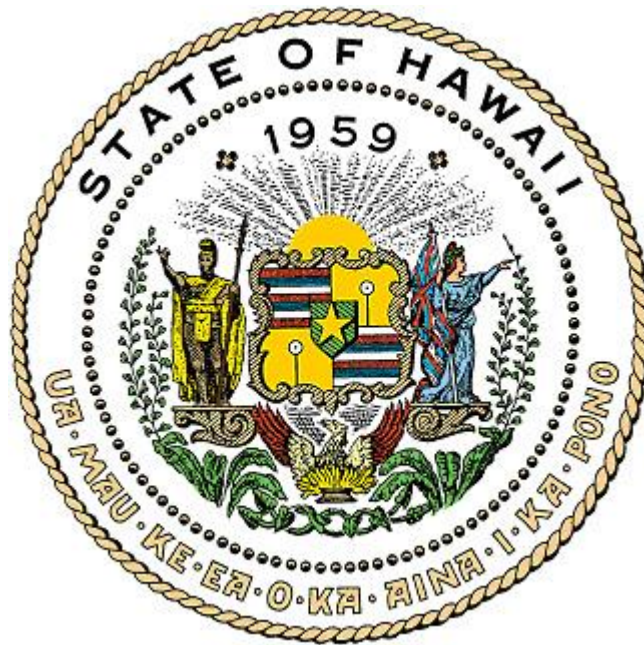


# Corporate Reporting System Manual



This Manual has been prepared by the Hawaii Campaign Spending Commission (“Commission”) to assist your corporation in filing disclosure reports online in the Corporate Reporting System (“CRS”). For a complete understanding of the campaign finance laws, we recommend corporations review Chapter 11, Part XIII of the Hawaii Revised Statutes, and Hawaii Administrative Rules which are all available on the Commission’s website located at [www.hawaii.gov/campaign](http://www.hawaii.gov/campaign).

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## I. INTRODUCTION

Welcome to the Hawaii Campaign Spending Commission's ("Commission") Corporate Reporting System ("CRS").

Effective January 1, 2011, corporations are required to file a report with the Commission for contributions from its own treasury that aggregate more than \$1,000 per two-year election period<sup>1</sup> made directly to a candidate or candidate committee as provided in Hawaii Revised Statute ("HRS") §11-332.

The CRS was developed to allow corporations to comply with this filing requirement.

## II. INTERNET ACCESS & BROWSER RECOMMENDATIONS

To file your disclosure reports electronically on the CRS, the Commission has the following recommendations.

- For Internet access, broadband connection such as DSL or cable is preferred.
- For an Internet browser, Mozilla Firefox 1.5 or later, Google Chrome, or Internet Explorer 6.0 or later is optimal.
- For Internet Explorer 10 users, Compatibility View must be turned on to use this application. Click "IE10 Compatibility View Instructions" link on the CRS login page for assistance.


Notably, the CRS is Mac compatible.

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<sup>1</sup> An election period begins from the day after the general election and continues through the day of the next general election. For special elections, the election period begins from the day after the last general election held for the office through the day of the special election.

### III. LOGIN TO THE CRS

1. Go to [www.hawaii.gov/campaign](http://www.hawaii.gov/campaign)
2. Click **Corporations**
3. Click **Corporate Reporting System (“CRS”)**

 For first-time CRS users, in order to access the CRS, you will need to obtain a user name and password from the Commission which can only be done by completing and submitting the “Corporation Electronic Filing Form” which is available under the link **Corporations** and click on **Electronic Filing Form**. The Commission will then issue you a user name and password to permit you to login to the CRS.

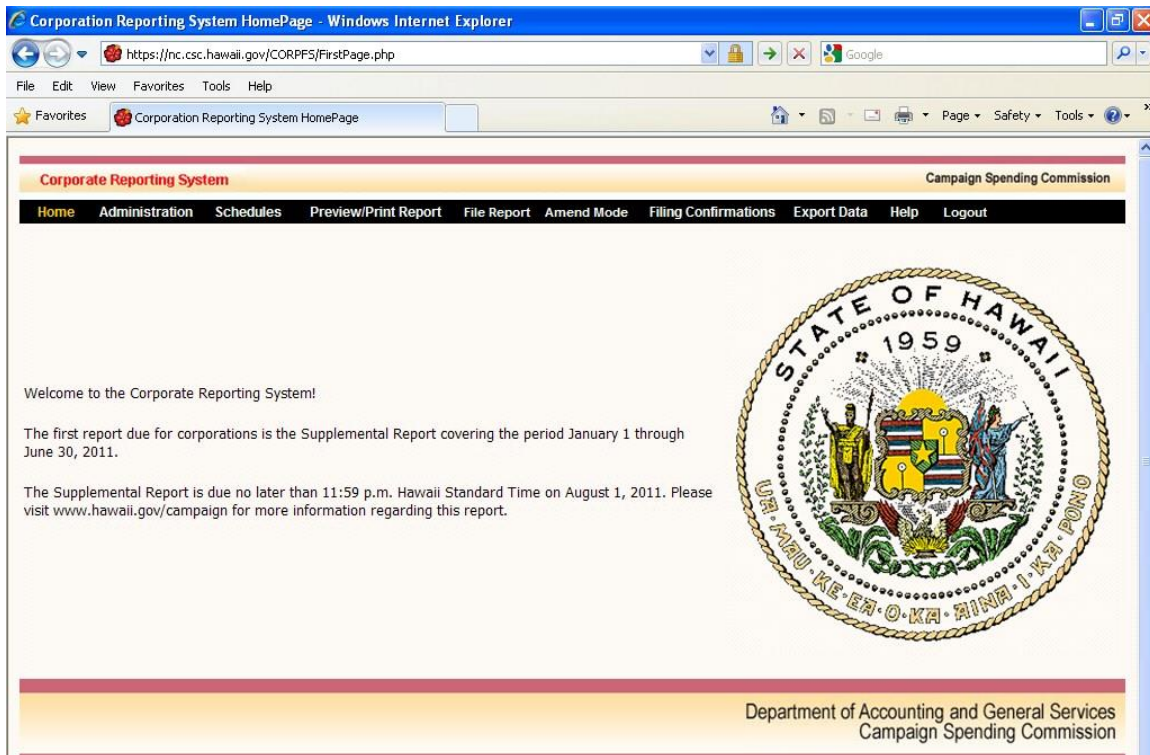
4. Login using the administrator user name (00000admin) and password issued to you by the Commission



## IV. HOME PAGE

Once your corporation is registered, whenever you login to the CRS you will start at the Home page.

There are 10 headings on the **Home** page described as follows:



1. **Home** - Returns you to the Home page
2. **Administration**
  - a. View/Print Corporate Information
  - b. Edit Corporate Information – Update the contact information for your corporation
  - c. Change Password – A minimum of 1 and not more than 8 characters
  - d. Reporting Schedules – Choose your reporting periods in order to file your reports
3. **Schedules** - The only Schedule here is Schedule B1 – Contributions to Candidates
4. **Preview/Print Report**
  - a. Schedule B1
  - b. Special Report – The only Special Report here is the Late Contributions Report. This report is not required if late contributions are not made to a candidate or candidate committee.

5. **File Report**
  - a. Schedule B1
  - b. Special Report – The only Special Report here is the Late Contributions Report. This report is not required if late contributions are not made to a candidate or candidate committee.
6. **Amend Mode** - Corporations are able to amend reports that were previously filed
7. **Filing Confirmations**
  - a. Schedule B1
  - b. Late Contributions Report
8. **Export Data** - This tab allows data reported under Schedule B1 (based on a specified date range) to be exported in Excel format
9. **Help** - Provides direct on-line access to this manual
10. **Logout** - Logs you out of the CRS and takes you back to the login screen

## V. CORPORATE INFORMATION

(Listed under **Administration**)



**A. REGISTRATION** - If this is your first time using the CRS, you must first obtain access to the CRS by completing and submitting to the Commission a “Corporation Electronic Filing Form” which is available under the link **Corporations** and click on **Electronic Filing Form**. The Commission will then issue you a user name and password to permit you to login to the CRS, to enter your corporation’s contributions to candidates, and to preview, print, and file your reports.

**B. EDIT CORPORATE INFORMATION** – This section allows you to update or change your corporate information. It is divided into two (2) sections which must be completed unless “optional” is indicated below:

### 1. CORPORATE INFORMATION

a. **Corporation Name** - Pre-filled by the Commission upon receipt of the “Corporation Electronic Filing Form” (“Corp – EFF”). This is a locked field.

(1) Address 1 – Type in the address of your corporation

(2) Address 2 - Optional

(3) City, State, Zip Code – Type in this information

b. **Contact Name** – Pre-filled by the Commission upon receipt of the Corp – EFF. Type in the contact name for your corporation.

(1) Contact Phone – Pre-filled by Commission upon receipt of the Corp – EFF. Type in the phone number of your contact name. This number will not be posted on the public website.

(2) Email Address - Pre-filled by the Commission upon receipt of the Corp - EFF. Type in the email address of your contact name. The email address will not be posted on the public website.

Once the changes have been entered, click **Submit**.

Corporate Information	
Corporation Name	ABC Corporation
Address Line 1	235 S. Beretania Street
Address Line 2	Room 300
City, State, Zip Code	Honolulu HI 96813
Contact Name	Tony J Baldomero Jr.
Contact Phone	(808) 586-0285
Email Address	tony@hawaii.gov
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



You will not be able to change the name of your corporation. If there is a change in the name of your corporation, you must complete and submit a new "Corporation Electronic Filing Form."

**C. REPORTING SCHEDULE** - The Reporting Schedule is a list of reports you must electronically file on the CRS and their due dates. It is critical that you record these deadlines on your calendar so that your corporation is not fined for not filing a report or untimely filing a report for contributions made to a candidate or candidate committee that aggregate more than \$1,000 per two year election period. Corporations that exceed the \$1,000 threshold for the first time in any reporting period must file the report due for that period.



Before you can file a report, you must obtain the reporting schedule which is available on the Commission's website under the link **Corporations** and click on **Reporting Schedules**. Print this document for your records and to assist you in adding the reports to your schedule within the CRS. The reports must be electronically filed on or before **11:59 p.m. Hawaiian standard time** on the filing deadline.

1. **ADDING THE REPORTING SCHEDULE** – To ensure the proper filing of Schedule B1 – Contributions to Candidates, you must first add these reports to your schedule.
  - a. Click **Administration**
  - b. Click **Reporting Schedules**





- c. Under List of Reporting Periods, click **Add New** to add a new reporting period

**Search**

Election Period

---

**List of Reporting Periods**

ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE
No records			

[Add New](#) 1 of 1

- d. On the Search page, **Select Value** or current 2-year election period by clicking the down arrow
- e. Under Reporting Schedule, **Select Value** or current Corporations (20XX Election Period)
- f. Click **Search** which will then bring you to a List of Reporting Periods screen

**Search**

Election Period

Reporting Schedule

- g. Click **Add** next to the report you want added to your List of Reporting Periods. Reports are added separately in chronological order.

**Search**

Election Period

Reporting Schedule

---

**List of Reporting Periods**

Total Records: 2

ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE
2010-2012	Supplemental	January 1 - June 30, 2011	08/01/2011 <a href="#">Add</a>
2010-2012	Supplemental	July 1 - December 31, 2011	01/31/2012 <a href="#">Add</a>

1 of 1

- h. The first report added and the reporting period will be displayed under the List of Reporting Periods.

**Search**

Election Period Select Value

**List of Reporting Periods**

ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE
<a href="#">2010-2012</a>	Supplemental	January 1 - June 30, 2011	08/01/2011

[Add New](#)
⏪
⏩
1 of 1
⏴
⏵

- i. Repeat steps “c” – “i” above to include the next report in the order listed from your reporting schedule.

**D. DELETING AN INCORRECT REPORTING PERIOD** – If you mistakenly added an incorrect reporting period:

1. Click **Administration**
2. Click **Reporting Schedules** which will then bring you to your List of Reporting Periods screen
3. Under Election Period, click on the election period listed to the left of the report name you want deleted
4. Under **Delete Reporting Period**, click **Delete**
5. Under Delete Record?, click **OK**
6. Your List of Reporting Periods screen will be displayed.




Once a report is filed for a specific reporting period, it will be eliminated from your List of Reporting Periods. If you need to amend a report, you do not need to add the reporting period again, just click the Amend Mode heading and you will be able to amend and file a previously filed report.

## VI. ENTERING CONTRIBUTIONS TO CANDIDATES (Listed under Schedules)



A. **SCHEDULE B1 – CONTRIBUTIONS TO CANDIDATES** - All monetary and non-monetary contributions made to a candidate or candidate committee must be reported on Schedule B1. Contributions are anything of value including money, gifts, cancellation of debts or legal obligations, purchase of tickets to a fundraiser, etc. for the purpose of influencing the nomination for election, or the election, of any candidate to office.

 You do not need to wait until a filing deadline to begin entering contributions. Only contributions of more than \$100 will be itemized in Schedule B1. Corporations may contribute unlimited amounts from their “own corporate treasury” but are subject to the candidate contribution limits of \$2,000, \$4,000, and \$6,000, depending on the office that a candidate is seeking. Contribution limits can be accessed from the Commission’s website by clicking on [Contribution Limits](#).

1. **ADDING A CONTRIBUTION** - To add a contribution, when you click on **Schedule B1**, a List of Contributions to Candidates screen will be displayed.

a. Click **Add New** to enter a contribution.

DATE	CANDIDATE NAME	COMMITTEE NAME	CHECK NO.	AMOUNT	NON-MONETARY	LOCK
No records						

- b. All active registered Candidate Committees from the Candidate Filing System (CFS) will be displayed.
- (1) You can use the **Search Candidate Name** drop-down list to find a candidate name; or
  - (2) You can use the **Search** field (need to type in all capital letters) to find the candidate committee name.

- (3) When the candidate's name appears in the name search, click **Add Contributions** (listed to the right of candidate's name).

**Search**

CANDIDATE NAME  ▼

CANDIDATE COMMITTEE NAME

---

**List of Candidate Committees from Candidate Filing System (CFS)**

Total Records: 334

CANDIDATE NAME	COMMITTEE NAME	COMMITTEE ADDRESS	INACTIVE	
<a href="#">Abercrombie, Neil</a>	Abercrombie for Governor	1050 Ala Moana Blvd #2150 Honolulu HI 96814	N	<a href="#">Add Contributions</a>
<a href="#">Aiona, James (Duke)</a>	Friends of Duke Aiona	PO Box 1130 Honolulu HI 96807	N	<a href="#">Add Contributions</a>
<a href="#">Akana, Rowena</a>	Friends of Rowena Akana	5562 Kalaniana'ole Hwy. Honolulu HI 96821	N	<a href="#">Add Contributions</a>
<a href="#">Akuna, Janis</a>	Friends of Janis Akuna	1010 Wilder Avenue #1202 Honolulu HI 96822	N	<a href="#">Add Contributions</a>
<a href="#">Allen, Julia</a>	Committee To Elect Julia Allen	P. O. Box 2805 Honolulu HI 96803-2805	N	<a href="#">Add Contributions</a>
<a href="#">Anderson, J. Ikaika</a>	Friends of J. Ikaika Anderson	45-428 Kamehameha Hwy. Kaneohe HI 96744	N	<a href="#">Add Contributions</a>
<a href="#">Apo, Todd</a>	Friends of Todd Apo	92-1184 Olani St Apt 2 Kapolei HI 96707	N	<a href="#">Add Contributions</a>
<a href="#">Aquino, Henry</a>	Friends of Henry Aquino	94-1074 Hoomakoa Street Waipahu HI 96797	N	<a href="#">Add Contributions</a>
<a href="#">Arakawa, Alan</a>	Friends of Alan Arakawa	407 Kamehameha Ave. Kahului HI 96732	N	<a href="#">Add Contributions</a>
<a href="#">Asing, William</a>	Friends of Bill "Kaipo" Asing	4113 Palau Mahu St. Lihue HI 96766	N	<a href="#">Add Contributions</a>
<a href="#">Awana, Karen</a>	Friends of Karen Awana	86-083 Farrington Hwy. Waianae HI 96792	N	<a href="#">Add Contributions</a>
<a href="#">Baisa, Gladys</a>	Team Baisa	P. O. Box 987 Wailuku HI 96793	N	<a href="#">Add Contributions</a>
<a href="#">Baker, Rosalyn</a>	Friends of Rosalyn Baker	P.O. Box 10394 Lahaina HI 96761-0394	N	<a href="#">Add Contributions</a>
<a href="#">Baron, Christopher</a>	Friends of Chris Baron	430-E Haleloa Place Honolulu HI 96821	N	<a href="#">Add Contributions</a>
<a href="#">Belatti, Della Au</a>	Friends of Della Au Belatti	P.O. Box 900 Honolulu HI 96808	N	<a href="#">Add Contributions</a>

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- c. Add/Edit Contribution to Candidate screen will be displayed. Enter the information that applies in the open fields.

**Add/Edit Contribution to Candidate**

Date

Check No.

Amount

Non-Monetary

Category  ▼

Description

Candidate Name

Candidate Committee Name


Address 1

Address 2

City, State, Zip Code   ▼

- (1) Date entry is always - mm/dd/yyyy
- (2) Check No. – Optional
- (3) Amount - Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

- (4) Non-Monetary – Check this box if contribution is non-monetary.
    - (a) Under Category, **Select Value** or the type of the non-monetary contribution by clicking the down arrow.
    - (b) Under **Description**, type in a description of the non-monetary contribution.
  - d. Click **Add** which will then bring you back to List of Contributions to Candidates screen or click **Add Another** which will bring you to List of Candidate Committees from Candidate Filing System (CFS) screen to begin entering the next contribution.
2. **EDITING/DELETING A CONTRIBUTION** - To edit/delete a contribution, when you click on **Schedule B1**, a List of Contributions to Candidates screen will be displayed.
- a. Click on the date the contribution was made that you want to edit/delete.
  - b. Add/Edit Contribution to Candidate screen will be displayed.
  - c. Make the changes and click **Submit**. List of Contributions to Candidates screen will be displayed.
  - d. Click **Delete**, then under Delete Record?, click **OK**.
  - e. List of Contributions to Candidates screen will be displayed.

 Contributions filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

## VII. PREVIEW/PRINT REPORT



The Preview/Print Report feature allows you to preview and print the Schedule B1 Report and the Special Report before filing it online on the CRS. Previewing the Schedule B1 report and the special report provides you an opportunity to check your data for accuracy and completeness.



Before you can preview/print a report, you must add the appropriate reporting period to your reporting schedule. See, Part V – Reporting Schedule in this Manual.

**A. SCHEDULE B1 REPORT** – This is a summary of the data in Schedule B1 for an applicable reporting period. To preview or print this report, when you click on **Schedule B1**, the Select Reporting Period screen will be displayed.

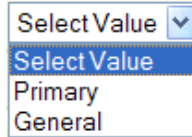
1. Under Reporting Period, **Select Value** or the applicable reporting period you want to preview/print by clicking the down arrow.
2. Select Schedule B1 – Contributions to Candidates
3. Schedule B1 – Contributions to Candidates will be displayed. You can then preview and print the report displayed.
4. If you notice any discrepancies, go back to Schedule B1 to correct/revise your data. See, Part VI – Entering Contributions to Candidates in this Manual (and refer to how to edit/delete an entry).
5. To return to the previous screen, click the back arrow on the upper left corner of the screen.



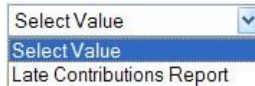
Once a report is filed online in the CRS, the applicable reporting period will no longer appear under this heading unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

**B. SPECIAL REPORT** – The only Special Report here is the Late Contributions Report. To preview or print this special report, when you click on **Special Report**, the Select Special Report screen will be displayed.

1. Under Election Type, **Select Value** or the applicable election (i.e., Primary, General, or Special) you want to preview/print by clicking the down arrow.



2. Under Select Report, **Select** the Late Contributions Report you want to preview/print by clicking the down arrow.



3. Click **Preview** and the selected special report will be displayed. You can then preview and print the special report displayed.
4. If you notice any discrepancies, go back to Schedule B1 to correct/revise your data. See, Part VI – Entering Contributions to Candidates in this Manual (and refer to how to edit/delete an entry).
5. To return to the previous screen, click the back arrow on the upper left corner of the screen.



**Late Contributions Report** – The Late Contributions Report is for reporting contributions that aggregate more than \$1,000 per two year election period to a candidate or candidate committee within the period of 14 calendar days through 4 calendar days prior to the primary or general election. Contributions listed on the Late Contributions Report will also be listed on the applicable Final Primary or Final Election Period Report; however, the contribution data is only entered once.

## VIII. FILE REPORT



Even if you enter all the relevant information in Schedule B1, you still must electronically file your report with this function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You may file a report as soon as the reporting period ends. See, Part V - Reporting Schedule in this Manual.



Corporations that exceed the \$1,000 threshold for the first time in any reporting period must file the report due for that period. The reports must be electronically filed on or before **11:59 p.m. Hawaiian standard time** on the filing deadline.



**A. SCHEDULE B1 REPORT** – This is a summary of the data in Schedule B1 for an applicable reporting period. The Commission strongly recommends that you preview/print the report (see, Part VII – Preview/Print Report in this Manual) prior to filing the report to make sure there are no errors.

1. **FILING A REPORT** – To file a report, when you click on **Schedule B1**, the Select Reporting Period screen will be displayed.

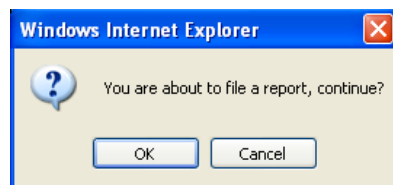
**FILE SCHEDULE B1 REPORT**  
**PLEASE PREVIEW AND PRINT YOUR REPORT PRIOR TO FILING**

**Select Reporting Period**

Reporting Period  ▼

(Please do not click the "File Report" button more than ONCE)

- a. Under Reporting Period, **Select Value** or the applicable reporting period you want to file by clicking the down arrow.
- b. Click **File Report** once
- c. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.



- d. A Filing Confirmation screen will be displayed which will indicate that you have filed your report. Do not close the Internet browser before receiving the filing confirmation.

**FILING CONFIRMATION**

**Thank you for filing your report.**

Please click the link below to view and print your [filing confirmation](#):

[Schedule B1 / Late Contributions Reports](#)

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**VIEW FILED REPORT**

Please click the link below to verify that your report has posted.

If there is a blank screen or a technical error for any part of your report, please log back into the Corporate Reporting System, click "Amend Mode," click "File Report," then click "Schedule B1" or "Special Report" and file your report again. Blank screens or technical errors may occur if the system is overloaded.

2. **VIEW REPORT** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that corporations view their filed report to make certain that a complete report (i.e., Schedule B1)



was filed with the correct reporting period. To view your report, go to our website and click **Corporations**.

- a. Click **View Reports**
- b. Click **Standard Report**
- c. Under Search, type in the corporation name and click **Search**
- d. Corporation List will be displayed. Click on the corporation's name.
- e. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the reporting period).
- f. If you see the complete report here, then it was successfully filed.



Once a report is filed online in the CRS, the applicable reporting period will no longer appear under this heading unless you are in Amend Mode.

**B. SPECIAL REPORT** – The only Special Report here is the Late Contributions Report. This report is not required if late contributions are not made to a candidate or candidate committee.



**Late Contributions Report** – The Late Contributions Report is for reporting contributions that aggregate more than \$1,000 per two year election period to a candidate or candidate committee within the period of 14 calendar days through 4 calendar days prior to the primary or general election. Contributions listed on the Late Contributions Report will also be listed on the applicable Final Primary or Final Election Period Report; however, the contribution data is only entered once.

1. **FILING A SPECIAL REPORT** – To file a special report (i.e. late contributions report), when you click on **Special Report**, the File Special Report screen will be displayed.

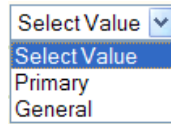
**FILE SPECIAL REPORT**

**File Special Report**

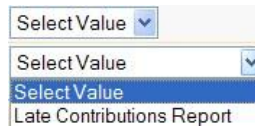
Election Type	Select Value
Select Report	Select Value

(Please do not click the "File Report" button more than ONCE)

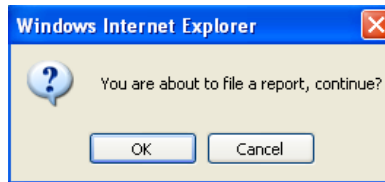
- a. Under Election Type, **Select Value** or the applicable election you want to file a Special Report for (i.e., Primary, General, or Special) by clicking the down arrow.



- b. Under Select Report, **Select** the Late Contributions Report you want to file by clicking the down arrow.



- c. Click **File Report** once
- d. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.



- e. A Filing Confirmation screen will be displayed which will indicate that you have filed your Special Report. Do not close the Internet browser before receiving the filing confirmation.

**FILING CONFIRMATION**

Thank you for filing your report.

Please click the link below to view and print your [filing confirmation](#):

[Schedule B1 / Late Contributions Reports](#)

---

**VIEW FILED REPORT**

Please click the link below to verify that your report has posted.

If there is a blank screen or a technical error for any part of your report, please log back into the Corporate Reporting System, click "Amend Mode," click "File Report," then click "Schedule B1" or "Special Report" and file your report again. Blank screens or technical errors may occur if the system is overloaded.

2. **VIEW REPORT** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that corporations view their filed Special Report to make certain that a complete Special Report was filed with the correct election. To view your report, go to our website and click **Corporations**.

- a. Click **View Reports**
- b. Click **Standard Report**
- c. Under Search, type in the corporation's name and click **Search**
- d. Corporation List will be displayed. Click on the corporation's name.
- e. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the reporting period).
- f. If you see the Late Contributions Report here, then it was successfully filed.

## IX. AMEND MODE

When a report is electronically filed, data in Schedule B1 for that report is locked, and therefore, not accessible for correction or editing unless you are in Amend Mode.

This function allows corporations to: (1) Add, modify, or delete any transaction in a report that was previously filed; (2) Preview and print previously filed reports; and (3) File amended reports.

To activate this feature, when you click on **Amend Mode**, a red bar with the words "Amendment Mode" will appear under the menu headings. To get out of Amend Mode, click **Amend Mode** again.



When not in Amend Mode, the Date link is unclickable. You will not be able to edit any data entries in Schedule B1.

**SCHEDULE B1 - CONTRIBUTIONS TO CANDIDATES**

**Search**

CANDIDATE NAME

CANDIDATE COMMITTEE NAME

Candidate Contribution Limits and Election Periods [Click Here](#)

**List of Contributions to Candidates**

Total Records: 1

DATE	CANDIDATE NAME	COMMITTEE NAME	CHECK NO.	AMOUNT	NON-MONETARY	LOCK
04/01/2011	Abercrombie, Neil	Abercrombie for Governor		\$1,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add New](#)   1 of 1

While in Amend Mode, the Date link is clickable. You can edit any data entries.

**SCHEDULE B1 - CONTRIBUTIONS TO CANDIDATES**

**Search**

CANDIDATE NAME	Select Value <span style="float: right;">▼</span>
CANDIDATE COMMITTEE NAME	<input type="text"/>

Candidate Contribution Limits and Election Periods [Click Here](#)


**List of Contributions to Candidates**

Total Records: 1

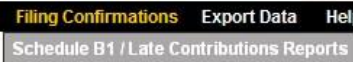
DATE	CANDIDATE NAME	COMMITTEE NAME	CHECK NO.	AMOUNT	NON-MONETARY	LOCK
<a href="#">04/01/2011</a>	Abercrombie, Neil	Abercrombie for Governor		\$1,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add New](#) ⏪ ⏩ 1 of 1 ⏴ ⏵

Make any necessary corrections in Schedule B1, and refile a report again in **Amend Mode**.

 Each report previously filed for a reporting period occurring after the amended report will also need to be refiled in **Amend Mode**. If you refile a report in Amend Mode, a box will be automatically checked to show that you have amended a report.

## X. FILING CONFIRMATIONS



This feature allows you to view and print a list of reports (i.e., Schedule B1/Late Contributions Reports) that your corporation has previously filed electronically. Click **Printable version** to print a copy for your records

[Printable version](#)

This confirms that the following reports have been filed with the Campaign Spending Commission:

Schedule B1 / Late Contributions Reports				
Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
Schedule B1 - Contributions to Candidates	2010-2012 Supplemental January 1 - June 30, 2011	08/01/2011	03/30/2011	<input type="checkbox"/>

1 of 1

If a report cannot be viewed/printed, you will see **No records** which means that the report(s) was not filed in the CRS.

## XI. EXPORT DATA



This feature allows data from Schedule B1 to be exported from the CRS into an Excel format.

To export selected transactions, enter the applicable dates in the Date Range fields, click **Search**, then click **Export to Microsoft Excel**.

**Export Schedule B1 - Contributions to Candidates**

**Search**

Date Range  to

[Export to Microsoft Excel](#)

Candidate Name	Committee Name	Address 1	Address 2	City	State	Zip Code	Check No.	Date	Amount	Non-Monetary	Category	Description
Abercrombie, Neil	Abercrombie for Governor	1050 Ala Moana Blvd #2150		Honolulu	HI	96814		04/01/2011	\$1,000.00	N		

1 of 1

A pop-up box will appear asking if you want to open or save this file. Click **Open** to view the data in an Excel worksheet.



Click **Save** to save the data as an Excel file to your computer's hard drive.

A1 Export Schedule B1 - Contributions to Candidates

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Export Schedule B1 - Contributions to Candidates</b>										
2											
3											
4	<b>Candidate Name</b>	<b>Committee Name</b>	<b>Address 1</b>	<b>Address 2</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Check No.</b>	<b>Date</b>	<b>Amount</b>	<b>Non-Moneta</b>
5	Abercrombie, Neil	Abercrombie for Governor	1050 Ala Moana Blvd #2150		Honolulu	HI	96814		04/01/2011	\$1,000.00	N
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