## **How to Pull Contributions**

1. Select "Disclosures"



2. Select "View Contributions/Loans"

View Co	ommittees	View Contrit	outions / Loans	View Expenditures /	Outstanding Obligations
View Filed Reports	View Historical (1995-2	I Information 2005)	View Municipal (	Candidate Documents	Upload Municipal Candidate Docur

3. Enter committee name and select "search."

	Please choose at lea	st one search filter.
Contributor	Receiver	
Last Name / Business Name / Committee Name	Receiving Committee	Street
First Name	Seleo	City
Select Contributor Type 🗸		Selec
Select Contribution Type 🗸	select	Zip
Select Occupation	Select Iction V	Selec

4. Download contribution data by selecting the Excel icon.

	Drag a column header and drop it here to group by that column													
	Contribution	т	Contributor Name T	Contributor Addre	iss T	Contributor Type	т	Employer Name	т	Employer Occupation	Contribution Type T	Contribution Amount		
	10/15/2	\$				Individual - Matching fund request					Check	250.00		
>	11/04/2021					Individual - Matching fund request					Check	250.00		
Expand	11/02/2021					Individual - Matching fund request					Check	250.00		
-	11/04/2021					Individual					Check	250.00		
	11/07/2021					Individual - Matching fund request					Check	250.00		
	11/07/2021					Individual					Check	60.00		
						Individual - Matching								

## **How to Pull Expenditure Records**

1. Select "Disclosures"



2. Select "View Expenditures/Outstanding Obligations"

View	Committees	View Contril	outions / Loans	View Expenditures /	Outstanding Obligations	
View Filed Reports	View Historica (1995-	ll Information 2005)	View Municipal	Candidate Documents	Upload Municipal Candi	date Documents

State of Maryland HOW TO PULL CONTRIBUTION & EXPENDITURE REPORTS: EXCEL

3. Enter committee name and select "search."

	View Expenditures / Outstanding Obligations Informat											
	Please choose at least one	Please choose at least one search filter.										
Payee	Location	Report Details										
L e / Business Name / Committee Name	Street	Select Expense Category 🗸										
F	City	Select Expenditure Purpose V										
Payee Type V	Select State 🗸											
Committee Name(Payer)	Zip - Code											
Select Committee Type 🗸	Select 🗸											

4. Download Expenditure data by selecting the Excel icon.

									Se	arch	Clear				
Drag a col	der and drop it he	re to group by tha	at column												
Expenditu	T Payee Name	T	Address	T	Payee Type	т	Amount	Ŧ	Committee Name	T	Expense Category	т	Expense Purpose	Т	Expense Toward 🛛 🝸