

HOW TO RETURN A FILED EXPENDITURE

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Expenditure?"

A: It is an expenditure that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed expenditure, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the expenditures you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED EXPENDITURE** button in the action menu on your homepage.

What do you want to do today?		
Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the expenditure you want to amend, delete or return. You can simply click the **FIND EXPENDITURE** button to get a list of all your expenditures, or you can also use the search criteria to find a specific type of expenditure.

Expenditure

Type

Date From

Date Through

Amount From

Amount Through

External Reference ID *[for EDI users only]*

Payee

Payee Type

Find Expenditure **Clear** **Cancel**

Step 3: When you have a list of expenditures, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the expenditure you want to change.

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended			
ACME PRINTING	Business	Monetary (Itemized)	09/09/2014	\$2,500.00	No	No	Amend	Delete	Return

HOW TO RETURN A FILED EXPENDITURE (cont.)

HOW TO RETURN AN EXPENDITURE

Step 1: After clicking **RETURN**, the original expenditure is displayed on the screen and you can enter the amount returned and the date of the return. An explanation for the return is required.



When you make a change to a filed expenditure, you will have to file an amended report.

Expenditure Return	
Payee Name:	ACME PRINTING
Expenditure Date:	05/29/2014
Expenditure Type:	Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)
Independent Expenditure:	No
Expenditure Amount:	\$327.00
Amount Returned:*	<input type="text" value="57.00"/>
Return Date:*	<input type="text" value="9/10/2014"/>
EDI Item Number [for EDI users only]:	<input type="text"/>
Explanation: *	<input type="text" value="Refund"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Step 2: Click **UPDATE**. You will get a message confirming that the return has been saved.



Step 3: Click the **RETURN** button. You will be able to review the returned expenditure in the list of unfiled expenditures.

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended		
ACME PRINTING	Business	Returned Expenditure	09/10/2014	(\$57.00)	No	No	Amend	Delete