

- F. **SCHEDULE C - OTHER RECEIPTS** - Other Receipts include interest, public funds received from the Commission, rebates, refunds, and sale of durable assets. However, the most common type of other receipt is a candidate's own funds which are different from a loan (Schedule D) because there is no expectation of repayment or reimbursement from campaign funds. Typically, this is a situation where the candidate chooses to use their personal funds to pay for campaign expenses and does not care to be reimbursed. In certain situations, described below, a corresponding entry will be necessary on another schedule.

 You do not need to wait until a filing deadline or the close of a reporting period to begin entering other receipts.

1. **ADDING AN OTHER RECEIPT** - All other receipts are added to Schedule C from the Add Transaction screen. To add an other receipt:
 - a. Click **Add Transaction**.
 - b. Click **Add New Name & Transaction** to add an other receipt to a new name or use the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
 - c. The **Schedule C - Add Other Receipt** screen will be displayed when you choose to add an other receipt to a new or existing name. Enter the information in the required fields * and any other fields that apply:

SCHEDULE C - ADD OTHER RECEIPT

+ Add
Cancel

After clicking Add, go to: Schedule C - Other Receipts List Add Transaction Screen

Date *	<input type="text" value=""/>	MM/DD/YYYY
Deposit No.	<input type="text" value=""/>	
Amount *	<input type="text" value=""/>	
Category *	<input type="text" value="Please Select"/>	
Description *	<input type="text" value=""/>	
Name	Aloha, Moki K.	
Address 1 *	<input type="text" value="111 Aloha Street"/>	
Address 2	<input type="text" value=""/>	
City *	<input type="text" value="Honolulu"/>	
State *	<input type="text" value="HI"/>	
Zip Code *	<input type="text" value="96813"/>	

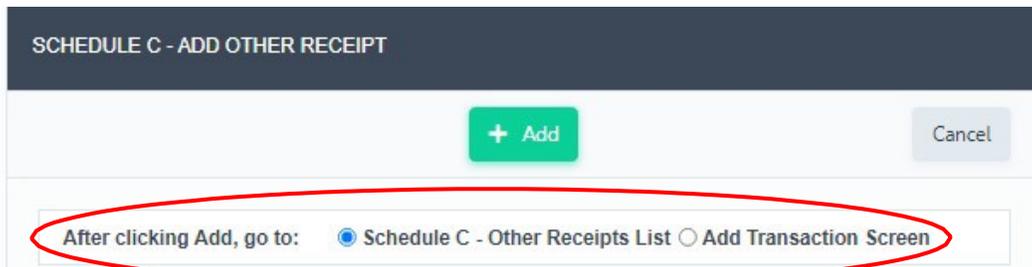
* Required field(s)

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the other receipt was deposited, the date that the candidate made an expenditure from their own funds, or the date that a candidate's loan is forgiven)
- e. **Deposit No.** (Issued from the bank) - Optional.
- f. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- g. Under **Category**, select the other receipt category.

- Candidate's Own Funds
- Interest
- Other
- Public Funds
- Rebate
- Refund
- Sale of Durable Asset

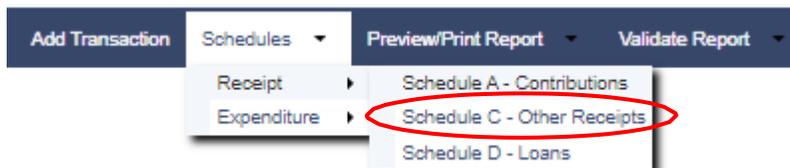
- g. **Description** - Type in a description of the other receipt.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your other receipt entry on the Schedule C - List of Other Receipts screen. Make that selection then click **Add**.



- 2. **VIEWING AN OTHER RECEIPT** - The Schedule C - Other Receipts List screen is where your other receipts can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule C - Add Other Receipt** screen when adding a new other receipt into the CFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Receipt**.
- c. Click **Schedule C - Other Receipts**.



The **Schedule C - List of Other Receipts** screen will be displayed:

SCHEDULE C - LIST OF OTHER RECEIPTS						
ADD New Other Receipt						Search
Date	Name	Deposit No.	Amount	Category	Description	Reported (Lock)
02/01/2022	Aloha, Moki K.		\$5,000.00	Candidate's Own Funds	Campaign Seed Money	N
05/01/2022	Hawaii Bank		\$3.25	Interest	April Interest	N
04/01/2022	Hawaii Bank		\$2.50	Interest	March Interest	N
Go to	<input type="text" value="1"/>	View	<input type="text" value="10"/>	⏪ ← 1 → ⏩		[1 to 3 of 3]

- d. Click **ADD New Other Receipt** to return to the Add Transaction screen to enter additional other receipts into the CFS.
 - e. Click **Search** to search other receipts by source name.
 - f. Click the column headings (i.e., Date, Name, Deposit No., Amount, Category, Description, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
 - g. Click on the date of an other receipt to edit/delete that other receipt.
 - h. To browse your list of other receipts, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 other receipts at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.
3. **EDITING/DELETING AN OTHER RECEIPT** - To edit/delete an other receipt on the **Schedule C - List of Other Receipts** screen:
- a. Search for the other receipt you would like to edit/delete by using the **Search** feature or by browsing your list of other receipts, then click on the date of the other receipt.

The date will only be clickable if the other receipt was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the other receipt was included in a filed report, then the other receipt can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting an other receipt in Amend Mode will require the filing of an amended report to report the change.

- b. The **Schedule C - Edit Other Receipt** screen will be displayed. Make the necessary changes.

SCHEDULE C - EDIT OTHER RECEIPT

Save Delete Cancel Changes & Exit

Date * 02/01/2022 MM/DD/YYYY

Deposit No.

Amount * \$ 5,000.00

Category * Candidate's Own Funds

Description * Campaign Seed Money

Name Aloha, Moki K.

Address 1 * 111 Aloha Street

Address 2

City * Honolulu

State * HI

Zip Code * 96813

* Required field(s)

- c. Click **Save** which will take you back to the Schedule C - List of Other Receipts screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule C - List of Other Receipts screen. This step only deletes the other receipt record and not the name record associated with the other receipt. To delete the name record, you will have to do that from the Add Transaction screen.