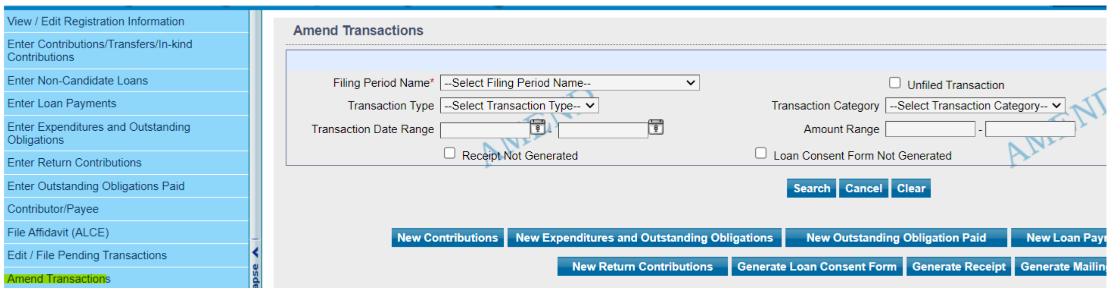
HOW TO VIEW NON-COMPLIANT TRANSACTIONS

Non-compliance transactions will show up in MDCRIS as a “red compliance flag”. There are many reasons a non-compliance flag can be triggered including:

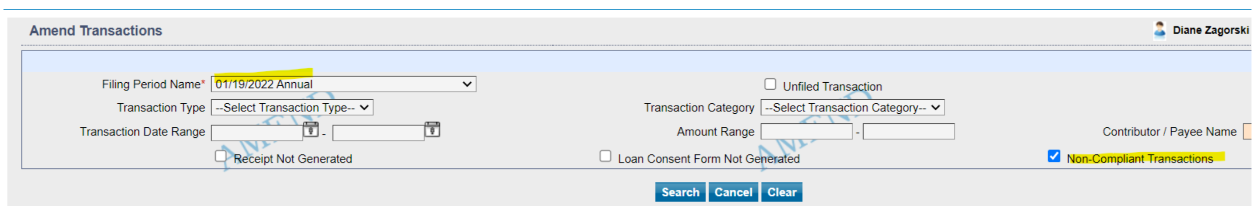
- Missing employer name
- Incomplete contributor name
- Incomplete address

How to Identify Non-Compliance Violations

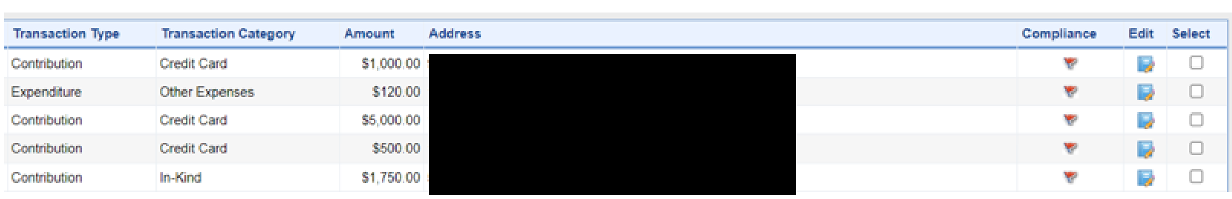
1. Select “Amend Transactions” from the left side menu.



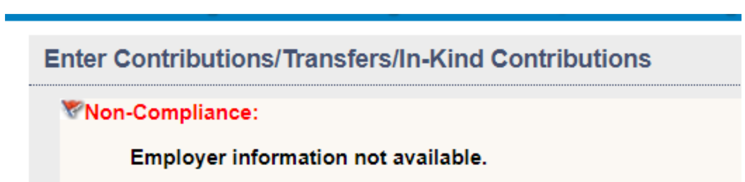
2. Select a “Filing Period Name”, check the box next to ‘Non-Compliant Transactions”, then select “Search”.



3. The screen will display all non-compliant transactions. Select the blue “Edit” button next to each record for more information on the deficiency.



Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
Contribution	Credit Card	$1,000.00	[redacted]			
Expenditure	Other Expenses	$120.00				
Contribution	Credit Card	$5,000.00				
Contribution	Credit Card	$500.00				
Contribution	In-Kind	$1,750.00				



4. Repeat steps #2 – 3 for each reporting period.

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