Bank Reporter 2.0 is an online reporting application on the Office of Campaign and Political Finance's Electronic Filing System (EFS). This online application allows financial institutions to complete and electronically file campaign finance reports on the Internet, without having to download and install additional software on their computers.

2020 Changes

1. From January 1st, 2020 on, all candidates for State Senate and House will file in the depository system as well as mayors in cities under 65,000.
2. All bank reports will now be filed on a monthly basis, covering the entire month. Bank reports are due by the 5th of the subsequent month

Candidate who file in the depository system

Candidates who file depository reports as of 1/1/2020 include candidates for:

Statewide offices (Governor, Lt. Governor, Attorney General, Auditor, Secretary of State, Treasurer)		
State Senate*	State House*	
District Attorney	Governor's Council	Sheriff
Candidates for judiciary-related seats such as: Clerk of Courts, Register of Deeds		
County Treasurer		
Mayors (All)*		
City Councilors in Cities with populations above 65,000		
		*New in 2020

Candidates who do **NOT** file depository reports include candidates for:

All town positions	City Council in cities with less than 65,000 residents
All federal offices including US Representative and Senator	

Logging In and Off of Bank Reporter 2.0

You can log into Bank Reporter 2.0 by visiting http://ocpfreporter.us.

OCPF Reporter 7 / Bank Reporter

🖥 **OCPF REPORTER 7**

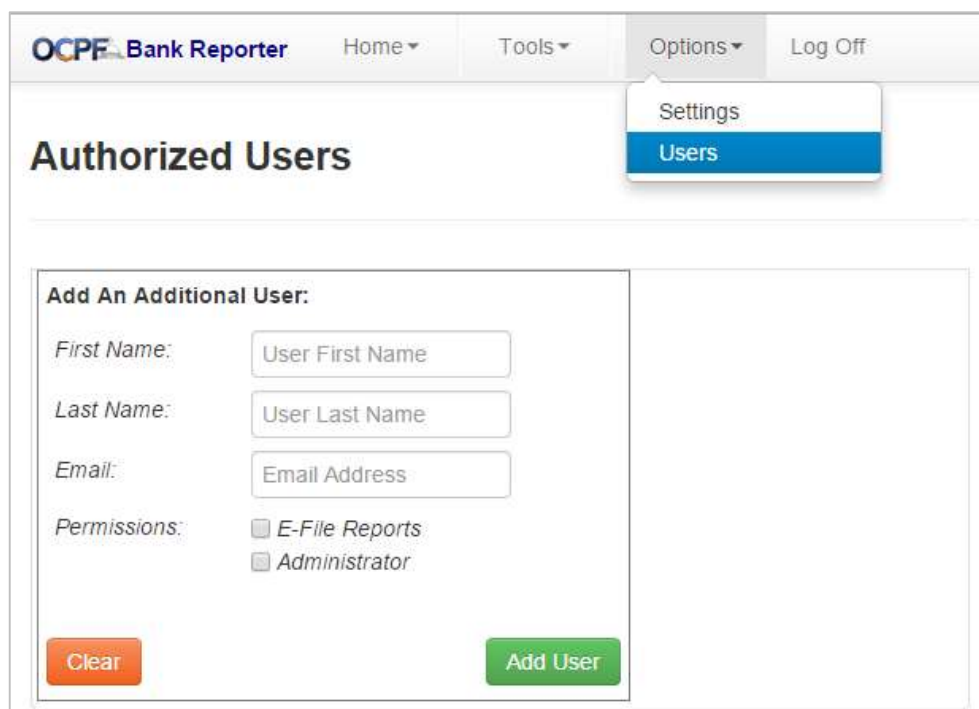| Username: | 👤 CPF ID or Email Address |
| Password: | 🔑 Password |

☐ Remember Me   Log-In

Forgot Password?

To log in to Bank Reporter 2.0 for the first time, you need a CPF identification number (CPF ID) and password issued by OCPF. Depository financial institutions are assigned CPF IDs and passwords as soon as OCPF receives the CPF Form D 103: Appointment of Depository forms from candidates or committees who designate an institution as the depository for their political campaign accounts.

If you don't want to re-enter your credentials each time you login, you can use the "Remember Me" checkbox to have the application store your login credentials. You will need to have cookies enabled in your Internet web browser and, for security purposes, the cookie will expire three weeks from the time it was set.

If you have more than one person who needs access to Bank Reporter, you can set up additional authorized users. The person using the CPF ID number and OCPF-assigned password is the primary user. The primary user account has all permissions by default and is considered the administrator for all of the other accounts. The primary user will log in with his or her assigned CPF ID number and password, and then click on the "Options" button on the toolbar and select "Users" from the menu options:

To add an additional user, enter the person's name and address in the fields provided. You will also want to select the application permissions to grant to this user. The permissions available are:

- **E-File Reports** – this setting authorizes users to create draft reports, data enter information, upload data and e-file reports online.
- **Administrator** – this setting gives users additional authority to manage other user accounts and to make changes to the application settings.

When you click the "Add User" button, an email will be sent to that person inviting them to register with OCPF. The individual's email address is their login credential and each user will select his or her own password at that time. Once all of the users have registered with OCPF, the primary user will be able to manage all of the accounts. Only users who have been granted the "Administrator" permission can manage accounts, with the exception of resetting their own password.

Logging Off

If your session is inactive for 20 minutes, Bank Reporter will automatically log you out. Even if your session times out, any campaign finance information you have entered in a draft report is saved as soon as you click the "Save" button so you will not lose any draft report information.

NOTE: It is a good practice to click on the "Log Off" link on the toolbar to exit Bank Reporter rather than just closing your web browser window. Otherwise, your session could remain active for up to 20 minutes after you leave the Bank Reporter site.

The Bank Reporter Home Page

This is the Bank Reporter home page. Bank Reporter 2.0 has a collapsible menu on the left of the screen. Let's take a closer look at the menu options:

Collapse Menu

Use this button to hide and show the menu.

Date and Year Selectors

Use these dropdown lists to select the year and the reporting period when creating draft reports. The default selections for these controls are the present year and the current reporting period.

NOTE: As of January 1st, 2020 all banks will file for all candidates and committees, regardless of their status as on- or off-ballot, **once a month** for the entire year. The dropdowns will show January, February, etc.. **unlike the screenshots above**.

Print Report(s)

Use this button to print reports.

Select a Filer Add:

Use this dropdown menu to create a draft report for a single filer. Once you select the candidate or committee from the list, you will need to click this button:

Create a Single Draft Report

Use this button to create a draft report for a single filer.

Create Bulk Draft Reports

Use this button to create draft reports for all filers in a reporting period.

The Filer List

The left-hand menu also contains a list of all of the candidates and committees who have designated the institution as the depository for their political campaign accounts.

The filers appear in alphabetical order, with their CPF identification numbers. The names on the list are links. When selected, the front page of the report will show in the area to the right of the menu.

The list includes all of the draft reports and filed reports for each candidate and committee in the reporting period chosen, the report status, and an action button for the report. The status and action button change depending upon whether a draft report or filed report is listed.

The status of a draft report is "Draft" and the action button is the delete function. Only draft reports can be deleted from Bank Reporter.

To edit a draft report, click on the filers name and the report will open to the right.

The status of a filed report is "Efiled" and the action button is an amend function. If you click on the Amend button, a draft report with the data from the original report is created. You can make any necessary changes and file an amendment to your original report.

Filter Filer List

You can type a name in the "Filer Filter" text field to quickly find a filer's link in the filer list. The filer list can also be filtered by report type using the dropdown to the right. The options are:

- Draft – view draft reports only;
- E-Filed – view reports that have already been electronically filed with OCPF; or
- All – view both draft and e-filed reports for a filer.

The Report View

Draft reports and filed reports are viewed on the right-hand side of the screen:

On the Summary tab, the report status and summary balance information for the draft are displayed. The beginning balance will default to the ending balance of the last report filed for existing filers or zero for new filers. The beginning balance can be edited, as needed.

Credits

The filer's deposits and other account credits are reported on the Credits tab:

As you enter the information and click on the Save button, the items will be displayed below the data entry area. If there is a validation issue, such as a date entered in an incorrect format (11//21/015), the date field will turn red to alert you to the problem. The item will not save until the problem is corrected (11/21/15 or 11/21/2015).

NOTE: Descriptions should be brief, such as "deposit", "transfer from savings", "bank credit" or "interest."

Expenditures

The filer's account debits are reported on the Expenditures tab:

The information from the filer's checks and debit card activity, as well as other debits, can be entered in the data entry section. As you enter the information and click on the Save button, the items will be displayed below the data entry area.

NOTE: The filer should include the purpose for the transaction in the memo section of the check. The filer may also include the vendor's address on his or her check and it can also be entered, if available.

The purpose and address information for debit card transactions will be provided by the filer in a separate application. Typically, the check number, address and purpose fields will be blank for debit card transactions.
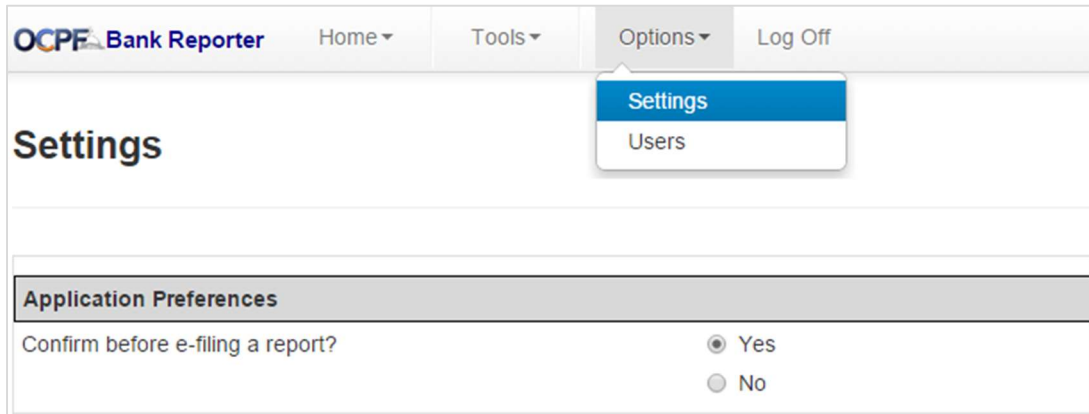
E-filing a Report

Reports are e-filed individually using the E-File button on the Summary Tab:

When you click the E-file button, a dialog box will open asking you to confirm that you wish to e-file the report. If you do not want to see this confirmation dialog each time you click on the E-File button, you can disable this feature in the "Settings" section of the "Options" menu:

Clicking on the "No" radio button will disable the confirmation feature.

Printing

When you click on the "Print" button, the printing page will open:
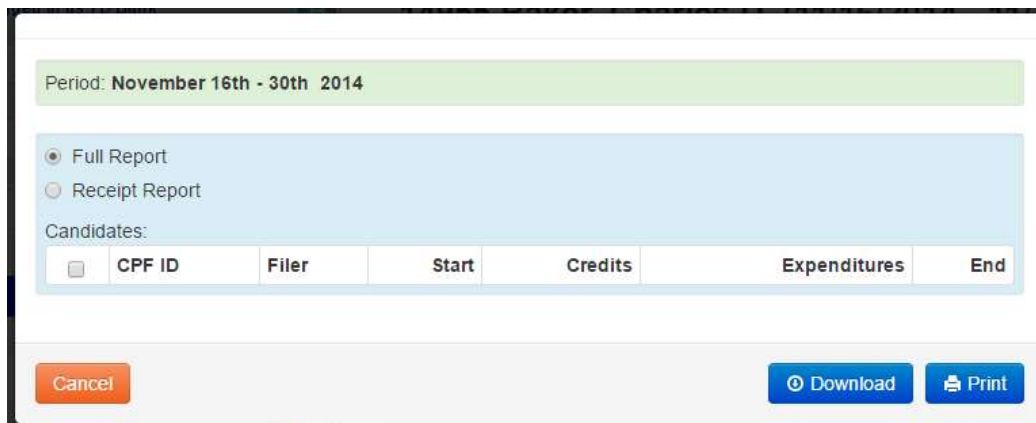
You have the option to print a full report or a receipt report, which is the front page of a report with the e-filing date and time watermarked across the page. A list of all e-filed reports for a reporting period will be displayed on the page and you can select one, a group or all of the reports to print, by clicking on the checkbox next to each filer's name (To select all filers, click on the checkbox at the top of the column.).

You also have the option of downloading the report information for one, a group or all of the filers in a reporting period. Make your selection of filers by clicking the checkboxes and then click on the "Download" button. Data is downloaded as a tab-delimited text file.

Upload Data

Bank Reporter 2.0 has a tool that assists you in uploading data into Bank Reporter for e-filing. To access this tool, click on the "Tools" button on the toolbar and select the "Upload Data" menu option:
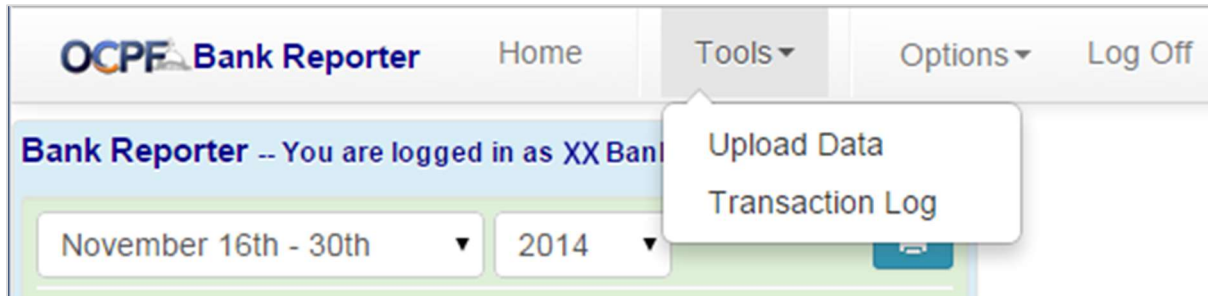
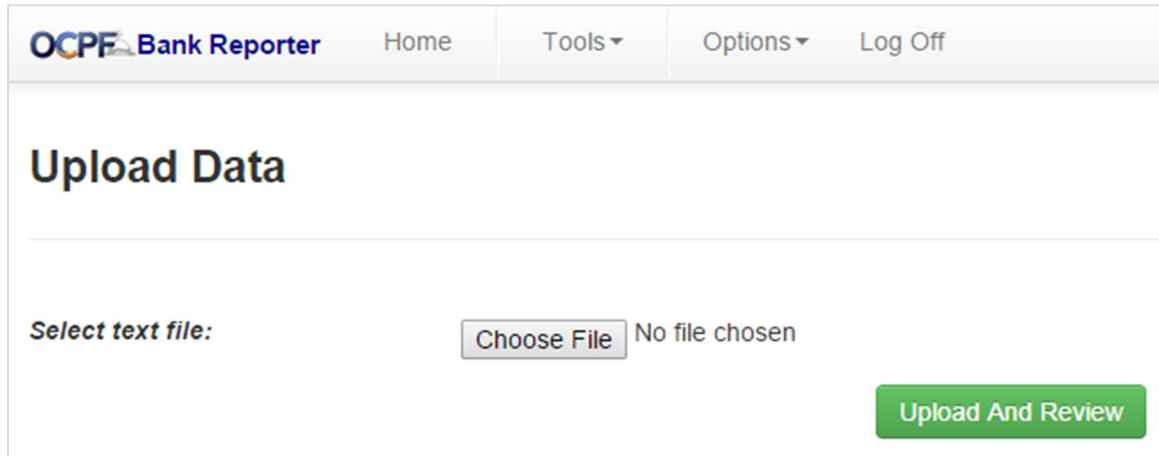Data to be uploaded into Bank Reporter must be saved as a delimited text file. You have the option to select your delimiter on the Settings page (click on the "Options" button and select "Settings" from the menu):
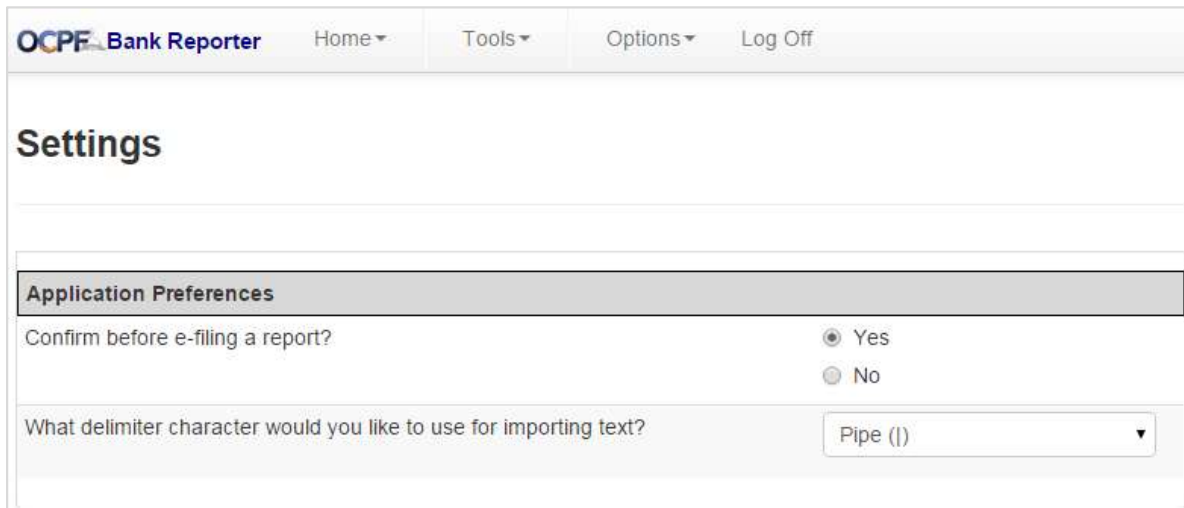
The delimiter options are:

- Pipe (|)
- Tab ( )

Once you have saved your data as a delimited text file and selected which delimiter you are using, you are ready to upload your file into Bank Reporter:
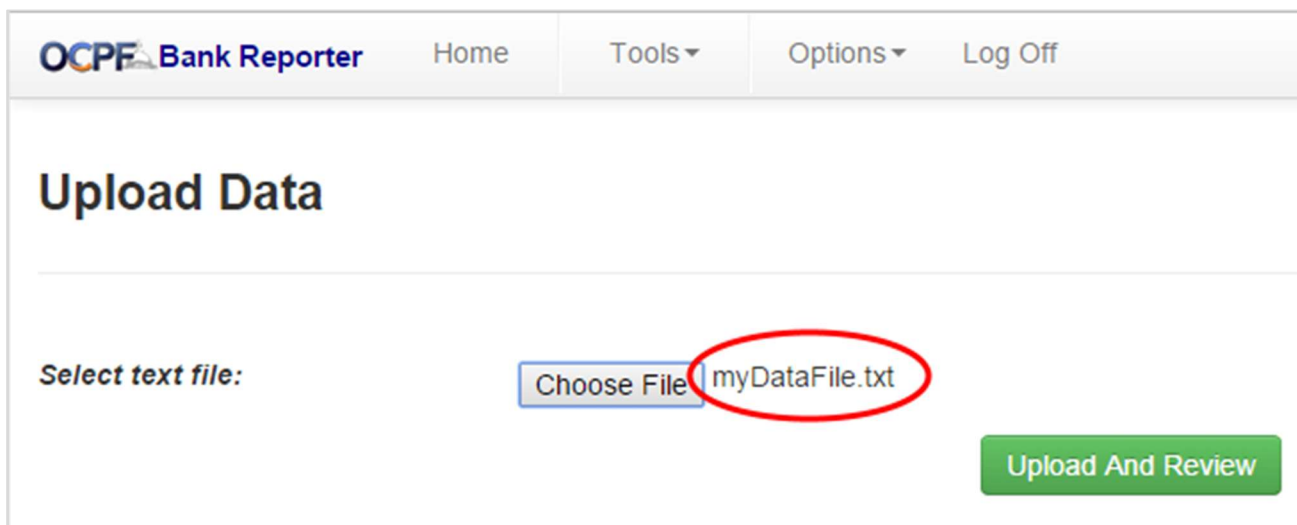
Click on the "Choose File" button to open your navigation window, select the location of your file and click on the "Open" button. The file name will now appear next to the "Choose File" button as confirmation that your file has been selected:

Next, click on the "Upload and Review" button. The data in the file will be validated to make sure that it is in the proper format for uploading. If it is not, error messages will be displayed to help you resolve the data conflicts:

In this case, the CPF ID of the filer is not recognized as a candidate that has authorized the bank to file reports on his behalf.

When any corrections have been made, the data is ready for uploading, no error messages will be displayed and the "Import" button will appear:

When you click on the "Import" button, the data will attach to the report for the reporting period that encompasses the dates of the items. In this case, this deposit item will upload into the November II (11/1/2014 – 11/30/14) report. If a draft report for this reporting period has not yet been created, Bank Reporter will create the draft report and attach the data to it.

NOTE: For more information about data uploading, please review the upload specification at the end of the manual.

The Transaction Log

A new feature in Bank Reporter 2.0 is the Transaction Log. You can view the Transaction Log by clicking on the "Tools" button on the toolbar and selecting "Transaction Log" from the menu options.

Transactions that occur in Bank Reporter are logged with the date and time of the transaction and the user's name that performed the transaction. The Transaction Log records:

- Report generation – a log entry is made each time a draft report is created or deleted, including when bulk reports are generated.
- Data entry – a log entry is made each time an item record is created or edited.
- Data uploads – a log entry is made each time data is uploaded into Bank Reporter.

	OCPF Bank Reporter	Home	Tools ▾	Options ▾	Log Off	

Transaction Log

	Date	User	Type/Description	Record	Changes (for updates)	Action
	12/4/2014 3:11 PM	Joe Smith	Bank Report Delete	15431 Ames Committee Nov II 2014		Undo
	12/4/2014 3:11 PM	Joe Smith	Bank Report Add/Insert	15431 Ames Committee Nov II 2014		Undo
	12/4/2014 3:05 PM	Joe Smith	Bank Reported Expenditure Add/Insert	11/17/2014 Staples $2,000.00 office supplies		Undo
	12/4/2014 3:05 PM	Joe Smith	Bank Credit Update	11/17/2014 Deposit $200.00	Amount, Change: $100.00 -> $200.00	Undo
	12/4/2014 3:05 PM	Joe Smith	Bank Credit Add/Insert	11/17/2014 Deposit $200.00		Undo
	12/4/2014 3:04 PM	Joe Smith	Bank Report Update	14402 Ashe Committee Nov II 2014	Start_Balance, Change: 50.00 -> 5000.00	Undo
	12/4/2014 3:04 PM	Joe Smith	Bank Report Update	14402 Ashe Committee Nov II 2014		Undo
	12/4/2014 3:04 PM	Joe Smith	Bank Report Update	14402 Ashe Committee Nov II 2014	Start_Balance, Change: 0.00 -> 50.00	Undo
⊞	Joe Smith	12/4/2014 3:03 PM	**Batch: Bulk Addition of bank reports**			Undo
⊞	Joe Smith	12/4/2014 3:14 PM	**Batch: Upload Data**			Undo

In addition to reviewing transaction records, you can also undo transactions from the Transaction Log page. Each record has an "Undo" button next to it. If you click on the "Undo" button, you can reverse the transaction, with some limitations:

- You cannot undo a transaction for a record that has been e-filed; and

- You cannot undo a "child" transaction; you must undo the "parent" transaction. For example, you cannot remove a single report from a batch addition of bank reports; you would have to undo the entire batch.

Filer Information

If you ever need to change your bank's contact information with OCPF, you can click on the "Home" button and select the "Filer Information" menu option:

You can change the bank's mailing address or the Treasurer's name and contact information. You will not be able to edit the Bank's name or CPF ID number. If you need to change that information, please contact OCPF for assistance.

Appendix – The Text Upload Specification

The text file should have each field delimited by a pipe (|) or a tab.

Each record should be on a separate line (line carriage delimiter).

All fields should be included in each line, even if left blank. For example:

This is a valid expenditure line: 311|12345|12/13/14|250.00|lawn signs|The Sign Shop|||||2200

This is a valid credit line: 801|12345|12/12/14|1,500|deposit|||||||

	FIELD	REQUIRED?	FORMAT	VALUES	APPLIES TO
0	Record_Type_ID	**Yes**	int	801(credit), 311 (expenditure)	Credit, Expenditure
1	CPF_ID	**Yes**	int	OCPF's assigned ID for the filer	Credit, Expenditure
2	Date	**Yes**	date	date within period	Credit, Expenditure
3	Amount	**Yes**	money	$100, $100.00, 200.12, 12,143	Credit, Expenditure
4	Description	No	varchar(200)	i.e., "deposit" for credits, purpose for expenditures	Credit, Expenditure
5	Name	No	varchar(200)		Expenditure
6	Street_Address	No	varchar(200)		Expenditure
7	City	No	varchar(100)		Expenditure
8	State	No	varchar(2)		Expenditure
9	Zip	No	varchar(10)		Expenditure
10	Check_Number	No	varchar(50)	Typically an integer, i.e., 1234	Expenditure

NOTES:

Record Type ID: All credits must have an ID of 801. All expenditure records must have an ID of 311.

CPF ID: This is the OCPF-assigned ID of the bank customer, not the bank. All CPF IDs are five-digit numbers. Candidate and state party committee accounts will have a number starting with a one. Political action committee IDs begin with an eight.

Date: Dates must fall within a past or present reporting period, no older than 90 days. Dates may not fall within a reporting period for which the bank has already e-filed an existing bank report.

Amount: Various money formats are accepted, including "$100", "$100.00", "200.12", "12,143."

Description: A brief explanation of the transaction. For credits, typical descriptions include: "deposit", "transfer from savings", "account adjustment." For expenditures, the description will be the purpose of the transaction, which can be found written in the memo section of the check. For debit transactions, the purpose may be left blank.

Name: The Payee of the check or POS merchant / vendor.

Street Address, City, State, Zip: These fields are provided in the case where the Payee's contact information is written on the face of the check or recorded in the Point of Sale transaction. In most cases, the bank will not have this information and the fields can be left blank.

Check Number: Only for transactions by check. For debit transactions, the field should be left blank.