

## THE GUARDIAN SYSTEM: DATA ENTRY AND FILING STEP BY STEP

1. After registration has been completed and credentials received. Go to The Guardian system homepage at <https://guardian.ok.gov/PublicSite/HomePage.aspx>.
2. Click on Filer Login on the toolbar to bring up the Registered User Login page, use your User Name and Password to login.
3. Your user name is your first initial, last name and a 4 digit number.
4. Once Logged in you will be on the Entity Overview page and you will use the navigation bar under the heading.

NOTE: To file reports in The Guardian System, the filer will *first enter all transactions*, and then *file the report*.

5. All contributions, expenditures and other transactions will be entered under the “Financial” tab. Hover the mouse on “Financial” and a drop down menu will appear.
6. Click on Contributions/Transfers-In from the drop down menu.
7. Use the “Add Contribution” button for all contributions and other funds coming into the committee. Pre-2015 committees will not use the “Add Transfer in” button.
8. As items are added they will appear in a grid below the buttons.



**Contribution / Transfer-in History**

This is a list of the 100 most recent contributions and transfers that have been added or updated. New contributions and transfers may be added by clicking the **ADD** buttons. If you wish to view or update prior contributions and transfers, click the **FIND** button. To update a specific contribution or transfer, use the links in the **ACTION** column. To update a Specific Loan or Loan Forgiveness (Contribution) please go to the Loan Work Page.

[Click here for information about Offset Records](#)

This includes Other Funds Accepted

Contributor	Contribution or Transfer Type	Receipt Date	Amount	Offset	Amended	Filed?	Action		
DONOR ONE	Monetary	03/01/2015	\$100.00	No	No	No	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Refund</a>
UNREGISTERED PAC	In-Kind - SIGNS	03/02/2015	\$2,000.00	No	No	No	<a href="#">Update</a>	<a href="#">Delete</a>	
BANK OF OKLAHOMA	Other Funds Accepted	03/03/2015	\$3.00	No	No	No	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Refund</a>

**Contributor Maintenance**

By entering the **Contributor Maintenance** area, you will have the ability to search for a contributor and make any necessary changes to the information that is stored about the selected contributor.

[Update a Contributor](#)

*Go to the page 2 for instructions on adding contributions, go to page 3 for adding expenditures, or go to page 4 for how to file a report.*

Aggregate totals were not transferred into The Guardian System from the OCRS system. When entering contributions or expenditures you will need to include the aggregate totals. The instructions below show how to enter the contributions and aggregate totals. On the next page there are instructions for entering expenditures.

### Entering Contributions and Transferring Aggregate Totals from OCRS to The Guardian System.

**Example:** John and Sally Smith have made monthly contributions in the amount of \$50 to Billy Doe’s candidate committee “Billy Doe 2014” since January of 2014. Contributions through March 31, 2016, were all reported in the OCRS System for a total of \$1,500 in aggregate contributions.

Billy Doe is now transitioning to the new reporting system, The Guardian. Billy Doe must enter contributions from John and Sally Smith for April, May and June of 2016.

#### Reporting the \$50 contribution made in April of 2016.

1. Billy entered the type, date and amount of the \$50 contribution made on April 25, 2016.
2. Billy entered the contributor details, including type, name, address, employer and occupation.
3. Billy entered the aggregate total of contributions received from John and Sally entered in the OCRS system.

**Note: The aggregate amount will only be entered the first time a contributor is entered in The Guardian System.**

#### Reporting the \$50 contributions made in May and June of 2016.

4. Same as Step 1: Billy enters the type, date and amount of the \$50 contribution made in May of 2016. Follow steps 4 through 6 for the June contribution.
5. Billy selects John and Sally Smith from his dropdown list of “Previously entered individuals”.
6. Once John and Sally Smith are selected from the dropdown list, all previously entered information will *automatically populate*, including the OCRS aggregate total.

Do not update the aggregate total unless the original OCRS total was incorrect. The Guardian will add the amount in the Contributor Aggregate box with all the contributions entered in The Guardian System for an overall aggregate total that will display on the report.

7. Continue entering contributions until all contributions have been entered.

**See the next page for entering expenditures or page 4 for how to file the report**

Go to the “Financial” tab in the menu. Hover the mouse on “Financial” and select “Expenditures/Transfers-out”.

Use the “Add Expenditure” button. Pre-2015 committee will only use the “Add Transfer-out” button when “transferring” the remaining pre-2015 balance to a new committee.

**Example:** Billy Doe’s candidate committee “Billy Doe 2014” has paid monthly rental for a P.O. box to “Post Office Test” since 2014. \$1,200 has been entered in the OCRS system. Billy Doe is now transitioning to The Guardian System.

**Reporting the \$50 expenditure made in April of 2016.**

1. Billy entered the type, date, amount and description of the \$50 expenditure made on April 15, 2016.

**NOTE:** The Guardian System requires the expenditures to be identified by the “type” of expenditure and requires the filer to identify if the expense is for a campaign expense, officeholder expense, surplus funds, etc. Select the appropriate type of expenditure.

2. Billy entered the type of recipient, business name and address.
3. Billy entered the aggregate total of expenditures made to “Post Office Test” entered in the OCRS system.

**NOTE:** The aggregate amount will only be entered the first time a recipient is entered in the Guardian.

**Reporting the \$50 expenditures made in May and June of 2016.**

4. Same as Step 1: Billy entered the \$50 expenditure details for the rental paid on May 26, 2016. Follow steps 4 through 6 for the June payment.
5. In the Recipient Information section Billy selects the type “Business” and selects “Post Office Test” from the dropdown list provided.
6. Once the business is selected from the drop down box the recipient information and the previously entered OCRS aggregate total will *automatically populate* into the appropriate boxes.

Do not update the aggregate total unless the original OCRS total was incorrect. The Guardian will add the amount in the Recipient Aggregate box with all the expenditures entered to this recipient in The Guardian System for an overall aggregate total that will display on the report.

Continue entering expenditures until all expenditures are reported.

*Continue to the next page for “filing” the report*

## FILING THE REPORT

- Go to the “**Filings**” tab in the menu and hover on “**Filings**” and select “**Financial**” from the dropdown menu.
- Go to the “**Reports Due**” section and click on the red View/File link next to the report you need to file.

### Reports Due

Report	Period Begin	Period End	File Begin Date	Due Date	Status	Action
1ST QUARTER CANDIDATE COMMITTEE SCHEDULE	1/1/2015	3/31/2015	4/1/2015	4/30/2015	Not Filed	<a href="#">View/File</a>
2ND QUARTER CANDIDATE COMMITTEE SCHEDULE	4/1/2015	6/30/2015	6/1/2015	7/31/2015	Not Filed	

- If you are filing a “No activity” Report then click on the “No Activity” checkbox.
- If the committee is dissolved and this is the “final” report then click on the arrow next to “Dissolve” to expand the section and mark that this is a final report and indicate whether there is any debt.

**No Activity**

**NO ACTIVITY.** This Committee did not receive any funds or contributions during the reporting period.

*If you need to dissolve your Committee and this is your final report, click on the Dissolve button below.*

**▼ Dissolve**

*To dissolve your committee and confirm this is your final report, check the following:*

**FINAL REPORT.** This Committee is dissolved in accordance with the law.

**DEBT.** This Committee dissolved with outstanding debt.

- Report Summary Section.** In the “Report Summary” section you will indicate whether the system needs to itemize all expenditure or only those in excess of \$1,000.

**Report Summary**

**ITEMIZE ALL EXPENDITURES.** The Committee elects to itemize expenditures that are \$1000 or less even though this is not required for reports for the filing cycle.

Enter a Beginning Balance\*

Enter Debt from Prior Committee, Line 17\*

[Refresh Schedule Summary](#)

	Schedule Summary	Reporting Period Total	Aggregate Total
1.	<b>REPORTING PERIOD BEGINNING BALANCE:</b>	<b>\$25,000.00</b>	
2.	Surplus Funds Transferred from Prior Committee [Schedule B]	\$0.00	\$0.00
3.	Monetary Contributions from Individuals [Schedule A]	\$1,250.00	\$1,250.00
4.	Monetary Contributions from PACs [Schedule A]	\$0.00	\$0.00
5.	Monetary Contributions from a Political Party [Schedule A]	\$0.00	\$0.00
6.	All Other Funds [Schedule B]	\$0.00	\$0.00
7a.	Loans [Schedule C]	\$0.00	\$0.00
7b.	Loan Forgiveness [Schedule C]	\$0.00	\$0.00
8.	<b>TOTAL FUNDS RECEIVED:</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>
9.	In Kind Contributions [Schedule D]	\$0.00	\$0.00
10.	<b>TOTAL FUNDS AND IN KIND CONTRIBUTIONS RECEIVED:</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>
11.	Campaign Expenditures Made [Schedule E]	\$257.00	\$257.00
12.	Contributions to Candidate Committees [Schedule E]	\$0.00	\$0.00
13.	Officeholder Expenses [Schedule F]	\$0.00	\$0.00
14.	Surplus Funds [Schedule H or Schedule B for transfers to new committee]	\$3,000.00	\$3,000.00
15.	<b>TOTAL FUNDS EXPENDED:</b>	<b>\$3,257.00</b>	<b>\$3,257.00</b>
16.	In-Kind Expenditures [Schedule E]	\$0.00	\$0.00
17.	Refunds Issued [Calculated in Schedules A and B]	\$0.00	\$0.00
18.	Debt from Prior Committee	\$5,000.00	\$5,000.00
	<b>REPORTING PERIOD ENDING BALANCE:</b>	<b>\$22,993.00</b>	
	[Line 1 + Line 8 - Line 15]		

- Beginning and Debt Balance.** A beginning balance must be entered and should match the ending balance on the last report filed in the OCRS system. If the committee carried forward debt from a prior committee include that amount in the “Enter debt from Prior Committee” otherwise enter “0”.

- Once a beginning balance and debt balance are entered click on “refresh the summary”.

- The Summary table will refresh using the beginning and debt balance and display a preview of the summary page of the report. To see a copy of the entire report click on the “**Preview**” button in the bottom left to look at the report before filing.

- Submit Report.** If the information is correct, you will check the “By signing...” checkbox and click the File button. Otherwise, go back and add or delete any contributions or expenditures or use the update button next to the transaction to update the data then come back to the filing page.

- Once you “file” the report you should get the “Your filing has been successfully submitted” page.

Your filing has been successfully submitted.

### Submit Report

To submit this report, you must check the acknowledgment box

Once submitted, the report is considered filed and is available for viewing on the public page without filing.

**By signing, electronic or otherwise, my name below, I understand the failure to provide such information is a violation of the law regarding Contributions and Expenditures Report.**

[Preview](#) [File](#) [Cancel](#)

- If you do not see the “successfully submitted” page scroll to the top of the page and review the error message and make any necessary changes and complete step 17 again.
- Amendments.** In the event you need to file an “amendment” you will go to the appropriate contributions or expenditures page and make any updates, additions or deletions. Then you will go to the “**Filings**” page and in the “**Filing History**” section click on the “amend” button next to the filing to be amended and file that report.