

HOW TO SUBMIT RETURNED CONTRIBUTIONS IN MDCRIS: Prior Period

This job aid is for committees processing a returned contribution in a prior filing period. If a returned contribution was processed in the current filing period, see 'Current Period' job aid.

1. Login to MDCRIS

2. From the left side menu, click "Amend Transactions" then "New Returned Contribution".

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3. Select the appropriate "Contribution Type" and write the last name of the Contributor who has exceeded the contribution limit.

The screenshot shows the 'Enter Return Contributions' form. At the top, there is a search bar with a dropdown menu for 'Contribution Type' (set to 'Individual') and a text input for 'Contributor Name'. Below the search bar are 'Search', 'Clear', and 'Cancel' buttons. A table below the search bar lists contributor information:

Contributor Name	Contributor ID	Address	Edit
	9198236	450 west street, Annapolis, Anne Arundel, Maryland 21071	

4. Enter the Return Contribution transaction details for the Contributor Type and click to save.

The screenshot shows the 'Enter Return Contributions' form with the 'Returned Contribution Details' section expanded. This section includes fields for 'Return contribution done for the election cycle', 'Return contribution done during the election cycle', 'Filing Period', 'Returned Date', and 'Returned Amount'. There are also dropdown menus for 'Fund Type' and 'Payment Method', and a large text area for 'Comments'. At the bottom of the form are 'Save', 'Clear', and 'Cancel' buttons.



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- Once you enter all the information then MDCRIS will show that Return Contribution have saved successfully. Repeat these steps if there are other contributors who exceeded the contribution limit.
- Select Amend transactions from the left side menu, select the filing period, select search, then select "File Amendment to State".

The screenshot shows the MDCRIS Amend Transactions interface. On the left is a sidebar menu with various options. The main area contains a form for entering transaction details, a table of transactions, and a row of action buttons.

Left Sidebar Menu:

- View / Edit Registration Information
- Enter Contributions/Transfers/In-kind Contributions
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Expenditures and Outstanding Obligations
- Enter Return Contributions
- Enter Outstanding Obligations Paid
- Contributor/Payee
- File Affidavit (ALCE)
- Edit / File Pending Transactions
- Amend Transactions**
- Upload Transactions
- Maintain Users
- Change Username / Password
- Merge
- Un Merge

Amend Transactions Form:

- Filing Period Name*: 01/18/2023 Annual
- Transaction Type: --Select Transaction Type--
- Transaction Date Range: [Start Date] - [End Date]
- Transaction Category: [Dropdown]
- Amount Range: [Dropdown]
- Receipt Not Generated
- Loan Consent Form
- Buttons: Search, Cancel

Transaction Table:

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category
12/09/2022	Vantiv eCommerce	Expenditure	Other Expenses

Displaying page 1 of 1, records 1 to 1 of 1

Action Buttons:

- New Contributions
- New Expenditures and Outstanding Obligations
- New Outstanding Obligations
- New Return Contributions
- Generate Loan Consent Form
- Generate Receipt
- File Amendment to State**