

## Save the Official Report

Go to Reporting > Save Official Report. The Save Official Report screen below will be shown.

- Report - Select the name of the report you wish to save.
- Method - Select Save File to Disk.
- Date - Enter today's date.

Save Official Report

Report

Method

Date

Account Summary List

Name	Code	Begin Balance	End Balance

Edit Account

Ok Cancel

Once you enter the report name, the bank name and code will be shown under the Account Summary List. Highlight your bank account and select Edit Account.

Save Official Report

Report

Method

Date

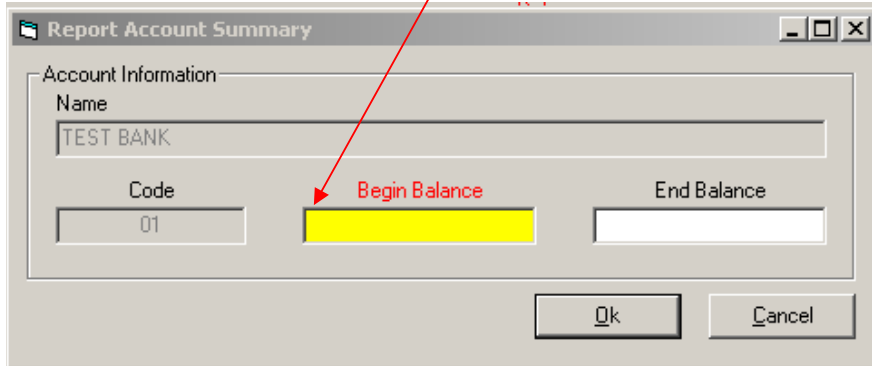
Account Summary List

Name	Code	Begin Balance	End Balance
TEST BANK	01		
TEST BANK	01		

Edit Account

Ok Cancel

At the Report Account Summary screen, in the "Begin Balance" field, enter the bank account balance for the first date of this reporting period. This will populate the beginning balance on the Disclosure Report Cover. Select "OK."



Report Account Summary

Account Information

Name  
TEST BANK

Code  
01

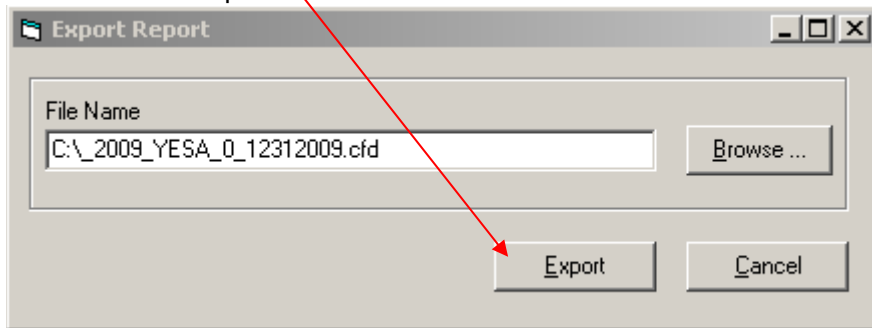
Begin Balance

End Balance

Ok Cancel

On the Save Official Report screen, select "OK" once again. This will bring up an Export Report screen.

- The exported file will be saved directly under your C: drive. If you wish to save the report to a different location, select the "Browse" button and navigate to the location of your choice. Make a note of your file name, as you will need to find this file again.
- Select "Export."



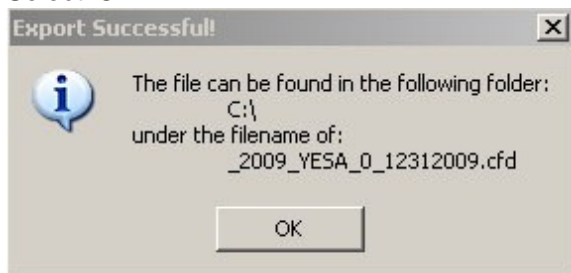
Export Report

File Name  
C:\\_2009\_YES\_A\_0\_12312009.cfd

Browse ...

Export Cancel

An Export Successful screen appears. This screen reminds you of the location and name of the report. Select "OK."



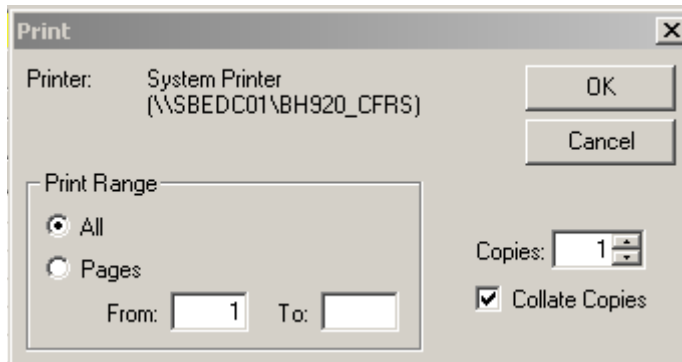
Export Successful

The file can be found in the following folder:  
C:\  
under the filename of:  
\_2009\_YES\_A\_0\_12312009.cfd

OK

A Print screen appears. You MUST print at this screen. Select "OK."

- Only the cover and summary pages will be printed. These should be signed and mailed to the State Board of Elections.



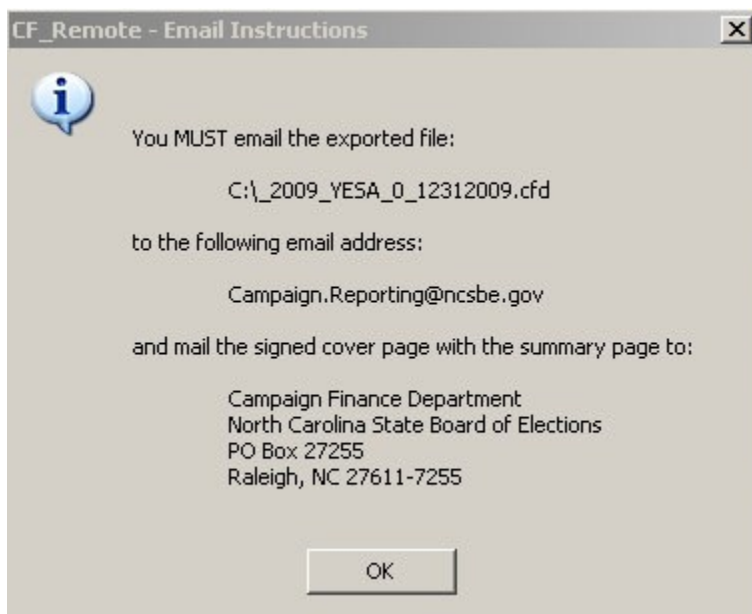
A CF\_Remote Email Instructions screen appears. This screen is a reminder that you MUST send the created report file by e-mail and you MUST send the signed cover page by mail or hand-delivery.

**State candidates and other state committees (parties, pacs, etc.) must send the signed cover page to the State Board of Elections.**

**County and local candidates and other county committees (pacs, etc.) must send the signed cover page to their County Board of Elections.**

**County Board of Elections addresses are available via the following link.**

<https://vt.ncsbe.gov/BOEInfo>



You have now successfully saved your report.

Once the e-mailed report is received, Campaign Finance staff will process the report and send an e-mail reply advising that your report has been received.