



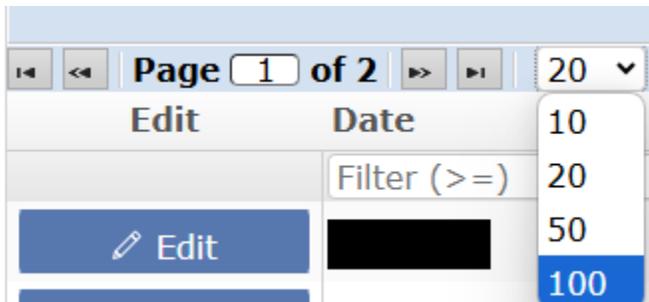
Adding Missing Vendor Info to Expenses in CFRO

Minnesota Campaign Finance and Public Disclosure Board

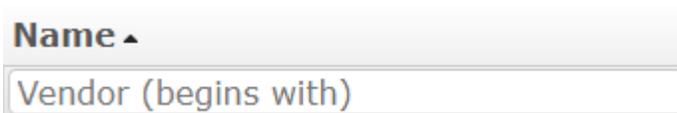
This bulletin applies only to principal campaign committees, party units, and political committees and funds impacted by a problem that occurred on January 22, 2025, causing various expenses entered in Campaign Finance Reporter Online (CFRO) to become detached from their vendors. Impacted CFRO users have been notified of the issue.

To address the issue, please [sign in to CFRO](#), review your list of expenses by navigating to the Expenses menu and selecting List, or by clicking [this link](#), then edit any impacted expenses to associate them with the correct vendor. Please note that this issue impacts both 2024 and 2025 expenses, so you should review the expenses list for each calendar year if you entered 2025 expenses prior to January 22, 2025. Below are step-by-step instructions.

1. While viewing the expenses list, you may wish to change the number of expenses displayed from the default of 20 to 100 toward the upper left corner:



2. Click the word “Name” at the top of the expenses list to filter by vendor name:



3. You may determine which expenses are impacted by viewing the information in the Entity Type, Name, and Address columns. For impacted expenses, the Name and Address columns will be blank and the Entity Type column will display the text “Unregistered (Type missing)”:

Edit	Date	Type	Amount	Amount Type	Entity Type	Name	Address
	Filter (>=)		Filter (>=)			Vendor (begins with)	Filter (contains)
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		
					Unregistered (Type missing)		

Filtering expenses in alphabetical order by name will cause all of the impacted expenses to appear at the top of the expenses list.

4. For each impacted expense, click the Edit button on the left side of the screen. In the field labeled Vendor missing, select the vendor's entity type, which will typically be Business or Individual, then select the vendor in the field to the right of that labeled Choose an entity, then click Save:

The screenshot shows a web form for editing an expense. The form is divided into several sections. On the left, there are fields for 'Choose expense type' (set to 'Expenditure'), 'Expense status' (with 'Paid' and 'Unpaid' radio buttons), 'Vendor missing' (with a dropdown menu set to 'Business'), 'Description', 'Non-campaign disbursement' (with 'Yes' and 'No' radio buttons), and 'Choose project (Optional)'. On the right, there are fields for 'Check number', 'Invoice, etc (Optional)', 'Date', and 'Amount'. A dropdown menu for 'Choose an entity' is open, showing a list of entities with columns for 'Name' and 'Address'. The first entity listed is 'Test Company' with the address '123 Main St Minnesota City MN 55059'. Below the list is a link that says 'Click here to add a new entity'. The 'Save' button is highlighted with a red box.

If the impacted expense is an in-kind expense, the screen will look slightly different but the process is the same.

5. Repeat the process described in step 4 for each impacted expense. This process is necessary in order for reports filed with the Board to both list accurate totals and to properly itemize expenses required to be itemized.

A tutorial video demonstrating the process is available [here](#).

If you filed the 2024 year-end report prior to January 22, 2025, please complete the steps listed above, but you do not need to file an amended 2024 year-end report. If you filed the 2024 year-end report on or after January 22, 2025, prior to completing the steps listed above, and you had 2024 expenses that were impacted, please complete the steps listed above and then file an amended 2024 year-end report.

Board staff apologizes for the extra work and inconvenience this problem has caused. If you need assistance addressing this issue, please contact Melissa Stevens at melissa.stevens@state.mn.us or 651-539-1188.