



NetFile Batch Loader User Guide

Chapter overview

- **Procedural Summary** A concise overview of what you need to do, from downloading the software to uploading your legacy transactions.
- **Preparing CSV Files** Before you can import your transactions, you must prepare a csv file according to certain simple specifications.
- **Using NetFile Batch Loader** Procedures for using the Batch Loader software.
- **Error Messages** Explains formatting problems with your csv file and how to correct them.
- **Batch Loader File Specifications** Details fields you need for your csv files.

Procedural Summary

NetFile Batch Loader allows you to import legacy entities and transactions into the NetFile system in one step. Batch Loader works on Windows 95, 98 and NT.

- 1) **Download NetFile Batch Loader**
 - 1) Log in to NetFile as usual. Click Software, under the MISCELLANEOUS heading.
 - 2) Click the NetFile Batch Loader download link, and follow the on-screen instructions.
 - 3) Unzip the file, then click setup.exe and follow the on-screen installation instructions.

- 2) **Prepare your csv files.**


You need one csv file for entities, and one csv file for income transactions. For an overview, see See "Preparing CSV Files" on page 3. For details, see "Batch Loader File Specifications" on page 6

- 3) **Start Batch Loader and log into the NetFile system.**


Use your regular NetFile Account, User Name and Password.

- 4) **If desired, set the date format.**


Click the Options button, then select the date format you want from the dropdown menu. (Default is mm/dd/yyyy).

 Do not change the Server Host Name or Port Number. Should these addresses change, NetFile tech support will contact you with the updated information.

- 5) **Load the csv files.**

 If you get an error message at any stage of this process, see "Error Messages" on page 5.

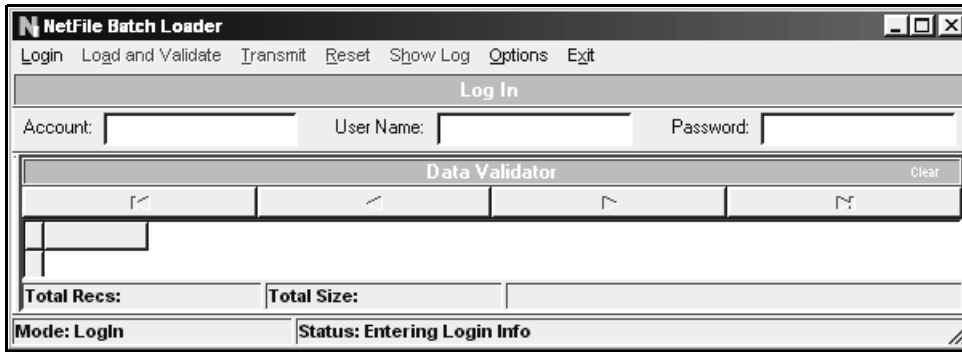
 - 1) Run Batch Loader.
 - 2) Click Load and Validate, then select Entity, and navigate to and open the entity.csv file you prepared.
 - 3) Click Load and Validate again, this time select Income, and navigate to and open the transaction.csv file you prepared.
 - 4) Click Transmit.

 **The data takes approximately 30 minutes to appear in NetFile.** The status log indicates that the transmission is "finished" in a few moments. This means the data has arrived on the NetFile servers, not that the data has been processed and uploaded into NetFile. Typically, this process takes approximately 30 minutes.

Using NetFile Batch Loader

1) Log in.

Run Batch Loader, type your regular NetFile Account, User Name and Password, then click the Login button.



2) Load the csv files and transmit the data.

Click Load and Validate, select Entity and load the entity csv file. Then click Load and Validate again, select Income, load the transaction csv file. Then click Transmit.

Load and Validate

Click to import and validate your csv files.

Transmit

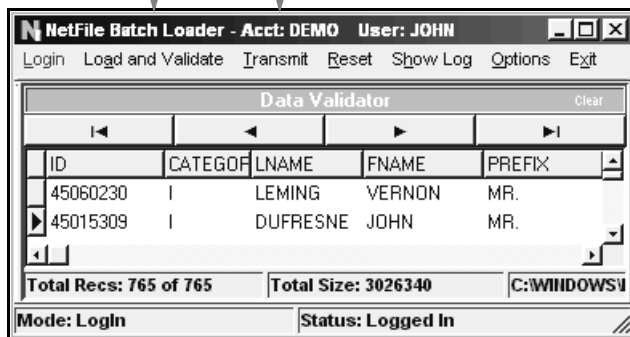
Click to upload data to NetFile.

Reset

Clears the table and logs out of NetFile.

Options

Click to change date format.



Exit

Click to close NetFile Batch Loader

Error Messages

If a csv file fails to load, NetFile Batch Loader displays a message, either in dialog box or in the Event Log, that explains how to correct the problem.

Error message

Solutions

Login error message

The NetFile Batch Server is currently unavailable. Please try again later.

- 1) Make sure you entered login information correctly.
- 2) Make sure you have access to the NetFile account.
- 3) If one and two do not explain the problem, the NetFile batch server is probably down. If, after attempting to connect three times, you continue to get the same message, contact support@netfile.com to resolve the problem.

Column count

Invalid column count in Entity Table, 45 expected, 27 found.

The specification stipulates that all 45 entity fields must be present, even when they contain no data. Use NotePad to insert all the required fields.

OR

Invalid column count in Entity Table: 45 expected, 0 found

There is an extra line trying to insert that is a carriage return.

- 1) Open the file in NotePad.
- 2) Scroll to the end of the txt file and put the cursor to the immediate right of the last piece of data.
- 3) Hold down the Delete key (not the Backspace key) for a moment.
- 4) Resave the file.

Event Log error messages

Load Error - Required Field: [Field Name];
Record: [Record Number]; Invalid [Field Type] Format

There is a Req? field that contains no data. See the spec details on which fields are required.

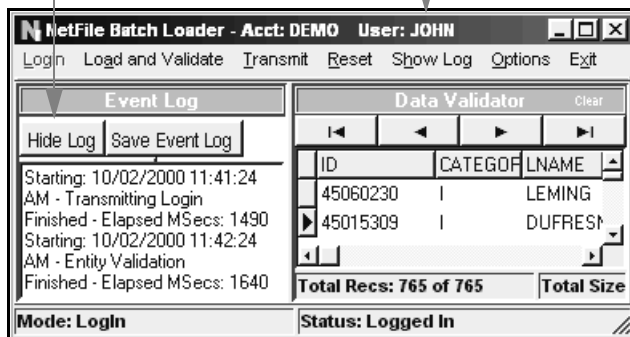
The Event Log

Hide Log

Click to hide the Event Log.

Show Log

Click to open the Event Log.



Clear

Clears the table.

Scroll Bars

Click to navigate table rows.



Batch Loader File Specifications

Entity File

#	Field Name	Field Type	Length	Req.?	Comments
1	ID	CHAR	50	Y	Only required if income transactions are being uploaded
2	Category	CHAR	1	Y	
3	Last Name / Organization Name	CHAR	125	Y	
4	First Name	CHAR	125		
5	Prefix	CHAR	15		Mr., Mrs., Dr., Hon.
6	Suffix	CHAR	6		Jr., Esq.
7	Salutation	CHAR	125		Used for form letters
8	Attention	CHAR	125		Contact name for organizations
9	Spouse	CHAR	125		
10	EIN	CHAR	125		
11	Address Line 1	CHAR	130		
12	Address Line 2	CHAR	130		
13	City	CHAR	100		
14	State	CHAR	2		
15	Zip	CHAR	10		
16	Alt. Address Line 1	CHAR	130		
17	Alt. Address Line 2	CHAR	130		
18	Alt. City	CHAR	100		
19	Alt. State	CHAR	2		
20	Alt. Zip	CHAR	10		
21	County	CHAR	125		
22	Home Phone	CHAR	15		
23	Work Phone	CHAR	15		
24	Fax Phone	CHAR	15		
25	EMail	CHAR	125		
26	Occupation	CHAR	255		
27	Employer	CHAR	255		
28	Filer ID	CHAR	15		Fields 28 - 44 only apply to committees
29	Candidate Name	CHAR	255		Name of Candidate for controlled committees
30	Treasurer Last Name	CHAR	125		
31	Treasurer First Name	CHAR	125		
32	Treasurer Address	CHAR	130		
33	Treasurer City	CHAR	100		
34	Treasurer State	CHAR	2		
35	Treasurer Zip	CHAR	10		
36	Office Type	CHAR	3		(See attached list of office codes)
37	Office Description	CHAR	255		Freeform description if "Office Type" = OTH
38	Office Currently Held?	CHAR	1		S=Sought; H=Held
39	Office Location	CHAR	3		(See attached list of location codes)
40	Office Location Desc.	CHAR	255		Freeform description if "Office Location" = OTH
41	Office District Number	CHAR	3		
42	Date of Election	DATE	10		Required format: "MM/DD/YYYY"
43	Measure Number	CHAR	3		
44	Measure Jurisdiction	CHAR	40		
45	Congress Dist	CHAR	3		Congressional district number



Batch Loader File Specifications

Income Transaction File

#	Field Name	Field Type	Length	Req.?	Comments
1	EntityID	CHAR	50	Y	Relates back to Entity Table "ID" field
2	Account ID	INTEGER	1	Y	Default is 1. If the committee in question has multiple bank accounts, contact NetFile technical support to get the appropriate AccountID for each bank account.
3	Disclosure Date	DATE	10	Y	Required format is: "MM/DD/YYYY"
4	Bank Deposit Date	DATE	10		Required format is: "MM/DD/YYYY"
5	Amount	FLOAT	15	Y	Legal punctuation: period to separate dollars and cents ONLY
6	Support Flag	CHAR	1		S=Support; O=Oppose (only required for Slate Mailer Organizations)
7	Check Number	CHAR	15		
8	Batch Number	CHAR	15		
9	Period of Receipt	CHAR	1		P=Primary; G=General; O=Other (required for Federal committees or for state filings where contribution limits apply)
10	Description of Period	CHAR	125		Required for Federal committees if "Period of Receipt" is "O"
11	Public Note	CHAR	255		Note displayed on disclosure documents associated with this transaction
12	Private Note	CHAR	255		Note for internal use only
13	Type of Receipt	CHAR	1		M=Monetary Contribution; N=Non-monetary contribution; O=Other receipt (miscellaneous increase to cash)
14	Description of Receipt	CHAR	255		Required if "Type of Receipt" is "N" or "O"



Batch Loader File Specifications

Office Codes

California Office Types

Value - Description

GOV-Governor
LTG-Lieutenant Governor
SOS-Secretary of State
CON-State Controller
ATT-Attorney General
TRE-State Treasurer
INS-Insurance Commissioner
SUP-Super. of Public Instruction
SEN-State Senator
ASM-State Assembly
BOE-Board of Equalization
ASR-Assessor
BED-Board of Education
BSU-Board of Supervisors
CAT-City Attorney
CCB-Community College Board
CCM-City Council
COU-County Council
CSU-County Supervisor
CTR-Local Controller
DAT-District Attorney
MAY-Mayor
PDR-Public Defender
PLN-Planning Commissioner
SCJ-Superior Court Judge
SHC-Sheriff-Coroner
TRS-Local Treasurer
OTH-Other

Federal Office Types

Value - Description

P-President
S-Senate
H-House of Representatives

