

Document ID: LA_LEADERS_VENDOR_SPECS.pdf (formerly LA_ERF14.TXT)

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Summary for updates:

November 16, 2023 Updates:

1. Updated usages for the following field on the CVR line for F102 reports:
 - a. 40 - Notary_Sig - If F102 ANN with 1/1/3000 as the primary date, planned election date/year or other statement regarding planned candidacy or lack thereof.
2. Updated usages for the following field on the CVR line for F102 reports:
 - a. 18 - Prn_Cmte_Y - If F200, X - Marks 1st check box on Question 8.
 - b. 19 - Sub_Cmte_Y - If F200, X - Marks 2nd check box on Question 8.
 - c. 22 - Final_With - If F200, X - Marks 3rd check box on Question 8.
 - d. 23 - Final_Unop - If F200, X - Marks 4th check box on Question 8.
 - e. 24 - Final_Afte - If F200, X - Marks 5th check box on Question 8.
 - f. 40 - Notary_Sig - If F200, name of candidate committee of which this committee is a subsidiary.

February 18, 2021 Updates:

1. Renamed file from LA_ERF14.pdf to LA_LEADERS_VENDOR_SPECS.pdf.
2. Added link to the Print Preview and E-file Website for PDP files: <https://eap.ethics.la.gov/LeadersPDP/>
3. Updated summary specifications to add lines related to proceeds received from Raffle sales in the 102, 202, 300, and 305 forms.
4. Updated Schedule A-1 specifications to include notation for Raffle sales in forms 102, 103, 202, 203, 300, 301, 305, and 306 forms.
5. Updated example header to account for new summary lines dealing with Raffle sales.
6. The following links can be used to download PDF copies of the newest version of the updated forms:
<https://ethics.la.gov/pub/CampFinan/Forms/form102s.pdf>
<https://ethics.la.gov/pub/CampFinan/Forms/form202s.pdf>
<https://ethics.la.gov/pub/CampFinan/Forms/form300.pdf>
<https://ethics.la.gov/pub/CampFinan/Forms/Form305new.pdf>

June 8, 2015 Updates:

1. Candidate Form 102 only has additional line # 26 on the Summary Page:
26. Total amount of contributions received from political committees for both the primary and general elections combined since the first report filed for this election.
2. Candidate Form 102 Schedules E-1, Field "Description of Purpose(s)" and Schedule E-2, Field "Explanation(s)" number of characters increased from 90 up to 180 (Database Field Name Expn-Descr).
Note: Please use this link to access updated Form 102 in pdf format from Louisiana Board of Ethics website (Page 3 line 26 and Pages 11 & 12):
<http://ethics.la.gov/pub/CampFinan/Forms/form102s.pdf>
3. Candidate Form 104 has new Schedule D - AUTOMATED CALLS.
4. Candidate Form 104 cover page under section 5. Total Expenditures by Category has additional category f. Automated calls (Schedule D).

Note: Please use this link to access updated Form 104 in pdf format from Louisiana Board of Ethics website (Page 1 section 5 and Page 5):
<http://ethics.la.gov/pub/CampFinan/Forms/form104s.pdf>

Louisiana PDSERF/Plus (.PDP) File Layouts

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Each .PDP file starts with "Header" lines. Various header information records are appended to the beginning of a .PDP file and are bracketed by [Header] and [End Header] records. These can be generated by a utility program named HdrGenr.EXE/DLL which will write the required information based on variables in a .INI file and on the contents of a "headerless" .PDP file.

The first record following the [Header] / [End Header] section must be a short CSV (comma-separated-value) record identified with the text "HDR" in the first field and "PDP" in the second field. This "HDR" record is also generated by the HdrGenr utility if not already present in the .PDP file. The HdrGenr utility program first looks for field values from an existing "HDR" record. It then uses any settings in the HdrGenr.Ini file, and in some cases will set defaults for certain fields when values cannot be found in either the "HDR" or the HdrGenr.Ini file.

The Database program is responsible for creating the various record types described in this document. It will assemble them into a single PDSERF/Plus (.PDP) file with a HDR record, immediately followed by a CVR (Cover) record, followed by CVR2, SUM, RCPT, LOAN, DEBT, and EXPN records as required by the particular type of filing.

Candidate, Candidate Committee, and Political Action Committee formsets can be electronically filed. These reports include the F1xx series of forms for Candidate reports and the F2xx series for Committee reports.

Filing types have been defined for Formsets: F100; F101; F102; F103; F104; F200; F201; F202; F203; F204 and F205.

The following is an example of the required "Header" information that precedes the CSV (Comma Separated Values) portion of an electronic filing. It can be created by running HdrGenr.EXE/DLL on the CSV portion of a .PDP file or can be created directly from a database program.

----- Example of a Header for a F102 filing -----

```
[Header]                (this exact text must begin in column 1)
State_Cd,LA              (Required. From HDR, field #3 or HdrGenr.Ini)
PDP_Ver,1.00             (Required. From HDR, field #4 or HdrGenr.Ini)
Soft_Name,LASOFT         (Required. From HDR, field #5 or HdrGenr.Ini)
Soft_Ver,1.00           (Required. From HDR, field #6 or HdrGenr.Ini)
Form_Type,F102          (Required. From CVR, field #2 or HdrGenr.Ini)
Filer_ID,ABCD123456      (Required. From CVR, field #3 or HdrGenr.Ini)
Entity_Cd,CAN           (Required. From CVR, field #4 or HdrGenr.Ini)
Filer_Name,"Candidate Name" (Required. From CVR, field #5 or HdrGenr.Ini)
Name_Delim,^            (From HDR, field #7, HdrGenr.Ini or Default=^)
RecTally,CVR2,FIN,1      (Record Type counts for a F102 filing) RecTally,CVR2,COM,2
"
RecTally,SUM,F102,28      "
RecTally,SUM,A-1,1        "
RecTally,SUM,A-2,1        " RecTally,RCPT,A-1,99999          "
RecTally,RCPT,A-2,99999   "
RecTally,RCPT,A-3,99999   "
RecTally,LOAN,B,99999     "
RecTally,DEBT,C,99999     "
RecTally,LOAN,D,99999     "
RecTally,EXPN,E-1,99999   "
RecTally,EXPN,E-2,99999   "
RecTally,RCPT,F,99999     "
[EndHeader]
```

or ...

```
RecTally,RCPT,A,99999    (Record Type counts for a F103 filing)
```

```
RecTally,LOAN,B,99999    "
RecTally,EXPN,C,99999    "
[End Header]
```

or ...

```
RecTally,SUM,F104,6 (Record Type counts for a F104 filing) RecTally,EXPN,A,99999 "
RecTally,EXPN,B,99999          " RecTally,EXPN,C,99999 RecTally,EXPN,D,99999 "
[End Header]
```

Note: The following layouts use 'Rx', 'R', 'Cx' & 'C' to indicate if a field is (R)equired or (C)onditionally required. If required {or conditionally required} and data is missing, the 'x' indicates whether this results in a filing being "Rejected" by the agency.

'Rx' = (R)equired field; Agency "Rejects" filing (Level-8)
 'R' = (R)equired field, but Agency "Accepts" filing (Level-4)
 'Cx' = (C)ond Required field; Agency "Rejects" filing (Level-8)
 'C' = (C)ond Required field, but agency "Accepts" filing (Level-4)

Header Record Layout (common to all PDP filing types)

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R{x}	Max	# C{x}	Field Name	Len	Description
----	-----	----	-----	-----	-----
1	Rx	Rec_Type	3	Record Type.	Value: HDR
2	Rx	EF_Type	3	Electronic Filing Type (aka Form_Type)	Value: PDP
03	Rx*	State_Cd	2	State Code.	Value: LA
04	Rx*	PDP_Ver	4	PDP Version #.	Value: 1.00
05	Rx*	Soft_Name	90	Filer Software Name	
6	Rx*	Soft_Ver	16	Filer Software Version #	
7		Name_Delim	1	Internal Delimiter used in Name Fields.	Default value is "^" (carrot symbol).

* Note: The values contained in Fields #3 - #6 (if not supplied in the Page 4

HDR record by the Filer database software), are set by the values contained in the HdrGenr.ini file and are inserted in the HDR record that is generated by the HdrGenr utility.

NOTES ABOUT CERTAIN FIELD TYPES

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"PDSERF/Plus files are not case sensitive. Rec_Type, Form_Type and all "code" fields (eg. Entity_Cd, Yes/No fields, Check-box fields), can have values represented in any mix of UPPERCASE or lowercase letters." It is important that software that generates PDSERF/Plus files prevent any fields from containing "leading spaces" (e.g. " Text information" has a leading space before the word Text). Fields with leading spaces are not allowed.

DATES

All date fields must be in CCYYMMDD format. Dates are always coded as 8-digit fields in Century, Year, Month, & Day order.

AMOUNTS

Monetary amounts are stored with an "explicit" decimal point, which, when coded, must be followed by exactly 2 decimal (cents) positions.

Examples:

123.45 = \$123.45

345 = \$345.00

567.8 (invalid)

RATES & PERCENTS

Rates & Percents are expressed as "freeform" text. When a Loan or Investment is expressed in terms of a "rate", the value should be represented with an explicit decimal point (eg. 0.056). If the same "rate" is expressed as a percentage, the % symbol should be used. A rate of 0.056 would be expressed as 5.6%. There are times when rates are variable and expressed as "prime + 1%" or perhaps "15% + applicable T-bill". Percents/Rates are carried in PDSERF/Plus files in fields of up to 30-characters.

NAMES

Often times, a Form or Schedule will ask for a Name which can either be a person or an organization. PDSERF/Plus record layouts use single 90-character Name fields for storing the names of both persons and organizations. These "dual purpose" name fields are associated with "Entity Codes" that indicate whether the particular name is that of an Individual or an Organization. Organization Names are stored "as-is" in the Name field.

When the named entity is a person, the parts of the name (Last Name; First Name, Middle Initial; Title {Mr,Mrs,Ms,etc.}; and Suffix {Jr,Sr,II,III,etc.}), are stored in the name field as a string with the parts separated by the "Name Delimiter" character (as defined in the Name_Delim= setting of the Header record). The order of the four (4) name components is:

"Last Name^First Name [& Middle Initial/Name(s)]^Title^Suffix"

The ^ (carrot) character is the default Name Delimiter character unless the Name_Delim= setting declares a different character.

The Maximum length of the "First Name [& Middle Initial/Name(s)]" component is 30-characters.

Note: Name fields which are strictly for personal names are defined as 45-character "text" fields which can be (but don't have to be) parsed into Lname^Fname^... etc. These are typically the "assigned" treasurer, notary, candidate, kinds of names.

ADDRESSES

Addresses must contain a complete street address, city, state, and a 5-digit (or optionally a Zip+4) ZIP Code. In other words, a complete mailing address must be supplied when address is required.

PDSERF/Plus records allow for 2 lines of street address (in addition to the fields for City, State, and ZIP Code). When only one line of Street address is given, it should be coded in the Address1 field and the Address2 field should be blank.

Zip Codes & Zip +4

Zip Codes are defined as a maximum of 10 characters. Zip Codes can be stored as 5-digit, 9-digit, or as 5-digit/hyphen/4-digit values.

PHONE NUMBERS

Phone numbers are coded "freeform" in a 30-character Phone field. Any special instructions (e.g. select #3 from the menu) and/or extension numbers should be included in Phone number fields.

YES/NO BOX PAIRS

Yes/No Boxes are represented on Forms and Schedules as two separate boxes. They are mutually exclusive in their use, however if a filer checks both boxes in a Yes/No group, this should be interpreted the same as if neither box is checked. The results are stored in a single field in the Electronic File - the only acceptable values in a Yes/No field are blank, "Y" and "N".

SINGLE CHECK-BOXES

Check-box fields differ from Yes/NO Boxes. Check-boxes reflect either a "positive" response (ie. the filer has put a check-mark, an "X" or some other kind of marking in the Box), or "no response". The lack of a mark in a Check-box means only that a "positive" response HAS NOT been made. It does not indicate a "negative" response - the filer might have ignored the Check-box on the form.

In electronic filing, Check-box fields are coded with an "X" to indicate that the item on the form was "checked". Nothing is coded when the item was not "checked".

CHECK-BOXES GROUPS

Forms often have groups of Check-boxes where only one box can be checked. These are called "mutually exclusive" Check-box groups. The convention used in PDSERF/Plus files is to define a single field to represent a group of mutually-exclusive Check-boxes on a paper form. Code values are defined to represent each possible selection (e.g. [1|2|3|...] or [A|B|C|...]).

Note: The convention in MS Windows is to offer mutually exclusive choices with what are called "radio buttons".

Note: The convention in PDSERF/Plus is to define a separate field for each check-box which is not part of a mutually exclusive group. (see Single Check-boxes above).

MEMO CODE AND MEMO TEXT FIELDS

Memo Code and Text fields are defined on Receipt (RCPT) and Expense (EXPN) records. The Memo Text fields are optionally used to carry any kind of explanatory words that the filer deems necessary. This text is in addition to, and does not replace other fields on the RCPT/EXPN records.

The Memo Code field is used to indicate that any Date/Amount values in the RCPT/EXPN record are "informational" only and do not count toward any Summary Page aggregates.

ENTITY CODES USED ON SCHEDULES

The following Entity Codes are used to indicate various kinds of persons and organizations on various schedules including RCPT, EXPN, LOAN, DEBT, LREG2, LEXP2, and FINDS2 record types.

BEN - Candidate Beneficiary
BNM - Ballot Measure
BUS - Business
CAN - Candidate
CHR - Chair Person
COM - Committee (Non-candidate)
DTR - Deputy Treasurer
FIN - Financial Institution
IND - Individual
LBY - Lobbyist
LEG - Legal Entity
OFF - Other Officer
ORG - Organization (not a person)
PAC - PAC (Political Action Committee)
PCM - Principal Committee
PRE - Preparer
R/E - Real Estate Holding
SCM - Subsidiary Committee
TRE - Treasurer

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| CANDIDATE, CANDIDATE COMMITTEE AND PAC ELECTRONIC FILING FORMATS |

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RecType	FormName	Description
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HDR	PDP	PDSERF/Plus Header record
CVR	F100	Candidate's Designation of Principal/Subsidiary Campaign Committees
CVR2	{Entity}	Additional Subordinate Committees

HDR	PDP	PDSERF/Plus Header record
CVR	F101	Candidate's Affidavit in Lieu of Report
CVR2	{Entity}	Additional Subordinate Committees

HDR	PDP	PDSERF/Plus Header record
CVR	F102	Candidate's Report

CVR2	{Entity}	Additional Bank &/or Subordinate Committee Names
SUM	F102...	Summary Page & Misc Schedule Line-item [sub]totals
RCPT	A-1	Schedule A-1; Contributions (other than In-kind)
RCPT	A-2	In-kind Contributions
RCPT	A-3	Other Receipts
LOAN	B	Loans Received
DEBT	C	Debts & Obligations
LOAN	D	Funds Loaned
EXPN	E-1	Expenditures
EXPN	E-2	Other Disbursements
RCPT	F	Anonymous Contributions

HDR	PDP	PDSERF/Plus Header record
CVR	F103	Candidate's Special Report
RCPT	A	Schedule A Contributions (including In-kind)
LOAN	B	Loans Received
EXPN	C	Expenditures to those who make endorsements

HDR	PDP	PDSERF/Plus Header record
CVR	F104	Candidate's Election Day Expenditures
SUM	F104...	Summary totals for Items 5a - 5f on Cover page
EXPN	A	Advertising
EXPN	B	Election Day Workers
EXPN	C	Payments to Organizations
EXPN	D	Automated Calls

RecType	FormName	Description
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HDR	PDP	PDSERF/Plus Header record
CVR	F200	Statement of Organization
CVR2	{Entity}	Additional Names

HDR	PDP	PDSERF/Plus Header record
CVR	F201	Committee's Affidavit in Lieu of Report
CVR2	{Entity}	Additional Names

HDR	PDP	PDSERF/Plus Header record
CVR	F202	Committee's Report
CVR2	{Entity}	Additional Officers, Candidates and Ballot Measures
SUM	F202...	Summary Page & Misc Schedule Line-item [sub]totals
RCPT	A-1	Schedule A-1; Contributions (other than In-kind)
RCPT	A-2	In-kind Contributions
RCPT	A-3	Other Receipts
LOAN	B	Loans Received
DEBT	C	Debts & Obligations

LOAN	D	Funds Loaned
EXPN	E-1	Expenditures
EXPN	E-2	In-Kind Expenditures
EXPN	E-3	Contributions Made to Candidates
EXPN	E-4	Other Disbursements
RCPT	F	Anonymous Contributions

HDR	PDP	PDSERF/Plus Header record
CVR	F203	Committee's Special Report
RCPT	A	Schedule A Contributions (including In-kind)
LOAN	B	Loans Received
EXPN	C	Expenditures to those who make endorsements

HDR	PDP	PDSERF/Plus Header record
CVR	F204	Committee's Election Day Expenditures
SUM	F204...	Summary totals for Items 5a - 5e on Cover page
EXPN	A	Advertising
EXPN	B	Election Day Workers
EXPN	C	Payments to Organizations

HDR	PDP	PDSERF/Plus Header record
CVR	F205	Statement of Dissolution
CVR2	{Entity}	Additional Names

Page 11

COVER PAGE RECORD LAYOUT FOR CANDIDATE & COMMITTEE DISCLOSURE REPORTS

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R{x}	Max	
# C{x}	Field Name	Len Description
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1 Rx	Rec_Type	3 Record Type Value: CVR
2 Rx	Form_Type	4 Type of Filing or Formset. Values: F100; F101; F102; F103; F104; F200; F201; F202; F203; F204; F205
3 R	Filer_ID	12 Committee ID number of Filer
04 R	Entity_Cd	3 Values: CAN - Candidate PCM - Principal Committee SCM - Subsidiary Committee COM - Committee (Non-candidate) PAC - PAC (Political Action Committee)

5 R Filer_Name 90 Name of Committee (or Candidate) Filing Report

6 Amended 1 Check-box: Amendment to a prior report.

7 R Rpt_Date 8 Date this report is filed

8 R Rpt_Type 4 Values: 180P - 180 days before Primary
90P - 90 days before Primary
30P - 30 days before Primary
10P - 10 days before Primary
10G - 10 days before General
40G - 40 days after General
ANN - Annual Report
SUP - Supplemental Report
DSIG - Designation of Prin/Sub Campaign Cmte
EDAY - Election Day Expenditures Report
SPCL - Cand/Cmte Special Report
SORG - Statement of Organization
TERM - Statement of Dissolution (Termination)

9 R Address1 45 Address of Entity Filing Report (Box #1 on forms)

10 Address2 45 " " " "

11 R City 30 " " " "

12 R State 2 " " " "

13 R ZIP4 10 " " " "

14 From_Date 8 Reporting Period From Date (if F102,F202)

15 Thru_Date 8 Reporting Period To/Thru Date (if F102,F202)

16 Prim_Date 8 Date of the Primary Election (not F100,200,205)

17 Elect_Date 8 Date of the General Election (if F103,104,203,204)

18 Prn_Cmte_Y 1 Principal Cmte "Yes" Check-box (if F205)
X - Marks 1st check box on Question 8 (if F200)

19 Prn_Cmte_N 1 Principal Cmte "No" Check-box (if F205)

20 Sub_Cmte_Y 1 Subordinate Cmte "Yes" Check-box (if F205)
X - Marks 2nd check box on Question 8 (if F200)

21 Sub_Cmte_N 1 Subordinate Cmte "No" Check-box (if F205)

22 Final_With 1 Final Report - Withdrawn (if F101,F102)
X - Marks 3rd check box on Question 8 (if F200)

23 Final_Unop 1 Final Report - Unopposed (if F101,F102)
X - Marks 4th check box on Question 8 (if F200)

24 Final_Afte 1 Filed after election AND all debts paid (if F101,F102)
X - Marks 5th check box on Question 8 (if F200)

25 Office 40 Candidate's Office Sought/Held (if F102,103,104)

26 Juris 40 Parish, city, town (if F102,103,104)

27 District 20 Election District Name/Number (if F102,103,104)

R{x}	Max	# C{x}	Field Name	Len	Description
28			Sup_Tkt_YN	1	Supporting entire ticket? Yes/No (if F202)
29			Sup_Party	40	"If Yes" - Supported Party (if F202)
30			New_Cmte	1	New Committee Check-box (if F200)
31			Over250Mem	1	"OVER 250 MEMBERS" (if F200)
32			Est_Membrs	8	Estimated number of Members (if F200)
33 R			Cert_Date	8	Date Report is Signed or Certified
34 R			Cand_SigNm	45	Candidate (or Chairperson) Name (assigned)
35			Cand_SigPh	30	Candidate (or Chairperson) Day Phone
36			Tres_SigNm	45	Treasurer Name (as signed) (except F100,101)
37			Tres_SigPh	30	Treasurer Day Phone (except F100,101)
38			Notary_Cit	30	Notarized in City (if F101,201)
39			Notary_ST	2	Notarized in State (if F101,201)
40			Notary_Sig	45	Notary Public Name as signed (if F101,201)
*2023 onward: If F102 ANN with 1/1/3000 as the primary date, planned election date/year or other statement regarding planned candidacy or lack thereof.					
If F200: Name of candidate committee of which this committee is a subsidiary.					

COVER PAGE (Part 2) RECORD LAYOUT

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R{x}	Max	# C{x}	Field Name	Len	Description
1			Rx Rec_Type	4	Record Type Value: CVR2
2			Rx Entity_Cd {Form_Type}	3	Values: PCM - Principal Committee SCM - Subsidiary Committee CAN - Candidate (Supported/Opposed) BNM - Ballot Measure Supported/Opposed ORG - Affiliated Organization FIN - Financial Institution TRE - Treasurer DTR - Deputy Treasurer CHR - Chair Person OFF - Other Officer PRE - Preparer
3			R Name	90	Name of Entity
4			Address1	45	Address of Entity
5			Address2	45	" " "
06			City	30	" " "
07			State	2	" " "
08			ZIP4	10	" " "
9			Phone	30	Preparer's Phone Number (required filed)
10 C			Char_Name	45	Chairperson Name (if Entity - SCM)

11 C	SupOpp_Cd	1	Support Oppose Code	(if Entity - CAN, BNM)
12 C	Office	40	Office Sought	(if Entity - CAN)
13 C	Juris	40	Jurisdiction/parish/city	(if Entity - CAN)
14 C	District	40	District	(if Entity - CAN)
15 C	Party	40	Political Party	(if Entity - CAN)
16 C	Relation	80	Relation of Afil Org to Cmte	(if Entity - ORG)

SUMMARY TOTALS RECORD LAYOUT

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R{x}	Max
# C{x}	Field Name Len Description

1 Rx	Rec_Type 3 Record Type Value: SUM
2 Rx	Form_Type 8 Name of Filing Form or Schedule Name
03 Rx	Line_Item 8 Line Number of Summary Total
04 Rx	Amount 12 Summary Amount (This Period)

Rules:

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Candidate's Designation of Principal/Subsidiary Campaign Committees (F100) does not have any Summary Totals.

Candidate's Affidavit in Lieu of Report (F101) does not have any Summary Totals.

Candidate's Report (F102) uses the following Form_Type and Line Item values: (All SUM lines must be included in a filing)

F102,1,(Amt) through F102,26,(Amt); Including F102,3b,(Amt) and F102,24b,(Amt)
A-1,6,(Amt);
A-2,6,(Amt)

Candidate's Special Report (F103) does not have any Summary Totals.

Candidate's Election Day Expenditures Report (F104) uses the following Form_Type and Line Item values: (All five SUM lines must be included)

F104,5a,(Amt) through F104,5f,(Amt)

Statement of Organization (F200) does not have any Summary Totals.

Committee's Affidavit in Lieu of Report (F201) does not have any Summary Totals.

Committee's Report (F202) uses the following Form_Type and Line Item values: (All SUM lines must be included in a filing)

F202,1,(Amt) through F202,26,(Amt); Including F102,3b,(Amt) and F102,25b,(Amt)
A-1,6,(Amt);
A-2,6,(Amt)

Committee's Special Report (F203) does not have any Summary Totals.

Committee's Election Day Expenditures Report (F204) uses the following Form_Type and Line Item values:
(All five SUM lines must be included)

F204,3a,(Amt) through F204,3e,(Amt)

Statement of Dissolution (F205) does not have any Summary Totals.

**RECEIPTS SCHEDULES (F102/A-1, F102/A-2, F102/A-3, F102/F, F103/A,
F202/A-1, F202/A-2, F202/A-3, F202/F, F203/A)**

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R{x}	Max		
# C{x}	Field Name	Len	Description
-----	-----	-----	-----
1 Rx	Rec_Type	4	Record Type Value: RCPT
2 Rx	Form_Type	3	Schedule Name/ID. F102 & F202 Values: A-1 - Contributions (no In-kind) A-2 - In-kind Contributions A-3 - Other Receipts F - Anonymous Contributions F103 & F203 Values: A - Contributions (including In-kind)
3 R	Entity_Cd	3	Values: (Refer to Entity Code List); ANO - Anonymous (when Schedule F)
4 C	Name	90	Name of Entity
5 C	Address1	45	Address of Entity
6	Address2	45	Optional 2nd line of Address
07 C	City	30	City
8 C	State	2	State code
9 C	ZIP4	10	Zip+4
10 R	Rcpt_Type	1	Type of Receipt. Values: M - Monetary; I - In-kind; O - Other; A - Anonymous (if Sched F) P - Paraphenalia (Sched A-1) T - Ticket Sales (Sched A-1) R - Raffle Sales (Sched A-1)

11 R	Rcpt_Date	8	Date in MM/DD/YY or YYYYMMDD format
12 R	Rcpt_Amt	12	Amount
13	Rcpt_Aggr	12	Campaign/YTD Aggregate
14	Rcpt_Descr	90	Description/Explanation
15	Pol_Cmte_Y	1	Political Cmte "Yes" Check-box (if F102,F202)
16	Pol_Cmte_N	1	Political Cmte "No" Check-box (if F202)

Page 16

17	Party_Cmte	1	Party Cmte Check-box (if F102,F202)
18	Trans_Date	8	Date Transmitted to State (when Sched F)
19	Memo_Code	1	Memo Amount? (Date/Amount are informational only)
20	Memo_Text	90	Memo Text.

**LOANS RECEIVED/MADE SCHEDULES (F102/B, F102/D, F103/B,
F202/B, F202/D, F203/B)**

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R{x}	Max	
# C{x}	Field Name	Len Description
-----	-----	-----
1 Rx	Rec_Type	4 Record Type Value: LOAN
2 Rx	Form_Type	1 Schedule Name/ID. F102 & F202 Values: B - Loans Received D - Funds Loaded F103 & F203 Values: B - Loans Received
3 R	Sub_Type	1 Values: L - Loan record; G - Guarantor sub-record; P - Payment sub-rec. (not used on F103 filings)
04 R	Entity_Cd	3 Values: (Refer to Entity Code List)
5 R	Name	90 Name of Entity
6 R	Address1	45 Address of Entity
7	Address2	45 Optional 2nd line of Address
08 R	City	30 City
9 R	State	2 State code
10 R	ZIP4	10 Zip+4

***** (following fields NOT USED when Record Sub-type - P or G) *****

11 C	Loan_Date	8	Date of Loan
12	Loan_Rate	30	Interest Rate (or Terms) of Loan
13 C	Loan_Amt	12	Loan Amount
14 C	Loan_Bal	12	Loan Balance
15	Cred_Limit	12	Credit Limit Amount

***** (following Supplemental field OPTIONAL if Record Sub-type - G) *****

16	Liability	40	Amount or Description of Gurantor's Liability.
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***** (following Supplemental fields REQUIRED if Record Sub-type - P) *****

17 C	Pymt_Date	8	Date of Payment
18 C	Principal	12	Amount of Principal paid
19 C	Interest	12	Amount of Interest paid

DEBTS AND OBLIGATIONS OTHER THAN LOANS (F102/C & F202/C)

=====

R{x}	Max
# C{x}	Field Name Len Description

1	Rx	Rec_Type	4	Record Type Value: DEBT
2	Rx	Form_Type	1	Schedule Name/ID. F102 & F202 Value: C - Debts & Obligations (other than loans)
3	R	Owed_Code	1	Values: 1 - Owed by Campaign; 2 - Owed to (2) Campaign
4	R	Entity_Cd	3	Values: (Refer to Entity Code List)
05	R	Name	90	Name of Entity
6	R	Address1	45	Address of Entity
7		Address2	45	Optional 2nd line of Address
08	R	City	30	City
9	R	State	2	State code
10	R	ZIP4	10	Zip+4
11	R	Balance	12	Outstanding balance at Beginning of Period
12	R	Incurr_Amt	12	Amount Incurred This Period
13	R	Paid_Amt	12	Payments made This Period
14	R	Reason	90	Reason Debt Incurred
15		Close_Bal	12	Outstanding balance at Close of Period

EXPENDITURES & OTHER DISBURSEMENTS; (F102/E-1, F102/E-2)
EXPENDITURES TO ENDORSERS; & PAYMENTS TO (F103/C)
ADVERTISING, ELEC WORKERS, ORGANIZATIONS (F104/A, F104/B, F104/C)
EXPENDITURES & OTHER DISBURSEMENTS; (F202/E-1, E-2, E-3, E-4)

```

R{x}      Max
# C{x} Field Name Len Description
-----
1  Rx  Rec_Type      4  Record Type Value: EXPN

2  Rx  Form_Type      3  Schedule Name/ID.
    F102 Values:      E-1 - Expenditures;
                    E-2 - Other Disbursements;
    F202 Values:      E-1 - Expenditures;
                    E-2 - In-Kind Expenditures;
                    E-3 - Contributions to Candidates;
                    E-4 - Other Disbursements;
    F103 & F203 Values:
    F104 & F204 Values:  C - Expenditures to those who Endorse
                        A - Advertising
                        B - Election Day Workers
                        C - Payments to Organizations
                        D - Automated Calls

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3  R   Entity_Cd      3  Values: (Refer to Entity Code List);
                        BEN - Candidate Beneficiary (F202 only)

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04 R   Name           90  Name of Entity

```

***** (following fields NOT USED when Entity_Cd - BEN) *****

```

05 C   Address1       45  Address of Entity
6     Address2       45  Optional 2nd line of Address
7  C   City           30  City
8  C   State          2   State code
9  C   ZIP4           10  Zip+4
10 C   Expn_Date       8   Date of Expenditure
11 C   Expn_Amt        12  Amount of Expenditure
12 C   Expn_Descr      180  Purpose/Explanation of Expenditure (Req on E-1 & E-2's)
13   Expn_Type        1   Values used on F104/A & F204/A "Adv" Schedules:
                        T - {for} TV;
                        R - {for} Radio;
                        N - {for} Newspaper
                        Value used on F102/E-1 and F202/E01 Schedules:
                        C - {from} Petty Cash

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14  Rcpt_SSN        11  Used on F104/B Sched. Recipient's SSN - NOT USED – PLEASE LEAVE BLANK
15  Pay_Org         90  Used on F104/B Sched. Paying Organization
16  Memo_Code        1   Memo Amount? (Date/Amount are informational only)
17  Memo_Text        90  Memo Text

```