

**Alabama Campaign Finance System  
Electronic Data Interchange  
XML Reporting Specification**

**Version 5.1**

**Dated 06/12/2017**

**Alabama Secretary of State**

**Effective  
May 1, 2013**

# History of Changes

Version	Date	Description of Change
1.0	05/01/2013	Original release of Alabama EDI XML reporting specifications.
2.0	06/03/2013	Updated the reReceiptType code table ledgend
3.0	06/18/2013	Updated element Names <receipt> name/address, InGuarantor & exGroupBusinessName.
4.0	08/19/2013	Added exPayee Types Lending Institution, PAC & Other PAC to PAC Contributions & Receipts are not valid. PAC to PAC Expenditures are not valid. Candidate Expenditure to a PAC is not valid. Added new exPurpose of Charitable Contribution valid for Principal Campaign Committees only.
5.0	1/29/2015	Added additional information to Contribution, Receipt and Expenditure Notes Sections. Re: Requirments for "Non-Itemized" entries
5.1	6/12/2017	Added two (2) new expenditure types, Itemized Line of Credit Expenditure and Non-Itemized Line of Credit Expenditure and one (1) new Purpose of Expenditure, Interest.

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## **Overview**

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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 Alabama Secretary of State. This document is written for committees and vendors who wish to create an XML data file to allow submission of contribution and expenditure data electronically with the Secretary of State without having to re-type the information into the Alabama Campaign Finance web application. EDI is used for ADDING transactions only. Updates and Deletes of transactions must be completed using the Alabama FPCA web application.

With each of the line items submitted (contributions, receipts, loan guarantors, expenditures, etc.), 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 unique ID in your system and the value must be unique 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 encouraged to use a similar type of unique identifier for your contributors and expenditure payees. This will enable the systems data validation process to be more accurate and ultimately be more helpful to you.

## **Imported Files**

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### **What does the import file contain?**

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

### **When can files be imported?**

These items (your contributions, receipts and expenditures, etc.) can be submitted at any time during your current reporting period. You may choose to submit all at one time, or submit items periodically during your current reporting period. **NOTE: Items submitted (imported), but not yet filed, are only viewable by the committee submitting the items and the Secretary of State's campaign finance staff. The items are not viewable by the public until filed by your committee.**

### **How do the reported items get filed?**

When you are ready to file the report for a reporting period, the committee agent or candidate will need to log into the Alabama Campaign Finance Reporting system and select the Filings tab. The system will create your report dynamically and calculate all totals based on the items you have submitted electronically and/or entered online. You will be able to preview the report before final submission.

### **What is the format of the import file?**

An import file may contain any combination of contributions, receipts and expenditures. 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 not been included on a filed report.

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

## **Data Types**

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This section describes the data types acceptable to the Alabama Campaign Finance Reporting 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: to allow for special characters in text please surround character data with the <![CDATA[ tag.
- Integer. Only digits are allowed in this type of field.
- Date. Please format all user entered dates as CCYY-MM-DD.
- DateTime. Please format all user entered datetimes as CCYY-MM-DDThh: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.

- **MoneyIncludeZero.** This is the same as the money data type, except that 0.00 is allowed.
- **Decimal.** Behaves like the money data type, but the number of digits to the right of the decimal may be more than two. Example: interest rate in the LOAN element. 4.5 % should be entered as 4.5. A rate of 6 and 7/8% would be entered as 6.875.

## **File Naming**

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

## **File Elements / Occurrences**

### **Overview**

The main sections or elements of the XML document are:

<b>Import File Schema Elements</b>	<b>Occurs</b>
<i>Control</i> – 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.	1
<i>Contribution</i> - Contains contributions and or donations	0 to many
<i>Receipts</i> - Contains other receipts	0 to many
<i>Expenditure</i> - Contains expenditures	0 to many

**In the following 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.

### The <control> Element.

Element or Attribute Name	Format	Description
committeeld	char(11) not null	This is your committee ID assigned by the SOS. This Committee ID must match the committee that is logged into the Alabama Campaign Finance system at the time the upload is submitted. Required.
committeeName	char(100) not null	Committee full name. Required.
fileCreateDateTime	dateTime not null	Date file was created, time in 24 hour notation. Format CCYY-MM-DDThh:mm:ss. Required.
description	char(100) not null	Description of this upload file. Required.  The description is used to identify the upload file in the email confirmation back to the filer, as well as on the Alabama Campaign Finance system Imported File History page. It can be any text meaningful to you to help identify an individual upload file.
contribution	[complex type element]	zero to many occurrences
receipts	[complex type element]	zero to many occurrences
expenditure	[complex type element]	zero to many occurrences

### 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.**

Element or Attribute Name	Format	Description
contributionId	char(30) not null	This is your committee's unique external reference ID for this contribution record. Each contribution record must have its own unique identification number. Required.
cbContributionType	char(2) not null	See Code Table section for valid values. 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.
cbAccountNumber	char(50)	Optional account or reference number for your committee's use only.
cbInKindNature	char(2) not null	See Code Table section for valid values. Required.
cbContributorId	char(30)	This is your committee's optional external ID for the contributor. It is <b>highly recommended</b> you use this to uniquely identify your contributors. The external ID you assign this contributor will be used each time this contributor contributes to your committee. This will reduce the possibility of having duplicate contributor records for the same contributor. <i>If a contributor (payor) also happens to be a source (payor) on any receipt records or a payee on any expenditures records, you should use the same ID for all instances.</i>
cbContributionSource	char(2) not null	See Code Table section for valid values. Required
cbReturn	char(1)	Optional Blank or 0 = No 1 = Yes (this item is a "Return")
cbOrgName	char(100)	The Organization name if the contributor is not an individual. Required if the contribution is not from an individual.
cbFirstName	char(100)	The contributor's first name if the contributor is an individual. See Notes for when required.



Element or Attribute Name	Format	Description
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(02)	See Code Table section for valid values Optional.
cbAddress	char(50)	Contributor's address. See Notes for when required.
cbCity	char(30)	Contributor's city. See Notes for when required.
cbState	char(2)	Contributor's state abbreviation. See Notes for when required.
cbZip	char(5)	Contributor's zip. See Notes for when required.

#### CONTRIBUTION NOTES:

**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 (payor) also happens to be a source (payor) on any receipt records or a payee on any expenditures records, you should use the same ID in all instances.* This will reduce the chance that duplicate contact records (payor/payee) will be created.

#### **cbFirstName, cbLastName, cbAddress1, cbCity, cbState and cbZip:**

Any single contribution over \$100.00 must be itemized. When the cbContributionType is Cash (Itemized) or In-Kind (Itemized) the contributor's name and address must be provided.

**cbContributionSource – PAC to PAC contributions are not valid.**

#### **Non-Itemized Contributions:**

When cbContributionType = 02 Cash (Non-Itemized), 03 Non-Itemized Employee Payroll Contribution, or 05 In-Kind (Non-Itemized) the only data required is cbContributionID, cbContributionType, cbDate, and cbAmount. All other data if entered will be ignored.

**The <receipt> Element.**

Element or Attribute Name	Format	Description
receiptId	char(30) not null	This is your committee's unique external reference ID for this receipt record. Each receipt record must have its own unique identification number. Required.
reReceiptType	char(2) not null	See Code Table section for valid values. Required.
reDate	date not null	Receipt date – date committee received the receipt. Required
reAmount	money not null	Receipt amount. Must be a valid dollar amount greater than 0.00. Required.
reAccountNumber	char(50)	Optional account or reference number for your committee's use only.
reReceiptSource	char(2) not null	See Code Table section for valid values. Required.
reSourceId	char(30)	This is your committee's optional external ID for the receipt source. It is <b>highly recommended</b> you use this to uniquely identify your payors. The external ID you assign this payor will be used each time this payor contributes to your committee. This will reduce the possibility of having duplicate payor records for the same payor. <i><u>If a receipt source (payor) also happens to be a contributor (payor) on any contribution records or a payee on any expenditure records, you should use the same ID for all instances.</u></i>
reOrgName	char(100)	The Organization name if the payor is not an individual. Required if the contribution is not from an individual.
reSourceFName	char(100)	The payor's first name if the payor is an individual. See Notes for when required.
reSourceMName	char(100)	The payor's middle name if the payor is an individual. Optional
reSourceLName	char(100)	The payor's last name if the payor is an individual. See Notes for when required.
reSourceNameSuffix	char(02)	See Code Table section for valid values. Optional.
reSourceAddress	char(50)	Payor's address. See Notes for when required.

Element or Attribute Name	Format	Description
reSourceCity	char(30)	Payor's city. See Notes for when required.
reResourceState	char(2)	Payor's state abbreviation. See Notes for when required.
reSourceZip	char(5)	Payor's zip. See Notes for when required.
InGuarantor	[ <i>complex type element</i> ]	Loan guarantor(s) Optional if reReceiptType = 07 Loan.
InGuarantorFullName	char(150) not null	Guarantor's name. Optional.
InGuarantorFullAddress	char(50) not null	Guarantor's address line . Optional.
InGuarantorAmount	money not null	Amount guaranteed by the guarantor. Optional.

## RECEIPT NOTES:

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

**reSourceFName, reSourceLName, reSourceaddress, reSourceCity, reSourcestate and reSourceZip:** Total receipts from a single source that exceed \$100.00 must be itemized. When the reReceiptType is Interest, Loan or Other (Itemized) the payor's name and address must be provided.

**InGuarantor:** This is a required field if the reReceiptType = 07 Loan. Maximum of three (3) InGuarantors per receipt.

**reReceiptSource – PAC to PAC receipts are not valid.**

### Non-Itemized Receipts:

When reReceiptType = 09 Other (Non-Itemized), the only data required is receiptId, reReceiptType, reDate, and reAmount. All other data if entered will be ignored.

**The <expenditure> Element.**

Element or Attribute Name	Format	Description
expenditureId	char(30) not null	This is your unique external reference ID for this expenditure record. Each expenditure record must have its own unique identification number. Required.
exExpenditureType	char(2) not null	See Code Table section for valid values. Required.
exPurpose	Char(2) not null	See CodeTable section for valid values. Required.
exDate	date not null	Expenditure date – date expenditure was made or obligated. Required.
exAmount	money not null	Expenditure amount. Must be a valid dollar amount greater than 0.00. Required.
exAccountNumber	char(50)	Optional account or reference number for your use only.
exExplanationOther	char(100)	Required if exExpenditurePurpose = 10 - Other
exPayeeId	char(30)	Your optional external ID for the payee. It is <b>highly recommended</b> you use this to uniquely identify your payees. The external ID you assign this payee should be used each time this payee is used. <i>If a payee also happens to be a contributor (payor) on any contribution records or a source (payor) on any receipt records you should use the same ID in all instances.</i> See Note section.
exPayeeType	char(2) not null	See Code Table section for valid values. Required.
exGroupBusinessName	char(100)	Required if the expenditure is paid to a Group or Business and expenditure is “Itemized”.
exFirstName	char(100)	Required if the expenditure is paid to an individual, not a group or business. Otherwise leave this blank. This is the payee’s first name.
exMiddleName	char(100)	The payee’s middle name if the expenditure is paid to an individual. Optional.

Element or Attribute Name	Format	Description
exLastName	char(100)	Required if the expenditure is paid to an individual, not a group or business. Otherwise leave this blank. This is the payee's last name.
exNameSuffix	char(02)	See Code Table section for valid values. Optional.
exAddress	char(50)	Payee address line . Required.
exCity	char(30)	Payee's city. Required.
exState	char(2)	Payee's state abbreviation. Required.
exZip	char(5)	Payee's zip. Required.

#### EXPENDITURE NOTES:

**exPayeeId:** This is your external reference ID for the payee. This is optional but **highly recommended** to uniquely identify your payees. *If a payee also happens to be a contributor (payor) on any contribution records or a source (payor) on any receipt records, you should use the same ID in all instances.* This will reduce the chance that duplicate contact records (payor/payee) will be created.

**exPayeeType: PAC to PAC expenditures are not valid.**

**exPayeeType: Committee to PAC expenditures are not valid.**

#### Non-Itemized Expenditures:

When exExpenditureType = 02 Non-Itemized, or 04 Non-Itemized Line of Credit Expenditure the only data required is expenditureId, exExpenditureType, exPurpose, exDate, and exAmount. If exPurpose = Other, then exExplanationOther is also required.

#### exPurpose:

**Loan Repayment (07)** only valid for **exExpenditureType(s)** Itemized (01) and Non-Itemized (02).

**Interest (12)** only valid for **exExpenditureType(s)** Itemized Line of Credit Expenditure (03) and Non-Itemized Line of Credit Expenditure (04).

## **Code Tables**

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The following import codes should be used where applicable with the XML.

### **Contributions**

#### **cbContributionType (type of contribution)**

<b>Code</b>	<b>Import Code</b>
Cash (Itemized)	01
Cash (Non-Itemized)	02
Non-Itemized Employee Payroll Contribution	03
In-Kind (Itemized)	04
In-Kind (Non-Itemized)	05

#### **cbInKindNature (nature of in-kind contribution)**

<b>Code</b>	<b>Import Code</b>
Administrative	01
Advertising	02
Consultant/Polling	03
Equipment	04
Food	05
Rent	06
Transportation	07
Other	08

#### **cbContributorSource (Source of contribution)**

<b>Code</b>	<b>Import Code</b>
Individual	01
Group/Business or Corporation	02
<i>Not used</i>	03
PAC (Valid for Principal Campaign Committees only) PAC to PAC Contributions are not valid	04
Other	05

#### **cbReturn**

<b>Code</b>	<b>Import Code</b>
No	0
Yes (This contribution is a "Return")	1

**cbNameSuffix**

Code	Import Code
JR	01
SR	02
II	03
III	04
IV	05

**Receipts****reReceiptType (type of receipt)**

Code	Import Code
Interest	06
Loan	07
Other (Itemized)	08
Other ( Non-Itemized)	09

**reReceiptSource (source of receipt)**

Code	Import Code
Individual	01
Group/Business or Corporation	02
Lending Institution	03
PAC (Valid for Principal Campaign Committees only) PAC to PAC Receipts are not valid.	04
Other	05

**reSourceName Suffix**

Code	Import Code
JR	01
SR	02
II	03
III	04
IV	05

## **Expenditures**

### **exExpenditureType (expenditure disbursement type)**

<b>Code</b>	<b>Import Code</b>
Itemized	01
Non-Itemized	02
Itemized Line of Credit Expenditure	03
Non-Itemized Line of Credit Expenditure	04

### **exPurpose (purpose of expenditure)**

<b>Code</b>	<b>Import Code</b>
Administrative	01
Advertising	02
Consultants/Polling	03
Contribution (Valid for PAC's only)	04
Food	05
Fundraising	06
Loan Repayment ( <i>Valid for exExpenditureType of Itemized (01) and Non-Itemized (02) only</i> )	07
Lodging	08
Transportation	09
Other	10
Charitable Contribution (Valid for Principal Campaign Committees only)	11
Interest ( <i>Valid for exExpenditureType of Itemized Line of Credit Expenditure (03) and Non-Itemized Line of Credit Expenditure (04) only</i> )	12

### **exPayeeType (expenditure payee type)**

<b>Code</b>	<b>Import Code</b>
Individual	01
Group/Business or Corporation	02
Lending Institution	03
<i>Not Used</i>	<i>04</i>
Other	05

### **exNameSuffix (expenditure payee name suffix)**

<b>Code</b>	<b>Import Code</b>
JR	01
SR	02
II	03
III	04
IV	05