

**Indiana Campaign Finance System  
Electronic Data Interchange  
Excel Reporting Specification**

**Version 1.5**

**dated 02/04/2014**

**Effective September 29, 2010**

# History of Changes

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
1.0	08/06/2010	Original draft of EDI Spreadsheet reporting specifications.
1.1	08/26/2010	Added Payee and Contributor Codes.
1.2	09/23/2010	Updated Contributor Types, Disbursement Types, Expenditure Types and Deleted Payee Type.
1.3	09/26/2010	Removed Element Contribution Return
1.4	10/24/2011	Added to debtGrnAmount Description
1.5	02/04/2014	Corrected a misspellings and fixed footers

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## Overview

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This document details how to build a Campaign Finance report data file using an Excel spreadsheet in order to submit campaign finance data using Electronic Data Interchange (EDI). This document is written for committees and vendors who wish to create a software package to allow submission of contribution, expenditures, and debt data electronically without having to re-type the information into the Campaign Finance web application.

With each of the line items submitted (contributions, expenditures, debts, debt payments, contribution returns, and expenditure returns), it is required that you include an external reference ID, the alphanumeric identifier your system attaches to each line item. It needs to be a unique ID in your system and the value must be unique for each transaction submitted. EDI Submission error reports will use this reference ID to match an error to a specific line item within your data file. In addition, the reference ID enables the system to detect and avoid adding duplicate records in the event duplicate reference IDs are included in more than one file upload, or a file is inadvertently uploaded twice.

You are also encouraged to use a similar type of unique identifier for your contributors and expenditure payees. This will enable the audit process to be more accurate and ultimately be more helpful to you.

## Imported Files

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### What does the import file contain?

You will be electronically submitting only the line item records of contributions, expenditures, debts, debt payments, contribution returns, and expenditure returns. Summary totals are not included. The system calculates your summary totals for you, based on the line items submitted. This is done at the time you log into the system to file your final report for a reporting period.

### When can files be imported?

These items (your contributions, expenditures, debts, debt payments, contribution returns, and expenditure returns) can be submitted at any time during your current reporting period. You may choose to submit all at one time, or submit items periodically during your current reporting period. **NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Secretary of State's campaign finance staff. The items are not viewable by the public until filed by your committee.**

### **How do the reported items get filed?**

When you are ready to file the report for a reporting period, the committee agent or candidate will need to log into the Campaign Finance System and select the Filings tab. The system will create your report dynamically and calculate all totals based on the items you have submitted electronically and/or entered online. You will be able to preview the report before final submission.

### **What is the format of the import file?**

An import file may contain any combination of contributions, expenditures, debts, debt payments, contribution returns, and expenditure returns. It will consist of an Excel spreadsheet with six worksheets.

### **Can a committee undo a submitted file?**

It is possible to undo an entire submitted file. Line items from that imported file will be deleted from the database as long as:

- The item has not been included on a filed report.
- The item does not have other records associated to it from other import files.

If individual items are bypassed for the above reasons, and do not get automatically removed, you will need to log into the Campaign Finance system to delete them individually.

This section describes the data types acceptable to the import program.

- Char(n). This is a character field. Any field listed as character can have any alphanumeric information as well as punctuation. Maximum lengths are in parenthesis. Please be aware that use of lowercase alpha information will be converted to uppercase alpha information. Note: to allow for special characters in text please surround character data with the <![CDATA[ tag.
- Integer. Only digits are allowed in this type of field.
- Date. Please format all user entered dates as mm/dd/yyyy.
- DateTime. Please format all user entered datetimes as mm/dd/yyyy hh:mm:ss.
- Money. A positive currency amount, which should be specified without a dollar sign. The decimal is optional for whole dollars. If there is a decimal, there should always be at least one digit to the left of the decimal, even if the amount is a fraction of a dollar (this is the only case in which leading zeros are advocated). Valid examples: 5.01, 0.25, 25.7, 43. Invalid examples: 3.731, \$5.25, .75.
- MoneyIncludeZero. This is the same as the money data type, except that 0.00 is allowed.
- Decimal. Behaves like the money data type, but the number of digits to the right of the decimal may be more than two. Example: interest rate in the LOAN element. 4.5 % should be entered as 4.5. A rate of 6 and 7/8% would be entered as 6.875.

## **File Naming**

There are no specific file naming requirements to submit your data using an Excel spreadsheet; however it is critical the worksheet names match the descriptions below. The file extension of the file must be .xls or .xlsx.

There are six worksheets that can be produced for submitting information. The six worksheets are:

- control - Contains authentication information. There is one record only in this file.
- contribution - Contains contributions.
- expenditure – Contains expenditures.
- debt - Contains new debts received.
- debtGuarantor – Contains the guarantor(s) for a debt.
- debtPayment - Contains debt payments made.

## Spreadsheet Record Occurrences

The six worksheets have the following numbers of records:

Worksheet Name	Number Records (Lines)
control	1
contribution	0 to many
expenditure	0 to many
debt	0 to many
debtGuarantor	0 to many
debtPayment	0 to many

Each worksheet has a set of columns with column headers. It is imperative that the column heading names not be changed. The template spreadsheet available on the Committee's Administration webpage for download has the header row protected on each worksheet. Each column header has comments that describes the data characteristics for the column, including whether the data is Required, Conditionally Required (Required If) or Optional.

If a particular worksheet does not have data to be uploaded, the worksheet should remain in the spreadsheet without data.

### Overview/Legend to Tables

In the following tables, in the 'Format' column for each Column Data Element, please pay attention to 'not null'. If a field is designated as 'not null', that field must have a value. The omission of values for 'not null' fields will be cause for data rejection.

The 'Description' column and any 'Notes' following an element table indicates which items are required and which items use Code Table values.

## The control Worksheet

Column	Format	Description
committeeld	char(11) not null	This is your File Number assigned by the Election Division.. This Committee ID must match the committee that is logged into the Campaign Finance System at the time the upload is submitted. Required.
committeeName	char(100) not null	Committee full name. Required.
fileCreateDateTime	dateTime not null	Date file was created, time in 24 hour notation. Format mm/dd/yyyy hh:mm:ss. Required.
description	char(100) not null	Description of this upload file. Required.  The description is used to identify the upload file in the email confirmation back to the filer, as well as on the Imported File History page. It can be any text meaningful to you to help identify an individual upload file.

## The contribution Worksheet

Column	Format	Description
contributionId	char(30) not null	This is your committee's unique external reference ID for this contribution record. Required.
cbContributionType	char(2) not null	See Code Table section for valid values. Required.
cbAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. Required.
cbCycleAmount	money not null	Aggregate amount from this contributor to the reporting committee during the current election cycle. The election cycle time period is viewable in your committee workspace. Required.
cbDate	date not null	Contribution Receipt date – date contributed to committee. Required.
cbContributorId	char(30)	This is your committee's optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors.
cbContributorType	char(2) not null	See Code Table section for valid values. If Contribution Type = '06' (Unitemized), use '05' (Other) for Contributor Type. Required.



<b>Column</b>	<b>Format</b>	<b>Description</b>
cbOrgId	char(11)	The contributor's Committee Organization ID if the contributor is a registered committee, otherwise null.
cbOrgName	char(100)	The Organization name if the contributor is not an individual. Required if the contribution is not from an individual.
cbFirstName	char(100)	The contributor's first name if the contributor is an individual. Required if from contribution from Individual.
cbMiddleName	char(100)	The contributor's middle name if the contributor is an individual. Optional
cbLastName	char(100)	The contributor's last name if the contributor is an individual. Required if from contribution from Individual.
cbNameSuffix	char(15)	The contributor's name suffix if the contributor is an individual. Optional.
cbAddress1	char(50)	Contributor address line 1. Required for all cbContributionTypes except "Unitemized".
cbAddress2	char(50)	Contributor address line 2. Optional.
cbCity	char(30)	Contributor city. Required for all cbContributionTypes except "Unitemized".
cbState	char(2)	Contributor state abbreviation. Required for all cbContributionTypes except "Unitemized".
cbZip	char(5)	Contributor zip. Required for all cbContributionTypes except "Unitemized".
cbOccupation	char(2)	Contributor's occupation. See Code Table section for valid values. Optional.
cbOccupationComments	char(200)	Optional
cbExplanation	char(100)	Optional
cbReceivedBy	char(20)	Name of committee member who received contribution. Required.

## CONTRIBUTION NOTES:

**cbContributorID:** This is your external reference ID for the contributor. This is optional but highly recommended to uniquely identify your contributors. It allows for more thorough validation, because the system can use it to identify prior contributions from the same contributor. *If a contributor also happens to be a payee on any expenditures records, you should use the same ID in both instances.*

**cbAddress2** can be null if it doesn't exist.

## The expenditure Worksheet

Column	Format	Description
expenditureId	char(30) not null	This is your unique external reference ID for this expenditure record. Required.
exDisbursementType	char(2) not null	See Code Table section for valid values. Required.
exDisbursementDescOther	char(200) null	Description if the exDisbursementType is "Other"
exExpenditureType	char(2) not null	See Code Table section for valid values. Required.
exAmount	money not null	Expenditure amount. Must be a valid dollar amount greater than 0.00. Required.
exCycleAmount	money not null	Aggregate amount paid to the recipient by the reporting committee during the current election cycle. The election cycle time period is viewable in your committee workspace. Required.
exDate	date not null	Expenditure date – date expenditure was made. Required.
exPayeeId	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees.
exOrgName	char(100)	This is the Recipient Name. Required unless exDisbursementType is "Unitemized".
exAddress1	char(50)	Required unless exDisbursementType is "Unitemized".
exAddress2	char(50)	Optional
exCity	char(30)	Required unless exDisbursementType is "Unitemized".
exState	char(2)	Required unless exDisbursementType is "Unitemized".
exZip	char(5)	Required unless exDisbursementType is "Unitemized".
exOccupation	char(2)	Payee's occupation. See Code Table section for valid values. Optional.
exOccupationComments	char(200)	Optional
exOfficeSought	char(200)	Optional
exPurpose	char(150)	Purpose of expenditure. Required unless exDisbursementType = "Unitemized".
exQuestionText	varchar(1000)	Optional. Text of Public Question.

Column	Format	Description
exQuestionType	char(1)	"S" = Statewide, "L" = Local. Required if exQuestionText is provided
exQuestionPosition	char(1)	"S"= Supported, "O" = Opposed. Required if exQuestionText is provided

**EXPENDITURE NOTES:**

**exDisbursementType:** If disbursement type is Unitemized the type of expenditure (**exExpenditureType**) will be ignored.

**exPayeeID:** This is your external reference ID for the payee. This is optional but highly recommended to uniquely identify your payees. *If this payee also happens to be a contributor on any contribution records, you should use the same ID in both instances.*

**exAddress2:** can be null if it doesn't exist.

## The debt Worksheet

Column	Format	Description
debtId	char(30) not null	This is your external reference ID for the debt. Required.
debtType	char(2)	See Code Table section for valid values. Required.
debtSourceReferenceId	char(10)	This is your optional external ID for the debt source (lender). It is highly recommended you use this to uniquely identify your loan source.
debtSourceName	char(100)	debt source (lender) name. Required.
debtAddress1	char(50)	Debt source (lender) address line 1. Required..
debtAddress2	char(50)	Debt source (lender) address line 2. Can be left null if no Address Line 2 in address.
debtCity	char(30)	Debt source (lender) city. Required.
debtState	char(2)	Debt source (lender) state abbreviation. Required.
debtZip	char(5)	Debt source (lender) zip. Required.
debtOccupation	char(100)	Occupation of Lender on a Debt owed by the committee. Optional.
debtAmount	money not null	Amount of debt received. Required.
debtDate	date not null	Date of debt. Required.
debtNature	char(45)	Nature of debt. Required.
debtGrnName	char(150) not null	Endorser's name.
debtGrnAddress1	char(50) not null	Endorser's address line 1.
debtGrnAddress2	char(50)	Endorser's address line 2. Enter if available, otherwise leave blank.
debtGrnCity	char(30) not null	Endorser's city.
debtGrnState	char(2) not null	Endorser's state abbreviation.
debtGrnZip	char(5) not null	Endorser's zip.
debtGrnAmount	money not null	Amount guaranteed by the endorser. Required if debtGrnName is not null.

### The debtGuarantor Worksheet

Column	Format	Description
debtId	char(30) not null	This is your committee's unique external reference ID of the associated debt record. Required.
debtGrnName	char(150) not null	Endorser's name. Required.
debtGrnAddress1	char(50) not null	Endorser's address line 1. Required.
debtGrnAddress2	char(50)	Endorser's address line 2. Enter if available, otherwise leave blank.
debtGrnCity	char(30) not null	Endorser's city. Required.
debtGrnState	char(2) not null	Endorser's state abbreviation. Required.
debtGrnZip	char(5) not null	Endorser's zip code. Required.
debtGrnAmount	money not null	Amount guaranteed by the Endorser. Required.

### The debtPayment Worksheet

Column	Format	Description
debtPaymentId	char(30) not null	This is your committee's unique external reference ID for the debt payment record. Required.
debtId	char(30) not null	This is your committee's unique external reference ID you assigned to the original debt record. It is used to associate the payment to the correct debt. Required.
debtPaymentDate	date not null	Date of payment. Required.
debtPaymentAmountPrincipal	MoneyIncludeZero not null	Amount of debt payment for principal. Required. Enter 0.00 if none.
debtFinalPayment	char(1) not null	Valid values are Y or N. Set this to Y if this is the last payment for this debt and there is no further obligation or unpaid balance on this debt, otherwise set to N.

## **Code Tables**

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The following import codes should be used where applicable in the specified worksheets.

### **Contributions**

#### **cbContributionType (type of contribution)**

<b>Code</b>	<b>Import Code</b>
Direct	01
In-Kind	02
Interest	03
Loan	04
Misc	05
UnItemized	06

#### **cbContributorType (type of contributor)**

<b>Code</b>	<b>Import Code</b>
Individual	01
Corporation	02
Labor Organization	03
Political Action Committee	04
Other Organization	05

#### **cbOccupation (contributor's occupation)**

<b>Code</b>	<b>Import Code</b>
Agriculture	01
Attorney/Legal Occupations	02
Automotive Industry	03
Clergy/Faith-based	04
Construction/Engineering	05
Environmental Services	06
Financial/Investment Occupations	07
Firefighters/Paramedics	08
Food Services	09
Gaming Industry	10
General Business	11
Government/Civil Occupations	12
Healthcare/Medical Occupations	13
Homemaker	14
Insurance Industry	15
Law Enforcement	16
Lobbyist	17
Manufacturing	18
Media/Entertainment	19

Military	20
Mining/Oil and Gas Occupations	21
Not Currently Employed	22
Office and Administrative Occupations	23
Other	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology Occupations	28
Teacher/Education Occupations	29
Unknown	30
Student	31



## Expenditures

### **exDisbursementType (expenditure disbursement type)**

<b>Code</b>	<b>Import Code</b>
Direct	01
In-Kind	02
Payment of Debt	03
Returned Contribution	04
Other	05
Unitemized	06

### **exExpenditureType (type of expenditure)**

<b>Code</b>	<b>Import Code</b>
Advertising	01
Operations	02
Contributions	03
Fundraising	04

### **exOccupation (payee's occupation)**

<b>Code</b>	<b>Import Code</b>
Agriculture	01
Attorney/Legal Occupations	02
Automotive Industry	03
Clergy/Faith-based	04
Construction/Engineering	05
Environmental Services	06
Financial/Investment Occupations	07
Firefighters/Paramedics	08
Food Services	09
Gaming Industry	10
General Business	11
Government/Civil Occupations	12
Healthcare/Medical Occupations	13
Homemaker	14
Insurance Industry	15
Law Enforcement	16
Lobbyist	17
Manufacturing	18
Media/Entertainment	19
Military	20
Mining/Oil and Gas Occupations	21
Not Currently Employed	22
Office and Administrative Occupations	23
Other	24

Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology Occupations	28
Teacher/Education Occupations	29
Unknown	30
Student	31

## **Debts**

### **debtType**

<b>Code</b>	<b>Import Code</b>
Debts Owed By Committee	01
Debts Owed To Committee	02