

Using the IMPORT/EXPORT Feature

Overview

Use the import feature to avoid re-typing contribution or expenditure data entered into other software, such as a spreadsheet. Use the export feature to convert data entered in the TX-CFS software into a format usable by other software. Notes: double quotes (") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If an error occurs during import, please open the file "c:\Program Files\TX-CFS\Logs\ImportLogFile.txt. The proper format for importing data is described in the attached appendices.

Appendix A: Contributions.....Page 2

Contributions may only be imported into or exported from a particular report. The file **must** be in the format specified in Appendix A. To import contributions, highlight the report into which you wish to import, then select "Tools" from the main menu, then "Data", "Import", "Contributions/Pledges". A dialog box will appear asking you to choose the file from which to import. The dialog box initially displays the contents of the data folder where you installed the software. Click on the drive letter or folder name if you wish to change folders (or drives). When you have highlighted the existing file, click on the "Import" button. To export contributions, highlight the report you want to export from, then select "Tools" from the main menu, then select "Data", "Export", "Contributions/Pledges". A dialog box will appear asking you to enter the name and location of the file you want to export into. Fill in the file name then click on the "Export" button.

Appendix B: Expenditures.....Page 5

Expenditures may only be imported into or exported from a particular report. The file **must** be in the layout provided by Appendix B. To import expenditures, highlight the report into which you wish to import, then select "Tools" from the main menu, then "Data", "Import", "Expenditures". A dialog box will appear asking you to choose the file from which to import. When you have highlighted the existing file, click on the "Import" button. To export expenditures, highlight the report you want to export from, then select "Tools" from the main menu, then select "Data", "Export", "Expenditures". A dialog box will appear asking you to enter the name and location of the file you want to export into. Fill in the file name then click on the "Export" button.

Appendix C: Description of "child" records:.....Page 9

An example of a "child" record is a single expenditure which paid for Travel outside the State of Texas for more than one person. The name of the first person would be placed in the first, or "parent" record, and the name of the second person would be placed in a "child" record directly beneath the parent. Appendix C describes how to "relate" the child to the parent by putting the Item_ID of the parent in the appropriate BakRef_ID or Trvl_BakRef field of each child.

APPENDIX A - FILE LAYOUT FOR IMPORTING / EXPORTING CONTRIBUTIONS

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension**. Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes (") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If field names are on the first line, please begin that line with the "#" character.

SAMPLE FILE: [Contribs.csv](#)

(the contents of this file are also printed at the end of this Appendix)

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

NOTE (3): The first record of the export.csv file produced by TX-CFS contains a list of field names for informational purposes only. This record is not required for import files. If it is added, precede it with a "#" to indicate that it is for information only.

```
=====
R(x)          Max
# C(x) Field Name  Len  Description
-----  -
01 Rx  Rec_Type    4  Record Type (identifies this record)  Value:  RCPT, PLDG
02 Rx  Form_Type   5  Name of Schedule

Values for Contributions:
A1   (used on: COH;SPAC;SCCOH;SCSPAC;COH-SS;SPAC-SS)
A2   (used on: GPAC;MPAC;CEC;MCEC)
A(J) (used on: JCOH;JSPAC)
A(L) (used on: LEG)
C    Corporate Contribs.(used on: SPAC;GPAC;MPAC;PTYCORP)
C2   Corporate Contribs for Admin (used on GPAC;MPAC)
```

Values for Pledges:

B1 (used on: COH;SPAC;SCCOH;SCSPAC)

B2 (used on: GPAC;MPAC;CEC;MCEC)

B3 (used on: COH-SS;SPAC-SS)

B(J) (used on: JCOH;JSPAC)

D Corporate Pledges (used on:

SPAC;GPAC;MPAC;PTYCORP)

03 Rx Item_ID 20 Unique Identifier (can be left blank for imports)

04 Rx Entity_Cd 1 Entity Code Values: I = Individual; E = Entity
(Schedules C & D are always an Entity)

05 Rx Ctrib_NamL 100 Contrib Name - Last or Organization name

06 CR Ctrib_NamF 45 Contrib Name - First (middle, _) name(s)
(Req if Entity_Cd = "I")

07 Co Ctrib_NamT 25 Contrib Name - Title (e.g., Mr.)

08 Co Ctrib_NamS 10 Contrib Name - Suffix (e.g., Jr.)

09 R Ctrib_Adr1 55 Contributor Street Address 1

10 o Ctrib_Adr2 55 Contributor Street Address 2

11 R Ctrib_City 30 Contributor City

12 R Ctrib_StCd 2 Contributor State Code (use "ZZ" if foreign)

13 R Ctrib_ZIP4 10 Contributor ZIP Code (use 99999 or 99999-9999)

*----- Fields 14 & 15 do not apply to Schedules A(L), C

14 Co OS_PAC_CB 1 Out-of-state PAC Check-box "X" = checked; blank =
unchecked

15 Co OS_PAC_FEC 9 Out-of-state PAC's FEC ID# (OK if OS_PAC_CB = X)

16 Rx Ctrib_Date 8 Contribution Date (yyyymmdd)

17 Rx Ctrib_Amt 12 Contribution Amount (or In-kind Value; 999999999.99)

18 o Ctrib_Dscr 100 Contribution Description (if In-kind)

*----- Fields 19 & 20 are not applicable to Schedules A(L), C

19 CR Employer 60 Employer (Req on Schedule A(J))

20 CR Occup 60 Occupation (Req on Schedules A2 & A(J))

21 CR Job_Title 60 Job Title (applies only to Sched A(J))

22 Co Spous_Emp 60 Law firm of spouse (applies only to Sched A(J))

23 Co Parent1 50 Law firm of child's parent (applies only to Sched A(J))

24 Co Parent2 50 Law firm of child's parent (applies only to Sched A(J))

Contents of Sample File: [Contribs.csv](#)

```
#Rec_Type,Form_Type,Item_ID,Entity_Cd,Ctrib_NamL,Ctrib_NamF,Ctrib_NamT,Ctrib_Nam
S,Ctrib_Adr1,Ctrib_Adr2,Ctrib_City,Ctrib_StCd,Ctrib_ZIP4,OS_PAC_CB,OS_PAC_FEC,Ct
rib_Date,Ctrib_Amt,Ctrib_Dscr,Employer,Occup,Job_Title,Spous_Law,Parent1,Parent2
RCPT,A1,,IND,Doe,John,Mr.,Jr.,210 Main. St. Apt. 110,,Corpus Christi,TX,78401
,,,20050625,50,,First Community Bank,Banker,,,,
RCPT,A1,,IND,Box,Richard,Dr.,,1111 Guadalupe Ste. 500,,Austin,TX,78705-4555
,,,20050625,50,,Yoakum National Bank,Bank Director,,,,
RCPT,A1,,ENT,Imaginary PAC,,,,Bank Two Building,2200 Vista Dr. Ste. 512,Waco,TX
,76201-9056,,,,,20050625,5000,,,,,
PLDG,B1,,ENT,Imaginary PAC,,,,Bank Two Building,2200 Vista Dr. Ste. 512,Waco,TX
,76201-9056,,,,,20050630,4000,,,,,

```

Example of informational field headers in first record (NOT REQUIRED, but must start with a "#" if present):

```
#Rec_Type,Form_Type,Item_ID,Entity_Cd,Ctrib_NamL,Ctrib_NamF,Ctrib_NamT,Ctrib_Nam
S,Ctrib_Adr1,Ctrib_Adr2,Ctrib_City,Ctrib_StCd,Ctrib_ZIP4,OS_PAC_CB,OS_PAC_FEC,Ct
rib_Date,Ctrib_Amt,Ctrib_Dscr,Employer,Occup,Job_Title,Spouse_Law,Parent1_Law,
Parent2_Law

```

Example of import record for Schedule A1: (Please note that the commas at the end ARE necessary even when there is no data in those fields.)

```
RCPT,A1,,I,Smith,Judith,Ms.,,Bank One Building,"1231 Main St., Ste.
100",Dallas,TX,75201-1234,,,20000201,50.01,,Flowers by Judy,Floral
Arrangements,Owner,,,

```

Example of import record for Schedule B1:

```
PLDG,B1,,E,Imaginary PAC,,,,Bank Two Building, "1232 Main St., Ste.
500",Houston,TX,77201-1234,,,20000201,500.00,,,,,

```

APPENDIX B - FILE LAYOUT FOR IMPORTING / EXPORTING EXPENDITURES

NOTE (1): Files should be in comma-separated value format and the filename **should end with a ".csv" extension**. Trailing commas **must** be present for each field regardless of whether data is present. Note: double quotes(") may not be embedded in the data. If commas are embedded, the field should be surrounded by double quotes. Double quotes cannot surround the first 2 fields. If field names are on the first line, please begin that line with the "#" character.

SAMPLE FILE: [Expend.csv](#)

(the contents of this file are also printed at the end of this Appendix)

NOTE (2): The second column is a list of codes indicating whether a field is required for reporting purposes. "Rx" = Required field; TEC rejects filing if absent; "R" = Required field, but TEC accepts filing; "Cx" = Conditionally Required field; TEC rejects filing if absent; e.g., First Name is required only when Entity Code = "I"); "C" = Conditionally Required but TEC accepts filing; "o" = optional field; "Co" = conditionally optional; e.g., Field 07 (Contributor Title) is optional when Entity Code = "I", but is not applicable (and should be blank) when Entity Code = "E".

```

=====
R(x)          Max
# C(x) Field Name Len Description
-----
01 Rx  Rec_Type      4 Record Type (identifies this record) Value:  EXPN

02 Rx  Form_Type      6 Name of Schedule Values:
      F      (used on: COH;JCOH;SPAC;JSPAC;GPAC;MPAC;
      CEC;MCEC;SCCOH;SCSPAC)
      F(L)   (used on: LEG)
      G      (used on: COH;JCOH;SCCOH)
      H      (used on: COH;JCOH;SPAC;JSPAC;SCCOH;SCSPAC)
      I      (used on: COH;JCOH;SPAC;JSPAC;GPAC;MPAC;
      CEC;MCEC;SCCOH;SCSPAC)

03 Rx  Item_ID        20 Unique Identifier (can be left blank for imports)

*---- Fields 04 - 16 are NOT USED on Candidate/Office records (fields #19-28)
*---- which have a BakRef_ID pointing to the Item_ID of the "parent" record.

04 Rx  Entity_Cd       1 Entity Code Values: I = Individual; E = Entity

05 Rx  Payee_NamL     100 Payee Name - Last or Organization name
06 CR  Payee_NamF      45 Payee Name - First (middle, _) name(s)
      (Req if Entity_Cd = IND)
07 Co  Payee_NamT      15 Payee Name - Title (e.g., Mr.)
08 Co  Payee_NamS      10 Payee Name - Suffix (e.g., Jr.)
09 R   Payee_Adr1      55 Payee Street Address 1

```

10 o Payee_Adr2 55 Payee Street Address 2
 11 R Payee_City 30 Payee City
 12 R Payee_StCd 2 Payee State Code
 13 R Payee_ZIP4 10 Payee ZIP Code (99999 or 99999-9999)
 14 Rx Expn_Date 8 Expense Paid Date (yyyymmdd)
 15 Rx Expn_Amt 12 Expense Paid Amount (999999999.99)
 16 R Expn_Descr 100 Expenditure Description

*---- Field 17 only applies to Sched UC-EXP of COH-UC reports
 17 CR ExpCntr_YN 1 Expenditure is a contribution? (Y/N)

*----- Field 19 applicable when #02.Form_Type = G and is a Check-box
 *----- that indicates "Reimbursement from political contributions intended".

18 o Reimbur_CB 1 Reimbursement intended Check-box (Sched G only)

*----- Fields 20 - 29 apply when #02.Form_Type = [F|H|T-DCE] and refer to Direct
 *----- Campaign Expenditures (DCE) made to benefit another C/OH without that
 *----- C/OH's knowledge or consent.

19 o Cand_NamL 100 Candidate Name - Last (family) name
 20 CR Cand_NamF 45 Candidate Name - First (middle, ...) name(s)
 21 Co Cand_NamT 15 Candidate Name - Title
 22 Co Cand_NamS 5 Candidate Name - Suffix

23 o OffHldCd 3 Office Held Code (see "Political Office Codes", below)
 24 CR OffHldNam 30 Office Held Description (if OTH - Other)
 25 Co OffHldNum 4 Office Held District#

26 o OffSeekCd 3 Office Sought Code (see "Political Office Codes", below)
 27 CR OffSeekNam 30 Office Sought Description (if OTH - Other)
 28 Co OffSeekNum 4 Office Sought District#

29 o BakRef_ID 20 Back-reference to Item_ID of parent record if
 this is a child DCE record (can be left blank for
 imports.)

30 o ExpnCorp_YN 1 Expenditure from Corporate contributions? (Y/N) (GPAC/MPAC)

Political Office Codes (used in Fields 24 & 27)

=====

GOV = Governor
 LGV =Lt. Governor
 AG = Attorney General
 COM = Comptroller
 LC = Land Commissioner
 AC = Agriculture Comm.
 RC = Railroad Commissioner
 SCJ = Supreme Court Justice
 CAJ = Criminal Appeals Judge
 SEN = State Senator
 REP = State Representative
 COA = Court of Appeals Justice
 DJ = District Judge
 DA = District Attorney
 SBE = State Board of Education
 OTH = Other Office (describe)

*----- Fields 31 - 42 apply when #02.Form_Type = F,G, H, N & UC-EXP and refer
 *----- to political expenditures for travel outside the State of Texas.
 *----- They should NOT BE USED in a record where Direct Campaign Expenditure
 *----- information is present (in Fields 19-28.)
 *----- They may be used on both "parent" records (where Trvl_BakRef is blank)
 *----- and "child" records (Trvl_BakRef points to Item_ID in the "parent")

31	CR	Trvl_CB	1	Travel outside the State of Texas check box
32	CR	Trvl_NamL	100	Last name of person who traveled
33	CR	Trvl_NamF	45	Traveler first (middle, _) name(s)
34	o	Trvl_NamT	15	Traveler Name - Title
35	Co	Trvl_NamS	5	Traveler Name - Suffix
36	CR	Tran_Type	50	The means of transportation
37	CR	Dpt_City	30	The name of each departure city / location
38	CR	Dpt_Date	8	Departure Date
39	CR	Arv_City	30	The name of each destination city / location
40	CR	Arv_Date	8	Arrival Date in destination city / location
41	CR	Trvl_Purp	100	The campaign or officeholder purpose of the travel, including the name of a conference, seminar or other event
42	CR	Trvl_BakRef	20	Back-reference to Item_ID of parent record if this is a child Travel record (can be left blank for imports.)
*-----		Fields 43 & 44		apply to all except Form_Types F(L) and UC-EXP
*-----		Field 44		is required for expenditures made after 06/30/2010, and
*-----		optional		on expenditures made before that date.
*-----		Field 43		is required if the value of Field 44 is 19 (Other).
*-----		Please see		the list of Category Codes on Page 8.
43	CR	Expn_CatgOth	50	Description of Category (if Expn_Catg = 19) for Other
44	CR	Expn_Catg	4	Category Code (see table of codes on Page 8.)

Expenditure Category Codes

1	-	Advertising Expense
2	-	Accounting/Banking
3	-	Consulting Expense
4	-	Event Expense
5	-	Fees
6	-	Gift/Awards/Memorials Expense
7	-	Legal Services
8	-	Food/Beverage Expense
9	-	Polling Expense
10	-	Printing Expense
11	-	Salaries/Wages/Contract Labor
12	-	Solicitation/Fundraising Expense
13	-	Travel In District
14	-	Travel Out of District
15	-	Office Overhead/Rental Expense
16	-	Loan Repayment/Reimbursement
17	-	Transportation Equipment & Related Expense
18	-	Contributions/Donations Made By Candidate/Officeholder/Political Committee
19	-	OTHER

Contents of Sample File: [Expends.csv](#)

```

#Rec_type, Form_type, Item_ID, Entity_CD, Payee_NamL, Payee_NamF, Payee_NamT,
Payee_NamS, Payee_Adr1, Payee_Adr2, Payee_City, Payee_StCd, Payee_Zip4,
Expn_Date, Expn_Amt, Expn_Descr, ExpCntr_YN, Reimbur_CB, Cand_NamL, Cand_NamF,
Cand_NamT, Cand_NamS, OffHldCd, OffHldNam, OffHldNum, OffSeekCd, OffseekNam,
OffseekNum, BakRef_ID, ExpnCorp_YN, Trvl_CB, Trvl_NamL, Trvl_NamF, Trvl_NamT,
Trvl_NamS, Tran_Type, Dpt_City, Dpt_Date, Arv_City, Arv_Date, Trvl_Purp,
Trvl_BakRef, Expn_CatgOth, Expn_Catg
EXPN,F,22,ENT,AAA Billboards,,,,,2001 Wagon Trail,,Austin,TX,78723,20100401
,5000.00,billboard ad for John Candidate and Jane Candidate without their
knowledge or consent.,,,Candidate,Jane,Ms.,,OTH,Mayor of Smallville
,,REP,,151,,,,,,,,,,,,,,,,,,,,,1
EXPN,F,22-DCE1,,,,,,,,,,,,,,,,,,,,Candidate,John,Mr.,Jr., REP
,,151,GOV,,22,,,,,,,,,,,,,,,,,,,,
EXPN,F,27,IND,Candidate,Susan M.,Ms.,,P.O. Box 222,,Round Rock,TX,78803,20100301
,500.00,"campaign contribution supporting Susan Candidate for State
Representative, District 251.",,,,,,,,,,,,,,,,,,,,,,,,,,,,,18
EXPN,F,25,ENT,OfficeMart,,,,,204 E. Ben White Blvd.,,Austin,TX,78704,20100604
,17.51,"Campaign office supplies: 1 box copy paper, 2 boxes staples, 1 box
paper clips.",,,,,,,,,,,,,,,,,,,,,,,,,,,,,15
EXPN,F,21,ENT,Texas Airlines,,,,,123 Main St.,,Dallas,TX,75201,20100501
,595.99,(See travel info),,,,,,,,,,,,,,,,,,,,,X,Jones,Jerry,,,Commercial
Airline,"Austin TX",20100509,"Boston, MA",20100509,Boston Conference on
Redistricting,,,14
EXPN,F,21-TRVL1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,X,Smith,John,Mr.,,Commercial
Airline,"Dallas, TX",20100509,"Boston MA",20100509,attend Boston Conference on
Redistricting,21,,
EXPN,I,24,ENT,American Heart Association,,,,,P.O. Box 54211,,Washington,DC,20102
,20100630,100.00,charitable contribution,,,,,,,,,,,,,,,,,,,,,,,,,,,,,18

```

APPENDIX C: Description of "Child" records

BACK-REFERENCING TO RELATE "CHILD" RECORDS TO THEIR "PARENT" RECORD

NOTE: Child records MUST be directly beneath their Parent record.

A single Direct Campaign Expenditure could benefit more than one candidate or officeholder. In the example below, the filer paid AAA Billboards \$5,000 to for a billboard advertisement supporting two candidates. The payee name and amount are in the first, or "parent", record, along with name of the first candidate benefitted. The second, or "child", record, does not repeat the payee name or amount, but only contains information about the second candidate benefitted. The records below were created by the export function. The first record is the "parent", Field #3 (the Item_ID) has a value of 22. The second record is the "child", and has the value of the parent Item_ID in Field #29 (BakRef_ID). Although the Export utility puts values in t Item_ID and BakRef_ID, they are not necessary when importing records because the Import utility automatically assigns them. For this reason, child record(s) MUST be directly beneath their parent record.

```
EXPN,F,22,ENT,AAA Billboards,,,,2001 Wagon Trail,,Austin,TX,78723, 20100401
,5000.00,Billboard ad for John Candidate and Jane Candidate without their
knowledge or consent for all of February 2010.,,Candidate,Jane,Ms.
,,OTH,Mayor of Smallville,,REP,,151, ,,1
EXPN,F,22-DCE1,,,,,Candidate,John,Mr.,Jr.,REP
,,151,GOV,,,22,,,,,
```

A single expenditure for Travel outside the State of Texas could pay for more than one individual's travel. In that case, the payee name and amount would be in the first, or "parent" record, along with the name of the first individual who is traveling. The name of the second individual who is traveling would be placed in a "child" record directly beneath the parent. The child record would not repeat the payee name or amount, but would only contain information about the second individual's travel. For example:

```
EXPN,F,,ENT,Texas Airlines,,,,123 Main St.,,Dallas,TX,75201,20100501
,595.99,(See travel info),,,,,,X,Jones,Jerry,,,Commercial Airline
,"Austin, TX",20100509,"Boston, MA",20100509,Boston Conference on Redistricting,
,,14
EXPN,F,,,,,X,Smith,John,Mr.,,Commercial Airline
,Dallas TX,20100509,"Boston, MA",20100509,attend Boston Conference on
Redistricting,,,
```

If field #4, Entity_Code, is blank, the import function assumes the record is a "child". If field #19, Cand_NamL is not blank, then it assumes the child record contains Direct Campaign Expenditure (DCE) information. If field #32 (Trvl_NamL) is not blank, then it assumes the child record contains Travel information. Because Field #3 (Item_ID) is automatically assigned by the Import utility, all child records MUST be placed directly beneath their parent record so that Field #29 (BakRef_ID) and Field #42 (Trvl_BakRef) will be assigned the correct values.

Examples of "child" records

1. EXPN "parent" records can have one or more "child" records which are used to identify Candidate/Officeholder beneficiaries of a Direct Campaign Expenditure. NOTE: a Direct Campaign Expenditure is an expenditure made to support a candidate, without that candidate's knowledge or consent. Please see the expenditure to

Susan Candidate in the sample file for an example of how to report an expenditure to a candidate with her knowledge and consent.

EXPN records can also have one or more "child" records which are used to identify persons who traveled outside the State of Texas.

NOTE: an expenditure record should never contain BOTH Direct Campaign Expenditure info and Travel info. Use child records to report each kind of information.

2. RCPT and PLDG "parent" records can have one or more "child" records which are used to identify persons who traveled outside the State of Texas. There is currently no way to import child Travel records, so they must be entered manually after importing the contributions or pledges.