

ENTERING DISBURSEMENTS

Entering Disbursements into Aristotle 360

This guide provides the steps to enter disbursements into Aristotle 360 using the disbursements import or through Quick Entry.

AI360 Disbursements Import

This Import is used to create disbursements in AI360. This import is not used for receipts from individuals, please continue to use the NAR Import under the Custom Reports List to create receipts from your members.

You will need to create a .csv import file for your disbursements that includes the following columns, other columns can also be added at your discretion:

Entity Name

Entity Address 1

Entity Address 2

Entity Address 3

Entity State

Entity City

Entity Zip

Disbursement Date

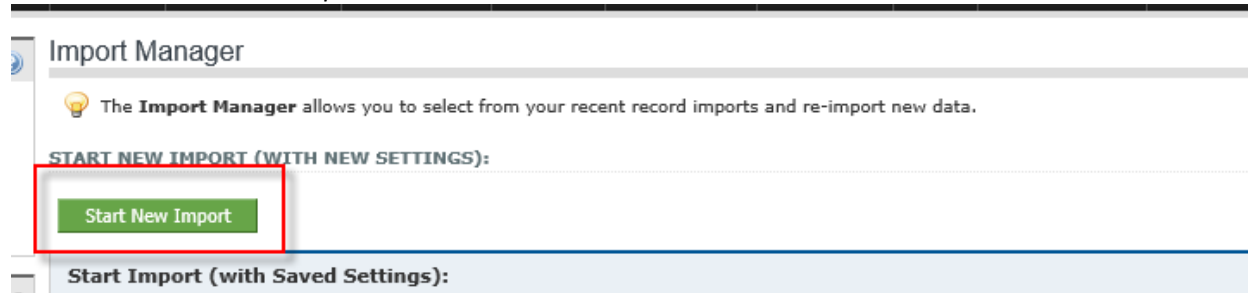
Amount

Check Number (optional)

Purpose (optional, this field will pull to most state compliance reports)

Import:

1. File>Import Manager
2. Click *Start New Import*



3. Browse for your file. Select Committee as the Import Type, if you have a file of disbursements to committees. If you are running a file of disbursements to organizations, select that entity type. For the purposes of this guide, we will focus on committee disbursements. Enter an import title and select your Federated Access, which will be your State Association. Check or un-check the “first row contains column headings” box, as applicable to your import file. Then click “Next”.

Aristotle 360 Import Wizard
 This wizard allows you to import a list of individuals, organizations, committees, transactions and other related records.

STEP 1: SELECT YOUR DATA FILE...
 Select the source file that contains the data you wish to bring in and describe the file and data types.
 - View our [Sample Preformatted Files](#) for examples on how to setup your import file(s). The maximum supported file size for a single import file is 50MB.

Browse....

Source File: Disbursement Template.csv
 (Max File Size: 50MB)

Import Type: Committee

Import Title: CA Disbursement Import

Federated Group:

CA- (2110)
 CA- (2125)
CA: 808
 CO - (2160)
 CO - (2165)

☒ First row contains column headings. (Not valid for .DBF files)

Next

Cancel

- Click "Next" to confirm your file. No action items on this screen

Aristotle 360 - Import Wizard - Google Chrome
<https://nar.ai360.aristotle.com/AI360Import/AI360Import/import.aspx?validateID=910759af-56ef-446c-b7cc->

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STEP 2: CONFIRM YOUR FILE...
 Confirm that your source data is properly formatted, is being accurately interpreted by the import wizard, and that the number of records is accurate.

Import Name: CA Disbursement Import

Source File: Disbursement Template.csv

Source File Type: CSV

Destination Data Type: Committee

Number of Records: 04

FILE PREVIEW:

EntityName	EntityAddress1	EntityAddress2	EntityAddress3	EntityCity	EntityState	EntityZip
Committee to Elect John Smith	890 Macland Rd, #1901			San Diego	CA	92109

FILE OPTIONS:
Start at Line: 1 of 04

Previous

Next

Cancel

- The next step is to direct (“map”) where each data point will import or match to in the database. Once you are done with each field, click “Next” at the bottom.

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STEP 3: MAP YOUR DATAPOINTS...

Map each of the fields from your source data file to a corresponding field in the database. You may choose not to import selected fields.

Import Name: CA Disbursement Import

Source File: Disbursement Template.csv

Destination Data Type: Committee

DATA MAPPING:

Source Column	Source Preview Line 1	Field Data Type	Destination Field	Default
(1) EntityName	Committee to Elect John S	Basic Info ▼	Committee Name ▼	
(2) EntityAddress1	890 Macland Rd, #1901	Primary Address ▼	Primary Address Line 1 ▼	
(3) EntityAddress2		-- Do not Import -- ▼		
(4) EntityAddress3		-- Do not Import -- ▼		
(5) EntityCity	San Diego	Primary Address ▼	Primary City ▼	
(6) EntityState	CA	Primary Address ▼	Primary State ▼	
(7) EntityZip	92109	Primary Address ▼	Primary Zip ▼	
(8) Date	1/6/2016	Disbursement ▼	Date ▼	
(9) Amount	500	Disbursement ▼	Amount ▼	
(10) Check#	5694	Disbursement ▼	Check Number ▼	
(11) Purpose	Contribution to Committee	Disbursement ▼	Purpose ▼	

Previous **Next** **Cancel**

- On the next screen, select all of your defaults. Typically, when you are disbursing to a candidate committee, the type/subtype will be Contribution to Committee/State/Local. Select your committee, account, Election Period and batch. If you do not have a batch created, you can do so by entering the new batch on this screen. Once you do, it will refresh. Please make sure to check all of the fields again, to be sure everything looks correct. Then click “Next”.

Aristotle 360 Import Wizard
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STEP 4: ASSIGN DEFAULT VALUES (DISBURSEMENT)...

Any disbursement-related fields that are blank in the source file or that cannot be matched with what you have in the system will be imported with the default value indicated below. If you do not assign a default value all the records that cannot be matched will not be imported.

Date: (mm/dd/yyyy)

Type: ▼

Subtype: ▼

Political Committee: ▼

Account: ▼

Check Status: ▼

Election Period: ▼

Batch:

Previous **Next** **Cancel**

- Skip this screen that asks you to assign to a group or list, as it does not apply to disbursements.

8. You have several options for Record Matching on this screen. If you would like to create committees that do not exist in the system already, you can leave that radio button checked at the top. If you would like disbursements to only be created for committees that already exist in the system, select “Ignore Non-Existing Committees”. Then select whether you would like the import to update the committee records with the information you provided in the spreadsheet. Leave Matching Criteria as the default option (committee name and address).

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STEP 5: RECORD MATCHING...

Select options for importing new and updating the existing records. Also make sure to select how the import procedure should match that data.

ADDING NEW

☐ Create Non-Existing Committees

☒ Ignore Non-Existing Committees

UPDATING EXISTING

☐ Update Committee Info

☒ Do Not Update Committee Info

MATCHING CRITERIA

☒ Committee Name and Primary Address State

☐ Source ID

☐ Registration ID

9. Enter your email address and then click “Finish”, which will start the import. Do not save the settings. You will receive an email when the import is done. Make sure you open the attachment on the email that shows you warnings or exceptions, since it will show you which disbursements were not imported successfully. This import will create a batch of disbursements in your batches screen. You do not typically have to batch disbursements, but this import creates a batch automatically as part of the process.

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FINAL STEP...

Clicking the Finish button will start the import procedure. Please make sure to save your settings if you will reuse the same data structure later on. Also make sure to type in your email address, so we can send you a detailed report about your import.

SAVE SETTINGS:

Save As (Name): [Save Settings](#)

Description:

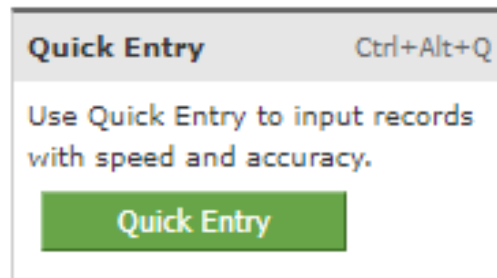
EMAIL NOTIFICATION:

Send Email to:

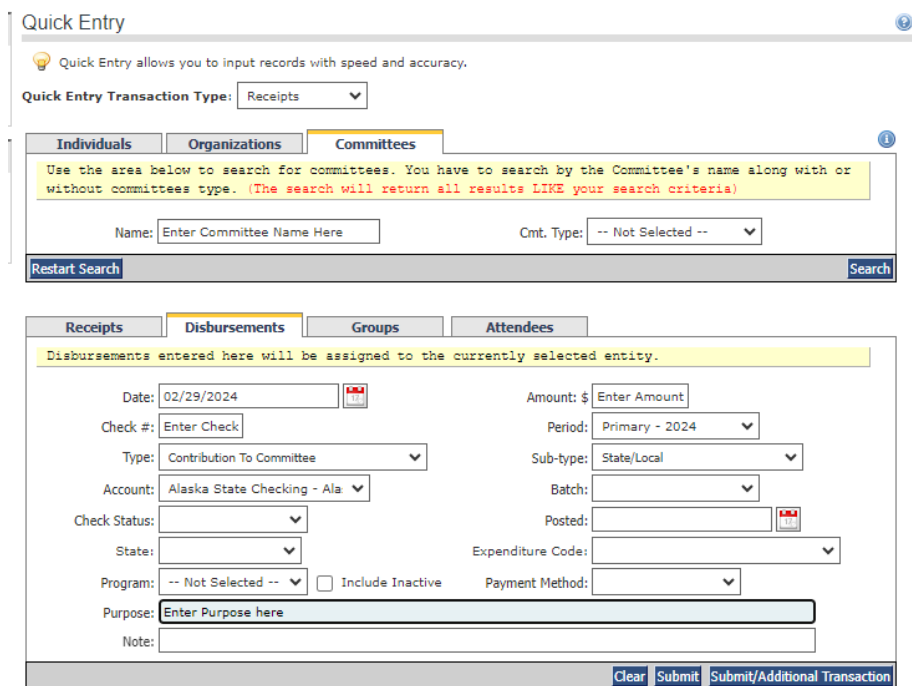
[Previous](#) [Finish](#) [Cancel](#)

Entering Disbursements Via Quick Entry

1. In Aristotle 360 select Quick Entry



2. Select Committee or Organization Tab and fill in name of the committee Ex. John Smith for Congress or Organization Name → Search → Then select your committee or organization where you disbursed funds
3. Choose the Disbursements Tab and enter in the following:
 - a. Date
 - b. Amount
 - c. Check #, if applicable
 - d. Period
 - e. Type/Subtype
 - f. Your filing committee account
 - g. Purpose



4. Click Submit