

Instruction Manual For IDIS Version 2.0



STATE BOARD OF ELECTIONS
CAMPAIGN DISCLOSURE DIVISION

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Updates in IDIS 2.0

Updates to the IDIS 2.0 software may be available each time you start the program. **It is imperative that you download all updates prior to using IDIS 2.0.** Failing to receive the updates may result in errors or possible problems filing reports.

To Get IDIS 2.0 Updates:

1. Open IDIS 2.0.
2. If the "IDIS Updates Available" window does not appear no updates are available.
3. If updates are available an "IDIS Updates Available" window appears; click **Yes** to perform the update.
4. On the "IDIS Updater" window click **Update Now**.
5. At the bottom of the "IDIS Updater" when the update has been completed it should say "Updates Completed Successfully"; click **Close Updater**.
6. On the "Restart IDIS?" window click **Yes** to restart IDIS.

Migration

Users can transfer all committee .dcf files from IDIS v 1.0, 1.1 or 1.2 into IDIS v 2.0. Prior to migrating a .dcf file, make sure all reports created in earlier versions of IDIS are complete and have "filed on" dates. Migration requires users to have an Internet connection. **A .dcf file can only be migrated once into IDIS v 2.0**

Migrating DCF files

1. Verify that the computer is connected to the Internet.
2. In IDIS versions 1.0, 1.1 or 1.2 confirm that all reports have "filed on" dates.
3. Click **Actions** in the top menu, click **Migrate DCF**
4. The "Migration Requirements" window appears; **Click** the check box next to "**I have checked the filed-on date on all reports filed**"; click **Continue Migration**.
5. The "Migrate" window appears, providing for the entry of a path and filename (example: C:\IDIS\Citizens for John Jones.dcf). Click the **Browse** button to display a standard Windows file search. Once the .dcf file is located, select/highlight the file name; click **Open**.
6. Click **Start** to initiate migration. The "Confirm Reporting Information" window appears. Review the information and confirm the accuracy of:
 - o The committee's status
 - o The next report due
 - o Beginning funds available for the next report

If the information is correct, click **Yes**, then click **OK**.

If the information is incorrect, click **No**; contact the State Board of Elections for staff

assistance.
Click **OK**.

7. The “Complete Migration” window appears, click **Complete Migration** button. (You must be connected to the internet).
8. The "Migrate" window indicates that data has been migrated from an earlier version of IDIS. Click **Close** and you will be directed to the IDIS 2 main window to begin entering data.

NOTE: Large committee files may take a long time to migrate. Please be patient.

To continue:

After adding a new committee, use the main screen to enter receipts, expenditures, entities, debts, investments, bundlers and to search transactions.

Click on the View Committee Details icon  to enter candidate, officers, custodians, banks and assets.

Click on the Reports Icon  to review reports due now, future report, previously filed reports, and to validate and upload (file) campaign disclosure reports.

Committee Information

NEW COMMITTEE

Committees that are using IDIS for the first time must add a new committee to begin. Committees that have previously filed reports in IDIS 1.2 are able to transfer their .dcf file into IDIS 2.0 using the migration instructions.

Adding a New Committee:

1. Click **File** in the top menu, click **Add New Committee**.
2. In the “Add New Committee Wizard” window, enter the committee information in the Name, Address, Scope, Disposition of Funds & Counties tabs; click **Finish**.
3. The “Confirm Reporting Information” window appears and displays:
 - The committee's status
 - Next report due
 - Funds available for the next report
4. Review the reporting information for accuracy:
If the next report due and funds available amount are correct, click **Yes**, then click **OK**. The main screen of IDIS appears so you can enter transactions and entities.

If the information is *incorrect*, click **No**. You will be directed to contact the State Board of Elections for assistance entering the correct next report due and amount of available funds.

NOTE: For committees that already have a Filer ID number from the State Board of Elections,

the **Filer account** is the committee's Filer identification (FID) number. If you do not have a FID# please contact State Board of Elections to set up a Filer account.

To continue:

After adding a new committee, use the Main Screen to enter receipts, expenditures, entities, debts, investments, bundlers and search transactions .

Click on the View Committee Details icon  to enter candidate, officers, custodians, banks and assets.

Click on the Reports icon  to review reports due now, future reports due, previously filed reports, and to validate and upload (file) campaign disclosure reports.

Adding Candidates:

1. To assign candidate(s) to the committee, first enter the candidate's name as an [Entity](#) on the main screen.

2. Click **View Committee Details** . The "Committee Details" window appears.

3. Click the **Candidates** icon .

4. In the **Name** field, select the candidate's name using the drop down box.

5. In the **Office** field, type the office the candidate for which the candidate is to be nominated or elected.

6. In the **Party Affiliation** field, type in or use the drop down box to select a party affiliation.

7. In the **County of Residence** field, type in or use the drop down box to select the county in which the candidate resides.

8. Click **Save**.

Modifying Candidates:

NOTE: To modify the candidate's contact information see [Modifying Entities](#).

1. Click **View Committee Details** . The "Committee Details" window appears.

2. Click the **Candidates** icon .

3. Select/highlight the candidate's name in the list, perform changes, click **Save**.

Deleting Candidates:

1. Click **View Committee Details** . The "Committee Details" window appears.

2. Click the **Candidates** icon .

3. Select/ highlight the candidate's name in the list.

4. Click **Edit** in the top menu, click **Delete Candidate**.

5. In the "Delete" window click **Yes** to confirm the delete.

Adding Officers - Treasurer and Chairman:

1. Enter the officer's name as an [Entity](#) on the main screen.
2. Click **View Committee Details** . The "Committee Details" window appears.
3. Click the **Officers** icon .
4. In the "Name" field, select the officer's name using the drop down box.
5. In the "Officer Title" field type in or select the officer title using the drop down box.
6. Click **Save**. The name appears in the list in the top window.

Modifying Officers:

NOTE: To modify the officer's personal information, see [Modifying Entities](#).

1. Click **View Committee Details** . The "Committee Details" window appears.
2. Click the **Officers** icon .
3. Select/ highlight the officer's name that you want to change from the list and perform changes as needed.
4. Click **Save**. The changes appear in the list in the top window.

Deleting Officers:

1. Click **View Committee Details** . The "Committee Details" window appears.
2. Click the **Officers** icon .
3. Select/highlight the officer's name in the list.
4. Click **Edit** in the top menu, click **Delete Officer**.
5. On the "Delete" window click **Yes**. The name is removed from the list in the top window.

Adding Custodians:

1. Enter the custodian's name as an [Entity](#).
2. Click **View Committee Details** . The "Committee Details" window appears.
3. Click the **Custodians** icon .
4. In the "Name" field, select the custodian's name using the drop down box.
5. In the "Custodian Title" field, type in or select the custodian title using the drop down box.
6. Click **Save**. The name is listed in the top window.

Modifying Custodians

NOTE: To modify the custodian's personal information, see [Modifying Entities](#).

1. Click **View Committee Details** . The "Committee Details" window appears.
2. Click the **Custodians** icon .
3. Select/highlight the custodian's name you want to change from the list and perform changes as needed.
4. Click **Save**. The change appears in the list in the top window.

Deleting Custodians:

1. Click **View Committee Details** . The "Committee Details" window appears.
2. Click the **Custodians** icon .
3. Select/ highlight the custodian's name from the list.
4. Click **Edit** in the top menu, click **Delete Custodian**.
5. On the "Delete" window click **Yes** to confirm the delete.

Adding & Changing Banks:

1. Enter the bank name as an [Entity](#).
2. Click **View Committee Details** . The "Committee Details" window will open.
3. Click the **Banks** icon .
4. In the "Name" field, select the bank using the drop down box and click **Save**.
NOTE: To modify the Bank contact information, see [Modifying Entities](#).

Deleting Banks:

1. Click **View Committee Details** . The "Committee Details" window will open.
2. Click the **Banks** icon .
3. Select/ highlight the bank name in the list.
4. Click **Edit** in the top menu, click **Delete Bank**.
5. On the "Delete" window click **Yes** to confirm the delete.

Changing a Committee's Address:

1. Click **View Committee Details** . The "Committee Details" window appears.
2. Click the **Committee** icon .
3. Make the address change in the "Name/Address" field.
4. Click **Save**.

Entities

Adding Entities:



1. Click the **Entities** icon.
2. Under the Details tab, in the “Type” field, select one from the four options available:
 - Business, corporation, financial institution, union, etc
 - Committee
 - Individual
 - Lump sum receipt, fundraiser, lump sum expenditure

Enter the entity's name.

3. Click on the “Address” tab; enter the complete mailing address.
4. Click on the “Contact/ Employer/ Occupation” tab and fill in the required fields. Phone, fax and e-mail information are for your internal records only.
5. Click **Save**. Once saved, the entity appears in the top window and the Details tab clears allowing you to enter another entity.
6. The **Clear Form** button resets the content of the tabs so you may enter a new entity. It **does not** delete any data you have entered.

Modifying Entities:



1. Click the **Entities** icon.
2. Select/highlight the entity that needs correction.
3. Perform changes in the “Details”, “Address”, and/or “Contact/Employer/Occupation” tabs as needed.
4. Click **Save**.
5. The “Modify Record” window appears. Click **Yes** to save changes to the existing entity.

Deleting Entities:



1. Click the **Entities** Icon.
2. Select/highlight entity to be deleted.
3. Click **Edit** in the top menu and click **Delete Entity**.
4. The “Delete” window appears. Click **Yes** to permanently delete the entity, removing the name from list in the top window.

Merging Entities:

At any time, users can merge two similar or duplicate Entities entered in the IDIS program. Merging entities is permanent and cannot be undone.



1. Click the **Entities** icon.
2. Click **Actions** in the top menu; click **Entities**; click **Merge**.
3. The “Merge Duplicate Entities” window appears.

4. Select the name you want to eliminate by using the drop down box next to “Delete this entity”.
5. Next to “Use this entity instead” use the drop down box to select the name you want to use for that entity.
6. Click Merge.
7. On the “Merge Entities Box” click **Yes** to permanently merge the entities.
8. Click **Close** to return to the main screen. The names are now merged and the selected entity is listed in all transactions where it was used.

Search Entities:

1. Click the **Entities** icon .
2. Click the **Search** icon . The "Search Entities" window appears.
3. Enter the search criteria; click **Search**.
4. The “Entities Search Result” window will appear with the results.
5. Click **Actions** to export or print the search results.

Printing Entities List:

1. Perform an Entities [Search](#).
2. In the "Entities Search Result" window click **Actions**; click **Print**; and click **List of Entities**.
3. In the "Report Viewer" window click the **Print** icon .

Printing Entities Labels:

1. Perform an [Entities Search](#).
2. In the Search Results Window click **Actions**; click **Print** and select from:

Avery 5162 - letter size, Height 1.33" Width 4", 14 labels per page

Avery 5960 - letter size, Height 1" Width 2.63", 30 labels per page

3. In the "Report Viewer" window click the **Print** icon .

Exporting Entities:

1. Click the **Entities** icon .
2. Click **Actions** in the top menu; click **Entities**; click **Select for Export**.
3. In the “Search Entities” window enter your search criteria; click **Search**.
4. The “Entities Search Result” window appears with the results.
5. In the “Entities Search Result” window click **Actions**; click **Export**.
6. The “Export Entities” window appears. Select the format desired:

Delimited Text - Organizes data in a list as a text document in a .txt file. A delimited text file separates each item of data with a delimiter and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or Wordpad and may also be imported into Microsoft Word, Excel and Access.

XML (Extensible Markup Language) - Organizes data in a list in a .xml file. XML is a human-readable format that consists of an XML document. XML files may be opened in a browser (Internet Explorer) and may be imported into Microsoft Word, Excel, and Access.

7. Click **Browse** and select a file location using the drop down box; type in a file name; click **Save**.

8. In the “Export Entities” window click **Export**; click **Close**.

Importing Entities - General Instructions:

Users can transfer lists of entities (names and addresses) into IDIS v 2.0

Importing Entities - Text Format:

1. If you have not added the committee file, [add the file](#) before attempting to import entities.

2. Click the **Entities** icon .

3. In the top menu click **Actions**; click **Entities**; click **Import From File**.

4. The “Import Entities” window appears, click **Browse**.

5. Select/highlight the file to import; click **Open**; click **Next**.

6. In the Import Entities window select the following format options:

Choose the character that separates your fields: Comma, Tab, or Semicolon.

First row contains field names: Click the checkbox to the left if your first row is a list of all the field names. If it is not, do not check the box.

Text Delimiter: Use the drop down box if fields are surrounded by “, ’, or {none}.

7. Click **Next**.

8. Click **Finish** and **Close**

Entities to be imported using Text Delimited (*.txt) must be in a specific format as follows:
Ent (Entity).

Category

- ORG (Business, corporation, financial institution, union, etc.)
- COM (Committee)
- IND (Individual)
- LPM (Lump sum receipts, fundraiser, lump sum expenditure)

LastOnlyName - In the case of a person, the person's last name. In the case of a business or committee, the entire name.

FirstName - An individual's first name.

Prefix - The name prefix or title for an individual. (Mr., Mrs., Miss., Ms., etc.)

Address1 - The street address of the entity.

Address2 - If needed, a second address line. (Example: Suite 123, Apt. 4B, Box 123, etc.)

City - The city of the entity.

State - The two-letter postal abbreviation for the state of the entity.

Zip - The five or nine digit Zip Code of the entity. (Nine digit zip codes should contain a hyphen. Example: 60001-9999)

County - The County the entity resides in.

Phone - The phone number of the entity. (Numbers may contain either slashes or dashes. Example: 217/782-4141, 217-782-4141)

Fax - The fax number of the entity. (Numbers may contain either slashes or dashes. Example: 312/815-6475, 312-814-6475)

EmailAddress - The email address of the entity.

Employer - In the case of an individual (IND), the employer of the person.

Occupation - In the case of an individual (IND), the occupation of the person.

NOTE: Enclose each value with a Text Delimiter (“, ’, or {none}) and separate each value with a character that separates your fields (Comma, Tab, Semicolon). All fields must be included. Include a Text Delimiter and a character that separates the fields - even if no data exists for a field. Additionally, the last record in the file must be followed by a carriage return. The importing committee's name cannot contain any of these characters / : * ? or it will not import correctly.

Examples:

Using quotes as a text delimiter and a comma as the field separator.

Organization entity with First Name, Prefix, Employer, and Occupation missing (not applicable):

```
"Ent","ORG","State Board of Elections","","","100 W. Randolph","Suite 14-100","Chicago","IL","60601","Cook","312-814-6440","312-814-6448","webmaster@elections.il.gov","",""
```

Using apostrophe as a text delimiter and a semicolon as the field separator:

Individual entity, missing Address 2, and Fax:

'Ent';'IND';'Smith';'George';'Mr.';'1234 S. Walnut';';'Springfield';'IL';'60001';'Sangamon';'217-555-1212';';gsmith@hotmail.com';'ABC Meat Packing';'Manager'

Importing Entities - Comma Delimited Text Format:

Users can transfer a list of entities that was previously exported in the comma delimited text format.

1. If you have not added the committee file, [add the file](#) before attempting to import entities.

2. Click the **Entities** icon .

3. In the top menu click **Actions**; click **Entities**; click **Import From File**.

4. The “Import Entities” window appears, click **Browse**

5. Select/highlight the (*.txt) file to import; click **Open**; click **Next**.

6. On the “Import Entities” window select the following format options:

Choose the character that separates your fields: **Comma**.

First row contains field names: **Click the checkbox to the left**.

Text Delimiter: Use the drop down box to and select quotation marks: “



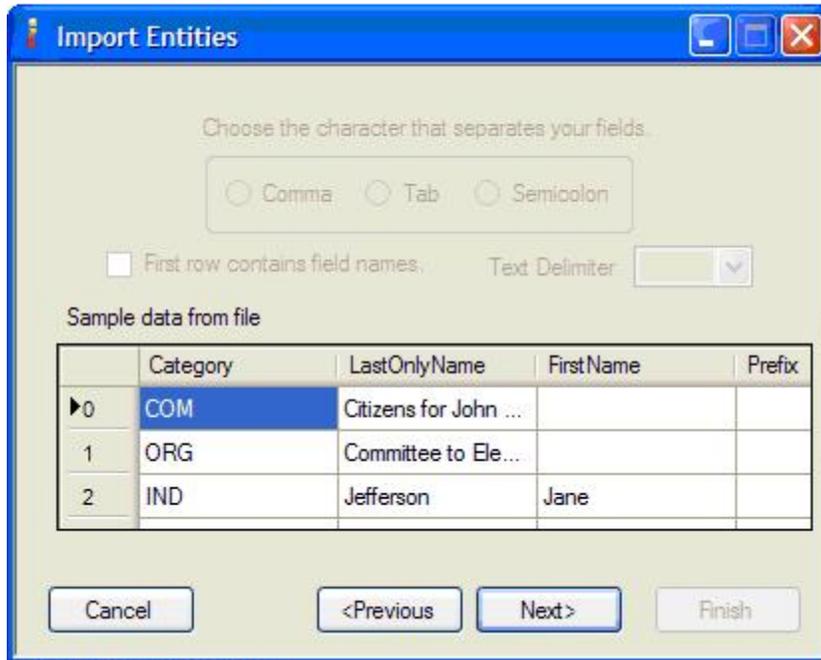
7. Click **Next**.

8. Click **Finish** and **Close**

Importing Entities - Extensible Markup Language Format:

Users can transfer a list of entities that was previously exported as an extensible markup language format.

1. If you have not added the committee file, [add the file](#) before attempting to import entities.
2. Click the **Entities** icon .
3. In the top menu click **Actions**; click **Entities**; click **Import From File**.
4. The “Import Entities” window appears, click **Browse**.
5. Select/highlight the **XML** file to import; click **Open**; click **Next**. The window below appears.



6. Click **Next**.
7. Click **Finish** and **Close**.

Receipts

Adding Receipts:

When entering amounts, do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/20011 or 7-15-11).

NOTE: If the receipt is for \$1,000 or more, a Schedule A-1 Report may be triggered. See [.Schedule A-1](#) for instructions.

1. Click the **Receipts** icon .
2. In the “Receipt Type” field, select the type using the drop down box. Enter the date, amount, and check number if applicable.
3. In the “Received From” field select the entity who contributed the funds using the drop down box. This feature selects entities that have already been entered into the program. To add an

entity from this point: click the **Entities** icon , enter the entity information, click **Save**; click back on the **Receipts** icon  to continue entering the transaction.

4. Click **Save***

* If the date of the receipt fell in a prior reporting period, the “Possible Date Error” warning window appears after saving the receipt. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Receipts:

When entering amounts do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2007 or 7-15-07).

1. Click the **Receipts** icon .
2. Select/highlight the receipt to be changed.
3. Perform changes in the “Receipt Detail” tab; click **Save***
4. In the “Modify Records” window click **Yes** to confirm the change. (This will not appear if the check number is added or changed)

* If the date of the receipt that is modified fell in a prior reporting period, the “Possible Date Error” warning window appears after saving the receipt. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Deleting Receipts:

1. Click the **Receipts** icon .
2. Select/highlight the receipt to be deleted.
3. Click **Edit** in the top menu; click **Delete Receipt**.
4. On the “Delete” window click **Yes*** to confirm the delete.

*A receipt deleted from a prior reporting period may trigger an amended report for that period.

Searching Receipts:

1. Click the **Receipts** icon .
2. Click the **Search** icon .
3. Enter search criteria; click **Search**.
4. The “Receipts Search Results” window appears with the results.

Printing Receipts List:

1. Perform a Receipts [Search](#).
2. The “Search Result” window appears; click **Actions**; click **Print Receipt List**.
3. In the “Report Viewer” window click the **Print** icon .

Exporting Receipts:

1. Perform a Receipts [Search](#).
2. The “Receipts Search Result” window appears with the results.
3. In the “Receipts Search Result” window click **Actions**; click **Export**.
4. The “Export Receipts” window appears.
5. Select the Data Selection you want to include:

All Data Fields

Name Address Date and Amount only

6. Select format:

Delimited Text - Organizes data in a list as a Text Document in .txt format. A delimited text file surrounds each item of data with quotes and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or Wordpad and may also be imported into Microsoft Word, Excel and Access.

Extensible markup language - Organizes data in a list in .xml format. XML is a readable format that consists of an XML document. XML files may be opened in a browser (Internet Explorer) and may be imported into Word, Excel, and Access.

7. Click **Browse** and select a location using the drop down box, type in a file name, click **Save**.
8. On the “Export Receipts” window click **Export** and **Close**.

Repeat Receipt Entry:

(Used to enter several of the same type of receipts.)

1. Before entering the first receipt, click the **Receipts** icon .
2. Click the **Repeat Entry** icon .
3. Enter receipt information; click **Save**.
4. The information entered in the “Receipt Type”, “Date” and “Amount” fields will remain in the “Receipt Detail” Tab. The “Received From” and “Check #” fields will be blank.
5. To enter the next receipt, select a new Entity using the drop down box and modify all necessary fields.
6. Click **Save** to enter the repeated entry
7. Continue entering the repeat receipts as necessary.
8. When all repeated receipts are entered, click the **Repeat Entry** icon  to disable this feature and click **Clear Form** to reset all fields.

Entering Lump Sum Receipts:

If an entity for the lump sum receipt is already entered in the program, go to step 5.

1. Click the **Entities** icon .

2. In the “Details” tab, in the “Type” field select “Lump sum, receipt, fundraiser, lump sum expenditure” using the drop down box.
3. In the “Last Name/ Business” field enter a name to identify this entry as a lump sum. For example, "Receipts under \$20". This information is for internal records and will not appear on the report.
4. Click **Save**
5. Click the **Receipts** icon .
6. In the “Receipt Type” field, select the type using the drop down box.
7. Enter the date, amount, and/or check number if applicable.
8. In the “Received From” field select the Entity using the drop down box.
9. Click **Save**.

Entering Other Receipts:

1. Click the **Receipts** icon .
 2. In the “Receipt Type” field select **Other Receipt** using the drop down box.
Enter the date, amount, and check number if applicable.
 3. In the “Received From” field, select the Entity using the drop down box.
This feature selects entities that have already been entered into the program. To [add an entity](#)
- from this point: click on the Entities icon ; enter the information; click **Save**.

- Click back on the **Receipts** icon  to continue entering the transaction.
4. In the “Description” field type in or select the description using the drop down box.
 5. Click **Save**.

Entering In-Kind Contributions:

1. Click the **Receipts** icon .
 2. In the “Receipt Type” field select **In-Kind Contribution** using the drop down box.
Enter the date, amount, and check number if applicable.
 3. In the “Received From” field, select the Entity using the drop down box.
This feature selects entities that have already been entered into the program. To [add an entity](#)
- from this point: click on the Entities icon ; enter the information; click **Save**.

- Click back on the **Receipts** icon  to continue entering the transaction.
4. In the “Description” field type in or select the description using the drop down box.
 5. In the “Vendor” field select the vendor name using the drop down box.
 6. Click **Save**.

Entering a Loan Received:

Loans are funds received by the political committee with an obligation or expectation of repayment.

NOTE: If the loan is for \$1,000 or more a Schedule A-1 Report may be triggered. See [Schedule A-1](#) for instructions.

1. Enter the contributor's name as an [Entity](#).
2. Click the **Receipts** icon .
3. In the “Receipt Type” field, select **Loan Received** using the drop down box.
4. Enter the date, amount of the loan, and check number if applicable.
5. Enter the Loan Endorsers if applicable. See [Loan Endorsers](#) for instructions.
6. In the “Lender” field, select the entity using the drop down box; click **Save**.
Note: These steps create two entries on the report.
 - * Schedule A, Part 3 - Loans Received (includes endorser/guarantor information)
 - * Schedule C - Debts and Obligations.

Entering Loan Endorsers:

1. Enter the endorser's name as an [Entity](#).
2. Enter the [Loan](#) and in the “Receipt Detail” tab, click **Loan Endorsers**. The “Endorsers” window appears.
3. In the “Endorser” field, select the endorser's name using the drop down box.
4. Enter the amount they are endorsing; click **Add Endorser**.
5. If multiple entities endorsed the loan then click **Endorser** and add entities as needed, click **Done**.

Note: Endorsed amounts must equal the total amount loaned.

Removing Loan Endorsers:

1. Click the **Receipts** icon .
2. Select/highlight the loan transaction.
3. In the “Receipt Details” tab click **Loan Endorsers**, click **Remove Endorser** next to the name to be removed; adjust the amount if applicable; click **Done**.

Expenditures

Adding Expenditures:

When entering amounts, do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2011 or 7-15-11).

1. Click the **Expenditures** icon .
 2. In the “Expenditure Type” field, select the type using the drop down box.
 3. Enter the date the expense was made, amount, and check number if applicable.
 4. In the “Expended To” field, select the entity that was paid using the drop down box.
- This feature selects entities that have already been entered into the program. To [add an entity](#)

from this point: click on the Entities icon ; enter the information; click **Save**.

Click back on the **Expenditures** icon  to continue entering the transaction.

5. In the “Purpose” field, type in or use the drop down box to enter the purpose.

6. Click **Save***.

* If the date of the expenditure fell in a prior reporting period, the “Possible Date Error” warning window appears after saving the receipt. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Expenditures:

When entering amounts, do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2007 or 7-15-07).

1. Click the **Expenditures** icon .

2. Select/highlight the expenditure to be changed.

3. Perform changes in the details tab, click **Save**.

4. In the "Modify Records" window click **Yes*** to confirm the change. (This will not appear if the check number is added or changed)

* If the date of the expenditure fell in a prior reporting period, the “Possible Date Error” warning window appears after saving the receipt. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Deleting Expenditures:

1. Click the **Expenditures** icon .

2. Select/highlight the expenditure to be deleted.

3. Click **Edit** in the top menu, click **Delete Expenditure**

4. On the “Delete” window click **Yes***.

* An expenditure deleted from a prior reporting period may trigger an amended report for that period.

Searching Expenditures:

1. Click the **Expenditures** icon .

2. Click the **Search** icon .

3. Enter your search criteria; click **Search**.

4. The “Expenditure Search Result” window appears with the results.

Printing Expenditures List:

1. Perform an Expenditures [Search](#).

2. In the Search Result Window click **Actions**; click **Print Expenditures List**.

3. In the "Report Viewer" window click the **Print** icon .

Exporting Expenditures:

1. Perform an Expenditures [Search](#).
2. The "Expenditures Search Result" window appears with the results.
3. In the "Expenditures Search Result" window click **Actions**; click **Export**.
4. The "Export Expenditures" window appears.
5. Select the Data Selection you want to include:

All Data Fields

Name Address Date and Amount only

6. Select format:

Delimited Text - Organizes data in a list as a Text Document in .txt format. A delimited text file surrounds each item of data with quotes and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or Wordpad and may also be imported into Microsoft Word, Excel and Access.

Extensible markup language - Organizes data in a list in .xml format. XML is a readable format that consists of an XML document. XML files may be opened in a browser (Internet Explorer) and may be imported into Word, Excel, and Access.

7. Click **Browse** and select a location using the drop down box, type in a file name, click **Save**.
8. In the "Export Expenditures" window click **Export** and **Close**.

Entering a Lump Expenditure:

If an entity for the lump sum expenditure is already entered in the program, go to step 5.

1. Click the **Entities** icon .
2. In the "Details" tab, in the "Type" field use the drop down box and select "Lump sum, receipt, fundraiser, lump sum expenditure"
3. In the "Last Name/ Business" field, enter a name to identify this entry as a lump sum expenditure, For example "Lump Sum Expenditures". This information is for internal records and will not appear on the report
4. Click **Save**.

5. Click on the **Expenditures** icon .
6. In the "Expenditure Type" field select the type using the drop down box.
7. Enter the date and amount.
8. In the "Expended to" field, select the Entity using the drop down box.
9. In the "Purpose" field, select the purpose using the drop down box.
10. Click **Save**.

Independent Expenditures:

Independent expenditures are defined as any expenditure made to expressly advocate for or against the nomination or election of a clearly identified public official or candidate, provided that the spending is **not** made in coordination in any way with the candidate or their committee. If a committee makes independent expenditures in excess of \$150 in an aggregate amount during the reporting period, they are reported (itemized) on a Schedule B-9.

NOTE: If the committee makes an Independent Expenditure of \$1,000 or more within 30 days prior to the election, the committee must file a Schedule B-1 within 5 business days. See [Schedule B-1](#) for instructions.

Adding Independent Expenditures:

1. Click the Expenditures icon .
2. In the “Expenditure Type” field, select Independent Expenditure using the drop down box.
3. Enter the date the expense was made, amount, and check number if applicable.
4. In the “Expended To” field, select the entity that was paid using the drop down box. This feature selects entities that have already been entered into the program. To [add an entity](#) from this point, click the Entities icon ,

- enter the information, click Save, click back on the Expenditures icon  select the appropriate entity using the drop down box.
5. In the “Purpose” field, type in or use the drop down box to enter the purpose.
6. In the Candidate field, type in the name of the candidate(s) who the expenditure was made on behalf of.
7. In the Office field, type in the office the benefiting candidate is seeking.
8. Select if the expense is to support or oppose the benefiting candidate.
9. Click Save.

Repeat Expenditure Entry:

(Used to enter several of the same type of expenditures.)

1. Click on the **Expenditures** icon .
2. Click the **Repeat Entry** icon .
3. Enter the expenditure information; click **Save**.
4. The information entered in the “Expenditure Type”, “Amount”, “Expended to”, and “Purpose” fields will remain in the “Expenditure Detail” Tab. The “Received To” and “Check Number” fields will be blank.
5. Enter the next expenditure and modify necessary fields.
6. Click **Save** to enter the repeated entry
7. Continue entering the repeat expenditures as necessary.
8. When all repeated expenditures are entered, click the **Repeat Entry** icon  to disable this feature and click **Clear Form** to reset all fields.

Receipt and Expenditure Description/ Purpose Fields

Description and Purpose statements (required by law) are located in the details tabs of the Receipts and Expenditures windows. Use the drop down box to select frequently used descriptions and purposes or type specific explanations into those fields. You can add your own frequently used descriptions and purposes to the list.

Adding Purposes/Descriptions:

1. Click **Edit** in the top menu; click **Descriptions/ Purposes**.
2. The “Edit Descriptions/ Purposes” window appears.
3. In the “Edit Descriptions/ Purposes” window, select **Receipt Descriptions** or **Expenditure Descriptions**.
4. In the “Type” field, select the type (Other receipt, In-Kind Contribution, Transfer Out or Expenditure) using the drop down box.
5. In the “New Description/ Purpose” field enter the description or purpose you would like to add; click **Add**.

Note: New descriptions/ purposes cannot be modified, only deleted.

Deleting Purposes/Descriptions:

1. Click **Edit** in the top menu, click **Descriptions/ Purposes**.
2. The “Edit Descriptions/ Purposes” window appears.
3. In the “Edit Descriptions/ Purposes” window select **Receipt Descriptions** or **Expenditure Descriptions** as applicable.
4. Select/highlight the description or purpose to be deleted, click **Delete** on the keyboard.

Note: New descriptions/ purposes cannot be modified, only deleted.

Debts and Obligations

When entering amounts do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2011 or 7-15-11).

Principal Payment:

1. Click the **Debts & Obligations** Icon .
2. Select/highlight the loan to be paid back.
3. In the Debt Adjustment field enter the date of the payment, the amount and check number if applicable.
4. In the “Type” field, select **Principal** using the drop down box; click **Save**.

Interest Payment on a Loan:

1. Click the **Debts & Obligations** Icon .
2. Select/highlight the loan to pay back.
3. In the Debt Adjustment field enter the date of the payment, the amount and the check number if applicable.
4. In the “Type” field, select **Interest Payment** using the drop down box; click **Save**.

Forgiving a Loan:

1. Click the **Debts & Obligations** Icon .
2. Select/highlight the loan to pay back.
3. In the Debt Adjustment field enter the date and amount to be forgiven.
4. In the “Type” field, select **Forgiven** using the drop down box; click **Save**.

Debts:

Debts are financial obligations other than outstanding loans that are incurred by the committee, such as a bill that the committee has received but has not yet paid.

Adding Debts:

1. Click the **Debts & Obligations** Icon .
 2. Click **Edit** in the top menu; click **Obligations**; click **Add**. The "Obligation Detail" window appears.
 3. In the “Owed To” field, select the entity using the drop down box.
- This feature selects entities that have already been entered into the program. To [add an entity](#)

from this point: click on the Entities icon ; enter the information; click **Save**.

Click back on the **Debts & Obligations** icon , continue entering the transaction.

4. Enter the incurred date and amount.
5. In the “Description” field type in the description.
6. Click the **Save** button.

Modifying Debts:

1. Click the **Debts & Obligations** Icon .
2. Select/highlight the obligation to be changed.
3. Click on **Edit** in the top menu, click **Obligations**, click **Modify**. The "Obligation Detail" window appears.
4. Perform changes in the “Obligations Details” window; click **Save**.

Deleting Debts:

1. Click the **Debts & Obligations** Icon .

2. Select/highlight the obligation to be deleted.
3. Click **Edit** in the top menu; click **Obligations**; click **Delete**.
4. On the “Delete” window click **Yes** to confirm the delete.

Investments

Investment Purchase:

When entering amounts, do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2011 or 7-15-11).

1. Click the **Expenditures** icon .
 2. In the “Expenditure Type” field select “Expenditure” using the drop down box.
 3. Enter the date the expense was made, amount, check number if applicable.
 4. In the “Expended To” field, select the entity that was paid using the drop down box.
- This feature selects entities that have already been entered into the program. To [add an entity](#)

from this point: click on the Entities icon ; enter the information; click **Save**.

Click back on the **Expenditures** icon  to select the entity.

5. In the “Purpose” field, type in or select the purpose using the drop down box.
6. **Click** the box to the left of “Investment” near the bottom of the window.
7. In the “Number of Shares” field, enter the number of shares if applicable.
8. Click **Save***.

* If the date of the investment fell in a prior reporting period, the “**Possible Date Error**” warning window appears after saving the investment. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Investments:

Modify initial investment amount:

1. Click the **Expenditures** icon .
2. Select/highlight the investment to be changed.
3. Perform changes in the Expenditure Detail tab and click **Save**.
4. On the “Modify Record” window click Yes* to confirm changes.

* If the date of the investment that is modified fell in a prior reporting period, the “**Possible Date Error**” warning window appears after saving the investment. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Deleting Investments:

An investment can **only** be deleted if it is not associated with an Investment Adjustment. The adjustments must be deleted via the adjustment pathway before the expenditure can be deleted.

1. Click the **Expenditures** icon .
2. Select/highlight the investment to be deleted.
3. Click **Edit** in the top menu, click **Delete Expenditure**.
4. On the "Delete" window click **Yes*** to confirm the delete.

* An investment deleted from a prior reporting period may trigger an amended report for that period.

Adding To An Investment:

Users can add additional funds to an already acquired investment. To enter in a new investment see [adding investments](#).

1. Click the **Investments** icon .
2. Select/highlight the initial investment.
3. In the "Investment Adjustment" field enter the date of the addition purchase, amount of addition purchase, and number of shares if applicable.
4. In the "Type" field, select **Investment Purchase** using the drop down box; click **Save**

Note: The program automatically creates an Expenditure to correspond with this transaction.

Investment Sale:

1. Click the **Investments** icon .
2. Select/highlight the investment to be sold or partially sold.
3. In the "Investment Adjustment" field enter the date of the sale, amount sold, and number of shares if applicable.
4. In the "Type" field, select **Investment Sale** using the drop down box; click **Save**

Note: The program automatically creates a Receipt to correspond to the sale of the investment.

Investments - Modifying Adjustments:

1. Click the **Investments** icon .
2. Select/highlight the initial investment.
3. Select/highlight the adjustment in the bottom left box.
4. In the "Debt Adjustment" field, perform the changes; click **Save**.

Investments - Deleting Adjustments:

1. Click the **Investments** icon .
2. Select/highlight the initial investment.
3. Select/highlight the adjustment in the bottom left box.
4. Click on **Edit** in the top menu, click **Delete Adjustment**.

5. On the "Delete" window, click **Yes** to confirm the delete.

Dividends Reinvested:

1. Click the Investments icon .
2. Select/highlight the investment to be adjusted.
3. In the "Investment Adjustment" field, enter the date of the adjustment and amount.
4. In the "Type" field, select **Dividends Reinvested** using the drop down box.
5. Click **Save**.

Interest Reinvested:

1. Click the **Investments** icon .
2. Select/highlight the investment to be adjusted.
3. In the "Investment Adjustment" field, enter the date of the adjustment and amount.
4. In the "Type" field, select **Interest Reinvested** using the drop down box.
5. Click **Save**.

Interest/ Dividend Received:

1. Click the **Investments** icon .
2. Select/highlight the investment to be adjusted.
3. In the "Investment Adjustment" field, enter the date of the adjustment and amount.
4. In the "Type" field, select **Interest/ Dividend Received** using the drop down box.
5. Click **Save**.

Note: The program automatically creates a Receipt to correspond with this transaction

Stocks:

When entering in amounts, do not use commas or dollar signs. All dates must be entered using either slashes or dashes (07/15/11 or 7-15/11).

Stock Value Increase:

1. Click the **Investments** icon .
2. Select/highlight the initial investment to apply the stock increase.
3. In the Investment Adjustment field, enter the date of the adjustment, amount (the amount is how much the Current Value needs to be increased by to equal the stocks value).
4. In the "Type" field, select **Value Increase** using the drop down box.
5. Click **Save**.

Stock Value Decrease:

1. Click the **Investments** icon .
2. Select/highlight the initial investment to apply the stock decrease.

3. In the Investment Adjustment field enter the date of the adjustment, amount (the amount is how much the Current Value needs to be decreases by to equal the stocks value).
4. In the “Type” field, select **Value Decrease** using the drop down box.
5. Click **Save**.

Stock Split:

Before a stock split transaction can be entered the current value of the stock needs to be adjusted to the correct Current Value with a [stock value increase](#) or [stock value decrease](#) .

1. Click the **Investments** icon  .
2. Select/highlight the initial investment to apply the stock split.
3. In the “Investment Adjustment” field enter the date of the stock split, the value of the split stock (half of the current value), and the number of shares prior to the split.
4. In the “Type” field, select **Stock Split** using the drop down box, click **Save**
5. Highlight/select the initial investment; click **Edit** in the top menu; click **Investments**; click **Add Stock Split**. The “Add Investment” window appears.
6. In the “Add Investment” window, in the “Invested In” field, use the drop down box and select the entity of the initial investment; enter the Split Date, the Split Shares (amount of new shares), the Split Value (half of the current value); click **Save**.

Modifying Stock Split:

1. Click the **Investments** icon  .
2. Select/highlight the Stock Split (not the initial investment); click **Edit** in the top menu; click **Investments**; click **Modify Stock Split**.
3. In the “Add Investment” window perform the changes, click **Save**.

Deleting Stock Split:

1. Click the **Investments** icon  .
2. Select/highlight the investment that was created with the Stock Split (this investment will be the Stock Split, not the initial investment); click **Edit** in the top menu; click **Investments**; click **Delete Stock Split**.
3. On the “Delete” screen click **Yes**.
4. Select/ highlight the initial investment.
5. Select/highlight the stock split in the bottom left box.
6. Click **Edit** in the top menu, click **Delete Adjustment**.
7. On the “Delete” window, click **Yes** to confirm the delete.

Bundlers - Person/s Collecting/ Accepting Contributions in Aggregate of \$3,000 or more

In some cases, a political committee may be required to provide information about a person who collects or accepts contributions on behalf of the committee. This information is required if a

person other than the candidate, committee officers or employees, or a person authorized by the committee to accept contributions takes in an aggregate of \$3,000 or more from at least 5 persons. This does not apply to an entity used for processing financial contributions by credit card or other means. The requirement also applies only if the collections take place outside the presence of the candidate or a committee sanctioned or coordinated fundraising event.

Adding Bundlers:

1. Click on the **Bundlers** icon .
2. In the “Name “ field, select the Bundler using the drop down box. This feature selects entities that have already been entered into the program. To [add an entity](#) from this point: click the **Entities** icon , enter the entity information, click **Save**; click back on the **Bundler** icon  and select the Bundler's name.
3. In the “Report Type” field, select the Quarterly report that applies.
4. Click **Save**. The name will be included on a Schedule E of the report.

Modifying Bundlers:

1. Click on the **Bundlers** icon .
2. Select/ highlight the name of the Bundler you want to change. The name and the report should appear in the fields in the box below.
3. In the “Name” field, select the new Bundler's name to replace the previous selected Bundler.
4. In the “Report Type” field, select the Quarterly report that applies.
5. Click **Save**. The new name will be listed in the window above and on Schedule of the selected Report.
6. The **Clear Form** button resets the content of the fields so you may enter a new Bundler. It **does not** delete any data you have entered.

Deleting Bundlers:

1. Click on the **Bundlers** icon .
2. Select/ highlight the name of the Bundler you want to delete.
3. Click **Edit** in the top menu, click **Delete Bundler**.
4. In the “Delete” window, click **Yes**. The name is removed from the list and the report.

Assets Schedule

This schedule needs to be completed for a final report for committees that have assets. An asset is defined as an item of property, other than cash or services, of whatever kind -- tangible or intangible -- that has a fair market or salvage value in excess of \$150.

Adding Assets:

An asset is added as an Expenditure at the time the asset is purchased or at the time the

committee receives an In-Kind contribution of items that qualify as an asset. For further instruction visit the following links:

[Entering In-Kind Contribution](#)
[Adding Expenditures](#)

Sale of Assets:

1. Click the **Receipts** icon .
2. In the “Receipt Type” field, select **Other Receipts** using the drop down box.
3. Enter the date of the sale and amount.
4. In the “Received From” field, select the entity purchasing the asset using the drop down box. To add an entity, see [Adding Entities](#)
5. In the “Description” field, type in or select a description using the drop down box.
6. Click the box to the left of “Sale of Asset” near the bottom of the window.
7. Click **Save**.
8. Click **View Committee Details** icon . The “Committee Details” window appears.
9. Click the **Assets** icon .
10. Select/ highlight the entity purchasing the asset from the list.
11. In the “Date Acquired” field, enter the date of purchase
12. Click **Save**.

Donation of Assets:

1. Click **View Committee Details** icon . The "Committee Details" window appears.
2. Click the **Assets** icon .
3. Enter the Description of the Asset, Date Acquired, Date Donated, and Value.
4. In the “Donated To” field, select the entity the asset was donated to using the drop down box. To add an entity, see [Adding Entities](#).
5. Click **Save**.

Delete Asset Donated:

1. Click **View Committee Details** icon . The "Committee Details" window appears.
2. Click the **Assets** icon .
3. Select/highlight the asset donated to be deleted.
4. Click **Edit** in the top menu, click **Delete Asset**.
5. In the “Delete” window, click **Yes**.

Modify Sale of Asset:

1. Click on the **Receipts** icon .

2. Select/highlight the asset entry to be changed.
3. Perform changes in the Receipt Detail tab and click **Save**.

Delete Sale of Asset:

1. Click on the **Receipts** icon .
2. Select/highlight the asset entry to be deleted
3. Click on Edit in the top menu, click on **Delete Receipt**
4. In the “Delete” window click **Yes**.

Campaign Finance Reports

IDIS 2.0 automatically generates all campaign finance reports and notifies the user in real time when a report is due. Reports are displayed in the Reports Window in three categories: [Reports Due Now](#), [Future Reports](#) and [Previously Filed Reports](#). Your computer's date and time settings must be accurate to file campaign finance reports.

Report Validation

Validating a report examines the report for complete information and notifies you what information, required by law, may have been omitted. **Users should validate all reports and correct errors prior to filing with the State Board of Elections.**

[Validating a Report Warnings & Error Messages](#)

Reports Due Now

Reports Due Now lists the reports that are due to the State Board of Elections. The current reporting period is shown at the bottom of the screen.

Viewing Reports Due Now:

1. Click the **Reports** icon .
2. The “Report List” window appears.
3. In the “Reports List” window click the **Reports Due Now** icon .
4. The report list is displayed.

Viewing Future Reports:

1. Click the **Reports** icon .
2. The “Report List” window appears.
3. In the “Reports List” window click the **Future Reports** icon .
4. The report list is displayed.

Viewing Previously Filed Reports:

1. Click the **Reports** icon .
2. The “Report List” window appears.
3. In the “Reports List” window click the **Previously Filed Reports** icon .
4. The report list is displayed.

Validation:

Validating a report examines the report for complete information and notifies you what information, required by law, may have been omitted. Users should validate all reports and correct errors prior to filing with the State Board of Elections.

Validating a Report:

1. Click the **Reports** icon .
2. The “Reports Due Now” window is displayed. If the report is not listed, select [Reports Due Now](#) or [Future Reports](#) as appropriate to locate the report.
3. Select/highlight the name of the report to validate.
4. Click on the **Validate Report** icon .
5. The “Warnings and Errors” window automatically displays any detected errors.
6. Click on **Fix Now** to correct each error. You will be directed to the field that requires correction. Make the corrections; click **Save**.

Note: The program will direct you to the next error. When all errors are corrected, a window will appear indicating the report has no warnings or errors; Click **Ok**.

Warnings & Error Messages:

The “Warnings and Errors” window will list all errors and warnings.

Errors are marked with the  symbol. You must correct errors prior to filing. A report that contains errors will not be accepted by the State Board of Elections.

Warnings are marked with the  symbol. A report with warnings can be filed. You are advised to correct all warnings and errors before filing a report.

Filing Reports Electronically

To file reports electronically, the committee must set up an account and filing password with the State Board of Elections. For more information contact the State Board of Elections at 217-782-4141.

All reports except the D-1 Statement of Organization can be filed electronically in IDIS v 2.0. See the instructions below to use IDIS v 2.0 to create, view, print & file the D-1 Statement of Organization.

Submitter:

If someone other than the Candidate or Treasurer is filing the report on the committee's behalf, the complete name and address of the person submitting the report is required. The Submitter's name is entered on the **File Report** window just prior to electronically filing your report.

D-1 Statement of Organization:

The D-1 Statement of Organization cannot be filed electronically however the user may print it from the IDIS v 2.0 program, sign, and mail it to the State Board of Elections.

View & Print D-1 Statement of Organization:

1. Click **View Committee Details** icon .
2. Click **Actions** in the top menu, click on **View D-1 Report**.
3. The "Report Viewer" window appears and the report is displayed.
4. To print the report, click the **Print** icon  in the "Report Viewer" top menu.

Filing the D-1 Statement of Organization:

1. [Print](#) the D-1 Statement of Organization
2. Review all information for accuracy & completeness.
3. The Treasurer or Candidate must sign and date the report. Note: For a Ballot Initiative Committee the Chairman and Treasurer must sign and date the report.
4. Mail the original to either:

State Board of Elections	State Board of Elections
1020 S Spring Road	James R. Thompson Center
Springfield, IL 62704-2924	100 W Randolph St, Ste 14-100
Fax (217) 557-5630	Chicago, IL 60601-3232
	Fax (312) 814-6485

or

Scan the signed D-1 and attach in an e-mail to D1@elections.il.gov (D-1's only)

D-2 Quarterly Report:

View & Print D-2 Quarterly Report:

1. Click on the **Reports** icon .

2. The “Report List” window appears.
3. Click the **Reports Due Now** icon .
4. Select/ highlight the Quarterly Report.
5. Click **View Report** icon .
6. The Report Viewer window appears. Use the arrows  to scroll through the report.
7. To print the report, click the **Print** icon  in the Report Viewer top menu.

Filing the D-2 Quarterly Report:

The candidate or the treasurer needs to be listed in the [Committee Details](#) prior to electronically filing reports. [Bundlers](#), if required, should also be [added](#).

1. Click on the **Reports** icon .
2. The “Report List” window appears.
3. Click the **Reports Due Now** icon .
4. Select/ highlight the Quarterly Report.
5. Click the **File Report** icon .
6. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.
7. Type in the committee password. **The password is case sensitive.**
8. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of “Committee Address Changed”. If you have not made the change in IDIS 2.0, do so at this time. See [Change Committee Address](#).
9. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.
10. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see [Submitter](#)
11. Click **File Now**.

SCHEDULE A-1 Report of Campaign Contributions of \$ 1000 or more:

IDIS v 2.0 will generate a Schedule A-1 Report as long as the contribution(s) are entered timely and the receipt(s) are \$1,000 or more. The computer you are using must have the accurate time and date in order for the program to generate the required Schedule A-1.

Creating a Schedule A-1 Report:

1. Enter the [Receipts](#). A notice at the bottom of the window will indicate that an A-1 Receipt is due if the committee is participating in the election.
2. Click the **Reports** icon  and click the **Reports Due Now** icon .

3. The Schedule A-1 is now listed and ready to [File](#).

Note: Schedule A-1s normally must be filed within 5 business days after the date of receipt. Within 30 days prior to an election a committee participates in, Schedule A-1s must be filed within 2 business days after receipt.

View & Print Schedule A-1 Report of Campaign Contributions of \$1,000 or more:

1. Click on the **Reports** icon .
2. The “Report List” window appears.
3. Click the **Reports Due Now** icon .
4. Select/ highlight the Schedule A- Report.
5. Click **View Report icon** .
6. The Report Viewer window appears. Use the arrows  to scroll through the report.
7. To print the report, click the **Print** icon  in the Report Viewer top menu.

Filing the Schedule A-1 Report of Campaign Contributions of \$ 1,000 or more:

The candidate or the treasurer needs to be listed in the [Committee Details](#) prior to electronically filing reports.

1. Click the **Reports** icon .
2. Report List Window appears.
3. Click the **Reports Due Now** icon .
4. Select/ highlight the Schedule A-1. 5. Click the **File Report icon** .
6. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.
7. Type in the committee password. **The password is case sensitive.**
8. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of “Committee Address Changed”. If you have not made the change do so at this time. See [Change Committee Address](#).
9. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.
10. Under the Submitter field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see [Submitter](#)
11. Click **File Now**.

SCHEDULE B-1 Report - Report of Independent Expenditures of \$1,000 or more:

Independent Expenditures are any expenditure(s) made to expressly advocate for or against the nomination or election of a clearly identified public official or candidate, provided that the spending is not made in coordination in any way with the candidate or their committee. If a political committee makes independent expenditures totaling \$1,000 or more in the 30 days before an election, the expenditures must be reported on a special report called a Schedule B-1.

Creating a Schedule B-1 Report:

1. Enter the [Independent Expenditures\(s\)](#). A notice at the bottom of the window will indicate that a Schedule B-1 Independent Expenditure is due.
2. Click the **Reports** icon  and click the **Reports Due Now** icon .
3. The Schedule B-1 indicating the year and type of election (ex. B-1 2011 CP) is now listed and ready to [File](#)

View & Print the Schedule B-1 Report:

1. Click on the **Reports** icon .
2. The “Report List” window appears. 3. Click the **Reports Due Now** icon .
4. Select/ highlight the Schedule B-1.
5. Click **View Report** icon .
6. The Report Viewer window appears. Use the arrows  to scroll through the report.
7. To print the report, click the **Print** icon  in the Report Viewer top menu.

Filing the Schedule B-1 Report:

The candidate or the treasurer needs to be listed in the [Committee Details](#) prior to electronically filing reports.

1. Click the **Reports** icon .
2. Report List Window appears.
3. Click the **Reports Due Now** icon .
4. Select/ highlight the Schedule B-1.
5. Click the **File Report** icon .
6. Type in the committee password. **The password is case sensitive.**
7. If the committee's address has changed and you have already updated the address in the program, click the check box to the left of “Committee Address Changed”. If you have not made the change do so at this time. See [Change Committee Address](#)
8. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.
9. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see [Submitter](#)

10. Click **File Now**.

Final Report:

In order to file a Final Report, the committee must have an ending balance of \$ 0 and all assets must be either sold or donated.

View & Print the Final Report:

1. Click **View Committee Details** icon .
2. Click **Actions** in the top menu, click **View Final Report**.
3. The Report Viewer window appears. Use the arrows  to scroll through the report.
4. To print the report, click the **Print** icon  in the Report Viewer top menu.

Filing the Final Report:

1. Click **View Committee Details** icon .
2. Click **Actions** in the top menu, click **Finalize**.
3. The “Confirm Finalization” warning window appears, click **Yes**.
4. The “Asset Disposal” window will appear:

Click **Yes** if the assets have been recorded.

Click **No** if the assets have not been recorded. Follow the steps to record the [Sale of Assets](#) or the [Donation of Assets](#).

5. Enter in the password. The password is case sensitive.
6. Select/ Highlight the Treasurer or Candidate's name and click **File Now**.

Amendments

Amendments are triggered by changes the user makes to data in a previously filed report. IDISv2.0 detects changes to data in the Receipts, Expenditures, Debts & Obligations and Investments areas within a reporting period and generates an Amended Report in the Reports Due Now window. Schedule A-1 and Schedule B-1 Reports cannot be amended. Call the State Board of Elections for instructions to handle an amended Schedule A-1 and Schedule B-1.

Creating & Filing Amendments:

1. Modify data in the Receipts, Expenditures, Debts & Obligations and/or Investments areas as needed.
2. Click on the **Reports** icon .
3. In the “Reports Due Now” window, select/ highlight the amended report you want to file.
4. View & file the amended reports as you would file a [Quarterly](#) and [Final](#) reports.

Note: When filing multiple amendments, on the **Reports Due Now** window, you must individually file the amended reports in order from top to bottom.

Cancelling Amendments:

Once you cancel an Amendment, it is **permanent**. The user cannot retrieve the canceled amended report.

1. Click on the **Reports** icon .
2. In the “Reports Due Now” window, select/ highlight the amended report you want to cancel.
3. Click **Actions** in the top menu; click **Cancel Amendment**. The “Cancel Amendment” window appears.
4. In the “Cancel Amendment” window click the box to the left of the statement “**I understand that canceling an amendment that is required by law may result in fines and other penalties**”.
5. Enter/ describe the reason for the cancellation in the area provided, click **Ok**.
6. The amendment will be removed from the list of reports.

View Canceled Amendments:

1. Click on the **Reports** icon. 
2. Click **View** in the top menu, click **Canceled Amendments**.

Filing Receipts

After the report is accepted by the State Board of Elections, the user will receive a Receipt Identification next to the report that was filed (on the previously filed reports list.) This is the only confirmation of electronic filing the committee will receive.

Printing the Receipt:

Users can only print filing receipts on reports filed with IDIS 2.0.

1. Click on the **Reports** icon .
2. Click the **Previous Filed Reports** icon .
3. Select/highlight the appropriate report.
4. Click the **Print Filing Receipt** icon  to open the “Report Viewer” window.
5. Click the **Print** icon  in the “Report Viewer” window top menu.

Print and Export Reports:

Reports migrated from IDIS v 1.0, 1.1 or 1.2 cannot be exported unless they were amended with IDIS v 2. Users can export reports in several formats.

1. Click on the **Reports** icon .

2. Click on Reports Due Now , Future Reports , or Previously Filed Reports  icons.
3. Select/highlight the report to be exported.
4. Click the View Report Icon . Click the Export icon .
5. In the “Export Report” window, select the location using the drop down box and type in a file name. The report can be saved in the following formats using the drop down box under “Save As Type” field:
 - Crystal Report (*.rpt)
 - Adobe Acrobat (*.pdf.)
 - MS Excel (*.xls)
 - Excel Data Only (*.xls)
 - MS Word (*.doc)
 - Rich Text Format (*.rtf)
6. Click **Save**.

Exporting Reports

Reports migrated from IDIS v 1.0, 1.1 or 1.2 cannot be exported unless they were amended with IDIS v 2. Users can export reports in several formats:

1. Click on the **Reports** icon .
2. The “Report List” window appears.
3. Click on Reports Due Now , Future Reports  or Previously Filed Reports  icons
4. Select/ highlight the Report to be exported.
5. Click the **View Report** icon . Click the Export  icon
6. In the “Export Report” window, select the location using the drop down box and type in a file name. The report can be saved in the following formats using the drop down box under “Save As Type” field:
 - Crystal Report (*.rpt)
 - Adobe Acrobat (*.pdf.)
 - MS Excel (*.xls)
 - Excel Data Only (*.xls.)
 - MS Word (*.doc)
 - Rich Text Format (*.rtf)
7. Click **Save**.

Transfer a Committee from One Computer to Another

Once a file is transferred to another computer, it will be erased from the first computer.

1. Click **Actions** in the top menu; click **Permanent Transfer of Committee**; click **Export to XML for Transfer**. The “Transfer Committee Export” window appears.
2. Click **Browse**; select a location to export to; click **OK**.
3. Click **Export**.
4. The “Committee Export” window appears; click **OK**.
5. On second computer install IDIS v 2 if the computer does not already have the program. Once the program is installed open the IDIS program.
6. Click **Actions** in the top menu; click **Permanent Transfer of Committee**; click **Import from XML**.
7. Click **Browse**; locate and select the file; click **Open**; click **Import**.
8. The “Committee Import” window appears; click **OK**.

Backup/Restore

To Backup:

1. Click **Actions** in the top menu; click **Database** and Click **Backup**. The “Backup Database Files” window appears.
2. Click **Backup**, click **OK**.
3. It is recommended to save a backup file on external media, such as CD, DVD, or flash drive.
4. To backup to a flash drive, change the location of the backup (Step 2) to the drive letter of the flash drive.
5. To backup to a CD or DVD, you must burn the backup file to the CD/DVD using burning software.
6. The file to burn to CD or DVD (created in Step 2) is located in
C:\State Board of Elections\IDIS V2\Backups\
The most recently dated file with the extension .bak is the latest backup.

Note: If you are working with multiple committees in the IDIS v 2 program, all committees will be backed up or restored in one .bak file.

To Restore from backup:

1. Click **Actions** in the top menu; click **Database** and Click **Restore**.
2. Click **Browse** and navigate to the location the backup file is stored.
The Browse window defaults to files of type “Database backup files (*.bak)”. If your

backup is not in the list, change the file type dropdown to “Database files (*.mdf)”
You can restore from .bak file or .mdf file which ever has your latest information.

3. Click **Open**. The “Restore Database Files' window will appear; click **Restore**
4. On the “Restore” window click **OK**.

Note: If you are working with multiple committees in the IDIS v 2 program, all committees will be backed up or restored in one .bak file.

Reactivating a Committee After a Final Report

1. To reactivate after filing a Final report, a committee must first file a D-1 Statement of Organization with the State Board of Elections within 10 business days of reaching \$3,000 in contributions or expenditures. If the committee reactivates within 30 days prior to an election, the committee must file a D-1 Statement of Organization within five business days.
2. When the State Board of Elections receives the D-1, the committee's status is changed from "Final" to "Active".
3. Once the State Board of Elections has updated the “Active” status, the committee will automatically reactivate when IDIS v 2.0 is started. You may continue using your IDIS file for your re-activated committee.

What you should do with error messages

While using IDIS 2.0 you may encounter system errors that are unrelated to errors or warnings you may receive while [validating a report](#). If you get an error that you are unable to fix or understand please contact the State Board of Elections for staff assistance **immediately**. To ensure that the error is communicated correctly to our staff, you may e-mail it by the following steps:

1. On the error message window, click **Save**.
2. The error will be automatically saved in a folder called Log Files in your computer under: C:\State Board of Elections\IDISv2.0\Log Files
3. Find the error file that was just saved. The File Name will start with the words “Error” and include the date and time the error was encountered.
4. Attach this error file to an e-mail and send it to webmaster@elections.il.gov
5. Be sure to include your name and telephone number and you will be contacted by a representative of our staff for assistance.