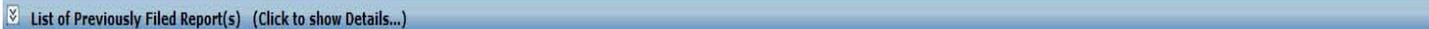


## How To Use List Of Previously Filed Report(s) Section

The section titled List of Previously Filed Report(s) is available to ALL officers of the committee (the treasurer, deputy treasurer, alternate deputy treasurer, chairperson, and/or Data Entry staff). However, only treasurer, deputy treasurer, and/or alternate deputy treasurer can amend a given filing. The List of Previously Filed Report(s) section displays the list of ALL (Original and Amendment) financial reports filed for the selected year by the committee. A filed report is the report which has been filed to the state. If at least one draft amendment report exists, the system will not allow creation of another draft amendment report until the existing draft amendment report has been filed to the state or removed from the List of Draft Report(s) section. To switch between collapsed and expanded views click on the List of Previously Filed Report(s) title bar.

Following image shows collapsed view of the List of Previously Filed Report(s) title bar:



▼ List of Previously Filed Report(s) (Click to show Details...)

Following is the List of Previously Filed Report(s) section image being displayed in an expanded view:



⊞ List of Previously Filed Report(s) (Click to hide Details...)

Select Filing Year

Report Name	Status	Form Type	Period Covered	Filed to State	Action
April 10 Filing	Original	21	1/1/2009 - 3/31/2009	12/2/2009 11:15:36 AM	Amend As Form 20 <a href="#">View Filed Report</a>
July 10 Filing	Original	20	4/1/2009 - 6/30/2009	12/2/2009 1:15:32 PM	Amend <a href="#">View Filed Report</a>
October 10 Filing	Original	20	7/1/2009 - 9/30/2009	12/2/2009 1:20:14 PM	Amend <a href="#">View Filed Report</a>
7th Day Preceding General Election	Original	20	10/1/2009 - 10/20/2009	12/2/2009 1:27:22 PM	Amend <a href="#">View Filed Report</a>
April 10 Filing	Amendment	20	1/1/2009 - 3/31/2009	12/2/2009 1:40:00 PM	Amend <a href="#">View Filed Report</a>
July 10 Filing	Amendment	20	4/1/2009 - 6/30/2009	12/2/2009 1:41:13 PM	Amend <a href="#">View Filed Report</a>

Total Previous Filed Reports Found : 6

**Select Filing Year:** By default, the system displays the Filing Year which is equal to the year value of the system date and therefore displays ALL (Original and Amendment) financial reports filed to the state for which the Period Covered Ending Date year is equal to the selected filing year. The drop down list for the Select Filing Year is based on the Filing Calendar assigned to the committee and previously filed financial reports by the committee using eCRIS. If the system does not display any values in the drop down list, please log out and contact eCRIS Helpdesk at (860) 256-2930.

The List of Previously Filed Report(s) section is also comprised of six section headings, namely: Report Name, Status, Form Type, Period Covered date(s), Filed to State date and Action. The list is sorted by the Filed to State date (for a given selected filing year) in ascending order.

**Report Name:** This column displays the name of filed report.

**Status:** This column indicates the status of the report such as Original or Amendment at the time it was filed.

**Form Type:** This column indicates if the financial report filed was based on Form 20, 30 or 21.

**Period Covered (dates):** This column displays the Period Covered dates for the filed report.

**Action:** The user has an option to perform two additional actions on a given filed report.

- **Amend or Amend as Form 20:** Based on the Form Type of a given filed report, the system will display either Amend or Amend as Form 20 as an action item. It should be noted that reports filed as Form 21 can only be amended to as Form Type 20. It should also be noted that only last filed copy of any distinct report can be amended. eCRIS allows only one instance of the Draft Amendment report to exist at any given time. Click on the Amend or Amend as Form 20 link (if enabled) to create a draft amendment for the filed report.

- **View Filed Report:** Click on the View Filed Report link to view the copy of the report (in pdf format) as it was filed to the state. If the link for View Filed Report is disabled, please contact eCRIS Helpdesk at (860) 256-2930.