

**Campaign Finance System
Electronic Data Interchange
Spreadsheet Reporting Specification**

Version 1.1

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**Office of the City Clerk
City of Albuquerque**

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OVERVIEW

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) to the Albuquerque City Clerk. This document is written for committees and vendors who wish to create a software package to allow submission of contribution, expenditure, loan & debt data electronically with the Clerk's Office without having to re-type the information into the Campaign Finance web application.

With each of the line items submitted (contributions, expenditures, loans, loan payments, 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. 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 your expenditure payees. This will enable the system audit process to be more accurate and ultimately be more helpful to you.

IMPORTED FILES

What does the import file contain?

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

When can files be imported?

These items (your contributions, expenditures, loans, loan payments, debts, debt payments, contribution returns, and expenditure returns) can be submitted at any time during the current reporting period. You may choose to submit all at one time, or submit items periodically during the current reporting period. **NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Clerks 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 specific reporting period, you will need to log into the system and go to the Candidate/Committee Overview page or the Filings Menu. At the time you file your report, the system will create a filing report dynamically and calculate all totals based on the items you have submitted electronically or entered online. You will be able to preview the report before final filing submission.

What is the format of the import file?

An import file may contain any combination of contributions, expenditures, loans, loan payments, debts, debt payments, contribution returns, and expenditure returns. It will consist of an Excel spreadsheet with twelve (12) 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 need to be bypassed for the above reasons, and do not get automatically removed, you will need to log into the system and delete them individually.

DATA TYPES

This section describes the data types acceptable to the Campaign Finance System 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 that this field cannot have the backslash (\) character or any line feed characters such as a Return.
- 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.
- 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 exactly and the column headings not be changed. The file extension of the file must be .xls or .xlsx.

There are twelve (12) worksheets that can be produced for submitting information. The twelve worksheets are:

- control - Contains authentication information. There is one record only in this file.

- contribution - Contains contributions and/or donations
- contributionReturn - Contains contribution returns made.
- expenditure – Contains expenditures.
- assocCandidate – Contains specific candidate information when a contribution or expenditure is marked in support of or opposition to a candidate.
- assocBallotMeasure – Contains specific Ballot Measure information when a contribution or expenditure is marked in support of or opposition to a Ballot Measure.
- expenditureReturn - Contains expenditure returns made.
- loan - Contains new loans received.
- loanPayment - Contains loan payments made.
- loanForgive – Contains loan forgiven amounts
- debt – Contains new debts incurred
- debtPayment – Contains debt payments made.

SPREADSHEET RECORD OCCURRENCES

The Spreadsheet contains twelve (12) worksheets. These twelve worksheets are named as follows:

Worksheet Name
control
contribution
contributionReturn
expenditure
assocCandidate
assocBallotMeasure
expenditureReturn
loan
loanPayment
loanForgive
debt
debtPayment

Each worksheet has a set of columns with column headers. *It is imperative that the column heading names and the worksheet names **not** be changed.*

The only worksheet that requires data is the “Control” worksheet. If a particular worksheet does not have data to be uploaded, the worksheet ***must*** 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 is required and 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 11 character committee ID or Key assigned by the Campaign Finance system. The committee ID or Key in the control worksheet must match the committee that is logged in at the time the upload is submitted. Required. The committee ID or Key can be located on the Committee Administration page under Committee Information.
committeeName	char(100) not null	Committee full name. Required
fileCreateDateTime	Date Time 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 sent back to the filer, as well as in the system imported File History data grid. 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. Each contribution record must have its own unique identification number. Required
cbContributionType	char(2) not null	This is the type of Contribution. See Code Table section for valid values. Required
cbDate	date not null	Contribution date. Date of contribution to committee. Required
cbAfter5	char(1) (Y)es	For Candidate Committees Only (Y)es if the contribution occurred after 5:00 PM on the Tuesday before an election (Regular, Special or Runoff) and is for \$250 or more for City Council candidates, or for \$500 or more for Mayoral candidates.
cbAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. Required

Column	Format	Description
cbDescription	char(100) not null	Contribution Description. Required
cbAnonymousRecipientDisposal	char(100)	Recipient of Anonymous Contribution and Description of way in which Anonymous Contribution was disposed.
cbDisposalDate	date	Date of disposal for Anonymous Contributions.
cbContributorType	char(2)	This is the type of Contributor. See Code Table section for valid values.
cbOrgID	char(11)	The Committee Organization ID or Key in the Campaign Finance system of the contributor if the contributor is a registered committee in the City of Albuquerque. <i>For instructions on how to obtain cbOrgID see information in Contribution Notes: How to Obtain cbOrgID.</i> Required if cbContributorType is Candidate or Measure Finance Committee Otherwise null (blank). Optional (See Notes)
cbOrgName	char(100)	The Organization name of the contributor is Required if the contribution is from a Business or Group. If contribution is from a Candidate or Measure Finance Committee use cbOrgID in place of cbOrgName.
cbContributorID	char(30)	This is your optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors. The external ID you assign this contributor should be used each time this contributor contributes to your committee. This will reduce the possibility of having duplicate contributor records for the same contributor. <i><u>If a contributor also happens to be an payee on an expenditure or a source on any loan or debt records, you should use the same ID in all instances.</u></i>
cbFirstName	char(100)	The contributor's first name. Required if cbContributorType is "Individual" and cbOrgID is null.
cbMiddleName	char(100)	The contributor's middle name if the contributor is an individual. Optional.

Column	Format	Description
cbLastName	char(100)	The contributor's last name. Required if cbContributorType is "Individual" and cbOrgID is null.
cbNameSuffix	char(15)	The contributor's name suffix if the contributor is an individual. Optional
cbAddress1	char(50)	Contributor Employer's address line 1. Required if cbOrgID is null. <i>(If the Individual does not have a separate employer, use personal address)</i>
cbAddress2	char(50)	Contributor Employer's address line 2. Optional
cbCity	char(30)	Contributor Employer's city. Required if cbOrgID is null.
cbState	char(2)	Contributor Employer's state abbreviation. Required if cbOrgID is null.
cbZip	char(5)	Contributor Employer's zip code. Required if cbOrgID is null.
cbEmployer	char(100)	Contributor's employer name. Required if cbContributorType is "Individual" and cbOrgID is null.
cbOccupation	char(2)	Contributor's Occupation or Industry. Required if cbContributorType is "Individual" and cbOrgID is null. See Code Table section for valid values.
cbOccupationOther	char(100)	If cbOccupation = 99 (Other) then cbOccupationOther (Description) is Required if cbOrgID is null.
cbOwnerMgr	Char(100)	Contributor's Business Owner or Manager. Required if cbContributorType is "Business/Group" and cbOrgID is null.
cbBusActivities	Char(100)	Contributor's Business or Activities. Required if cbContributorType is "Business/Group" and cbOrgID is null.

Column	Format	Description
cbSuppOppCan	char(1) (Y)es	<p>For Measure Finance Committees Only.</p> <p>(Y)es if the contribution is to Support or Oppose a Candidate.</p> <p>(Y)es will also require additional information in the assocCandidate worksheet.</p> <p><i>If not a Measure Finance Committee anything in this field will be ignored.</i></p> <p>Required if cbSuppOppBallotMeas is null.</p>
cbSuppOppBallotMeas	char(1) (Y)es	<p>For Measure Finance Committees Only.</p> <p>(Y)es if the contribution is to Support or Oppose a Ballot Measure.</p> <p>(Y)es will also require additional information in the assocBallotMeasure worksheet.</p> <p><i>If not a Measure Finance Committee anything in this field will be ignored.</i></p> <p>Required if cbSuppCan is null.</p>

Contribution Notes:

If there are no contributions leave the contribution Worksheet blank.

cbAfter5:

NOTE: For Candidate Committees only

(Y)es if contribution was incurred after 5:00 PM on the Tuesday before an Election. (Regular Election, Special Election or Runoff Election) and the transaction is for \$250.00 or more for City Council Candidates or for \$500.00 or more for Mayoral Candidates.

cbDescription:

Contribution Description is required for all Contributions.

cbAnonymousReceiptDisposal and cbDisposalDate:

Anonymous Contribution Details, Recipient and method of disposal as well as Date of Disposition are required if Contribution Type is “Anonymous”.

cbContributorType:

Contributor Type is required for both Monetary and In-Kind Contributions. It is NOT Required for Anonymous Contributions.

cbOrgID: This is the Committee Organization ID or Key in the Campaign Finance system of the Contributor, if the contributor is a registered Candidate or Measure Finance Committee in the city of Albuquerque.

Required if cbContributorType = 03 Candidate or 04 Measure Finance Committee.

***NOTE:** If the contributor is a Registered Candidate or Measure Finance Committee in the city of Albuquerque, you are required to use their **cbOrgID** in the cbOrgID column. This will eliminate the necessity to include any of the individual fields that pertain to the contributor. Organization Name if contributor is an Organization, Contributor First, Middle & Last Name if an Individual, all address fields, as well as all employment information and business information, can be left blank. The cbOrgID information may be retrieved from the [Export Organization List](#) link found on the Committee Administration page under the Import Data File section.*

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. The external ID you assign this contributor should be used each time this contributor contributes to your committee. This will reduce the possibility of having duplicate contributor records for the same contributor. *If a contributor also happens to be a payee on*

an expenditure or a source on any loan or debt records, you should use the same ID in all instances.

cbOrgName, cbAddress1, cbCity, cbState, cbZip, cbOwnerMgr, and cbBusActivities: (Use Contributor Employer's Address. If the individual does not have a separate employer, use personal address). The Contributor's Organization Name, Address1, City, State, Zip, Owner/Manager and Business Activities of the Contributor are **required** if the cbContributionType is Monetary or In-Kind and Contributor Type "Business/Group" and **cbOrgID is null**. *If the contribution is from a registered Measure Finance Committee use cbOrgID in place of this information.*

cbFirstName, cbLastName, cbAddress1, cbCity, cbState and cbZip: The Contributor's First Name, Last Name, Address 1, City, State, Zip, are **required** if cbContributionType is Monetary or In-Kind and Contributor Type is "Individual" and **cbOrgID is null**. *If the contribution is from a registered Candidate use cbOrgID in place of this information.*

cbEmployer and cbOccupation: Contributor's Employer **and** Occupation or Industry are **required** if Contribution Type is Monetary or In-Kind and Contributor Type is "Individual" and **cbOrgID is null**.

cbOccupationOther: Contributor's Other Occupation is required when Contributor Type is "Individual" and cbOccupation is "Other" **and cbOrgID is null**.

cbOwnerMgr and cbBusActivities: Contributor's Owner/Manager and Business/Activities are **required** if Contribution Type is Monetary or In-Kind and Contributor Type is "Business/Group" **and cbOrgID is null**.

NOTE: For Measure Finance Committees only

All Contributions must be either in Support of or Opposition to an individual candidate or in Support of or Opposition to a specific Ballot Measure. Either cbSuppOppCan or cbSuppOppBallotMeasure is required for all contributions.

cbSuppOppCan - Valid for "Measure Finance Committees" only.
(Y)es is required if the contribution is to Support or Oppose a Candidate.

(Y)es will also require additional information in the **assocCandidate** worksheet.
If not a Measure Finance Committee anything in this field will be ignored.

cbSuppOppBallotMeas – Valid for “Measure Finance Committees” only.
(Y)es is required if the contribution is to Support or Oppose a Ballot Measure.

(Y)es will also require additional information in the **assocBallotMeasure** worksheet. *If not a Measure Finance Committee anything in this field will be ignored.*

How To Obtain cbOrgID

From the Committee Administration page, scroll down to the Import Data File section. You will find a link “[Export Organization List](#)”. Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- “cnOrgID’ in the “assocCandidate’ worksheet or element
- “cbOrgID’ in the “contribution” worksheet or element
- “exOrgID’ in the “expenditure” worksheet or element
- “lnSourceOrgID’ in the “loan” worksheet or element
- “dbOrgID” in the “debt” worksheet or element

The contributionReturn Worksheet

Column	Format	Description
contributionReturnID	char(30) not null	This is your committee's unique external reference ID for the contribution return record. Each contribution return record must have its own unique identification number. Required
contributionID	char(30) not null	This is the external reference ID assigned to the <u>original contribution record</u> . It is required, so that the returned contribution can be properly related to the original contribution. Required
crDate	date not null	Date of return. Required
crAmount	money not null	Amount being returned. Required
crExplanation	char(100) not null	Explanation of why the Contribution was returned. Required

contributionReturn Notes:

If there are no contribution returns leave the contributionReturn Worksheet blank.

The expenditure Worksheet

Column	Format	Description
expenditureID	char(30) not null	This is your committee's unique external reference ID for this expenditure record. Each expenditure record must have its own unique identification number. Required
exExpenditureType	char(2) not null	This is the Type of Expenditure. See Code Table section for valid values. Required
exFundsDispo	char(2)	Required if exExpenditureType is "Disposition of Funds". See Code Table section for valid values.
exDate	date not null	Expenditure date. Date of expenditure. Required
exAfter5	char(1) (Y)es	For Candidate Committees Only (Y)es if the expenditure occurred after 5:00 PM on the Tuesday before an election (Regular, Special or Runoff) and is for \$250 or more for City Council candidates, or for \$500 or more for Mayoral candidates.
exAmount	money not null	Expenditure amount. Must be a valid dollar amount greater than 0.00. Required
exDescription	char(100)	For Candidate Committee's Only Description of the Expenditure – Required
exPurpose	char(3) not null	This is the Purpose of the Expenditure. See Code Table section for valid values. Required
exPayeeID	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used. This will reduce the possibility of having duplicate payee records for the same payee. <i>If a payee also happens to be a contributor on a contribution or a source on any loan or debt records, you should use the same ID in all instances.</i> See Note section.
exPayeeType	char(2) not null	This is the Type of Payee. See Code Table section for valid values. Required

Column	Format	Description
exOrgID	char(11)	The Candidate or Committee Organization ID or Key in the Campaign Finance system of the payee if the payee is a registered Candidate or Measure Finance Committee in the City of Albuquerque. Required if exPayeeType is Candidate or Measure Finance Committee <i>For instructions on how to obtain exOrgID see information in Expenditure Notes: How to Obtain exOrgID. Otherwise null (blank).</i>
exOrgName	char(100)	This is the payee organization name. Required if the exPayeeType is Business/Group and exPayeeID is null.
exFirstName	char(100)	Payee first name. Required if the exPayeeType is "Individual" and exOrgID is null.
exMiddleName	char(100)	Payee middle name. Optional if the exPayeeType is "Individual".
exLastName	char(100)	Payee last name. Required if the exPayeeType is "Individual" and exOrgID is null.
exNameSuffix	char(15)	Payee name suffix. Optional if the exPayeeType is "Individual".
exAddress1	char(50)	Payee Employer's address line 1. Required if exOrgID is null. <i>(If the individual does not have a separate employer, use personal address)</i>
exAddress2	char(50)	Payee Employer's address line 2. Optional
exCity	char(30)	Payee Employer's city. Required if exOrgID is null.
exState	char(2)	Payee Employer's state abbreviation. Required if exOrgID is null.
exZip	char(5)	Payee Employer's zip code. Required if exOrgID is null.
exEmployer	char(100)	Payee's employer name. Required if the exPayeeType is "Individual" and exOrgID is null.
exOccupation	char(2)	Payee's Occupation or Industry. Required if the exPayeeType is "Individual" and exOrgID is null. See Code Table section for valid values.

Column	Format	Description
exOccupationOther	char(100)	If exOccupation = 99 (Other) then exOccupationOther (Description) is required.
exOwnerMgr	char(100)	Business Owner or Manager of Business or Group. Required if cbContributorType is "Business/Group" and exOrgID is null.
exBusActivities	char(100)	Business Activities of Business or Group. Required if cbContributorType is "Business/Group" and exOrgID is null.
exSuppOppCan	char (1) (Y)es	For Measure Finance Committees Only Either exSuppOppCan or exSuppOppBallotMeas is REQUIRED. (Y)es if the expenditure is to Support or Oppose a Candidate. (Y)es will also require additional information in the assocCandidate worksheet. <i>If not a Measure Finance Committee anything in this field will be ignored.</i>
exSuppOppBallotMeas	char(1) (Y)es	For Measure Finance Committees Only Either exSuppOppBallotMeas or exSuppOppCan is REQUIRED. (Y)es if the expenditure is to Support or Oppose a Ballot Measure (Y)es will also require additional information in the assocBallotQuestion worksheet. <i>If not a Ballot Measure Committee anything in this field will be ignored.</i>

Expenditure Notes

If there are no expenditures leave the expenditure Worksheet blank.

exFundsDispo:

Disposition of funds is required if Expenditure Type = 02 Disposition of Funds

exAfter5:

NOTE: For Candidate Committees only

(Y)es if expenditure was incurred after 5:00 PM on the Tuesday before an Election. (Regular Election, Special Election or Runoff Election) and the transaction is for \$250.00 or more for City Council Candidates or for \$500.00 or more for Mayoral Candidates.

exDescription:

Expenditure Description is required for all Expenditures.

exOrgID:

This is the Committee Organization ID or Key in the Campaign Finance system of the payee if the payee is a registered Candidate or Measure Finance Committee in the city of Albuquerque.

Required if exPayeeType = 03 Candidate or 04 Measure Finance Committee.

***NOTE:** If the payee is a Registered Candidate or Measure Finance Committee in the city of Albuquerque, you are required to use their **exOrgID** in the exOrgID column. This will eliminate the necessity to include any of the individual fields that pertain to the payee. Organization Name if payee is an Organization, Payee First, Middle & Last Name if an Individual, all address fields, as well as all employment information and business information, can be left blank. The exOrgID information may be retrieved from the Export Organization List link found on the Committee Administration page under the Import Data File section.*

exPayeeID:

This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used. This will reduce the possibility of having duplicate payee records for the same payee. *If a payee also happens to be a contributor on a contribution or a source on any loan or debt records, you should use the same ID in all instances.*

exOrgName, exAddress1, exAddress2, exCity, exState, exZip, exOwnerMgr, exBusActivities: Organization Name, Address1, City, State, Zip, Owner/Manager, Business/Activities of the Payee are **required if** Payee Type is “Business/Group” and exOrgID is null. *If the expenditure is to a*

registered Measure Finance Committee use exOrgID in place of this information.

exFirstName, exLastName, exAddress1, exCity, exState, exZip
exEmployer, exOccupation: Individual First & Last Name, Address 1, City, State, Zip, Employer & Occupation are **required** if Payee Type is “Individual” and exOrgID is null. **(Use Payee Employer’s Address. If the individual does not have a separate employer, use personal address).** *If the expenditure is to a **registered Candidate use exOrgID in place of this information.***

exEmployer and exOccupation:

The Payee’s Employer and Occupation or Industry are **required** if Payee Type is “Individual” and exOrgID is null.

exOccupationOther

The Payee’s Other Occupation is **required** if Payee Type is “Individual” and cbOccupation is “Other”.

exOwnerMgr and exBusActivities

The Payee’s Owner/Manager and Business/Activities are **required** if Payee Type is “Business/Group” and exOrgID is null.

NOTE: For Measure Finance Committees only

All Expenditures must be either in Support of or Opposition to an individual candidate or in Support of or Opposition to a specific Ballot Measure.

Either exSuppOppCan or exSuppOppBallotMeasure is required for all expenditures.

exSuppOppCan - Valid for “Measure Finance Committees” only.

(Y)es is required if the expenditure is to Support or Oppose a Candidate.

(Y)es will also require additional information in the **assocCandidate** worksheet.

If not a Measure Finance Committee anything in this field will be ignored.

exSuppOppBallotMeas – Valid for “Measure Finance Committees” only.

(Y)es is required if the expenditure is to Support or Oppose a Ballot Measure.

(Y)es will also require additional information in the **assocBallotMeasure** worksheet. *If not a Measure Finance Committee anything in this field will be ignored.*

How To Obtain exOrgID

From the Committee Administration page, scroll down to the Import Data File section. You will find a link "[Export Organization List](#)". Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- "cnOrgID" in the "assocCandidate" worksheet or element
- "cbOrgID" in the "contribution" worksheet or element
- "exOrgID" in the "expenditure" worksheet or element
- "lnSourceOrgID" in the "loan" worksheet or element
- "dbOrgID" in the "debt" worksheet or element

The assocCandidate Worksheet

Column	Format	Description
assocCandidateID	char(30) not null	This is the unique external reference ID for the Associated Candidate record. Each individual candidate record must have its own unique identification number. Required if the original contribution or expenditure was to Support or Oppose a Candidate.
contributionID	char(30)	This is the committee's unique external reference ID you <u>assigned to the original contribution record</u> . Required if the contribution was to Support or Oppose a Candidate.
expenditureID	char(30)	This is the committee's unique external reference ID you <u>assigned to the original expenditure record</u> . Required if the expenditure was to Support or Oppose a Candidate.
cnOrgID	char(100) not null	Organization ID of the Candidate that is Supported or Opposed on the contribution or expenditure. Required <i>For instructions on how to obtain cnOrgID see information in Associated Candidate Notes: <u>How to Obtain cnOrgID</u>.</i>
cnAmount	money not null	Amount spent in Support of or Opposition to the individual Candidate. Required
cnSuppOpp	char(1) (S)upport (O)ppose not null	(S)upport if the Contribution or Expenditure, was in support of the Candidate. (O)ppose if the Contribution or Expenditure was in opposition to the Candidate. Required

Associated Candidate Notes

For Measure Finance Committees Only

Required if cnSuppOppCan or exSuppOppCan is (Y)es.

Candidate Committees - *leave the assocCandidate Worksheet blank.*

***NOTE:** If the contribution or expenditure is to Support or Oppose a candidate. That Candidate must be a registered Candidate in the city of Albuquerque, and the Candidate's cnOrgID must be used in place of the Candidate's Name and Address. The cnOrgID information may be retrieved from the Export Organization List link found on the Committee Administration page under the Import Data File section.*

How To Obtain cnOrgID

From the Committee Administration page, scroll down to the Import Data File section. You will find a link "Export Organization List". Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- "cnOrgID" in the "assocCandidate" worksheet or element
- "cbOrgID" in the "contribution" worksheet or element
- "exOrgID" in the "expenditure" worksheet or element
- "lnSourceOrgID" in the "loan" worksheet or element
- "dbOrgID" in the "debt" worksheet or element

The assocBallotMeasure Worksheet

Column	Format	Description
assocBallotMeasureID	char(30) not null	This is the unique external reference ID for the Associated Ballot Measure record. Each individual Ballot Measure must have its own unique identification number. Required if the original contribution or expenditure was to Support or Oppose a Ballot Measure.
contributionID	char(30)	This is the committee's unique external reference ID you <u>assigned to the original contribution record</u> . Required if the contribution was to Support of Oppose a Ballot Measure.
expenditureID	char(30)	This is the committee's unique external reference ID <u>you assigned to the original expenditure record</u> . Required if the expenditure was to Support or Oppose a Ballot Measure.
bmInformation	char(500) not null	This is the Ballot Measure the contribution or expenditure is in Support of or Opposition to. Required if the contribution or expenditure was to Support or Oppose a Ballot Measure.
bmAmount	money not null	Amount spent in Support of or Opposition to the individual Ballot Measure. Required if the contribution or expenditure was to Support or Oppose a Ballot Measure.
bmSuppOpp	char(1) (S)upport (O)ppose Not null	(S)upport if the contribution or expenditure, was in support of the Ballot Measure. or; (O)ppose if the contribution or expenditure, was in Opposition to the Ballot Measure. Required if the contribution or expenditure was to Support or Oppose a Ballot Measure.

Associated Ballot Measure Notes

For Measure Finance Committees Only

Required if cnSuppOppBallotMeas or exSuppOppBallotMeas is (Y)es.

Candidate Committees - *leave the assocCandidate Worksheet blank.*

The expenditureReturn Worksheet

Column	Format	Description
exReturnID	char(30) not null	This is your committee's unique external reference ID for the expenditure return record. Each expenditure return record must have its own unique identification number. Required
expenditureID	char(30) not null	This is the unique external reference ID assigned to the <u>original expenditure record</u> . It is required, so that the returned expenditure can be properly related to the original expenditure. Required
exRetAmount	money not null	Amount being returned. Required
exRetDate	date not null	Date of return. Required
exRetExplanation	char(100)	Explanation of why the expenditure was returned. Required

Expenditure Return Notes

If there are no expenditure returns leave the expenditureReturn Worksheet blank.

No associated candidate or ballot question element is needed for "Returned" Expenditure.

The loan Worksheet

Column	Format	Description
loanID	char(30) not null	This is your committee's unique external reference ID for the loan. Each loan record must have its own unique identification number. Required
InDate	date not null	Date of loan. Required
InAmount	money not null	Amount of loan. Required
InDescription	char(150) not null	Loan Description. Required
InClosedDate	date	Date loan is closed. Optional
InSourceType	char(2) not null	This is the source of the Loan (lender type). See Code Table section for valid values. Required
InSourceOrgID	char(30)	The Candidate or Committee Organization ID or Key in the Campaign Finance system of the loan source if the loan source is a registered Candidate or Measure Finance Committee in the City of Albuquerque. Required if InSourceType is Candidate or Measure Finance Committee. <i>For instructions on how to obtain InSourceOrgID see information in Expenditure Notes: <u>How to Obtain InSourceOrgID</u>. Otherwise null (blank).</i>
InSourceOrgName	char(100)	This is the loan source organization name. Required if the InSourceType is Business / Group and InSourceOrgID is null.
InSourceReferenceID	char(10)	This is your committee's optional unique external ID for the loan source. It is highly recommended you use this to uniquely identify your loan source (Lender). The external ID you assign this loan source should be used each time this source makes a loan to your committee. This will reduce the possibility of having duplicate loan source records for the same source. <i><u>If a Loan Source also happens to be a contributor on any contribution records, you should use the same ID in both instances.</u></i>
InSourceFirstName	char(100)	Lender's First Name Required if Loan Source Type is "Individual" and InSourceOrgID is null.

Column	Format	Description
InSourceMiddleName	char(100)	Lender's Middle Name Optional if InSourceType is "Individual"
InSourceLastName	char(100)	Lender's Last Name Required if Loan Source Type is "Individual" and InSourceOrgID is null.
InSourceSuffix	char(15)	Lender's name suffix. Optional if InSourceType is "Individual"
InSourceAddress1	char(50)	Loan source (lender) Employer's address line 1. <i>(If the Individual does not have a separate employer, use personal address)</i> Required if InSourceOrgID is null.
InSourceAddress2	char(50)	Loan source (lender) Employer's address line 2. Optional
InSourceCity	char(30)	Loan source (lender) Employer's city. Required if InSourceOrgID is null.
InSourceState	char(2)	Loan source (lender) Employer's state abbreviation. Required if InSourceOrgID is null.
InSourceZip	char(5)	Loan source (lender) Employer's zip code. Required if InSourceOrgID is null.
InSourceEmployer	char(100)	Loan Source employer name. Required if Loan Source Type is "Individual" and InSourceOrgID is null.
InSourceOccupation	char(2)	Loan Source Occupation or Industry. Required if Loan Source Type is "Individual" and InSourceOrgID is null.
InSourceOccupationOther	char(100)	InSourceOccupationOther (Description) is required if InSourceOccupation = 99 (Other).
InSourceOwnerMgr	char (100)	Loan Source Owner/Manager. Required if Loan Source Type is "Business/Group" and InSourceOrgID is null.
InSourceBusActivities	char (100)	Loan Source Business/Activities. Required if Loan Source Type is "Business/Group" and InSourceOrgID is null.

Loan Notes

If there are no loans leave the loan Worksheet blank.

InSourceOrgID:

The Candidate or Committee Organization ID or Key in the Campaign Finance system of the loan source if the loan source is a registered Candidate or Measure Finance Committee in the City of Albuquerque.

Required if InSourceType = 03 Candidate or 04 Measure Finance Committee.

For instructions on how to obtain exOrgID see information in Expenditure Notes: How to Obtain exOrgID. Otherwise null (blank).

NOTE: *If the loan source (lender) is a Registered Candidate or Measure Finance Committee in the city of Albuquerque, you are required to use their **InSourceOrgID** in the InSourceOrgID column. This will eliminate the necessity to include any of the individual fields that pertain to the loan source. Organization Name if loan source is an Organization, Loan Source First, Middle & Last Name if an Individual, all address fields, as well as all employment information and business information, can be left blank. The InSourceOrgID information may be retrieved from the Export Organization List link found on the Committee Administration page under the Import Data File section.*

InOrgName, InAddress1, InCity, InState, and InZip: Organization Name and Address1, City, State and Zip of the Loan Source is **required if** the InSourceType is Business/Group and InSourceOrgID is null.

InSourceReferenceID: This is your external reference ID for the loan source. This is optional but **highly recommended** to uniquely identify your loan sources. *If a loan source (lender) also happens to be a contributor on any contribution records, you should use the same ID in both instances.*

InFirstName, InLastName, InAddress1, InCity, InState and InZip:

Loan Source's Name and Address fields. Loan source's First Name, Last Name, Address 1, City, State and Zip are **required if** InSourceType is Individual, Candidate/ Spouse/ Domestic Partner, or Other Candidate/ Candidate Committee and InSourceOrgID is null. **(Use Loan Source Employer's Address. If the individual does not have a separate employer, use personal address)**

InEmployer and InOccupation:

Lender's Employer and Occupation are **required if** the Loan Source Type is Individual, Candidate/ Spouse/ Domestic Partner, Other Candidate/ Candidate Committee and InSourceOrgID is null.

InSourceEmpInfoRequested (Employment Information Requested) is **Required if** InSourceEmployer and InSourceOccupation are null.

InSourceOccupationOther:

Loan Source Other Occupation is **required if** the Loan Source Occupation = Other (99).

How To Obtain InSourceOrgID

From the Committee Administration page, scroll down to the Import Data File section. You will find a link "[Export Organization List](#)". Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- "cnOrgID" in the "assocCandidate" worksheet or element
- "cbOrgID" in the "contribution" worksheet or element
- "exOrgID" in the "expenditure" worksheet or element
- "InSourceOrgID" in the "loan" worksheet or element
- "dbOrgID" in the "debt" worksheet or element

The loanPayment Worksheet

Column	Format	Description
loanPaymentID	char(30) not null	This is your committee's unique external reference ID for the loan payment record. Each loan payment record must have its own unique identification number. Required
loanID	char(30) not null	This is your committee's unique external reference ID you assigned to the original loan record. It is used to associate the payment to the correct loan. Required
InPaymentDate	date not null	Date of payment. Required
InPaymentPrincipal	money not null	Amount of loan payment. Required Enter 0.00 if none.
InPaymentInterest	money not null	Amount of loan payment. Required Enter 0.00 if none.

Loan Payment Notes

If there are no loan payments leave the loanPayment Worksheet blank.

The loanForgive Worksheet

Column	Format	Description
loanForgiveID	char(30) not null	This is your committee's unique external reference ID for the loan forgiveness record. Each loan forgiveness record must have its own unique identification number. Required
loanID	char(30) not null	This is your committee's unique external reference ID you assigned to the original loan record. It is used to associate the forgiveness record to the correct loan. Required
amtForgiven	date not null	Amount of the Loan that is being forgiven. Required

Loan Forgive Notes

If there are no loan forgiveness entries leave the loanForgive Worksheet blank.

The debt Worksheet

Column	Format	Description
debtID	char(30) not null	This is your committee's unique external reference ID for the debt record. Each debt record must have its own unique identification number. Required
dbDate	date not null	Debt date – date debt was incurred. Required
dbAmount	money not null	Debt amount. Must be a valid dollar amount greater than 0.00. Required
dbDescription	char(100) not null	Description of Debt – Required
dbPayeeType	char(2) not null	See Code Table section for valid values. Required
dbOrgID	char(30)	The Candidate or Committee Organization ID or Key in the Campaign Finance system of the payee if the payee is a registered Candidate or Measure Finance Committee in the City of Albuquerque. Required if dbPayeeType is Candidate or Measure Finance Committee. <i>For instructions on how to obtain dbOrgID see information in Expenditure Notes: How to Obtain dbOrgID. Otherwise null (blank).</i>
dbOrgName	char(100)	This is the payee organization name. Required if the dbPayeeType is Business/Group and dbOrgID is null.
dbPayeeID	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.
dbFirstName	char(100)	Debt Source (Payee) first name. Required if the dbPayeeType is "Individual" and dbOrgID is null.
dbMiddleName	char(100)	Debt Source (Payee) middle name. Optional if the debt is owed to an individual.

Column	Format	Description
dbLastName	char(100)	Debt Source (Payee) last name. Required if the dbPayeeType is "Individual" and dbOrgID is null.
dbNameSuffix	char(15)	Debt Source (Payee) name suffix. Optional if the debt is owed to an individual.
dbAddress1	char(50)	Debt Source (Payee) Employer's address line 1. <i>(If the Individual does not have a separate employer, use personal address)</i> Required if the dbPayeeType is "Individual" and dbOrgID is null.
dbAddress2	char(50)	Debt Source (Payee) Employer's address line 2. Optional
dbCity	char(30)	Debt Source (Payee) Employer's city. Required if dbOrgID is null.
dbState	char(2)	Debt Source (Payee) Employer's state. Required if dbOrgID is null.
dbZip	char(5)	Debt Source (Payee) Employer's zip code. Required if dbOrgID is null.
dbSourceEmployer	char(100)	Debt Source employer name. Required if Debt Source Type is "Individual" and dbOrgID is null.
dbSourceOccupation	char(2)	Debt Source Occupation or Industry. Required if Debt Source Type is "Individual" and dbOrgID is null.
dbSourceOccupationOther	char(100)	dbSourceOccupationOther (Description) is required if dbSourceOccupation = 99 (Other).
dbSourceOwnerMgr	char(100)	Debt Source Owner/Manager. Required if Debt Source Type is "Business/Group" and dbOrgID is null.
dbSourceBusActivities	char(100)	Debt Source Business/Activities. Required if Debt Source Type is "Business/Group" and dbOrgID is null.

Debt Notes

If there are no debts leave the debt Worksheet blank.

The Candidate or Committee Organization ID or Key in the Campaign Finance system of the payee if the payee is a registered Candidate or Measure Finance Committee in the City of Albuquerque. *For instructions on how to obtain exOrgID see information in Expenditure Notes: How to obtain exOrgID.* Otherwise null (blank).

Required if dbPayeeType = 03 Candidate or 04 Measure Finance Committee.

***NOTE:** If the payee is a Registered Candidate or Measure Finance Committee in the city of Albuquerque, you are required to use their their **dbOrgID** the dbOrgID column. This will eliminate the necessity to include any of the individual fields that pertain to the payee. Organization Name if payee is an Organization, Payee First, Middle & Last Name if an Individual, all address fields, as well as all employment information and business information, can be left blank. The dbOrgID information may be retrieved from the Export Organization List link found on the Committee Administration page under the Import Data File section.*

How To Obtain dbOrgID

From the Committee Administration page, scroll down to the Import Data File section. You will find a link "Export Organization List". Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- "cnOrgID" in the "assocCandidate" worksheet or element
- "cbOrgID" in the "contribution" worksheet or element
- "exOrgID" in the "expenditure" worksheet or element
- "lnSourceOrgID" in the "loan" worksheet or element
- "dbOrgID" in the "debt" worksheet or element

The debtPayment Worksheet

Column	Format	Description
dpPaymentID	char(30) not null	This is your committee's unique external reference ID for the debt payment record. Each debt payment record must have its own unique identification number. Required
debtID	char(30) not null	This is your committee's unique external reference ID for the original debt record. Required
dpPaymentDate	date not null	Date of debt payment. Required
dpPaymentAmount	money not null	Amount of debt payment. Required Enter 0.00 if none.

Debt Payment Notes

If there are no debt payments leave the debtPayment Worksheet blank.

CODE TABLES

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

The contribution Worksheet

cbContributionType (type of contribution)

Code	Import Code
Monetary	01
In-Kind	02
Public Funding	03
Anonymous	04

cbContributionType = 03 Public Funding - is only valid for Publicly Financed Candidates Committees.

cbContributorType (type of contributor)

For Candidate Committees and Measure Finance Committees	Import Code
Individual	01
Business/Group	02
Candidate	03
Measure Finance Committee	04

If cbContributorType = 03 Candidate or 04 Committee then cbOrdID is required.

cbOccupation (contributor's occupation or industry)

Code	Import Code
Agriculture	01
Attorney/Legal	02
Automotive Industry	03
Business Owner	04
Clergy/Faith-based	05
Construction/Engineering	06
Environmental Services	07
Financial/Investment	08
Firefighters/Paramedics	09
Food Services	10
Gaming Industry	11
General Business	12
Government/Civil	13

Healthcare/Medical	14
Homemaker	15
Insurance Industry	16
Law Enforcement	17
Lobbyist	18
Manufacturing	19
Media/Public Relations	20
Military	21
Mining/Energy	22
Not Currently Employed	23
Office and Administrative Occupations	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology	28
Student	29
Teacher/Education	30
Unknown	31
Other	99

The expenditure Worksheet

exExpenditureType

For Candidate Committees and Measure Finance Committees	Import Code
Disposition of Funds	01
Monetary	02

exFundsDispo

For Candidate Committees and Measure Finance Committees	Import Code
Charity	01
City Fund	02
Returned to Source	03

exPurpose (purpose of expenditure)

Code	Import Code
Advertising	ADV
Bank Fees	BKF
Consultant & Professional Services	CNS
Donations (All Others)	DAO
Donations (Political)	DPO
Employee Services	EMP
Entertainment	ENT
Food, Beverages and Meals	FOD
Fundraising Expenses	FUN
Gifts	GFT
Legal & Accounting	LEG
Office Equipment & Supplies	OES
Polls & Surveys	POL
Postage/Mailing	POS
Printing	PRT
Rent & Utilities	REN
Refunds/Reimbursements	RFD
Telephone	TEL
Travel & Lodging	TRV
Other	OTH
Unknown	UNK

exPayeeType (type of payee)

For Candidate Committees and Measure Finance Committees	Import Code
Individual	01
Group/Business	02
Candidate	03
Measure Finance Committee	04

If exPayeeType = 03 Candidate or 04 Committee then exOrdID is required.

exOccupation (payee's occupation or industry)

Code	Import Code
Agriculture	01
Attorney/Legal	02
Automotive Industry	03
Business Owner	04
Clergy/Faith-based	05
Construction/Engineering	06
Environmental Services	07
Financial/Investment	08
Firefighters/Paramedics	09
Food Services	10
Gaming Industry	11
General Business	12
Government/Civil	13
Healthcare/Medical	14
Homemaker	15
Insurance Industry	16
Law Enforcement	17
Lobbyist	18
Manufacturing	19
Media/Public Relations	20
Military	21
Mining/Energy	22
Not Currently Employed	23
Office and Administrative Occupations	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology	28
Student	29
Teacher/Education	30
Unknown	31
Other	99

The loan Worksheet

InSourceType (type of loan source)

For Candidate Committees and Measure Finance Committees	Import Code
Individual	01
Business/Group	02
Candidate	03
Measure Finance Committee	04

InSourceOccupation (loan source's occupation or industry)

Code	Import Code
Agriculture	01
Attorney/Legal	02
Automotive Industry	03
Business Owner	04
Clergy/Faith-based	05
Construction/Engineering	06
Environmental Services	07
Financial/Investment	08
Firefighters/Paramedics	09
Food Services	10
Gaming Industry	11
General Business	12
Government/Civil	13
Healthcare/Medical	14
Homemaker	15
Insurance Industry	16
Law Enforcement	17
Lobbyist	18
Manufacturing	19
Media/Public Relations	20
Military	21
Mining/Energy	22
Not Currently Employed	23
Office and Administrative Occupations	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology	28
Student	29
Teacher/Education	30
Unknown	31
Other	99

The debt Worksheet

dbPayeeType (debt payee)

For Candidate Committees and Measure Finance Committees	Import Code
Individual	01
Business/Group	02
Candidate	03
Measure Finance Committee	04

dbSourceOccupation (debt source's occupation or industry)

Code	Import Code
Agriculture	01
Attorney/Legal	02
Automotive Industry	03
Business Owner	04
Clergy/Faith-based	05
Construction/Engineering	06
Environmental Services	07
Financial/Investment	08
Firefighters/Paramedics	09
Food Services	10
Gaming Industry	11
General Business	12
Government/Civil	13
Healthcare/Medical	14
Homemaker	15
Insurance Industry	16
Law Enforcement	17
Lobbyist	18
Manufacturing	19
Media/Public Relations	20
Military	21
Mining/Energy	22
Not Currently Employed	23
Office and Administrative Occupations	24
Real Estate Professional	25
Retail Sales	26
Retired	27
Science/Technology	28
Student	29
Teacher/Education	30
Unknown	31
Other	99