New Mexico
Electronic Data Interchange
XML Reporting Specification

Version 6.0

Dated 06/02/2020

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 1 of 44

History of Changes

Version	Date	Description of change
1.0	01/27/2019	First Release.
2.0	02/21/2020	Second Release.
3.0	03/02/2020	Third Release.
4.0	03/06/2020	Fourth Release.
5.0	05/04/2020	Fifth Release.
6.0	06/02/2020	Sixth Release.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 2 of 44

OVERVIEW

This document details how to build a Campaign Finance report data file using XML in order to submit campaign finance data using Electronic Data Interchange (EDI) to the New Mexico Secretary of State Campaign Finance System. This document is written for committees and vendors who wish to create a software package to allow submission of contribution, expenditure, loan & debt data electronically with the Commission without having to re-type the information into the Campaign Finance web application.

With each of the line items submitted (contributions, expenditures, independent expenditure, loan received, special events), it is required that you include an external reference ID, the alphanumeric identifier your system attaches to each line item. It needs to be a <u>unique</u> ID in your system and the value must be <u>unique</u> for each transaction submitted. Error reports will use this reference ID to match an error to a specific line item within your data file. In addition, the reference ID enables the system to detect and avoid adding duplicate records in the event duplicate reference IDs are included in more than one file upload, or a file is inadvertently uploaded twice.

You are also encourages to use a similar type of unique identifier for your contributors and your expenditure payees. This will enable the system audit process to be more accurate and ultimately be more helpful to you.

IMPORTED FILES

What does the import file contain?

You will be electronically submitting only the line item records of contributions, expenditures, independent expenditure, loan received, special events. Summary totals are not included. The system calculates summary totals, based on the line items submitted. This is done at the time you log into the system to file your report for a reporting period.

When can files be imported?

These items (contributions, expenditures, independent expenditure, loan received, special events) can be submitted at any time during the current reporting period. You may choose to submit all at one time, or submit items periodically during the current reporting period. **NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Commissions' staff. The items are not viewable by the public until filed by your committee.**

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 3 of 44

How do the reported items get filed?

When you are ready to file the report for a specific reporting period, you will need to log into the system and go to the Candidate/Committee Overview page or the Filings Menu. At the time you file your report, the system will create a filing report dynamically and calculate all totals based on the items you have submitted electronically or entered online. You will be able to preview the report before final filing submission.

What is the format of the import file?

An import file may contain any combination of contributions, expenditures, independent expenditure, loan received, special events. The file will consist of a single XML formatted file containing exactly one record, with elements having zero- to-many relationships (see the File Elements / Occurrences section of this document).

Can a committee undo a submitted file?

It is possible to undo an entire submitted file. Line items from that imported file will be deleted from the database as long as:

- The item has <u>not</u> been included on a filed report.
- The item does <u>not</u> have other records associated to it from other import files.

If individual items need to be bypassed for the above reasons, and do not get automatically removed, you will need to log into the system and delete them individually.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 4 of 44

DATA TYPES

This section describes the data types acceptable to the New Mexico SOS System import program.

- Char (n). This is a character field. Any field listed as character can have any alphanumeric information as well as punctuation. Maximum lengths are in parenthesis. Please be aware that use of lowercase alpha information will be converted to uppercase alpha information. Note that this field cannot have the backslash (\) character or any line feed characters such as a Return.

- Integer. Only digits are allowed in this type of field.

- Date. Please format all user entered dates as MM/DD/YYYY.

- Date Time. Please format all user entered date times as MM/DD/YYYY HH:MM:SS.

- Money. A positive currency amount, which should be specified without a dollar sign. The decimal is optional for whole dollars. If there is a decimal, there should always be at least one digit to the left of the decimal, even if the amount is a fraction of a dollar (this is the only case in which leading zeros are advocated). Valid examples: 5.01, 0.25, 25.7, 43. Invalid examples: 3.731, $5.25, .75.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 5 of 44

FILE NAMING

There is no specific file naming requirements to submit your data using XML, other than the file extension should be .xml.

FILE ELEMENTS / OCCURRENCES

The main sections or elements of the XML document are:

Import File Schema Elements:

- **Control** – This is the highest element within the XML document. It contains all the sub-elements, and contains information on the filing request such as the committee, a brief description, and the date and time the XML file was created.

- **Contribution** – Contains contributions

- **contributionReturn** - Contains contribution returns made.

- **expenditure** - Contains expenditures.

- **expenditureReturn** - Contains expenditure returns made.

- **independentExpenditure** - Contains independent expenditures.

- **independentExpenditureReturn** - Contains return independent expenditures.

- **assocBallotMeasure** - Contains specific Ballot Measure information when an expenditure, Independent expenditures is marked in support of or opposition to a Ballot Measure.

- **assocCandidate** - Contains specific candidate information when an expenditure, Independent expenditures is marked in support of or opposition to a candidate.

- **donors** - Contains donor information for Independent expenditure.

- **loanReceived** - Contains loan received details.

- **loanPayment** - Contains loan payments made.

- **loanForgive** - Contains loan forgiven amounts incurred☐

- **sponsors** - Contains sponsor names for Special events.

- **specialEvent** – Contains Special events information.

In the flowing tables, in the "Format" column for each Element, please pay attention to "not null". If a field is designated as "not null", that field is required and must have a value. The omission of values for "not null" fields will be cause for file rejection.

The "Description" column and any "Notes" following an element table indicate which items are required and which items use Code Table values.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 6 of 44

The <control> Element

Column	Format	Description
committeeID	char(11) not null	This is your 11 character committee ID or Key assigned by the Campaign Finance system. The committee ID or Key in the control element must match the committee that is logged in at the time the upload is submitted. Required. The committee ID or Key can be located on the Committee Administration page under Committee Information.
committeeName	char(100)	Committee full name.
fileCreateDateTime	Date Time	Date file was created, time in 24 hour notation. Format mm/dd/yyyy hh:mm:ss.
description	char(100)	Description of this upload file.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 7 of 44

Control Element Notes:

Namespace: Each XML file will need xmlns="http://tempuri.org/XMLSchema.xsd" as an attribute of the "control" group.

The <contribution> Element

Column	Format	Description
contributionID	char(30) not null	This will be your committee's unique external reference ID for this contribution record. Each contribution record must have its own unique identification number. **Required**
cbElectionType	char(1)	Election Type - Type of Election. See Code Table section for valid values. **Required**
cbElectionDate	date not null	Election date - Date of election. **Required**
cbContributionType	char(3) not null	Type of the Contribution. See Code Table section for valid values. **Required**
cbContributionCode	char(3) not null	Type of the Contributor. See Code Table section for valid values. **Required**
cbOrgID	char(11)	The Filer ID in the NMSOS system of the contributor if the contributor is a registered committee in the NMSOS system. See instructions How to Obtain cbOrgID throughout this document. Otherwise null (blank) **Optional** (See Notes).
cbOrgName	char(100)	The Organization name of the contributor is **Required** if the contributor code is not IND.
cbFilerID	char(15)	The contributor's unique Filer ID. See Notes for when required.
cbBusinessType	char(10)	Type of the Business. See Code Table section for valid values. **Required** if the contributor code is not IND.
cbBusinessTypeOther	char(100)	**Required** if Business Type value equals to OTHER .

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 8 of 44

cbContributorID	char(30)	This will be your optional external ID for the contributor. It is highly recommended you use this to uniquely identify your contributors. The external ID you assign this contributor should be used each time this contributor contributes to your committee. This will reduce the possibility of having duplicate contributor records for the same contributor.
cbFirstName	char(100)	The contributor's first name if the contributor is an individual. *See Notes for when required.*
cbMiddleName	char(100)	The contributor's middle name if the contributor is an individual. **Optional**
cbLastName	char(100)	The contributor's last name if the contributor is an individual. *See Notes for when required.*
cbNameSuffix	char(15)	The contributor's name suffix if the contributor is an individual. **Optional**
cbAddress1	char(50)	Contributor address line 1. *See Notes for when required.*
cbAddress2	char(50)	Contributor address line 2. **Optional**
cbCity	char(30)	Contributor city. *See Notes for when required.*
cbState	char(2)	Contributor state abbreviation. *See Notes for when required.*
cbZip	char(5)	Contributor zip code. *See Notes for when required.*
cbEmployer	char(20)	Contributor's employer name. *See Notes for when required.*
cbOccupation	char(10)	Contributor's occupation. See Code Table for valid values. *See Notes for when required.*
cbOccupationOther	char(100)	**Required** if cbOccupation value equals to OTHER .
cbEmpInfoRequested	char(1)	*See Notes for when required.*
cbTrFirstName	char(100)	Treasurer's first name if the contributor is an individual. *See Notes for when required.*
cbTrMiddleName	char(100)	Treasurer's middle name if the contributor is an individual. **Optional**

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 9 of 44

cbTrLastName	char(100)	Treasurer's last name if the contributor is an individual. *See Notes for when required.*
cbTrNameSuffix	char(15)	Treasurer's name suffix if the contributor is an individual. **Optional**
cbTrAddress1	char(50)	Treasurer's address line 1. *See Notes for when required.*
cbTrAddress2	char(50)	Treasurer's address line 2. **Optional**
cbTrCity	char(30)	Treasurer's city. *See Notes for when required.*
cbTrState	char(2)	Treasurer's state abbreviation. *See Notes for when required.*
cbTrZip	char(5)	Treasurer's zip code. *See Notes for when required.*
cbDate	date not null	Contribution date - date contributed to committee. **Required**
cbAmount	money not null	Contribution amount. Must be a valid dollar amount greater than 0.00. **Required**
cbDescription	char(100)	Contribution Description. **Required**
cbCheckNumber	char(16)	**Required** only if Contribution is Monetary.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 10 of 44

CONTRIBUTION NOTES:

If there are no contributions leave the contribution Worksheet blank.
cbOrgID: This is the Registration ID in the NMSOS system of the Contributor, if the contributor is a registered committee in the NMSOS system.
NOTE: If the contributor is a Registered committee in the Campaign finance system, you may use their **cbOrgID** in the cbOrgID column. This will eliminate the necessity to include Organization Name and all address fields can be left blank. *See instructions How to Obtain OrgID later this document.*

cbOrgName, cbBusinessType, cbAddress1, cbCity, cbState, and cbZip: Organization Name, Address1, City, State and Zip of the Contributor is required if **cbContributionCode** is OTH - Other (e.g. business entity) or LOB - Lobbying Organization or COM-Political Committee (if user did not provided existing cbOrgID and want to add new political committee as payee).
.

cbContributorID: This is your external reference ID for the contributor. This is optional but **highly recommended** to uniquely identify your contributors. It allows for more thorough validation, because the system can use it to identify prior contributions from the same contributor. *If a contributor also happens to be a source on any loan records, you should use the same ID in both instances. This will reduce the chance that duplicate contact records (contributor/source) will be created.*

cbFirstName, cbLastName, cbAddress1, cbCity, cbState and cbZip: Contributior's Name and Address fields. Contributor's First Name, Last Name, Address 1, City, State and Zip are required when cbContributionCode is IND (Individual).

cbEmployer and cbOccupation: Employer **and** Occupation are required when **cbContributionCode = IND and cbEmpInfoRequested = N.**

cbTrFirstName, cbTrLastName, cbTrAddress1, cbTrCity, cbTrState, cbTrZip fields are required only when **cbContributionCode** is **COM.**

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 11 of 44

The <contributionReturn> *Element*

Column	Format	Description
contributionReturnID	char(30) not null	This is your committee's unique external reference ID for the contribution return record. Each contribution return record must have its own unique identification number. **Required**
contributionID	char(30) not null	This is the external reference ID assigned to the original contribution record. It is required, so that the returned contribution can be properly related to the original contribution. **Required**
crDate	date not null	Date of return. **Required**
crAmount	money not null	Amount being returned. **Required**
crExplanation	char(100)	Explanation of why the Contribution was returned.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 12 of 44

The <expenditure> *Element*

Column	Format	Description
expenditureID	char(30) not null	This is your committee's unique external reference ID for this expenditure record. Each expenditure record must have its own unique identification number. **Required**
exElectionType	char(1)	Election Type. See Code Table section for valid values. **Required**.
exElectionDate	date not null	**Required**
exPayeeType	char(3) not null	This is the type of Payee. See Code Table section for valid values. **Required**.
exPaymentCode	char(10) not null	Payment code. See Code Table section for valid values. **Required**.
exPaymentCodeOther	char(100)	**Required** if the payment code is OTHER.
exOrgID	char(11)	The Filer ID in the **NMSOS** system of the payee if the contributor is a registered committee in the Campaign finance system. See instructions How to Obtain exOrgID throughout this document. Otherwise null (blank). **Optional** (See Notes).
exPayeeID	char(30)	This will be your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee does expenditure to your committee. This will reduce the possibility of having duplicate payee records for the same payee.
exOrgName	char(100)	The Organization name of the payee is **not Required** if the expenditure is not of Individual payee type.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 13 of 44

exFilerID	char(30)	The intermediary's unique Filer ID. *See Notes for when required.*
exBusinessType	char(10)	Type of the Business. See Code Table section for valid values. **Required** if the payee code is not IND.
exBusinessTypeOther	char(100)	**Required** if Business Type value equals to OTHER .
exFirstName	char(100)	Payee first name is **required if** the Payee Type is Individual. Otherwise leave blank.
exMiddleName	char(100)	The payee's middle name if the Payee Type is Individual. **Optional**.
exLastName	char(100)	Payee Last name is **required if** the Payee Type is Individual. Otherwise leave blank.
exNameSuffix	char(15)	The payee's name suffix if the Payee Type is paid to an Individual Payee. **Optiona**l.
exAddress1	char(50)	Payee address line 1. *See Notes for when required.*
exAddress2	char(50)	Payee address line 2. **Optional**.
exCity	char(30)	Payee city. *See Notes for when required.*
exState	char(2)	Payee state abbreviation. *See Notes for when required.*
exZip	char(5)	Payee zip code. *See Notes for when required.*
exEmployer	char(20)	Payee employer name. *See Notes for when required.*
exOccupation	char(10)	Payee occupation. See Code Table section for valid values. *See Notes for when required.*
exOccupationOther	char(100)	**Required** if exOccupation value equals to OTHER .
exEmpInfoRequested	char(1)	*See Notes for when required.*
exTrFirstName	char(100)	Payee Treasurer first name. *See Notes for when required.*
exTrMiddleName	char(100)	Payee Treasurer middle name. *See Notes for when required.*

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 14 of 44

exTrLastName	char(100)	Payee Treasurer last name. *See Notes for when required.*
exTrNameSuffix	char(15)	Payee Treasurer name suffix. **Optional**.
exTrAddress1	char(50)	Payee Treasurer address line 1. *See Notes for when required.*
exTrAddress2	char(50)	Payee Treasurer address line 2. *See Notes for when required.*
exTrCity	char(30)	Payee Treasurer city. *See Notes for when required.*
exTrState	char(2)	Payee Treasurer state abbreviation. *See Notes for when required.*
exTrZip	char(5)	Payee Treasurer zip code. *See Notes for when required.*
exDate	date not null	Payee date – Date expenditure was made or obligated. **Required**.
exAmount	money not null	Payee amount. Must be a valid dollar amount greater than 0.00. **Required**.
exExplanation	char(100)	Expenditure Description. **Optional**.
exCheckNumber	char(16)	
exSuppOppCan	char(1)	(Y)es if the expenditure is to Support or Oppose a Candidate. (Y)es will also require additional information in the assocCandidate worksheet. More than ONE associated candidate is not allowed per Expenditure.
exSuppOppBQ	char(1)	(Y)es if the expenditure is to Support or Oppose a Ballot Measure. (Y)es will also require additional information in the assocBallotMeasure worksheet. More than ONE associated BQ is not allowed per Expenditure.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 15 of 44

EXPENDITURE NOTES

If there are no expenditures leave the expenditure Worksheet blank.

exOrgID: This is the Filer ID in the Campaign finance system of the payee if the payee is a registered committee or candidate in the Campaign finance system.

NOTE: if the payee is a registered candidate or committee in the Campaign finance system, you may use their exOrgID in the exOrgID column. This will eliminate the necessity to include any of the individual fields that pertain to the payee. Organization Name if the payee is an Organization, Payee First, Middle & Last Name if an Individual and all address fields. *See instructions How to Obtain OrgID earlier in this document.*

exPayeeID: This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.

exOrgName, exAddress1, exCity, exState, and exZip: Organization Name, Address1, City, State and Zip of the Contributor is required if **exPayeeType** = **OTH** - Other (e.g. business entity)) or **CMT – Committee (**if user did not provided existing exOrgID and want to add new committee as payee).
.

exFirstName, exLastName, exAddress1, exCity, exState and exZip: Contributors Name and Address fields. Contributor's First Name, Last Name, Address 1, City, State and Zip are required when exPayeeType is IND (Individual).

exEmployer and exOccupation: Employer and Occupation are required when **exPayeeType = IND (Individual)** and **exEmpInfoRequested = N.**

exTrFirstName, exTrLastName, exTrAddress1, exTrCity, exTrState, exTrZip fields are required only when **exPayeeType** is **CMT.**

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 16 of 44

The <expenditureReturn> Element

Column	Format	Description
exReturnID	char(30) not null	This is your committee's unique external reference ID for the expenditure return record. Each expenditure return record must have its own unique identification number. **Required**.
expenditureID	char(30) not null	This is the unique external reference ID assigned to the original expenditure record. It is required, so that the returned expenditure can be properly related to the original expenditure. **Required**.
exRetAmount	money not null	Amount being returned. **Required**.
exRetDate	date not null	Date of return. **Required**.
exRetExplanation	char(100)	Explanation of why the Contribution was returned. **Required**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

EXPENDITURE RETURN NOTES

If there are no expenditure returns leave the expenditureReturn worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 17 of 44

The <independentExpenditure> *Element*

Column	Format	Description
independentExpenditureID	char(30) not null	This is your committee's unique external reference ID for this independent expenditure record. Each independent expenditure record must have its own unique identification number. **Required**.
ieElectionType	char(1)	Election Type. See Code Table section for valid values. **Required**.
ieElectionDate	date not null	**Required**
ieExpenditureType	char(3) not null	Independent expenditure type, **Required.** See Code Table section for valid values.
iePayeeType	char(3) not null	This is the type of Payee. See Code Table section for valid values. **Required** only for Itemized Independent Expenditures.
ieOrgID	char(11)	The Filer ID in the Campaign finance system of the payee if the payee is a registered committee in the Campaign finance system. See instructions How to Obtain ieOrgID throughout this document. Otherwise null (blank). **Optional** (See Notes).
iePayeeID	char(30)	Your optional external ID for the payee. It is highly recommended you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.
ieOrgName	char(100)	The Organization name of the payee is not **Required if** the contribution is not from a Individual.
ieFilerID	char(30)	The payee's unique Filer ID. *See Notes for when required.*

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 18 of 44

	char(10)	Type of the Business. See Code Table section for valid values. **Required** if the contributor code is not IND.
ieBusinessType	char(10)	Type of the Business. See Code Table section for valid values. **Required** if the contributor code is not IND.
ieBusinessTypeOther	char(100)	If ieBusinessType ="**OTHER**", then ieBusinessTypeOther is required, else it is not required field. If the required business type not available in the ieBusinessType list, select "Other" option and enter ieBusinessTypeOther description.
ieFirstName	char(100)	The payee first name if the payee is an individual. *See Notes for when required*.
ieMiddleName	char(100)	The payee middle name if the payee is an individual. **Optional**.
ieLastName	char(100)	The payee last name if the payee is an individual. *See Notes for when required*.
ieNameSuffix	char(15)	The payee's name suffix if the Payee Type is paid to an Individual Payee. **Optional**.
ieAddress1	char(50)	Payee address line 1. **Required**.
ieAddress2	char(50)	Payee address line 2. **Optional**.
ieCity	char(30)	Payee city. **Required**.
ieState	char(2)	Payee state abbreviation. **Required**.
ieZip	char(5)	Payee zip code. **Required**.
ieEmployer	char(100)	Payee employer name. *See Notes for when required*.
ieOccupation	char(10)	Payee occupation. See Code Table section for valid values. *See Notes for when required*.
ieOccupationOther	char(100)	**Required** if ieOccupationOther value equals to OTHER .

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 19 of 44

ieEmpInfoRequested	char(1)	*See Notes for when required.*
ieTrFirstName	char(100)	Payee Treasurer first name. *See Notes for when required.*
ieTrMiddleName	char(100)	Payee Treasurer middle name. *See Notes for when required.*
ieTrLastName	char(100)	Payee Treasurer last name. *See Notes for when required.*
ieTrNameSuffix	char(15)	Payee Treasurer name suffix. **Optional**.
ieTrAddress1	char(50)	Payee Treasurer address line 1. *See Notes for when required.*
ieTrAddress2	char(50)	Payee Treasurer address line 2. *See Notes for when required.*
ieTrCity	char(30)	Payee Treasurer city. *See Notes for when required.*
ieTrState	char(2)	Payee Treasurer state abbreviation. *See Notes for when required.*
ieTrZip	char(5)	Payee Treasurer zip code. *See Notes for when required.*
ieDate	date not null	Transaction date – Date expenditure was made or obligated. **Required**.
ieAmount	money not null	Transaction amount. Must be a valid dollar amount greater than 0.00. **Required**.
ieExplanation	char(100)	Independent expenditure Description. **Optional**.
ieSuppOppCan	char(1)	(Y)es if the expenditure is to Support or Oppose a Candidate. (Y)es will also require additional information in the assocCandidate worksheet. More than ONE associated candidate is not allowed per Expenditure.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 20 of 44

ieSuppOppBQ	char(1)	(Y)es if the expenditure is to Support or Oppose a Ballot Measure. (Y)es will also require additional information in the assocBallot Measure worksheet. More than ONE associated BQ is not allowed per Expenditure.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

INDEPENDENT EXPENDITURE NOTES

If there are no independent expenditure leave the independent expenditure Worksheet blank.

ieOrgID: This is the Registration ID in the Campaign finance system of the payee if the payee is a registered committee or candidate in the Campaign finance system.

NOTE: if the payee is a registered candidate or committee in the Campaign finance system, you may use their **ieOrgID** in the **ieOrgID** column. This will eliminate the necessity to include any of the individual fields that pertain to the payee. Organization Name if the payee is an Organization, Payee First, Middle & Last Name if an Individual and all address fields. *See instructions How to Obtain OrgID throughout this document.*

iePayeeID: This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.

ieOrgName, ieAddress1, ieCity, ieState, and ieZip: Organization Name, Address1, City, State and Zip of the Contributor is required if **iePayeeType = OTH or iePayeeType = CMT (**if user did not provided existing ieOrgID and want to add new committee as Payee).

ieFirstName, ieLastName, ieAddress1, ieCity, ieState and ieZip: Payee Name and Address fields. Payee First Name, Last Name, Address 1, City, State and Zip are required when iePayeeType is IND (Individual).

ieEmployer and ieOccupation: Employer **and** Occupation are required when **iePayeeType = IND (Individual)** and **ieEmpInfoRequested = N.**

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 21 of 44

ieTrFirstName, ieTrLastName, ieTrAddress1, ieTrCity, ieTrState, ieTrZip fields are required only when **iePayeeType** is **CMT.**

Either one of **ieSuppOppBQ** or **ieSuppOppCan** is a required field.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

The <independentExpenditureReturn> *Element*

Column	Format	Description
ieReturnID	char(30) not null	This is your committee's unique external reference ID for the independent expenditure return record. Each independent expenditure return record must have its own unique identification number. **Required**.
independentExpenditureID	char(30) not null	This is the unique external reference ID assigned to the original independent expenditure record. It is required, so that the returned independent expenditure can be properly related to the original independent expenditure. **Required**.
ieRetAmount	money not null	Amount being returned. **Required**.
ieRetDate	date not null	Date of return. **Required**.
ieRetExplanation	char(100)	Explanation of why the independent expenditure was returned. **Optional**.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 22 of 44

AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

INDEPENDENTEXPENDITURERETURN NOTES

If there are no independent expenditure return leave the independent expenditure return Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 23 of 44

The <donors> *Element*

Column	Format	Description
donorID	char(30) not null	This is the unique external reference ID for the donor record. Each donor must have its own unique identification number. **Required**.
independentExpenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original independent expenditure record. **Required**.
donorType	char(3)	Independent expenditure donor type. **Required** if Filer Type = Individual IE Filer else not required
donorOrgName	char(100)	Organization Name **Required** if Filer Type = Individual IE Filer else not required. The Organization name is not Required if the donor type is of Individual type.
donorPrefix	char(15)	The donors name prefix if the type is an individual. **Optional**.
donorFirstName	char(100)	The donor first name if the type is an individual. **Required** if Filer Type = Individual IE Filer else not required. **Required if** the donor type is of Individual type.
donorMiddleName	char(100)	The donor middle name if the type is an individual. **Optional.**
donorLastName	char(100)	This is the donor last name. **Required** if Filer Type = Individual IE Filer else not required.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 24 of 44

		Required if the donor type is of Individual type.
donorNameSuffix	char(15)	The donors name suffix if the type is an individual. **Optional**.
donorAddress1	char(50)	Donor Address Line 1. **Required** if Filer Type = Individual IE Filer else not required.
donorAddress2	char(50)	Donor Address Line 2. **Optional.**
donorCity	char(30)	Donor city. **Required** if Filer Type = Individual IE Filer else not required.
donorState	char(2)	Donor State code. **Required** if Filer Type = Individual IE Filer else not required.
donorZip	char(10)	Donor zip code. **Required** if Filer Type = Individual IE Filer else not required.
amountDonated	money not null	Amount donated by Donor. **Required** if Filer Type = Individual IE Filer else not required.
contributionID	char(30)	**Required** if Filer Type = Political committee (PAC) else not required. Entered **contributionID** must match with an existing contribution already imported, or contribution exists in the same sheet else system will give error.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

<u>DONORS</u> NOTES

If there are no donors leave the donor Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 25 of 44

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

The <assocBallotMeasure> *Element*

Column	Format	Description
assocBallotQuestionID	char(30) not null	This is the unique external reference ID for the Associated Ballot Measure record. Each individual Ballot Measure must have its own unique identification number. Required if the original expenditure or expenditure return was to Support or Oppose a Ballot Measure.
independentExpenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original independent expenditure record. Required if the independent expenditure was to Support or Oppose a Ballot Measure. (exSuppOppBQ is (Y)es)
expenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original expenditure record. Required if the expenditure was to Support or Oppose a Ballot Measure. (exSuppOppBQ is (Y)es)
bQJurisdiction	char(20) - conditional required	Ballot Measure Jurisdiction. If **bQMeasure** is left empty or other then **bQJurisdiction** is required. If **bQMeasure** is not provided then system will create new ballot measure with entered **bQMeasureTitle**, **bQMeasureID** and **bQJurisdiction**.
bQMeasure	numeric - conditional required	This should be valid ballot measure Id for the associate parent transaction. User can enter existing ballot measure id from system. ➢ For existing valid ballot measure id please download **Export Ballot Questions** from application **Import manager** screen - download section.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 26 of 44

Column	Format	Description
		System will check for valid ballot measure id provided, if exists then system will process else error message will display.
bQMeasureTitle	char(200) – conditional required	Ballot Measure Title. If **bQMeasure** is left empty or other then **bQMeasureTitle** is required. If **bQMeasure** is not provided then system will create new ballot measure with entered **bQMeasureTitle**, **bQMeasureID** and **bQJurisdiction**.
bQMeasureID	char(50) - conditional required	Ballot Measure Number. If **bQMeasure** is left empty or other then **bQMeasureID** is required. If **bQMeasure** is not provided then system will create new ballot measure with entered **bQMeasureTitle**, **bQMeasureID** and **bQJurisdiction**.
bQSuppOpp	char(1) (S)upport (O)ppose Not null	(S)upport or (O)ppose if the Expenditure, payment received, contribution made or Independent expenditure was in support of The Ballot Measure. **Required**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.

ASSOCBALLOTMEASURE NOTES

If there are no assocBallotMeasure leave the assocBallotMeasure Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

The <assocCandidate> Element

Column	Format	Description

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 27 of 44

assocCandidateID	char(30) not null	This is the unique external reference ID for the Associated Ballot Measure record. Each individual Candidate must have its own unique identification number. **Required if** the original expenditure or expenditure return was to Support or Oppose a Candidate.
independentExpenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original independent expenditure record. Required if the independent expenditure was to Support or Oppose a candidate(exSuppOppCan is (Y)es)
expenditureID	char(30) not null	This is the committee's unique external reference ID you assigned to the original expenditure record. Required if the expenditure was to Support or Oppose a Candidate. (exSuppOppCan is (Y)es)
cnOrgID	char(11)	
cnCandidateName	char(20)	**Required if** cnOrgID is not empty
cnStateID	char(11)	**Optional**.
cnSuppOpp	char(1) (S)upport (O)ppose Not null	(S)upport or (O)ppose if the Expenditure, payment received, contribution made or Independent expenditure was in support of the Candidate. **Required**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.

<u>ASSOC</u>CANDIDATE NOTES

If there are no assocCandidate leave the assocCandidate Worksheet blank.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 28 of 44

The <loanReceived> *Element*

Column	Format	Description
lnRecID	char(30) not null	This is your committee's unique external reference ID for the loan. Each loan record must have its own unique identification number. **Required**.
lnRecElectionType	char(1)	Election Type. See Code Table section for valid values. **Required**.
lnRecElectionDate	date not null	**Required** if lnRecElectionType is not "NA".
lnRecContributorCode	char(4) not null	This is the source of the Loan (lender type). See Code Table section for valid values. **Required**.
lnRecOrgID	char(30)	The Filer ID the Campaign finance system of the loan source (lender) if the loan source is a registered candidate or committee in the Campaign finance system. *See instructions How to Obtain lnRecOrgID throughout this document.*
lnRecOrgName		The Organization name is **not Required if** the source is of Individual type.
lnRecFilerID	char(30)	The Contributor's unique Filer ID. *See Notes for when required.*
lnRecBusinessType	char(10)	Type of the Business. See Code Table section for valid values. **Required** if the contributor code is not IND.
lnRecBusinessTypeOther	char(100)	**Required** if Business Type value equals to OTHER .

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 29 of 44

lnRecReferencedId	char(10)	This is your committee's optional unique external ID for the loan received source. It is highly external ID for the loan received source. It is highly recommended you use this to uniquely identify your loan source (Lender). The external ID you assign this loan source should be used each time this source makes a loan to your committee. This will reduce the possibility of having duplicate loan source records for the same source. If a Loan Source also happens to be a contributor on any contribution records, you should use the same ID in both instances.
lnRecFirstName	char(100)	Lender's First Name is **Required if** Loan Source Type is "Individual".
lnRecMiddleName	char(100)	Lender's Middle Name. **Optional**.
lnRecLastName	char(100)	Lender's Last Name is **Required if** Loan Source Type is "Individual"
lnRecNameSuffix	char(15)	Lender's name suffix. **Optional**.
lnRecAddress1	char(50) not null	Loan source (lender) address line 1. *See Notes for when required.*
lnRecAddress2	char(50)	Loan source (lender) address line 2. Leave blank if no Address Line 2 in address.
lnRecCity	char(30) not null	Loan source (lender) city. *See Notes for when required.*
lnRecState	char(2) not null	Loan source (lender) state abbreviation. *See Notes for when required.*
lnRecZip	char(5) not null	Loan source (lender) zip code. *See Notes for when required.*
lnRecEmployer	char(100)	Loan Source employer name. *See Notes for when required.*
lnRecOccupation	char(10)	Loan Source occupation. See Code Table section for valid values. *See Notes for when required.*

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 30 of 44

lnRecOccupationOther	char(100)	
lnRecEmpInfoRequested	char(100)	*See Notes for when required.*
lnRecTrFirstName	char(100)	Treasurer first name. *See Notes for when required.*
lnRecTrMiddleName	char(100)	Treasurer middle name. *See Notes for when required.*
lnRecTrLastName	char(100)	Treasurer last name. *See Notes for when required.*
lnRecTrNameSuffix	char(15)	Treasurer name suffix. **Optional**.
lnRecTrAddress1	char(50)	Treasurer address line 1. *See Notes for when required.*
lnRecTrAddress2	char(50)	Treasurer address line 2. *See Notes for when required.*
lnRecTrCity	char(30)	Treasurer city. *See Notes for when required.*
lnRecTrState	char(2)	Treasurer state abbreviation. *See Notes for when required.*
lnRecTrZip	char(5)	Treasurer zip code. *See Notes for when required.*
lnRecDescription	char(100)	Loan Description
lnRecDate	date not null	Date of loan. **Required**.
lnRecAmount	money not null	Amount of loan. **Required**.
lnRecDateDue	date	Loan Due Date. **Optional**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 31 of 44

DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

LOAN RECEIVED NOTES

If there are no loan received leave the Worksheet blank.

lnRecOrgID: This is the Registration ID in the Campaign finance system of the payee if the payee is a registered committee or candidate in the Campaign finance system.

NOTE: if the payee is a registered candidate or committee in the Campaign finance system, you may use their **lnRecOrgID** in the **lnRecOrgID** column. This will eliminate the necessity to include any of the individual fields that pertain to the payee. Organization Name if the payee is an Organization, Payee First, Middle & Last Name if an Individual and all address fields. *See instructions How to Obtain OrgID throughout this document.*

lnRecReferenceId: This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used.

lnRecOrgName, lnRecAddress1, lnRecCity, lnRecState, and lnRecZip: Organization Name, Address1, City, State and Zip of the Contributor is required **lnRecPayeeType** is **OTH or lnRecPayeeType is COM** (if user did not provided existing lnRecOrgID and want to add new committee as Payee) .

lnRecFirstName, lnRecLastName, lnRecAddress1, lnRecCity, lnRecState and lnRecZip: Payee Name and Address fields. Payee First Name, Last Name, Address 1, City, State and Zip are required when **lnRecPayeeType** is **IND** (Individual).

lnRecEmployer and lnRecOccupation: Employer/Occupation required when **lnRecEmpInfoRequested = N.**

lnRecTrFirstName, lnRecTrLastName, lnRecTrAddress1, lnRecTrCity, lnRecTrState, lnRecTrZip fields are required only when **lnRecContributorCode** is **COM.**

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 32 of 44

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

The <loanPayment> Element

Column	Format	Description
loanPaymentID	char(30) not null	This is your committee's unique external reference ID for the loan payment record. Each loan payment record must have its own unique identification number. Required.
loanID	char(30) not null	This is your committee's unique external reference ID you assigned to the original loan record. It is used to associate the payment to the correct loan. Required.
lnPaymentDate	date not null	Date of payment. Required.
lnPaymentAmount	money not null	Amount of loan payment. Required. Enter 0.00 if none.
lnPaymentReason	char(120)	Reason text for payment of loan. Optional

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 33 of 44

<u>*Loan Payment Notes*</u>

If there are no loan payments leave the loanPayment Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

The <loanForgive> Element

Column	Format	Description
lnForgiveID	char(30) not null	This is your committee's unique external reference ID for the Loan Forgiven record. Each Loan Forgiven record must have its own unique identification number. **Required**.
lnRecID	char(30)	This is the unique external reference ID assigned to the original loan forgive received. It is required, so that the loan forgive can be properly related to the original loan received. **Required**.
lnAmtForgiven	date not null	Date forgiven. **Required**.
lnForgivenDate	money not null	Explanation of why loan was forgiven. **Required**.
lnForgivenessReason	char(120)	Explanation of why loan was forgiven. **Optional**.
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 34 of 44

DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

LOAN FORGIVE NOTES

If there are no loan forgiveness *leave the loanForgive Worksheet blank.*

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 35 of 44

The <sponsors> Element

Column	Format	Description
sponsorID	char(30) not null	This is your committee's unique external reference ID for the sponsor record. Each record must have its own unique identification number. **Required**.
seID	char(30) not null	This is the unique external reference ID assigned to the original Special event record. It is required, so that the donor record can be properly related to the original Special event. **Required**.
sponsorName	char(50) not null	Sponsor name for the Special event Transactions.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

SPONSOR NOTES

If there are no donors leave the donor Worksheet blank.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 36 of 44

The <specialEvents> Element

Column	Format	Description
seID	char(30) not null	This will be your committee's unique external reference ID for this special event record. Each special event record must have its own unique identification number. **Required**.
seName	char(100)	Special event Name. **Required.**
seDate	date not null	Special event Date. **Required.**
seLocation	char(100)	Special event Location. **Required.**
seAddress1	char(50)	Special event Address Line 1. **Required.**
seAddress2	char(50)	Special event Address Line 2. **Optional.**
seCity	char(30)	Special event City. **Required.**
seState	char(2)	Special event State. **Required.**
seZip	char(10)	Special event Zip. **Required.**
seAdmissionPrice	money not null	**Required**
seNoOfAttendance		No of Attendees of the Event. **Required**.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 37 of 44

seDescription	char(100)	Description of the Special event. **Required.**
seAnonymousContributions	money not null	Aggregate amount received during event. **Required.**
seExpenditures	money not null	Made in relation to Special Event **Required.**
AmendFlag	char(10)	Values can be **A** for Amend or **U** for Update. **Required** to enter only when data is needed to modified.
DeleteFlag	char(10)	Value can be **D** when required to Delete the record. **Required** only when data is needed to be deleted.

SPECIAL EVENT NOTES

If there are no special events leave the specialEvent Worksheet blank.

AmendFlag - Values can be **A** for **Amend** or **U** for **Update**. **Required** to enter only when data is needed to modified.

DeleteFlag - Value can be **D** when required to **Delete** the record. **Required** only when data is needed to be deleted.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 38 of 44

CODE TABLES

COMMON TABLES

The following import codes should be used where applicable.

Election Type

Code	Import Code
General	G
Primary	P
Special	S

Prefix

Code	Import Code
Ms.	MS
Mrs.	MRS
Mr.	MR
Dr.	DR

Suffix

Code	Import Code
Jr.	JR
Sr.	SR
II	II
III	III
IV	IV

The following import codes should be used where applicable in the specified worksheets.

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 39 of 44

THE CONTRIBUTION WORKSHEET

cbContributionType (type of contribution)

Code	Import Code
Monetary	MOI
Anonymous	ANO
In-Kind	IKD

Note: **cbContributionType**(s) are valid for Candidate/Officeholder, Political Committee and Independent Committee.

cbContributionCode (type of contributor)

Type of Contributor	Import Code
Individual	IND
Political Committee	COM
Other (e.g., business entity)	OTH
Lobbying Organization	LOB

THE EXPENDITURE WORKSHEET

exPayeeType (type of payee)

Payee Type	Import Code
Committee	CMT
Candidate/Officeholder	SELF
Individual	IND
Other (e.g., business entity)	OTH

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 40 of 44

exPaymentCode (Description of Payment)

Payment Code/Description	Code
campaign paraphernalia/misc	CMP
campaign consultants	CNS
contribution (explain nonmonetary)*	CTB
civic donations	CVC
candidate filing/ballot fees	FIL
fundraising events	FND
independent expenditure supporting/opposing others (explain)*	IND
legal defense	LEG
campaign literature and mailings	LIT
member communications	MBR
meetings and appearances	MTG
office expenses	OFC
petition circulating	PET
phone banks	PHO
polling and survey research	POL
postage, delivery and messenger services	POS
professional services (legal, accounting)	PRO
print ads	PRT
radio airtime and production costs	RAD
returned contributions	RFD
campaign workers' salaries	SAL
t.v. or cable airtime and production costs	TEL
candidate travel, lodging, and meals	TRC
staff/spouse travel, lodging, and meals	TRS
transfer between committees of the same candidate/sponsor	TSF
voter registration	VOT
information technology costs (internet, e-mail)	WEB

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 41 of 44

The <u>independentExpenditure</u> Worksheet

iePayeeType (Payee Type)

Payee Type	Import Code
Committee	CMT
Other (e.g., business entity)	OTH
Individual	IND

ieExpenditureType (Expenditure Type)

Independent Expenditure Type	Import Code
Itemized Independent Expenditure	IIE

donorType (Type of Donor)

Donor Type	Import Code
Individual	IND
Entity	ENT

The <u>loanReceived</u> Worksheet

Note: **lnRecContributorType**(s) are valid for Candidate/Officeholder, General Purpose Committee, Legal Defense Committee and Primarily Formed Committee.

lnRecContributorCode (Contributor Code)

Type of Contributor	Import Code
Candidate/Officeholder	SELF
Individual	IND
Political Committee	COM
Other (e.g., business entity)	OTH

HOW TO OBTAIN CBORGID

From the Import Manager page, click on the arrow which displays the label "Download Template". Click on the link "**Export Organizations**". Clicking on this link will open an excel spread sheet of all the active Candidates and Committees with their OrgID. This list should be used to look up values for the following columns or elements:

- "cbOrgID" in the "contribution" worksheet or element
- "exOrgID" in the "expenditure" worksheet or element
- "ieOrgID" in the "independentExpenditure" worksheet or element
- "lnRecOrgID" in the "loanReceived" worksheet or element

HOW TO OBTAIN BUSINESS TYPE

From the Import Manager page, click on the download icon and click the menu "**Export Business Codes**". Clicking on this link will open an excel spread sheet of all the active Business type codes from the application. This list should be used to look up values for the following columns or elements:

- "cbBusinessType" in the "contribution" worksheet or element

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 43 of 44

- "exBusinessType" in the "expenditure" worksheet or element
- "ieBusinessType" in the "independentExpenditure" worksheet or element
- "lnRecBusinessType" in the "loanReceived" worksheet or element

User can enter their own Business description by providing value "OTHER" in any of the mentioned columns and enter desired business description in of the fields based on respective business type column:

- "cbBusinessTypeOther" in the "contribution" worksheet or element
- "exBusinessTypeOther" in the "expenditure" worksheet or element
- "ieBusinessTypeOther" in the "independentExpenditure" worksheet or element
- "lnRecBusinessTypeOther" in the "loanReceived" worksheet or element

HOW TO OBTAIN OCCUPATION TYPE

From the Import Manager page, click on the download icon and click the menu "**Export Occupation Codes**". Clicking on this link will open an excel spread sheet of all the active Business type codes from the application. This list should be used to look up values for the following columns or elements:

- "cbOccupation" in the "contribution" worksheet or element
- "exOccupation" in the "expenditure" worksheet or element
- "ieOccupation" in the "independentExpenditure" worksheet or element
- "lnRecOccupation" in the "loanReceived" worksheet or element

User can enter their own Business description by providing value "OTHER" in any of the mentioned columns and enter desired business description in of the fields based on respective business type column:

- "cbOccupationOther" in the "contribution" worksheet or element
- "exOccupationOther" in the "expenditure" worksheet or element
- "ieOccupationOther" in the "independentExpenditure" worksheet or element
- "lnRecOccupationOther" in the "loanReceived" worksheet or element

New Mexico Campaign Finance System.
XML Reporting. V 6.0

Page 44 of 44