

# EFS Software V 5.1

## Schedule F

### How to Report Reimbursements and Credit Card Payments:

When reporting a reimbursement to an individual or reporting a credit card payment, detail the transaction in the following two-step process:

#### Step 1 – Select “REIMB” (Reimbursement):

Disclose the payee information under the Purpose Code “**REIMB**” (**Reimbursement**) for those reimbursements to individuals or payments for credit card expenditures. When selecting the “**REIMB**” the following directions will appear:

1. Provide the date the reimbursed person or credit card payment was paid.
2. Select the purpose code “**REIMB**” (**Reimbursement**).
3. Enter the amount reimbursed.
4. Provide the complete name and address of payee (e.g., Gary Government; Visa).
5. Select payment method from the drop-down menu.
6. **For payment by check:** If the payment is by check, enter the check number in the “Check#/Ref#” box (e.g., #123).
7. **For payment by credit card, debit card, etc.:** If the payment is by a method other than check (e.g., credit or debit card, PayPal, wire transfer etc.) create a reference item and/or number (e.g., Debit 1, Credit 1, PayPal 1, etc.) and enter it in the “Check#/Ref#” box. This item and/or number will be used in R-DET to provide specific details of the reimbursement or credit card payment.

The reference item and/or number you create can be any combination of letters and numbers but must clearly link the payee and vendor.

8. Save this reimbursement transaction.



## New York State Board of Elections

Electronic Filing System (EFS)

<http://www.elections.ny.gov/> -- (800) 458-3453

Filer Transactions Schedule F

### SCHEDULE F - EXPENDITURES/PAYMENTS

Filing Year: 2014 Filer ID: A12345 Cut-Off Date: 07/11/2014 Due Date: 07/15/2014

\* Date Paid: 07/01/2014 \* Purpose Code: REIMB (Reimbursement)

Amount: \$1,000.00 \* Payee Name: Gary Government

Method: Check \* Street: 12 State Street

Check # / Ref. #: 123 \* City: Albany

Explanation (Required if purpose code is "Other"):

Reimbursements for lawn signs, stamps and small miscellaneous campaign expenses.

## Step 2 - Select “R-DET” (Reimbursement Detail):

Once the reimbursement entry has been saved, additional detail must be provided under the code **R-DET (Reimbursement Detail)**. This code provides detail but does not impact the balance.

1. Provide the date the vendor was paid.
2. Select the purpose code “**R-DET**” (**Reimbursement Detail**). The “Amount” and “Method” fields will automatically be blanked out.
3. Provide the complete name and address of the vendor.
4. **For payment by check:** If the payment method is by check, enter the check number and add an R after the check number (e.g., 123R) in the “Check#/Ref#” box.
5. **For payment by credit card, debit card, etc.:** If the payment is by a method other than check, (e.g., credit or debit card, PayPal, wire transfer, etc.) add an “R” after the reference item and/or number you created and enter it in the “Check#/Ref#” box (e.g., Credit 1R, Debit 1R, PayPal 1R, etc.) Provide reimbursement detail using the same reference item and/or number for each expenditure.

The reference item and/or number you created in Step 1 must clearly link the vendor with the payee in Step 2.

6. In the “Explanation” field provide the amount for each vendor with the word “Memo” in front of it along with the payee name.
7. Save this reimbursement transaction.

# Software Screen: Schedule F Reimbursement Detail #1



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Filer Transactions Schedule F Schedule F

SCHEDULE F - EXPENDITURES/PAYMENTS

Filing Year:	Filer ID:	Cut-Off Date:	Due Date:
<input type="text" value="2014"/>	<input type="text" value="A12345"/>	<input type="text" value="07/11/2014"/>	<input type="text" value="07/15/2014"/>

* Date Paid:	* Purpose Code:
<input type="text" value="05/01/2014"/> 	<input type="text" value="R-DET (Reimbursement Detail Item)"/>

Amount:	* Payee Name:
<input type="text"/>	<input type="text" value="The Printing Company"/>


Method:	* Street:
<input type="text"/>	<input type="text" value="195 Broadway"/>

Check # / Ref. #:	* City:
<input type="text" value="123R"/>	<input type="text" value="Albany"/>

Explanation (Required if purpose code is "Other"):

Memo \$750;  
Lawn signs

# Software Screen: Schedule F Reimbursement Detail #2




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Filer Transactions Schedule F Schedule F

**SCHEDULE F - EXPENDITURES/PAYMENTS**

Filing Year:	Filer ID:	Cut-Off Date:	Due Date:
<input type="text" value="2014"/>	<input type="text" value="A12345"/>	<input type="text" value="07/11/2014"/>	<input type="text" value="07/15/2014"/>

* Date Paid: <input type="text" value="06/01/2014"/> 	* Purpose Code: <input type="text" value="R-DET (Reimbursement Detail Item)"/>
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Amount: <input type="text"/>	* Payee Name: <input type="text" value="US Post Office"/>
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Method: <input type="text"/>	* Street: <input type="text" value="509 Mail Drive"/>
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Check # / Ref. #: <input type="text" value="123R"/>	* City: <input type="text" value="Albany"/>
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Explanation (Required if purpose code is "Other"):

Memo \$150; Stamps

## Software Screen: Schedule F Reimbursement Detail #3

The screenshot shows the New York State Board of Elections Electronic Filing System (EFS) interface. The header includes the state seal and the text "New York State Board of Elections Electronic Filing System (EFS) http://www.elections.ny.gov/ -- (800) 458-3453". Below the header are navigation tabs for "Filer", "Transactions", "Schedule F", and "Schedule F". The main section is titled "SCHEDULE F - EXPENDITURES/PAYMENTS".

The form contains the following fields and values:

- Filing Year: 2014
- Filer ID: A12345
- Cut-Off Date: 07/11/2014
- Due Date: 07/15/2014
- \* Date Paid: 07/11/2014
- \* Purpose Code: OTHER (give brief explanation)
- Amount: \$100.00
- \* Payee Name: UNITEMIZED
- Method: (blank)
- \* Street: (blank)
- Check # / Ref. #: (blank)
- \* City: (blank)

Explanation (Required if purpose code is "Other"):  
Memo \$100; Total small expenses for the report period.

### Unitemized Reimbursements

Individual expenses \$49.99 and under do not require itemization. To report an unitemized reimbursement, select purpose code **"R-DET" (Reimbursement Detail)** and check the box "unitemized". All fields will automatically be blank except for the explanation field. Use the word "memo" with the unitemized balance. (e.g., Memo: \$100 total unitemized).

## Check Your Entries

After saving reimbursement and reimbursement detail items, check your work on the transaction screen.

For example, in the transaction screen, you can see a reimbursement of \$1000 via check #123, with the reimbursement detail amounts indicated by check #123R. The amounts indicated in the explanation field in R-DET must add up to the total transaction shown in the reimbursement purpose code.

### Transaction Screen

DATE PAID	PAYEE NAME	FULL ADDRESS	PURPOSE CODE	PMT METHOD	CHECK #	AMOUNT	EXPLANATION
07/01/2014	Gary Government	12 State Street, Albany, NY 12207	REIMB	CHK	123	\$1,000.00	REIMBURSEMENT Lawn Signs, Stamps and Small Miscellaneous Campaign Expenses
05/01/2014	The Printing Company	195 Broadway, Albany, NY 12207	R-DET		123R	\$0.00	MEMO \$750 Lawn Signs
06/01/2014	US Post Office	509 Mail Drive, Albany, NY 12207	R-DET		123R	\$0.00	MEMO \$150 Stamps
07/11/2014	UNITEMIZED		R-DET		123R	\$0.00	MEMO \$100 Total Small Expenses for the Report Period