ORESTAR User's Manual: Transaction Filing

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Secretary of State

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Using this Manual

The system developed by the Secretary of State to disclose campaign finance activity is called the *Oregon Elections System for Tracking and Reporting*, or commonly referred to as 'ORESTAR'. This manual is used to provide information on how to file campaign finance transactions electronically in ORESTAR.

Each committee and independent expenditure filer has an "account" in ORESTAR. Only the candidate, treasurer, and other authorized users designated by the candidate or treasurer of a committee, and the individual designated as the independent expenditure filer have access to the account.

Two manuals are available to help a user navigate through ORESTAR committee registration and campaign finance reporting:

- ✓ The ORESTAR User's Manual: Statement of Organization explains how to file a Statement of Organization.
- ✓ The Campaign Finance Manual includes information about Oregon campaign finance law.

These manuals are available at **www.oregonvotes.gov**. The Elections Division encourages all persons subject to campaign finance reporting requirements to read these manuals for guidance.

All campaign finance information filed with the Elections Division since January 1, 2007, is available in the ORESTAR searchable database at **www.oregonvotes.gov**.

If you have questions about establishing a committee, registering as an independent expenditure filer or filing campaign finance transactions, you may call, email, or visit the Elections Division in-person for assistance. The goal of the Elections Division is to assist everyone disclose campaign finance activity accurately and timely.

The 2016 Campaign Finance Manual and associated forms are adopted by Oregon Administrative Rule No. 165-012-0005.

Icons

The following icons are used in this manual to emphasize information:

alert icon
indicates alert; warning; attention needed

info icon
indicates additional information

deadline icon
indicates a deadline

Search icon
indicates information located elsewhere

example icon
indicates a detailed example of a concept, process or form

Form icon
indicates a reference to a form

Assistance

If you have questions about the material covered in this manual or need further assistance, please contact:

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Getting Started

Overview of ORESTAR

ORS chapter 260, "Campaign Finance Regulation; Election Offenses," requires disclosure of contributions and expenditures related to any candidate, measure, or political party active in any election including initiative, referendum and recall petition drives. The chapter requires all political committees, petition committees, and independent expenditure filers to file campaign finance transactions electronically. It also requires that the Secretary of State provide an electronic filing system free of charge to comply with this requirement.

The system developed by the Secretary of State is called *Oregon Elections System for Tracking and Reporting*, or ORESTAR. It is a secure web-based application that can be accessed from most computers with an internet connection.

ORESTAR enables committees and independent expenditure filers to:

- → file a Statement of Organization for a new committee electronically
- → register as an Independent Expenditure Filer
- → amend Statement of Organization information electronically
- → maintain a master list of contributors and payees in an address book
- → enter campaign finance transaction information
- → upload transaction and address book information via an XML file
- → validate transaction information prior to filing to ensure that all the required information is provided
- → file campaign finance transactions electronically
- → view exam letters identifying transaction insufficiencies
- → edit and file amended transactions
- → search for transactions or address book information
- → export transaction or address book information into Excel for creating labels, letters or for other analysis
- → file a Certificate of Limited Contributions and Expenditures

All transactions entered into a committee's account remain private until they are filed with the Elections Division. Once transactions are filed, the information immediately becomes available to the public in an online searchable database.

The system will calculate contributor and payee totals (also referred to as "aggregates"), determine when a transaction should be included in the 'miscellaneous $100 and under' category and file it as such, calculate the committee's or independent expenditure filer's Account Summary totals, and calculate the due date for filing each transaction.

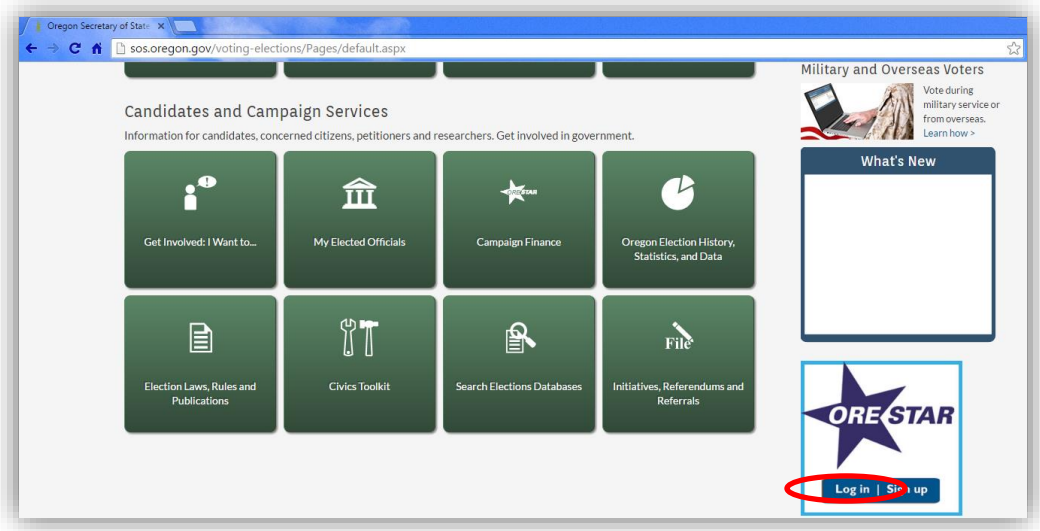
ORESTAR also allows a major political party or nonpartisan candidate for state office, or a candidate for US Senator or Representative in Congress, to file a Declaration of Candidacy and pay the fee electronically. Candidacy filings that are submitted electronically can also be amended and withdrawn electronically, if necessary.

In Oregon, the State Elections Division is responsible for producing the State Voters' Pamphlet. Statements and arguments to be included in the voters' pamphlet must be submitted electronically using ORESTAR. Candidate statements, measure arguments and political party or assembly of elector statements can be filed by fee or petition. Fee filings require payment online at the time of submitting the filing. Petition filings must be approved by the Elections Division before gathering signatures. For more information on who can file with the State Elections Division, refer to the Voters' Pamphlet Manual.

ORESTAR User's Manuals should be used in conjunction with the Campaign Finance Manual and the Candidate Manual, which are also published by the Elections Division. These manuals contain information about the legal requirements of campaign finance disclosure and candidate filing. All Elections Division publications and forms are available at **www.oregonvotes.gov**.

Users can access ORESTAR at **www.oregonvotes.gov**. This site should be bookmarked for repeated use.

Logging into ORESTAR



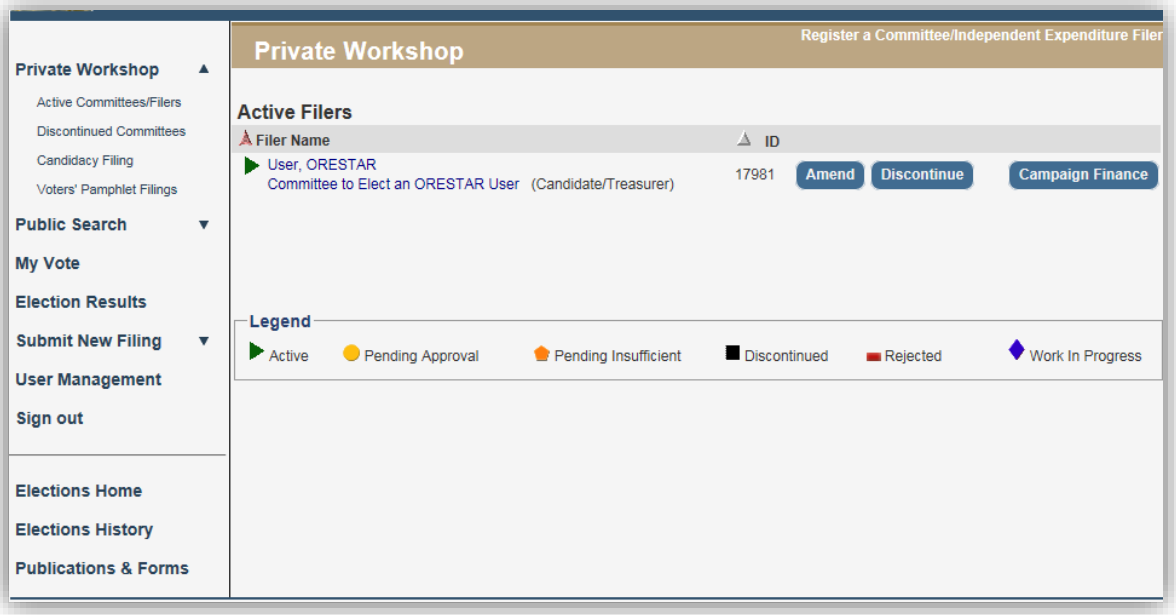
To log into ORESTAR go to **www.oregonvotes.gov** and click on **Log in** under the ORESTAR logo.

Enter your user name and password. Click on **Login** again.

*If you do not have a user name, select **Sign Up now** and follow the instructions for creating a user account in the *ORESTAR User's Manual: Statement of Organization*.

If the application management page appears, click on **ORESTAR (Elections Reporting)** under the *Applications* heading as shown below:

When ORESTAR opens, the **Private Workshop** page displays the active filers authorized to your account. In the left navigation menu, clicking on **Private Workshop** will expand options to display Active Committee/Filers, Discontinued Committees, Candidacy Filings, and Voters' Pamphlet Filings links.

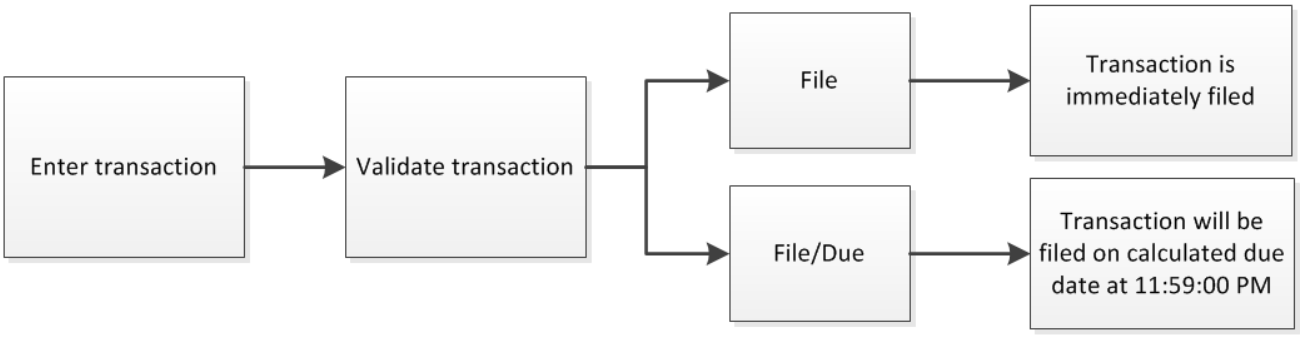


From the *Active Committee/Filers* page of **Private Workshop**, the user sees the active filers that the user can access. The campaign finance portion of ORESTAR is accessed by clicking the **Campaign Finance** button to the right of the filer name on the *Active Filers* page.

ORESTAR is not currently optimized for mobile devices.

If you are having trouble logging in, close all browsers. Open a new browser window and try again.

Understanding the Transaction Filing Process



Submitting transactions in ORESTAR is a multi-step process: enter the transaction; validate the transaction; select to file the transaction either immediately or on its due date. The flow chart above presents a high-level overview of the process. Note that a transaction can also be saved prior to the validation step.

Validating a transaction verifies that the required information has been entered. Validating a transaction can also display an informational or warning message(s) (e.g., the transaction is late and a penalty may be subsequently imposed as it is being submitted after the filing deadline). In the event of an error message, it must be corrected prior to filing.

Refer to **Validate Error/Warning Messages** on *page 43* for more information

Filing a transaction is a two-step process before the information becomes available for public search: select a filing option, and then attest to the transaction. The two filing options to choose from are: *File* or *File/Due* (also referred to as "File When Due"). Clicking the **File** button will submit the transaction immediately after attestation. Clicking the **File/Due** button will –after the transaction has been attested to– schedule the transaction to be submitted on the transaction's due date calculated by the system.

For more information about transaction due dates, see the Campaign Finance Manual.

Navigating the Campaign Finance Menu

Once in the Campaign Finance module from the Private Workshop page, a tab menu at the top allows a user to navigate within the system. The tabs and a brief description of each follows:

Account Summary
This page displays the system-calculated totals for *filed* transactions in the current calendar year. The totals update each time a transaction is filed. The *Account Summary* does not reflect transactions that have been entered ***but are not yet filed*** or are scheduled to be *filed when due*. See ***Account Summary*** tab on *page 9* for more information.

Transactions
This is a private space for a committee to enter, manage, and search its campaign finance transactions. For more information, reference one of the following sections:

- → ***Transactions*** tab on *page 10* for an explanation of the buttons and column headings.
- → ***Transaction Management*** starting on *page 29* for information on how to add, edit, delete transactions.
- → ***Filing Transaction by Type*** starting on *page 51* for information on submitting transactions by the type of transaction.

Address Book
This is an area for the committee to manage its contributors and payees. The Address Book feature allows a committee to enter a name once and reuse it for multiple transactions. For more information, reference one of the following sections:

- → ***Address Book*** tab on *page 14* for an explanation of the buttons and column headings.
- → ***Address Book Management*** starting on *page 20* for information on adding, editing, expiring and deleting address book entries.

Upload Xml
Committees that use a separate campaign management software for entering transactions use this tab to upload files. See ***Upload Xml*** tab on *page 16* for more information and instructions to upload an XML file.

Documents
This page displays a list of correspondence sent to a committee via email, such as Transaction Filing Report, XML Validation Report, Amendment Review Notification, and Exam Letter. See ***Documents*** tab on *page 17* for more information.

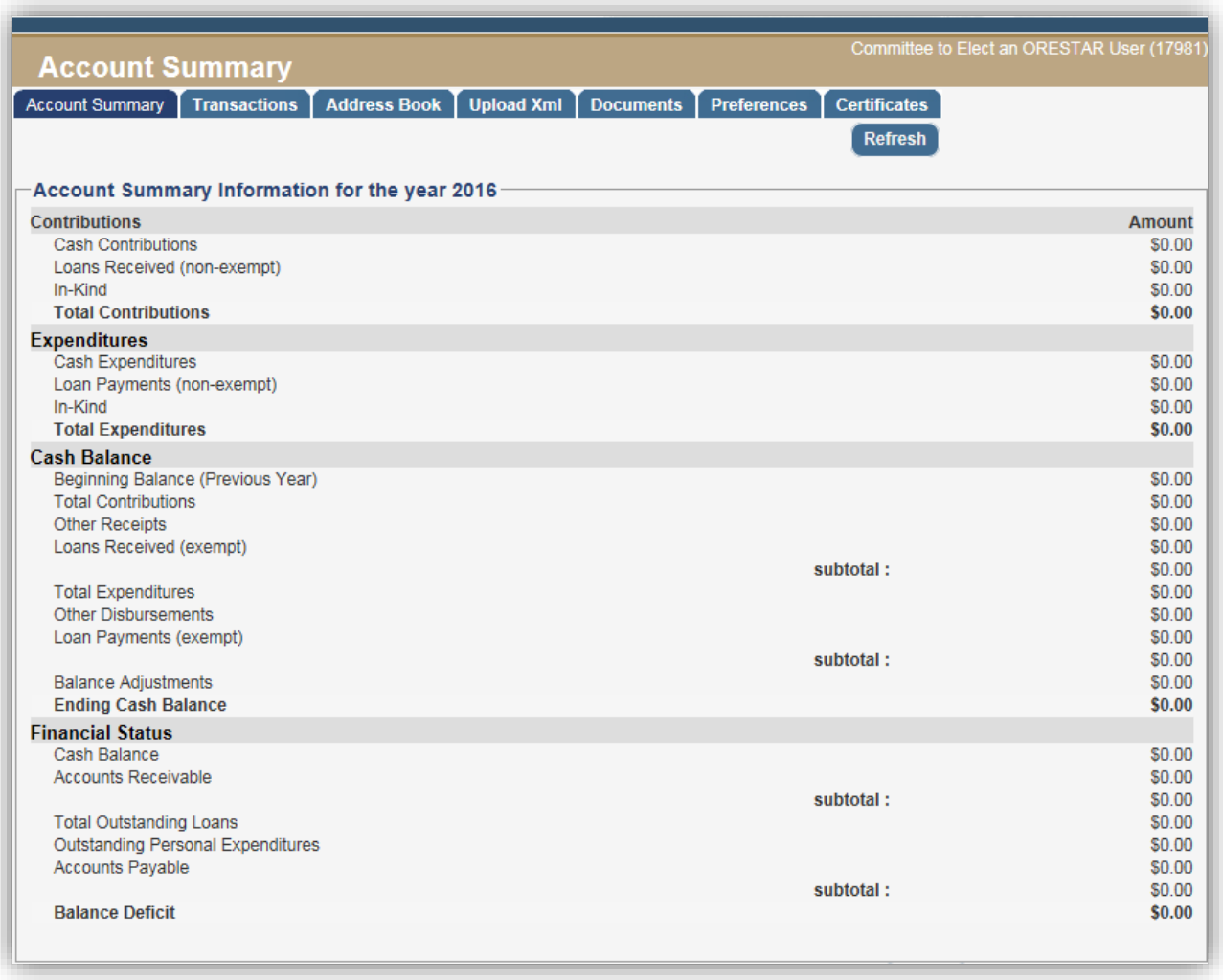
Preferences
This allows a committee to set system level preferences. See ***Preferences*** tab on *page 18* for more information.

Certificates
This allows a committee to file a Certificate of Limited Contributions and Expenditures for the current calendar year. For more information, reference one of the following sections:

- → ***Certificates*** tab on *page 19* for an explanation on the button.
- → ***Filing a Certificate of Limited Contributions and Expenditures*** on *page 65* for instructions on how to file a Certificate.

Account Summary tab

Account Summary page



Independent Expenditure Filers will only see the Expenditures section on their *Account Summary* page.

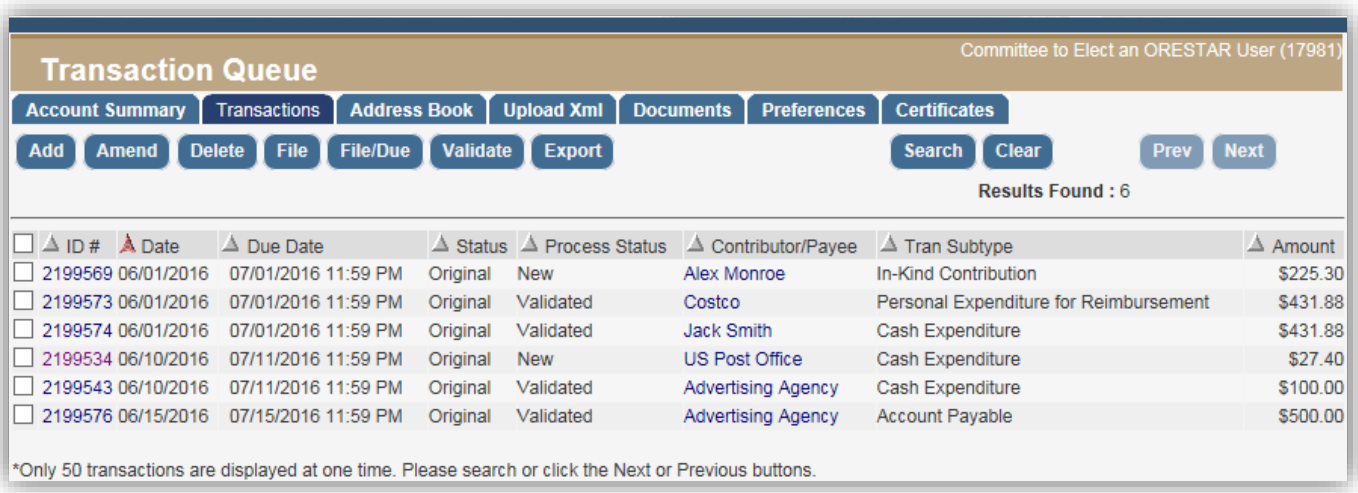
The *Account Summary* page is accessed by clicking on the **Account Summary** tab. Use the **Prev** and **Next** buttons to move between calendar years, if the committee has been active in ORESTAR for more than one year. Amounts are updated after transactions have been filed.

The table provides an overview for each section:

Contributions	The amount of filed contributions, by type and grand total within the calendar year.
Expenditures	The amount of filed expenditures, by type and grand total within the calendar year.
Cash Balance	Reflects money in the financial account, calculated by adding all deposits to the **Beginning Cash Balance** and deduct disbursements or payments made in a calendar year. NOTE: The **Ending Cash Balance** amount should match the balance in the committees financial institution account *if* all transactions have been filed and all reported contributions and expenditures have cleared the bank account.
Financial Status	Calculates the balance/deficit based on the receivables and debts of the committee. These totals are carried forward for each new calendar year.

Transactions tab

Transaction Queue page



The *Transaction Queue* page is accessed by clicking on the **Transactions** tab. A committee can add, edit, delete, validate, file, search, and export transactions from this page. Transactions entered in a committee's account do not become public record until they are filed.

For an overview about the transaction filing process, see *page 7*.

When the *Transaction Queue* is initially accessed, it displays original, amended, or deleted transactions that have not been filed. This page displays up to 50 transactions at a time. Use the **Prev** and **Next** buttons to move between pages if more than 50 transactions exist in the queue.

The transactions on this page display in descending order by transaction date. A red arrow to the left of the column heading indicates the current sort order. If the arrow is pointing up, the results are sorted by that field in descending order (the most recent date first). If the arrow is pointing down, the results sort by that field in ascending order. Clicking once on the red arrow will reverse the sort order. A user can change the sort order of the page at any time by clicking on the arrow in the column the user wishes to sort by.

To view detailed transaction information, click on the **ID #** of the desired transaction. To view Address Book information for a transaction, click on the **Contributor/Payee** name of the desired transaction.

Buttons on Transaction Queue page

A list of the functions for each button on the *Transaction Queue* page and a description of the action performed by each button follows:

Prior to clicking the **Amend**, **Delete**, **File**, **File/Due** or **Validate** buttons, transactions must be selected by checking the box next to the ID. Note that only one transaction can be selected when using the **Amend** button. To select all transactions displayed on the page, click in the box at the top that appears in the gray-shaded row with the column labels.

Add
Opens the *Transaction Add/Edit* page for entry of a new transaction.

Amend
Opens the *Transaction Add/Edit* page to edit a previously entered transaction.

Delete
Deletes the selected transaction(s).

If the transaction had been previously filed, it must be filed again after deleting the transaction. These transactions remain a public record; however, it will show a deleted status.

If the transaction was NOT previously filed, it will be deleted permanently from the system and no further action is required. A transaction that is deleted prior to filing is not a public record because it was never filed.

File
Opens the *Attestation* page where the candidate, treasurer, alternate transaction filer, or independent expenditure filer attests to the information. Note: To file the transaction(s) immediately, the user must click the **File** button on the *Attestation* page.

File/Due
Opens the *Attestation* page where the candidate, treasurer, alternate transaction filer, or independent expenditure filer attests to the information. Note: To file the transaction(s) at approximately 11:59:00 PM on the calculated due date, the user must click the **File/Due** button on the *Attestation* page.

File or **File/Due** transactions will no longer display in the *Transaction Queue*, but can be found using the Search feature.

Validate
Performs validation on the selected transaction(s) and displays the validation results. Note: transactions must be validated prior to filing.

Export
Exports all transactions on the *Transaction Queue* page to an Excel spreadsheet. A maximum 5,000 transactions can be exported at a time.

Search
Opens the *Transaction Search* page where a user can search for transactions associated with the committee. Search results display on the *Transaction Queue* page.

Clear
Clears transaction search results and displays the transactions yet to be filed on the *Transaction Queue* page.

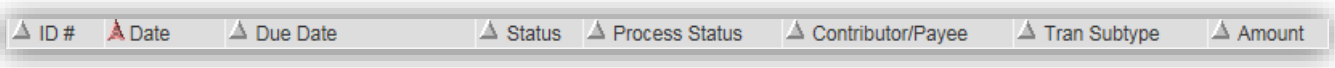
Prev
Displays the previous page of transactions, if more than 50 transactions exist in the *Transaction Queue*.

Next
Displays the next page of transactions, if more than 50 transactions exist in the *Transaction Queue*.

Column Headings for Transaction Queue

When the *Transaction Queue* page is first accessed it displays original, amended, and deleted transactions that have not been filed. This page is also used to search for transactions associated with the committee.

The following is a brief explanation of the information in the columns displayed in the *Transaction Queue* page:



ID #
A unique identification number that is automatically assigned to a transaction. Note: a new ID number is assigned if a transaction is amended or deleted.

Date
The date of the transaction.

Due Date
The system-calculated due date for the transaction. Note: transactions are due by 11:59:00 PM on the due date.

For more information about transaction due dates, see the current Campaign Finance Manual.

Status
Each transaction is assigned one of the following statuses:

Status	Description
Original	A newly-entered, validated or filed transaction.
Amended	A transaction that is changed *after* it has been filed using either **File** or **File When Due**.
Deleted	A transaction that is deleted after it has been filed. Transactions that have not been filed but subsequently deleted, are removed from the system.

Process Status
Each transaction is assigned one of the following process statuses:

Process Status	Description
New	A new transaction that is ready to be validated and filed.
After *validating* a transaction, it will have one of the following process statuses:	
Validated/Warnings	A transaction that has one or more warnings or informational messages.
Validated/Error	A transaction that has one or more error messages associated with it. The error must be corrected to file the transaction.
Validated	A transaction that does not have any validation error messages.

Process Status	Description
After *filing* a transaction, it will have one of the following process statuses:	
File When Due	A transaction that will be automatically filed on the due date, approximately one hour before the transaction is due. A transaction with this status is not a public record until it is processed.
Filing in Progress	A transaction that is being processed by the system.
Filed	A transaction that has been filed and is public record.
Transactions using the *system aggregate calculation* function will display two records, one with each of the following process status:	
Aggregated	A transaction that has been filed and is determined to be exempt from public record because the aggregate of the contributor or payee has not exceeded $100 for the calendar year. The transaction amount is included in the appropriate 'miscellaneous $100 and under' category based on the transaction sub type.
Complete (System):	This transaction is the public version of a transaction with the ***Aggregated*** process status. A 'miscellaneous $100 and under' transaction that is automatically generated by the system when a committee using the system aggregate calculation function files a contribution or expenditure transaction and the calendar year aggregate for the contributor or payee is $100 or under.
After a filed transaction *is examined for sufficiency* by the Elections Division, it will have one of the following process statuses:	
Insufficient/General	A transaction that is missing information that is required by administrative rule. Failure to satisfy the insufficiency by the amendment deadline provided in the exam letter may result in a civil penalty.
Insufficient/Statutory	A transaction that is missing information that is required by statute. Failure to satisfy the insufficiency by the amendment deadline provided in the exam letter may result in a civil penalty.
Complete	A transaction that has been examined and is determined to be sufficient. Transactions with a process status of Aggregated or Complete (System) are not examined.
For committees who have filed a **Certificate of Limited Contributions and Expenditures:**	
Certificate Filed	A transaction entered into ORESTAR by a committee that filed a Certificate of Limited Contributions and Expenditures but the transaction is not filed because the committee did not exceed $3,500 in contributions or $3,500 in expenditures during the calendar year. This process status is assigned on January 1 to transactions in the prior year.

The process status of a filed transaction generally relates to the sufficiency of the information provided with the transaction. The process status is not an indication of whether or not a transaction is filed timely. For example, a transaction with the **Complete** process status may still be subject to a civil penalty if the transaction is filed late.

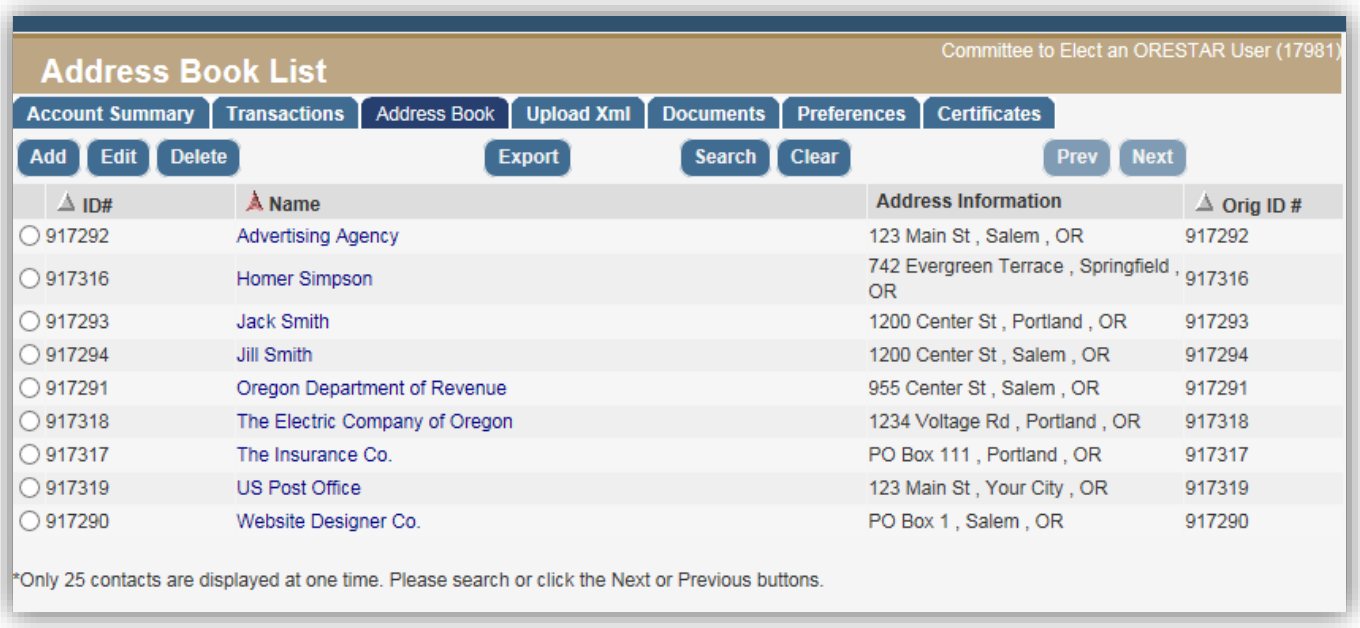
Contributor/Payee
The name of either the contributor, payee, or other person for the transaction.

Tran Sub type
The transaction sub type for the transaction.

Amount
The amount of the transaction.

Address Book tab

Address Book List page



The *Address Book List* page is accessed by clicking on the **Address Book** tab. The Address Book stores basic information about each individual or entity that is involved with a committee's transactions. **Each name is entered only once**, even if the individual or entity is associated with multiple transaction types.

It is important that an individual or entity is only entered once in the Address Book because Address Book entries are used to aggregate transactions in the ORESTAR system.

When the *Address Book List* is first accessed, it displays all current Address Book entries associated with the committee. This page displays up to 25 Address Book entries at a time. Use the **Prev** and **Next** *buttons* to move between pages if more than 25 Address Book entries exist in the list.

Address Book entries on this page display in ascending order by name. A red arrow to the left of the field name indicates the current sort order. If the arrow is pointing up, the results sort by that field in ascending order (A – Z). If the arrow is pointing down, the results sort by that field in descending order (Z-A). Clicking once on the red

arrow will reverse the sort order. A user can change the sort order of the page at any time by clicking on the arrow in the column the user wishes to sort by.

Click on the name of the desired Address Book entry to see detailed information.

Buttons on Address Book List page

A list of the function for each button on the *Address Book List* page and a brief description of the action performed by each button follows:

An Address Book entry must be selected before clicking **Edit** or **Delete**. To select an Address Book entry, click in the circle to the left of the ID #.

Add
Opens the *Address Book Add/Edit* page for entry of a new person/entity.

Edit
Opens the *Address Book Add/Edit* page with the information for the selected Address Book entry. This page also allows for expiring an entry.

Delete
Deletes the selected Address Book entry if the person is not associated with any transactions.

Export
Exports the most recent version of each of the committee's Address Book entries to an Excel spreadsheet. Expired Address Book entries are not included in the export.

Search
Displays the *Address Book Search* page where a user can search for Address Book entries associated with the committee. Search results display on the *Address Book List* page.

Clear
Clears Address Book search results and returns the *Address Book List* page to its initial display.

Prev
Displays the previous page of Address Book entries, if more than 25 Address Book entries exist in the list.

Next
Displays the next page of Address Book entries, if more than 25 Address Book entries exist in the list.

Column Headings for Address Book List page

When the *Address Book List* is first accessed it displays all current Address Book entries associated with the committee. The page is also used to display search results for Address Book entries associated with the committee.

The following on the next page is a brief explanation of the information in the columns that displays on the *Address Book List* page:

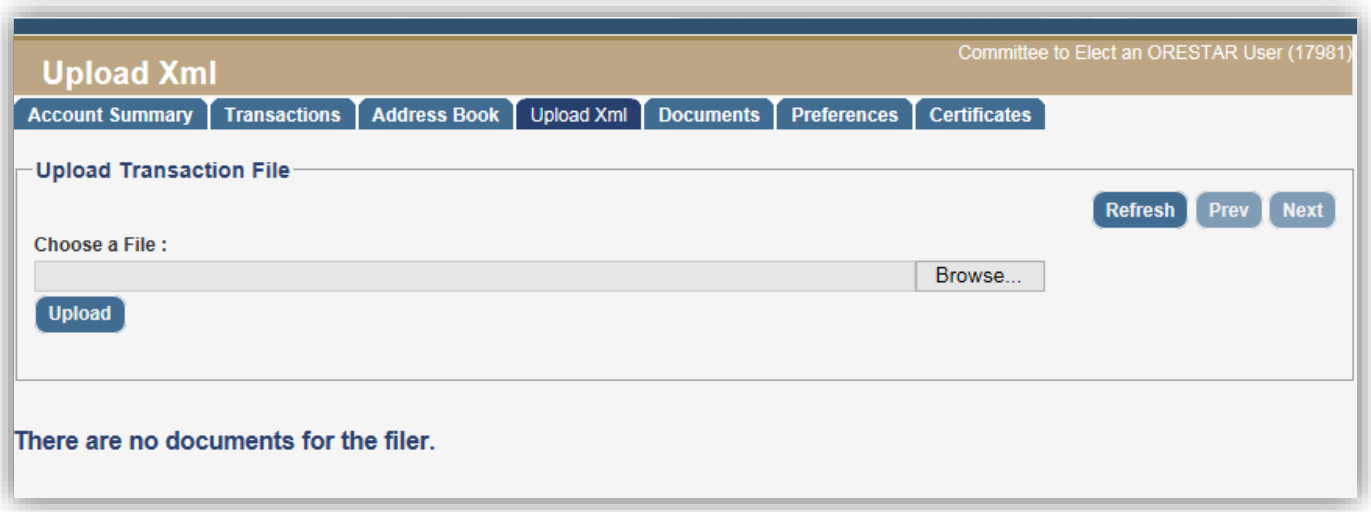
ID #
This is the unique identification number that is automatically assigned to an address entry by the system. If the Address Book entry is uploaded via an XML file, the ID number in the XML file is appended to the ID number assigned by ORESTAR.

Name
This is the name of the individual or entity associated with the Address Book entry.

Address Information
This is the address information associated with the Address Book entry.

Orig ID #
This is the original ID number associated with the current Address Book entry. Each time an Address Book entry that is associated with a filed transaction is edited, a new Address Book entry is automatically created by the system and the previous Address Book entry is expired.

Upload XML tab



Committees that choose to enter transaction information into a system other than ORESTAR use this function to upload the transaction information in an XML file format.

A maximum of 2,000 transactions and 2,000 contacts can be uploaded in a single XML file.

Visit **www.oregonvotes.gov** for more information about XML, the file format specifications, and sample files.

Once the XML file is ready, follow the instructions below to upload the file into ORESTAR:

1. Click on the **Upload Xml** tab.
2. Click on the **Browse** button. A window will open to search for the file on the user's computer.
3. Select the XML file to upload and click **Open**. The dialog box will close and the file name will display on the *Upload Xml* page.

4. Click **Upload**.

5. The uploaded file is validated to ensure it meets the XML file format specifications. An error message "Invalid XML File" will be appear if the file was not uploaded because it did not comply with the format specifications.

6. If the file passes the XML file validation, the transactions are uploaded into ORESTAR and a second level of validation is performed on the data contained in the file.

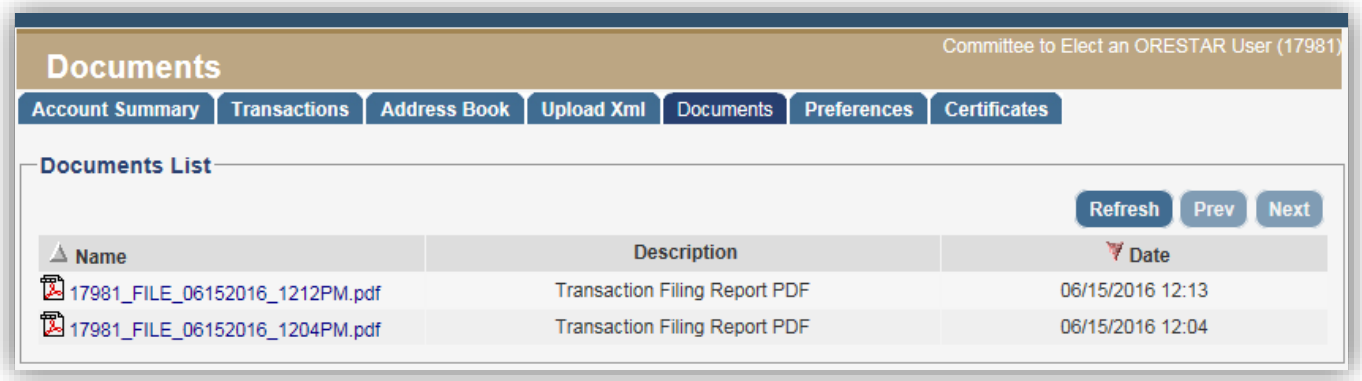
7. An email with "XML Validation" in the subject line is sent to the candidate, treasurer, alternate transaction filer, correspondence recipient and vendor, if applicable. The report contains a list of transactions in the XML file and identifies validation errors, if any, associated with each transaction. The report also informs the user if transactions were successfully saved to ORESTAR. The report can also be accessed by clicking on the **Documents** tab in the committee's account.

8. The uploaded transactions display in the committee's *Transaction Queue* ready for filing by the candidate, treasurer or alternate transaction filer of the committee. See **File a Transaction** on *page 45*.

Uploaded transactions should not be amended directly in ORESTAR. If data is changed after it is uploaded, the original data will be out of sync with the data in ORESTAR. This could cause problems with any subsequent amendments.

Documents tab

Documents List page



The *Documents List* page is accessed by clicking on the **Documents** tab. It contains a list of correspondence sent to the committee via email, such as Transaction Filing Reports, XML Validation Reports, Exam letters, and Amendment Review Notification letters.

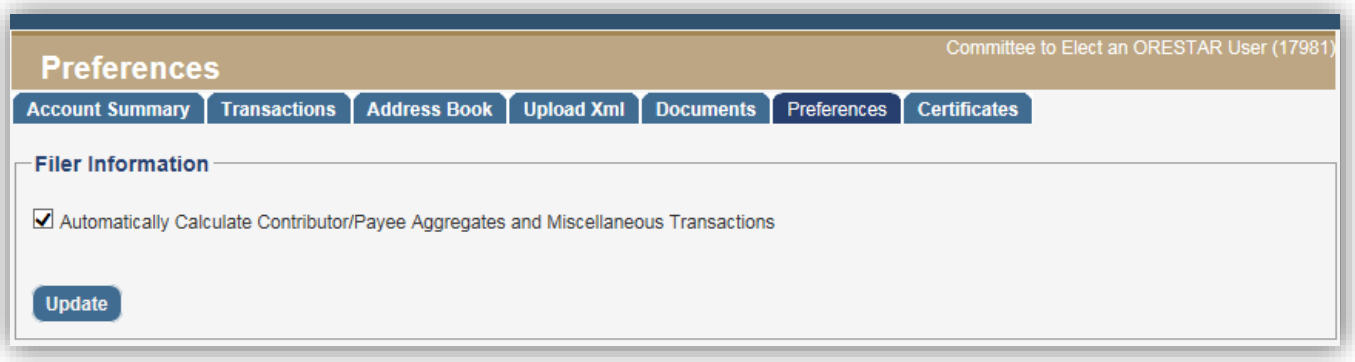
The page displays up to 50 documents at a time. Use the **Prev** and **Next** buttons to move between pages if more than 50 documents exist.

The documents on this page will display in descending order by the document date. A red arrow to the left of the field name indicates the current sort order. If the arrow is pointing up, the results sort by that field in ascending order. If the arrow is pointing down, the results sort by that field in descending order. Clicking once on the red arrow will reverse the sort order. A user can change the sort order of the page at any time by clicking on the arrow in the column the user wishes to sort by.

All documents are in a PDF format and can be opened using a free Adobe Acrobat Reader.

Preferences tab

Preferences page



The *Preferences* page is accessed by clicking on the **Preferences** tab. This page allows a user to set the preference within the system that is specific to the committee.

A committee may choose to allow ORESTAR to track and calculate calendar year aggregate totals for contributors and payees or may choose to track each contributor and payee aggregates manually or in another system.

A committee may change its preference at the beginning of each calendar year, prior to entering any transactions in ORESTAR for the calendar year. After transactions are entered for a calendar year, the preference choice cannot be changed.

Opt In (to System Calculations)
The Elections Division recommends that most committees allow ORESTAR to calculate contributor and payee aggregates to assist the committee in complying with Oregon's campaign finance laws. A new committee is automatically "opted in" to using the system aggregate calculation function.

A committee that allows ORESTAR to calculate contributor and payee aggregates will enter each transaction, regardless of the amount, and the system determines if a transaction should be disclosed to the public or should be included in the appropriate 'miscellaneous $100 and under' category. For each transaction where the contributor's or payee's aggregate is $100 and under, the system will automatically create the appropriate 'miscellaneous $100 and under' for each day these transactions occur.

On the *Transaction Add/Edit* page, the 'Calendar Year Aggregate' is the total amount of contributions or expenditures for the contributor/payee in the calendar year, as of the date of the transaction.

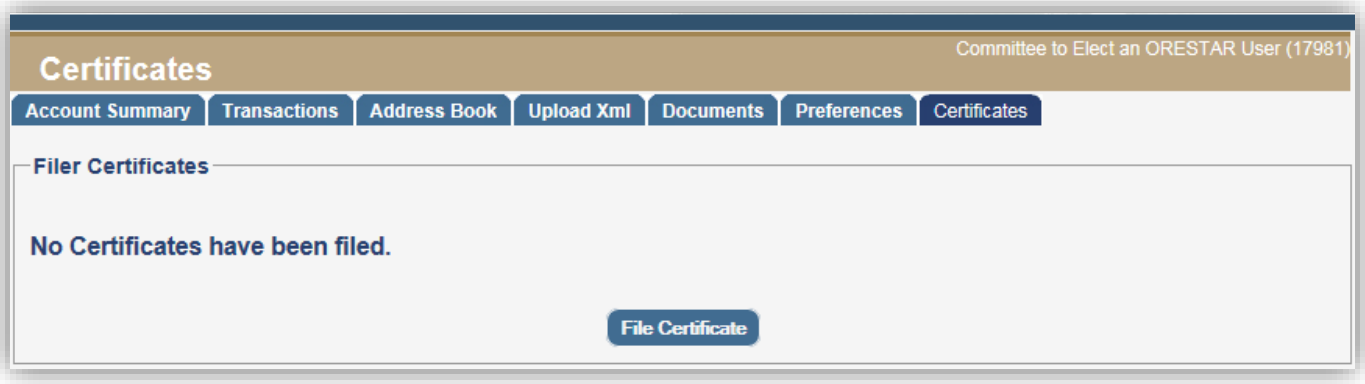
Opting Out (of System Calculations)
A committee that chooses to use a separate system to track and calculate contributor and payee aggregates will enter detail only for those transactions where the contributor's or payee's aggregate is over $100. For transactions where the contributor's or payee's aggregate is $100 and under, the committee will enter a 'miscellaneous $100 and under' transaction for each day these transactions occur (ranges of dates are not allowed). In addition, the committee must enter a Calendar Year Aggregate amount for each contribution or expenditure transaction entered, other than 'miscellaneous $100 and under' transactions.

To opt out of using the system aggregate calculation function for the current calendar year, uncheck the box and click on **Update**. A pop-up window displays with a warning message about the effects of opting out of the system aggregate function. Click **OK** on the pop-up screen and click on **Update** again to confirm the change.

To opt back in to the system aggregate calculation function for the current calendar year, check the box and click on the **Update** button. However, once an "opt out" committee has filed transactions for the current calendar year, it cannot "opt in" until January 1 of the next calendar year.

Certificates tab

Certificates page

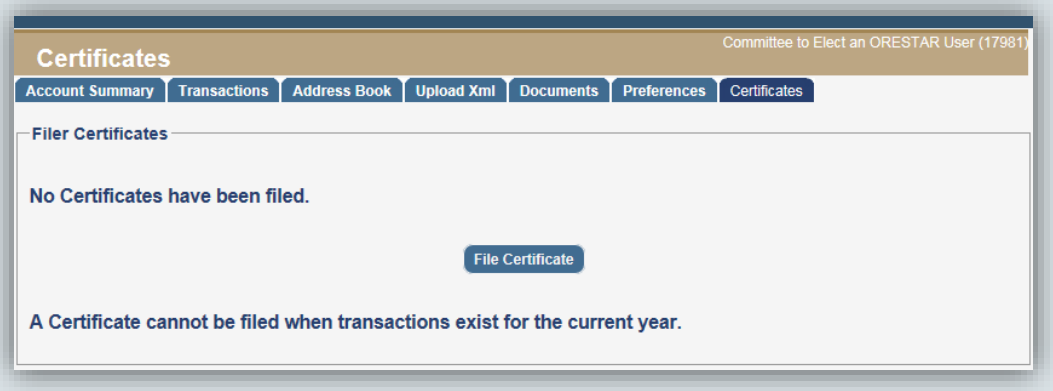


The *Certificates* page is accessed by clicking on the **Certificates** tab. This page allows a committee to file a Certificate of Limited Contributions and Expenditures or view certificates filed by the committee.

For more information on filing a Certificate, see *page 65*

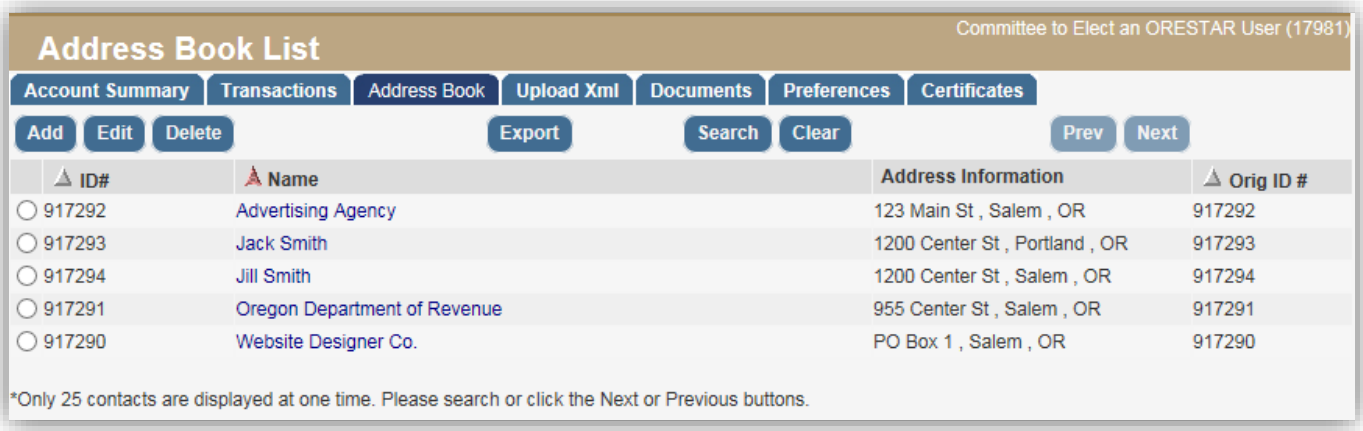
A committee may file a *Certificate of Limited Contributions and Expenditures* for the current calendar year if the committee does not expect to receive a total of more than $3,500 and does not expect to spend a total of more than $3,500 during the calendar year.

When transactions have been entered or filed for the current year, a Certificate cannot be filed. If a committee attempts to file a Certificate, they will receive the following message:



Address Book Management

Address Book List page

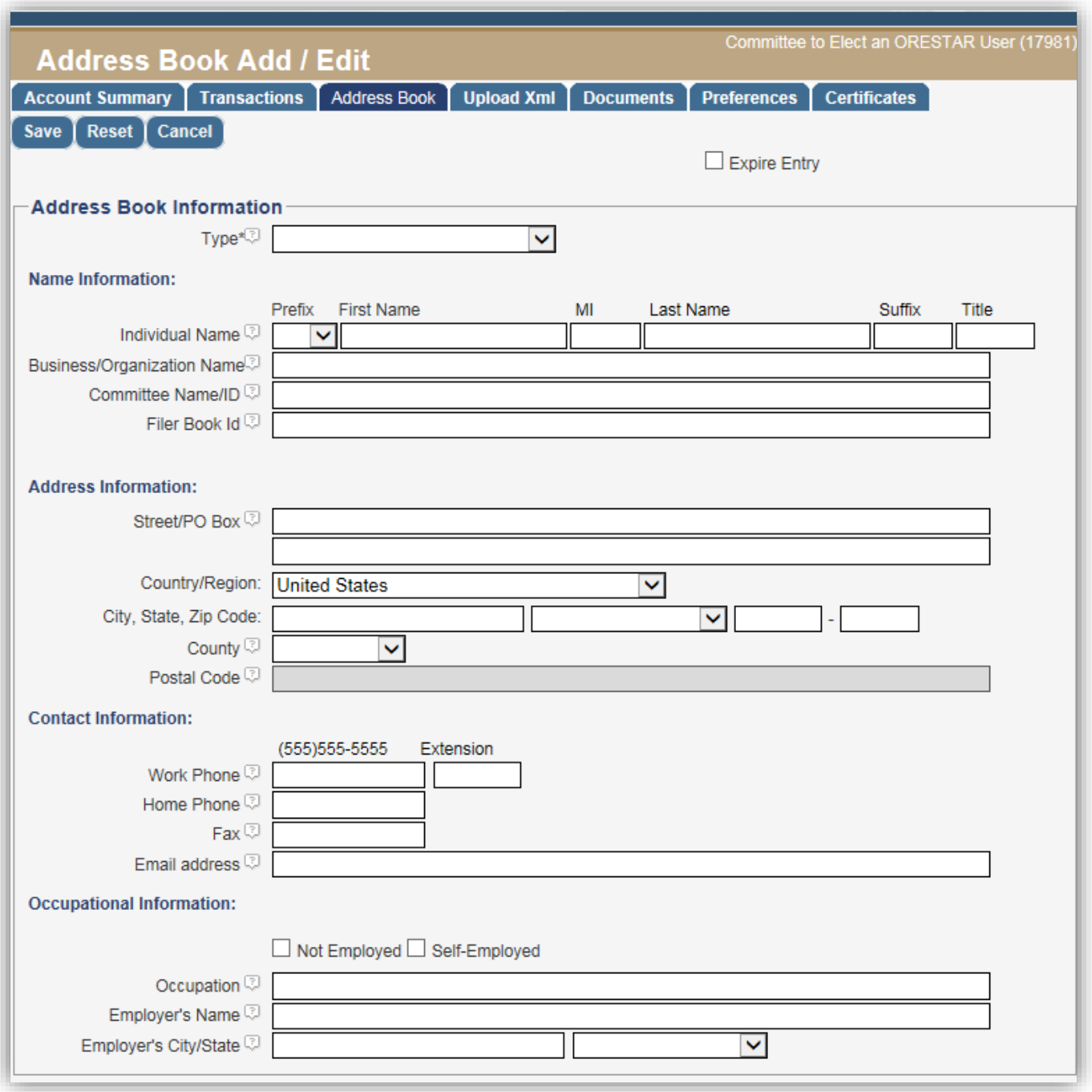


This section explains how to add, edit, delete, expire, unexpire and search for address book entries. It also provides information about how to complete each of the fields.

Do not use the Back button on your browser when navigating through ORESTAR.

Add an Address Book Entry

Address Book Add/Edit page



Each name is entered only once, even if the individual or entity is associated with multiple transaction types. Duplicate Address Book entries cause aggregates to calculate incorrectly.

To access the *Address Book Add/Edit* page click the **Add** button on the *Address Book List* page. The *Address Book Add/Edit* page may also be accessed from within the *Transaction Add/Edit* page by clicking on the **Add** button to the right of the 'Contributor/Payee' name field or the 'Payer of Personal Expenditure' name field.

Buttons on Address Book Add/Edit page

A list of the buttons on the *Address Book Add/Edit* page and a brief description of the action performed by each button follows:

Save
Saves the Address Book entry and returns the user to the *Address Book List*.

Reset
Clears all unsaved changes on the page.

Cancel
Returns the user to the *Address Book List* without saving any changes on the page.

Completing the Form

There are two options to add an address book entry: either from the *Address Book List* page, or from the *Transaction Add/Edit* page. The steps for each option are detailed below:

Adding an address book entry from the *Address Book List* page:

The following steps are grouped into five sections: *Type, Name Information, Address Information, Contact Information,* and *Occupational Information*. You can either use the tab key on the keyboard to move between fields or click in the field with the mouse pointer.

1. Type

Select the type of address book entry from the dropdown list. The following table provides a description and examples for each type:

Type of Address Book Entry	Description
Business Entity	Includes for-profit and professional corporations, cooperatives, partnerships, limited liability companies, sole proprietorships, etc.
Candidate's Immediate Family	Includes the candidate, the candidate's spouse and any child, parent, grandparent, brother, half-brother, sister or half-sister of the candidate and the spouses of such persons, but does not include family members of the candidate's spouse.
Individual	Includes individuals who are not the candidate and not the candidates immediate family.
Labor Organization	An organization, agency, or representative committee in which employees participate, for the purpose of engaging in collective bargaining with employers over conditions of employment.
Other	Includes clubs, associations, nonprofit corporations, tribal organizations, trusts, governmental entities, etc.

Type of Address Book Entry	Description
Political Committee	Committees filed in the State of Oregon or any other jurisdiction, including candidate committees, petition committees and political action committees.
Political Party Committee	A committee established by a major or minor political party in Oregon, including county central committees.
Unregistered Committee	A committee that is not registered with the Oregon State Elections Division. This includes out-of-state committees and federal committees.

2. ***Name Information***

The *Type* selected will determine the name fields that are available for entry:

Name Field	Description
Candidate's Immediate Family or Individual	The individual's first and last name. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) are optional.
Business Entity, Labor Organization or Other	The name of the business or organization.
Political Committee or Political Party Committee	Begin typing any part of the committee's name in the *Committee Name/ID* field and a list will display with possible matches. Select the appropriate committee from the list. If the committee does not appear on the list because it is not registered with the Secretary of State. Change the **Type** dropdown to '*Unregistered Committee'* and enter the name of the committee.
Filer Book ID	The unique ID number for transactions uploaded via XML file. This field will be blank if entering data directly into ORESTAR.

3. Address Information

The table below describes address requirements based on the transaction type association:

If the *type* is associated with a:	Then enter this address:
Contributor (with a US address)	Street address or PO Box, city, state and zip code
Contributor (with a foreign address)	Street address, country/region, city, and postal code
Payee	City, or county if no city, and state where the payee is located
Political Committee or Political Party Committee	Address is automatically populated from the committee's most recent Statement of Organization

Do not disclose the address of a person who has an address exempt from public disclosure.

4. Contact Information

Contact information in this section is optional.

5. Occupational Information

Occupation information is only required for *Individual* or *Candidate's Immediate Family* types.

If the *Individual* is:	Then:
Not Employed (includes retired, student, homemaker, volunteer)	Check the **Not Employed** box.
Self-Employed	Check the **Self-Employed** box, and Enter the nature of the individual's business in the *Occupation* field.
Employed by another entity	Enter their occupation, employer's name and address (city and state).

Refer to the Campaign Finance Manual for more information about sufficient occupation information.

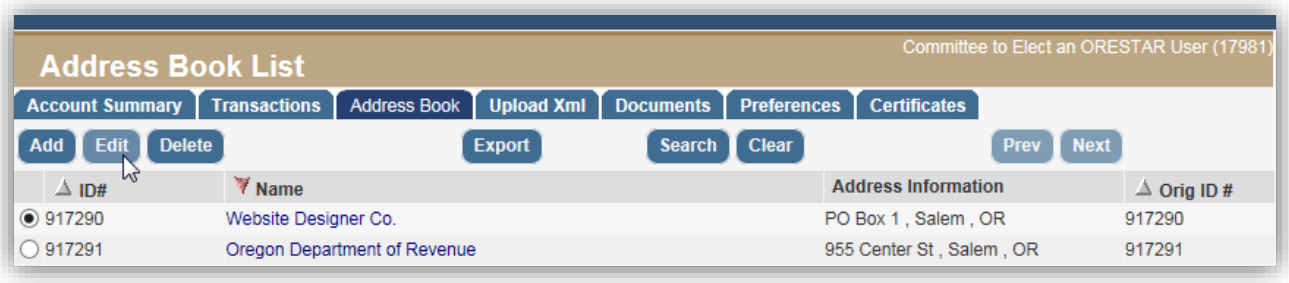
Save the Entry

When you have completed the address book entry, click the **Save** button at the top of the form. Afterwards, you will return to the *Address Book List* page.

Edit an Address Book Entry

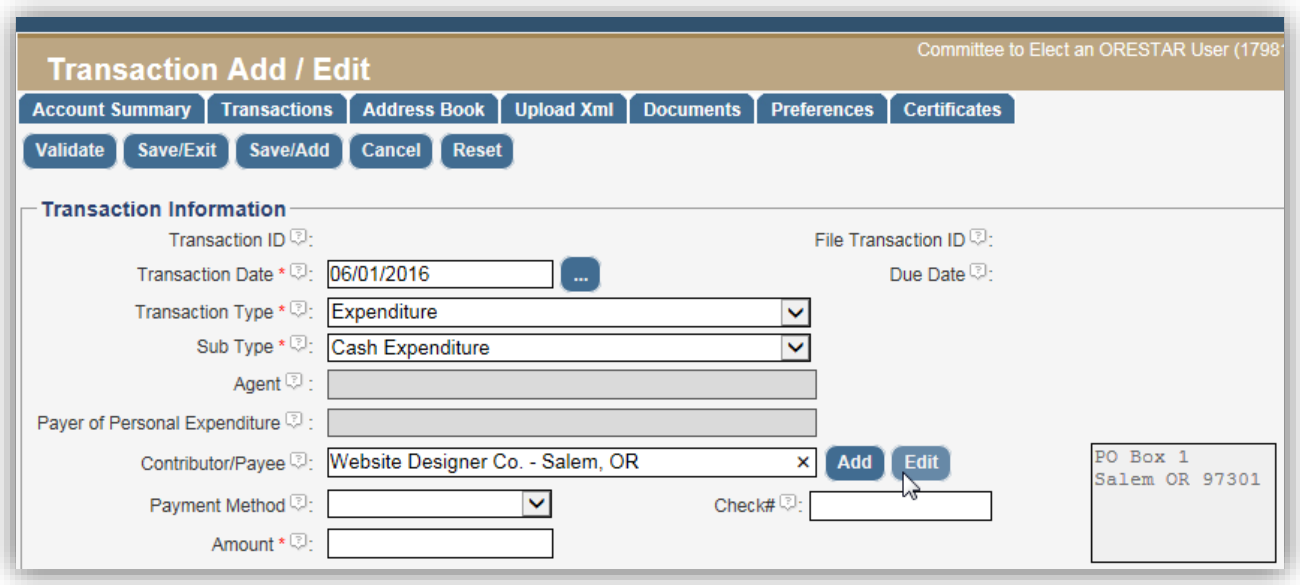
There are two ways to edit an address book entry: either from the *Address Book List* page, or from the *Transaction Add/Edit* page. The steps for each option are detailed below:

To edit an Address Book entry from the *Address Book List* page:



1. Select the entry to edit by clicking in the circle to the left of the ID #. Then click the **Edit** button.
2. The *Address Book Add/Edit* page opens with the Address Book information.
3. Make the appropriate changes and click on **Save**.

To edit an Address Book entry from the *Transaction Add/Edit* page:



1. Click on the **Edit** button to the right of the *Contributor/Payee name field*. If the transaction is a *Personal Expenditure for Reimbursement,* click on the **Edit** button next to the *Payer of Personal Expenditure* field.

2. The *Address Book Add/Edit* page opens with the Address Book information. Make the appropriate changes and click on **Save**.

Keep in mind that editing an Address Book entry:

→ will update all transactions linked with that Address Book entry that have not yet been filed, but does not update a filed transaction.

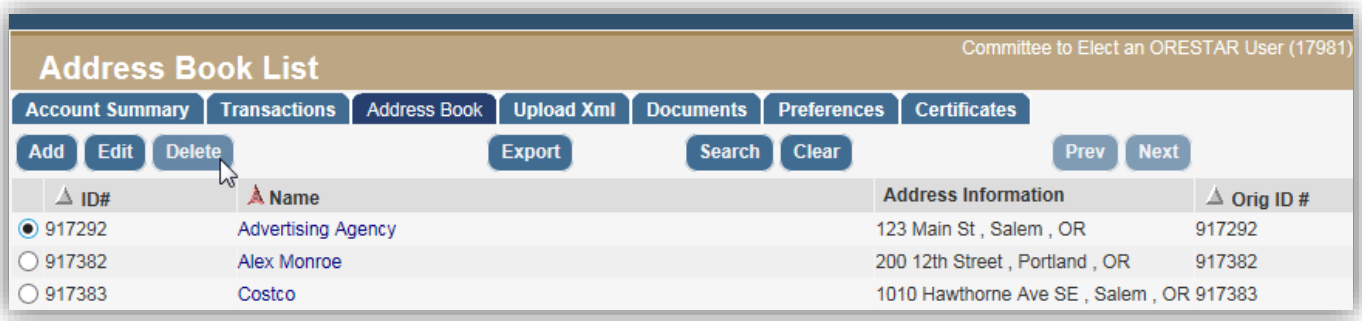
→ a *File When Due* transaction requires that the user validate and re-file the transaction. The transaction will need to be attested to again.

→ ORESTAR keeps a history of the changes if entry is associated to a filed transaction. To view the history, users can search for expired Address Book Entries. See *page 28* for more information on *Searching the Address Book*.

Delete an Address Book Entry

An Address Book entry can be deleted *only* if it is not linked with a transaction.

If the address book entry is linked with a transaction, see the next section on *Expiring Address Book Entries*



To delete an Address Book entry:

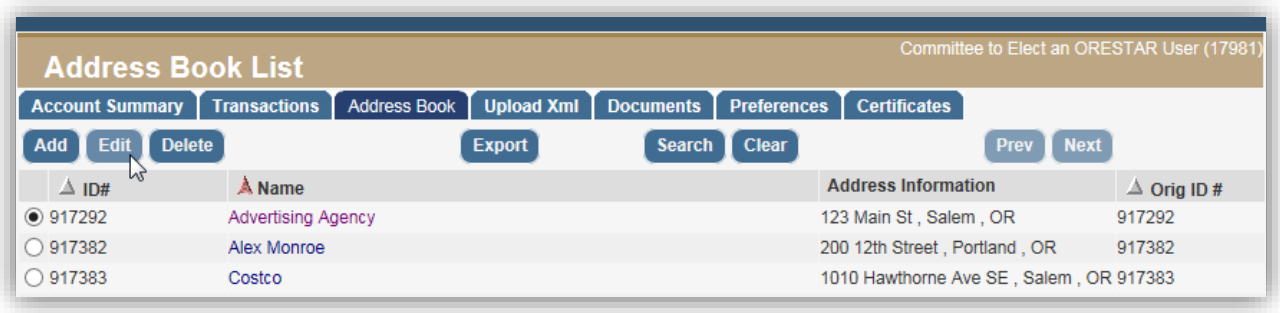
1. Click in the circle to the left of the ID #.
2. Click the **Delete** button.
3. Click **Yes** on pop-up box to confirm deletion.

Expire an Address Book Entry

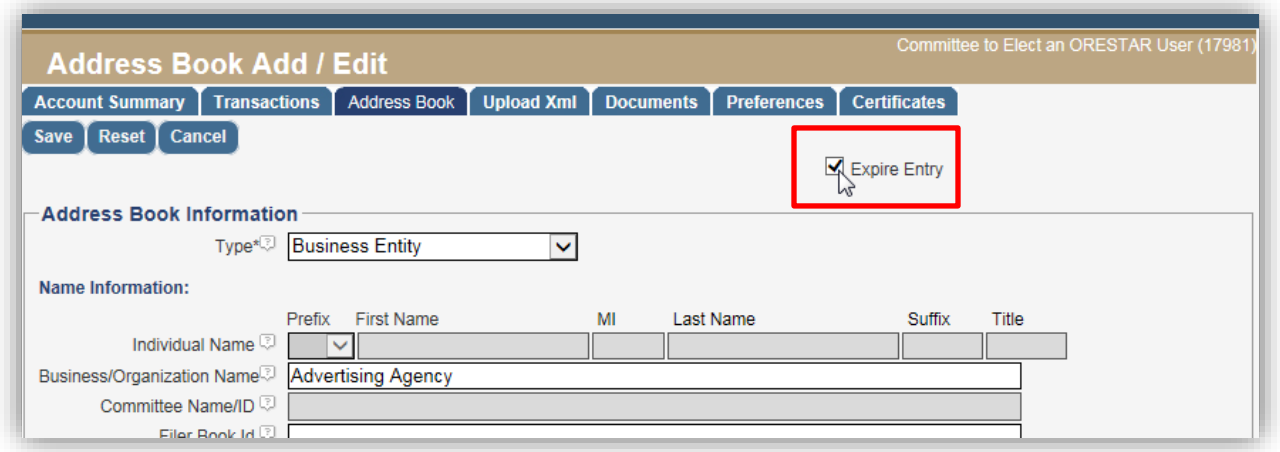
An Address Book entry can be expired. This means after expiring an Address Book entry, it will no longer display on the *Address Book List* page and will not appear in the *Contributor/Payee* or *Payer of Personal Expenditure* list on the *Transaction Add/Edit* page. However, the entry can be found by using the **Search** feature and checking the "*Show Expired Entries*" box.

To expire an Address Book entry:

1. Click in the circle to the left of the ID #.



2. Click the **Edit** button. The *Address Book Add/Edit* screen will open.
3. Check the **Expire Entry** box.

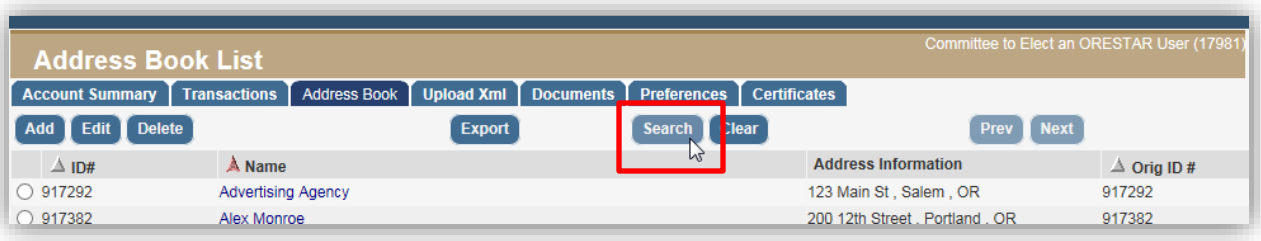


4. Click the **Save** button to save and return to the *Address Book List* page.

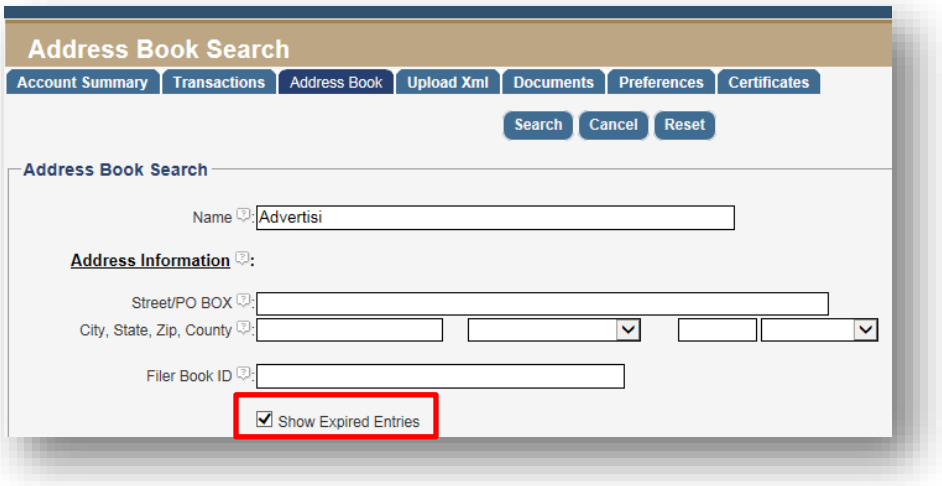
Unexpire an Address Book Entry

An Address Book entry that is *expired* can be re-activated, or "unexpired". To unexpire an address book entry:

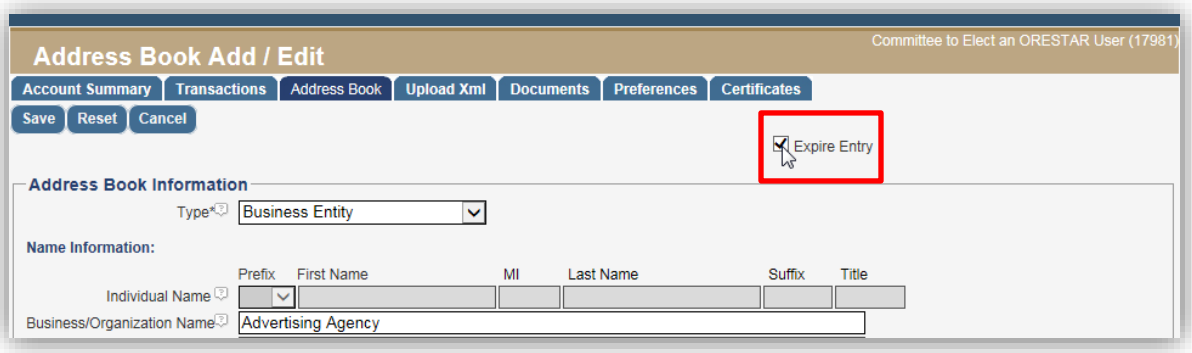
1. Click the **Search** button on the *Address Book List* page. The Address Book Search screen will open.



2. Enter the name and check the box for **Show Expired Entries**.



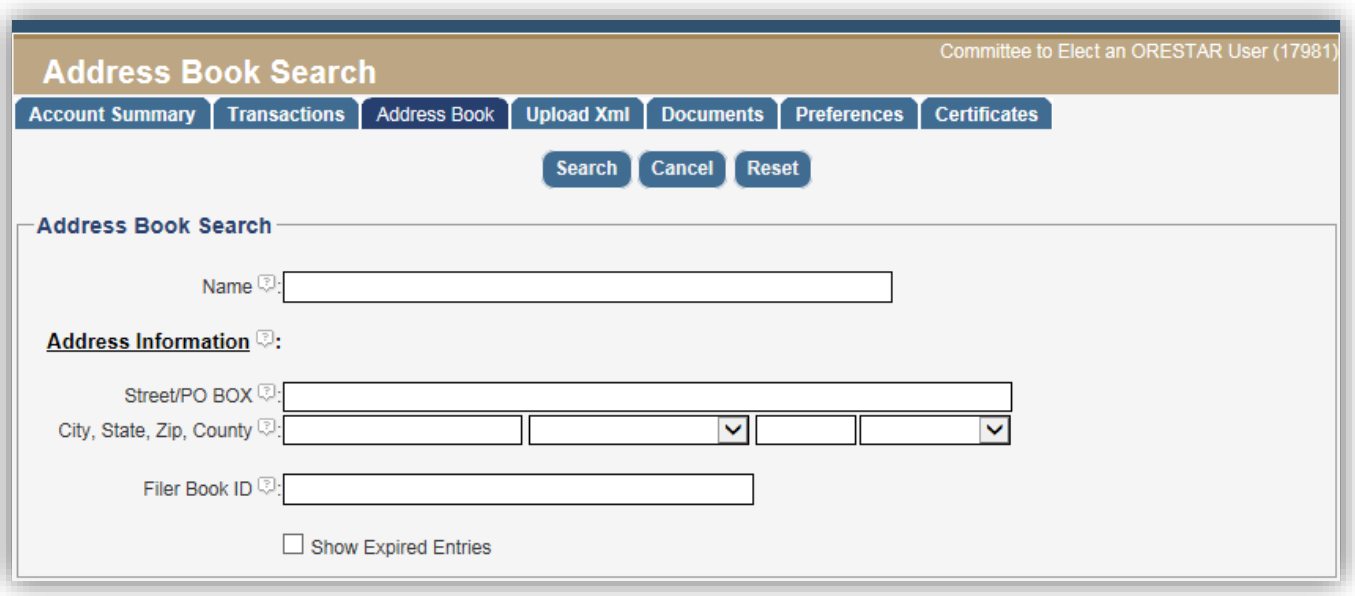
3. Click in the circle next to the row and then the **Edit** button. The *Address Book Add/Edit* screen will open.



4. Make changes to the entry, if needed, and uncheck the box **Expire Entry**.
5. Click the **Save** button to save and return to the *Address Book List* page.

Searching the Address Book

Address Book Search page



The *Address Book Search* page is accessed by clicking the **Search** button the *Address Book List* page. It allows a user to search for Address Book entries.

1. Enter a portion of the Address Book name or address, or enter the Filer Book ID for an Address Book entry uploaded via an XML file and click on **Search**. The results of the search display on the *Address Book List* page.

2. Click on name of the desired Address Book entry to view address, contact and occupational information.

3. From the search results page, the user may edit, expire, or delete an Address Book entry as previously reviewed, or search for another entry. If more than 25 Address Book entries match the search criteria, click the **Prev** or **Next** buttons to move between pages.

4. If the Address Book entry being searched for is not in the committee's Address Book, the user may click on the **Add** button from the *Address Book List* page.

5. Click on **Clear** to remove the search results from the *Address Book List* and restore the page to its initial display.

Transaction Management

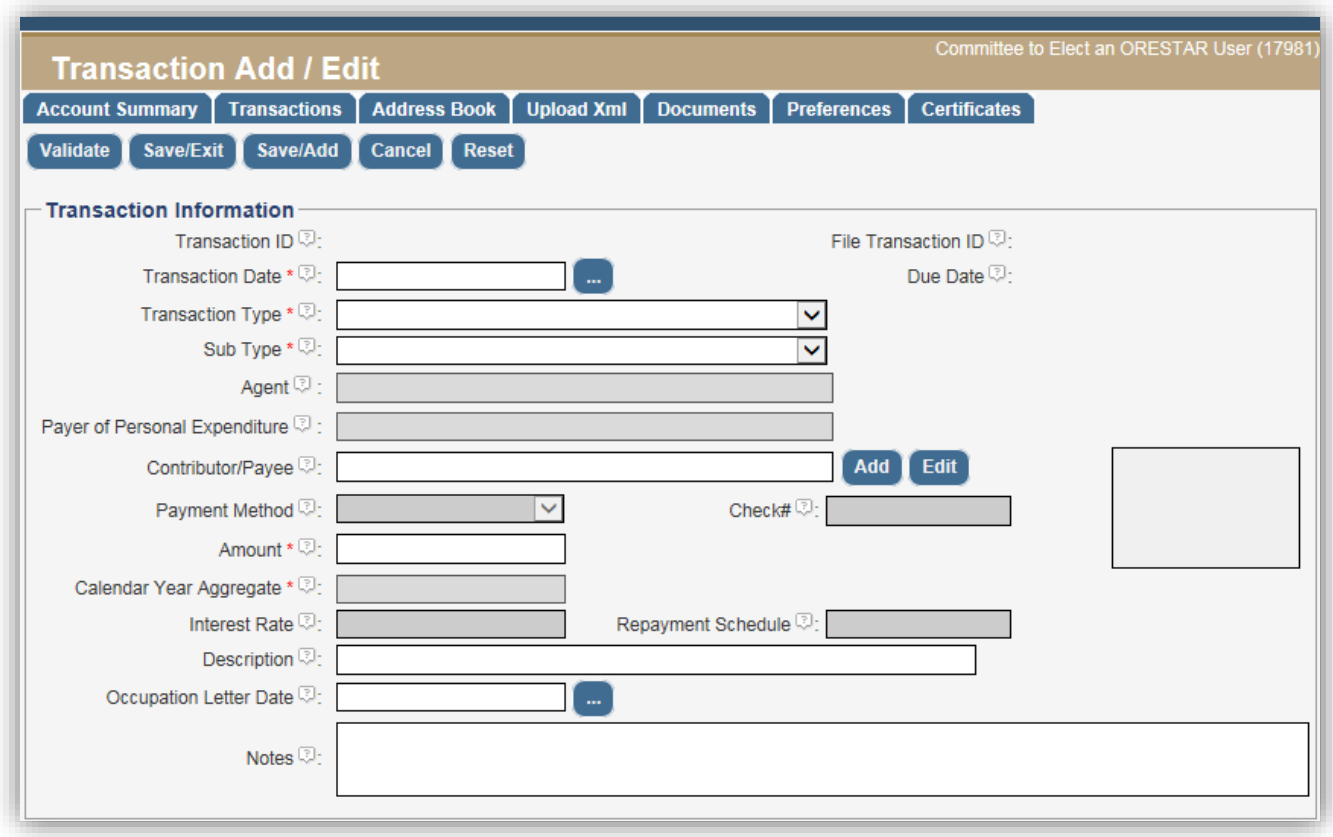
This section explains how to add, amend, or delete a transaction. It also provides information about how to complete each of the fields.

Do not use the Back button on your browser when navigating through ORESTAR.

Add a Transaction

To add a transaction, click the **Transactions** tab, then click the **Add** button from either the *Transaction Queue* or *Transaction Validation* pages.

The *Transaction Add/Edit* page opens, ready for data entry:



Grayed out fields do not allow you to enter information (ex., **Agent, Payment Method, Interest Rate)**. Unless the field is grayed out, the red asterisk next to the label indicates that the field requires data entry of information in order to save the transaction(ex., **Transaction Date**, **Sub Type**, **Amount**).

Buttons on the Transaction Add/Edit page

A list of the buttons on the *Transaction Add/Edit* page with a brief description of the action performed by each button follows:

Validate
Saves the transaction and displays the *Transaction Validation* page with the validation results for the transaction.

Save/Exit
Saves the transaction without validating it and returns the user to the *Transaction Queue*.

Save/Add
Saves the transaction without validating it and returns to the *Transaction Add/Edit* page, ready for an entry of a new transaction.

Cancel
Returns the user to the *Transaction Queue* without saving any changes on the page.

Reset
Clears all unsaved changes on the page.

Completing the Form

This section explains each field on the *Transaction Add/Edit* page, including dropdown options and descriptions, and further instructions. The Elections Division strongly encourages users to review the Campaign Finance Manual for information about information required by statute and administrative rule. To move between fields, you can either use the tab key on the keyboard or click in the field with the mouse pointer.

Transaction Date
Click on the button to the right of the transaction date field to select from the calendar pop-up, or enter the date of the transaction in the format of MM/DD/YYYY. The table below explains the date to use based on the transaction type or sub type:

If the transaction is:	Then enter this date:
Cash Contribution, Loan Received or Other Receipt	The date that the money is received into the committee's physical custody.
Contribution by Electronic Funds Transfer (EFT)	The date the money is credited to the committee's financial institution.
In-Kind Contribution	The date the committee first has knowledge of the in-kind contribution.
Cash Expenditure, Loan Payment or Other Disbursement	Either the date written on the check, the date the committee's credit or debit card is used, or the date of the EFT.
Expenditure for Bank Service Charges / Fees, Credit Card Fees	The date that the committee first has knowledge of the fee, e.g., the date the committee receives a statement from the bank or credit card company reporting the amount of the charge / fee.
Payment Made by Electronic Funds Transfer	The date that the funds are withdrawn from the bank account. It is not the date the committee receives the bank statement reporting the amount of the transfer. Examples of electronic payments include monthly automatic bill payment or the withdrawal of funds from the committee's account for payroll.

If the transaction is:	Then enter this date:
Personal Expenditure for Reimbursement	The date that the personal expenditure is made by the person. For example, enter the date the credit card was used, not the date the statement was received or the date payment was made to the credit card company.
Account Payable	The date the obligation is first incurred, even if an invoice is not received until a later time. For example, enter the date an order for goods or services is placed.

Transaction Type
Select the appropriate transaction type from the dropdown list. The choices are:

- → Contribution
- → Expenditure
- → Other
- → Other Account Receivable
- → Other Disbursement
- → Other Receipt

Sub Type
The available choices for transaction sub types are based on the *Transaction Type* that has been selected.

For further explanation of the transaction sub types, refer to the Campaign Finance Manual.

Transaction Type	Available Transaction Sub Types
Contribution	Cash Contribution In-Kind Contribution In-Kind/Forgiven Account Payable In-Kind/Forgiven Personal Expenditure Loan Received (Non-Exempt)
Expenditure	Account Payable Cash Expenditure Loan Payment (Non-Exempt) Personal Expenditure for Reimbursement
Other	Account Payable Rescinded Cash Balance Adjustment Loan Forgiven (Non-Exempt) Personal Expenditure Balance Adjustment

Transaction Type	Available Transaction Sub Types
Other Account Receivable	Miscellaneous Account Receivable
Other Disbursement	Loan Payment (Exempt) Miscellaneous Other Disbursement Nonpartisan Activity Return or Refund of Contribution
Other Receipt	Interest/Investment Income Items Sold at Fair Market Value Loan Received (Exempt) Lost or Returned Check Miscellaneous Other Receipt Refunds and Rebates

Payer of Personal Expenditure
For expenditure transactions with a sub type of *Personal Expenditure for Reimbursement*, the payer is the person who made the expenditure and expects reimbursement from committee funds.

When entering a Personal Expenditure for Reimbursement transaction:

1. Begin typing any part of the name in the In the *Payer of Personal Expenditure* field.
    a. If the name appears on the dropdown list, select the entry by clicking on it.
    b. If the name does not appear in the list, click the **Add** button located to the right of the *Payer of Personal Expenditure* name field. This will open the *Add/Edit Address Book* entry page to create a new Address Book entry. See **Add an Address Book Entry** on *page 21* for more information.
2. After selecting or adding the name associated with the transaction, the address information from the Address Book will display in the box to the right of the Contributor/Payee name field. If the information needs to be updated, click on the **Edit** button to the right of the *Payer of Personal Expenditure* name field. Make the necessary changes to the Address Book entry and click the **Save** button. The user returns to the *Transaction Add/Edit* page and the updated information displays.

If aggregate *expenditures* to a payee exceed $100 during a calendar year, then the address (city and state) for the payee is required.

Contributor/Payee
This section reviews who to enter as either the contributor, payee, entity, or other person linked with the transaction. The table below provides the type of address book entry followed by instructions.

This field is not required for the following transaction sub types: Cash Balance Adjustment, Interest/Investment Income, Items Sold at Fair Market Value, Nonpartisan Activity, and Personal Expenditure Balance Adjustment.

A committee **cannot accept an anonymous contribution.** If a committee recieves an anonymous contribution, they must donate it to an organization that can accept anonymous contributions.

If a committee has kept an anonymous contribution for *more than seven days* or has deposited it in the campaign account, the committee must disclose receipt of the anonymous contribution as a cash contribution and report the disbursement of the anonymous funds as a cash expenditure.

Address Book	
Committee's Address Book	**It is important that a contributor/payee is only entered once in the Address Book** because the aggregate is calculated based on the Address Book entry.
Global Address Book	• Petition Circulators • Payroll Taxes • Anonymous Contribution
Additional Address Book entries for Opted Out Committees	• Miscellaneous Cash Contributions $100 and under • Miscellaneous In-Kind Contributions $100 and under • Miscellaneous Cash Expenditures $100 and under • Miscellaneous Accounts Payable $100 and under • Miscellaneous Lost or Returned Check $100 and under • Miscellaneous Personal Expenditures $100 and under • Miscellaneous Return/Refund of Contribution $100 and under

1. Begin typing any part of the name in the *Contributer/Payee* name field.
   a. If the name appears on the dropdown list, select the entry by clicking on it.
   b. If the name does not appear in the list, click the **Add** button located to the right of the *Contributor/Payee* name field. This will open the Add/Edit Address Book entry page to create a new Address Book entry. See **Add an Address Book Entry** on *page 21* for more information.

2. After selecting or adding the name associated with the transaction, the occupation (if it is a contribution from an individual) and address information from the Address Book will display in the box to the right of the Contributor/Payee name field. If the information needs to be updated, click on the **Edit** button to the right of the *Contributor/Payee* name field. Make the necessary changes to the Address Book entry and click the **Save** button. The user returns to the *Transaction Add/Edit* page and the updated information displays.

   a. If aggregate *contributions* from a contributor exceeds $100, the address of the contributor is required. If aggregate contributions from an Individual or the Candidate's Immediate Family members' during the calendar year exceed $100, the occupation, and employer information is also required.

   b. If aggregate *expenditures* to a payee exceed $100 during a calendar year, then the address (city and state) for the payee is required.

Payment Method
Select the payment method used for a cash expenditure, non-exempt loan payment, or other disbursement transaction by clicking on the down arrow and choosing the appropriate value from the list. The choices are:

Expenditures in the form of currency (including cash) directly from the campaign account are prohibited.

Payment Method	Description
Check	A payment made by the committee using a committee check, cashier's check, money order, or counter check.
Credit Card	A payment made by the committee using a committee credit card.
Debit Card	A payment made by the committee using a committee debit card.
Electronic Check	A payment electronically accessed by the vendor.
Electronic Funds Transfer	A payment made by electronic transfer.

Check #
Enter the number of the check issued by the committee. This field is grayed out when the payment method is anything other than check.

Amount
Enter the amount of the transaction without the dollar sign. Use a decimal point if there are cents to report.

Calendar Year Aggregate
If the committee opted in to the System Calculated Aggregate, then this field will be grayed out. For committee's who opt-out of the System Calculated Aggregate, the calendar year aggregate for the contributor or payee must be entered, excluding 'miscellaneous $100 and under' entries. See *page 18* for information regarding opting out of using the system aggregate calculation function.

Interest Rate
Enter the interest rate associated with a loan received by the committee or a loan made to another entity by the committee. If there is no interest rate attached to the loan, enter 0 (zero).

Repayment Schedule
Enter the repayment schedule associated with a loan received by the committee or a loan made to another entity by the committee. If there is no repayment schedule, enter "*payable when funds available*".

Description
A written description of the purpose of an Expenditure or In-Kind Contribution may be provided in lieu of selecting a purpose from the dropdown list of transaction purposes.

A description is REQUIRED for the following:
Expenditures or In-Kind contributions *(when using the General Operational Expenses, Public Office Holder Expenses or Travel Expenses purpose)*
Miscellaneous Other Receipt
Miscellaneous Other Disbursement
Cash Balance Adjustment
Personal Expenditure Balance Adjustment

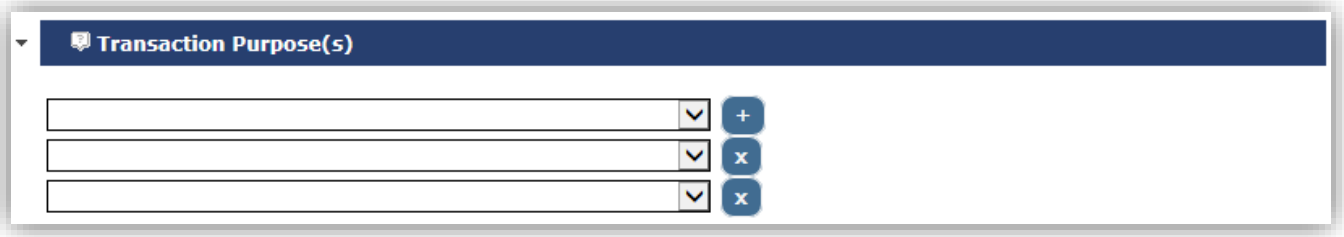
Occupation Letter Date
If the occupation and employer information is not obtained when a contribution is received, enter the date that the committee sent a letter or email requesting occupational information from the contributor.

The committee has 7 calendar days from the contribution receipt date to send a letter or email requesting occupational information per ORS 260.085.

Notes
Use the Notes field to record additional information about a transaction.

The Notes field is intended to document notes, comments, or remarks as determined relevent and useful by the committee. Do not use this section to enter information required for the *Description* field.

Transaction Purpose(s)



For an *Expenditure* type or an *In-kind Contribution* sub type, select one or more **Transaction Purpose(s)** that best describes the use of funds, or the goods or services given to the campaign. Here are the following functions:

- → *Select* a **Transaction Purpose** description by clicking on the down arrow and choose the desired purpose from the list.
- → *Add* a row for an additional purpose by clicking on the plus (+) symbol to the right of the first row.
- → *Delete* a row by clicking on the box with an (X) to the right of the row to be deleted.

A description for each purpose is provided in the table below:

Purpose of the Transaction	Description
Broadcast Advertising	Expenditures for radio and television advertising.
Cash Contribution	Contributions made to other committees or organizations.
Fundraising Event Expenses	Expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers.
General Operational Expenses	General campaign operating expenses, including filing fees, bank service charges, purchase or rental of office equipment and furniture for the campaign and office supplies. Additional information is required to be entered in the **Description** field (e.g., office supplies, furniture).

Purpose of the Transaction	Description
Interest Payment	Interest paid to a financial institution or other lender for a loan made to the committee.
Literature, Brochures, Printing	Expenditures for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction.
Loan Extended	An expenditure made by a committee that is a loan to another committee or organization. The committee must add and file a *Miscellaneous Account Receivable* transaction type for the outstanding loan amount. See *page 75* for more information on this transaction.
Management Services	Includes fees and commissions paid to campaign management companies, agents and campaign consultants.
Newspaper and Other Periodical Advertising	Expenditures for advertising in newspapers, periodicals and other publications.
Other Advertising	Expenditures related to the production and purchase of advertising on billboards, yard signs, voters' pamphlets, websites, and campaign paraphernalia such as buttons, bumper stickers, t-shirts, etc.
Petition Circulators	Payments made to individuals for collection of signatures on a petition, or to a company that pays petition circulators.
Postage	Expenditures for stamps, postage and direct mail services.
Preparation and Production of Advertising	Payments related to the preparation or production of broadcast, newspaper or other periodical advertising.
Public Office Holder Expenses	Expenditures related to allowable public office holder expenses such as gifts of nominal value, conference registration fees, membership dues, constituent services, staff wages, office rent, mileage, gas, and travel. Additional information is required to be entered in the **Description** field (e.g., conference registration fee, mileage).
Reimbursement for Personal Expenditures	Payments made to a person for reimbursement of a personal expenditure made on behalf of the committee. The personal expenditure made by the person must be reported as a separate transaction. After filing a Reimbursement of Personal Expenditure purpose, the entire amount of the transaction is subtracted from the committee's outstanding personal expenditure balance on the account summary. Do not use multiple transaction purposes when using the purpose *Reimbursement for Personal Expenditures*.

Purpose of the Transaction	Description
Surveys and Polls	Expenditures related to polls, reports on election trends, voter surveys, telemarketing, telephone banks, etc.
Travel Expenses	Expenditures related to travel. Additional information is required to be entered in the **Description** field (e.g., lodging, airfare, meals, gas, mileage, etc.).
Utilities	Expenditures for utilities (e.g., telephone, Internet access, electricity, etc.)
Wages, Salaries, Benefits	Expenditures related to campaign staff payroll (including wages, employment taxes, insurance, payments to temporary employment agencies, etc.)

Transaction Association

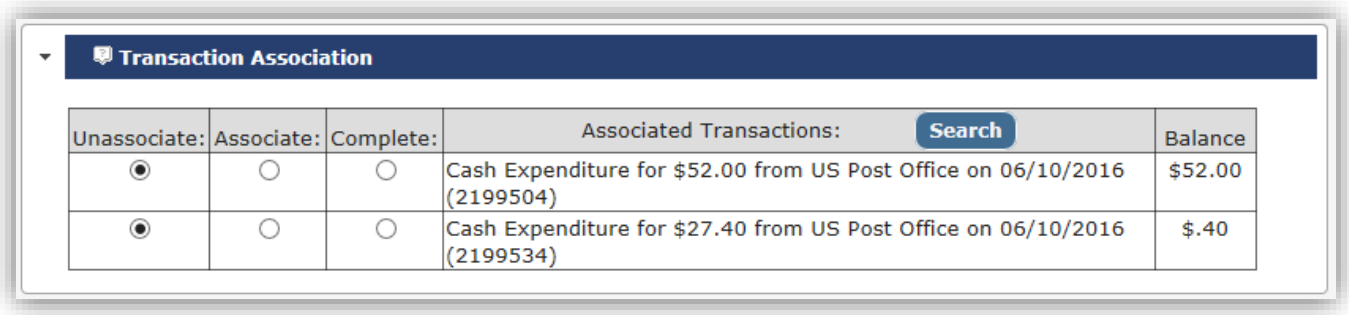
An *associated transaction* is a transaction that is connected to, or dependent upon, another transaction that has previously been entered in ORESTAR.

ex See an example of associated a transaction on *page 71* in Frequently Asked Questions.

! Do not associate a cash expenditure transaction to a transaction with a personal expenditure for reimbursement sub type.

Column Headings for Transaction Association

Example:



Unassociate
This is the default selection when information appears in the transaction association table.

Associate
Select *Associate* when the amount is a partial receipt or payment towards the original transaction.

Complete
Select Complete when the amount is a full receipt or payment for a previously entered transaction in the list

Associated Transactions
Previously entered transactions including the transaction type, amount, Contributor/Payee, transaction date, and transaction ID.

Search *(Button)*
This button allows you to find transactions if the system does populate the correct transaction to associate.

Balance
The balance remaining to be associated.

The following table provides examples of associated transaction sub types:

* These transaction sub types require an association and cannot be added in ORESTAR unless the user selects an association.

If the previously entered *Transaction Sub type* is:	Then select this *Association Sub type*:
Account Payable	Account Payable Rescinded*
Account Payable	Cash Expenditure
Account Payable	In-Kind/Forgiven Account Payable*
Cash Expenditure	Lost or Returned Check*
Cash Contribution	Return or Refund of Contribution*
Loan Received (Non-Exempt)	Loan Forgiven (Non-Exempt)*
Loan Received (Exempt)	Loan Payment (Exempt)*
Loan Received (Non-Exempt)	Loan Payment (Non-Exempt)*
Miscellaneous Account Receivable	Items Sold at Fair Market Value
Miscellaneous Account Receivable	Miscellaneous Other Receipt
Miscellaneous Account Receivable	Refunds and Rebates

Completing the Transaction Association

The system attempts to identify all possible associations and displays them in the Transaction Association section. See *page 71* for an example of completing an association when an expenditure pays multiple account payables.

1. The default selection for each transaction is **Unassociate**.

   a. If the current transaction is a *partial* receipt or payment for a previously entered transaction in the list, click on the **Associate** button for that transaction.

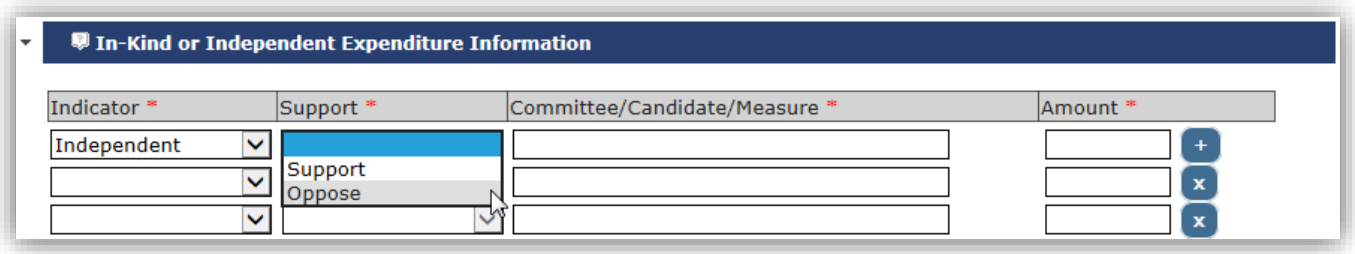
   b. If the current transaction is *full* receipt or payment for a previously entered transaction in the list, click on the **Complete** button.

2. If a previously entered transaction that should be associated with the current transaction does not appear in the transaction association list, click on **Search**.

a. The *Transaction Search* page opens. Enter appropriate search criteria for the desired transaction and click on **Search**.

b. The search results display in the associated transaction list, allowing the user to associate or complete the transaction.

In-Kind or Independent Expenditure Information



Identify the candidate(s) or committee(s) supported or opposed by the expenditure, if the expenditure is an In-Kind contribution to another candidate or committee, or an independent expenditure for a communication supporting or opposing a candidate or measure.

Click on the **In-Kind or Independent Expenditure Information** bar and the following displays:

→ *Add* a row if the expenditure is supporting or opposing multiple candidates and/or measures by clicking on the plus (+) button.

→ *Delete* a row by clicking on the box with an (X) to the right of the Amount field in the desired row.

Column Headings for In-Kind or Independent Expenditure Information

Indicator
The indicator list provides two options: *In-Kind* or *Independent*. See the Campaign Finance manual for definitions of each.

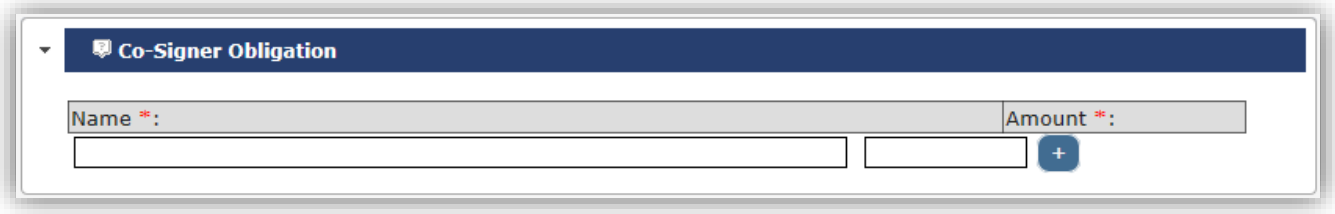
Support
This information is only required if the Indicator selection is *Independent*. Click the down arrow and choose either *Support* or *Oppose*.

Committee Name
For an *In-Kind* expenditure that is benefiting a candidate or committee, begin typing any portion of the name of the candidate or committee. A list will appear with possible matches. Select the appropriate candidate or committee by clicking on the name in the list.

For an *Independent* expenditure supporting or opposing a candidate or measure, do not select from the list, but instead enter the candidate's name or measure information (e.g., "John Smith", "Measure 29").

Amount
Enter the amount of the expenditure that supported or opposed the candidate, committee or measure.

Co-Signer Obligation



- ✓ Each endorser or guarantor of an exempt or non-exempt loan received is considered a contributor and must be reported, unless the endorser or guarantor is the candidate's spouse. Click on the **Co-Signer Obligation** bar, then the name and amount boxes will appear.
- ✓ Enter the name of the endorser or guarantor and the amount for which the person agreed to be liable in a written agreement.

To add an additional row, click on the box containing a plus (+) symbol to the right of the *Amount* field in the first row. To delete a row, click on box containing an (X) to the right of the *Amount* field of the row.

Save a Transaction

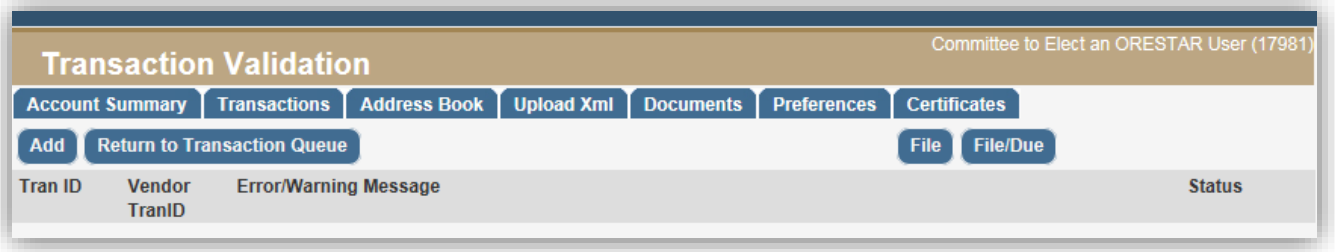
The following fields must be entered prior to saving a transaction:

- → Transaction Date
- → Transaction Type
- → Transaction Sub Type
- → Contributor/Payee (if required based on sub type), and
- → Amount

A transaction can be saved from the *Transaction Add/Edit* page by clicking either the **Save/Exit**, **Save/Add, or Validate** button. Remember that a saved transaction must be validated, which can also be done from the *Transaction Queue* page. For more information on validating a transactions, see the next section **Validate a Transaction**.

Validate a Transaction

Transaction Validation page



Transactions must be validated prior to filing. This process helps to ensure the required transaction information is entered and, if necessary, provide a message to the user. A transaction can be validated from either the *Transaction Add/Edit* page individually or from the *Transaction Queue* page individually or as a batch.

Buttons on *Transaction Validation* page

Add
Opens the *Transaction Add/Edit* page to add a new transaction.

Return to Transaction Queue
Returns to the *Transaction Queue* page.

File
Opens the *Attestation* page where the candidate, treasurer, alternate transaction filer, or independent expenditure filer attests to the information. Note: To file the transaction(s) immediately, the user must click the file button on the *Attestation* page.

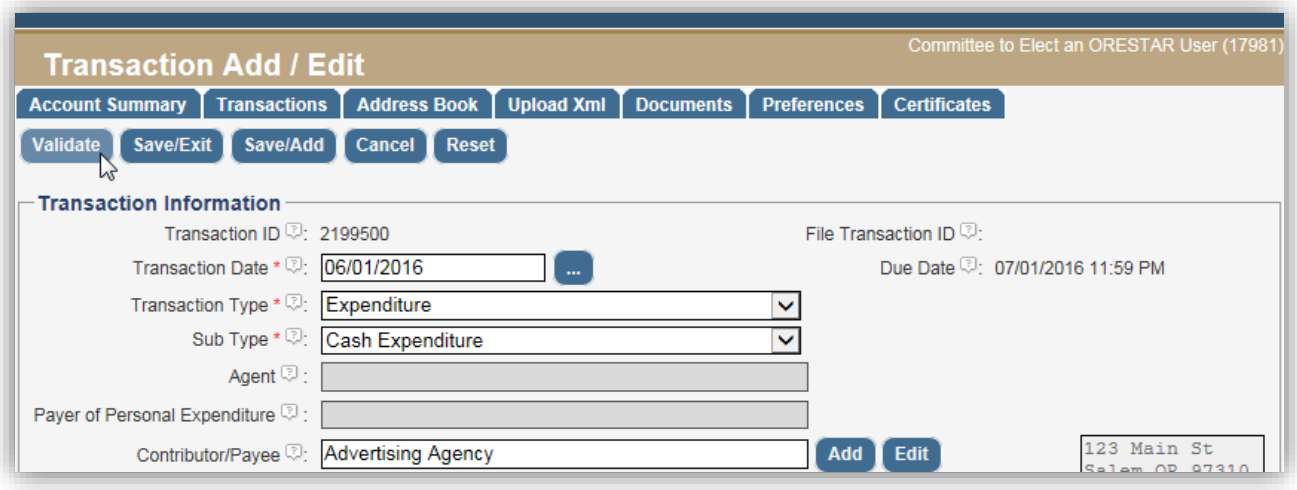
File/Due
Opens the *Attestation* page where the candidate, treasurer, alternate transaction filer, or independent expenditure filer attests to the information. Note: To file the transaction(s) at approximately 11:59:00 PM on the system calculated due date, the user must click the file button on the *Attestation* page.

After selecting either *File* or *File When Due*, the transaction will no longer display in the *Transaction Queue.* The transaction can be found using the Search feature. See *page 49* for more information.

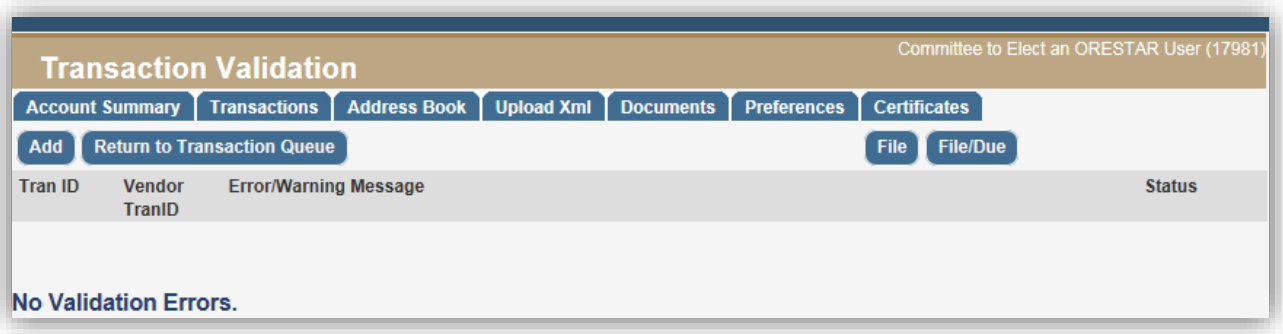
If any part of a transaction, including the Address Book entry, is edited after validation and prior to filing, the transaction must be re-validated prior to filing.

Complete a Validation

1. After completing data entry in the *Transaction Add/Edit* page, click the **Validate** button.

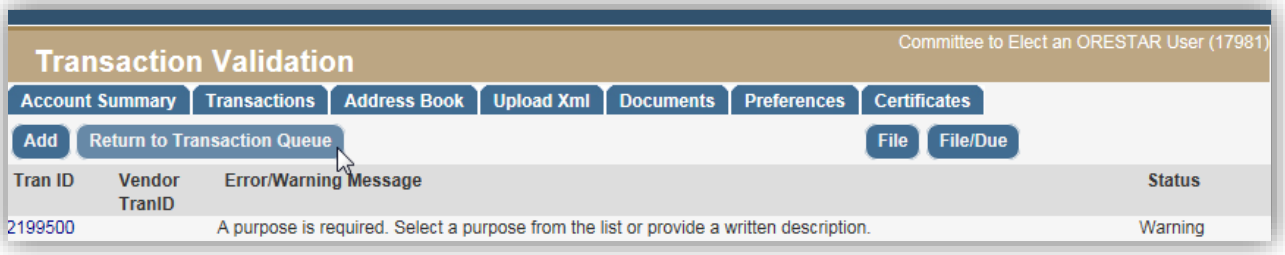


a. The transaction is saved and the *Transaction Validation* page opens. If there are no validation errors, the message will state, "**No Validation Errors."**

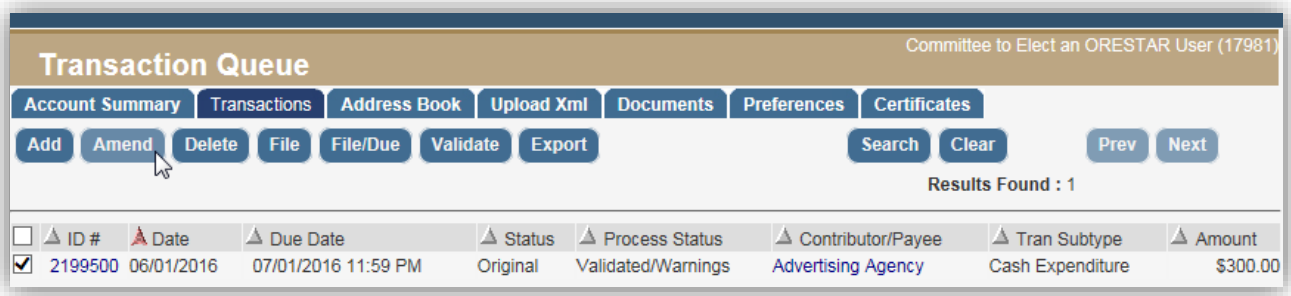


b. If an Error/Warning message appears that requires a correction, click the *Tran ID* number. This will open the *Transaction Add/Edit* screen.

If multiple transactions need to be amended, return to *Transaction Queue* and sort by '***Process Status***'. Amend the transactions individually with the '***Validated/Warnings***' process status.

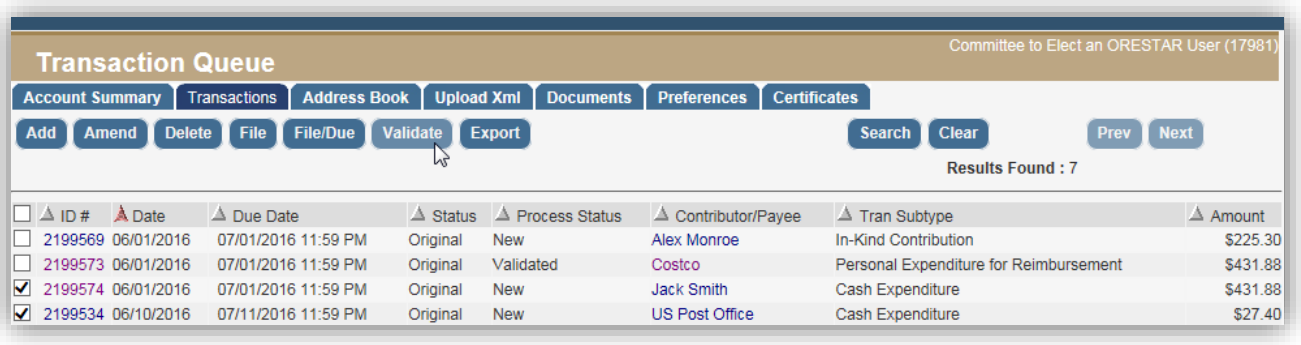


c. Check the box next to the transaction(s) that need to be edited, and click the **Amend** button:

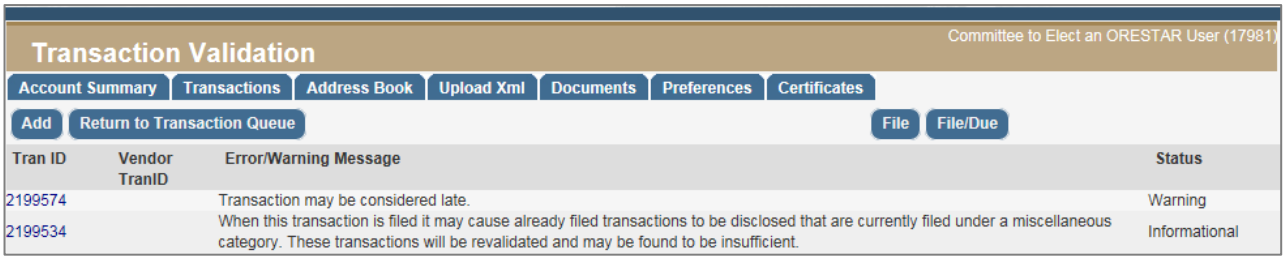


d. The *Transaction Add/Edit* page will open. Make the necessasry edits and click the **Validate** button again.

2. To validate transactions from the *Transaction Queue* page, select one or more transactions from the list and click on the **Validate** button.



a. The *Transaction Validation* page will open and with any valildation messages. See the next section on **Validation Error/Warning Messages** for more information.



Validation Error/Warning Messages

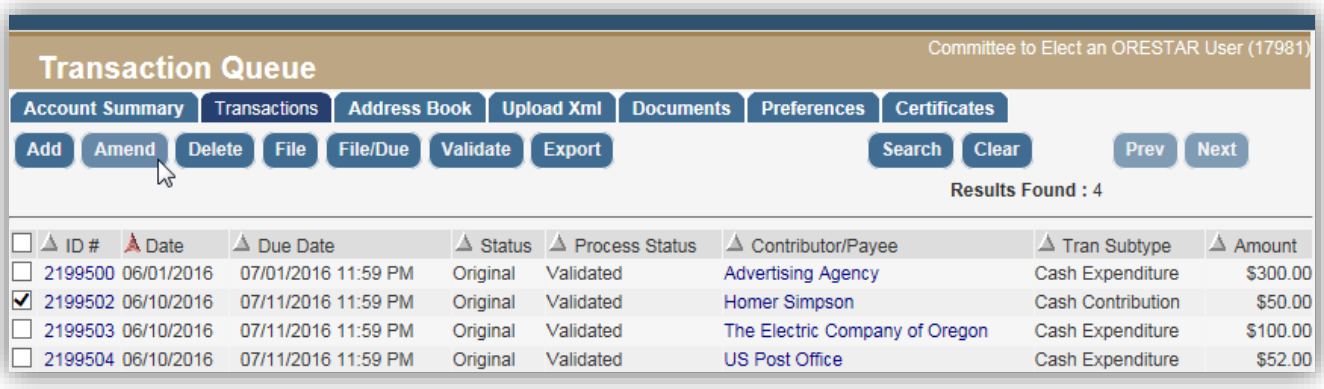
The *Transaction Validation* page displays error messages associated with the transaction or transactions selected for validation. There are three types of messages:

Status	Description
Error	An error message prevents the transaction from being filed. The insufficiency must be fixed before the transaction can be filed.
Warning	A warning message can either: (1) identify missing information that is required by statute and must be supplied for the transaction to be considered sufficient, or (2) identify that a transaction may be late. A warning message does not prevent the transaction from being filed.
Informational	An informational message can either identify missing information that is required by administrative rule, or provide additional information about the transaction. An informational message does not prevent the transaction from being filed.

No further action is required for a *Warning Message* that states the "**Transaction may be considered late.**" This message is to inform the user and validate that the date was entered correctly. Other corrections may be necessary if other error or warning messages are generated.

Amend a Transaction (Prior to Filing)

Transactions that have not yet been filed will appear on the *Transaction Queue* page. A transaction can be edited prior to filing. To edit a transaction that has not been filed, proceed with the following:



1. Access the *Transaction Queue* by clicking on the **Transaction** tab.

2. Select the transaction to edit by clicking on the box to the left of the transaction ID #.

3. Click the **Amend** button.

4. Make the desired changes. If information associated with the Address Book entry needs amending, click on the **Edit** button to the right of the *entry that needs amending*, make the edits, then click Save to return to the *Transaction Add/Edit* page.

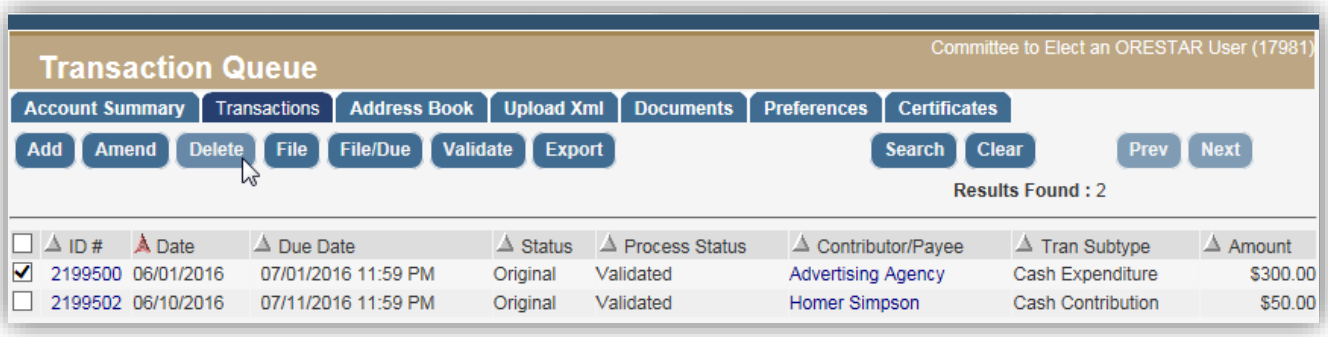
5. Save the changes by clicking either the **Validate**, **Save/Exit** or **Save/Add** button.

For transactions uploaded through the XML process, the Elections Division advises not to edit transactions in ORESTAR. Editing uploaded transactions will cause the original data to be out of sync with the data in ORESTAR. This could cause problems with any subsequent amendments.

Delete a Transaction (Prior to Filing)

Transactions that are deleted *prior to filing* are removed from the system permanently. History of the transaction is not saved and cannot be retrieved.

To delete a transaction that has not yet been filed, proceed with the following:



1. Access the *Transaction Queue* by clicking on the **Transactions** tab.
2. Select the transaction(s) to be deleted by clicking on the box to the left of the transaction number.
3. Click the **Delete** button.
4. Confirm the deletion by clicking **Yes** on the pop-up box.

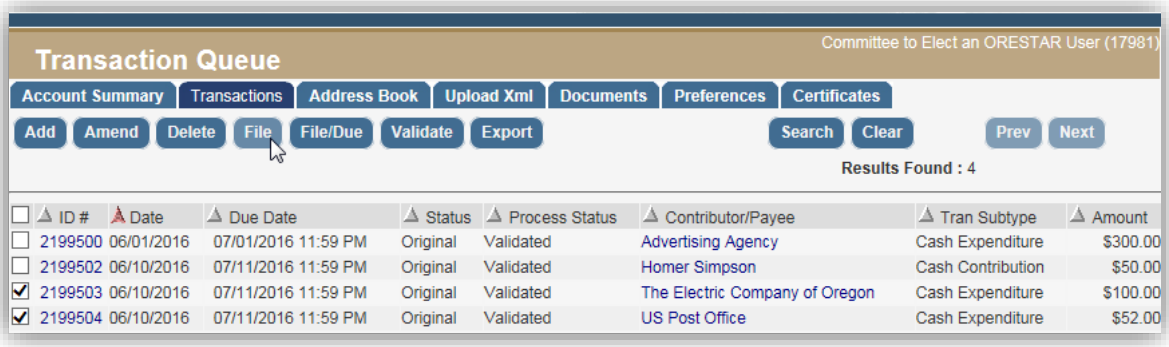
A *File When Due* transaction that is deleted prior to its filing due date (or deadline), is also removed from the system permanently.

File a Transaction

Once a transaction is validated and cleared of any error messages, the next step is to ***file*** the transaction. There are two options when filing a transaction: *File* or *File When Due* (the button is named, "File/Due"). "File" files the transaction immediately. When using "File When Due" the transaction will not be filed until the system calculated due date – approximately one hour before the 11:59:00 PM statutory deadline.

If there are multiple validated transactions ready to be filed, it is preferable to return to the *Transaction* Queue to file in a single group.

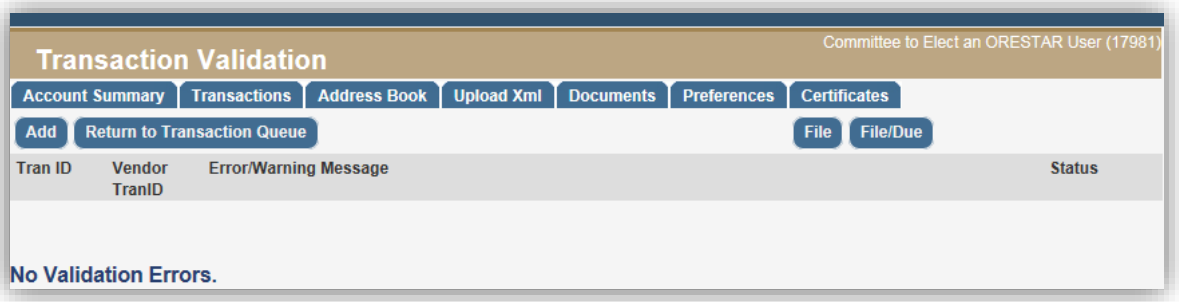
1. Validated transactions can be filed from either the *Transaction Validation* page or the *Transaction Queue*.



   a. To file one or more transactions from the *Transaction Queue* page check the box to the left of the transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

   b. Click **File** or **File/Due**

2. To file from the *Transaction Validation* page, click either the **File** or **File/Due** button.

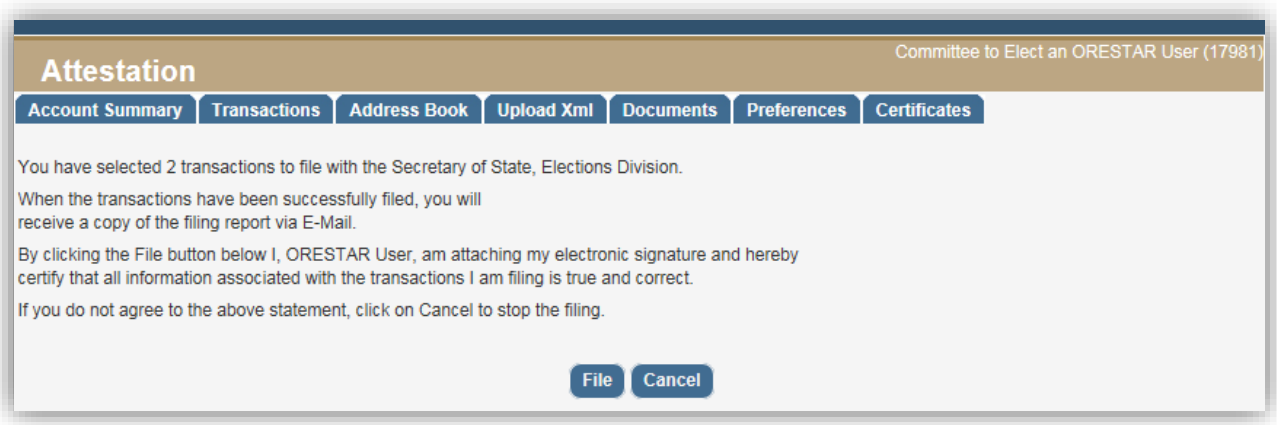


3. The *Attestation* page opens. Only candidates, treasurers, alternate transaction filers, and independent expenditure filers can file transactions.

4. Read the attestation statement and if agreed, click on the **File** button.

5. The user returns to the *Transaction Queue* page and the filed transactions no longer display in the queue. *Filed* transactions can be found through the Search feature. See *page 49* for more information.

6. After the transactions are filed, an email is sent to the candidate, treasurer, alternate transaction filer, correspondence recipient, and independent expenditure filer, where applicable. The email subject line is "Filing Complete" and includes a PDF attachment of the Transaction Filing Report. This report contains a list of the filed transactions and includes any validation errors/messages associated with each transaction.



Other users associated with a committee, including a data entry person or vendor, can also access this report by clicking on the **Documents** tab.

Each time you click **File** to file validated transactions, a Transaction Filing Report is generated and emailed. Filing transactions in groups from the *Transaction Queue*, rather than filing them one at a time, keeps documents to a minimum.

If clicking the **File/Due** button, a Transaction Filing Report will be generated and emailed *after* ORESTAR automatically files the transaction on its due date.

Amend a Transaction with the 'File When Due' Process Status

A transaction with a process status of ***File When Due*** may be edited, or amended. When the transaction is amended, the process status changes back to "New" where it must be validated and filed again.

To amend a transaction with a process status of ***File When Due***, proceed as follows:

1. Access the *Transaction Queue* page by clicking on the **Transactions** tab.
2. Click the **Search** button. The *Search* page will open.
3. Enter the transaction ID or other search criteria (e.g., select **File When Due** from *Process Status* dropdown).
4. Click the **Search** button. The search results, if any, display on the *Transaction Queue* page.
5. Check the box to the left of the transaction ID # and click the **Amend** button. The *Transaction Add/Edit* page will open.
6. Make the desired changes. If information associated with the Address Book entry needs to be amended, click on the **Edit** button to the right of the entry that needs amending. See **Edit an Address Book Entry**, *page 24* for more information.
7. Click the **Validate** button and make any required corrections based on Validate Error/Warning message.
8. From the Transaction Validation page, file the transaction either individually or in a batch:
    a. Individually: Click the **File/Due** button or, you may click the **File** button instead, if you decide to file the transaction immediately.
    b. Batch: If you have multiple transactions that need to be filed, click the **Return to Transaction Queue** button. When the *Transaction Queue* page opens, check the box next to the transactions to file, and click the **File/Due** button. You may click the **File** button instead, if you decide to file the transaction immediately.
9. After clicking either the **File/Due** or **File** button, the *Attestation* page will open.
10. Read the attestation and click the **File** button to attest to the change(s) made to the transaction. To cancel the filing process, click the **Cancel** button and return to the *Transaction Queue* page.

Amend a Filed Transaction

To make a change to a filed transaction, proceed with the following:

1. Access the *Transaction Queue* page by clicking on the **Transactions** tab.
2. Click the **Search** button.
3. Enter the transaction ID or other search criteria (such as a portion of the name associated with the transaction).
4. Click the **Search** button. The search results, if any, display on the *Transaction Queue* page.
5. Check the box to the left of the transaction ID # of the desired transaction and then click the **Amend** button.
6. Make the desired changes. If information associated with the Address Book entry needs amending, click on the **Edit** button to the right of the entry that needs amending, make the edits, then click **Save** to return to the *Transaction Add/Edit* page.
7. Validate and File the amended transaction in the same manner as an original transaction.

Committees using the XML upload process are advised not to amend filed transactions directly in ORESTAR. Amending uploaded transactions will cause the original data to be out of sync with the data in ORESTAR. This could cause problems with any subsequent amendments.

Delete a Filed Transaction

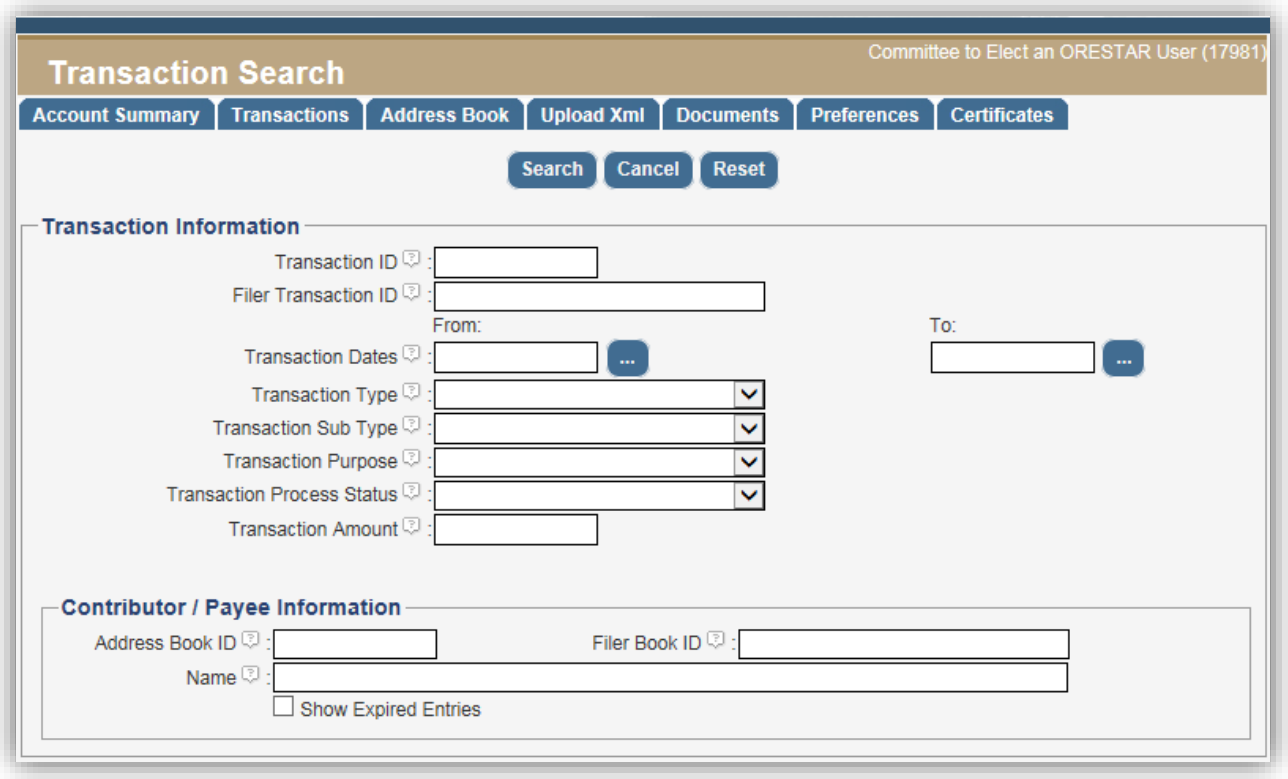
A filed transaction may be deleted. The history of a deleted transaction remains in the system and available for public search, however, the status will display the deleted status. Note that the transaction must be filed after it has been selected for deletion.

To delete a filed transaction, proceed with the following:

1. Access the *Transaction Queue* page by clicking on the Transaction tab.
2. Click on **Search**.
3. Enter the transaction ID or enter other search criteria (such as a portion of the name associated with the transaction).
4. Click on **Search**. The search results, if any, display on the Transaction Queue page.
5. Select the transaction(s) to be deleted and click the **Delete** button.
6. A second transaction is created and will display on the *Transaction Queue* with a status of **Deleted**. The original transaction will remain for history purposes.
7. Validate and File the deleted transaction in the same manner as an original transaction.

Search for Transactions

Transaction Search page



The *Transaction Search* page is accessed by clicking the **Search** button on the *Transaction Queue* page. It allows a user to search for transactions associated with the committee.

1. Enter the desired search criteria and click on **Search**.

   If you click on **Search** without entering any criteria, all transactions will display in the *Transaction Queue*. The search results will only display 5,000 transactions if a committee has more than this amount.

2. The search results, if any, display on the *Transaction Queue* page.

   On the *Transaction Search* page, select **Show Expired Entries** to include expired transactions in the search results (i.e., transactions that have subsequently been amended or deleted). Expired transactions are identified on the search results page by '(Expired)' in the Process Status column.

Other helpful Search tips:

→ To view detailed transaction information, click on the **ID #** of the desired transaction.

→ To view Address Book information for a transaction, click on the *Contributor/Payee* name of the desired transaction.

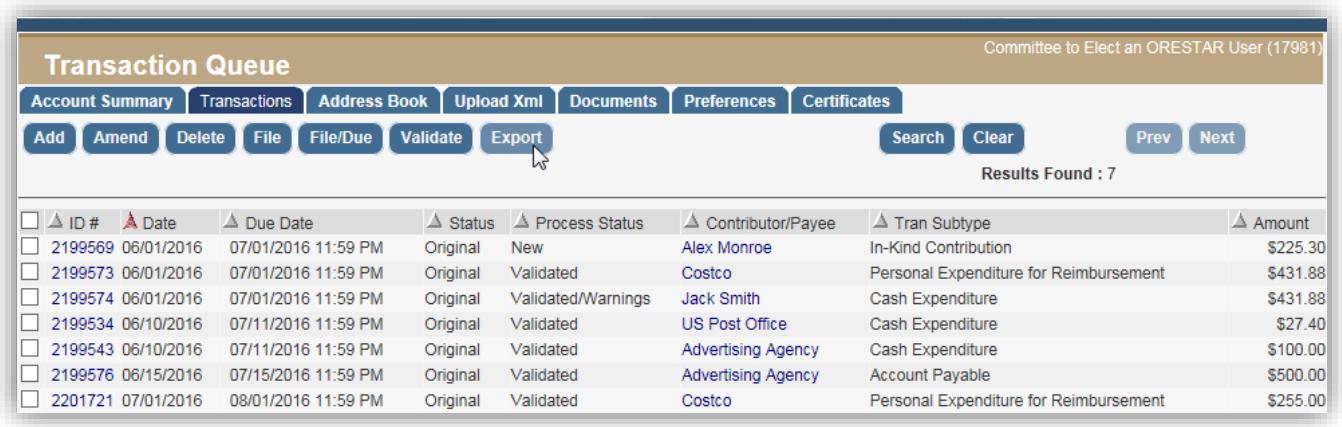
→ From the search results page, the user may edit or delete a transaction, export the search results to an Excel spreadsheet, or search for another transaction.

→ If more than 50 transactions match the search criteria, click the **Prev** or **Next** buttons to move between pages.

→ Click on **Clear** to remove the search results from the *Transaction Queue* page and restore the page to its initial display, showing only transactions that have not yet been filed with the Elections Division.

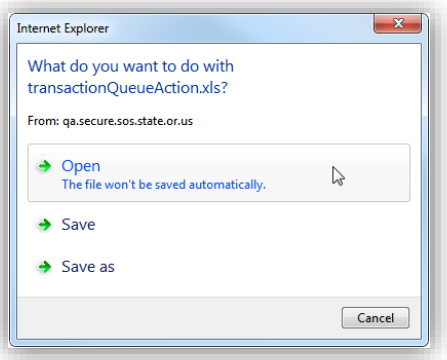
Export Transactions

Transactions can be exported from the *Transaction Queue* page to an Excel spreadsheet. The **Results Found** provides a count of transactions in the queue. A maximum 5,000 transactions can be exported at a time from ORESTAR. If the **Results Found** exceeds 5,000 records, it is recommended that you modify the search criteria and export the results multiple times. The multiple exported Excel sheets can be later be copied and pasted into a single Excel spreadsheet.



ID #	Date	Due Date	Status	Process Status	Contributor/Payee	Tran Subtype	Amount
2199569	06/01/2016	07/01/2016 11:59 PM	Original	New	Alex Monroe	In-Kind Contribution	$225.30
2199573	06/01/2016	07/01/2016 11:59 PM	Original	Validated	Costco	Personal Expenditure for Reimbursement	$431.88
2199574	06/01/2016	07/01/2016 11:59 PM	Original	Validated/Warnings	Jack Smith	Cash Expenditure	$431.88
2199534	06/10/2016	07/11/2016 11:59 PM	Original	Validated	US Post Office	Cash Expenditure	$27.40
2199543	06/10/2016	07/11/2016 11:59 PM	Original	Validated	Advertising Agency	Cash Expenditure	$100.00
2199576	06/15/2016	07/15/2016 11:59 PM	Original	Validated	Advertising Agency	Account Payable	$500.00
2201721	07/01/2016	08/01/2016 11:59 PM	Original	Validated	Costco	Personal Expenditure for Reimbursement	$255.00

1. Access the *Transaction Queue* page by clicking on the Transaction tab.
2. Click the **Search** button. The Search screen will open.
3. Enter the desired criteria to search.
4. Click the **Search** button. The search results display in the *Transaction Queue* page.
5. Click the **Export** button.
6. When the pop-up box appear, choose to Open, Save, or Save the file.

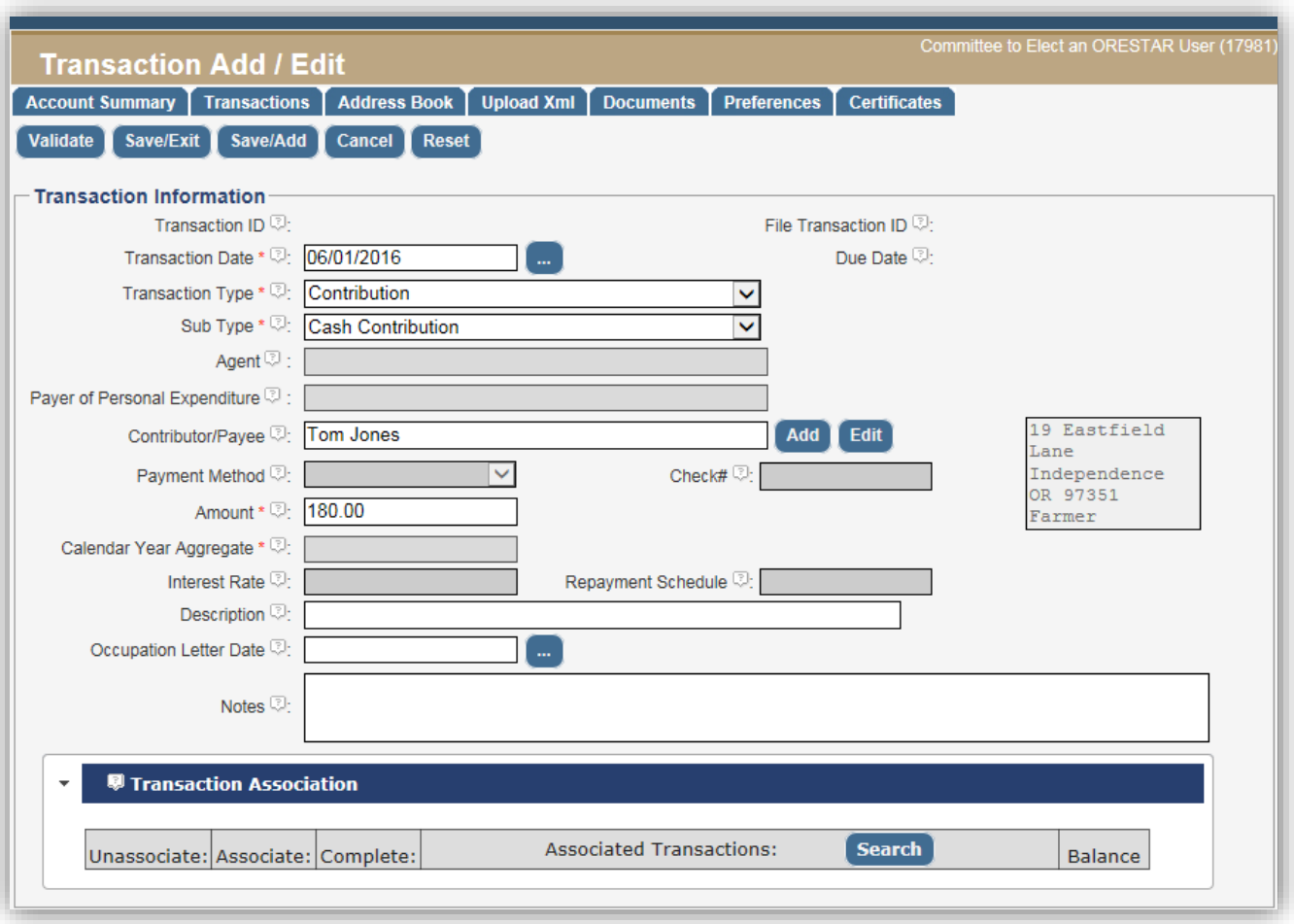


Filing Transactions by Type

This section provides instructions on how to file a transaction by its type or sub type. For more general information about how to add, amend, or delete a transaction, review the *Transactions Management* section of this manual starting on *page 29*.

Cash Contribution

A contribution received by the committee as cash, check or any legal instrument redeemable as currency, transmitted via physical or electronic means.



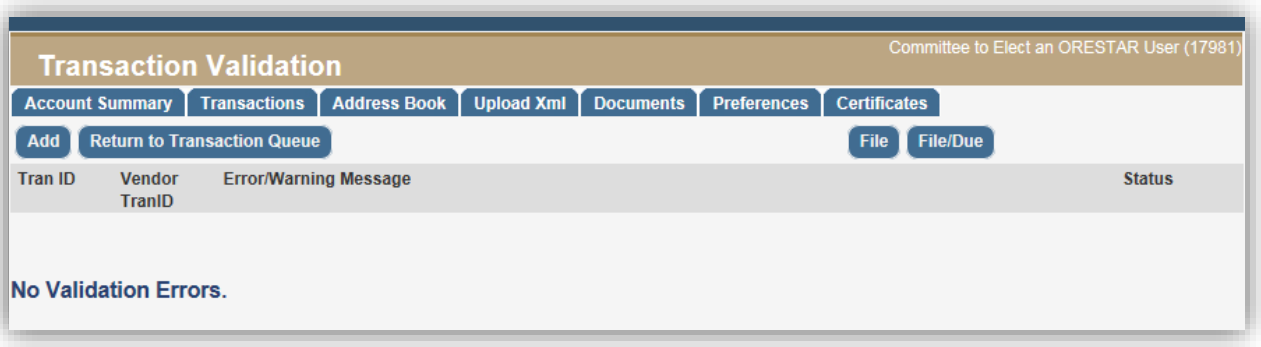
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date the money was received in the committee's physical custody.
Transaction Type	Contribution
Sub Type	Cash Contribution
Contributor/Payee	Type the name of who provided the cash contribution, and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Brook entry.
Amount	Dollar amount received.

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added *and* validated, click **Return to Transaction Queue.**

   b. To file one or more transactions from the *Transaction Queue* page, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** to file on its due date.

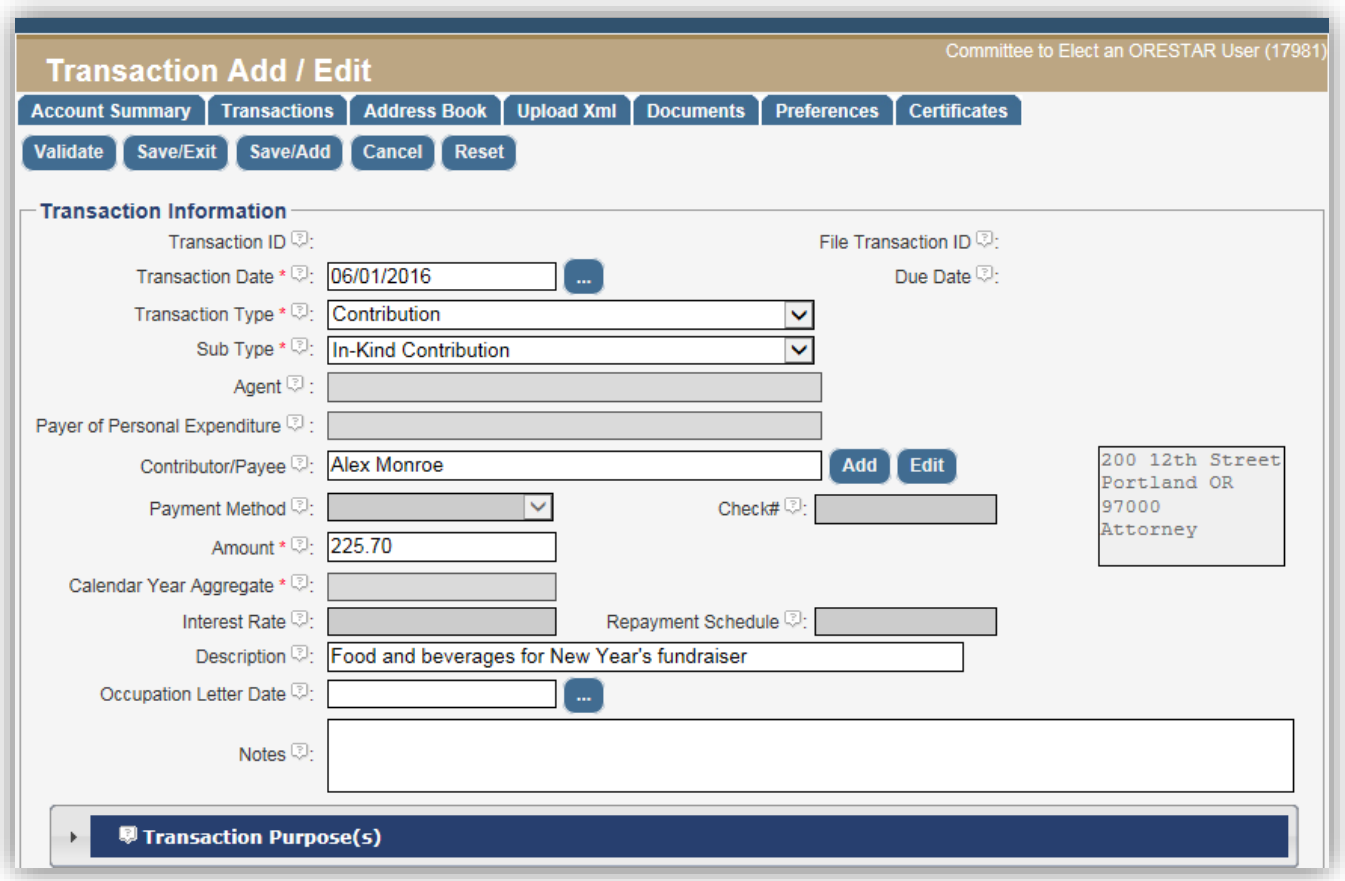
7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button which will return you to the *Transaction Queue* page. Clicking on either button will return you to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The reports is also available in the **Documents** tab.

In-Kind Contribution

In-kind is defined a good or service, other than money, having monetary value. The value of this contribution is based on the fair market value of the good or service.

An expenditure by any person from personal funds on behalf of the candidate or committee is an in-kind contribution to the candidate or committee if the person does not expect to be reimbursed.



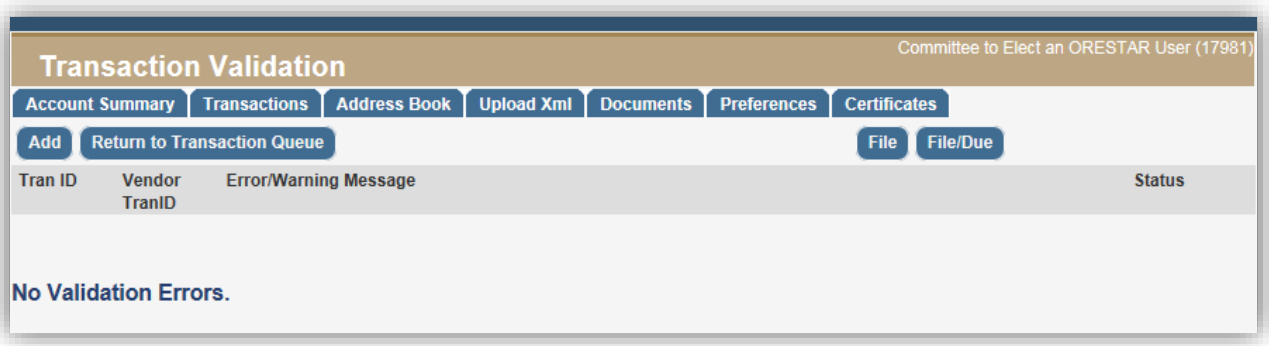
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date the committee first has knowledge of the in-kind contribution.
Transaction Type	Contribution
Sub Type	In-Kind Contribution
Contributor/Payee	Type the name of who provided the in-kind contribution and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Brook entry.
Amount	The fair market value of the contributed goods or service.
Description	May be required based on Transaction Purpose(s) selected.
Transaction Purpose(s)	Select the appropriate purpose(s).

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report any errors or warnings. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue** button.

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** to file on its due date.

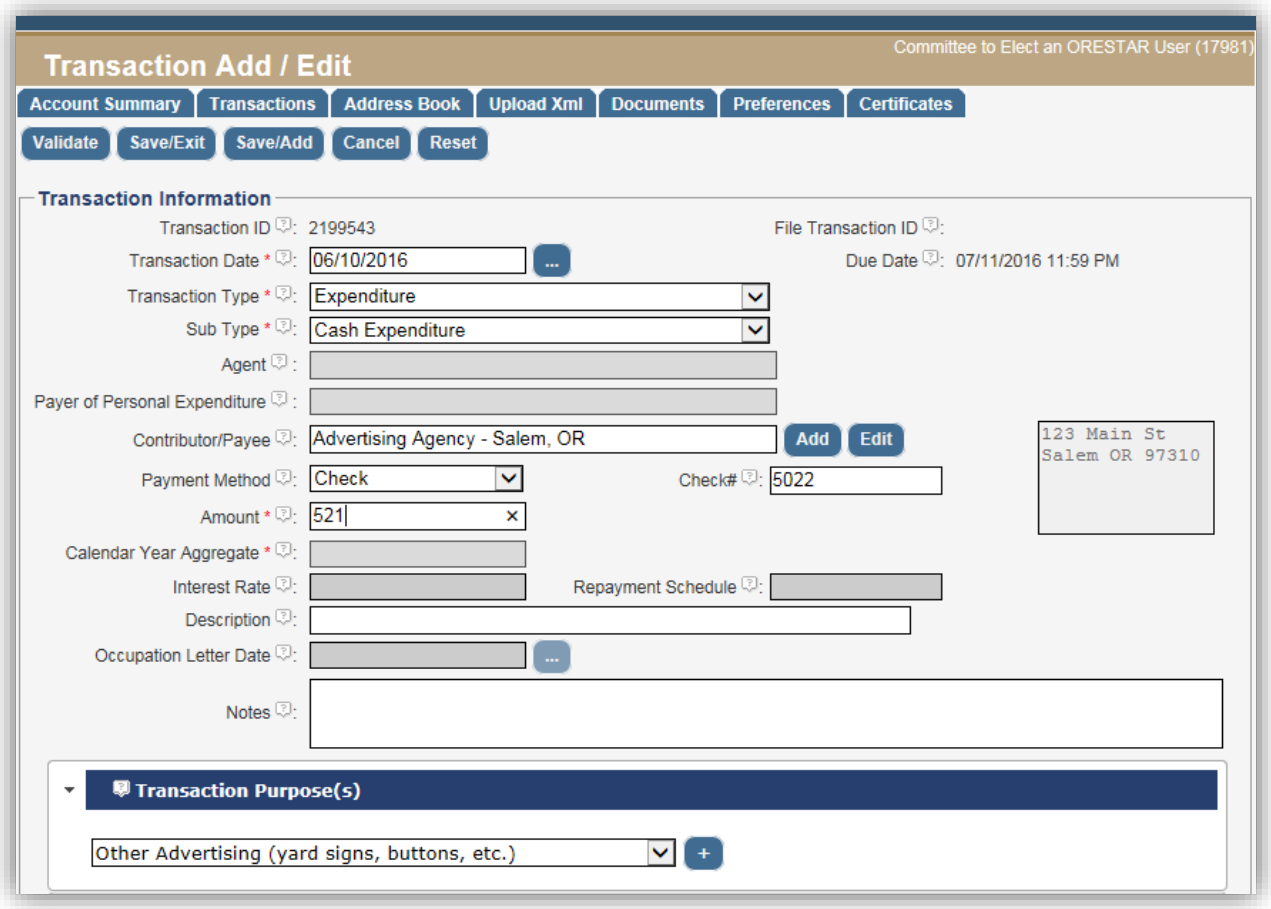
7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button, which will return you to the *Transaction Queue* page. Clicking either button will return you to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

Cash Expenditure

An expenditure made by the committee via check, credit card, debit card or any means of electronic transmission.

Also see *Personal Expenditures for Reimbursement*, *page 57*.



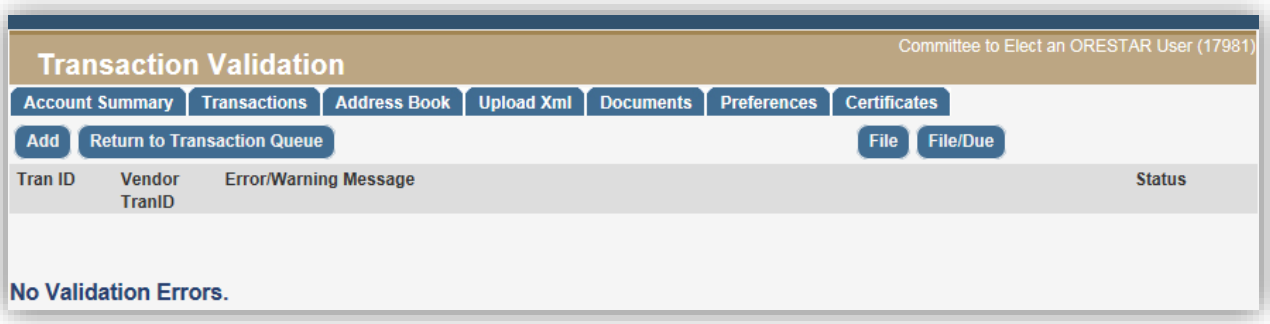
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date written on the check, the date the committee's credit or debit card was used, or the date of the Electronic Funds Transfer (EFT).
Transaction Type	Expenditure
Sub Type	Cash Expenditure
Contributor/Payee	Type the payee where committee funds were spent. If the name does appear, click the **Add** button to the right of the field to add an Address Book entry.
Payment Method	Select method used to pay expediture from dropdown list.
Check #	Enter check #, if payment method is *Check*.
Amount	Enter the amount of the expenditure.
Description	May be required based on Transaction Purpose(s) selected.
Transaction Purpose(s)	Select the appropriate purpose(s).
Transaction Association	If the expenditure is a partial or full payment of a previously entered **Account Payable** transaction, complete the **Transaction Association** section. See *page 37* for more information.

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue** button.

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** to file on its due date.

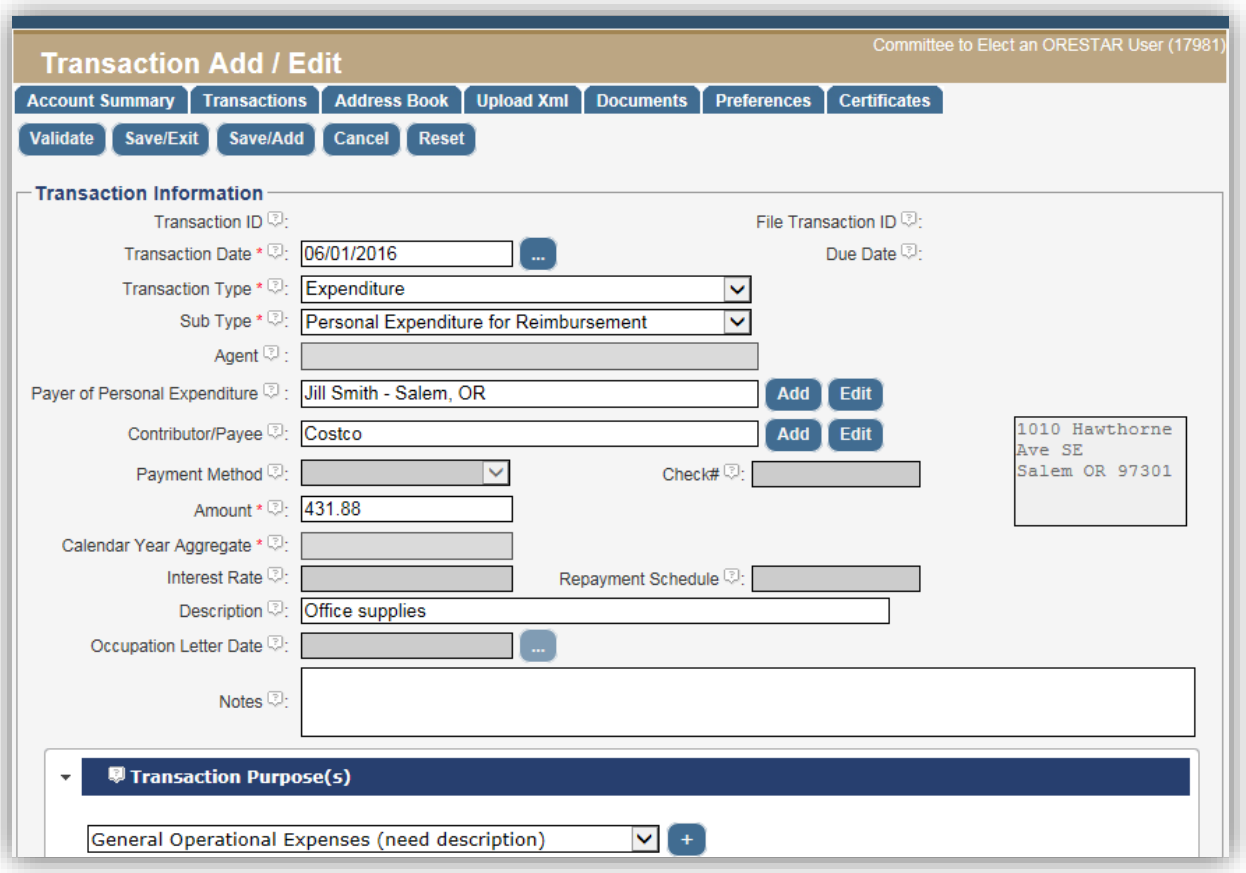
7. The *Attestation* page opens. Click the **File** button to attest to the transaction filing, or the **Cancel** button. Clicking on either button will return to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

Personal Expenditure for Reimbursement

An expenditure made by a person from their personal funds (including use of a personal credit card, debit card, checks or cash) made on behalf of the candidate or committee, if the person expects reimbursement. The detail of the expenditure made by the person is required to be reported in addition to the transaction made to reimburse the person.

In ORESTAR, the person who spent the money and expects reimbursement is referred to as the *Payer of the Personal Expenditure*. Enter a seperate transaction for each receipt submitted for reimbursement by the payer.



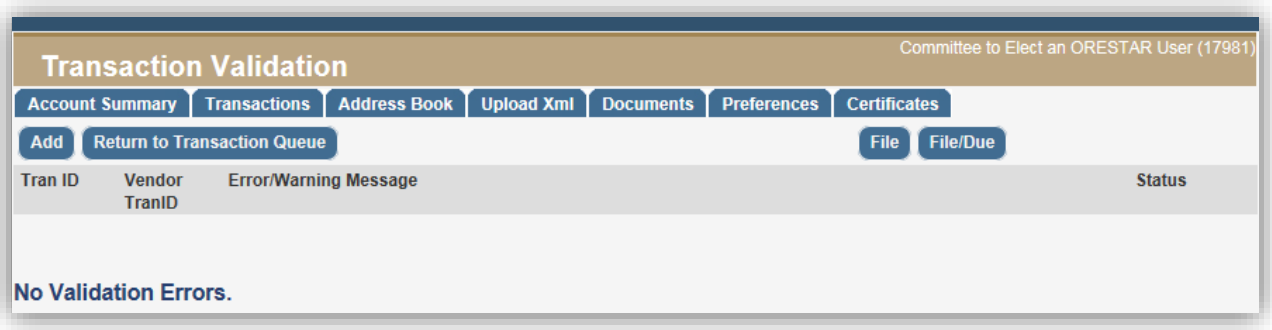
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date the person purchased the goods or services.
Transaction Type	Expenditure
Sub Type	Personal Expenditure for Reimbursement
Payer of the Personal Expenditure	Type the name of the payer (the person who spent the money) and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Book entry.
Contributor/Payee	Type the name of the payee where the person spent the money and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Book entry.
Amount	Enter the amount of the personal expenditure.
Description	May be required based on **Transaction Purpose(s)** selected.
Transaction Purpose(s)	Select the appropriate purpose(s).

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue.**

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** to file on the due date.

7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button. Clicking either button will return you to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

9. **Enter a separate cash expenditure transaction to report the reimbursement** from campaign funds. See the next section for steps to report a reimbursement for personal expenditure.

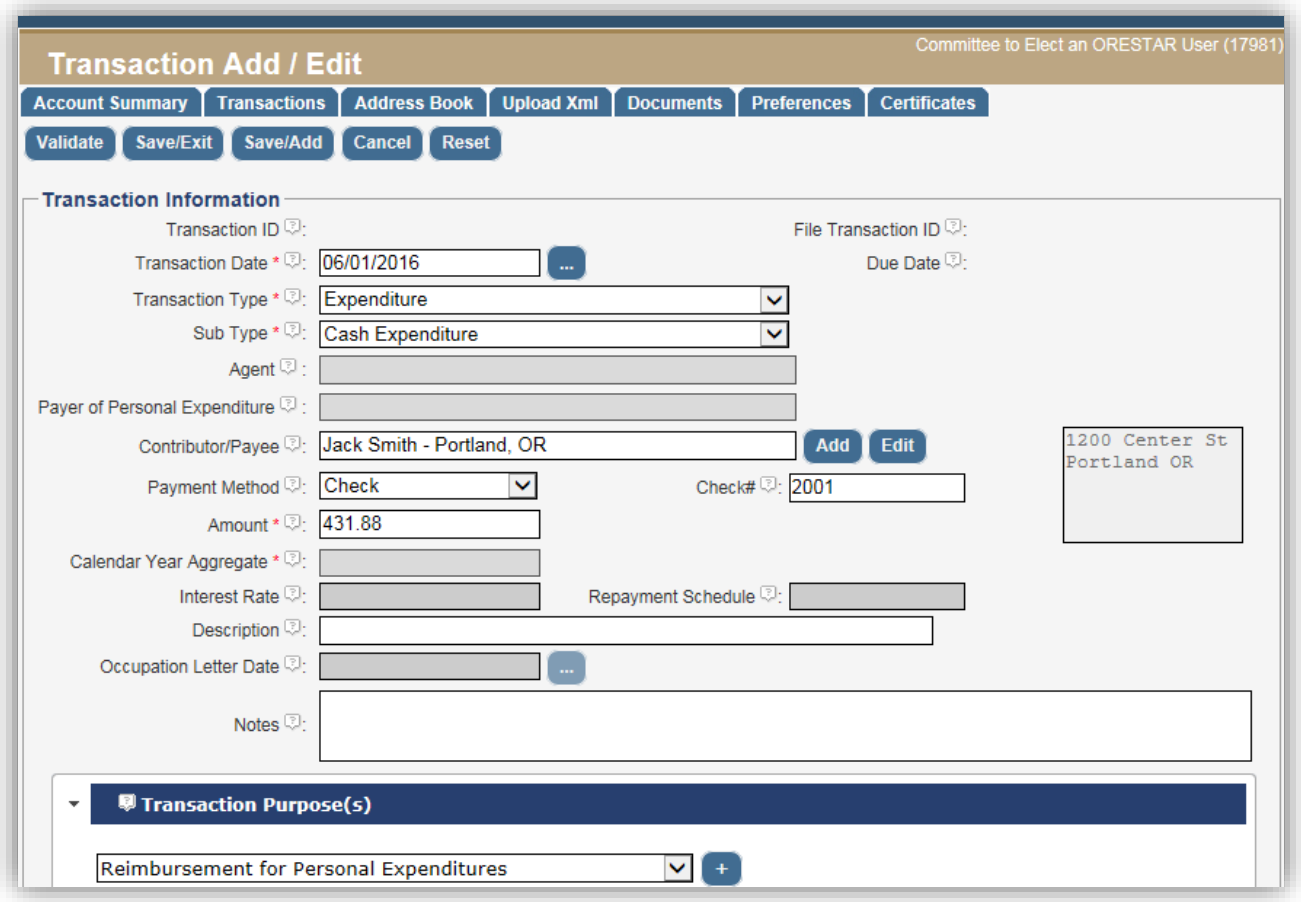
Reimbursement for a Previously Reported Personal Expenditure

This transaction type discloses the reimbursement made to a person from the committee's funds. One check/payment may reimburse for multiple reported personal expenditures for reimbursement.

ID #	Date	Due Date	Status	Process Status	Contributor/Payee	Tran Subtype	Amount
2199573	06/01/2016	07/01/2016 11:59 PM	Original	Validated	Costco	Personal Expenditure for Reimbursement	$431.88
2199574	06/01/2016	07/01/2016 11:59 PM	Original	Validated	Jack Smith	Cash Expenditure	$431.88

The first transaction is the *Personal Expenditure for Reimbursement* (see *page 57* for more information)

1) The second transaction is the *Cash Expenditure* (the reimbursement transaction which is shown below)



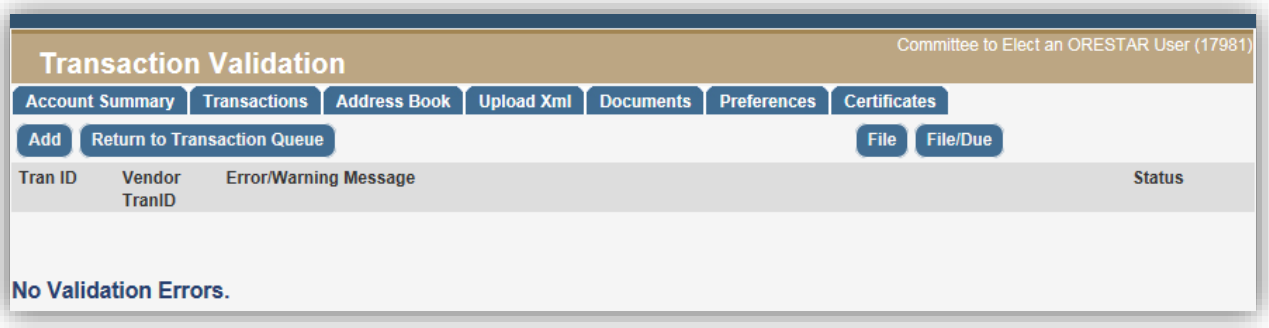
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date of the reimbursement.
Transaction Type	Expenditure
Sub Type	Cash Expenditure
Contributor/Payee	Type the name of the person being reimbursed and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Book entry.
Payment Method	The payment method used to pay the person.
Amount	The amount of the reimbursement.
Transaction Purpose(s)	Select *Reimbursement for Personal Expenditures*

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue.**

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

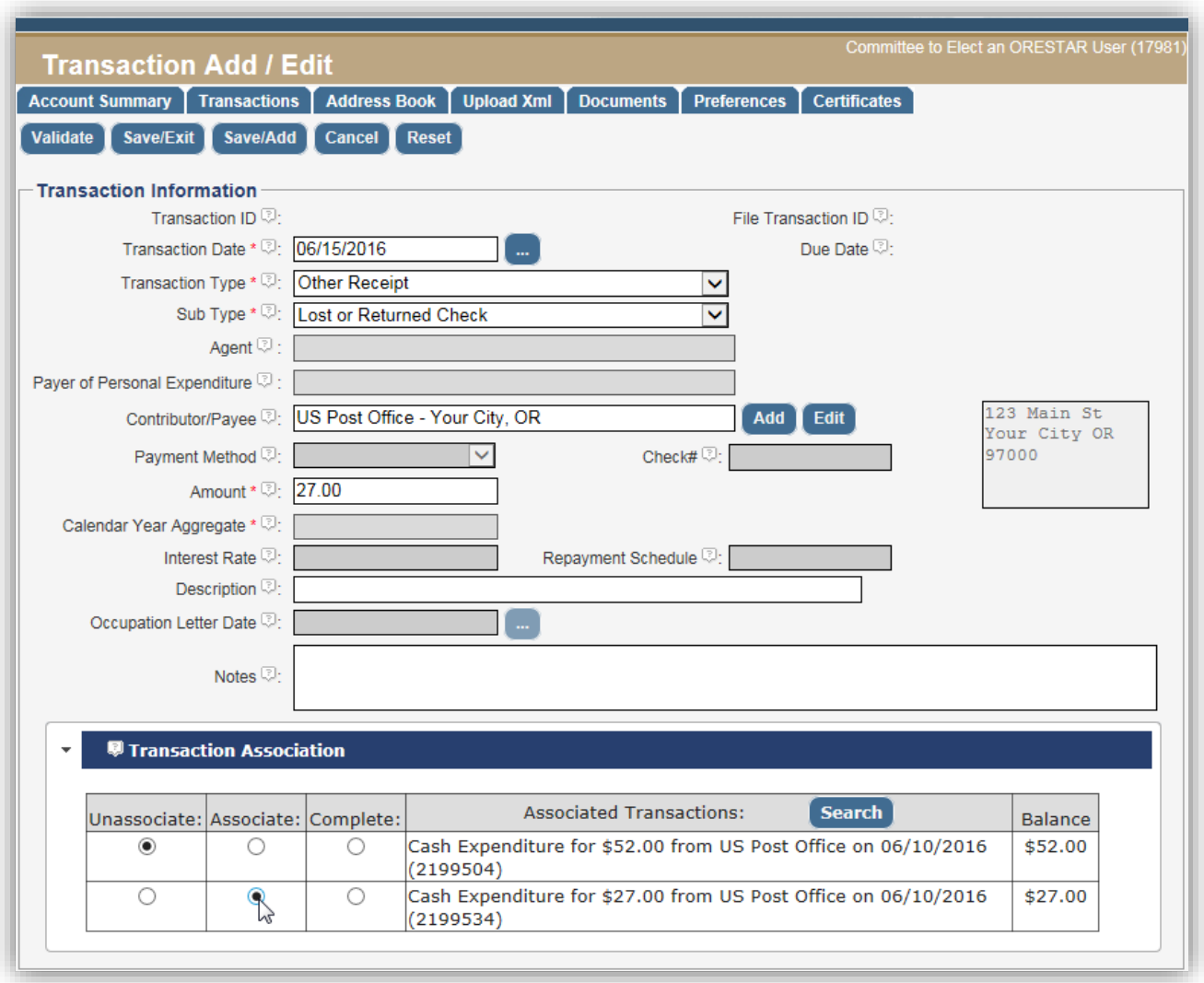
6. Click the **File** button to file the transaction immediately, or **File/Due** to file on its due date.

7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button, which will return you to the *Transaction Queue* page. Clicking on either button will return you to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

Lost or Returned Check

A check that is either returned to the committee, has been reported as an expenditure but is subsequently lost in the mail or never cashed, or an expenditure that is reported and subsequently returned because of insufficient funds.



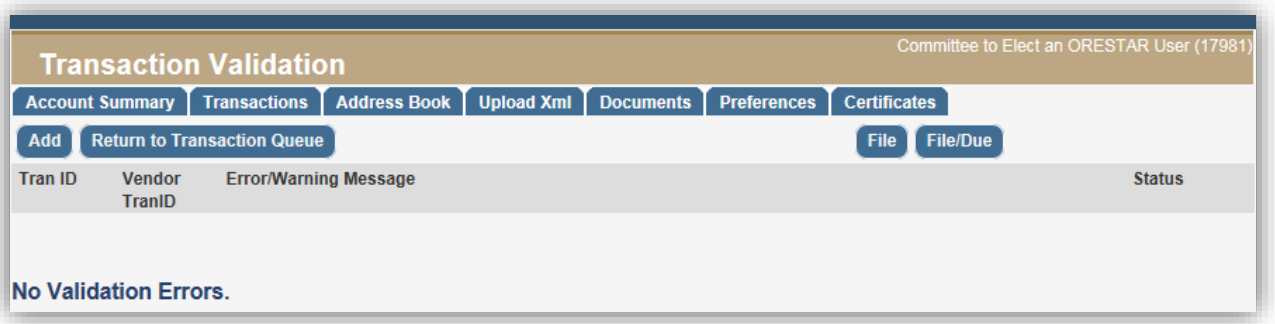
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date the committee orders a stop payment on the check, the date the committee issues a replacement check, or the date the committee no longer expects the check to be cashed.
Transaction Type	Other Receipt
Sub Type	Lost or Returned Check
Contributor/Payee	Type the name of the individual or entity that the check had been made out to and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Book entry.
Amount	Amount of the lost or returned check.
Transaction Association	Associate to the original **Cash Expenditure** to reduce the payee's aggregate. See *page 37* for more information.

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue.**

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** to file on its due date.

7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button, which will return you to the *Transaction Queue* page.

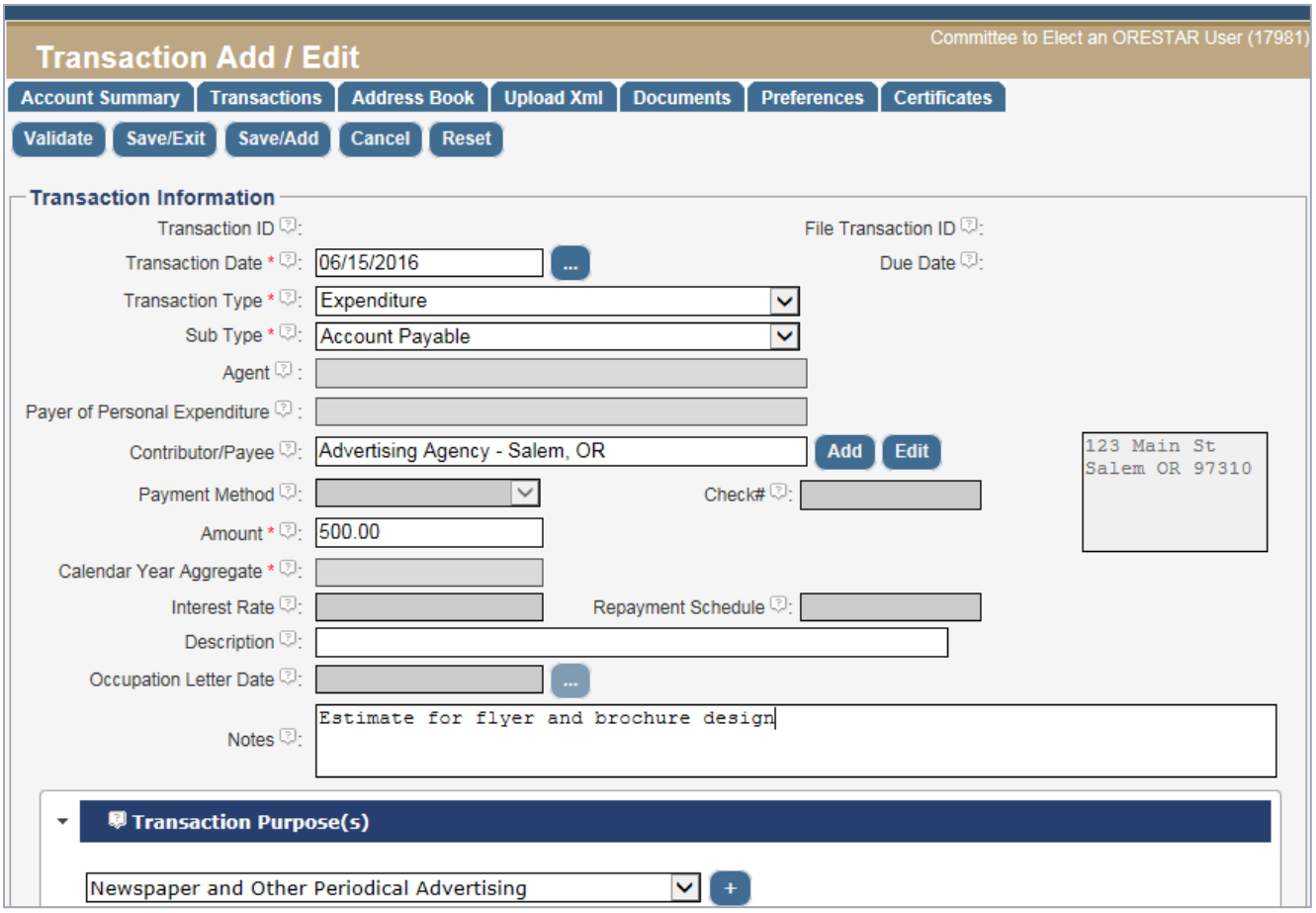
8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

If the committee issued a replacement check, enter a new cash expenditure transaction to report the expenditure.

Account Payable

An amount owed to a creditor for goods or services, that have been ordered.

An **Account Payable** is not required to be reported and filed if the expenditure completing the payable is made by the committee prior to the deadline to file the payable. See the Campaign Finance Manual for more detailed information.



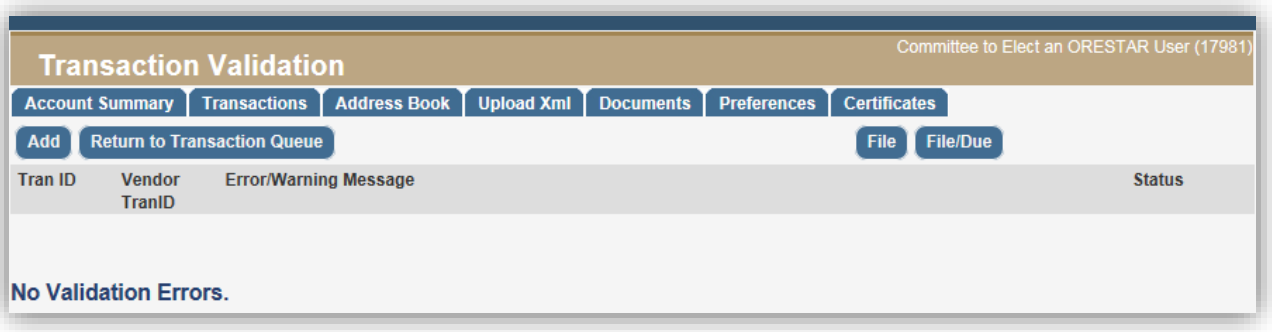
1. From the *Transaction Queue* page, click the **Add** button. The *Transaction Add/Edit* page opens.

2. Enter:

Transaction Date	The date an order is placed for goods or services and payment is not made at the time of ordering.
Transaction Type	Expenditure
Sub Type	Account Payable
Contributor/Payee	Type the name of the payee and select from dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Book entry.
Amount	Amount of account payable. The amount may be an estimate.
Description	May be required based on selected transaction purpose
Transaction Purpose(s)	Select the appropriate purpose(s)

3. Click the **Validate** button.

4. The *Transaction Validation* page opens and will report errors or warnings, if any. If necessary, make required corrections and re-validate.



Continue to Step 5, if there are more transactions to add and validate.

Skip to Step 6, if entering a single transaction.

5. Click the **Add** button on the *Transaction Validation* page to continue adding transactions.

   a. After the transactions have been added and validated, click **Return to Transaction Queue**.

   b. To file one or more transactions from the *Transaction Queue*, check the box to the left of each transaction ID #. To select all transactions in the queue, check the box in the column heading to the left of **ID#**.

6. Click the **File** button to file the transaction immediately, or **File/Due** where the system will file it on its due date.

7. The *Attestation* page displays. Click the **File** button to attest to the transaction filing, or the **Cancel** button, which will return you to the *Transaction Queue* page. Clicking on either button will return you to the *Transaction Queue* page.

8. After the transaction(s) have been filed, ORESTAR emails a *Transaction Filing Report* to the candidate, treasurer, alternate transaction filer, or independent expenditure filer. The report is also available in the **Documents** tab.

Filing a Certificate of Limited Contributions and Expenditures

To file a Certificate of Limited Contributions and Expenditures for the current calendar year, proceed with the following:

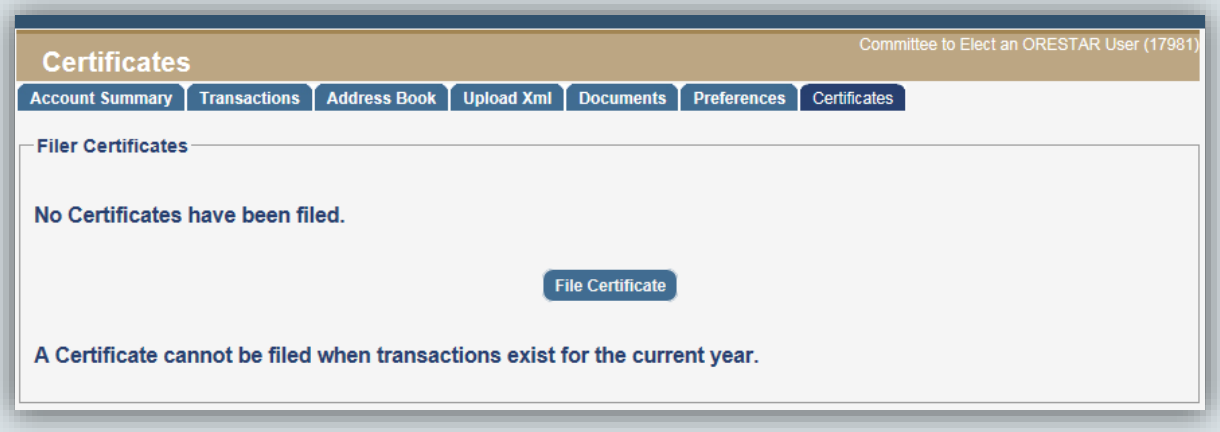
1. In ORESTAR's campaign finance section, click on the **Certificates** tab.

2. On the *Certificates* page, click on **File Certificate**. The *Certificate Attestation* page displays.

3. Enter the committee's cash balance as of January 1 of the current calendar year.

4. Read the attestation printed on the screen and if agreed, click the **File** button to attest and file the Certificate of Limited Contributions and Expenditures.

If a committee wants to file a Certificate for the calendar year, the committee must not have entered or filed any transactions. ORESTAR will not allow a Certificate to be filed when transactions exist for the current year.



Exceeding the Certificate Threshold

If a committee filed a Certificate for a calendar year and is entering transactions into the committee's account, when the $3,500 threshold is exceeded the system will expire the Certificate and calculate a due date for all transactions in the committee's *Transaction Queue*. A Due Date appears for each transaction in the T*ransaction Queue* and an Expiration Date displays on the Certificates tab.

A committee that has filed a Certificate of Limited Contributions and Expenditures and has entered either contributions or expenditures exceeding the $3,500 threshold for a Certificate also receives an email informing the committee that the Certificate has expired and the transactions must be filed.

If a committee is not entering transactions into the committee's account, it must separately track the committee's activity to ensure the $3,500 threshold in contributions or expenditures is not exceeded during the calendar year. If the committee's total contributions or total expenditures during the calendar year exceed $3,500, the committee must use ORESTAR to enter and file all transactions occurring in the calendar year. The deadline for filing all transactions for that calendar year is seven calendar days after the date of the transaction that exceeds the threshold.

See the Campaign Finance Manual for more information.

End of Calendar Year

At the end of each calendar year, any transactions that have been entered by a committee that filed a Certificate of Limited Contributions and Expenditures but were not filed because the committee did not exceed the $3,500 threshold are assigned the "Certificate Filed" process status. Transactions with this process status do not display on the committee's *Transaction Queue* but can be accessed through the *Transaction Search* page.

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Address Book

When should I delete an Address Book entry, instead of expiring the entry?

You should delete an Address Book entry when the entry has been created in error and has never been associated with a contributor / payee on a transaction. Expiring an entry is appropriate when the entry has been used in the past for reporting transactions, but you have determined that it should not be used in future transaction filings.

Editing an Address Book entry that is associated with previously filed transactions automatically creates a new Address Book entry and expires the previous Address Book entry so that it cannot be selected for future transactions.

I discovered that I have duplicate Address Book entries for a contributor. What should I do?

This must be corrected so the aggregate for the contributor will calculate correctly. Expire one of your Address Book entries.

- Decide which Address Book entry you want to expire, preferably the one with the fewest related transactions.
- Note any Transaction IDs attached to the Address Book entry you are expiring. Amend these transaction(s) so they are all attached to the entry you decided to retain.
- Expire the duplicate Address Book entry. Choose Edit on the Address Book entry and click in the **Expire Entry** checkbox.

Transaction Management

Our committee is using an online site to receive campaign contributions. What transaction date should the committee use when filing these contributions?

A contribution received through an online service is considered as having been received by the committee when the contribution is in the physical custody of the committee (e.g., receipt of a check from the service) or is deposited in the committee's campaign account, whichever is sooner.

Report the full amount of the contribution. Any service charge the online site withholds should be reported as a *Cash Expenditure*. Service charges may be aggregated by date, (i.e., the total of all service charges for contributions received on the same date) and reported as a single cash expenditure transaction for the total amount of the service charge.

How do I report a personal expenditure for reimbursement?

A personal expenditure for reimbursement is defined as:

> An expenditure by a person from the person's funds (including use of a personal credit card, debit card, checks or cash) made on behalf of the candidate or committee, if the person expects reimbursement.

Example

On January 7, 2016, John Smith used his personal credit card to purchase $431.88 worth of committee office supplies from Costco. He expects reimbursement. John also wants to be reimbursed for mileage.

The committee wrote John check #2001 on January 31, 2016 for $441.88, which includes mileage.

Based on the example above, you will add three transactions into ORESTAR:

See *Add a Transaction* on *page 29* in this manual for more information on how to add a transaction.

1st Transaction: *Personal Expenditure For Reimbursement*

Transaction Date	1/7/2016
Transaction Type	Expenditure
Sub type	Personal Expenditure for Reimbursement
Payer of Personal Expenditure	John Smith
Contributor/Payee	Costco
Amount	$431.88
Description	Office supplies
Transaction Purpose(s)	General Operational Expenses (need Description)

The *Payer of Personal Expenditure* is the person who spent the money and now expects reimbursement. The Payee is where the money was spent (i.e., who received the funds). The Transaction Date is the date of the purchase of goods.

By selecting the sub type *Personal Expenditure for Reimbursement*, the Account Summary's outstanding personal expenditure balance will increase by the amount of the transaction after the transaction is filed. The cash expenditure balance does not increase.

2nd Transaction: *Reimbursement of Personal Expenditure*

Transaction Date	1/31/2016
Transaction Type	Expenditure
Sub type	Cash Expenditure
Contributor/Payee	John Smith
Payment Method	Check
Check	2001
Amount	$431.88
Description	*[optional]*
Transaction Purpose(s)	Reimbursement for Personal Expenditures

Do not associate the reimbursement with the personal expenditure transaction.

By selecting the purpose *Reimbursement for Personal Expenditures*, the Account Summary's outstanding personal expenditure balance will reduce by the amount of the transaction after the transaction has been filed.

3rd Transaction: *Mileage Reimbursement*

Transaction Date	1/31/2016
Transaction Type	Expenditure
Sub type	Cash Expenditure
Contributor/Payee	John Smith
Payment Method	Check
Check	2001
Amount	$10.00
Description	Mileage, 20 miles at a mileage rate of 50 cents per mile.
Transaction Purpose(s)	Travel Expenses (need Description)

Mileage is not considered a personal expenditure for reimbursement. Do not include this amount in the Personal Expenditure for Reimbursement transaction.

Expenditures made for payment to a person for "mileage" are reported as sub type *Cash Expenditure* and purpose code of *Travel Expenses*.

How do I look up all the transactions for an individual payee?

In the **Transactions** tab, click on the **Search** button.

1. In the *Contributor/Payee* field, enter the payee's Address Book ID or Name.
2. Add other search criteria, if desired.
3. Click **Search**. The search results display on the *Transaction Queue* page.

How should I associate payments with accounts payable?

Multiple cash expenditures can be associated with a single account payable. For example, monthly cash expenditures may be made against a payable. When entering expenditures that are partial payments, you need to "associate" each expenditure with the same account payable transaction.

Compare the reverse case. A single cash expenditure is made by the committee against a group of accounts payable. In ORESTAR, the cash expenditure may complete several payables, but the cash expenditure can only have a status of 'Associate' with a single account payable. Here is an example.

Example

The committee has three outstanding payables to ABC Printing, each of which were previously filed in ORESTAR:

	Transaction Date	Amount
Account Payable 1	4/1/2016	$100.00
Account Payable 2	4/5/2016	$300.00
Account Payable 3	4/10/2016	$200.00

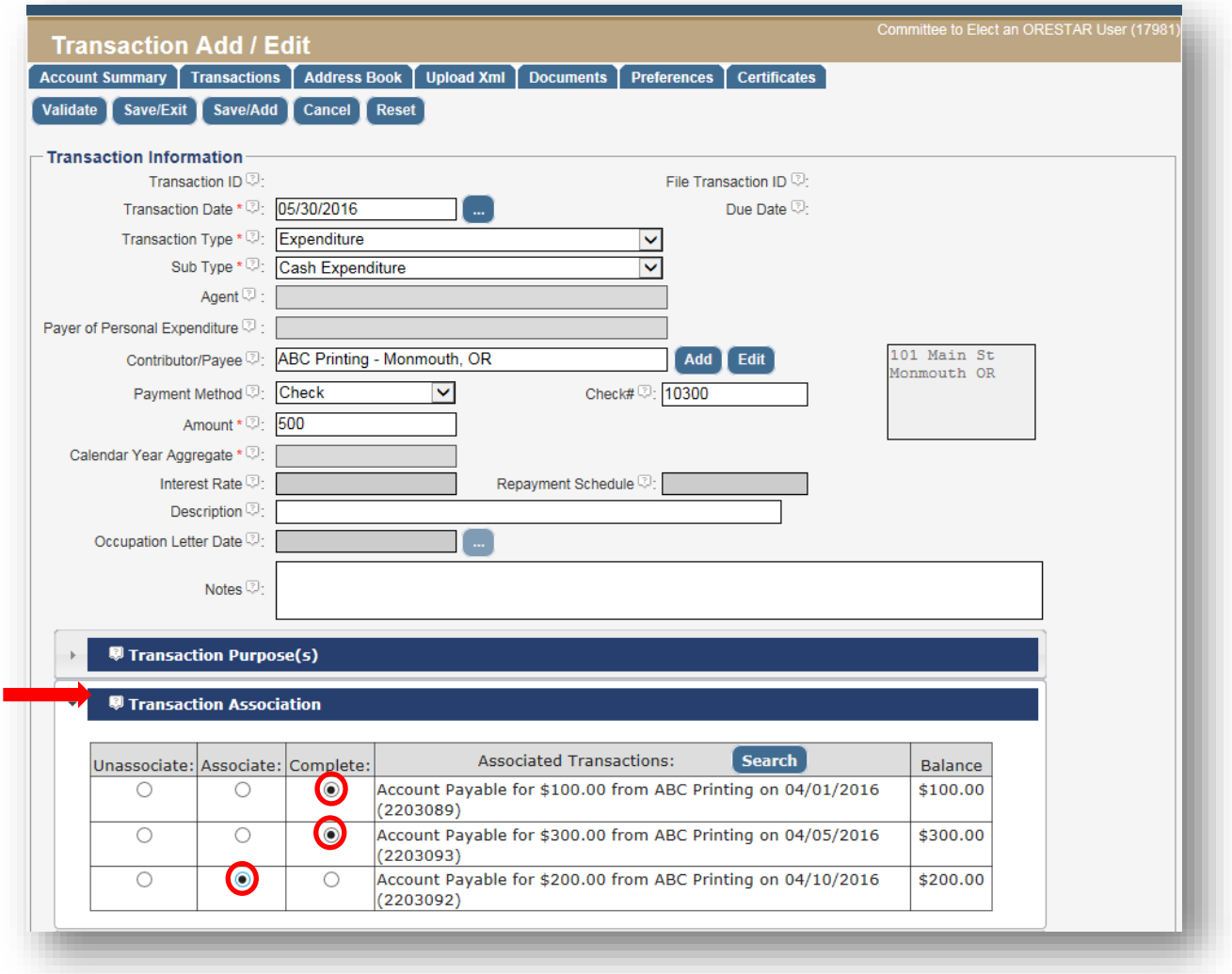
On 5/30/2016, the committee writes a $500.00 check (#10300) to ABC Printing.

The committee must now file a cash expenditure for the $500 payment and set up the transaction associations. For more information on associating a transaction, see **Transaction Association** on *page 37*.

Payment

Transaction Date	5/30/2016
Transaction Type	Expenditure
Sub type	Cash Expenditure
Contributor/Payee	ABC Printing
Payment Method	Check
Check	10300
Amount	$500.00
Description	*[optional]*
Transaction Purpose(s)	Literature, Brochures, Printing
Transaction Association	*See image and instructions on the next page*

Transaction Association example:



The $500 expenditure payment completes both *Account Payable 1* and *Account Payable 2;* Account *Payable 3* is not paid in full so it will be "associated". Follow steps below:

a. After entering the transaction information, click on the Transaction Association bar.

b. Select **Complete** for both *Account Payable 1* and *Account Payable 2*.

c. Select **Associate** for *Account Payable 3*.

Another $100 payment would "Complete" ***Account Payable 3***. A payment of less than that would "Associate" with ***Account Payable 3***.

We will be paying a campaign staffer with a single check for wages and reimbursement for a personal expenditure associated with travel. Can we file a single transaction for the expenditure?

No. You will need two file two *Cash Expenditure* transactions: one for the wages, and second for the reimbursement for personal expenditures. The expenditure that reports a reimbursement must have **only one** purpose: *Reimbursement for Personal Expenditures*.

A single check (or other payment type) can be written to the staffer, but two transactions must be filed.

The personal expenditure made by the staffer is also a reportable ORESTAR transaction, sub type *Personal Expenditure for Reimbursement*.

How should my committee report a transaction where a third party makes a direct payment of a committee's loan?

File an *In-Kind* contribution from the third party and associate it with the relevant Loan Received transaction. This will reduce the outstanding loan amount on the committee's ORESTAR Account Summary.

My candidate committee has opted out of using the system aggregate calculation function for the current calendar year. Do we need to enter all transactions in ORESTAR?

Yes, all transactions still need to be filed in ORESTAR. Here is a review of system aggregation feature:

- ✓ An "opt out" committee is a committee that has chosen to manually track and calculate contributor/payee aggregates, instead of using ORESTAR's aggregate function. The "opt out" committee must only itemize a transaction when the contributor's or payee's calendar year aggregate has exceeded $100.

- ✓ A contributor/payee transaction that has not exceeded the contributor/payee $100 calendar year aggregate must also be entered into ORESTAR, subject to transaction filing deadlines, but these are entered under **Contributor/Payee categories**, found in the ORESTAR Address Book. Do not enter contributor/payee names for these 'miscellaneous $100 and under' transactions. The sum total for a single day is instead entered using the appropriate 'miscellaneous $100 and under' sub type category.

- ✓ The "opt out" committee is required to enter a calendar year aggregate amount for each contributor or payee **that has exceeded the $100 calendar year threshold**. All contribution and expenditure sub types must be aggregated together to calculate the **Calendar Year Aggregate**.

  See *page 33* for the list of 'miscellaneous $100 and under' categories available in the *Contributor/Payee* field.

An example of entering 'miscellaneous $100 and under' transactions for a committee that has "opted out" is shown on the next page:

Example

On January 21, 2016 Mary Jones makes a cash contribution of $50.00 and an in-kind contribution valued at $20.00. Her friend, Sue Smith, makes a $45.00 cash contribution on the same date.

Sue makes an in-kind contribution at a June 28, 2016 event for $75.00.

Note that a **Calendar Year Aggregate** (of contributions for the contributor) must be entered for each contribution transaction, other than 'miscellaneous $100 and under' entries. The **Calendar Year Aggregate** field is not entered for the miscellaneous categories.

Trans Date	Transaction Type Sub Type	Contributor/Payee	Amount	Calendar Year Aggregate	Note that…
1/21/2016	Contribution Cash Contribution	Miscellaneous Cash Contributions $100 and under	$95.00		*Mary Jones and Sue Smith are **under** the $100 contribution threshold. Mary has only contributed $70 and Sue, $45.*
1/21/2016	Contribution In-Kind Contribution	Miscellaneous In-Kind Contributions $100 and under	$20.00		*Mary Jones is **under** her $100 contribution threshold ($70).*
6/28/2016	Contribution In-Kind Contribution	Sue Smith	$75.00	$120.00	*Sue Smith is now **over** her $100 contribution threshold ($120 -- cash contribution of $45, in-kind contribution of $75).*

Only Sue Smith's 6/28/2016 $75.00 in-kind contribution will be disclosed to the public.

In a public search of the committee's campaign finances, Sue's 1/21/2016 $45.00 cash contribution will be rolled up with all *'Miscellaneous Cash Contributions $100 and under'* for that day, as will Mary's $50.00, also received on 1/21/2016. Mary's $20.00 in-kind contribution will be included in the *'Miscellaneous In-Kind Contributions $100 and under'* for that day.

If, at the time of the transaction, the calendar year aggregate for a contributor or payee is $100 and under, the transaction must be rolled up in the appropriate 'miscellaneous' category. Contributor/payee information is not disclosed.

My committee loaned a PAC $10,000. How do I report the loan and loan payments received?

An expenditure made by a committee that is a loan to another individual, committee or organization is filed as a *Cash Expenditure*, with a Transaction Purpose of 'Loan Extended.' The terms of the loan (i.e., the interest rate and repayment schedule) must be disclosed. Enter '0' (zero) if there is no interest rate; if there is no repayment schedule, indicate 'payable when funds available'.

The system does not generate an outstanding other receivable when a committee makes a loan to someone else. In order for this receivable to appear in the Account Summary, you must **manually set up a Miscellaneous Account Receivable** for each Loan Extended expenditure filed by the committee. The transaction date of the receivable is the date the loan was made. Do not associate the Miscellaneous Account Receivable with the Loan Extended.

Payments received on Loans Extended are filed as Other Receipts, sub type *Miscellaneous Other Receipt*. These transactions must be associated with the loan's Miscellaneous Account Receivable transaction.

The PAC committee receiving this loan will need to report this loan as a contribution, sub type Loan Received (Non-Exempt) and include the interest rate and repayment schedule.

How should my committee report travel expenses in ORESTAR?

If the travel expenses were paid directly out of the committee's account, file a *Cash Expenditure* with a purpose of *Travel Expenses*. Include information in the Description field (e.g., lodging, airfare, meals).

If, however, the travel expense was paid from the traveler's personal funds, the reporting requirements are based on whether reimbursement is expected.

If reimbursement from committee funds is expected, file a *Personal Expenditure for Reimbursement* sub type transaction with a purpose of *Travel Expenses* (additional information in the Description field). When the traveler is reimbursed, file a *Cash Expenditure* with purpose of Reimbursement for Personal Expenditures.

If reimbursement from committee funds is not expected, file an In-Kind Contribution transaction.

Exception
If the traveler is an individual working on a committee's campaign (including a candidate) travelling on behalf of the committee, **or** a candidate whose travel is related to the candidate's official duties as an office holder, and no reimbursement is expected, it is not considered an in-kind contribution and it is not necessary to file a contribution transaction.

Fundraising Activities

A state senator's candidate committee is holding a fundraiser that also benefits a house candidate in her district. How should the expenses associated with the fundraiser be reported?

The **Senatorial candidate committee** reports its fundraising expenses as follows:

1. From the **Transactions** page, click on the **Add** button. The *Transaction Add/Edit* page opens.
2. Select *Expenditure* transaction type, sub type *Cash Expenditure*, with Transaction Purpose as *Fundraising Event Expenses*.
3. In the **In-Kind or Independent Expenditure Information** section, enter the following:
    a. **Indicator:** In-Kind
    b. **Committee Name:** Type the name of the *House candidate's committee*
    c. **Amount:** *Apportion expenses of the fundraiser, based on the elector size of the house district relative to that of the senate district.*

The **House candidate committee** reports an in-kind contribution in the same amount.

1. From the **Transactions** page, click on the **Add** button. The *Transaction Add/Edit* page opens.
2. Select *Contribution* transaction type, sub type *In-Kind Contribution*, with Transaction Purpose as *Fundraising Event Expenses*.
3. In the *Candidate/Payee* name field, type the name of the Senate committee and select from the dropdown list. If the name does not appear, click the **Add** button to the right of the field to add an Address Brook entry.
4. Enter the amount of the in-kind contribution

Can the candidate give away t-shirts for free?

No. A t-shirt giveaway would be an instance where a candidate is giving something of value to a voter. This qualifies as "undue influence" and may violate election law (ORS 260.665).

However, the t-shirts may be sold for at least fair market value. The fair market value of the t-shirt would be reported as a transaction type *Other Receipt*. Any amount over and above the shirt's fair market value must be reported as a contribution.

The committee held a fundraising dinner with an established cost per person. How do we report the money we received to attend the dinner?

If a contributor attends a fundraising event and receives goods or services, such as a dinner or t-shirt, only the amount paid in excess of the fair market value of the goods or services received is considered a contribution. Fair market value is the dollar amount one would expect to pay for the goods or services.

A fundraising dinner example follows:

Example

On March 28, 2016, a fundraising dinner was held. The ticket cost was $50.00 and the value of the dinner was $20.00. Tickets were sold at the door on the day of the dinner. There were 255 contributors in attendance.

The evening of the dinner, the committee paid the caterer $3,600.00.

Assuming all attendees purchased tickets, the committee received 255 cash contributions of $30.00 each. Therefore, there are 255 cash contribution transactions that must be entered. The transaction date would be the date the contributor purchased a ticket, in this case, 3/28/2016.

In addition to the cash contributions, a portion of the ticket proceeds received by the committee represents the fair market value of the dinner and should be reported as an 'Other Receipt'. Funds received on a single day that qualify as "items sold at fair market value" may be totaled and reported as one transaction.

Cash Contributions: file 255 transactions

Transaction Date	3/28/2016
Transaction Type	Contribution
Sub Type	Cash Contribution
Contributor/Payee	Name of ticket purchaser (requires name, address, occupational information for each ticket buyer, if the contributor's calendar year aggregate has exceeded $100)
Amount	$30.00

Items Sold at Fair Market Value: file 1 transaction

Transaction Date	3/28/2016
Transaction Type	Other Receipt
Sub Type	Items Sold at Fair Market Value
Contributor/Payee	(This is not a required field when reporting Items Sold at Fair Market Value)
Amount	$5,100.00

Cash Expenditure: file 1 transaction

Transaction Date	3/28/2016
Transaction Type	Expenditure
Sub Type	Cash Expenditure
Contributor/Payee	*Caterer's name*
Amount	$3,600.00
Transaction Purpose(s)	Fundraising Event Expenses

Is the amount paid for an item purchased at a fundraising auction considered a contribution?

Yes, in part. Money received up to the fair market value of the item is reported as transaction type *Other Receipt* and sub type *Items Sold at Fair Market Value*. Any amount paid for an item that exceeds the fair market value of the item is reported as a cash contribution.

If an auction item sells for less than its fair market value, report as an *Other Receipt* of the amount for which it sold. You are not required to record the buyer's name or related data on *Items Sold at Fair Market Value.*

Example

A candidate committee fundraising auction was planned. Will White donated a weekend at a resort to the auction, valued at $550.00. The winning bidder paid $800.00 for the resort weekend.

Three transactions must be reported:

- $550.00 In-Kind Contribution
- $550.00 Items Sold at Fair Market Value
- $250.00 Cash Contribution

If a good or service is donated as an auction item, report as an in-kind contribution in the amount of the fair market value of the good or service.

The candidate is attending a fundraising dinner for the Chamber of Commerce as part of her office holder duties. How does she report this?

Report this as a Cash Expenditure, with a transaction purpose of *Public Office Holder Expenses*. Additional information is also required in the *Description* field. If the cost of the attendance exceeds the fair market value of the dinner, add an additional purpose of Cash Contribution.

Certificate of Limited Contributions and Expenditures

My candidate committee expects to spend more than $750, but does not expect its contributions or expenditures to exceed $3,500 during the calendar year. What filings are required?

If a candidate expects to receive or spend more than $750 during the year, the candidate must establish a campaign account and file a Statement of Organization for Candidate Committee. File the Statement of Organization for Candidate Committee within **3 business days** of first receiving a contribution or making an expenditure.

Since you do not expect contributions or expenditures to exceed $3,500, you may also file a PC 7, Certificate of Limited Contributions and Expenditures. You must file a PC 7 no later than 7 calendar days after receiving the first contribution or making the first expenditure in a calendar year. A PC 7 cannot be filed if you have entered any transactions in ORESTAR for the year.

If you successfully file a PC 7 and your committee does not exceed the $3,500 threshold for the calendar year, your committee is not required to report its transactions electronically. However, you are encouraged to enter the committee's transactions into ORESTAR's Private Workshop so the system can assist in determining whether your committee exceeds the $3,500 threshold. If the threshold is exceeded, all transactions occurring in that calendar year must be filed not later than seven days after the threshold is exceeded.

Civil Penalties

Can an individual pay the civil penalties incurred by a committee?

Yes. Penalties (for all violations other than prohibited use of committee funds) may be paid from any source. Report an expenditure transaction if it is paid from committee funds. A penalty that is not paid from committee funds is not required to be reported. This payment is not considered an in-kind contribution from the person who paid the penalty because individuals are liable for a violation, not the committee.

Revision Table

Date of Change	Changes Made	Pages Affected
1/19/2017	Under Transaction Association heading, changed the example icon page reference from 37 to 71	37
1/19/2017	Under Completing the Transaction Association heading, changed the page reference from 37 to 71	38
1/19/2017	Under How do I report a personal expenditure for reimbursement heading, changed the page reference from 21 to 29	69

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