

VETTING AND TRANSFER TOOL

Vetting and Transfer Tool

To use the Vetting and Transfer Tool (VTT), open the batch it is to be used on. Batches are found by going to File > Batches. Then select the filing committee and choose the batch you wish to vet and transfer.

The VTT creates a transfer on behalf of your state PAC to NAR. The VTT defaults to the standard split of 70/30 – 70% to stay with your state PAC and 30% to be transferred to NAR.

Important: The VTT does NOT send the actual funds from your bank to NAR.

These instructions will cover No VTT needed, Hard Dollar VTT, Soft Dollar VTT, and VTT of a refund.

No VTT Needed – Close Only

If you have a batch that does not need to be split with NAR, you do not need to complete the VTT. You can simply use it to verify that the vetting conditions are met and then close the batch by entering a close date and clicking Save Changes.

Batch: 39OR10202022RPACOctOnline

The screenshot displays the Vetting and Transfer Tool (VTT) interface for a specific batch. At the top, there are four buttons: 'Add New Batch', 'Print', 'Save Changes' (highlighted with a red box), and 'Close/Cancel'. Below these buttons is the 'Basic Information' section, which contains the following fields:

- Batch Name: 39OR10202022RPACOctOnline
- Open Date: 10/17/2022
- Close Date: 10/28/2022 (highlighted with a red box)
- Receipt Target (\$): 0.00
- Disburs. Target (\$): 0.00
- Receipts Entered: \$ 700.00
- Disburs. Entered: \$ 0.00

A red message at the bottom left of the 'Basic Information' section states: '+ Amount is different than total amount from the transaction'. A 'Vetting and Transfer Tool' button is located at the bottom right of the 'Basic Information' section. Below the 'Basic Information' section are three expandable sections: 'Transaction Defaults', 'Receipts', and 'Disbursements', each with a '(Click to Expand\Hide)' link.

Hard Dollar VTT

For hard dollar batches, start by opening the batch, then clicking on Vetting and Transfer Tool.

Batch: 43SC11022022RPAC

Add New Batch Print Save Changes Close/Cancel

Basic Information

Batch Name: 43SC11022022RPAC

Open Date: 11/2/2022

Close Date:

Receipt Target (\$): 0.00 +

Disburs. Target (\$): 0.00

Receipts Entered: \$ 11,444.00

Disburs. Entered: \$ 0.00

+ Amount is different than total amount from the transaction

Reset Transactions

Vetting and Transfer Tool

Transaction Defaults (Click to Expand\Hide)

Receipts (Click to Expand\Hide)

Disbursements (Click to Expand\Hide)

Ensure all of the Vetting Conditions are checked. Per FEC regulations, all of these conditions must be met to transfer money to NAR.

For Account, choose Holding-Hard because this is a hard dollar batch.

Note that the Retained and Transferred amounts are defaulted to 70/30. You can change these percentages if you choose.

Click Vet.

Vet and Transfer Tool

Vetting Conditions

☒ Create Transfer

☒ Check Limit

☒ Check Solicitable Class

☒ Check Address, Occupation, Employer

☒ Check Time Limit

Back

OUT-GOING TRANSACTIONS

\$0 Offset: ☐ Create \$0 Offset ☒ Regular Offset

Reported As: ☒ Receipts ☐ Disbursements

Retained: 70 %

Transferred: 30 %

Receipt Type: Internal Receipt

SubType: Offset

DESTINATION RECEIPTS

Transfer Date: 11/04/2022

Filing Committee: National Association of Reg

Account: Holding-Hard

Vet

Important: If you are in a state where your compliance authority requires you to report only the 70% that remains in your committee, you will need to change the \$0 Offset option from Regular Offset to Create \$0 Offset. Selecting this option will change the original transaction to 70% of the original amount, send 30% to NAR, and create a \$0 offset transaction for your records. Example: If you choose this option and the receipt is for \$100, a \$70 original transaction will be created along with \$30 to NAR, and \$0 offset. The \$70 will pull to your compliance report. Again, **this is ONLY for specific states with this compliance requirement.**

Vet and Transfer Tool

Vetting Conditions

- ☒ Create Transfer
- ☒ Check Limit
- ☒ Check Solicitable Class
- ☒ Check Address, Occupation, Employer
- ☒ Check Time Limit

OUT-GOING TRANSACTIONS

\$0 Offset: ☒ Create \$0 Offset ☐ Regular Offset

Reported As: ☒ Receipts ☐ Disbursements

Retained: 70 %

Transferred: 30 %

Receipt Type: Internal Receipt

SubType: Offset

DESTINATION RECEIPTS

Transfer Date: 11/04/2022

Filing Committee: National Association of Reg

Account: Holding-Hard

Vet

After you click vet, you will see the list of your transactions from the batch as they will be split. This is a review only screen, nothing has been processed yet.

This is also where you will verify that there aren't any exceptions. You cannot send money to NAR if there is a vetting exception. The exceptions must be addressed. You can move them into another batch while you address/correct the issue, or you can click Exclude All Exceptions to process the batch without those transactions.

The exceptions are shown to the right of the receipt information. There is a legend at the bottom of the screen that explains each exception icon.

To check for exceptions, check Show exceptions only and click search. This will populate only those with exceptions.

Vet and Transfer Tool

Filter Transactions

Source ID:

Last Name:

Date:

Amount From:

Select a Committee: All Filing Committees

First name:

To:

To:

☒ Show exceptions only

Back

Search

Transactions

Reset

Refresh List

Exclude All Exceptions

Sort by: NRDSID

Ex. First Name	Last Name	NRDS ID
No results found.		

- Legend:**
-  **Exceeding Contribution Limit**
 -  **Address Expected**
 -  **Occupation Expected**
 -  **Employer Expected**
 -  **Not solicitable Class**
 -  **State Time Limit Exceeded**
 -  **Federal Time Limit Exceeded**

To review all transactions again, uncheck Show exceptions only and click search.

If you need to make any changes to the amount being split to NAR, you can. This is common when processing accelerated recognition for Major Investors. You can change the amount being sent to NAR as long as it doesn't exceed the amount of the receipt. To make changes, click into the box and type the new amount to be sent. Then click out of the box. The new split amount will be shown.

Click Process to proceed with creating the transfers.

Ex. First Name	Last Name	NRDS ID
☐ Tabatha	Amodio	746501080
AmountDate	Contrib. Date	Committee
\$30.0010/25/2022	10/25/2022	SC REALTORS Political Action Commi...
(\$9.00)11/4/2022	10/25/2022	SC REALTORS Political Action Commi...
\$9.00 11/4/2022	10/25/2022	National Association of Realtors Poli...
Account	Exceptions	
SC-Checking		
SC-Checking		
Holding-Hard		
☐ Meghan	Ketterman	747006940
AmountDate	Contrib. Date	Committee
\$60.0010/27/2022	10/25/2022	SC REALTORS Political Action Commi...
(\$18.00)11/4/2022	10/25/2022	SC REALTORS Political Action Commi...
\$18.00 11/4/2022	10/25/2022	National Association of Realtors Poli...
Account	Exceptions	
SC-Checking		
SC-Checking		
Holding-Hard		
☐ Leigh	Garlington	747502238
AmountDate	Contrib. Date	Committee
\$25.0010/25/2022	10/25/2022	SC REALTORS Political Action Commi...
(\$7.50)11/4/2022	10/25/2022	SC REALTORS Political Action Commi...
\$7.50 11/4/2022	10/25/2022	National Association of Realtors Poli...
Account	Exceptions	
SC-Checking		
SC-Checking		
Holding-Hard		
☐ Gene	Garlington	747502465
AmountDate	Contrib. Date	Committee
\$25.0010/25/2022	10/25/2022	SC REALTORS Political Action Commi...
(\$7.50)11/4/2022	10/25/2022	SC REALTORS Political Action Commi...
\$7.50 11/4/2022	10/25/2022	National Association of Realtors Poli...
Account	Exceptions	
SC-Checking		
SC-Checking		
Holding-Hard		
☐ Robert	Woodul	748001119
AmountDate	Contrib. Date	Committee
\$650.0010/27/2022	10/25/2022	SC REALTORS Political Action Commi...
(\$195.00)11/4/2022	10/25/2022	SC REALTORS Political Action Commi...
\$195.00 11/4/2022	10/25/2022	National Association of Realtors Poli...
Account	Exceptions	
SC-Checking		
SC-Checking		
Holding-Hard		

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114 records found.

Process

If you are sure you would like to proceed, click OK when you receive the popup.

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Are you sure you want to process this batch?

OK

Cancel

You will receive a printable version of the confirmation. You can print it for your records. This snapshot provides information such as the batch name, if it was a hard or soft dollar transfer, the total amount retained with your state PAC, and the amount being transferred to NAR. Remember, this is not actually sending money from your account to NAR. You will still need to process the money transfer.

Transfer completed successfully!

VTT executed by: Jillian.Ruize

Run timestamp: 11/2/2022 7:08:32 PM

Batch name: 43SC11022022RPAC

Source committee: SC REALTORS Political Action Committee

Destination Committee: National Association of Realtors Political Action Committee

Destination Account: Holding-Hard

Total created records: 76

Total transfers to destination: 38

Total retained: \$8067.80

Total transferred: \$3376.20

Print and Close

The batch is now closed. You can find it under closed batches.

Batches

Batches help you group your related transactions to ensure data-entry accuracy.

Filing Committee: SC REALTORS Political Action Committee Go to Committee

Batch Name: From: 10/6/2022

ID Number: To: 11/6/2022

☐ Open ☒ Closed ☐ All ☐ Include Empty Batches

Print Reset Search Batches

Soft Dollar Batch

For soft dollar batches, start by opening the batch, then clicking on Vetting and Transfer Tool.

Batch: 43SC11022022PAF

Add New Batch Print Save Changes Close/Cancel

Basic Information

Batch Name: 43SC11022022PAF

Open Date: 11/2/2022

Close Date:

Receipt Target (\$): 0.00 +

Disburs. Target (\$): 0.00

Receipts Entered: \$ 1,035.00

Disburs. Entered: \$ 0.00

+ Amount is different than total amount from the transaction

Reset Transactions

Vetting and Transfer Tool

Transaction Defaults (Click to Expand\Hide)

Receipts (Click to Expand\Hide)

Disbursements (Click to Expand\Hide)

Uncheck all boxes except Create Transfer.

For Account, choose Holding-Soft because this is a soft dollar batch.

Note that the Retained and Transferred amounts are defaulted to 70/30. You can change these percentages if you choose.

Vet and Transfer Tool

Vetting Conditions

☒ Create Transfer Back

☐ Check Limit

☐ Check Solicitable Class

☐ Check Address, Occupation, Employer

☐ Check Time Limit

OUT-GOING TRANSACTIONS

\$0 Offset: ☐ Create \$0 Offset ☒ Regular Offset

Reported As: ☒ Receipts ☐ Disbursements

Retained: 70 %

Transferred: 30 %

Receipt Type: Internal Receipt

SubType: Offset

DESTINATION RECEIPTS

Transfer Date: 11/04/2022

Filing Committee: National Association of Reg

Account: Holding-Soft

Vet

After you click vet, you will see the list of your transactions from the batch as they will be split. This is a review only screen, nothing has been processed yet.

If you need to make any changes to the amount being split to NAR, you can. This is common when processing accelerated recognition for Major Investors. You can change the amount being sent to NAR as long as it doesn't exceed the amount of the receipt. To make changes, click into the box and type the new amount to be sent. Then click out of the box. The new split amount will be shown.

Click Process to proceed with creating the transfers.

Ex. First Name		Last Name		NRDS ID	
J. Greg		Hendrick		750001812	
Amount	Date	Contrib. Date	Committee	Account	Exceptions
\$1,000.00	10/24/2022	10/24/2022	SC REALTORS Political Action Commi...	SC-Checking	
(\$300.00)	11/4/2022	10/24/2022	SC REALTORS Political Action Commi...	SC-Checking	
\$300.00	11/4/2022	10/24/2022	National Association of Realtors Poli...	Holding-Soft	
Caroline		Mahaffey		752001875	
Amount	Date	Contrib. Date	Committee	Account	Exceptions
\$35.00	10/28/2022	10/28/2022	SC REALTORS Political Action Commi...	SC-Checking	
(\$10.50)	11/4/2022	10/28/2022	SC REALTORS Political Action Commi...	SC-Checking	
\$10.50	11/4/2022	10/28/2022	National Association of Realtors Poli...	Holding-Soft	



6 records found.

Process

If you are sure you would like to proceed, click OK when you receive the popup.

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Are you sure you want to process this batch?



You will receive a printable version of the confirmation. You can print it for your records. This snapshot provides information such as the batch name, if it was a hard or soft dollar transfer, the total amount retained with your state PAC, and the amount being transferred to NAR. Remember, this is not actually sending money from your account to NAR. You will still need to process the money transfer.

Transfer completed successfully!

VTT executed by:	Jillian.Ruize
Run timestamp:	11/2/2022 7:29:37 PM
Batch name:	43SC11022022PAF
Source committee:	SC REALTORS Political Action Committee
Destination Committee:	National Association of Realtors Political Action Committee
Destination Account:	Holding-Soft
Total created records:	4
Total transfers to destination:	2
Total retained:	\$724.50
Total transferred:	\$310.50

Print and Close

VTT with a Refund

If you process a refund and need to get money back from NAR, you will run the negative receipt through the same VTT process. If the amount of the NAR split is different than the defaulted 30%, click in the box to change the amount to the amount that was split when the original receipt was processed.

Patricia		Irvin		557501327	
Amount	Date	Contrib. Date	Committee	Account	Exceptions
\$25.00	10/26/2022	10/26/2022	SC REALTORS Political Action Commi...	SC-Checking	
(\$7.50)	11/4/2022	10/26/2022	SC REALTORS Political Action Commi...	SC-Checking	
\$7.50	11/4/2022	10/26/2022	National Association of Realtors Poli...	Holding-Hard	

Kimberlie		Ray		746500152	
Amount	Date	Contrib. Date	Committee	Account	Exceptions
(\$80.00)	10/24/2022	10/24/2022	SC REALTORS Political Action Commi...	SC-Checking	
\$24.00	11/4/2022	10/24/2022	SC REALTORS Political Action Commi...	SC-Checking	
(\$24.00)	11/4/2022	10/24/2022	National Association of Realtors Poli...	Holding-Hard	

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114 records found.

Process