

Preparing the File for CFOFS Upload Using MS Office

Once all of the contribution, expenditure, and loan/debt data is entered onto the appropriate spreadsheet you will need to save each sheet in a comma separated value format (.CSV).

STEP 1 – Create an easily accessible folder in which to save campaign finance reports and data.

STEP 2 – Save the Contribution File

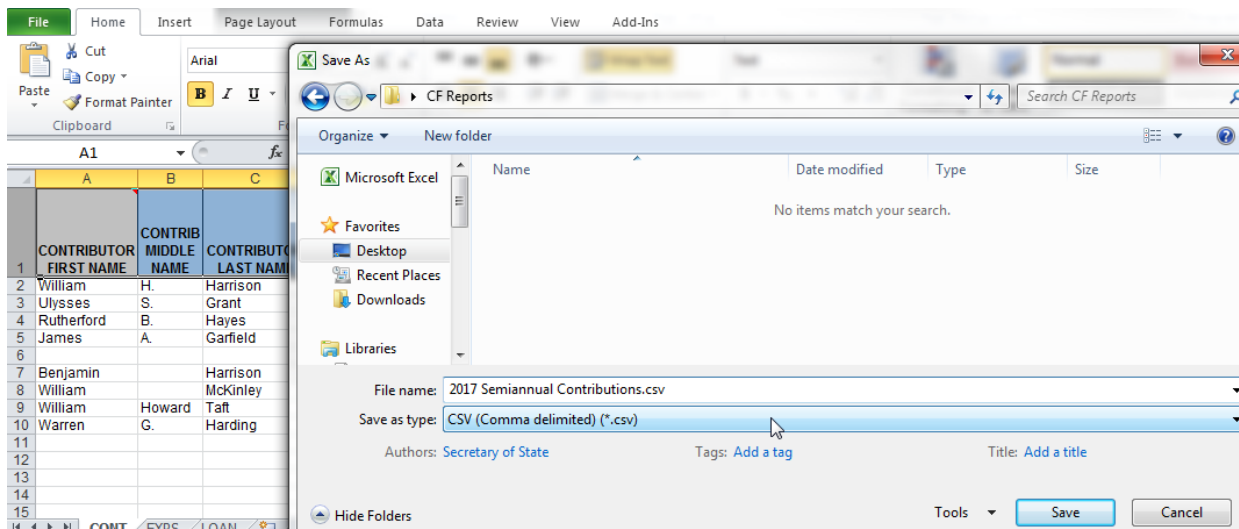
- First, click on the CONT tab to display contributions. Next, highlight the entire column heading row by clicking the left margin of row 1.

CONTRIBUTOR FIRST NAME	CONTRIB MIDDLE NAME	CONTRIBUTOR LAST NAME	SUFFIX	NON INDIVIDUAL CONTRIBUTOR	PAC REGISTRATION NUMBER	CONTRIBUTOR ADDRESS	CITY	STATE	ZIP	CONTRIBUTOR EMPLOYER OCCUPATION OR LABOR ORGANIZATION	FORM OF CONTRIBUTION	DATE OF CONTRIBUTION	AMOUNT	OTHER INCOME TYPE	EVENT DATE	INKIND DESCRIPTION	RECEIVED AT FUNDRAISING EVENT (Y/N)	NAME OF CREDITOR	AMOUNT OF DEBT REMAINING	ITEM NUMBER	SCHEDULE CODE (EX. 31A)
William	H.	Harrison				123 Main Street	North Bend	OH	54321		1	1/1/2017	50.00								31A
Ulysses	S.	Grant				456 Main Street	Point Pleasant	OH	54321		2	1/24/2017	25.00			Food for meet and greet					31J1
Rutherford	B.	Hayes				321 Broad Street	Delaware	OH	54321		2	3/4/2017	25.00								31A
James	A.	Garfield				654 Broad Street	Moreland Hills	OH	54321		1	4/11/2017	50.00	RE							31A2
				Ohio President PAC	OH123	101 4th Street	Columbus	OH	54321		1	3/17/2017	50.00								31A
Benjamin		Harrison				789 High Street	North Bend	OH	54321		1	2/20/2017	50.00								31A
William		McKinley				123 W. Tuscarawas St.	Niles	OH	54321	Belden & McKinley LLP	2	6/1/2017	200.00								31A
William	Howard	Taft				102 Vine St.	Cincinnati	OH	54321		2	6/2/2017	100.00								31A
Warren	G.	Harding				380 Mt. Vernon Ave	Marion	OH	54321	The Marion Star	3	3/6/2017	500.00								31A

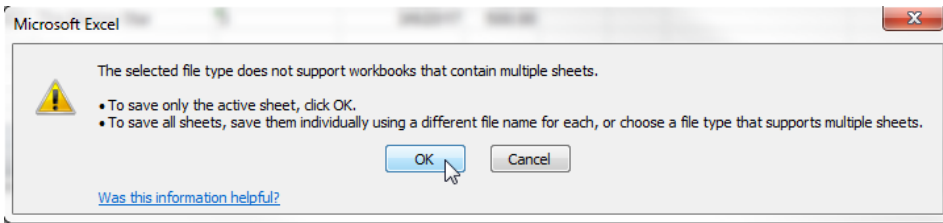
- Next, right-click the header row and choose *Delete*.

CONTRIBUTOR LAST NAME	SUFFIX	NON INDIVIDUAL CONTRIBUTOR	PAC REGISTRATION NUMBER	CONTRIBUTOR ADDRESS	CITY	STATE	ZIP	CONTRIBUTOR EMPLOYER OCCUPATION OR LABOR ORGANIZATION	FORM OF CONTRIBUTION	DATE OF CONTRIBUTION	AMOUNT	OTHER INCOME TYPE	EVENT DATE	INKIND DESCRIPTION	RECEIVED AT FUNDRAISING EVENT (Y/N)	NAME OF CREDITOR	AMOUNT OF DEBT REMAINING	ITEM NUMBER	SCHEDULE CODE (EX. 31A)	
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Grant				456 Main Street	Point Pleasant	OH	54321		2	1/24/2017	25.00			Food for meet and greet						31J1
Hayes				321 Broad Street	Delaware	OH	54321		2	3/4/2017	25.00									31A
Garfield				654 Broad Street	Moreland Hills	OH	54321		1	4/11/2017	50.00	RE								31A2
		Ohio President PAC	OH123	101 4th Street	Columbus	OH	54321		1	3/17/2017	50.00									31A
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McKinley				123 W. Tuscarawas St.	Niles	OH	54321	Belden & McKinley LLP	2	6/1/2017	200.00									31A
Taft				102 Vine St.	Cincinnati	OH	54321		2	6/2/2017	100.00									31A
Harding				380 Mt. Vernon Ave	Marion	OH	54321	The Marion Star	3	3/6/2017	500.00									31A

- Next, click **File** and choose **Save As** from the drop-down menu.
- From the **Save As** dialogue box take the following actions:
 - Choose a save location (the easily accessible folder created in Step 1).
 - Choose a **File name:** for the CONT file. The file can be named anything you want but using the report type, year, and form is recommended. For Example: *2017 Semiannual Contributions*
 - Finally, click the **Save as type:** line and choose **CSV (Comma delimited)(*.csv)** then click **Save**.

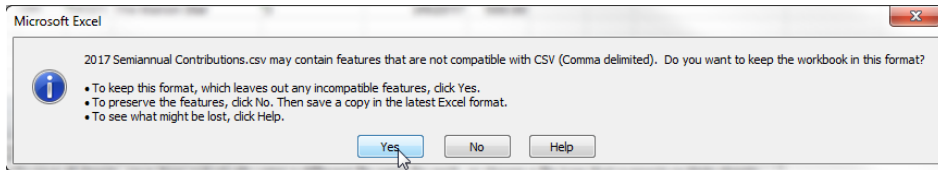


- Excel will display the following message:



- Click **OK**.

- Excel will display another message:



- Click **Yes**.

Once the contribution file is properly saved, repeat the above process for expenditures and loan/debt information as necessary.

When all files are saved, proceed to the upload process.