

# C-SMART

## BILL PAYMENT REFUNDS

### HOW TO ADD A BILL PAYMENT REFUND

1. Go to the vendor's **Bills** page.
  - Click the bill's **Transaction ID** OR enter it into the **Search Name or Transaction ID** bar.

The screenshot shows the 'Bills' page for a vendor. At the top, there is a search bar labeled 'Search by Last Name or Entity Name' and an 'Add Name' button. Below this is the 'Profile' section for 'A-OK Print Shop, Inc.' with address '223 Astoria Blvd, Astoria NY 11102' and 'Boro: Queens Corporation'. To the right is a 'Totals' section showing 'Total Outstanding: \$0.00', 'Total Payments: \$500.00', and 'Total Forgiven: \$0.00'. Below the profile is a table of bills. A red arrow points to the first row, where the 'Transaction ID' is '8409', 'Invoice Date' is '10/16/2018', 'Documentation' is '0', 'Bill Amount' is '\$500.00', 'Payment' is '(\$500.00) 1', 'Payment Refund' is '\$0.00 0', 'Forgiven' is '(\$0.00) 0', and 'Outstanding' is '\$0.00'. There is also an 'Add Bill' button in the top right of the table area.

OR

The screenshot shows the top navigation bar of the C-SMART system. It includes the NYC logo, 'C-SMART New York City Campaign Finance Board', the user 'Election Cycle 2021 - Sophia Rosario', and a 'Help' dropdown. A search bar contains the text '8374'. A dropdown menu is open below the search bar, showing the option '8374 -- Bill'. A red arrow points to this option.

2. Click **Add Payment Refund**.

The screenshot shows the 'Bill Payment Refunds' section. It features a table with columns for 'Transaction ID', 'Refund Date', 'Exempt Amount', and 'Amount'. Below the table, it says 'No records'. A red arrow points to a blue button labeled 'Add Payment Refund' in the top right corner of the section.

3. Enter and save the refund details.

- C-SMART will alert you if you leave out required information. Complete the fields below:
  - ◆ **Refund Date:** Enter the date the refund was received.
  - ◆ **Exempt Amount:** Review Chapter 3 of the [Handbook](#) for more information on exempt expenditures or consult with your Candidate Services liaison.
  - ◆ **Notes:** Enter any additional information. The CFB does not receive the information you enter in this field. Your notes will be saved across all related transactions.
- Then, click **Save**.

Enter Details Invoice Date: 1/16/2019 Amount: \$575.00 Payment: \$575.00 Payment Refund: \$0.00 Forgiven: \$0.00 Outstanding: \$0.00

\*Refund Date : 01/31/2019

\*Amount: \$ 575.00

Exempt Amount: \$ 0.00

Notes:  
[For Campaign Use Only]

Save Cancel

4. The refund has been successfully saved.

- At this point, C-SMART will return you to the vendor’s **Bills** page. The **Totals** box and list of bills will be updated to reflect the newly saved transaction.

✔ Your transaction has been successfully saved.

Bills Back to Bills

Search by Last Name or Entity Name

**Profile**

**Name:** A-OK Print Shop, Inc.  
**Address:** 223 Astoria Blvd.  
 Astoria NY 11102  
**Boro:** Queens Corporation

**Totals**

Total Outstanding: \$0.00  
 Total Payments: \$0.00  
 Total Forgiven: \$0.00

**Bills**

Transaction ID	Invoice Date	Documentation	Bill Amount	Payment	Payment Refund	Forgiven	Outstanding
8374	1/16/2019	0	\$575.00	(\$575.00) 1	\$575.00 1	(\$0.00) 0	\$0.00

**Best Practice:** Write the C-SMART **Transaction ID** on the copy of any related documentation, such as a receipt or letter from the vendor.

## HOW TO EDIT A BILL PAYMENT REFUND

1. Go to the refund's **Bill Payment Refund** page.
  - Click the bill's **Transaction ID**, scroll down to **Bill Payment Refunds**, click the **gear** next to the payment and **Edit Payment Refund**. You can also use the **Search Name or Transaction ID** bar.

**Bills** Back to Bills

Search by Last Name or Entity Name

**Profile**

**Name:** A-OK Print Shop, Inc.  
**Address:** 223 Astoria Blvd.  
Astoria NY 11102  
**Boro:** Queens Corporation

**Totals**

**Total Outstanding:** \$0.00  
**Total Payments:** \$0.00  
**Total Forgiven:** \$0.00

**Bills**

Transaction ID	Invoice Date	Documentation	Bill Amount	Payment	Payment Refund	Forgiven	Outstanding
8374	1/16/2019	0	\$575.00	(\$575.00) 1	\$575.00 1	(\$0.00) 0	\$0.00

**Bill Payment Refunds**

Transaction ID	Refund Date	Exempt Amount	Amount
8420	10/19/2018	0.00	500.00

OR

**C-SMART** Election Cycle 2021 - Sophia Rosario Help srosar1389

New York City Campaign Finance Board

Transactions Documentation Reports Submission

8384

Add Name

8384 -- Bill Refund

**Bill Payment Refund** Back to Bill Detail

Transaction ID: 8420 Statement: N/A

**Profile**

**Name:** A-OK Print Shop, Inc.  
**Address:** 223 Astoria Blvd.  
Astoria NY 11102  
**Boro:** Queens Corporation

**Totals**

**Total Outstanding:** \$0.00  
**Total Payments:** \$0.00  
**Total Forgiven:** \$0.00

2. Modify the necessary fields and then click **Save**.

**Edit Bill Payment Refund Details** Invoice Date: 10/16/2018 Amount: \$500.00 Payment: \$500.00 Payment Refund: \$500.00 Forgiven: \$0.00 Outstanding: \$0.00

\*Refund Date : 10/19/2018

\*Amount: \$ 250.00

Exempt Amount: \$ 0.00

Notes:  
[For Campaign Use Only]

Entered By: srosar1389 Date: 10/19/2018 10:32 AM Updated By: srosar1389 Date: 10/19/2018 10:32 AM

 **Save** Cancel

3. The refund has been successfully edited.

**✔ Your transaction has been successfully saved.**

**Bills** [Back to Bills](#)

Search by Last Name or Entity Name

**Profile**

**Name:** A-OK Print Shop, Inc.  
**Address:** 223 Astoria Blvd.  
Astoria NY 11102  
**Boro:** Queens Corporation

**Totals**

**Total Outstanding:** \$0.00  
**Total Payments:** \$125.00  
**Total Forgiven:** \$0.00

**Bills**

Transaction ID	Invoice Date	Documentation	Bill Amount	Payment	Payment Refund	Forgiven	Outstanding
8374	1/16/2019	0	\$575.00	(\$575.00) 1	\$450.00 1	(\$0.00) 0	\$0.00

**Important:** The timestamp at the bottom will be updated to show who last modified the transaction.

## HOW TO DELETE A BILL PAYMENT REFUND

1. Go to the refund's **Bill Payment Refund** page.
  - Click the bill's **Transaction ID**, scroll down to **Bill Payment Refunds**, and click the refund's **Transaction ID**. You can also use the **Search Name or Transaction ID** bar.

The screenshot shows the 'Bills' page with a search bar and an 'Add Name' button. Below is a 'Profile' section for 'A-OK Print Shop, Inc.' with address '223 Astoria Blvd. Astoria NY 11102' and 'Boro: Queens Corporation'. To the right is a 'Totals' section showing 'Total Outstanding: \$0.00', 'Total Payments: \$0.00', and 'Total Forgiven: \$0.00'. Below these is a 'Bills' table with columns: Transaction ID, Invoice Date, Documentation, Bill Amount, Payment, Payment Refund, Forgiven, and Outstanding. The first row has Transaction ID 8374, Invoice Date 1/16/2019, Documentation 0, Bill Amount \$575.00, Payment (\$575.00) 1, Payment Refund \$575.00 1, Forgiven (\$0.00) 0, and Outstanding \$0.00. A red circle and arrow point to the Transaction ID 8374. Below the Bills table is a 'Bill Payment Refunds' table with columns: Transaction ID, Refund Date, Exempt Amount, and Amount. The first row has Transaction ID 8384, Refund Date 1/31/2019, Exempt Amount 0.00, and Amount 575.00. A red circle and arrow point to the Transaction ID 8384.

OR

The screenshot shows the C-SMART header with the logo and 'New York City Campaign Finance Board'. The user is logged in as 'Election Cycle 2021 - Sophia Rosario' with user ID 'srosar1389'. A search bar contains '8384' and a dropdown menu is open, showing '8384 -- Bill Refund'. A red arrow points to this dropdown item.

2. Click **Delete** to proceed.
  - Click **Yes** on the window that opens to complete the deletion.

The screenshot shows the 'Bill Payment Refund' detail page for Transaction ID 8384. The page includes the 'Profile' section for 'A-OK Print Shop, Inc.' and the 'Totals' section. In the top right corner, there are buttons for '+ Add', '+ Add', and 'Delete'. A red arrow points to the 'Delete' button.

The screenshot shows a confirmation dialog box with a question mark icon and the text 'Are you sure you want to delete this transaction?'. There are two buttons: 'Cancel' and 'Yes'.

3. The refund has been successfully deleted.

✔ Your Transaction has been successfully deleted. ✕

Bills ? ↩ Back to Bills

Search by Last Name or Entity Name

**Profile**

**Name:** A-OK Print Shop, Inc.  
**Address:** 223 Astoria Blvd.  
Astoria NY 11102  
**Boro:** Queens Corporation

**Totals**

**Total Outstanding:** \$0.00  
**Total Payments:** \$575.00  
**Total Forgiven:** \$0.00

**Bills**

Transaction ID	Invoice Date	Documentation	Bill Amount	Payment	Payment Refund	Forgiven	Outstanding
8374	1/16/2019	0	\$575.00	(\$575.00) 1	\$0.00 0	(\$0.00) 0	\$0.00

**Important:** You should generally only delete a transaction if it was entered in error.