document & confirmed data fields match application.
1.2	3/31/2021	Updated CODE TABLES > Investment element holdingAccountTypes to "IND" and "IND", corrected grammatical errors.
1.3	4/16/2021	Updated Expenditure exPayeeType to CMT.
1.4	4/19/2021	Updated verbiage around LoanReceived Worksheet Note, removed SELF from lnRecContributorCode.
1.5	4/21/2021	Added a Table of Contents, added links, updated verbiage across document
1.6	4/30/2021	Updated occupationother fields with Code #, added verbiage for Payee not being required when exExpenditureType = NIM. Added field exCreditCardIssuedTo to Expenditures.
1.7	6/15/2021	Updated to add verbiage around when Occupation is required and added verbiage to clarify that Loan Repayment Responsible Person cannot be deleted from a Loan, both records will need to be deleted.
1.8	8/12/2021	Updated below fields to match manual entry requirements. Contribution - cbDescription is optional - cbCheckNumber is optional Expenditure - exEmployer is optional ExpenditureEndRecipientInfo - exRecEmployer is only required if exRecipientType = Individual ExpenditureReturn - exRetExplanation is optional AssocCandidate - cnSuppOpp: updated S/O to Y/N to reflect app changes loanReceived - lnRecEmployer is optional loanRepaymentResponsiblePerson - lnRepaymentPersonEmployer is only required if lnRepaymentPersonType = Individual Investment - accountNumber is optional

CONTENTS

OVERVIEW

This document details how to build an Excel spreadsheet to submit campaign finance data using an Electronic Data Interchange (EDI) to the Georgia Campaign Finance Reporting System. This document is written for committees and vendors who wish to create a software package to allow submission of contribution, expenditure, loan, and investment data electronically without having to re-type the information into the Georgia Campaign Finance Reporting System web application.

With each of the line items submitted (contributions, expenditures, independent expenditure, loans received, investments), it is required that you include an external reference ID, the alphanumeric identifier your system attaches to each line item. It needs to be a unique ID in your system and the value must be unique for each transaction submitted. Error reports will use this reference ID to match an error to a specific line item within your data file. In addition, the reference ID enables the system to detect and avoid adding duplicate records in the event duplicate reference IDs are included in more than one file upload, or a file is inadvertently uploaded twice.

You are also encouraged to use a similar type of unique identifier for your contributors, lenders, and your expenditure payees. This will enable the system audit process to be more accurate and ultimately be more helpful to you.

IMPORTED FILES

What does the import file contain?
You will be electronically submitting only the line item records of contributions, expenditures, independent expenditures, loans received, and investments. Summary totals are not included. The system calculates summary totals, based on the line items submitted. This is done at the time you log into the system to file your statements for a reporting period.

When can files be imported?
These transactions can be submitted at any time during the current reporting period. You may choose to submit all at one time or submit items periodically during the current reporting period.

NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Commission's staff. The items are not viewable by the public until filed by your committee.

How do the reported items get filed?
When you are ready to file the statement for a specific reporting period, you will need to log into the system and using the filer's workspace navigational menu, select the Reports option. At the time you file your statement, the system will create a filing statement dynamically and calculate all totals based on the items you have submitted electronically and/or entered online. You will be able to preview the statement before final filing submission.

What is the format of the import file?
An import file may contain any combination of contributions, expenditures, independent expenditures, loans received, and investments. It will consist of either an Excel spreadsheet or an XML file.

Can a committee reverse a submitted file?
It is possible to reverse an entire submitted file. Line items from that imported file will be deleted from the database as long as:

- The item has not been included on a filed statement.
- The item does not have other records associated to it from other import files.

If individual items need to be bypassed for the above reasons, and do not get automatically removed, you will need to log into the system and delete them individually.

DATA TYPES

This section describes the data types acceptable to the Georgia Campaign Finance Reporting System import program.

- **Char(n)** - This is a character field. Any field listed as character can have any alphanumeric information as well as punctuation. Maximum lengths are in parenthesis. Please be aware that use of lowercase alpha information will be converted to uppercase alpha information. Note that this field cannot have the backslash (\) character, or any line feed characters such as a Return.
- **Integer** - Only digits are allowed in this type of field.
- **Date** - Please format all user entered dates as MM/DD/YYYY.
- **DateTime** - Please format all user entered date times as MM/DD/YYYY HH:MM:SS.
- **Money** - A positive currency amount, which should be specified without a dollar sign. The decimal is optional for whole dollars. If there is a decimal, there should always be at least one digit to the left of the decimal, even if the amount is a fraction of a dollar (this is the only case in which leading zeros are advocated). Valid examples: 5.01, 0.25, 25.7, 43. Invalid examples: 3.731, $5.25, .75.

FILE NAMING

There are no specific file naming requirements to submit your data using an Excel spreadsheet; however, it is critical the worksheet names match the descriptions below. The file extension of the file must be .xlsx.

SPREADSHEET RECORD OCCURRENCES

There are seventeen (17) worksheets within the Excel file that can be populated for submitting information. The seventeen worksheets are:

- **Control** - Contains authentication information. There is one record only in this file.
- **Contribution** - Contains contributions and/or donations.
- **ContributionReturn** - Contains contribution returns made.
- **Expenditure** - Contains expenditures.
- **ExpenditureEndRecipientInfo** – Contains expenditure end recipients.
- **ExpenditureReturn** - Contains expenditure returns made.
- **IndependentExpenditure** - Contains independent expenditures.
- **IndependentExpenditureReturn** - Contains return independent expenditures.
- **AssocBallotMeasure** - Contains specific Ballot Measure information when an expenditure is marked in support of or opposition to a Ballot Measure.
- **AssocCandidate** - Contains specific candidate information when an expenditure, Independent expenditures is marked in support of or opposition to a candidate.
- **LoanReceived** - Contains loan received details.
- **LoanRepaymentResponsiblePerson** - Contains loan repayment responsible person details.
- **LoanPayment** - Contains loan payments made.
- **LoanCredit** - Contains loan credit amounts incurred.
- **Investment** - Contains investments.
- **InvestmentTransaction** – Contains investment transaction information such as purchasing and selling investments or reporting cash dividends and interest paid out.
- **InvestmentPerson**– Contains person name involved in investment transaction.

Each worksheet has a set of columns with column headers. It is imperative that the column heading names and the worksheet names **not** be changed.

The only worksheet that requires data is the Control worksheet. If a particular worksheet does not have data to be uploaded, the worksheet ***must*** remain in the spreadsheet without data.

OVERVIEW/LEGEND TO TABLES

In the following tables, in the Format column for each Worksheet, please pay attention to "not null" and "conditional". If a field is designated as "not null", that field is required and must have a value. The omission of values for "not null" fields will be cause for data rejection. If a field is designated as "conditional", that field will be optional or required based on certain entries.

The Description column and any Notes following a worksheet table indicates which items are required and which items use Code Table values.

WORKSHEET TABS

Control Worksheet

Column	Format	Description
committeeId	char(11) not null	This is your Filer ID assigned by the Georgia Campaign Finance Reporting system. The committeeId in the control worksheet must match the committee that is logged in at the time the upload is submitted. The Filer ID can be located on the Candidate/Committee Details section on the Filer Workspace. **Required**
committeeName	char(100)	Committee full name.
fileCreateDateTime	Date Time	Date file was created, time in 24-hour notation. Format mm/dd/yyyy hh:mm:ss.
description	char(100)	Description of the upload file.

Contribution Worksheet

Column	Format	Description
contributionID	char(30) not null	This will be your committee's unique external reference ID for this contribution record. Each contribution record must have its own unique identification number. **Required**
cbElectionType	char(1) not null	Election Type - Type of Election. See Code Tables – Election Type for values. **Required**
cbElectionDate	date not null	Election date - Date of election. **Required**
cbContributionType	char(3) not null	Type of Contribution. See Code Tables – Contribution Type for values. **Required**
cbContributionCode	char(3) conditional	Type of Contributor. See Code Tables – Contributor Type for values. **Required if** cbContributionType is MOI or IKD.
cbOrgID	char(11) conditional	The Filer ID of the contributor if the contributor is a registered committee in the Georgia Campaign Finance Reporting system. See instructions on How to Obtain an OrgID (Filer ID). *See Notes for when required.*
cbOrgName	char(100) conditional	Contributor's Organization/Committee name. **Required if** cbContributionCode is not IND and cbOrgID is not entered.
cbFilerID	char(15) conditional	The Filer ID of the contributor if the contributor is a registered candidate in the Georgia Campaign Finance Reporting system. See instructions on How to Obtain an OrgID (Filer ID). *See Notes for when required.*
cbContributorID	char(30)	This will be your optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors. The external ID you assign this contributor should be used each time this contributor contributes to your committee. This will reduce the possibility of having duplicate contributor records for the same contributor. **Optional**
cbFirstName	char(100) conditional	The contributor's first name. *See Notes for when required.*
cbMiddleName	char(100)	The contributor's middle name. **Optional**
cbLastName	char(100) conditional	The contributor's last name. *See Notes for when required*.
cbNameSuffix	char(15)	The contributor's name suffix. See Code Tables – Suffix for values. **Optional**
cbAddress1	char(50) conditional	Contributor address line 1. *See Notes for when required.*

cbAddress2	char(50)	Contributor address line 2. **Optional**
cbCity	char(30) conditional	Contributor city. *See Notes for when required*.
cbState	char(2) conditional	Contributor state abbreviation. *See Notes for when required.*
cbZip	char(5) conditional	Contributor zip code. *See Notes for when required*.
cbEmployer	char(20) conditional	Contributor's employer name. *See Notes for when required.*
cbOccupation	char(10)	Contributor's occupation. See Instructions How to Obtain Occupation Type. *See Notes for when required*.
cbOccupationOther	char(100) conditional	**Required if** cbOccupation = 597 (Other).
cbAffiliatedCommittee	Char(200)	Affiliated committee **Optional**
cbDate	date not null	Contribution date - date contributed to committee. **Required**
cbAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. **Required**
cbDescription	char(100)	Contribution Description. **Required if** cbContributionType = IKD
cbCheckNumber	char(16) conditional	**Optional**
cbRegulatedEntityName	char(200)	Regulated entity name **Optional**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required only** when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required only** when data needs to be deleted.

Contribution Notes

If there are no Contributions, leave the Contribution Worksheet blank. At this time, contributions of type intra-candidate are not supported by the Import Manager.

cbOrgID: This is the Filer ID of the Contributor if the contributor is a registered committee in the Georgia Campaign Finance Reporting system.

> ***NOTE:*** If the contributor is a registered committee in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the cbOrgID column. This will eliminate the necessity to include Organization Name and all address fields. *See instructions* How to Obtain an OrgID (Filer ID)*.*

cbOrgName, cbAddress1, cbCity, cbState, and **cbZip:** Organization Name, Address1, City, State and Zip of the Contributor is required if **cbContributionCode** is OTH – Other, LOB - Lobbying Organization, or COM - Committee (only if user did not provide existing cbOrgID and wants to add a new contributor that has not previously registered with the Georgia Campaign Finance Reporting System).

cbContributorID: This is your external reference ID for the contributor. This is optional but **highly recommended** to uniquely identify your contributors. It allows for a more thorough validation, because the system can use it to identify prior contributions from the same contributor. *If a contributor also happens to be a source on any loan records, you should use the same ID in both instances*. *This will reduce the chance that duplicate contact records (contributor/source) will be created.*

cbFilerID: This is the Filer ID of the Contributor if the contributor is a registered candidate in the Georgia Campaign Finance Reporting system.

> ***NOTE:*** If the contributor is a registered candidate in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the cbFilerID column. This will eliminate the necessity to include First Name, Last Name, and all address fields. *See instructions* How to Obtain an OrgID (Filer ID)*.*

cbFirstName, **cbLastName**, **cbAddress1**, **cbCity**, **cbState** and **cbZip**: Contributor's Name and Address fields. Contributor's First Name, Last Name, Address 1, City, State and Zip are required when cbContributionCode is IND – Individual (only if user did not provide existing cbFilerID and wants to add a new contributor that has not previously registered with the Georgia Campaign Finance Reporting System).

cbEmployer and **cbOccupation:** Employer and Occupation are required for any Individual contributor who makes a contribution of more than $100 in an election cycle.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

ContributionReturn Worksheet

Column	Format	Description
contributionReturnID	char(30) not null	This is your committee's unique external reference ID for the contribution return record. Each contribution return record must have its own unique identification number. **Required**
contributionID	char(30) not null	This is the external reference ID assigned to the original contribution record. It is required, so that the returned contribution can be properly related to the original contribution. **Required**
crDate	date not null	Date of return. **Required**
crAmount	money not null	Amount being returned. **Required**
crExplanation	char(100)	Explanation of why the Contribution was returned. **Optional**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

Expenditure Worksheet

Column	Format	Description
expenditureID	char(30) not null	This is your committee's unique external reference ID for this expenditure record. Each expenditure record must have its own unique identification number. **Required**
exElectionType	char(1) not null	Election Type. See Code Tables – Election Type for values. **Required**
exElectionDate	date not null	Election Date **Required**
exExpenditureType	Char(3) not null	This is the type of expenditure. See Code Tables – Expenditure Type for values. **Required**
exPayeeType	char(3) conditional	This is the type of Payee. See Code Tables – Payee Type for values. **Required unless** exExpenditureType = NIM, then a Payee is not required.
exPaymentCode	char(10) not null	Payment code. See Code Tables – Payment Code for values. **Required**
exPaymentCodeOther	char(100) conditional	**Required if** exPaymentCode = OTH.
exOrgID	char(11) conditional	The Filer ID of the payee if the payee is a registered committee in the Georgia Campaign Finance Reporting System. See instructions How to Obtain an OrgID (Filer ID). *See Notes for when required.*
exPayeeID	char(30)	This will be your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee does expenditure to your committee. This will reduce the possibility of having duplicate payee records for the same payee.
exOrgName	char(100) conditional	The Organization or Committee Name of the payee. **Required if** exPayeeType is OTH or CMT and exOrgID is not entered**.**
exFilerID	char(30) conditional	The Filer ID of the payee if the payee is a registered filer in the Georgia Campaign Finance Reporting system. See instructions on How to Obtain an OrgID (Filer ID). *See Notes for when required.*
exFirstName	char(100) conditional	Payee first name *See Notes for when required.*
exMiddleName	char(100)	Payee's middle name **Optional**
exLastName	char(100) conditional	Payee's last name *See Notes for when required.*
exNameSuffix	char(15)	Payee's name suffix.

		See Code Tables – Suffix for values. **Optional**
exAddress1	char(50) conditional	Payee address line 1. *See Notes for when required*.
exAddress2	char(50)	Payee address line 2. **Optional**
exCity	char(30) conditional	Payee city. *See Notes for when required*.
exState	char(2) conditional	Payee state abbreviation. *See Notes for when required*.
exZip	char(5) conditional	Payee zip code. *See Notes for when required*.
exEmployer	char(20) conditional	Payee employer name. **Optional**
exOccupation	char(10)	Payee occupation. See Instructions How to Obtain Occupation Type. **Optional**
exOccupationOther	char(100) conditional	**Required if** exOccupation = 597 (Other).
exCreditCardIssuedTo	char(100) conditional	**Required if** exExpenditureType = CDC
exDate	date not null	Date expenditure was made or obligated. **Required**
exAmount	money not null	Payee amount. Must be a valid dollar amount greater than 0.00. **Required**
exExplanation	char(100)	Expenditure Description **Optional**
exCheckNumber	char(16)	Check Number **Optional**
exSuppOppCan	char(1) Y	(**Y**)es if the expenditure is to Support or Oppose a Candidate. (**Y**)es will also require additional information in the assocCandidate worksheet. More than ONE associated candidate is not allowed per Expenditure.
exSuppOppBQ	char(1) Y	(**Y**)es if the expenditure is to Support or Oppose a Ballot Measure. (**Y**)es will also require additional information in the assocBallotMeasure worksheet. More than ONE associated BQ is not allowed per Expenditure.
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

Expenditure Notes

If there are no expenditures leave the expenditure Worksheet blank.

exExpenditureType: This is the Expenditure Type for the record being entered. If exExpenditureType = NIM, the Payee information is **not required**.

exOrgID: This is the Filer ID for the payee if the payee is a registered committee or candidate in the Georgia Campaign Finance Reporting System.

> ***NOTE:*** if the payee is a registered committee in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the exOrgID column. This will eliminate the necessity to include Organization Name and all address fields. *See instructions* How to Obtain an OrgID (Filer ID).

exOrgName, exAddress1, exCity, exState, and exZip: Organization/Committee Name, Address1, City, State and Zip of the Contributor is **required** if exPayeeType is OTH - Other or CMT – Committee (only if user did not provide existing exOrgID and wants to add a new committee as payee that has not previously registered with the Georgia Campaign Finance Reporting System).

exPayeeID: This is your external reference ID for the payee. This is **optional but highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.

exFilerID: This is the Filer ID of the Payee if the Payee is a registered candidate in the Georgia Campaign Finance Reporting system.

> ***NOTE***: If the Payee is a registered candidate in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the exFilerID column. This will eliminate the necessity to include First Name, Last Name, and all address fields. See instructions How to Obtain an OrgID (Filer ID).

exFirstName, exLastName, exAddress1, exCity, exState and **exZip**: Payee's Name and Address fields. Payee's First Name, Last Name, Address 1, City, State and Zip are **required** when exPayeeType is IND – Individual (only if user did not provide existing exFilerID and wants to add a new payee that has not previously registered with the Georgia Campaign Finance Reporting System).

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

ExpenditureEndRecipientInfo Worksheet

Column	Format	Description
exEndRecipientID	char(10) not null	This is your committee's unique external reference ID for the expenditure's end recipient info record. Each record must have its own unique ID number. **Required**
exExpenditureID	char(30) not null	This is the unique external reference ID assigned to the original expenditure record. It is required, so that the end recipient can be properly related to the original expenditure. **Required**
exRecipientType	char(10) not null	This is the type of Recipient See Code Tables – Recipient Type for values. **Required**
exRecEntityName	char(200) conditional	Entity Name of the end recipient **Required if** exRecipientType = Entity
exRecFirstName	char(200) conditional	First Name of the end recipient **Required if** exRecipientType = Individual
exRecMiddleName	char(100)	Middle Name of the end recipient **Optional**
exRecLastName	char(200) conditional	Last Name of the end recipient **Required** if exRecipientType = Individual
exRecNameSuffix	char(15)	Recipient suffix of the end recipient. See Code Tables – Suffix for values. **Optional**
exRecAddress1	char(50) not null	End Recipient address line 1. **Required**
exRecAddress2	char(50)	End Recipient address line 2. **Optional**
exRecCity	char(30) not null	End Recipient city. **Required**
exRecState	char(2) not null	End Recipient state abbreviation. **Required**
exRecZip	char(5) not null	End Recipient zip code. **Required**
exRecEmployer	char(100) conditional	End Recipient employer name. **Required** if exRecipientType = Individual
exRecOccupation	char(10) conditional	End Recipient occupation. See Instructions How to Obtain Occupation Type. **Required if** exRecipientType = Individual
exRecOccupationOther	char(100) conditional	**Required if** exRecOccupation = 597 (Other).
exRecAmountPaid	money not null	Amount being Paid to the end recipient. **Required**
exRecDatePaid	date not null	Date of payment to the end recipient. **Required**
exRecPaymentDescription	char(200) not null	Explanation of payment to the end recipient. **Required**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.

DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

ExpendityreEndRecipientInfo Notes

*If there is no expenditure end recipient info, leave the expenditureEndRecipientInfo Worksheet blank. End Recipients are only required for expenditure types **credit card** or **reimbursement**.*

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

ExpenditureReturn Worksheet

Column	Format	Description
exReturnID	char(30) not null	This is your committee's unique external reference ID for the expenditure return record. Each expenditure return record must have its own unique identification number. **Required**
expenditureID	char(30) not null	This is the unique external reference ID assigned to the original expenditure record. It is required, so that the returned expenditure can be properly related to the original expenditure. **Required**
exRetAmount	money not null	Amount being returned. **Required**
exRetDate	date not null	Date of return. **Required**
exRetExplanation	char(100) not null	Explanation of why the Expenditure was returned. **Required**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

ExpenditureReturn Notes

If there are no expenditure returns leave the expenditureReturn worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

IndependentExpenditure Worksheet

Column	Format	Description
independentExpenditureID	char(30) not null	This is your committee's unique external reference ID for this independent expenditure record. Each independent expenditure record must have its own unique identification number. **Required**
ieElectionType	char(1) not null	Election Type. See Code Tables – Election Type for values. **Required**
ieElectionDate	date not null	Election Date. **Required**
ieExpenditureType	char(3) not null	Independent expenditure type. **IIE** is the only value for Independent Expenditures. **Required**
iePayeeType	char(3) not null	This is the type of Payee. See Code Tables – Payee Type for values. **Required**
ieOrgID	char(11) conditional	The Filer ID of the payee if the payee is a registered committee in the Georgia Campaign Finance Reporting System. See instructions How to Obtain an OrgID (Filer ID). *See notes for when required.*
iePayeeID	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.
ieOrgName	char(100) conditional	The Organization name of the payee. **Required if** iePayeeType = OTH or CMT and ieOrgID is not entered.
ieFilerID	char(30) conditional	The Filer ID of the payee if the payee is a registered filer in the Georgia Campaign Finance Reporting system. See instructions How to Obtain an OrgID (Filer ID). *See Notes for when required.*
ieFirstName	char(100) conditional	Payee's first name *See Notes for when required*.
ieMiddleName	char(100)	Payee's middle name **Optional**
ieLastName	char(100) conditional	Payee's last name *See Notes for when required*.
ieNameSuffix	char(15)	Payee's name suffix if iePayeeType = IND. See Code Tables – Suffix for values. **Optional**
ieAddress1	char(50) conditional	Payee address line 1. *See Notes for when required.*
ieAddress2	char(50)	Payee address line 2. **Optional**
ieCity	char(30) conditional	Payee city. *See Notes for when required.*

ieState	char(2) conditional	Payee state abbreviation. *See Notes for when required.*
ieZip	char(5) conditional	Payee zip code. *See Notes for when required.*
ieDate	date not null	Transaction date – Date expenditure was made or obligated. **Required**
ieAmount	money not null	Transaction amount. Must be a valid dollar amount greater than 0.00. **Required**
ieExplanation	char(100) not null	Independent expenditure description. **Required**
ieSuppOppCan	char(1) not null Y	(**Y**)es if the independent expenditure is to Support or Oppose a Candidate. (**Y**)es will also require additional information in the assocCandidate worksheet. More than ONE associated candidate is not allowed per Expenditure. **Required**
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

IndependentExpenditure Notes

If there are no independent expenditures, leave the independent expenditure worksheet blank. Independent Expenditures can only be added for Non-Candidate Committees of type Independent Committee.

ieOrgID: This is the Filer ID of the payee if the payee is a registered committee in the Georgia Campaign Finance Reporting System.

> **NOTE**: if the payee is a registered committee in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the ieOrgID column. This will eliminate the necessity to include Organization Name and all address fields. *See instructions How to Obtain an OrgID (Filer ID).*

ieOrgName, ieAddress1, ieCity, ieState, and ieZip: Organization/Committee Name, Address1, City, State and Zip of the payee is **required** if iePayeeType = OTH or CMT (only if user did not provide existing ieOrgID and wants to add new committee as Payee).

iePayeeID: This is your external reference ID for the payee. This is **optional but highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.

ieFilerID: This is the Filer ID of the payee if the payee is a registered candidate in the Georgia Campaign Finance Reporting System.

NOTE: if the payee is a registered candidate in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the ieFilerID column. This will eliminate the necessity to include First Name, Last Name, and all address fields. *See instructions* How to Obtain an OrgID (Filer ID).

ieFirstName, ieLastName, ieAddress1, ieCity, ieState and ieZip: Payee Name and Address fields. Payee First Name, Last Name, Address 1, City, State and Zip are **required** when iePayeeType is IND – Individual (only if user did not provide existing ieFilerID and wants to add a new payee that has not previously registered with the Georgia Campaign Finance Reporting System).

ieSuppOppCan is a required field.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required only when data needs to be modified.**

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required only when data needs to be deleted.**

IndependentExpenditureReturn Worksheet

Column	Format	Description
ieReturnID	char(30) not null	This is your committee's unique external reference ID for the independent expenditure return record. Each independent expenditure return record must have its own unique identification number. **Required**
independentExpenditureID	char(30) not null	This is the unique external reference ID assigned to the original independent expenditure record. It is required, so that the returned independent expenditure can be properly related to the original independent expenditure. **Required**
ieRetAmount	money not null	Amount being returned. **Required**
ieRetDate	date not null	Date of return. **Required**
ieRetExplanation	char(100)	Explanation of why the independent expenditure was returned. **Optional**
AmendFlag	char(10) not null	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) not null	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

IndependentExpenditureReturn Notes

If there are no independent expenditure returns, leave the independent expenditure return worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

AssocBallotMeasure Worksheet

Column	Format	Description
assocBallotMeasureID	char(30) not null	This is the unique external reference ID for the Associated Ballot Question record. Each individual Ballot Question must have its own unique identification number. Required if the original expenditure or expenditure return was to Support or Oppose a Ballot Measure.
independentExpenditureID	char(30) not null	N/A Independent Expenditures only support or oppose candidates.
expenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original expenditure record. **Required if** the expenditure was to Support or Oppose a Ballot Question. (exSuppOppBQ = Y)
bQJurisdiction	char(20) conditional	Ballot Question Jurisdiction. **Required if** bQMeasure is left empty or other. If bQMeasure is not provided, then system will create new ballot measure with entered bQMeasureTitle, bQMeasureID and bQJurisdiction.
bQMeasure	numeric conditional	This should be valid ballot measure Id for the associate parent transaction. User can enter existing ballot measure id from system. ➢ For existing valid ballot measure id please download **Export Ballot Questions** from the application **Import manager** screen - download section. System will check for valid ballot measure id provided, if exists then system will process, else error message will display.
bQMeasureTitle	char(200) conditional	Ballot Question Title. **Required if** bQMeasure is left empty or other. If bQMeasure is not provided then system will create new ballot question with entered bQMeasureTitle, bQMeasureID and bQJurisdiction.
bQMeasureID	char(50) conditional	Ballot Question Number. **Required if** bQMeasure is left empty or other. If bQMeasure is not provided then system will create new ballot measure with entered bQMeasureTitle, bQMeasureID and bQJurisdiction.
bQSuppOpp	char(1) S O Not null	(**S**)upport or (**O**)ppose if the Expenditure was in support or opposition of the Ballot Question. **Required**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.

AssocBallotMeasure Notes

If there are no assocBallotMeasure, leave the assocBallotMeasure Worksheet blank. Ballot Questions can only be associated with expenditures.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

AssocCandidate Worksheet

Column	Format	Description
assocCandidateID	char(30) not null	This is the unique external reference ID for the Associated Candidate record. Each individual candidate must have its own unique identification number. **Required if** the original expenditure or expenditure return was to Support or Oppose a Candidate.
expenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original expenditure record. **Required if** the expenditure was to Support or Oppose a Candidate. (ex: exSuppOppCan = Y)
independentExpenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original independent expenditure record. **Required if** the independent expenditure was to Support or Oppose a Candidate. (ex: ieSuppOppCan = Y).
cnOrgID	char(11)	The Filer ID of the candidate being supported or opposed if the candidate is a registered candidate and/or campaign committee in the Georgia Campaign Finance Reporting System. See instructions How to Obtain an OrgID (Filer ID). **Optional** (See Notes).
cnCandidateName	char(20) conditional	**Required if** cnOrgID is empty.
cnStateID	char(11)	**Optional**
cnSuppOpp	char(1) Y N Not null	(**Y**)Support or (**N**)Oppose if the Expenditure or Independent expenditure was in support or opposition of the Candidate. **Required**
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.

AssocCandidate Notes

If there are no assocCandidate leave the assocCandidate Worksheet blank.
Candidates can be associated with expenditures or independent expenditures.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

LoanReceived Worksheet

Column	Format	Description
lnRecID	char(30) not null	This is your committee's unique external reference ID for the loan. Each loan received record must have its own unique identification number. **Required**
lnRecElectionType	char(1) not null	Election Type. See Code Tables – Election Type for values. **Required**
lnRecElectionDate	date not null	Election date - Date of election. **Required**
lnRecContributorCode	char(4) not null	This is the source of the Loan (lender type). See Code Tables - Lender Type for values. **Required**
lnRecOrgID	char(30) conditional	The Filer ID of the contributor if the lender is a registered committee in the Georgia Campaign Finance Reporting system. See instructions on How to Obtain an OrgID (Filer ID). *See Notes for when required.*
lnRecOrgName	char(100) conditional	Loan source (lender) Organization/Committee Name *See Notes for when required*.
lnRecFilerID	char(30) conditional	The Filer ID of the contributor if the lender is a registered filer in the Georgia Campaign Finance Reporting system. See instructions on How to Obtain an OrgID (Filer ID). *See Notes for when required.*
lnRecReferencedId	char(10)	This is your committee's optional unique external ID for the loan received source. It is highly recommended you use this to uniquely identify your loan source (Lender). The external ID you assign this loan source should be used each time this source makes a loan to your committee. This will reduce the possibility of having duplicate loan source records for the same source. If a Loan Source also happens to be a contributor on any contribution records, you should use the same ID in both instances.
lnRecFirstName	char(100) conditional	Loan source (lender) First Name *See Notes for when required*.
lnRecMiddleName	char(100)	Loan source (lender) Middle Name. **Optional**

lnRecLastName	char(100) conditional	Loan source (lender) Last Name *See Notes for when required*.
lnRecNameSuffix	char(15)	Loan source (lender) name suffix. See Code Tables – Suffix for values. **Optional**
lnRecAddress1	char(50) conditional	Loan source (lender) address line 1. *See Notes for when required*.
lnRecAddress2	char(50) conditional	Loan source (lender) address line 2. Leave blank if no Address Line 2 in address.
lnRecCity	char(30) conditional	Loan source (lender) city. *See Notes for when required*.
lnRecState	char(2) conditional	Loan source (lender) state abbreviation. *See Notes for when required*.
lnRecZip	char(5) conditional	Loan source (lender) zip code. *See Notes for when required*.
lnRecEmployer	char(100) conditional	Loan source (lender) employer name. **Optional**
lnRecOccupation	char(10)	Loan source (lender) occupation. See Instructions How to Obtain Occupation Type. **Optional**
lnRecOccupationOther	char(100) conditional	**Required if** lnRecOccupation = 597 (Other).
lnRecDescription	char(100) not null	Loan Description **Required**
lnRecDate	date not null	Date of loan **Required**
lnRecAmount	money not null	Amount of loan **Required**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

LoanReceived Notes

If there is no loan received, leave the Worksheet blank.

lnRecOrgID: This is the Filer ID of the loan source (lender) if the loan source is a registered committee in the Georgia Campaign Finance Reporting System.

> ***NOTE***: if the loan source is a registered committee in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the lnRecOrgID column. This will eliminate the necessity to include Organization Name and all address fields. *See instructions* How to Obtain an OrgID (Filer ID).

lnRecOrgName, lnRecAddress1, lnRecCity, lnRecState, and lnRecZip:
Organization Name, Address1, City, State and Zip of the Contributor is **required** if lnRecContributorCode is OTH (only if user did not provide existing lnRecOrgID and wants to add new committee that has not previously registered with the Georgia Campaign Finance Reporting System).

lnRecReferenceId: This is your external reference ID for the payee. This is **optional but highly recommended** to uniquely identify your loan sources (lenders). The external ID you assign this loan source should be used each time this loan source is used.

lnRecFilerID: This is the Filer ID of the loan source (lender) if the loan source is a registered filer in the Georgia Campaign Finance Reporting System.

> ***NOTE***: if the loan source is a registered filer in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the lnRecOrgID column. This will eliminate the necessity to include First Name, Last Name, and all address fields. *See instructions* How to Obtain an OrgID (Filer ID)*.*

lnRecFirstName, lnRecLastName, lnRecAddress1, lnRecCity, lnRecState and lnRecZip: Loan Source's Name and Address fields. Loan source's First Name, Last Name, Address 1, City, State and Zip are **required** when lnRecContributorCode is IND – Individual (only if user did not provide existing lnRecFilerID and wants to add a new contributor that has not previously registered with the Georgia Campaign Finance Reporting System).

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

LoanPayment Worksheet

Column	Format	Description
loanPaymentID	char(30) not null	This is your committee's unique external reference ID for the Loan payment record. Each contribution return record must have its own unique identification number. **Required**
lnRecID	char(30) not null	This is the unique external reference ID assigned to the original loan received record. It is required, so that the loan payment can be properly related to the original loan received. **Required**
lnPaymentDate	date not null	Date of loan payment. **Required**
lnPaymentAmount	money not null	Payment Amount **Required**
lnPaymentReason	char(120)	Reason text for payment of loan. **Optional**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

LoanPayment Notes

If there are no loan payments, leave the loanPayment Worksheet blank. Loan Payments must be associated to a Loan Received.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

loanRepaymentResponsiblePerson Worksheet

Column	Format	Description
lnRepaymentPersonID	char(10) not null	This is your committee's unique external reference ID for the Loan Repayment Responsible Person record. Each Loan Repayment Responsible Person record must have its own unique identification number. **Required**
lnRecID	char(30) not null	This is the unique external reference ID assigned to the original loan received record. It is required, so that the Loan Repayment Responsible Person can be properly related to the original loan received. **Required**
lnRepaymentPersonFilerID	char(30) conditional	If the Candidate or Committee is responsible for repayment, this will be the Filer ID of the Candidate or Committee. See instructions on How to Obtain an OrgID (Filer ID). **Required if** Candidate or Committee is responsible for repayment.
lnRepaymentPersonOfficerID	char(30) conditional	If an Officer is responsible for repayment, this will be the personID for that Officer. See instructions How to Obtain Officer ID **Required if** Officer is responsible for repayment.
lnRepaymentPersonType	char(10) conditional	Type of entity responsible for repayment of the loan received. See Code Tables – Person Type for values. **Optional if** lnRepaymentPersonFilerID or lnRepaymentPersonOfficerID contains a value, otherwise **Required**.
lnRepaymentPersonEntityName	char(100) conditional	Organization/Committee name of the entity responsible for repayment of the loan. *See Notes for when required*.
lnRepaymentPersonFirstName	char(100) conditional	Person responsible for loan first name. *See Notes for when required*.
lnRepaymentPersonMiddleName	char(100)	Person responsible for loan middle name.

lnRepaymentPersonLastName	char(100) conditional	Person responsible for loan last name. *See Notes for when required*.
lnRepaymentPersonSuffix	char(15)	Person responsible for loan suffix. See Code Tables – Suffix for values.
lnRepaymentPersonAddress1	char(50) conditional	Person responsible for loan Address line 1. *See Notes for when required*.
lnRepaymentPersonAddress2	char(50) conditional	Person responsible for loan Address line 2. *See Notes for when required*.
lnRepaymentPersonCity	char(30) conditional	Person responsible for loan City. *See Notes for when required*.
lnRepaymentPersonState	char(2) conditional	Person responsible for loan State abbreviation. *See Notes for when required*.
lnRepaymentPersonZip	char(5) conditional	Person responsible for loan Zip code. *See Notes for when required*.
lnRepaymentPersonEmployer	char(20) conditional	Person responsible for loan Employer name. **Required if** lnRepaymentPersonType = Individual
lnRepaymentPersonOccupation	char(10) conditional	Person responsible for loan Occupation. See Instructions How to Obtain Occupation Type **Required if** lnRepaymentPersonType = Individual
lnRepaymentPersonOccupationOther	char(100) conditional	**Required if** lnRepaymentPersonOccupation = 597 (Other).
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

loanRepaymentResponsiblePerson Notes

If a loan received has been entered, a loan repayment responsible person must be associated with the loan received.
If a loan repayment responsible person needs to be deleted, the loan received must be deleted as well then reentered with the new loan repayment responsible person.

lnRepaymentPersonFilerID: This is the Filer ID of the Candidate or Committee if the loan repayment person is registered in the Georgia Campaign Finance Reporting system.

> ***NOTE:*** If the Candidate or Committee is registered in the Georgia Campaign Finance Reporting System, you may use their Filer ID in the lnRepaymentPersonFilerID column. This will eliminate the necessity to include Name and Address fields. *See instructions* How to Obtain an OrgID (Filer ID).

lnRepaymentPersonEntityName, lnRepamentPersonAddress1,

lnRepaymentPersonCity, lnRepaymentPersonState, and **lnRepaymentPersonZip:** Entity Name, Address1, City, State and Zip of the Person Responsible is **required** if lnRepaymentPersonType = Entity (only if user did not provide existing lnRepaymentPersonFilerID and wants to add a new repayment person that has not previously registered with the Georgia Campaign Finance Reporting System).

lnRepaymentPersonOfficerID: This is the ID of the Officer if the loan repayment person is registered as an Officer for the logged in filer in the Georgia Campaign Finance Reporting system.

> ***NOTE:*** If the Officer is associated to a Filer in the Georgia Campaign Finance Reporting System, you may use their Officer ID in the lnRepaymentPersonOfficerID column. This will eliminate the necessity to include Name and Address fields. *See instructions* How to Obtain Officer ID.

lnRepaymentPersonFirstName, lnRepaymentPersonLastName, lnRepamentPersonAddress1, lnRepaymentPersonCity, lnRepaymentPersonState, and **lnRepaymentPersonZip:** Name, Address1, City, State and Zip of the Person Responsible is **required** if lnRepaymentPersonType = Individual (only if user did not provide existing lnRepaymentPersonFilerID or lnRepaymentPersonOfficerID and wants to add a new repayment person that has not previously registered with the Georgia Campaign Finance Reporting System).

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

LoanCredit Worksheet

Column	Format	Description
lnCreditID	char(30) not null	This is your committee's unique external reference ID for the Loan Credit record. Each Loan Credit record must have its own unique identification number. **Required**
lnRecID	char(30) not null	This is the unique external reference ID assigned to the original loan received. It is required, so that the loan credit can be properly related to the original loan received. **Required**
lnAmtCredit	money not null	Loan Credit amount. This is the amount that has been forgiven on the Loan Received. **Required**
lnCreditDate	date not null	Date credit received. **Required**
lnCreditReason	char(120)	Explanation of why loan was credited (forgiven). **Optional**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

LoanCredit Notes

If there are no loan credit records, leave the loanCredit Worksheet blank. Loan credits must be associated to loans received.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required only when data needs to be modified.**

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required only when data needs to be deleted.**

Investment Worksheet

Column	Format	Description
investmentID	char(30) not null	This will be your committee's unique external reference ID for this investment record. Each investment record must have its own unique identification number. **Required**
investmentName	char(200) not null	Investment Name **Required**
accountNumber	char(30) not null	Account Number **Optional**
holdingAccountType	char(3) not null	Institution or Individual Holding Account Type. See Code Tables –Holding Account Type for values. **Required**
institutionName	char(100) conditional	Institution Name **Required if** holdingAccountType = INS
prefixID	char(3)	Prefix of the person holding the account. See Code Tables – Prefix for values. **Optional**
firstName	char(50) conditional	First Name of the person holding the account. **Required if** holdingAccountType = IND
middleName	char(50)	Middle Name of the person holding the account. **Optional**
lastName	char(100) conditional	Last Name of the person holding the account. **Required** if holdingAccountType = IND
suffixID	char(3)	Suffix of the person holding the account. See Code Tables – Suffix for values. **Optional**
addressLine1	char(50) not null	Institution or Person holding the account Address Line 1. **Required**
addressLine2	char(50) conditional	Institution or Person holding the account Address Line 2. **Optional**
city	char(30) not null	Institution or Person holding the account City. **Required**
state	char(2) not null	Institution or Person holding the account State. **Required**
zipCode	char(10) not null	Institution or Person holding the account Zip. **Required**
AmendFlag	char(10) conditional	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

Investment Notes

If there are no investments leave the investment Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

InvestmentTransaction Worksheet

Column	Format	Description
invTransactionID	char(30) not null	This is your committee's unique external reference ID for the Investment Transaction record. Each Investment Transaction record must have its own unique identification number. **Required**
investmentID	char(30) not null	This is the unique external reference ID assigned to the original Investment. It is required, so that the investment transaction can be properly related to the original investment. **Required**
invTransactionType	char(3) not null	Investment Transaction Type See Code Tables – Investment Transaction Type for values. **Required**
invTransactionDate	date not null	Date purchased/sold/cash dividends/interest paid out **Required**
invPurchasedValue	Money conditional	Investment purchased value. **Required if** invtransactiontype = PUR
invSoldValue	Money conditional	Investment sold value. **Required if** invtransactiontype = SOL
profit	Money conditional	Profit amount **Required if** invtransactiontype = SOL and loss is blank.
loss	Money conditional	Loss amount **Required if** invtransactiontype = SOL and profit is blank.
invCashDividends	Money conditional	Investment cash dividends value. **Required** for Cash Dividends, otherwise **optional**.
invInterestPaidOut	Money conditional	Investment interest paid out value. **Required** for Interest Paid Out, otherwise **optional**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** only when data needs to be modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

InvestmentTransaction Notes

If there are no investment transaction records, leave the investmenttransaction Worksheet blank. Investment transactions must be associated to an original investment.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** only when data needs to be modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

InvestmentPerson Worksheet

Column	Format	Description
invPersonID	char(30) not null	This is your committee's unique external reference ID for the investment person record. Each record must have its own unique identification number. **Required**
invTransactionID	char(30) not null	This is the unique external reference ID assigned to the original Investment transaction record. **Required**
personName	char(50) not null	Person name for the Investment Transactions. **Required**
DeleteFlag	char(10) conditional	Value can be **D** when required to Delete the record. **Required** only when data needs to be deleted.

InvestmentPerson Notes

If there are no investment persons, leave the invesetmentperson Worksheet blank. Investments are required to have at least one Investment Person. Investment Person is always associated to an Investment.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data needs to be deleted.

CODE TABLES

Common Tables

The following import codes should be used where applicable.

Election Type

Election Type	Import Code
Primary	P
Primary Runoff	PR
General	G
General Runoff	GR
Recall	R
Special Primary	SP
Special Primary Runoff	SPR
Special General	SG
Special General Runoff	SGR

Prefix

Prefix	Import Code
Ms.	MS
Mrs.	MRS
Mr.	MR
Dr.	DR
Prof	Prof

Suffix

Suffix	Import Code
Jr.	JR
Sr.	SR
II	II
III	III
IV	IV

The following import codes should be used where applicable in the specified worksheets.

Contribution Worksheet

cbContributionType (Contribution Type)

Contribution Type	Import Code
Monetary Itemized	MOI
Monetary Non-Itemized	NIM
In-Kind	IKD
Anonymous	ANO
Interest Earned	IEN

cbContributionCode (Contributor Type)

Contributor Type	Import Code
Candidate/Campaign Committee	SELF
Individual	IND
Committee	COM
Other	OTH
Lobbying Organization	LOB

Expenditure Worksheet

exExpenditureType (Expenditure Type)

Expenditure Type	Import Code
Monetary Itemized	MOI
Monetary Non-Itemized	NIM
In-Kind	IKD
Reimbursement	RIB
Credit Card	CDC

exPayeeType (Payee Type)

Payee Type	Import Code
Committee	CMT
Candidate/Campaign Committee	SELF
Individual	IND
Other	OTH

exPaymentCode (Description of Payment)

Payment Code/Description	Code
campaign paraphernalia/misc	CMP
campaign consultants	CNS
contribution (explain nonmonetary) *	CTB
civic donations	CVC
Donation	DON
candidate filing/ballot fees	FIL
fundraising events	FND
independent expenditure supporting/opposing others (explain)*	IND
legal defense	LEG
campaign literature and mailings	LIT
Loan made	LMD
member communications	MBR
meetings and appearances	MTG
office expenses	OFC
Other	OTH
petition circulating	PET
phone banks	PHO
polling and survey research	POL
postage, delivery and messenger services	POS
professional services (legal, accounting)	PRO
print ads	PRT
radio airtime and production costs	RAD
returned contributions	RFD
campaign workers' salaries	SAL
t.v. or cable airtime and production costs	TEL
candidate travel, lodging, and meals	TRC
staff/spouse travel, lodging, and meals	TRS
transfer between committees of the same candidate/sponsor	TSF
voter registration	VOT
information technology costs (internet, e-mail)	WEB

ExpenditureEndRecipientInfo Worksheet

exRecipientType (Recipient Type)

Recipient Type	Import Code
Individual	Individual
Entity	Entity

IndependentExpenditure Worksheet

iePayeeType (Payee Type)

Payee Type	Import Code
Committee	CMT
Other	OTH
Individual	IND

ieExpenditureType (Expenditure Type)

Independent Expenditure Type	Import Code
Itemized Independent Expenditure	IIE

recipientType (Recipient Type)

Recipient Type	Import Code
Individual	Individual
Entity	Entity

LoanReceived Worksheet

Note: **lnRecContributorCode**(s) are valid for Candidate/Candidate Campaign Committee (RC) and Non-Candidate Committee (RO).

lnRecContributorCode (Lender Type)

Contributor Type	Import Code
Individual	IND
Other	OTH

LoanRepaymentResponsiblePerson Worksheet

lnRepaymentPersonType (Type of Person)

Recipient Type	Import Code
Individual	Individual
Entity	Entity

Investment Worksheet

holdingAccountType (Holding Account Type)

Holding Account Type	Import Code
Individual	IND
Institution	INS

InvestmentTransaction Worksheet

invTransactionType (Transaction Type)

Transaction Type	Import Code
Purchased	PUR
Sold	SOL

How to Obtain an OrgID (Filer ID)

From the Import Manager page, click on the download arrow ⤓ then click on the link **Export Organizations**. Clicking on this link will open an excel spread sheet of all the active Candidates with or without Campaign Committees and Non-Candidate Committees with their OrgID (Filer ID). This list should be used to look up values for the following columns:

- cbOrgID in the Contribution worksheet
- exOrgID in the Expenditure worksheet
- ieOrgID in the IndependentExpenditure worksheet
- cnOrgID in the AssocCandidate worksheet
- lnRecOrgID in the LoanReceived worksheet

How to Obtain Officer ID

From the Import Manager page, click on the download arrow then click on the link **Export Officers**. Clicking on this link will open an excel spreadsheet of all the active Officers associated with the current filer. This list should be used to look up values for the following columns:

- lnRepaymentPersonOfficerID in the loanRepaymentResponsiblePerson worksheet

How To Obtain Occupation Type

From the Import Manager page, click on the download arrow then click on the link **Export Occupation Codes**. Clicking on this link will open an excel spreadsheet of all the active occupation codes and their descriptions from the application. This list should be used to look up values for the following columns:

- cbOccupation in the Contribution worksheet
- exOccupation in the Expenditure worksheet
- exRecOccupation in the ExpenditureEndRecipientInfo worksheet
- lnRecOccupation in the LoanReceived worksheet
- lnRepaymentPersonOccupation in the loanRepaymentResponsiblePerson worksheet

User can enter their own occupation by providing value "OTHER" in any of the mentioned columns and enter desired occupation description in of the fields based on respective occupation type column:

- cbOccupationOther in the Contribution worksheet
- exOccupationOther in the Expenditure worksheet
- exRecOccupationOther in the ExpenditureEndRecipientInfo worksheet
- lnRecOccupationOther in the LoanReceived worksheet
- loanRepaymentPersonOccupationOther in the loanRepaymentResponsiblePerson worksheet