

Data Entry Checklist

Use this checklist as a resource for entering RPAC receipts into Aristotle 360

Data Entry Checklist	
Steps	Did You Prepare...
1. Identify and review all contributions to be entered	☐
2. Pull ACH Report from E-Commerce	☐
3. Identify webform receipts from auto batch ending in _AI_(state code)	☐
4. Prepare Import Spreadsheet from non investment-webform contributions received	☐
5. Import your RPAC or PAF receipts to Aristotle 360	☐
6. Correct any exceptions using Quick Entry	☐
7. Run the Major Investor Batch Process on batches	☐
8. Vet and transfer batches using the Vetting and Transfer tool	☐
9. If applicable, handle NAR Direct/Reverse-Vet Batches	☐
10. Run any reports needed for documentation	☐
11. Physically send funds to NAR for split RPAC investments through NAR's e-commerce, making sure to reference the batch name	☐

Best Practices

- Do not include Aristotle investment form receipts in your import spreadsheet
- Complete RPAC data entry at least once per week or twice depending on the volume of receipts for your state
- Run the major investor batch process to handle major investors separately from all other RPAC investments