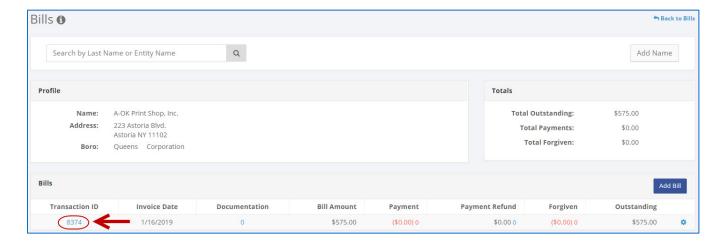
C-SMART HELP

FORGIVEN BILLS

HOW TO ADD A FORGIVEN BILL

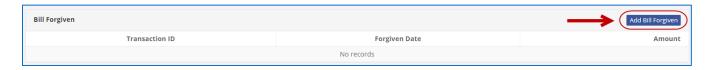
- 1. Go to the vendor's **Bills** page.
 - Click the bill's Transaction ID OR enter it into the Search Name or Transaction ID bar.



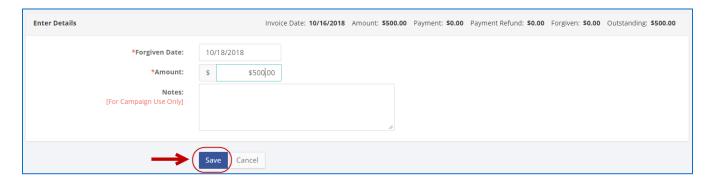
OR



2. Click Add Bill Forgiven.



- 3. Enter and save the transaction details.
 - C-SMART will alert you if you leave out required information. Complete the fields below:
 - Forgiven Date: Enter the date the vendor forgave the amount.
 - Amount: Enter the amount forgiven.
 - **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.

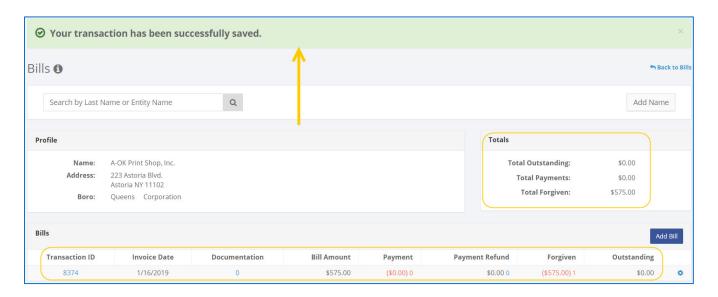


Important:

- If the vendor is an individual, be sure that the forgiven amount does not exceed the contribution limit, including the <u>Doing Business limit</u> if applicable.
- Forgiven bills are considered contributions, subject to source restrictions and limits.
 You may not accept a forgiven bill from any corporations, partnerships, or LLCs. C-SMART will produce a warning message if you try to create a forgiven bill from such a vendor.



- 4. The forgiven amount has been successfully saved.
 - ➤ Once you hit **Save**, C-SMART will return you to the vendor's **Bills** page. The **Totals** box and the list of bills will be updated to reflect the newly saved transaction.



Best practices: Write the C-SMART **Transaction ID** on copies of any related documentation, such as a letter from the vendor forgiving the bill.

HOW TO EDIT A FORGIVEN BILL

- 1. Go to the vendor's **Bills** page.
 - Click the bill's Transaction ID, scroll down to Bills Forgiven, click the gear and then Edit Bill Forgiven. You can also use the Search Name or Transaction ID bar.

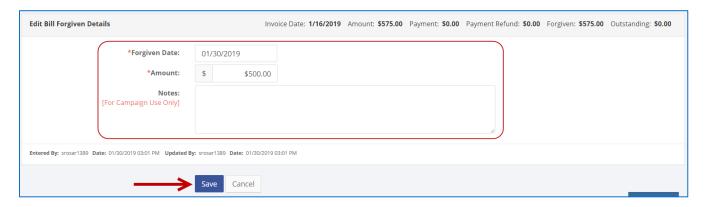


OR

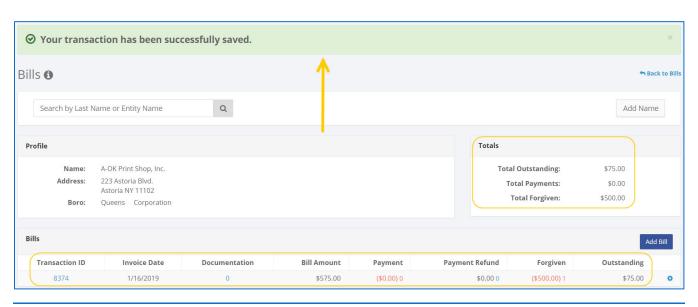




2. Modify the necessary fields and click Save.



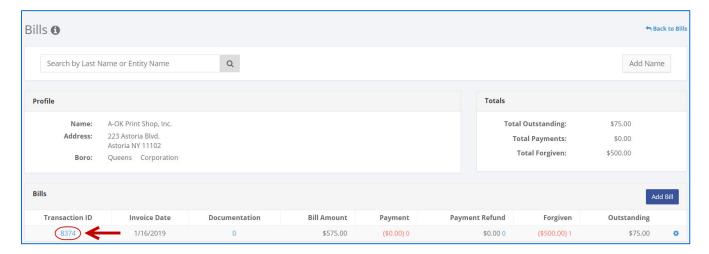
3. The forgiven amount has been successfully edited.



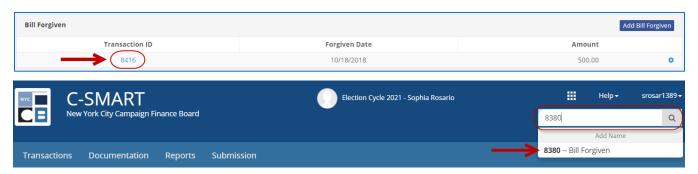
Important: The timestamp at the bottom will be updated to show who last modified the transaction.

HOW TO DELETE A FORGIVEN BILL

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

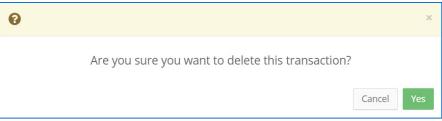


OR

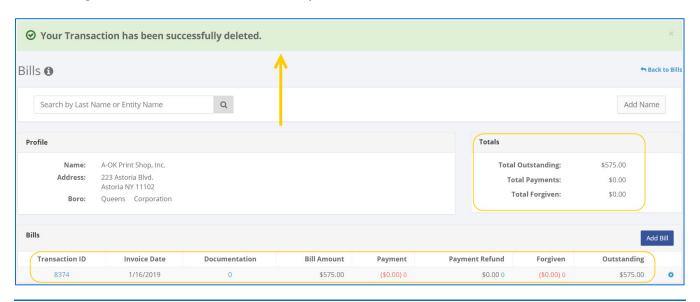


- 2. Click **Delete** to proceed.
 - Click Yes on the window that opens to complete the deletion.





3. The forgiven amount has been successfully deleted.



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