

HOW TO DELETE A FILED EXPENDITURE

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a “Filed Expenditure?”

A: It is an expenditure that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed expenditure, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the expenditures you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED EXPENDITURE** button in the action menu on your homepage.

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the expenditure you want to amend, delete or return. You can simply click the **FIND EXPENDITURE** button to get a list of all your expenditures, or you can also use the search criteria to find a specific type of expenditure.

Expenditure

Type:

Date From:

Date Through:

Amount From:

Amount Through:

External Reference ID [for EDI users only]:

Payee

Payee Type:

Find Expenditure **Clear** **Cancel**

Step 3: When you have a list of expenditures, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the expenditure you want to change.

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended			
ACME PRINTING	Business	Monetary (Itemized)	09/09/2014	\$2,500.00	No	No	Amend	Delete	Return

HOW TO DELETE A FILED EXPENDITURE (cont.)

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Step 1: After clicking **DELETE**, you will be asked if you are sure you want to delete. Click **YES** to continue.

Expenditure Delete

Are you sure you want to delete the expenditure shown below?

Step 2: After clicking **YES**, you will receive a message confirming that the offset has been made and be returned to the list of expenditures.

 An offset record for the previously filed Expenditure has been successfully added.

Deleting an expenditure creates a negative entry (an “offset record”) to cancel out the expenditure. The system will show two entries for the expenditure – the original and the offset.

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Filed Date	Offset Amended	
ACME PRINTING	Business	Monetary (Itemized) - Offset due to deletion of filed item	09/10/2014	(\$327.00)		Yes	No
ACME PRINTING	Business	Monetary (Itemized) - PALMCARDS	09/10/2014	\$327.00	09/09/2014	No	Yes



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