

Instructions For Importing Schedule A and Schedule B2 Transactions

The Noncandidate Committee Filing System (NCFS) Import Subsystem allows you to import a text file into the NCFS so Schedule A and Schedule B2 transactions do not have to be entered into your accounting software and the NCFS. The transactions can be entered once into your accounting software and imported into the NCFS using the following instructions:

1. Login to the NCFS Import Subsystem at <http://nc.csc.hawaii.gov/ncfsimport>. Only the Noncandidate Committee Administrator can login to the NCFS Import Subsystem.
2. The file being imported for Schedule A or Schedule B2 transactions must be a text file with a .txt extension and the fields must be delimited with the ~ character to separate the fields.
3. Before importing a text file, click "Export Data" on the menu bar and the "Name Table" sub-menu to check for any names that require the "NCFS name ID." If a name is already in the NCFS and has a "NCFS name ID," the ID must be entered into the text file for that particular name (Field Number 4).
4. Click "Import Data" on the menu bar and the "Schedule A" sub-menu to import Schedule A transactions. Click "Import Data" and the "Schedule B2" sub-menu to import Schedule B2 transactions.
5. The "Reg No" and "Schedule" fields are pre-filled and cannot be changed.
6. In the "Control Total Record Count" field, enter the total number of records in the text file. This is the total number of Schedule A or Schedule B2 transactions being imported, whichever is applicable.
7. In the "Control Total Amount" field, enter the total dollar amount of all Schedule A or Schedule B2 transactions being imported, whichever is applicable.
8. In the "File Name" field, click the "Browse" button to browse to the text file created for Schedule A or Schedule B2 transactions. Once you locate the text file, click the file and click the "Open" button.
9. Click the "Add" button. Or, if a text file was imported previously for Schedule A or Schedule B2 transactions, click the "Submit" button.
10. Click the "Validate" button. If there are errors, an error report will be displayed. If there are no errors, an audit report will be displayed.

11. Correct errors in the file (if any) and repeat steps 4-10.
12. If there are no errors, click the "Import" button. A warning message will be displayed that the system will import and commit the data and ask if you want to continue with the import. If there are errors in the file, data will not be imported and the system will lead you to an error report. If there are no errors in the file, a confirmation page will be displayed.
13. Logout of the NCFS Import Subsystem and login to the NCFS at <http://nc.csc.hawaii.gov/ncfs> to confirm that the Schedule A or Schedule B2 transactions were imported.
14. Repeat steps 3-12 for additional files.

Important Notes

- The NCFS Import Subsystem will not file any reports. It only imports Schedule A and Schedule B2 transactions into the NCFS. Noncandidate Committees must still file any required reports through the NCFS.
- All fields must be on the imported text file even if there is no data in that field. The "Required" column in the file layout for Schedules A and B2 indicates if data in that field is required (and not if the field needs to be in the text file). Therefore, there should be a ~ character after each field except for the last field. For example, there are 36 fields in the Schedule A layout, so there should be 35 ~ characters separating each field.
- For the "ID on your System" field (Field Number 3), the same ID must be used if there are multiple transactions in the same text file for the same entity. If the same ID is not used, the transactions on Schedule A will not be aggregated correctly. The contributions will be treated as being received from different entities.
- If there are any repeat entities contributing on subsequent text files, the "NCFS name ID" field (Field Number 4) must be filled in. Otherwise, they will be treated as separate entities and the aggregates on Schedule A will not be aggregated correctly.