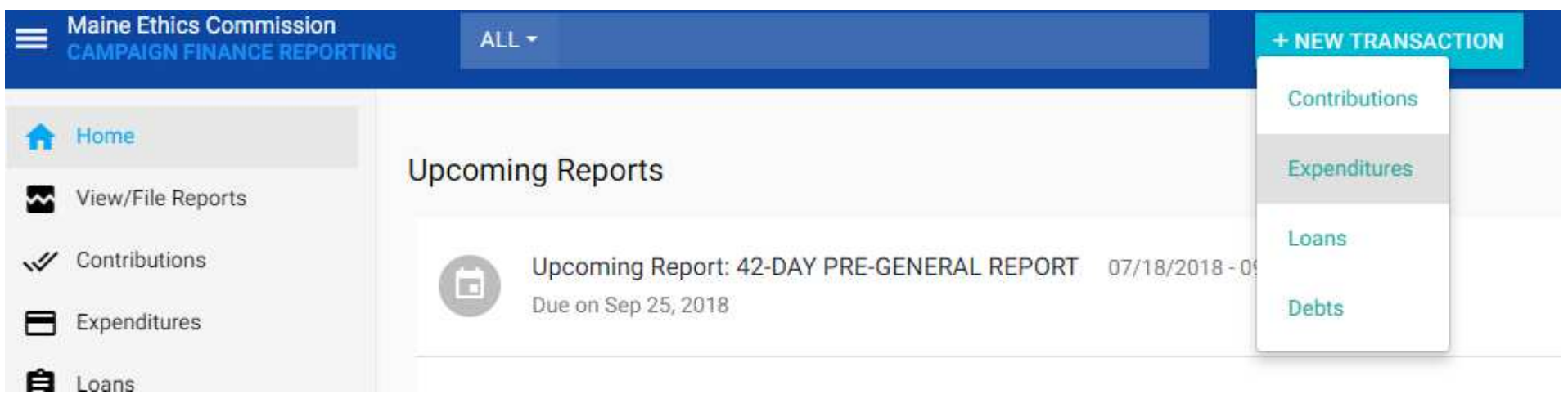# Maine Campaign Finance E-Filing Help: Adding & Managing Expenditures

Adding an Expenditure:

Once you are logged in, you can add a new expenditure from anywhere on the website. Just simply go to the **+ NEW TRANSACTION** button at the top of page, and click it to open a menu, and then choose Expenditures.

This will bring up a box where you can enter all of your expenditure's information. You are required to enter the election the expenditure is for, the expenditure type and source, the details of the payee, and the date and amount of the expenditure. Anything that is underlined in red must be completed before you can save the expenditure.

A) <u>Payee Type</u> **-** Choose what type of entity the payee is.

B) <u>Purpose</u> **-** Choose the most appropriate category for the purpose of the purchase.

C) <u>Amount and Date</u> **-** Enter the amount of the expenditure (no dollar sign needed), and the date it was made.

D) <u>Explanation of Purpose</u> **-** Provide a brief description of what was purchased. This is required.

E) <u>Save Button</u> - Unless this button is blue, not all of the required information has been entered, and the expenditure cannot be saved yet.

A   <u>Payee Type</u>

There are several payee types to choose from, the most common being Business and Individual Payee.

A1   <u>Payee</u>

When you choose a payee type, another field will open up below, asking for the payee's name. When you begin typing the name, previously entered payees that match what you have entered will show up, as well as a "+ Add New Payee" option. Either select the appropriate payee, or choose to add a new one. Choosing to add a new one will open a box in which you can enter all of the payee's information (see image below). Remember, the Create button will not work until all required information has been entered. After your choose or create your payee, you can go on entering the rest of the expenditure's information.

B   <u>Purpose</u>

There are multiple expenditure purposes to choose from. Choose the category that works the best for your purchase. If you need help making an appropriate selection, feel free to call the Commission.

Once you save your expenditure, you will see a message confirming the expenditure has been successfully entered at the bottom of the screen.
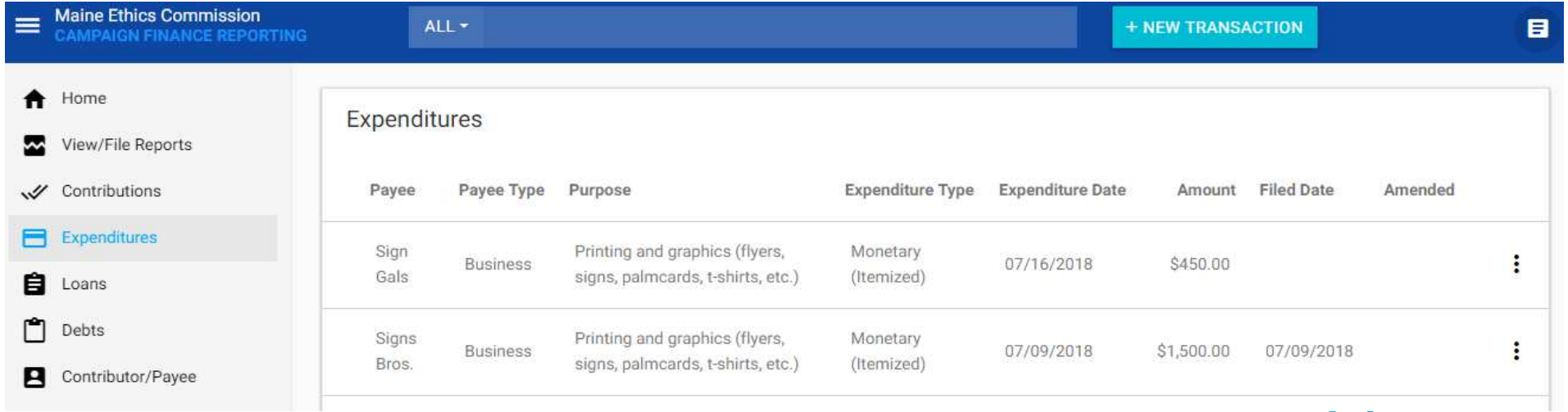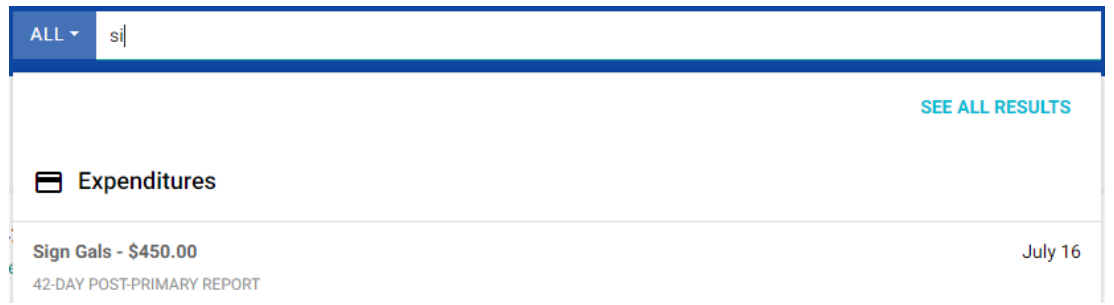
> The expenditure has been successfully added.

The box where you add expenditures will revert to being blank, so you can add another expenditure if you need to. If you are done entering expenditures, simply click the X at the top right hand corner of the box.

Purpose

- CNS - Campaign consultants
- SAL - Campaign workers' salaries and personnel costs
- CON - Contribution to other candidate, party, committee
- EQP - Equipment (office machines, furniture, cell phones, etc.)
- FOD - Food for campaign events, volunteers
- FND - Fundraising events
- MHS - Mail house (all services purchased)
- OFF - Office supplies, phone and internet services, rent and utilities
- WEB - Online advertising, website design, maintenance, hosting, etc.
- OTH - Other (bank fees, entrance fees, small tools, wood, etc.)
- PRO - Other professional services
- PHO - Phone banks, automated telephone calls
- POL - Polling and survey research
- POS - Postage for U.S. Mail and mail box fees
- PRT - Print media ads only (newspapers, magazines, etc.)
- LIT - Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)
- RAD - Radio ads, production costs
- TRV - Travel (fuel, mileage, lodging, etc.)
- TVN - TV or cable ads, production costs

Maine Campaign Finance E-Filing Help: Adding & Managing Expenditures

Managing Expenditures:

If you need to change anything about a saved or filed expenditure, you can do so easily. Either search for the expenditure in the search bar at the top of the page, using the name of the payee (image to the right) - Or go to the Expenditures page by clicking on the Expenditures tab on the left-side menu (image below)

ALL ▾ s|

SEE ALL RESULTS

▭ Expenditures

Sign Gals - $450.00   July 16
42-DAY POST-PRIMARY REPORT

☰ **Maine Ethics Commission**
   CAMPAIGN FINANCE REPORTING   ALL ▾   + NEW TRANSACTION

🏠 Home
📄 View/File Reports
✔ Contributions
▭ Expenditures
📋 Loans
🗐 Debts
👤 Contributor/Payee

Expenditures

Payee	Payee Type	Purpose	Expenditure Type	Expenditure Date	Amount	Filed Date	Amended	
Sign Gals	Business	Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)	Monetary (Itemized)	07/16/2018	$450.00			⋮
Signs Bros.	Business	Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)	Monetary (Itemized)	07/09/2018	$1,500.00	07/09/2018		⋮

Clicking on the appropriate search result, or clicking the ⋮ to the right of the expenditure on the Expenditures page and selecting "Edit" will bring up a box where you can make changes to the expenditure. Click the **Actions ▾** button in the lower right-hand corner to begin making your changes.

Expenditure   ✕

Payee Type
BUSINESS

Payee
Sign Gals

Purpose
LIT - Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)

Expenditure Amount
450.00

Expenditure Date
07/16/2018

Explanation of Purpose
Signs

Actions
Edit
Return
Delete

Edit & Amend

Edit (if the expenditure has not been filed) and Amend (if the expenditure has been filed), allows you to change the payee, date, amount, purpose, and explanation of purpose for the expenditure. If the expenditure has not been filed in a report, you can also change the payee type. If the expenditure has been filed and you need to change the payee type, you will need to delete the expenditure, and add it again.

Return

If you return an expenditure, either in whole or in part, you need to report that. By clicking "Return" you get fields to input the date and amount of the return, and the reason why you are making the return (which is a required field).
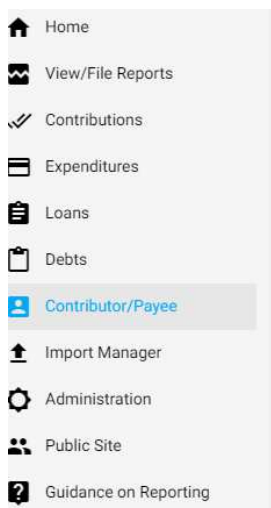
Delete

If an expenditure was entered in error, or it's been filed and you need to change the payee type, you need to delete the expenditure. You will be asked to confirm if you want to delete once you select that option.
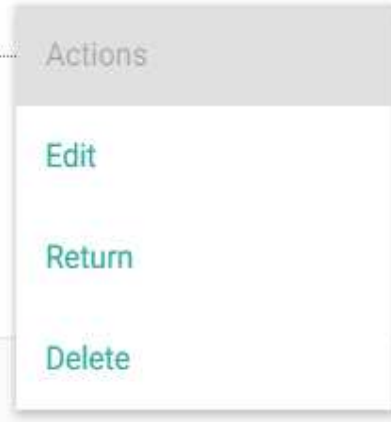
Managing Payees:

If you need to change anything about a payee, you can do so easily. Either search for the expenditure in the search bar at the top of the page, using the name of the payee (image to the right) - Or go to the Payee/Payee page by clicking on the Payee/Payee tab on the left-side menu (image below)

ALL ▾ sign

SEE ALL RESULTS

▭ Expenditures

Sign Gals - $450.00   July 16
42-DAY POST-PRIMARY REPORT

~~Signs Bros. - $1,500.00~~   ~~July 09~~
42-DAY POST-PRIMARY REPORT

👥 Contributors/Payees

Sign Gals
Business

🏠 Home
📄 View/File Reports
✔ Contributions
▭ Expenditures
📋 Loans
🗐 Debts
👤 Contributor/Payee
⬆ Import Manager
⚙ Administration
👥 Public Site
❓ Guidance on Reporting

Contributor/Payee

Name	Contributor/Payee	Type	Address	Employer/Occupation	
Doe, John	Contributor	Individual	100 Maine Street Augusta ME 04330	State of Maine/ Attorney/Legal	⋮
Signs Bros.	Payee	Business	45 Main Street Augusta ME 04330		⋮
Sign Gals	Payee	Business	100 Stencil Hwy Portland ME 04101		⋮
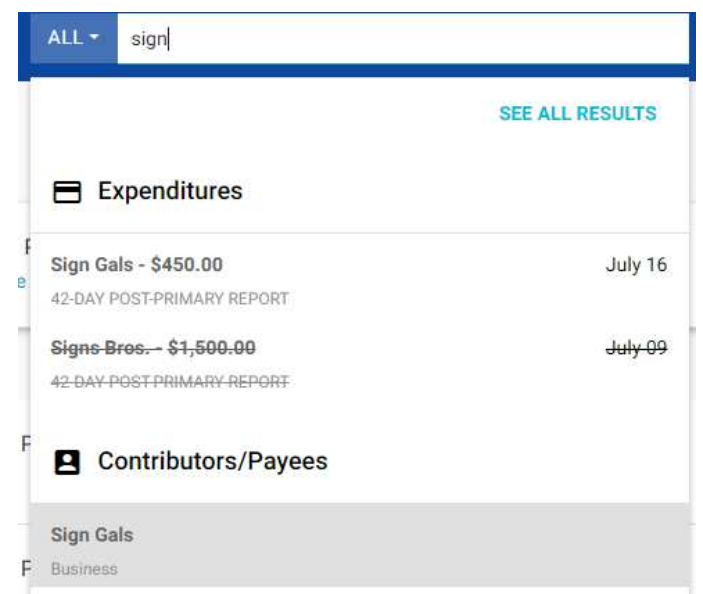
1-3 of 3

Clicking on the appropriate search result, or clicking the ⋮ to the right of the expenditure on the Expenditures page and selecting "Edit" will bring up a box where you can make changes to the expenditure. Click the **Actions ▾** button in the lower right-hand corner to begin making your changes. Simply make the changes you need, and click "Update."

Once you have made your changes, follow the steps above for amending an expenditure to make the payee changes take effect. Be sure to click on the "Updated Payee" button to make the expenditure update with payee's corrected information. You can then refile the affected report (see our other help pages for information on refiling and amending reports) so the payee's correct information will appear on the appropriate report.

Edit Contributor/Payee   ✕

Organization Name
Sign Gals

Address Line 1
100 Stencil Hwy   Address Line 2

City   State   Zip Code
Portland   ME   04102

CANCEL   UPDATE

Amend Expenditure   ✕

⚠ Amending an expenditure requires you to refile the affected report.

Payee Type
BUSINESS

Payee ⚠
Sign Gals

ORIGINAL PAYEE   **UPDATED PAYEE**

Name	Address
Sign Gals	100 Stencil Hwy
Occupation Information	Portland ME 04103

Purpose
LIT - Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)

Expenditure Amount   Expenditure Date
450.00   07/16/2018

Explanation of Purpose

CANCEL   SAVE