

Campaign Finance Electronic Reporting System

File Import Rules and Specifications

Chapter 130 RSMo., states; “The Missouri ethics commission shall promulgate rules establishing the standard for electronic filings with the commission and shall propose such rules for the importation of files to the reporting program.”

As a result the Missouri Ethics Commission has enhanced the current Campaign Finance Electronic Reporting System to allow for the importation of files on Itemized Contributions received (CD1 section A), Itemized Expenditures made (CD3 section B) and Contributions Made (CD3 section C). These are the three areas that generally require the most data entry while filing a report electronically.

In order to allow file import the data must be assembled in a standardized format. Thus allowing accurate and consistent reporting by the committees.

The following rules must be observed.

- The data must be saved in a comma delimited format; from MS Excel, Save as type: **CSV (Comma delimited) (*.csv)**;
- The data must be in the exact order and format as prescribed by the Import File Specifications: CD1 section A-Itemized Contributions Received, CD3 section B-Itemized Expenditures All Over \$100 and CD3 section C-Contributions Made (Regardless of Amount);
- If data is saved in standardized productivity software, **no** monetary fields can be formatted as “Currency”;
- There can be no commas (,) in any data to be imported.
- There can be no line returns/breaks in any data to be imported.
- Do not include a “Header Row” on the file.

Import File Specifications

CD1 section A-Itemized Contributions Received

# - Column	Column Name	Data Type	Max Length	Format	Required
1-A	Committee Name (only use if the contribution is from another committee, DO NOT put your committee name here)	String/Text	100	n/a	N *
2-B	Business / Organization	General/Text	100	n/a	N *
3-C	First Name	General/Text	50	n/a	N *
4-D	Last Name	General/Text	50	n/a	N *
5-E	Address 1	General/Text	100	n/a	Y
6-F	Address 2	General/Text	100	n/a	N
7-G	City	General/Text	50	n/a	Y
8-H	State	General/Text	2	n/a	Y
9-I	ZIP	General/Text	10	n/a	N
10-J	Employer	General/Text	100	n/a	N **
11-K	Occupation	General/Text	100	n/a	N **
12-L	Date	Date	10	MM/DD/YYYY	Y
13-M	Contribution Amount	General	12	n/a	Y
14-N	Contribution Aggregate Amount	General	12	n/a	Y
15-O	Contribution Type	General/Text	1	M =Monetary / I = In-kind	Y
16-P	Election Type (only use on the 30Day After Primary Election Report)	General/Text	1	P =Primary / G =General	N

* - Contributor Name: Committee Name, Business/Organization, or First and Last Name will be required. Provide only one per contribution. (e.g. do not enter a Business/Organization name and a First and Last Name)

** - Employer / Occupation: One of these is required for an Individual contributor (First and Last Name are provided).

Import File Specifications (cont.)

CD3 section B-Itemized Expenditures All Over \$100

# - Column	Column Name	Data Type	Max Length	Format	Required
1-A	Company Name	General/Text	100	n/a	N
2-B	First Name	General/Text	50	n/a	N
3-C	Last Name	General/Text	50	n/a	N
4-D	Address 1	General/Text	100	n/a	Y
5-E	Address 2	General/Text	100	n/a	N
6-F	City	General/Text	50	n/a	Y
7-G	State	General/Text	2	n/a	Y
8-H	ZIP	General/Text	10	n/a	N
9-I	Expenditure Date	Date	10	MM/DD/YYYY	Y
10-J	Expenditure Purpose	General/Text	50	n/a	Y
11-K	Expenditure Aggregate	General	12	n/a	N
12-L	Expenditure Amount	General	12	n/a	Y
13-M	Expenditure Type	General/Text	1	P =Paid / I =Incurred	Y
14-N	Payment Type (Only required if Expenditure Type is P(Paid))	General/Text	1	M =Cash/ C =Check/Debit R = Credit Card	

CD3 section C-Contributions Made (Regardless of Amount)

# - Column	Column Name	Data Type	Max Length	Format	Required
1-A	Candidate/Committee Name	General/Text	100	n/a	Y
2-B	Address 1	General/Text	100	n/a	Y
3-C	Address 2	General/Text	100	n/a	N
4-D	City	General/Text	50	n/a	Y
5-E	State	General/Text	2	n/a	Y
6-F	ZIP	General/Text	10	n/a	N
7-G	Contribution Date	Date	10	MM/DD/YYYY	Y
8-H	Contribution Amount	General	12	n/a	Y
9-I	Contribution Type	General/Text	1	M =Monetary / I =In-Kind	Y
10-J	Payment Type (Only required if Expenditure Type is M(Monetary))	General/Text	1	M =Cash/ C =Check/Debit R = Credit Card	