REVERSE VETTING

Reverse Vetting Batches in Aristotle 360

This guide provides the steps to reverse vet batches for contributions that were given direct to NAR and then 70% of the funds were transferred to a state association.

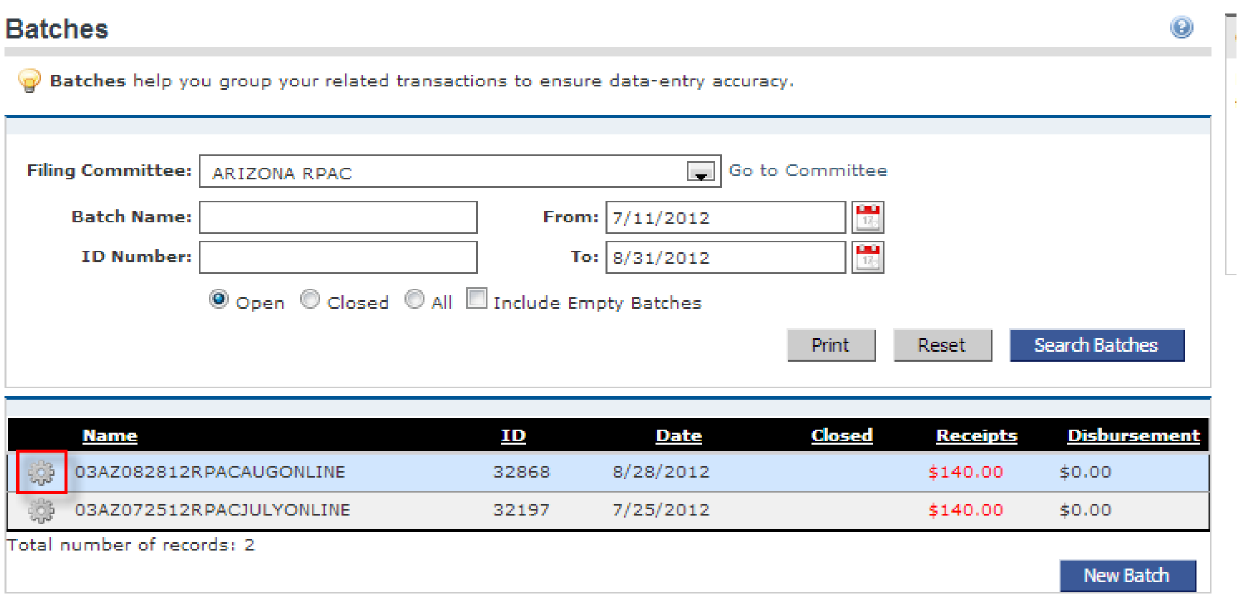
How to Find an Open Batch

1. Go to the Reporting tab, and click **Reporting>Custom Report List**
2. Open the **Open Batch Report**. Once you download the file, look for batches called: *Transfer from NAR*, in the **Account Name** column.

	A	B	C	D
1	Committee Name	Account Name	Batch Name	Batch Date
2	ARIZONA RPAC	AZ	03AZ013113RPAC	2/7/2013 0:00
3	ARIZONA RPAC	AZ	Aristotle Test111111	1/17/2013 0:00
4	ARIZONA RPAC	AZ	00testreceiptbatch	2/8/2013 0:00
5	ARIZONA RPAC	AZ	NAR Individual Receipt Import template CSV	2/6/2013 0:00
6	ARIZONA RPAC	Transfer from NAR	03AZ082812RPACAUGONLINE	8/28/2012 0:00
7	ARIZONA RPAC	Transfer from NAR	03AZ072512RPACJULYONLINE	7/25/2012 0:00
8				
9				

How to Process Reverse Vetted Batches

1. Go to **File>Batches**
2. Select the batch by clicking on the gray spoke.

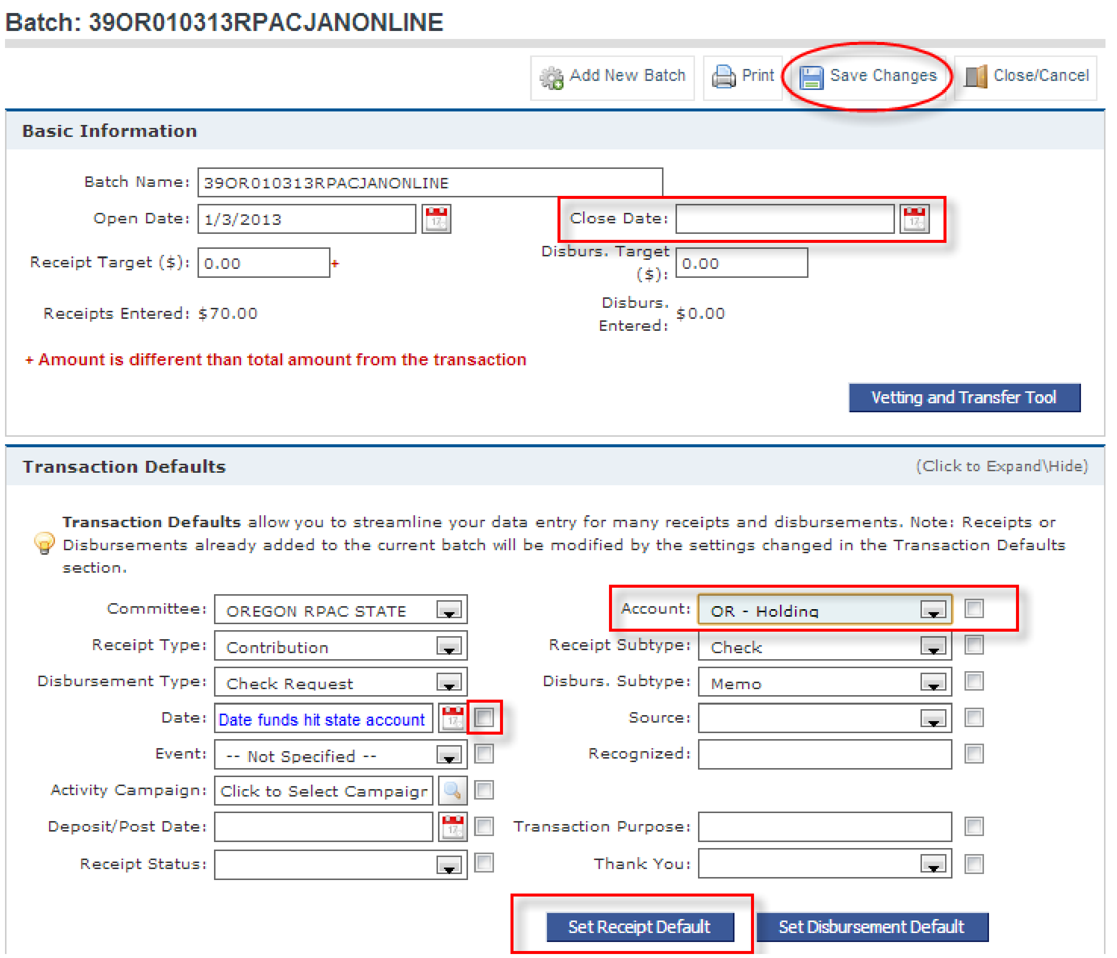


3. Open the **Transaction Defaults** panel.
4. In the left hand column, in the **Date** field, enter the date the funds went into the state's bank account.
5. Check the box next to the **Date** field.
6. Make sure the money is going to the correct account.
    a. If you are making a change to the account, check the box next to the **Account** field.
7. Click **Set Transaction Defaults**.

You are now ready to close the batch.

How to Close a Batch (without using the Vetting and Transfer Tool)

1. Enter a date into the **Close Date** field.
2. Click **Save and Close.**



This batch is closed and the process is complete.