

# How to upload receipts into a deposit report

Candidates and committees can upload data into a deposit report from an Excel document.

**EXAMPLE:** A candidate for office collects contributions by credit/debit card, and is provided an Excel database by the merchant provider, such as Act Blue or Win Red, with donor information. Rather than enter the contributor information into the depository report manually, the candidate's committee decides to upload the Excel document into the report.

This illustrated guide provides instructions for uploading data.



# After logging into Reporter 7 and creating a deposit report, click the “upload” button.

OCPE Reporter 7 Home Reports Tools

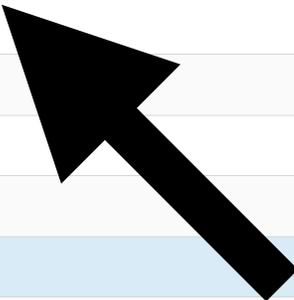
**1/21/2022 Deposit (#474)** *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File** button.

Summary Deposit Items Fees CC Contribution Refunds

Export to PDF Upload Data Delete

<b>Deposit Date:</b>		
<b>Itemized Receipt Total:</b>		\$0.00
<b>+ Unitemized Receipt Total:</b>		\$0.00
<b>= Receipt Total:</b>		
<b>ADJUSTMENTS</b>		
<b>- Merchant Provider Fees:</b>		\$0.00
<b>- Refunded Credit Card Contributions:</b>		\$0.00
<b>+ Refunded Merchant Provider Fees:</b>		<input type="text" value="\$0.00"/>
<b>= Net Deposit:</b>		
Itemize All Transactions?		



# Download the Excel template to prepare the data.

OCPF Reporter 7 Home Reports Tools

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Summary Deposit Items Fees CC Contribution Refunds **Upload Data**

**Step 1: Download excel template and prepare the data using the downloaded template**

- Excel Template to Upload Data 
- Upload Data: Instructional Video
- OCPF Data Format Specifications

**Step 2: Save the Excel file as a tab-delimited text file**

- How to save excel file into txt file

**Step 3: Upload the text file into OCPF Reporter 7**

Select text file:  No file chosen

Header Line

Present:

### Preparing Data for Uploading



click "PLAY" to watch step by step instructional video: [How to prepare data in Excel](#)





**Please enter the correct “Record Type ID” in column A. The ID number is available on the upload specification table below. Do the same for the “Tender Type ID” column.**

OCPF Reporter 7 Home Reports Tools

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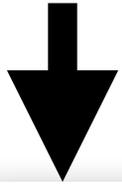
### Upload Specification

Record Type IDs

Use these record type IDs for each record you wish to upload:

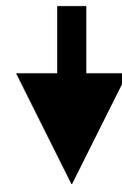
Record_Type_ID	Record_Type	Differentiator
201	Individual Contribution	-
202	PAC/Committee Contribution	Has Related_CPF_ID field. No need to enter first name, occupation and employer
203	Union/Association Contribution	Has Principal_Officer field. No need to enter First name, Occupation and Employer
204	Non-contribution Receipt (Needs Description)	Has Description Field. No need to enter First name, Occupation and Employer
205	Bank Interest	Has Description Field: Bank

**This is where the “Record Type ID” number is entered.**



Record_Type_ID	Date	Amount	Name(Last Name)	First_Name	Street Address	City	State	Zip	Occupation	Employer
201	1/20/2022	\$500.00	Johnson	Anthony	1234 Main Street	Boston	MA	12345	Teacher	Eastside High School
201	1/20/2022	\$100.00	Kaye	Paul	5678 North Street	Boston	MA	12345	Lab tech	Westside Labs Inc.
201	1/20/2022	\$1,000.00	Morgan	Diane	12345 West Street	Boston	MA	12345	Financial Advisor	Northside Accounting
201	1/20/2022	\$400.00	Dhillon	Mandeep	6789 East Street	Boston	MA	12345	Bank Officer	Southside Bank
201										
201										

**This is where the “Tender Type ID” is entered.**



H	I	J	K	L	M	N	O
State	Zip	Occupation	Employer	Description	Related_CPF_ID	Principal_Officer	Tender_Type_ID
MA	12345	Teacher	Eastside High School				1
MA	12345	Lab tech	Westside Labs Inc.				1
MA	12345	Financial Advisor	Northside Accounting				1
MA	12345	Bank Officer	Southside Bank				1

# Save the formatted Excel file as a tab-delimited text file. See the example on the next page.

OCPF Reporter 7 Home Reports Tools

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Select text file:  No file chosen

Header Line Present:

### Upload Specification

Record Type IDs

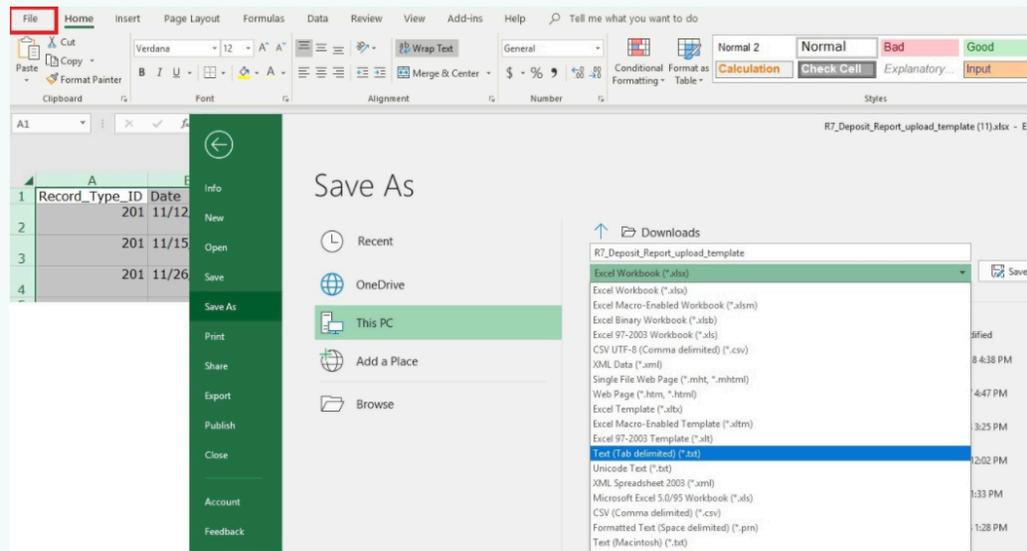
Use these record type IDs for each record you wish to upload:

Record_Type_ID	Record_Type	Differentiator
201	Individual Contribution	-
202	PAC/Committee Contribution	Has Related_CPF_ID field. No need to enter first name, occupation and employer
203	Union/Association Contribution	Has Principal_Officer field. No need to enter First name, Occupation and Employer
204	Non-contribution Receipt (Needs Description)	Has Description Field. No need to enter First name, Occupation and Employer
205	Bank Interest	Has Description Field: Bank

# Save the formatted Excel file as a tab-delimited text file.

## Save Excel File to Tab-Delimited Text File

1. Open the **File** menu and select the **Save as...** command.
2. In the **Save as type** drop-down box, select the **Text (tab delimited) (\*.txt)** option.
3. Select the **Save** button. If you see warning messages pop up, select the **OK** or **Yes** button.



# Upload the tab-delimited text file.

1/21/2022 Deposit (#474) *Tank Dep Committee (40024)*

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 [Upload Data: Instructional Video](#)

 [OCPF Data Format Specifications](#)

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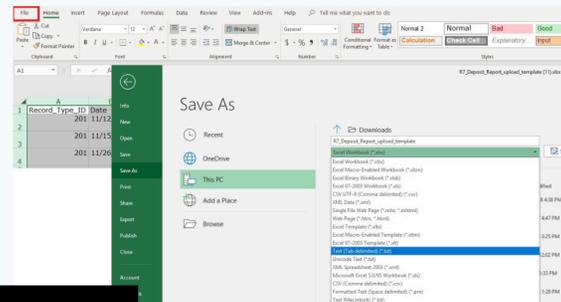
**Step 3: Upload the text file into OCPF Reporter 7**

Select text file:  No #

Header Line Present:

## Save Excel File to Tab-Delimited Text File

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2. In the **Save as type** drop-down box, select the **Text (tab delimited) (\*.txt)** option.
3. Select the **Save** button. If you see warning messages pop up, select the **OK** or **Yes** button.



# Click the upload and review button.

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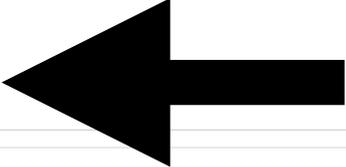
-  [How to save excel file into txt file](#)

**Step 3: Upload the text file into OCPF Reporter 7**

Select text file:  123456778899 final

Header Line Present:

[Upload And Review](#)



### Preparing Data for Uploading



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# Click the import records button.

## Step 2: Save the Excel file as a tab-delimited text file

[? How to save excel file into txt file](#)

## Step 3: Upload the text file into OCPF Reporter 7

Select text file:  final 1 20 2022

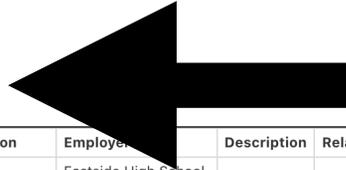
Header Line

Present:



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## Records to Import:



#	Record_Type_ID	Date	Amount	Name	First_Name	Street_Address	City	State	Zip	Occupation	Employer	Description	Related_CPF_ID	Principal_Officer	Tender_Type_ID	Errors
1	201	1/20/2022	\$500.00	Johnson	Anthony	1234 Main Street	Boston	MA	12345	Teacher	Eastside High School				1	
2	201	1/20/2022	\$100.00	Kaye	Paul	5678 North Street	Boston	MA	12345	Lab tech	Westside Labs Inc.				1	
3	201	1/20/2022	\$1,000.00	Morgan	Diane	12345 West Street	Boston	MA	12345	Financial Advisor	Northside Accounting				1	
4	201	1/20/2022	\$400.00	Dhillon	Mandeep	6789 East Street	Boston	MA	12345	Bank Officer	Southside Bank				1	

# From the summary page, e-file the deposit report.

Deposit Date:		<input type="text" value="1/21/2022"/>
Itemized Receipt Total:	\$2,000.00	
+ Unitemized Receipt Total:	\$0.00	
= Receipt Total:		\$2,000.00
ADJUSTMENTS		
- Merchant Provider Fees:	\$0.00	
- Refunded Credit Card Contributions:	\$0.00	
+ Refunded Merchant Provider Fees:	<input type="text" value="\$0.00"/>	
= Net Deposit:		\$2,000.00
Itemize All Transactions?		<input checked="" type="checkbox"/>

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

