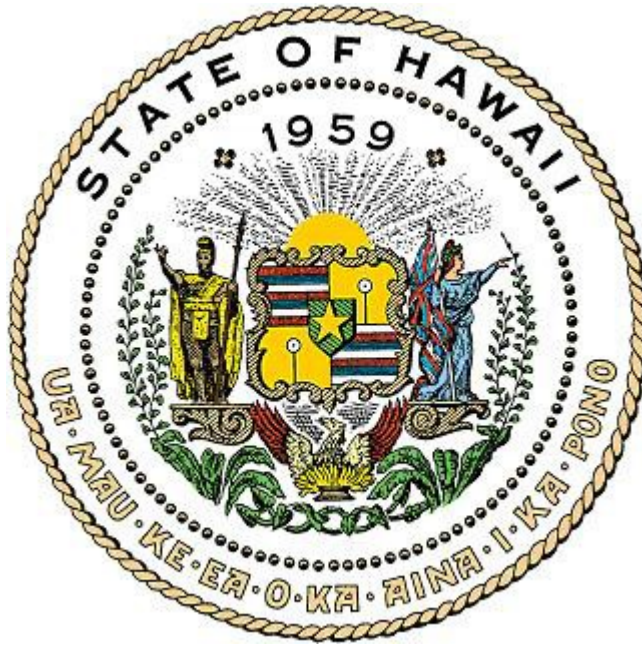


CAMPAIGN SPENDING COMMISSION

Noncandidate Committee Filing System Manual



This Manual has been prepared by the Hawaii Campaign Spending Commission (“Commission”) to assist your committee in filing disclosure reports online in the Noncandidate Committee Filing System (“NCFS”). For a complete understanding of the campaign finance laws, we recommend committees to review the Guidebook for Noncandidate Committees; the Treasurer’s Guidebook; Chapter 11, Part XIII of the Hawaii Revised Statutes; and Hawaii Administrative Rules which are all available on the Commission’s website located at <http://ags.hawaii.gov/campaign>.

Revised April 2024

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I. LOG IN TO THE NCFS

1. Go to <http://ags.hawaii.gov/campaign>
2. Click **Noncandidate Committees**.
3. Click **Noncandidate Committee Filing System**.
4. Click **Noncandidate Committee Filing System (“NCFS”) Login** (you can also go directly to the NCFS Login page at <https://csc.hawaii.gov/NCFS>).



For first-time NCFS users, in order to access the NCFS, you will need to obtain a username and password from the Commission which can only be done by completing and submitting the Noncandidate Committee Electronic Filing Form. See, Part III - Organizational Report in this Manual.

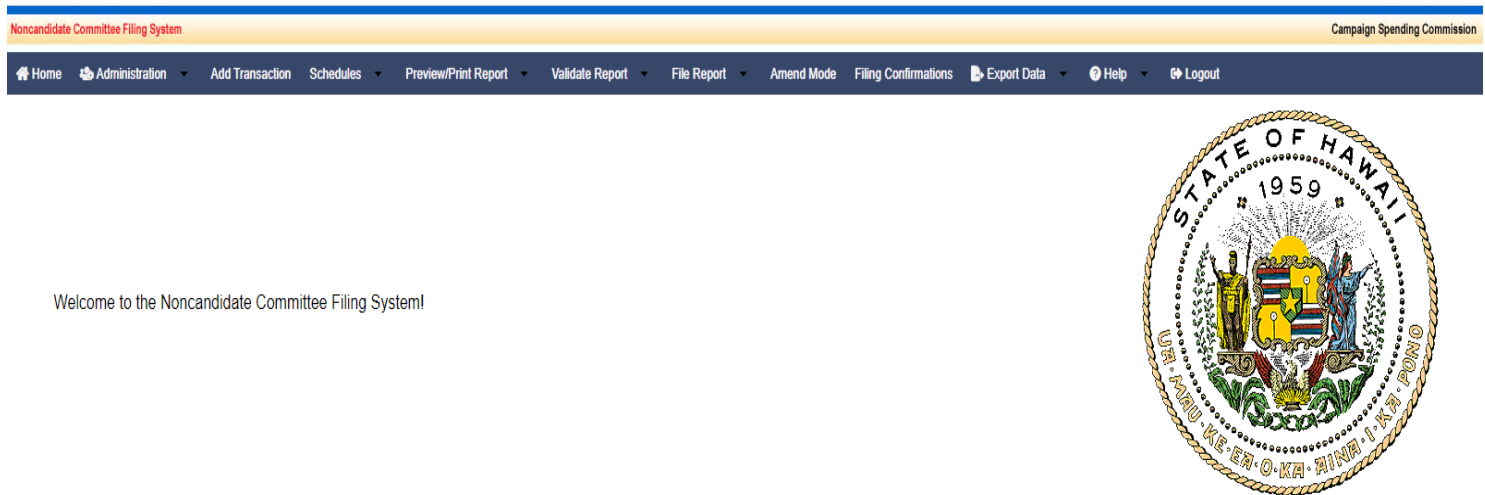
5. Log in by using the Administrator username and password which will be emailed to you by the Commission.



For first-time NCFS users that log in, the Organizational Report will appear on screen which will need to be completed and filed before all the features of the NCFS can be used. See, Part III - Organizational Report in this Manual.

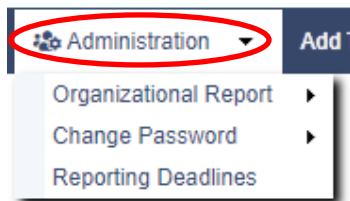
II. HOME PAGE

There are 12 headings on the **Home** page described as follows:

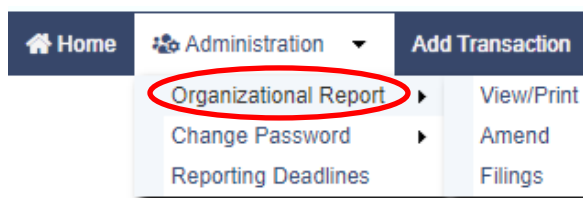


HEADINGS

1. **HOME** - Returns you to the Home page.
2. **ADMINISTRATION**



- A. **Organizational Report** - You will see the following options:

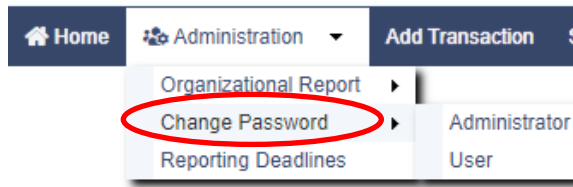


View/Print - View and print the most current version of the Organizational Report.

Amend - Update information for your noncandidate committee and file amended Organizational Reports.

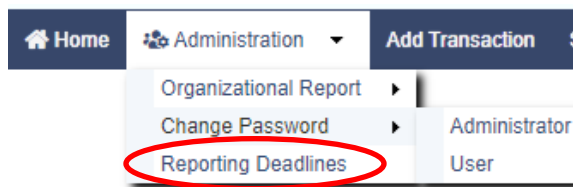
Filings - View filing dates for all Organizational Report filings.

- B. **Change Password** - You will see the following options:



Administrator/User - Change the password for the Administrator and User accounts. Passwords must be at least three (3) characters and may contain any pattern of upper and lower case letters, numbers, and symbols. The max is 255 characters.

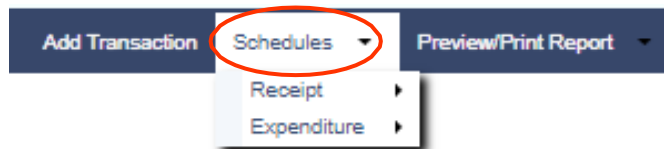
- C. **Reporting Deadlines** - Required disclosure reports and reporting deadlines for your noncandidate committee are listed here.



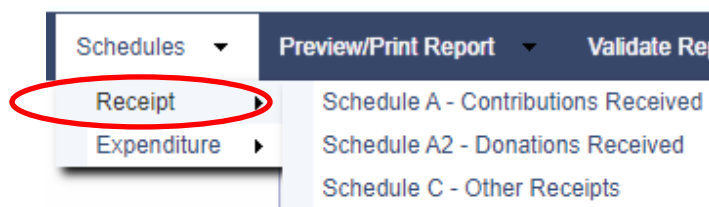
3. **ADD TRANSACTION** - Use to add transactions into Schedules A-E.



4. **SCHEDULES** - Use to view, search, sort, edit and delete transactions in Schedules A-E.



- A. **Receipt**
Schedules A, A2, and C - Use to report campaign funds received by the noncandidate committee and donations received by the noncandidate committee who is a nonprofit organization (501(c)(4)).



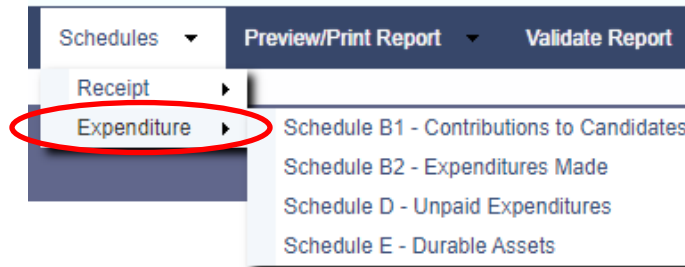
- (1) **Schedule A** - Contributions Received
- (2) **Schedule A2** - Donations Received

(3) **Schedule C - Other Receipts**

B. **Expenditure**

Schedules B1, B2, and D - Use to report contributions to candidates, and expenditures made or incurred by the noncandidate committee.

Schedule E - Use to report and track durable assets.



(1) **Schedule B1** - Contributions to Candidates

(2) **Schedule B2** - Expenditures Made

(3) **Schedule D** - Unpaid Expenditures
(includes payments/forgiving of unpaid expenditures)

(4) **Schedule E** - Durable Assets (includes acquisitions and dispositions)

5. **PREVIEW/PRINT REPORT**



A. **Disclosure Report** - Provides a summary of Schedules A-E including the noncandidate committee's beginning/closing cash on hand, unpaid expenditures, and surplus/deficit for a reporting period.

B. **Late Contributions / Expenditures Report**

(1) **Late Contributions Report** - This report is not required if late contributions are not received by the noncandidate committee, donations are not received by the nonprofit organization (501(c)(4)), and contributions are not made to candidates by the noncandidate committee.

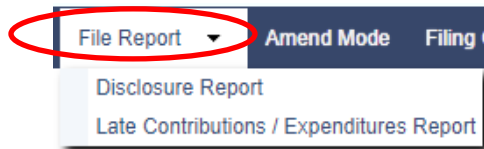
(2) **Late Expenditures Report** - This report is not required if late expenditures are not made or incurred by the noncandidate committee.

6. VALIDATE REPORT



- A. **Employer / Occupation Validation** - This validation checks contributions received by a noncandidate committee that aggregates more than \$100 during an election period and is missing the contributor's employer and/or occupation information.
- B. **Contributions Received Limit Validation** - This screen provides information regarding the limits applicable to contributions received by noncandidate committees.
- C. **Contributions to Candidates Limit Validation** - This screen provides information regarding the limits applicable to contributions made to candidates by noncandidate committees.

7. FILE REPORT



- A. **Disclosure Report** - Reports must be filed even if your noncandidate committee has no activity to report for a particular reporting period.
- B. **Late Contributions / Expenditures Report**
 - (1) **Late Contributions Report** - This report is not required if late contributions are not received by the noncandidate committee, donations are not received by the nonprofit organization (501(c)(4)), or contributions are not made to candidates by the noncandidate committee.
 - (2) **Late Expenditures Report** - This report is not required if late expenditures are not made or incurred by the noncandidate committee.

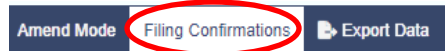


By clicking the **File Report** button on the “Disclosure Report” screen or **File Special Report** button on the “Late Contributions / Expenditures Report” screen, the chairperson and treasurer of the noncandidate committee affirms their acknowledgment and certification on the Noncandidate Committee Electronic Filing Form that the information on all electronically filed reports are true, complete, and accurate.

8. **AMEND MODE** - Use to file an amended report if an earlier report contains erroneous information or omits information which does not conflict with the chairperson's and treasurer's certification that the original report filed was true, complete, and accurate at the time of the original filing.



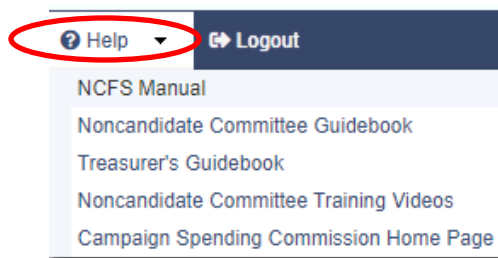
9. **FILING CONFIRMATIONS** - Use to track reports filed.



10. **EXPORT DATA** - Allows transactions entered from the Add Transaction screen into Schedules A-E to be exported in different formats (i.e., PDF, Word, CSV, Excel, XML, RTF).

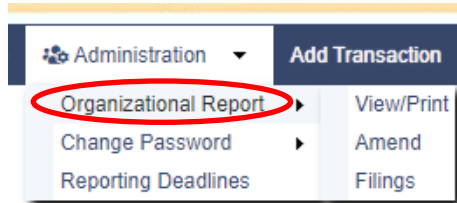


11. **HELP** - Provides access to this Manual, other guidebooks, and training videos as well as a direct link to the Commission's website.



12. **LOGOUT** - Logs you out of the NCFS and returns you to the log in screen.

III. ORGANIZATIONAL REPORT (Listed under **Administration**)



A. REGISTRATION - If this is your first time using the NCFS, you must first obtain access to the NCFS by completing and submitting the Noncandidate Committee Electronic Filing Form to the Commission which is available on the Commission's website by clicking on **Noncandidate Committees** and then clicking on **Forms**. The form can be submitted by eSign or by printing and signing a Writeable/Printable PDF. The Commission will then issue you a username and password to allow you to log in to the NCFS to register your committee by completing the Organizational Report which must be filed within ten (10) days of the following:

1. Receiving contributions in an aggregate amount of more than \$500 within a two-year election period; or
2. Making or incurring expenditures in an aggregate amount of more than \$500 within a two-year election period.

The Organizational Report is due within two (2) days if either of the thresholds above is exceeded within thirty days of an election.



Failure to timely register will result in a minimum fine of \$1,000 per violation and publishing your committee's name on the Commission's website.

B. FILE ORGANIZATIONAL REPORT - The Organizational Report is separated into eight (8) parts which must be completed unless "(Optional)" is indicated.

ORGANIZATIONAL REPORT

Noncandidate Committee

Depository (Bank)

Chairperson

Treasurer

Custodian of Books and Accounts

Deputy Chairperson (Optional)

Deputy Treasurers (Optional)

\$1,000 or Less Filer

▼ Noncandidate Committee

Committee Name *

Test Committee

Address 1 *

555 Test Street

Address 2

City *

Honolulu

State *

HI

Zip Code *

96813

Bus. Phone *

(808) 777-8888

Area, Scope, or Jurisdiction *

Construction

Required field(s)

1. Noncandidate Committee

- a. **Committee Name** - Pre-filled by the Commission upon receipt of the Noncandidate Committee Electronic Filing Form.
- b. **Address 1** - Type in the address of your noncandidate committee.
- c. **Address 2** - Optional. Use if you have an apartment number, suite, room, etc.
- d. **City, State, Zip Code** - Type in this information.
- e. **Business Phone** - Type in the phone number of your noncandidate committee
- f. **Area, Scope, or Jurisdiction** - **Select** the appropriate area, scope, or jurisdiction of your noncandidate committee by clicking the down arrow:
 - (1) **Single Candidate Name** - Select the name of the candidate if this is a single candidate noncandidate committee and "Single Candidate" is selected as the Area, Scope, or Jurisdiction
 - (2) **Ballot Issue Description** - Type in a brief description of the ballot question if this is a ballot issue committee and "Ballot Issue" is selected as the Area, Scope, or Jurisdiction
 - (3) **Political Party Affiliation** - Select the political party affiliation if this is a qualified political party and "Political Party" is selected as the Area, Scope, or Jurisdiction

2. Depository (Bank)

The screenshot shows the "Depository (Bank)" section of the Noncandidate Committee Electronic Filing Form. The "Depository (Bank)" tab is selected and highlighted with a red circle. Below the tab, there is a form with the following fields:

- Bank Name * (Pacific Bank)
- Address 1 * (111 Bank Street)
- Address 2 (Empty)
- City * (Honolulu)
- State * (HI)
- Zip Code * (96813)
- Account Number * (1122334455)

Below the form, there is a section for "Additional Depository (Bank)" which is also circled in red. This section contains a table with the following columns: Bank Name *, Account Number *, Address 1 *, Address 2, City *, State *, and Zip Code *. The table is currently empty, and a message "No Records Found" is displayed. A red asterisk indicates that the fields marked with an asterisk are required. An "Add New" button is located at the bottom right of the table.

- a. **Bank Name and Address** - Type in the bank name and address that your noncandidate committee will be depositing/withdrawing funds.
- b. **Account Number** - Type in the bank account number. Account numbers will not be posted on the public website.



If your noncandidate committee has more than one account, click **Add New** to enter additional accounts. Account numbers will not be posted on the public website.

3. **Chairperson**

- a. **Chairperson Name** - Pre-filled by the Commission upon receipt of the Noncandidate Committee Electronic Filing Form. The chairperson's name cannot be changed unless a new Noncandidate Committee Electronic Filing Form is filed and signed by the newly appointed chairperson and existing/newly appointed treasurer on record.
- b. **Address 1** - Type in the chairperson's address.
- c. **Address 2** - Optional. Use if you have an apartment number, suite, room, etc.
- d. **City/State/Zip Code** - Type in this information.
- e. **Business and Residential Phone** - Type in the phone number of the chairperson. Residential phone numbers will not be posted on the public website.
- f. **Occupation** - Type in the chairperson's occupation.
- g. **Principal Place of Business** - Type in the chairperson's principal place of business.

4. **Treasurer**

- a. **Treasurer Name** - Pre-filled by the Commission upon receipt of the Noncandidate Committee Electronic Filing Form. The treasurer's name cannot be changed unless a new Noncandidate Committee Electronic Filing Form is filed and signed by the existing/newly appointed chairperson on record and newly appointed treasurer.
- b. **Treasurer's Email Address** - Pre-filled by Commission upon receipt of the Noncandidate Committee Electronic Filing Form. The email address will not be posted on the public website.
- c. **Address 1** - Type in the treasurer's address.
- d. **Address 2** - Optional. Use if you have an apartment number, suite, room, etc.
- e. **City/State/Zip Code** - Type in this information.

- f. **Business and Residential Phone** - Type in the phone number of the treasurer. Residential phone numbers will not be posted on the public website.
 - g. **Occupation** - Type in the treasurer's occupation.
 - h. **Principal Place of Business** - Type in the treasurer's principal place of business.
5. **Custodian of Books and Accounts** - Click the "Copy Treasurer's Data to Custodian" button if the Custodian of Books and Accounts is the same person as the Treasurer. Otherwise, type in the name, address, business and residential phone, occupation, and principal place of business for the custodian. The Noncandidate Committee Electronic Filing Form is not required to add or change a custodian on the Organizational Report.

The screenshot shows the 'Custodian of Books and Accounts' section of the filing form. The form is titled 'Custodian of Books and Accounts' and contains the following fields:

- First Name * (Text input: Trish)
- Middle Initial (Text input:)
- Last Name * (Text input: Treasurer)
- Suffix (Text input:)
- Address 1 * (Text input: 333 Treasurer Street)
- Address 2 (Text input:)
- City * (Text input: Honolulu)
- State * (Text input: HI)
- Zip Code * (Text input: 96813)
- Bus. Phone * (Text input: (808) 222-3333)
- Res. Phone * (Text input: (808) 444-5555)
- Occupation * (Text input: Accountant)
- Principal Place of Business * (Text input: Honolulu, HI)

At the bottom left, there is a button labeled 'Copy Treasurer's Data to Custodian' which is circled in red. At the bottom right, there is a button labeled 'File Report'. Below the buttons, there is a disclaimer: 'By clicking the "File Report" button, the chairperson and treasurer of the noncandidate committee affirms their acknowledgement and certification on the "Noncandidate Committee Electronic Filing Form" that the information on this electronically filed report is true, complete, and accurate. See Hawaii Revised Statutes §§11-221(c)(2), 11-221(h) and 11-240(c)'.

6. **Deputy Chairperson (Optional)** - Type in this information if a deputy chairperson is appointed. The Noncandidate Committee Electronic Filing Form is not required to add or change a deputy chairperson on the Organizational Report.
7. **Deputy Treasurers (Optional)** - Type in this information if a deputy treasurer is appointed. The Noncandidate Committee Electronic Filing Form is not required to add or change a deputy treasurer on the Organizational Report. Up to five (5) deputy treasurers may be entered.

Only an appointed treasurer and deputy treasurer are authorized to receive contributions and make or incur expenditures on behalf of the noncandidate committee. Typically, these are the authorized people on the noncandidate committee's bank signature card.

8. **\$1,000 or Less Filer** - If your noncandidate committee plans to have aggregate contributions and aggregate expenditures for the election period totaling \$1,000 or less, you must check the box (see below) and file an Organizational Report by the fifth calendar day before the due date of the Preliminary Primary Report that is due ten days before the primary election to be classified as a \$1,000 or less filer. Checking the box and filing the Organizational Report are required every election year to be classified as a \$1,000 or less filer for that election. Noncandidate committees who check this box and keep their activity below the \$1,000 threshold for the election period are only required to file one disclosure report in the election year called the Final Election Period due 30 days after the general election, but are required to file the next required disclosure report and all subsequent reports thereafter if they exceed the \$1,000 threshold in an earlier report.

ORGANIZATIONAL REPORT

Noncandidate Committee Depository (Bank) Chairperson Treasurer Custodian of Books and Accounts Deputy Chairperson (Optional) Deputy Treasurers (Optional) **\$1,000 or Less Filer**

☐ Yes
☒ No

A noncandidate committee whose aggregate contributions and aggregate expenditures for the election period total \$1,000 or less is only required to electronically file a Final Election Period Report covering January 1 of the election year through the day of the General Election and all subsequent reports thereafter until the committee's registration is approved for termination. If your committee intends to stay within the \$1,000 threshold for the election period, please check this box.

If your noncandidate committee exceeds the \$1,000 threshold at any time during the applicable two year election period, the committee must file the next required periodic report disclosing all activity from the beginning of the election year as well as all subsequent reports until the committee terminates their registration with the Commission.

* Required field(s)

Copy Treasurer's Data to Custodian

File Report

Click **File Report** to file the Organizational Report. Your noncandidate committee is now registered with the Commission.

ORGANIZATIONAL REPORT

Noncandidate Committee Depository (Bank) Chairperson Treasurer Custodian of Books and Accounts Deputy Chairperson (Optional) Deputy Treasurers (Optional) \$1,000 or Less Filer

▼ Noncandidate Committee

Committee Name * Test Committee

Address 1 * 555 Test Street

Address 2

City * Honolulu

State * HI

Zip Code * 96813

Bus. Phone * (808) 777-8888

Area, Scope, or Jurisdiction * Single Candidate

Single Candidate Name Select Candidate Name

* Required field(s)

Copy Treasurer's Data to Custodian

File Report

By clicking the "File Report" button, the chairperson and treasurer of the noncandidate committee affirms their acknowledgement and certification on the "Noncandidate Committee Electronic Filing Form" that the information on this electronically filed report is true, complete, and accurate. See, Hawaii Revised Statutes §§11-321(c)(2), 11-331(b), and 11-340(a).

- C. **AMEND ORGANIZATIONAL REPORT** - Any change in information previously reported in an Organizational Report must be filed in an amended Organizational Report within ten (10) days of the change being brought to the attention of the noncandidate committee's chairperson or treasurer:

1. Click **Administration**.
2. Click **Organizational Report**.
3. Click **Amend** and enter the applicable changes.
4. Click **File Report** to file the amended Organizational Report.

Periodically, when you log in to the NCFS, the Organizational Report will first appear on the screen for your noncandidate committee to review and update any change in information. Failure to amend your Organizational Report will result in a minimum fine of \$1,000 per violation and publishing your committee's name on the Commission's website.



You will not be able to change the name of the chairperson or treasurer. If there is a change in these officers, you must complete and submit a new Noncandidate Committee Electronic Filing Form with the signature of the existing/newly appointed chairperson and existing/newly appointed treasurer (the form can be accessed by clicking Change Chairperson or Change Treasurer). The form must be submitted, and the amended Organizational Report filed within ten (10) days after the change is brought to the attention of the committee's chairperson or treasurer. The Commission will input the name(s) of your new officer(s) once the form is received then your committee will be responsible for updating the contact information for the new officer and filing the amended Organizational Report.

Noncandidate Committee	Depository (Bank)	Chairperson	Treasurer	Custodian of Books and Accounts	Deputy Chairperson (Optional)	Deputy Treasurers (Optional)	\$1,000 or Less Filer
* Chairperson							
CHANGE CHAIRPERSON							
Name	Chair, Charles						
Address 1 *	222 Chair Street						
Address 2							
City *	Honolulu						
State *	HI						
Zip Code *	96813						
Bus. Phone *	(808) 111-2222						
Res. Phone *	(808) 222-3333						
Occupation *	President						
Principal Place of Business *	Honolulu, HI						
* Required field(s)							

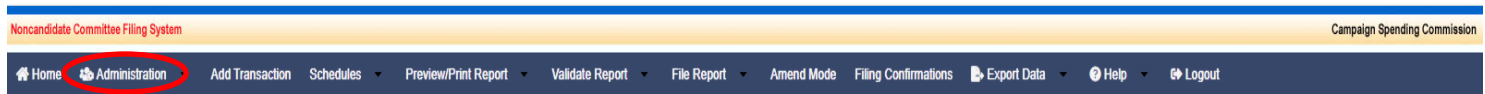
Noncandidate Committee	Depository (Bank)	Chairperson	Treasurer	Custodian of Books and Accounts	Deputy Chairperson (Optional)	Deputy Treasurers (Optional)	\$1,000 or Less Filer
* Treasurer							
CHANGE TREASURER							
Name	Treasurer, Tony						
Email Address *	tony@baldomero@hawaii.gov						
Address 1 *	333 Treasurer Street						
Address 2							
City *	Honolulu						
State *	HI						
Zip Code *	96813						
Bus. Phone *	(808) 222-3333						
Res. Phone *	(808) 444-5555						
Occupation *	Accountant						
Principal Place of Business *	Honolulu, HI						
* Required field(s)							



Failure to amend your Organizational Report will result in a minimum fine of \$1,000 per violation and publishing your committee's name on the Commission's website.

IV. REPORTING DEADLINES

(Listed under **Administration**)



The **Reporting Deadlines** screen contains a list of disclosure reports you must electronically file on the NCFS and their reporting deadlines. Required disclosure reports for noncandidate committees will depend on when you register with the Commission and whether you are a \$1,000 or less filer. To simplify things, the Commission will add the required disclosure reports to your Reporting Deadlines screen based on these factors. It is critical that you record these deadlines on your personal calendar so your noncandidate committee is not fined for not filing a report or untimely filing a report.

- A. OBTAINING A REPORTING SCHEDULE** - Reporting schedules are available by visiting the [Reporting Deadlines page](#) on the Commission's website.
- B. VIEWING REPORTING DEADLINES** - To view the required disclosure reports and reporting deadlines that the Commission have added to your reporting schedule in the NCFS:
1. Click **Administration**.
 2. Click **Reporting Deadlines**.

The **Reporting Deadlines** screen will list the report name, reporting period, and reporting deadline applicable to your noncandidate committee. Please refer to this screen for required reports until you terminate your committee with the Commission.

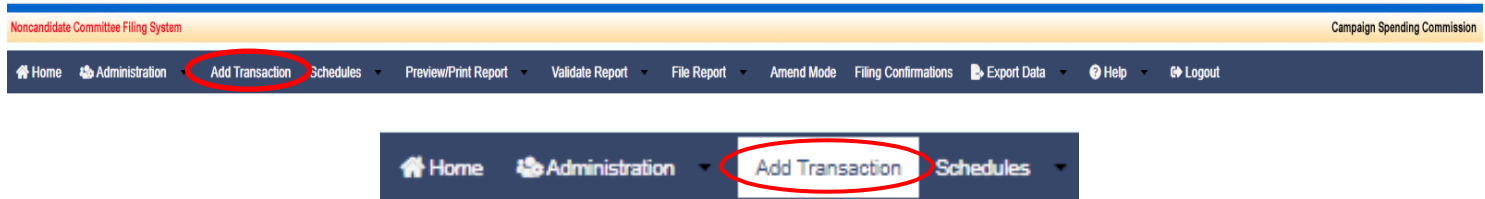
REPORTING DEADLINES			
Report Name	Reporting Period	Reporting Deadline	Election Period
Supplemental	November 9 - December 31, 2022	01/31/2023	2022-2024
Supplemental	January 1 - June 30, 2023	07/31/2023	2022-2024
Supplemental	July 1 - December 31, 2023	01/31/2024	2022-2024
Preliminary Primary	January 1 - July 26, 2024	07/31/2024	2022-2024
Final Primary	July 27 - August 10, 2024	08/30/2024	2022-2024
1st Preliminary General	August 11 - September 26, 2024	10/01/2024	2022-2024
2nd Preliminary General	September 27 - October 21, 2024	10/28/2024	2022-2024
Final Election Period	October 22 - November 5, 2024	12/05/2024	2022-2024



Once a report is filed for a specific reporting period, it will be removed from the list. If you need to amend a report, just click the **Amend Mode** option on the menu and you will be able to amend, preview, print, and file a previously filed report.

V. ENTERING CAMPAIGN FINANCE ACTIVITY

(Listed under **Add Transaction**)



The **Add Transaction** screen is used to add transactions for your noncandidate committee into the NCFS. This is the central hub for entering a new transaction whether it be a contribution received, donation received, other receipt, contribution made to a candidate, expenditure made, unpaid expenditure, or durable asset. The only transactions not entered on the Add Transaction screen are unpaid expenditure payments/forgiven entries (Schedule D), and disposition of durable asset entries (Schedule E) which are entered on the applicable **Schedules** screen. A transaction entry consists of a name and address associated with the transaction as well as the details of the transaction including the date, amount, and purpose or description.

When you click on **Add Transaction**, you will be presented with the choice of entering a transaction by adding a new name into the NCFS or by using an existing name that was already entered into the NCFS previously, then selecting the type of transaction you would like to enter for that name such as a contribution or expenditure and entering the details of the transaction. Every name that is entered into the NCFS is stored on the Add Transaction screen, and it is important that a name be entered only once to avoid duplication and inaccurate aggregation.

A. ADDING A NEW NAME AND TRANSACTION - You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. You can use the **Enter Name to Search** field to search for names previously entered and if the name does not appear in your search, the message “No Records Found” will be displayed. To add a new name and transaction:

1. Click **Add Transaction**.
2. Click **Add New Name & Transaction**.

The image shows a screenshot of a web form titled "ADD TRANSACTION TO EXISTING NAME". At the top, there is a search section with a text input field labeled "Enter Name to Search", a "Search" button, and a "Reset" button. Below this, there are two buttons: "+ Add New Name & Transaction" (which is circled in red) and "Add New Contribution to Candidate transaction".

3. The **Add New Name & Transaction** screen will be displayed. Under **Name Type**, select the appropriate name type classification.

The screenshot shows the top of the 'ADD NEW NAME & TRANSACTION' form. At the top, there is a dark blue header with the title 'ADD NEW NAME & TRANSACTION'. Below the header, there are two buttons: a dark blue '+ Add' button and a light blue '← Back' button. The 'Name Type *' field is highlighted, and its dropdown menu is open, showing the following options: 'Please Select', 'Please Select' (highlighted in blue), 'Candidate Committee', 'Individual', 'National Political Party', 'Noncandidate Committee', 'Other Entity', and 'Vendor / Business'. A red asterisk and the text '* Required field(s)' are visible next to the 'Name Type' label.

4. Enter the information in the required fields * and any other fields that apply. The occupation and employer information are only required for contributions by individuals to the noncandidate committee that aggregate more than \$100 during an election period. You can use the “Employer/Occupation Validation” feature under the Validate Report menu to help you comply with this requirement.

The screenshot shows the full 'ADD NEW NAME & TRANSACTION' form. At the top, there is a dark blue header with the title 'ADD NEW NAME & TRANSACTION'. Below the header, there are two buttons: a dark blue '+ Add' button and a light blue '← Back' button. The 'Name Type' field is set to 'Individual'. Below this, there are several input fields: 'First Name', 'Middle Initial', 'Last / Business Name *', 'Suffix', 'Address 1 *', 'Address 2', 'City *', 'State *', 'Zip Code *', 'Occupation', and 'Employer'. A note below the 'Occupation' and 'Employer' fields states: '(Occupation and Employer information is only required for contributions by individuals that aggregate more than \$100 during an election period.)'. At the bottom, there is a section for 'Add Transaction' with radio button options: 'None' (selected), 'Contribution Received', 'Donation Received', 'Other Receipt', 'Expenditure', 'Unpaid Expenditure', and 'Durable Asset'. A red asterisk and the text '* Required field(s)' are visible at the bottom left of the form.

5. Options for entering a contribution received, donation received, other receipt, expenditure made, unpaid expenditure, or durable asset will appear at the bottom of the screen. Select the type of transaction you would like to enter by clicking the applicable transaction, then click **Add**. Selecting “None” will just add

the name to the Add Transaction screen.

Add Transaction

- ☒ None
- ☐ Contribution Received
- ☐ Donation Received
- ☐ Other Receipt
- ☐ Expenditure
- ☐ Unpaid Expenditure
- ☐ Durable Asset

- B. ADDING A TRANSACTION TO AN EXISTING NAME** - You can use the **Enter Name to Search** field to search for names previously entered into the NCFS and exist on the Add Transaction screen. As you begin to enter the name into the search field, the NCFS will prompt you with possible matches. Entering less of the name will broaden your search while entering more will narrow it. It is important that a name be entered only once so be sure to run a good search. To add a transaction to an existing name:

1. Click **Add Transaction**.
2. Enter the name into the **Enter Name to Search** field to search. Here's an example of a broad search for "Sammy Sunset" using the letter "s," and since the name already exists and there are no other names with the letter "s" in the NCFS, only that name will appear as an option to select:

3. Select "Sunset, Sammy" from the drop-down and click **Search**.

Name	Name Type	Address1	Contribution Received	Donation Received	Other Receipt	Expenditure	Unpaid Expenditure	Durable Asset
Sunset, Sammy	Individual	567 Sunset Drive						

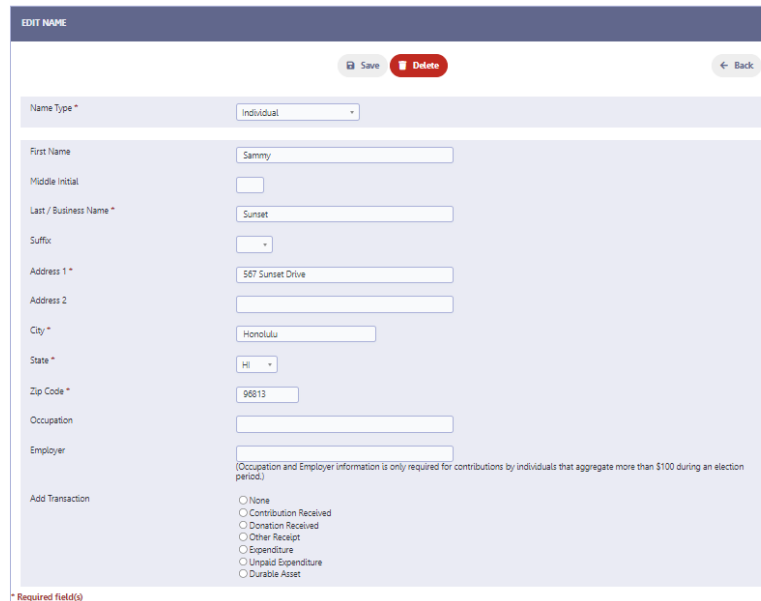
4. The name will appear under the **Add Transaction to Existing Name** banner with options to the right of the name for entering a contribution received, donation received, other receipt, expenditure made, unpaid expenditure, or durable asset. Select the type of transaction you would like to enter by clicking on the applicable link.

- C. EDITING/DELETING A NAME OR EDITING AN ADDRESS** - To edit/delete a name or edit an address:

1. Click **Add Transaction**.
2. Search for the name you would like to edit/delete or a name you would like to edit

an address for by using the **Enter Name to Search** field then click on the edit icon  to the left of the name.

3. The **Edit Name** screen will be displayed. Make the necessary changes.
4. Click **Save**, then click **Back** to return to the Add Transaction screen; or
5. Click **Delete**, then when prompted to delete the record, click **OK**, then click **Back** to return to the Add Transaction screen.



EDIT NAME

Save Delete Back

Name Type * Individual

First Name Sammy

Middle Initial

Last / Business Name * Sunset

Suffix

Address 1 * 567 Sunset Drive

Address 2

City * Honolulu

State * HI

Zip Code * 96813

Occupation

Employer

(Occupation and Employer information is only required for contributions by individuals that aggregate more than \$100 during an election period.)

Add Transaction

☐ None
☐ Contribution Received
☐ Donation Received
☐ Other Receipt
☐ Expenditure
☐ Unpaid Expenditure
☐ Durable Asset

* Required field(s)



A name cannot be deleted from the **Add Transaction** screen if the name was used for a transaction that was already entered into the NCFS. You will need to delete the transaction on the applicable Schedule A-E first, then return to the **Add Transaction** screen to delete the name. You can edit a name and address from the **Add Transaction** screen, but if the previous unedited name or address was part of a filed report, a change to the name will be reflected in an amended filing of that report but not a change to the address. You will also need to change the address on the **Schedules** screen and within the applicable Schedule A-E transaction record for the address change to be reflected in an amended report.

EDIT NAME

Save Delete Back

Name Type * Individual


First Name Sammy

State * HI

Zip Code * 96816

Occupation Owner

Employer Sammy's Company



Name record cannot be deleted because a Sch D record is associated with this name. The transaction(s) must be deleted before the name record can be deleted.

OK

VI. ENTERING RECEIPTS

Receipts also known as in-flows to the noncandidate committee are reported to the Commission as contributions received (Schedule A) or other receipts (Schedule C), which is a “catch all” for any permissible funds received that are not contributions. Donations received (Schedule A1) by noncandidate committee nonprofit organizations are also reported to the Commission and since they are also considered contributions, they are reported as a donation and then as a contribution. The following will help you enter this information into the NCFS and learn more about the requirements of these schedules:

- A. SCHEDULE A - CONTRIBUTIONS RECEIVED** - All monetary and non-monetary (also known as in-kind) contributions to the noncandidate committee must be reported on Schedule A. 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, or to influence the outcome of any question or issue that has been certified to appear on the ballot.



You do not need to wait until a filing deadline or the close of a reporting period to begin entering contributions. All contributions must be entered in the NCFS, but only aggregate contributions of more than \$100 will be itemized on Schedule A.

1. **ADDING A CONTRIBUTION RECEIVED** - All contributions received by the noncandidate committee are added to Schedule A from the Add Transaction screen. To add a contribution:
 - a. Click **Add Transaction**.
 - b. Click **Add New Name & Transaction** to add a contribution to a new name or use the **Enter Name to Search** field to search for a name previously entered into the NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 for more information.

- c. The **Schedule A - Add Contribution Received** screen will be displayed when you choose to add a contribution to a new or existing name. Enter the information in the required fields * and any other fields that apply:

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the contribution was deposited, or the date that the non-monetary contribution was received. Contributions must be deposited within 7 dates of receipt. Failure to do so will result in a fine.).
- e. **Deposit No.** (Issued from the bank) - Optional.
- f. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- g. **Non-Monetary** (also known as an in-kind contribution) - Click **Yes** if the contribution is non-monetary.



If a non-monetary contribution or an in-kind contribution is received, you must enter an off-setting expenditure on Schedule B2. This is very important to prevent your cash on hand from erroneously being inflated!

- (1) Under **Category**, select the appropriate category for the non-monetary or in-kind contribution.

Advertising, Media & Collateral Materials
 Bank Charges, Merchant Fees & Adjustments
 Contract, Employee & Professional Services
 Contributions
 Durable Assets (Supplies/Equipment)
 Escheat & Fine
 Food & Beverages
 Lease, Rent, Mortgage & Utilities
 Membership & Subscription Fees
 Office Expenses & Supplies
 Printing, Postage, Mailing & Freight
 Refund
 Surveys, Polls, Research & Voter Lists
 Taxes & Insurance
 Transfer Funds
 Travel & Lodging
 Vehicle, Gas & Parking

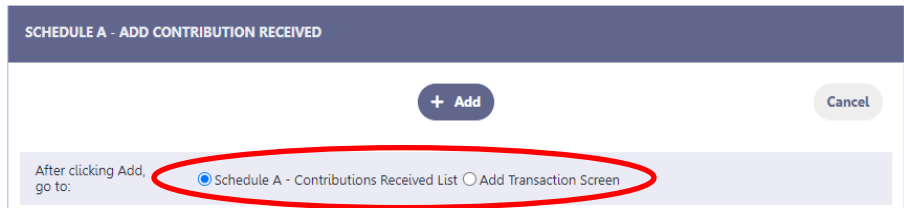
(2) **Description** - Type in a description of the non-monetary or in-kind contribution.

h. **Federal/State Reports URL** - Enter the internet address as provided in section 1 or "N/A" if section 3 applies.

Noncandidate committees making only independent expenditures that receive an aggregate contribution of more than \$10,000 within an election period from an entity other than an individual, for-profit business entity, or labor union must provide additional information:

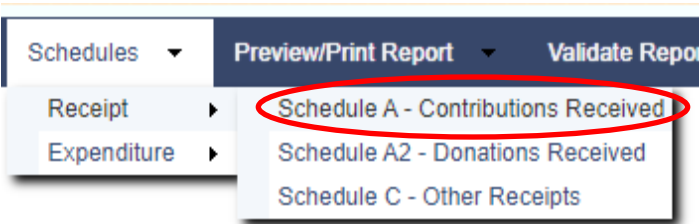
- (1) The internet address where the contributing entity's disclosure report can be publicly accessed, if the source of the contributor's funds is subject to any state or federal disclosure reporting requirements;
- (2) The name, address, occupation, and employer of each funding source who contributed an aggregate amount of more than \$100 to the contributing entity;
or
- (3) An acknowledgment that the contributing entity is not subject to any state or federal disclosure reporting requirements regarding the source of its funds.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your contribution entry on the Schedule A - Contributions Received List screen. Make that selection then click **Add**.



2. **VIEWING A CONTRIBUTION RECEIVED** - The Schedule A - Contributions Received List screen is where your contributions can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule A - Add Contribution Received** screen when adding a new contribution into the NCFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Receipt**.
- c. Click **Schedule A - Contributions Received**.



The **Schedule A - List of Contributions Received** screen will be displayed:



Date	Name	Deposit No.	Amount	Non-Monetary	Reported (Lock)
02/01/2024	Doe, John		\$1,000.00	No	No
05/01/2024	Sunset, Sammy		\$1,000.00	No	No

- d. Click **ADD New Contribution Received** to return to the Add Transaction screen to enter additional contributions into the NCFS.
- e. Click **Search** to search contributions by contributor name.
- f. Click the column headings (i.e., Date, Name, Deposit No., Amount, Non-

Monetary, 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 a contribution to edit/delete that contribution.
- h. To browse your list of contributions, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 contributions 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 A CONTRIBUTION RECEIVED** - To edit/delete a contribution received on the **Schedule A - List of Contributions Received** screen:

- a. Search for the contribution you would like to edit/delete by using the **Search** feature or by browsing your list of contributions then click on the date of the contribution.

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

- b. The **Schedule A - Edit Contribution Received** screen will be displayed. Make the necessary changes.

The screenshot shows the 'SCHEDULE A - EDIT CONTRIBUTION RECEIVED' form. At the top, there are three buttons: 'Save' (blue), 'Delete' (red), and 'Cancel Changes & Exit' (blue). Below these are several input fields: 'Date *' with a calendar icon and the value '05/01/2024', 'Deposit No.' (empty), 'Amount *' with the value '\$ 1,000.00', 'Non-Monetary' with radio buttons for 'Yes' and 'No' (selected), 'Name' with the value 'Sunset, Sammy', 'Address 1 *' with the value '567 Sunset Drive', 'Address 2' (empty), 'City *' with the value 'Honolulu', 'State *' with the value 'HI', 'Zip Code *' with the value '96813', and 'Is Contributor a Minor?' with radio buttons for 'Yes' and 'No' (selected). A red asterisk at the bottom left indicates that fields marked with an asterisk are required.

- c. Click **Save** which will take you back to the Schedule A - List of Contributions Received screen; or

- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule A - List of Contributions Received screen. This step only deletes the contribution record and not the name record associated with the contribution. To delete the name record, you will have to do that from the **Add Transaction** screen.

- B. SCHEDULE A2 - DONATIONS RECEIVED** - A nonprofit organization (501(c)(4)) operating as a noncandidate committee must report each donation received individually or aggregating more than \$10,000 during an election period on Schedule A2. A donation must be reported only if the donor provides written consent to the nonprofit organization that the donation can be used for electioneering communications, independent expenditures, or contributions by the noncandidate committee.



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

1. **ADDING A DONATION RECEIVED** - All donations received by the nonprofit organization are added to Schedule A2 from the Add Transaction screen. To add a donation:
 - a. Click **Add Transaction**.
 - b. Click **Add New Name & Transaction** to add a donation to a new name or use the **Enter Name to Search** field to search for a name previously entered into the NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 for more information.
 - c. The **Schedule A2 - Add Donation Received** screen will be displayed when you choose to add a donation to a new or existing name. Enter the information in the required fields * and any other fields that apply:

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the donation was deposited by the nonprofit organization).

- e. **Amount** - Do not enter dollar signs or commas (i.e., 10000.50 or 11000)

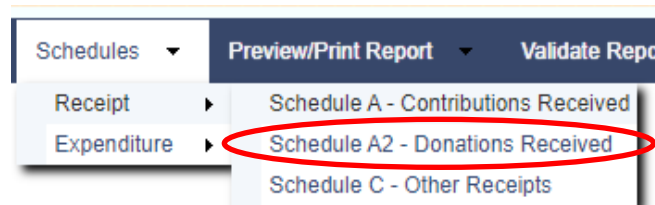


All donations received by the nonprofit organization and reported on Schedule A2, must also be reported as a contribution received on Schedule A by the noncandidate committee.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your donation entry on the Schedule A2 - Donations Received List screen. Make that selection then click **Add**.

2. **VIEWING A DONATION RECEIVED** - The Schedule A2 - Donations Received List screen is where your donations can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule A2 - Add Donation Received** screen when adding a new donation into the NCFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Receipt**.
- c. Click **Schedule A2 - Donations Received**.



The **Schedule A2 - List of Donations Received** screen will be displayed:

SCHEDULE A2 - LIST OF DONATIONS RECEIVED

ADD New Donation Received Search

Date	Name	Amount	Reported (Lock)
02/01/2024	Doe, Jane	\$11,000.00	No

Go to 1 View 10 1 [1 to 1 of 1]

- d. Click **ADD New Donation Received** to return to the Add Transaction screen to enter additional donations into the NCFS.
 - e. Click **Search** to search donations by donor name.
 - f. Click the column headings (i.e., Date, Name, Amount, 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 a donation to edit/delete that donation.
 - h. To browse your list of donations, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 donations 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 A DONATION RECEIVED** - To edit/delete a donation received on the **Schedule A2 - List of Donations Received** screen:
- a. Search for the donation you would like to edit/delete by using the **Search** feature or by browsing your list of donations then click on the date of the donation.

The date will only be clickable if the donation was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the donation was included in a filed report, then the donation can only be edited/deleted by first placing the NCFS into Amend Mode. Editing/deleting a donation in Amend Mode will require the filing of an amended report to report the change. See, Part XI - Amend Mode in this Manual.
 - b. The **Schedule A2 - Edit Donation Received** screen will be displayed. Make the necessary changes.

SCHEDULE A2 - EDIT DONATION RECEIVED

Save Delete Cancel

Date * 02/01/2024 mm/dd/yyyy

Amount * \$ 11,000.00

Name Doe, Jane

Address 1 * 555 Doe Street

Address 2

City * Honolulu

State * HI

Zip Code * 96813

* Required field(s)

- c. Click **Save** which will take you back to the Schedule A2 - List of Donations Received screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule A2 - List of Donations Received screen. This step only deletes the donation record and not the name record associated with the donation. To delete the name record, you will have to do that from the **Add Transaction** screen.

C. SCHEDULE C - OTHER RECEIPTS - Other Receipts include interest, rebates, refunds, and sale of durable assets. 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 NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 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 *  mm/dd/yyyy

Deposit No.

Amount *

Category *

Description *

Name Pacific Bank

Address 1 *

Address 2

City *

State *

Zip Code *

* Required field(s)

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the other receipt was deposited)
- 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.

Interest

Other

Rebate

Refund

Sale of Durable Asset

- h. **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 NCFS 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:

Date	Name	Deposit No.	Amount	Category	Description	Reported (Lock)
06/05/2024	Pacific Bank		\$12.50	Interest	May Interest	No

- d. Click **ADD New Other Receipt** to return to the Add Transaction screen to enter additional other receipts into the NCFS.
- 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 NCFS into Amend Mode. Editing/deleting an other receipt in Amend Mode will require the filing of an amended report to report the change. See, Part XI - Amend Mode in this Manual.

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

SCHEDULE C - EDIT OTHER RECEIPT

Date *

Deposit No.

Amount *

Category *

Description *

Name

Address 1 *

Address 2

City *

State *

Zip Code *

* 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.

4. **SPECIFIC SITUATIONS REQUIRING ENTRY ON ANOTHER SCHEDULE**


a. Purchase and Sale of Durable Asset

- (1) Enter the purchase of a durable asset with campaign funds on Schedule B2 - Expenditures Made and Schedule E - Durable Assets; and
- (2) Upon the sale of the durable asset, enter the disposition of the durable asset on Schedule E - Durable Assets and a corresponding entry on Schedule C - Other Receipts. For Category, select Sale of Durable Asset.

VII. ENTERING EXPENDITURES

Expenditures also known as out-flows from the noncandidate committee are reported to the Commission as contributions made to candidates (Schedule B1), expenditures made (Schedule B2), or unpaid expenditures (Schedule D). Durable assets (Schedule E) acquired by the noncandidate committee are also reported to the Commission and since they are also an expenditure or nonmonetary contribution, they are reported as a durable asset and as an expenditure if the durable asset was purchased or as a nonmonetary contribution if the durable asset was donated to the noncandidate committee. The following will help you enter this information into the NCFS and learn more about the requirements of these schedules:

- A. **SCHEDULE B1 - CONTRIBUTIONS TO CANDIDATES** - All monetary and non-monetary (also known as in-kind) contributions made to candidates must be reported on Schedule B1.


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


1. **ADDING A CONTRIBUTION TO CANDIDATE** - All contributions made to candidates are added to Schedule B1 from the Add Transaction screen. To add a contribution:

- a. Click **Add Transaction**.
- b. Click **Add New Contribution to Candidate transaction**.




- c. The **Schedule B1 - Add Contribution to Candidate** screen will be displayed. Enter the information in the required fields * and any other fields that apply:



State *	<input type="text"/>
Zip Code *	<input type="text"/>
Date *	<input type="text"/>  mm/dd/yyyy
Check No.	<input type="text"/>
Amount *	<input type="text"/>
Non-Monetary	<input type="radio"/> Yes <input checked="" type="radio"/> No

* Required field(s)

- d. Under **Candidate Name**, select the name of the candidate that the contribution was made to. The NCFS will automatically populate the "Candidate Committee Name," "Address 1," "Address 2," "City," "State," and "Zip Code" fields.
- e. **Date** - Entry format is MM/DD/YYYY (Enter the date of the contribution).
- f. **Check No.** - Optional.
- g. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- h. **Non-Monetary** (also known as an in-kind contribution) - Click **Yes** if the contribution is non-monetary.



For each non-monetary or in-kind contribution made to a candidate, you must enter an off-setting entry on Schedule A. This will off-set the expenditure entry made on Schedule B1. This is very important!

- (1) Under **Category**, select the appropriate category for the non-monetary or in-kind contribution.

Advertising, Media & Collateral Materials

Bank Charges, Merchant Fees & Adjustments

Contract, Employee & Professional Services

Contributions

Durable Assets (Supplies/Equipment)

Escheat & Fine

Event & Activities

Food & Beverages

Lease, Rent, Mortgage & Utilities

Membership & Subscription Fees

Office Expenses & Supplies

Printing, Postage, Mailing & Freight

Refund

Surveys, Polls, Research & Voter Lists

Taxes & Insurance
Transfer Funds
Travel & Lodging
Vehicle, Gas & Parking

- (2) **Description** - Type in a description of the non-monetary or in-kind contribution.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your contribution entry on the Schedule B1 - List of Contributions to Candidates screen. Make that selection then click **Add**.

SCHEDULE B1 - ADD CONTRIBUTION TO CANDIDATE

+ Add

After clicking Add, go to:

☒ Schedule B1 - Contributions to Candidates List ☐ Add Transaction Screen

2. **VIEWING A CONTRIBUTION TO CANDIDATE** - The Schedule B1 - Contributions to Candidates List screen is where your contributions to candidates can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule B1 - Add Contribution to Candidate** screen when adding a new contribution into the NCFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Expenditure**.
- c. Click **Schedule B1 - Contributions to Candidates**.

Schedules ▾ Preview/Print Report ▾ Validate Report

Receipt ▾

Expenditure ▾

Schedule B1 - Contributions to Candidates

Schedule B2 - Expenditures Made

Schedule D - Unpaid Expenditures

Schedule E - Durable Assets

The **Schedule B1 - List of Contributions to Candidates** screen will be displayed:

SCHEDULE B1 - LIST OF CONTRIBUTIONS TO CANDIDATES

ADD New Contribution to Candidate

Q Search

Date	Candidate Name	Committee Name	Check No.	Amount	Non-Monetary	Reported (Lock)
01/01/2024	Green, Josh	Josh Green for Hawaii		\$2,000.00	No	Yes
02/01/2024	Green, Josh	Josh Green for Hawaii		\$2,000.00	No	Yes

Go to

1

View

10

⏮

⏪

1

⏩

⏭

[1 to 2 of 2]

- d. Click **ADD New Contribution to Candidate** to return to the Add Transaction screen to enter additional contributions into the NCFS.
 - e. Click **Search** to search contributions by candidate name.
 - f. Click the column headings (i.e., Date, Candidate Name, Committee Name, Check No., Amount, Non-Monetary, 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 a contribution to edit/delete that contribution.
 - h. To browse your list of contributions, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 contributions 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 A CONTRIBUTION TO CANDIDATE** - To edit/delete a contribution on the **Schedule B1 - List of Contributions to Candidates** screen:
- a. Search for the contribution you would like to edit/delete by using the **Search** feature or by browsing your list of contributions, then click on the date of the contribution.

The date will only be clickable if the contribution was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the contribution was included in a filed report, then the contribution can only be edited/deleted by first placing the NCFS into Amend Mode. Editing/deleting a contribution in Amend Mode will require the filing of an amended report to report the change. See, Part XI - Amend Mode in this Manual.
 - b. The **Schedule B1 - Edit Contribution to Candidate** screen will be displayed. Make the necessary changes.

SCHEDULE B1 - EDIT CONTRIBUTION TO CANDIDATE

Save Delete Cancel Changes & Exit

Candidate Name: Green, Josh

Candidate Committee Name: Josh Green for Hawaii

Address 1 *: P.O. Box 88

Address 2:

City *: Honolulu

State *: HI

Zip Code *: 96810-0088

Date *: 01/01/2024 mm/dd/yyyy

Check No.:


Amount *: \$ 2,000.00

Non-Monetary: ☐ Yes ☒ No

* Required field(s)

- c. Click **Save** which will take you back to the Schedule B1 - List of Contributions to Candidates screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule B1 - List of Contributions to Candidates screen.

B. SCHEDULE B2 - EXPENDITURES MADE - All expenditures by the noncandidate committee are entered under the vendor's name and must be reported on Schedule B2. Expenditures are anything of value including the purchase or transfer of money, a promise or agreement to purchase or transfer money, for the purpose of influencing the nomination for election, or election, of any candidate to office, or to influence the outcome of any question or issue that has been certified to appear on the ballot. Expenditures in the form of contributions to a political party or another committee are also reported on Schedule B2.

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

1. **ADDING AN EXPENDITURE MADE** - All expenditures made are added to Schedule B2 from the Add Transaction screen. To add an expenditure: Click **Add Transaction**.
 - a. Click **Add New Name & Transaction** to add an expenditure to a new name or use the **Enter Name to Search** field to search for a name previously entered into the NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 for more information.

- b. The **Schedule B2 - Add Expenditure Made** screen will be displayed when you choose to add an expenditure to a new or existing name. Enter the information in the required fields * and any other fields that apply:

SCHEDULE B2 - ADD EXPENDITURE MADE

+ Add **Cancel**

After clicking Add, go to: ☒ Schedule B2 - Expenditures Made List ☐ Add Transaction Screen

Date * mm/dd/yyyy

Check No.

Amount *

Category *

Purpose of Expenditure *

Independent Expenditure ☐ Yes ☒ No

Name Honolulu Ad Agency

Address 1 *

Address 2

City *

State *

Zip Code *

* Required field(s)

- c. **Date** - Entry format is MM/DD/YYYY (Enter the date that the expenditure was made).
- d. **Check No.** - Optional.
- e. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

- f. Under **Category**, select the appropriate expenditure category.

Advertising, Media & Collateral Materials
Bank Charges, Merchant Fees & Adjustments
Contract, Employee & Professional Services
Contributions
Durable Assets (Supplies/Equipment)
Escheat & Fine
Event & Activities
Food & Beverages
Lease, Rent, Mortgage & Utilities
Membership & Subscription Fees
Office Expenses & Supplies
Printing, Postage, Mailing & Freight
Refund
Surveys, Polls, Research & Voter Lists
Taxes & Insurance
Transfer Funds
Travel & Lodging
Vehicle, Gas & Parking

- g. **Purpose of Expenditure** - Type in the purpose of the expenditure.

- h. **Independent Expenditure** - Click **Yes** if the expenditure is an independent expenditure.

- (1) Under **Candidate Name**, select the name of the candidate supported or opposed by the independent expenditure.
- (2) Under **Support/Oppose**, select support, or oppose.

The "Candidate Name" and Support/Oppose" fields must be completed when entering an independent expenditure. Independent expenditures with multiple candidates must be entered separately for each candidate according to the benefit reasonably expected to be derived from the expenditure.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your expenditure entry on the Schedule B2 - List of Expenditures Made screen. Make that selection then click **Add**.

SCHEDULE B2 - ADD EXPENDITURE MADE

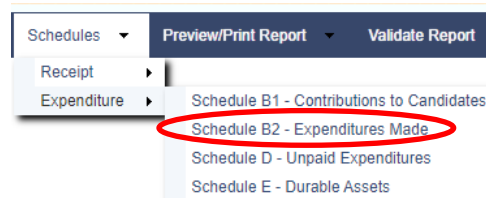
+ Add Cancel

After clicking Add go to:

☒ Schedule B2 - Expenditures Made List ☐ Add Transaction Screen

2. **VIEWING AN EXPENDITURE MADE** - The Schedule B2 - Expenditures Made List screen is where your expenditures can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule B2 - Add Expenditure Made** screen when adding a new expenditure into the NCFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Expenditure**.
- c. Click **Schedule B2 - Expenditures Made**.



The **Schedule B2 - List of Expenditures Made** screen will be displayed:

A screenshot of the 'SCHEDULE B2 - LIST OF EXPENDITURES MADE' screen. At the top, there is a header bar with the title. Below the header, there is a button 'ADD New Expenditure' and a search bar with a magnifying glass icon and the word 'Search'. The main area contains a table with the following columns: Date, Name, Check No., Amount, Category, Purpose, Independent Expenditure, and Reported (Lock). The table has two rows of data. Below the table, there is a pagination section with 'Go to' and 'View' dropdowns, and navigation arrows. The page number '1' is highlighted in a circle, and the text '[1 to 2 of 2]' is visible in the bottom right corner.

Date	Name	Check No.	Amount	Category	Purpose	Independent Expenditure	Reported (Lock)
03/01/2024	Honolulu Ad Agency		\$1,000.00	Advertising, Media & Collateral Materials	Primary Election Advertising	No	No
04/01/2024	Honolulu Ad Agency		\$5,000.00	Advertising, Media & Collateral Materials	Radio Advertising	Yes	No

- d. Click **ADD New Expenditure** to return to the Add Transaction screen to enter additional expenditures into the NCFS.
 - e. Click **Search** to search expenditures by vendor/payee name.
 - f. Click the column headings (i.e., Date, Name, Check No., Amount, Category, Purpose, Independent Expenditure, 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 expenditure to edit/delete that expenditure.
 - h. To browse your list of expenditures, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 expenditures 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 EXPENDITURE MADE** - To edit/delete an expenditure on the **Schedule B2 - List of Expenditures Made** screen:
- a. Search for the expenditure you would like to edit/delete by using the **Search** feature or by browsing your list of expenditures, then click on the date of the expenditure.

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

- b. The **Schedule B2 - Edit Expenditure Made** screen will be displayed. Make the necessary changes.

- c. Click **Save** which will take you back to the Schedule B2 - List of Expenditures Made screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule B2 - List of Expenditures Made screen. This step only deletes the expenditure record and not the name record associated with the expenditure. To delete the name record, you will have to do that from the **Add Transaction** screen.

- C. **SCHEDULE D - UNPAID EXPENDITURES** - Unpaid expenditures are services rendered or products delivered to the noncandidate committee that have not been paid for.



You do not need to wait until a filing deadline or the close of a reporting period to begin entering unpaid expenditures. Also, unpaid expenditure payments are reported on Schedule D - Unpaid Expenditures and never on Schedule B2 - Expenditures Made.

1. **ADDING AN UNPAID EXPENDITURE** - All unpaid expenditures are added to Schedule D from the Add Transaction screen. To add an unpaid expenditure:
 - a. Click **Add Transaction**.
 - b. Click **Add New Name & Transaction** to add an unpaid expenditure to a new name or use the **Enter Name to Search** field to search for a name previously entered into the NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 for more information.
 - c. The **Schedule D - Add Unpaid Expenditure** screen will be displayed when you choose to add an unpaid expenditure to a new or existing name. Enter the information in the required fields * and any other fields that apply:

SCHEDULE D - ADD UNPAID EXPENDITURE

+ Add **Cancel**

After clicking Add, go to: ☒ Schedule D - Unpaid Expenditures List ☐ Add Transaction Screen

Date * mm/dd/yyyy

Amount *

Category *

Purpose of Expenditure *

Is this an Independent Expenditure? ☐ Yes ☒ No

Name Honolulu Ad Agency

Address 1 *

Address 2

City *

State *

Zip Code *

* Required field(s)

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the unpaid expenditure was incurred).
- e. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- f. Under **Category**, select the appropriate unpaid expenditure category.

Advertising, Media & Collateral Materials

Bank Charges, Merchant Fees & Adjustments

Contract, Employee & Professional Services

Contributions

Durable Assets (Supplies/Equipment)

Escheat & Fine

Event & Activities

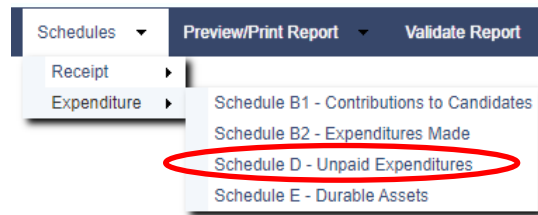
- Food & Beverages
- Lease, Rent, Mortgage & Utilities
- Membership & Subscription Fees
- Office Expenses & Supplies
- Printing, Postage, Mailing & Freight
- Refund
- Surveys, Polls, Research & Voter Lists
- Taxes & Insurance
- Transfer Funds
- Travel & Lodging
- Vehicle, Gas & Parking

- g. **Purpose of Expenditure** - Type in the purpose of the unpaid expenditure.
- h. **Independent Expenditure** - Click **Yes** if the unpaid expenditure is an independent expenditure.
 - (1) Under **Candidate Name**, select the name of the candidate supported or opposed by the independent expenditure.
 - (2) Under **Support/Oppose**, select support, or oppose.

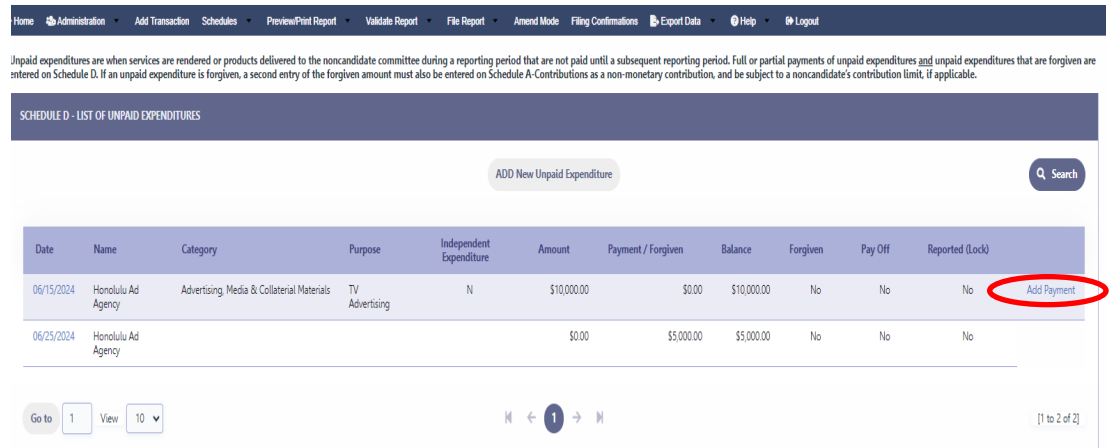
The “Candidate Name” and Support/Oppose” fields must be completed when entering an independent expenditure. Independent expenditures with multiple candidates must be entered separately for each candidate according to the benefit reasonably expected to be derived from the expenditure.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your unpaid expenditure entry on the Schedule D - List of Unpaid Expenditures screen. Make that selection then click **Add**.

2. **ADDING AN UNPAID EXPENDITURE PAYMENT OR FORGIVING AN UNPAID EXPENDITURE** - The **Schedule D - Unpaid Expenditures List** screen is where you enter an unpaid expenditure payment or forgive an unpaid expenditure. This screen can be accessed by doing the following:
 - a. Click **Schedules**.
 - b. Click **Expenditure**.
 - c. Click **Schedule D - Unpaid Expenditures**.



- d. Search for the unpaid expenditure you would like to pay/forgive by using the **Search** feature or by browsing your list of unpaid expenditures, then click on **Add Payment** listed to the right of the vendor's name.



- e. The **Schedule D - Add Expenditure Payment** screen will be displayed:

- f. **Date** - Entry format is MM/DD/YYYY (Enter the date of the unpaid expenditure payment or the date that the unpaid expenditure was forgiven).
- g. **Check No.** - Optional.
- h. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- i. **Forgiven** - Click **Yes** if the unpaid expenditure is forgiven.



Each unpaid expenditure that is forgiven must be off-set in the same amount as a contribution on Schedule A - Contributions Received which is subject to the noncandidate committee's contribution limit, if applicable.

- j. **Expenditure Pay Off?** - Click **Yes** if the unpaid expenditure has been fully paid or forgiven.

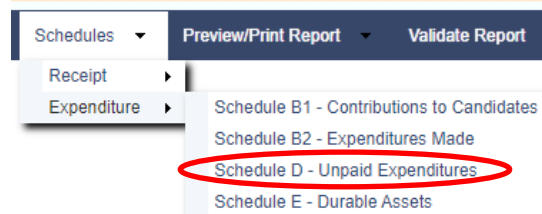
Click **Add** which will take you back to the Schedule D - List of Unpaid Expenditures screen.



The **Add Payment** link to the right of a vendor's name will be eliminated when Expenditure Pay Off? is clicked **Yes** indicating that the unpaid expenditure has been fully paid or forgiven.

3. **VIEWING AN UNPAID EXPENDITURE OR UNPAID EXPENDITURE PAYMENT/FORGIVEN ENTRY** - The Schedule D - List of Unpaid Expenditures screen is where your unpaid expenditures and unpaid expenditure payment/forgive entries can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule D - Add Unpaid Expenditure** screen when adding a new unpaid expenditure into the NCFS or by doing the following:

- a. Click **Schedules**.
- b. Click **Expenditure**.
- c. Click **Schedule D - Unpaid Expenditures**.



The **Schedule D - List of Unpaid Expenditures** screen will be displayed:

Home Administration Add Transaction Schedules Preview/Print Report Validate Report File Report Amend Mode Filing Confirmations Export Data Help Logout

Unpaid expenditures are when services are rendered or products delivered to the noncandidate committee during a reporting period that are not paid until a subsequent reporting period. Full or partial payments of unpaid expenditures and unpaid expenditures that are forgiven are entered on Schedule D. If an unpaid expenditure is forgiven, a second entry of the forgiven amount must also be entered on Schedule A-Contributions as a non-monetary contribution, and be subject to a noncandidate's contribution limit, if applicable.

SCHEDULE D - LIST OF UNPAID EXPENDITURES

ADD New Unpaid Expenditure Search

Date	Name	Category	Purpose	Independent Expenditure	Amount	Payment / Forgiven	Balance	Forgiven	Pay Off	Reported (Lock)	
06/15/2024	Honolulu Ad Agency	Advertising, Media & Collateral Materials	TV Advertising	N	\$10,000.00	\$0.00	\$10,000.00	No	No	No	Add Payment
06/25/2024	Honolulu Ad Agency				\$0.00	\$5,000.00	\$5,000.00	No	No	No	

Go to 1 View 10 [1 to 2 of 2]

- Click **ADD New Unpaid Expenditure** to return to the Add Transaction screen to enter additional unpaid expenditures into the NCFS.
- Click **Search** to search unpaid expenditures by vendor name.
- Click the column headings (i.e., Date, Name, Category, Purpose, Independent Expenditure, Amount, Payment/Forgiven, Balance, Forgiven, Pay Off, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- Click on the date of an unpaid expenditure or unpaid expenditure/forgiven entry to edit/delete that unpaid expenditure or unpaid expenditure payment/forgiven entry.
- To browse your list of unpaid expenditures or unpaid expenditure/forgiven entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 unpaid expenditure items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

4. **EDITING/DELETING AN UNPAID EXPENDITURE OR UNPAID EXPENDITURE PAYMENT/FORGIVEN ENTRY** - To edit/delete an unpaid expenditure or unpaid expenditure payment/forgiven entry on the **Schedule D - List of Unpaid Expenditures** screen:

- Search for the unpaid expenditure or unpaid expenditure payment/forgiven entry you would like to edit/delete by using the **Search** feature or by browsing your list of unpaid expenditure items, then click on the date of the unpaid expenditure or date of the unpaid expenditure payment/forgiven entry.

The date will only be clickable if the unpaid expenditure or unpaid expenditure payment/forgiven entry was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the unpaid expenditure item was included in a filed report, then it can

only be edited/deleted by first placing the NCFS into Amend Mode. Editing/deleting an unpaid expenditure item in Amend Mode will require the filing of an amended report to report the change. See, Part XI - Amend Mode in this Manual.

- b. The **Schedule D - Edit Unpaid Expenditure** screen will be displayed. Make the necessary changes.

SCHEDULE D - EDIT UNPAID EXPENDITURE

Save Delete Cancel Changes & Exit

Date * 06/15/2024 mm/dd/yyyy

Amount * \$ 10,000.00

Category * Advertising, Media & Collateral Materials

Purpose of Expenditure * TV Advertising

Is this an Independent Expenditure? ☐ Yes ☒ No

Name Honolulu Ad Agency

Address 1 * 888 Honolulu Street

Address 2

City * Honolulu

State * HI

Zip Code * 96813

* Required field(s)

- c. Click **Save** which will take you back to the Schedule D - List of Unpaid Expenditures screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule D - List of Unpaid Expenditures screen. An unpaid expenditure cannot be deleted if it has an unpaid expenditure payment/forgiven entry. All unpaid expenditure payment/forgiven entries associated with an unpaid expenditure must first be deleted before that unpaid expenditure can be deleted. Furthermore, this step only deletes the unpaid expenditure record and not the name record associated with the unpaid expenditure. To delete the name record, you will have to do that from the **Add Transaction** screen.

- D. **SCHEDULE E - DURABLE ASSETS** - Durable Assets are non-consumable supplies or equipment with a minimum purchase value of \$250 and a useful life of twelve (12) months or more. Examples include computers, laptops, tablets, cell phones, printers, and TVs at headquarters that are directly related to running a campaign. Durable assets are automatically reported after the initial filing on all filed reports until the assets are sold, donated, disposed, or traded in.

Each durable asset that was received as a donation to the noncandidate committee must be reported as a non-monetary contribution on Schedule A - Contributions Received with an expenditure off-set on Schedule B2 - Expenditures Made, and as a durable asset on Schedule E - Durable Assets. Each durable asset that was purchased by the noncandidate committee must be reported as an expenditure on Schedule B2 - Expenditures Made and as a durable asset on Schedule E - Durable Assets. If the

durable asset is sold, the disposition of the durable asset is reported on Schedule E - Durable Assets as a durable asset disposition and the proceeds from the sale are reported on Schedule C - Other Receipts.



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

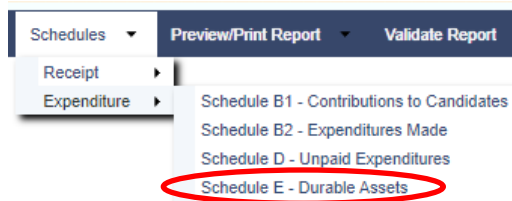
1. **ADDING A DURABLE ASSET** - All durable assets are added to Schedule E from the Add Transaction screen. To add a durable asset:
 - a. Click **Add Transaction**.
 - b. Click **Add New Name & Transaction** to add a durable asset to a new name or use the **Enter Name to Search** field to search for a name previously entered into the NCFS that exists on the Add Transaction screen. You will only add a new name into the NCFS if it does not already exist on the Add Transaction screen. See pages 16-18 for more information.
 - c. The **Schedule E - Add Durable Asset** screen will be displayed when you choose to add a durable asset to a new or existing name. Enter the information in the required fields * and any other fields that apply:

- d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the durable asset was purchased or received as a non-monetary or in-kind contribution).
- e. **Description** - Type in a description of the durable asset.
- f. **Acquisition Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your durable asset entry on the Schedule E - List of Durable Assets screen. Make that selection then click **Add**.

2. **ADDING A DURABLE ASSET DISPOSITION** - The **Schedule E - Durable Assets List** screen is where you enter a durable asset disposition. This screen can be accessed by doing the following:

- a. Click **Schedules**.
- b. Click **Expenditure**.
- c. Click **Schedule E - Durable Assets**.



- d. Search for the durable asset you would like to dispose by using the **Search** feature or by browsing your list of durable assets, then click on **Add Disposition** listed to the right of the name.

Date	Name	Description	Acq Amount	Disp Amount	Disp Method	To Whom	Reported (Lock)	
01/15/2024	CompTech	Computer	\$1,000.00	\$0.00			No	Add Disposition

- e. The **Schedule E - Add Durable Asset Disposition** screen will be displayed:

(Also report durable assets sold or traded-in as other receipts on Schedule C)

SCHEDULE E - ADD DURABLE ASSET DISPOSITION

+ Add

Cancel

Date *

mm/dd/yyyy

Disposition Amount/Fair Market Value *

Method of Disposition *

Please select

To Whom

Name

CompTech

* Required field(s)

- f. **Date** - Entry format is MM/DD/YYYY (Enter the date of the durable asset disposition).
- g. **Disposition Amount/Fair Market Value** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- h. Under **Method of Disposition**, select the appropriate method of disposition.

Sold

Disposed

Donate

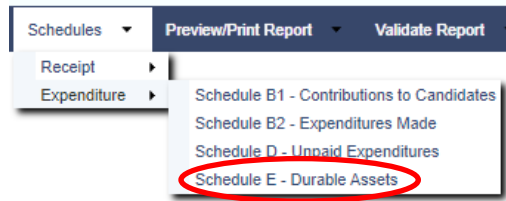
Trade-In

Click **Add** which will take you back to the Schedule E - List of Durable Assets screen.



The **Add Disposition** link to the right of a name will be eliminated when a durable asset is disposed.

3. **VIEWING A DURABLE ASSET OR DURABLE ASSET DISPOSITION** - The Schedule E - List of Durable Assets screen is where your durable assets and durable asset disposition entries can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule E - Add Durable Assets** screen when adding a new durable asset into the NCFS or by doing the following:
- Click **Schedules**.
 - Click **Expenditure**.
 - Click **Schedule E - Durable Assets**.



The **Schedule E - List of Durable Assets** screen will be displayed:

- d. Click **ADD New Durable Asset** to return to the Add Transaction screen to enter additional durable assets into the NCFS.
- e. Click **Search** to search durable assets by name.
- f. Click the column headings (i.e., Date, Name, Description, Acq Amount, Disp Amount, Disp Method, To Whom, 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 a durable asset or durable asset disposition entry to edit/delete that durable asset or durable asset disposition entry.
- h. To browse your list of durable assets or durable asset disposition entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 durable asset items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

4. **EDITING/DELETING A DURABLE ASSET OR DURABLE ASSET DISPOSITION ENTRY** - To edit/delete a durable asset or durable asset disposition entry on the **Schedule E - List of Durable Assets** screen:

- a. Search for the durable asset or durable asset disposition entry you would like to edit/delete by using the **Search** feature or by browsing your list of durable asset items, then click on the date of the durable asset or durable asset disposition entry.

The date will only be clickable if the durable asset or durable asset disposition entry was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the durable asset item was included in a filed report, then it can only be edited/deleted by first placing the NCFS into Amend Mode. Editing/deleting a durable asset item in Amend Mode will require the filing of an amended report to report the change. See, Part XI - Amend Mode in this Manual.

- b. The **Schedule E - Edit Durable Asset** screen will be displayed. Make the necessary changes.

SCHEDULE E - EDIT DURABLE ASSET

Save Delete Cancel

Date * 01/15/2024 mm/dd/yyyy

Description * Computer

Acquisition Amount * \$ 1,000.00

Name CompTech

Address 1 * 555 Tech Street

Address 2

City * Honolulu

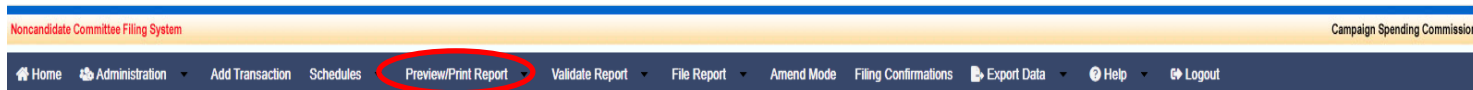
State * HI

Zip Code * 96813

* Required field(s)

- c. Click **Save** which will take you back to the Schedule E - List of Durable Assets screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule E - List of Durable Assets screen. A durable asset cannot be deleted if it has a durable asset disposition entry. A durable asset disposition entry associated with a durable asset must first be deleted before that durable asset can be deleted. Furthermore, this step only deletes the durable asset record and not the name record associated with the durable asset. To delete the name record, you will have to do that from the **Add Transaction** screen.

VIII. PREVIEW/PRINT REPORT



The **Preview/Print Report** feature allows you to preview and print a Disclosure Report and a Late Contributions/Expenditures Report before filing it on the NCFS. Previewing these reports provides you an opportunity to check your entries for accuracy and completeness.

- A. **PREVIEWING/PRINTING THE DISCLOSURE REPORT AND SCHEDULES A-E** - The **Disclosure Report** screen is where you preview and print the Disclosure Report and Schedules A-E for an applicable reporting period. This screen can be accessed by doing the following:

1. Click **Preview/Print Report**.
2. Click **Disclosure Report**.

3. Under **Select Reporting Period**, select the applicable reporting period to preview/print.



The Commission will add your applicable reporting periods to the **Select Reporting Period** drop-down for you to preview and print. See, Part IV - Reporting Deadlines in this Manual for more information regarding reports.

4. For **Select Report**, select the applicable report to preview/print.
5. Click **Preview Report** to preview and print the report.
6. The Disclosure Report or Schedule will be displayed in a new browser tab. You can then preview and print the report displayed directly from your browser. It is important that your browser's pop-up blocker feature be turned off in order to preview the reports.
7. If you notice any discrepancy, go back to the appropriate Schedule A-E list screen to correct/revise your entry prior to filing the report. See, Part V - Entering Campaign Finance Activity in this Manual and refer to the appropriate schedule on how to add/edit/delete an entry.
8. To return to the Disclosure Report screen, close the new browser tab.



Once a Disclosure Report is filed in the NCFS, the report will no longer be available on the **Select Reporting Period** drop-down unless you are in Amend Mode. See, Part IX - Amend Mode in this Manual.

B. PREVIEWING/PRINTING THE LATE CONTRIBUTIONS/EXPENDITURES REPORTS - The **Late Contributions/Expenditures Report** screen is where you preview and print the Late Contributions/Expenditures Report for an election. This screen can be accessed by doing the following:

1. Click **Preview/Print Report**.
2. Click **Late Contributions/Expenditures Report**.

3. For **Select Report**, select the applicable report to preview/print.
4. Click **Preview Report** to preview and print the report.
5. The Late Contributions/Expenditures Report will be displayed in a new browser tab. You can then preview and print the report displayed directly from your browser. It is important that your browser's pop-up blocker feature be turned off in order to preview the reports.
6. If you notice any discrepancy, go back to the Schedule A - List of Contributions Received, Schedule A2 - List of Donations Received, Schedule

B1 - Contributions Made to Candidates, Schedule B2 - Expenditures Made, or Schedule D - Unpaid Expenditures screens to correct/revise your entry for the Late Contributions or Late Expenditures Report prior to filing these reports. See, Part V - Entering Campaign Finance Activity in this Manual and refer to the appropriate schedule on how to add/edit/delete an entry.

7. To return to the Late Contributions/Expenditures Report screen, close the new browser tab.

IX. VALIDATE REPORT



The **Validate Report** feature in the NCFS allows you to validate certain entries before you file your disclosure report, and therefore, is designed to help you comply with campaign finance laws. We strongly advise that you use it as a prevention mechanism against campaign finance violations and potential fines. It is however optional and any warning resulting from using this tool does not prevent you from filing your report with the exception of the Employer/Occupation Validation.

A. RUNNING THE EMPLOYER/OCCUPATION VALIDATION - This validation checks for missing employer and occupation information for contributions received by an individual or immediate family member that aggregate more than \$100 during a noncandidate committee's election period. This validation can be run by doing the following:

1. Click **Validate Report**.
2. Click **Employer/Occupation Validation**.

The image shows a web form titled "EMPLOYER / OCCUPATION VALIDATION". It has a dark blue header with the title in white. Below the header is a light blue form area. Inside the form area, there is a label "Select Reporting Period *" followed by a dropdown menu. To the right of the dropdown menu are two buttons: "Validate" (with a magnifying glass icon) and "Reset" (with a refresh icon). Below the form area, there is a red asterisk and the text "* Required field(s)".

3. Under **Select Reporting Period**, select the applicable reporting period to validate.
4. Click **Validate**.
 - a. If there are no contributors that contributed in aggregate of more than \$100 during the applicable reporting period who are missing the required employer and occupation information, it will say **No Records Found**.

EMPLOYER / OCCUPATION VALIDATION

Select Reporting Period * 2022-2024 Preliminary Primary January 1 - July 26, 2024 Validate Reset

*** Required field(s)**

The following contributor has contributed in aggregate of more than \$100 during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.

No Records Found

- b. If there are contributors listed under the Name heading, you will need to correct the errors listed.

EMPLOYER / OCCUPATION VALIDATION

Select Reporting Period * 2022-2024 Preliminary Primary January 1 - July 26, 2024 Validate Reset

*** Required field(s)**

The following contributor has contributed in aggregate of more than \$100 during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.

Name
Sunset, Sammy

- (1) Click on the contributor's name.
- (2) The **Update of Name** screen will be displayed. Enter the required employer and occupation information.

UPDATE OF NAME

Name	Sunset, Sammy
Address 1	567 Sunset Drive
Address 2	
City	Honolulu
State	HI
Zip Code	96813
Occupation	Owner
Employer	Sammy's Supply Shop

Save Exit

- (3) Click **Save**.

- (4) Click **Exit** which will bring you back to the Employer/Occupation Validation screen.
- (5) Repeat the above steps again (if necessary) until the validation has **No Records Found**.



This validation must be corrected before filing the report.

B. LIMITS ON CONTRIBUTIONS RECEIVED - The limits on contributions received by a noncandidate committee depends on the type of noncandidate committee that has registered with the Commission. The following list sets forth the statutory contribution limits:

1. Standard Noncandidate Committee - \$1,000 in an election. No person shall make contributions in an aggregate amount greater than \$1,000 in an election as follows:

Primary Election - November 9, 2022 through August 10, 2024; and
General Election - August 11, 2024 through November 5, 2024.
2. Independent Expenditure Committee - Unlimited amount;
3. Ballot Issue Committee - Unlimited amount; and
4. Political Party - \$25,000 or \$50,000 in any two-year election period. No person or entity shall make contributions to a political party in an aggregate amount greater than \$25,000 in any two-year election period. No political committee established and maintained by a national political party (i.e., the National Party Committees, the Congressional Party Committees, and the Senatorial Party Committees) shall make contributions to a political party in an aggregate amount greater than \$50,000 in any two-year election period.

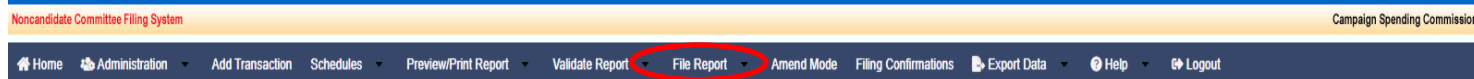
C. LIMITS ON CONTRIBUTIONS TO CANDIDATES - Only Standard Noncandidate Committees and Political Parties can contribute to candidates and the limits depend on the office that a candidate is running for:

1. 2-year office (i.e., State House of Representatives, County Council (Hawaii, Maui, Kauai)) - \$2,000 per person during an election period;
2. 4-year non-statewide office (i.e., State Senate, Mayor, Prosecuting Attorney, Honolulu City Council) - \$4,000 per person during an election period; and
3. 4-year statewide office (i.e., Governor, Lt. Governor, Office of Hawaiian Affairs) - \$6,000 per person during an election period.



An excess contribution is any contribution received by a noncandidate committee or made to a candidate that is over the legal limit. If an excess contribution is returned within seven (7) days of receipt and not deposited, the excess contribution is not required to be reported. If you miss the seven day return requirement, the excess contribution must be reported on the applicable disclosure report and returned to the original contributor within thirty (30) days of receipt of the excess contribution. Any excess contribution not returned to the original contributor within thirty days shall escheat to the Hawaii Election Campaign Fund. Call the Commission at (808) 586-0285 to report the excess contribution to avoid fines imposed on the contributor.

X. FILE REPORT



After adding your transactions for a report, then previewing, printing, and validating the report, you must electronically file the report with the **File Report** function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You can begin filing reports as soon as the reporting period ends. See, Part IV - Reporting Deadlines in this Manual.

To assist with the successful filing of reports in the NCFS, it is recommended that you close all programs and apps that are running on your computer and close all tabs in your browser (except for the NCFS tab) before filing a report.



A disclosure report must still be filed even if a noncandidate committee has no activity to report for any applicable reporting period (e.g., received zero contributions or spent zero money).

- A. **FILING THE DISCLOSURE REPORT AND SCHEDULES A-E** - The **Disclosure Report** screen is where you file the Disclosure Report and Schedules A-E for an applicable reporting period. The Disclosure Report is a summary of totals from the transactions entered in Schedules A-E for the reporting period you are filing. The Commission strongly recommends that you preview/print the report (see, Part VI - Preview/Print Report in this Manual) and validate the report (see, Part VII - Validate Report in this Manual) prior to filing the report to make sure the report is true, complete, and accurate.

The **File Disclosure Report** screen can be accessed by doing the following:

1. Click **File Report**.

2. Click **Disclosure Report**.

PLEASE PREVIEW, PRINT AND VALIDATE YOUR REPORT PRIOR TO FILING

A FILING CONFIRMATION WILL APPEAR AFTER YOUR REPORT IS FILED

If this is your final report to the Commission, please electronically file the "Request for Termination of Registration" form and submit a closing bank statement to the Commission office for each bank account listed on your Organizational Report.

Link to eSign version of the form: [Noncandidate Committee Termination of Registration](#)

FILE DISCLOSURE REPORT

Select Reporting Period * 2022-2024 Preliminary Primary January 1 - July 26, 2024 ▼

By clicking the "File Report" button, the chairperson and treasurer of the noncandidate committee affirms their acknowledgement and certification on the "Noncandidate Committee Electronic Filing Form" that the information on this electronically filed report is true, complete, and accurate. See, Hawaii Revised Statutes §§11-321(c)(2), 11-331(b), and 11-340(a).

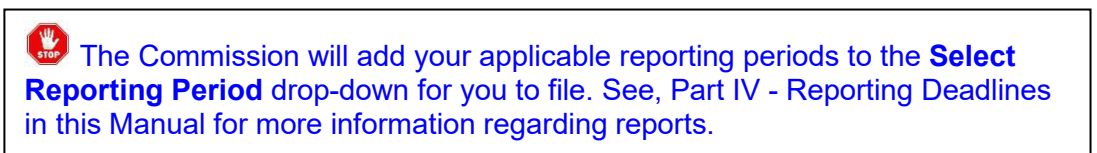
Please close all programs and apps that are running on your computer and have only the Noncandidate Committee Filing System open in your browser (close all other tabs) before filing a report.

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

* Required field(s)

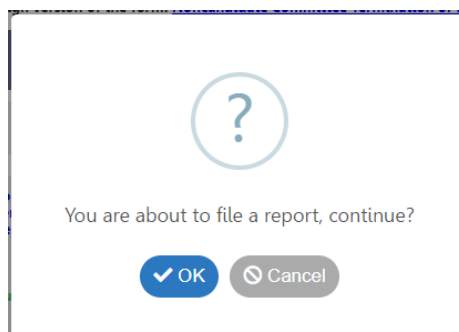
File Report

3. Under **Select Reporting Period**, select the applicable reporting period to file.



4. Click **File Report** once.

5. A prompt will appear informing you that you are about to file a report. Click **OK** to continue.



6. If the report has contributors who contributed in aggregate of more than \$100 during the noncandidate committee's election period and are missing the required employer and occupation information, the NCFS will restrict you from filing the report until the errors are corrected.

The screenshot shows the 'EMPLOYER / OCCUPATION VALIDATION' screen. At the top, there is a header bar with the title. Below it, a 'Select Reporting Period' dropdown is set to '2022-2024 Preliminary Primary January 1 - July 26, 2024'. To the right are 'Validate' and 'Reset' buttons. A red asterisk indicates a required field. Below this, a message states: 'The following contributor has contributed in aggregate of more than \$100 during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.'


Name
Sunset, Sammy

Once you correct the errors and see the message that there are **No Records Found**, repeat steps 1-5 to file the report.

This screenshot shows the same 'EMPLOYER / OCCUPATION VALIDATION' screen after corrections. The 'Validate' button is now active. The message below the table states: 'The following contributor has contributed in aggregate of more than \$100 during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.'

No Records Found

7. After you file the report, a **Filing Confirmation** screen will be displayed to confirm that you have filed your report. Do not close the Internet browser before receiving the filing confirmation. Under **Type of Report Filed**, click the Disclosure/Late Contribution/Expenditure Reports link to view a list of reports filed in the NCFS.

 Once a Disclosure Report is filed in the NCFS, the report will no longer be available on the **Select Reporting Period** drop-down unless you are in Amend Mode. See, Part IX - Amend Mode in this Manual.

- B. VIEW, CONFIRM, AND PRINT FILED DISCLOSURE REPORT AND SCHEDULES A-E** - After the Filing Confirmation screen is displayed, the Commission strongly recommends that you view your filed report to confirm that a complete report (i.e., Disclosure Report and Schedules A-E) was filed with the correct reporting period. To view and print your report after filing, on the **Filing Confirmation** screen, under **View Filed Report**, click on the link listed, or:

1. Go to csc.hawaii.gov/NCFSPublic then click "View Reports." In the "Committee Search" field, type in the name of the noncandidate committee and hit enter;
2. The **List of Noncandidate Committees** screen will be displayed. Click on the noncandidate committee's name;
3. The **List of Reports Filed** screen will be displayed. Look for the Disclosure Report and Schedules A-E for the report and reporting period that was filed;
4. Click **View Report** listed to the right of the Disclosure Report and Schedules A-E to confirm that each part of the report was successfully filed.

- C. FILING THE LATE CONTRIBUTIONS/EXPENDITURES REPORTS** - The **Late Contributions/Expenditures Report** screen is where you file the Late Contributions/Expenditures Report for an election. This screen can be accessed by doing the following:

1. Click **File Report**.
2. Click **Late Contributions/Expenditures Report**

A FILING CONFIRMATION WILL APPEAR AFTER YOUR REPORT IS FILED

FILE LATE CONTRIBUTIONS / EXPENDITURES REPORT

Select Report *

☐ Primary - Late Contributions/Expenditures Report

☐ General - Late Contributions/Expenditures Report

By clicking the "File Special Report" button, the chairperson and treasurer of the noncandidate committee affirms their acknowledgement and certification on the "Noncandidate Committee Electronic Filing Form" that the information on this electronically filed report is true, complete, and accurate. See, Hawaii Revised Statutes §§11-321(c)(2), 11-331(b), and 11-340(a).

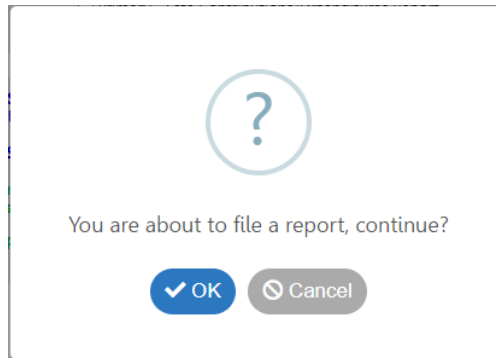
Please close all programs and apps that are running on your computer and have only the Noncandidate Committee Filing System open in your browser (close all other tabs) before filing a report.

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

* Required field(s)

File Special Report

3. For **Select Report**, select the applicable report to file.
4. Click **File Special Report** to file the report.
5. A prompt will appear informing you that you are about to file a report. Click **OK** to continue.



6. After you file the report, a **Filing Confirmation** screen will be displayed to confirm that you have filed your report. Do not close the Internet browser before receiving the filing confirmation. Under **Type of Report Filed**, click the Disclosure/Late Contribution/Expenditure Reports link to view a list of reports filed in the NCFS.



Late Contributions Report - The Late Contributions Report must be filed by noncandidate committees that receives contributions from any person aggregating more than \$500, receives donations individually or aggregating more than \$10,000 during an election period from a donor providing consent to a 501(c)(4) nonprofit organization operating as a noncandidate committee, or makes contributions aggregating more than \$500 to candidates on the ballot within the period of fourteen (14) calendar days through four (4) calendar days prior to a primary, special primary, general, or special general election.

The report is required to be electronically filed no later than three (3) calendar days prior to the applicable election. Contributions and donations listed on the Primary Late Contributions Report will also be listed on the Final Primary Report, and contributions and donations listed on the General Late Contributions Report will also be listed on the Final Election Period Report; however, the contribution and donation are only entered once.



Late Expenditures Report - The Late Expenditures Report must be filed by noncandidate committees who make independent expenditures aggregating more than \$500 within the period of fourteen (14) calendar days through four (4) calendar days prior to a primary, special primary, general, or special general election. The name(s) of any candidate supported, opposed, or clearly identified by the independent expenditure must also be reported.

The report is required to be electronically filed no later than three (3) calendar days prior to the applicable election. Independent expenditures listed on the Primary Late Expenditures Report will also be listed on the Final Primary Report and independent expenditures listed on the General Late Expenditures Report will also be listed on the Final Election Period Report; however, the independent expenditure is only entered once.



Noncandidate committees making only independent expenditures that receive a late contribution of more than \$5,000 from an entity other than an individual, for-profit business entity, or labor union must provide additional information on the Late Contributions Report:

- (1) The internet address where the contributing entity's disclosure report can be publicly accessed, if the source of the contributor's funds is subject to any state or federal disclosure reporting requirements;
- (2) The name, address, occupation, and employer of each funding source who contributed an aggregate amount of more than \$100 to the contributing entity; or
- (3) An acknowledgment that the contributing entity is not subject to any state or federal disclosure reporting requirements regarding the source of its funds.

XI. AMEND MODE

When a report is filed, transactions in Schedules A-E for that report are locked, and therefore, not accessible for editing or deleting unless you are in Amend Mode.

The **Amend Mode** function allows noncandidate committees to: (1) Add, edit, 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, click on **Amend Mode** and a red bar with the words “Amendment Mode” will appear above the menu headings. To switch out of amend mode, click **Amend Mode** again.



An amended report must be filed if an earlier report contains erroneous information or omits information which does not conflict with the chairperson's and treasurer's certification that the original report filed was true, complete, and accurate at the time of the original filing. Unreported contributions and expenditures that are added into the NCFS and filed in an amended report will be subject to fines.

When not in Amend Mode, the date for a transaction contained in a filed report is unclickable. You will not be able to edit or delete a transaction on Schedules A-E because it is locked as indicated by the **Yes** in the Reported (Lock) column. You do not need to be in Amend Mode to edit or delete a transaction on Schedules A-E that is not locked as indicated by the **No** in the Reported (Lock) column.

SCHEDULE A - LIST OF CONTRIBUTIONS RECEIVED					
ADD New Contribution Received			Search		
Date	Name	Deposit No.	Amount	Non-Monetary	Reported (Lock)
07/01/2024	Doe, Jane		\$500.00	No	No
02/01/2024	Doe, John		\$1,000.00	No	Yes
05/01/2024	Sunset, Sammy		\$1,000.00	No	Yes

While in Amend Mode, the date for a transaction contained in a filed report is clickable. Click on the date to edit or delete any transaction on Schedules A-E.

AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE AMENDMENT MODE

Preview/Print Report Validate Report File Report Amend Mode Filing Confirmations Export Data

SCHEDULE A - LIST OF CONTRIBUTIONS RECEIVED

ADD New Contribution Received
Search

Date	Name	Deposit No.	Amount	Non-Monetary	Reported (Lock)
07/01/2024	Doe, Jane		\$500.00	No	No
02/01/2024	Doe, John		\$1,000.00	No	Yes
05/01/2024	Sunset, Sammy		\$1,000.00	No	Yes

Make any necessary corrections in Schedules A-E and refile the applicable report and all other affected reports in **Amend Mode**.

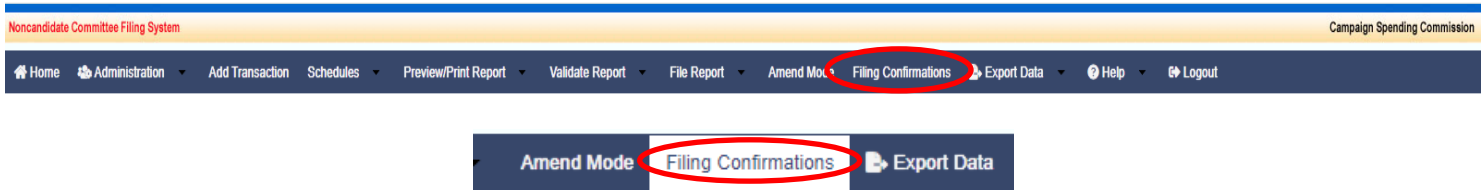


Each report previously filed for a reporting period occurring after the amended report will also need to be refiled in **Amend Mode** if the amendment results in a change in the election period or cash on hand totals. If you refile a report in Amend Mode, the **Amended** box will be automatically checked to show that you have amended a report.

**STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION
DISCLOSURE REPORT**

Section I - NONCANDIDATE COMMITTEE:		
(a) Committee Name:	Test Committee	
(b) Address:	555 Test Street Honolulu HI 96813	
(c) Treasurer's Phone (Bus):	(808) 222-3333	
Section II - TYPE OF REPORT:		
Report Name:	2022-2024 Preliminary Primary January 1 - July 26, 2024	
Type:	<input checked="" type="checkbox"/> Amended	
Section III - SUMMARY OF RECEIPTS AND EXPENDITURES		
	COLUMN A TOTAL THIS PERIOD	COLUMN B ELECTION PERIOD TOTAL TO DATE
1. Cash on Hand at the Beginning of the Election Period		\$0.00
2. Cash on Hand at the Beginning of this Reporting Period	\$0.00	
3. Total Receipts (From Line 1f)	\$2,512.50	\$2,512.50
4. Subtotal (Add Lines 2 and 3 for Column A and Lines 1 and 3 for Column B)	\$2,512.50	\$2,512.50
5. Total Expenditures (Not including Unpaid Expenditures) (From Line 1s)	\$15,000.00	\$15,000.00
6. Cash on Hand at the Closing of this Reporting Period (Subtract Line 5 from Line 4)	\$-12,487.50	\$-12,487.50
7. Total Unpaid Expenditures at the Closing of this Reporting Period	\$5,000.00	

XII. FILING CONFIRMATIONS



The **Filing Confirmations** screens allows you to view a list of Disclosure Reports and Late Contributions/Expenditures Reports that your noncandidate committee filed in the NCFS. To view your filed reports, click the Filing Confirmations menu.

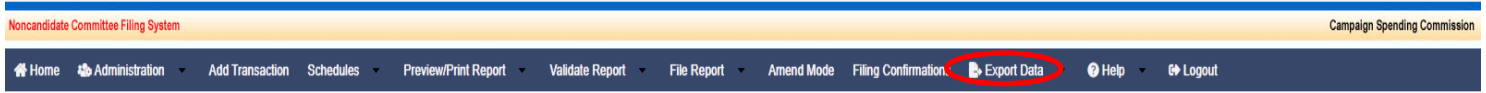
DISCLOSURE / LATE CONTRIBUTIONS/EXPENDITURES REPORTS

DISCLOSURE / LATE CONTRIBUTIONS / EXPENDITURES REPORTS FILED				
<input type="text" value="Quick search"/>				
Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
Disclosure	2022-2024 Supplemental July 1 - December 31, 2023	01/31/2024	07/03/2023	N
Disclosure	2022-2024 Supplemental November 9 - December 31, 2022	01/31/2023	07/03/2023	N
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	Y
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	N
Disclosure	2022-2024 Supplemental January 1 - June 30, 2023	07/31/2023	06/30/2023	N
Disclosure	2022-2024 Final Election Period October 22 - November 5, 2024	12/05/2024	06/30/2023	N
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	N
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	N
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	N
Disclosure	2022-2024 Preliminary Primary January 1 - July 26, 2024	07/31/2024	06/30/2023	N

If you see **No Records Found**, it means that no reports have been filed in the NCFS.

Alternatively, you can access the Disclosure/Late Contributions/Expenditures Reports Filed screen from the **Filing Confirmation** screen after a report is filed.



XIII. EXPORT DATA



The **Export Data** screens allows your data from the Name Table on the Add Transaction screen and Schedules A-E to be exported from the NCFS into different formats (i.e., PDF, Word, CSV, Excel, XML, RTF). Export your data by doing the following:

1. Click **Export Data**.
2. Click **Name Table** or **Schedules A-E**.

NAME TABLE

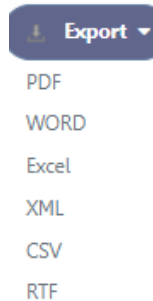
EXPORT NAME TABLE											
<div>Quick search</div> <div> Export  Print</div>											
Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Federal/State Reports URL
VEN	CompTech			555 Tech Street		Honolulu	HI	96813			
IND	Doe	John		555 Doe Street		Honolulu	HI	96813	ABC Painting	Painter	
IND	Doe	Jane		555 Doe Street		Honolulu	HI	96813			
VEN	Honolulu Ad Agency			888 Honolulu Street		Honolulu	HI	96813			
OTH	Pacific Bank			111 Bank Street		Honolulu	HI	96813			
IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96813	Sammy's Supply Shop	Owner	

SCHEDULE A - CONTRIBUTIONS RECEIVED

3. Click **Export** (you can also use the **Print** function to print your data or use the **Search** function to narrow the scope of data you want to export or print).

EXPORT SCHEDULE A - CONTRIBUTIONS RECEIVED															
<div>Quick search <input type="text"/></div> <div>Export Print</div>															
Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount	Non-Monetary
IND	Doe	John		555 Doe Street		Honolulu	HI	96813	ABC Painting	Painter			02/01/2024	\$1,000.00	N
IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96813	Sammy's Supply Shop	Owner			05/01/2024	\$1,000.00	N
IND	Doe	Jane		555 Doe Street		Honolulu	HI	96813					07/01/2024	\$500.00	N

4. Select a format to export the data in.



5. A settings prompt will appear for any format selected allowing you to configure the file being exported. If Excel is selected, select the file extension type then click **OK**.

Excel configuration

Select Columns

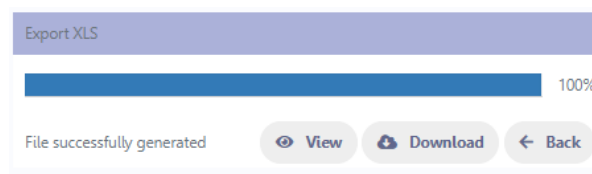
GENERAL

Extension type ☐ .xls ☒ .xlsx

✓ OK

✗ Exit

6. The Excel file will be generated by the NCFS, then click **Download** to download the file.



EXPORTED NAME TABLE IN EXCEL FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L
1	Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Federal/State Reports URL
2	VEN	CompTech			555 Tech Street		Honolulu	HI	96813			
3	IND	Doe	John		555 Doe Street		Honolulu	HI	96813	ABC Painting	Painter	
4	IND	Doe	Jane		555 Doe Street		Honolulu	HI	96813			
5	VEN	Honolulu Ad Agency			888 Honolulu Street		Honolulu	HI	96813			
6	OTH	Pacific Bank			111 Bank Street		Honolulu	HI	96813			
7	IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96813	Sammy's Supply Shop	Owner	

EXPORTED SCHEDULE A - CONTRIBUTIONS RECEIVED IN EXCEL FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount	Non-Mon
2	IND	Doe	John		555 Doe Street		Honolulu	HI	96813	ABC Painting	Painter			02/01/2024	1,000.00	N
3	IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96813	Sammy's Supply Shop	Owner			05/01/2024	1,000.00	N
4	IND	Doe	Jane		555 Doe Street		Honolulu	HI	96813					07/01/2024	500.00	N