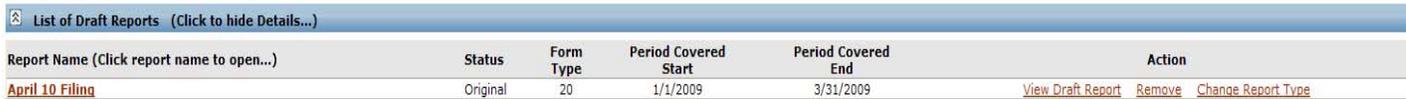


How To Use List Of Draft Report(s) Section

The section titled List of Draft Report(s) is available to ALL officers of the committee (the treasurer, deputy treasurer, alternate deputy treasurer, chairperson, and/or Data Entry staff). The List of Draft Report(s) section displays the list of ALL (Original and Amendment) draft financial reports created by the user. A draft report is the report which has not been filed to the state. If at least one draft report exists, the system displays this section in the expanded view; otherwise it is displayed in the collapsed view. To switch between collapsed and expanded views click on the List of Draft Report(s) title bar. The following image shows existence of at least one draft report in the section and therefore displays it in the expanded view.



Report Name (Click report name to open...)	Status	Form Type	Period Covered Start	Period Covered End	Action
April 10 Filing	Original	20	1/1/2009	3/31/2009	View Draft Report Remove Change Report Type

The section is comprised of six section headings, namely: Report Name, Status, Form Type, Period Covered Start, Period Covered End, and Action. It should be noted that the name of the report is in the form of a link. To open a draft report, click on the report name link.

Report Name: This column displays the name of report selected either from the Standard or Non Standard reports drop down lists.

Status: This column indicates the status of the report such as Original or Amendment. The value of the status field is managed by the system based on user action and therefore can not be changed.

Form Type: This column indicates if the financial report will be based on Form 20, 30 or 21. The value of the form type field is managed by the system based on user action and therefore can not be changed.

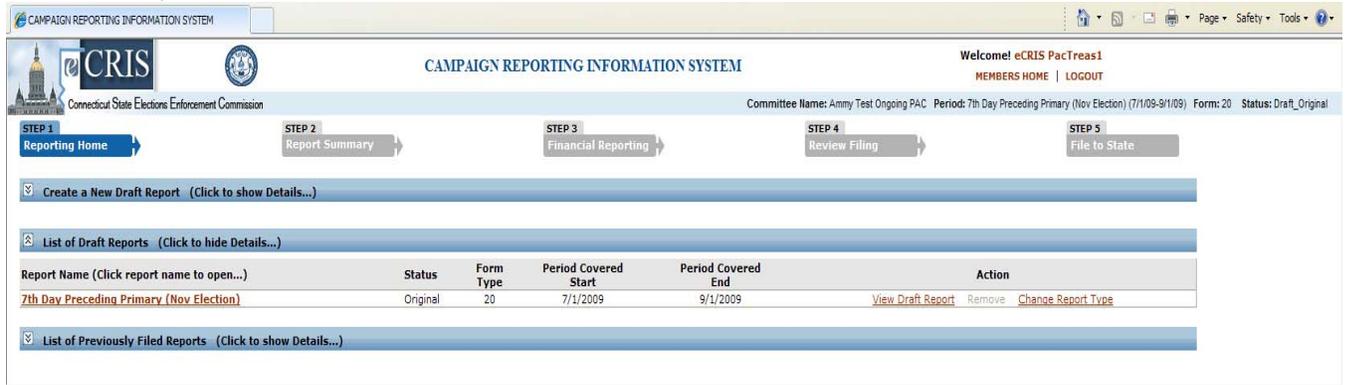
Period Covered Start (date): This column displays the value of the Period Covered Start date for the report. The value of the Period Covered Start date field is managed by the system based on user action and therefore can not be changed.

Period Covered End (date): This column displays the value of the Period Covered End date for the report. The system will set the ending date to be today's date as the ending date for the Non Standard reports. It should be noted that the user can change the ending date for the Non Standard reports. The ending date can not be less than the Period Covered Beginning Date or greater than today's date. The system will not allow the user to change the Period Covered End date for the Standard Reports.

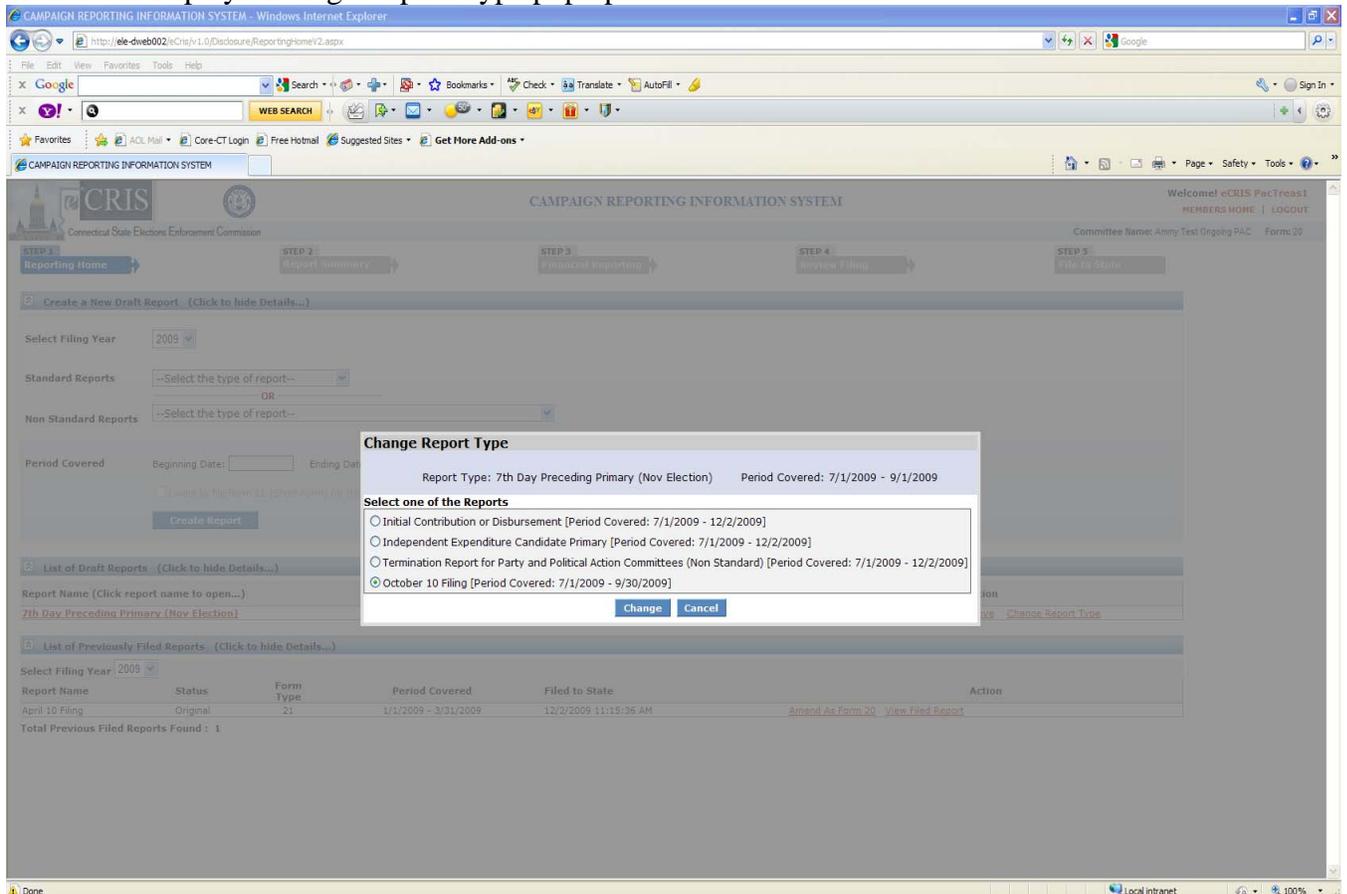
Action: The user has an option to perform three additional actions on a given draft report.

- **View Draft Report:** Click on the View Draft Report link to view the draft copy of the report (in pdf format) without having to open the draft report.
- **Remove:** When Remove link is enabled (and Status is Original), it indicates that the report has zero transactions. When Remove link is enabled (and Status is Amendment), it indicates that the user has not modified any original transactions for the amended report. In all other cases the Remove link is disabled.
- **Change Report Type:** This action only applies to the report name(s) for which the status is Original. We suggest the users to be cautious when using this feature. The improper use of it may result in the required report not to be filed with the state and therefore can result in penalty to be assessed by the SEEC. PLEASE NOTE THAT ONCE THE USER HAS FILED A REPORT WITH THE STATE ITS REPORT NAME CAN NOT BE CHANGED. For more information on this function, you may call eCRIS Helpdesk at (860) 256-2930. When enabled this link will allow user to retain any transactions they may have entered in the Original draft report and change the report type without having to reenter the transactions. The following example further explains this function:

- A committee officer successfully created a new draft report called 7th Day Preceding Primary (Nov Election) report sometime in July and entered draft transactions into the report (Notice Remove link is disabled)



- Sometime in September the officer realizes that the committee does not need to file this report instead the committee's next filing should be October 10 filing.
- Click on the Change Report Type link for the 7th Day Preceding Primary (Nov Election).
- eCRIS displays Change Report Type pop up screen:



- Based on the business intelligence built into eCRIS, it displays applicable reports to which this report can be changed to. Click on the radio button for the October 10 Filing and then Click on the Change button to complete the Change Report Type function.
- eCRIS switches back to the Reporting Home page and now displays the October 10 Filing as the Report Name in the List of Draft Reports section.
- Verify the Period Covered Start and End dates have been updated.