

C-SMART HELP

OTHER RECEIPTS

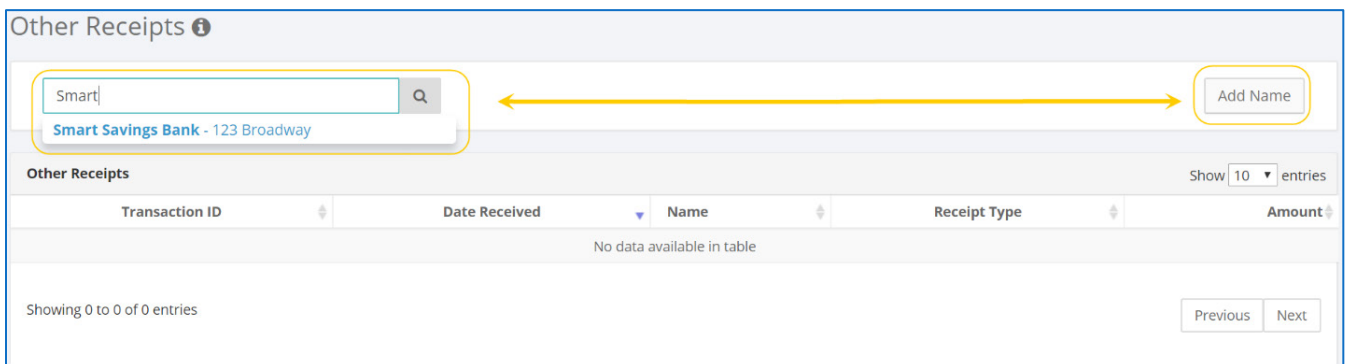
Any money your campaign receives other than contributions are considered other receipts. This includes bank interest and certain types of reimbursements and refunds.

HOW TO ADD AN OTHER RECEIPT

1. Go to **Other Receipts**.
 - Hover your cursor over **Transactions** and click **Other Receipts**.



2. Use the **Search by Last Name or Entity Name** bar to find the other receipt's source OR click [Add Name](#) to create a new record.



3. Click **Add Other Receipt**.

Other Receipts ⓘ [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.00

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
No records			

4. Enter and save the other receipt's details.

- C-SMART will alert you if you leave out required information. Complete fields below:
 - ◆ **Date Received:** Enter the date of the receipt.
 - ◆ **Amount:** Enter the total amount of the receipt.
 - ◆ **Receipt Type:** Indicate the type of receipt (**Interest/Dividends**, **Other**, or **Proceed Sale/Lease**).
 - ◆ **Explanation:** Enter a brief description of the receipt.
 - ◆ **Segregated:** Indicate if the receipt was deposited into a segregated bank account. See Chapter 6 of the [Handbook](#) for more information on segregated bank accounts.
 - ◆ **Runoff/Rerun:** Check this box if the receipt was for an expected runoff or court-ordered rerun election. This is only allowed if the CFB confirms one is expected. Review [Runoff Guidance](#) for more information.
 - ◆ **Committee:** Select the receiving committee. C-SMART will default to your principal committee, but you can select a different one if necessary.
 - ◆ **Notes:** Enter any additional information. The CFB does not receive what you enter in this field. Your notes will be saved across all related transactions.
- Then, click **Save**.

Other Receipts - Add Other Receipt

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.00

Enter Details

*Date Received: 08/29/2018

*Amount: \$ 0.99

*Receipt Type: Interest/Dividends

Explanation: Bank interest

Segregated:

Runoff / Rerun:

*Committee: Sophia for Council

Notes: [For Campaign Use Only]

→ **Save** Cancel

Best Practice:

- ◆ Use the tab key to navigate between fields.

Important:

- ◆ If a warning appears on clicking **Save**, read it. It might refer to a compliance issue.

5. The receipt has been successfully saved.

- At this point, C-SMART will return you to the source's **Other Receipts** page. The **Totals** box and list of other receipts will be updated to reflect the newly saved transaction.

✔ Your transaction has been successfully saved.

Other Receipts [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.99

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
8407	8/29/2018	Interest/Dividends	\$0.99

Best Practice: Write the C-SMART **Transaction ID** on all related documentation.

HOW TO EDIT AN OTHER RECEIPT

1. Go to the **Other Receipts** page.

➤ Click the **gear** and then **Edit** OR click the other receipt's **Transaction ID** and then **Edit**.

Other Receipts Add Other Receipt

Transaction ID	Date Received	Receipt Type	Amount
8485	10/30/2018	Interest/Dividends	\$0.99

Edit
Add Document

OR

Other Receipts Add Other Receipt

Transaction ID	Date Received	Receipt Type	Amount
8485	10/30/2018	Interest/Dividends	\$0.99

Other Receipts Back to Smart Savings Bank

Transaction ID: 8485 Statement: N/A

Edit Delete

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.99

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

Edit Details

*Date Received: 10/30/2018

*Amount: \$ 0.99

*Receipt Type: Interest/Dividends

Explanation: Bank interest

Segregated:

Runoff / Rerun:

*Committee: Sophia for Council

Notes: [For Campaign Use Only]

Entered By: srosar1389 Date: 10/30/2018 01:15 PM Updated By: srosar1389 Date: 10/30/2018 01:15 PM

Save Cancel

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

3. The transaction has been successfully edited.

✓ Your transaction has been successfully saved.

Other Receipts ⓘ [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.99

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
8485	10/30/2018	Interest/Dividends	\$0.99

HOW TO DELETE AN OTHER RECEIPT

1. Go to the **Other Receipts** page.

➤ Click the other receipt's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

Other Receipts ⓘ [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.99

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
8485	10/30/2018	Interest/Dividends	\$0.99

OR

NYC **C-SMART**
New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help srosar1389

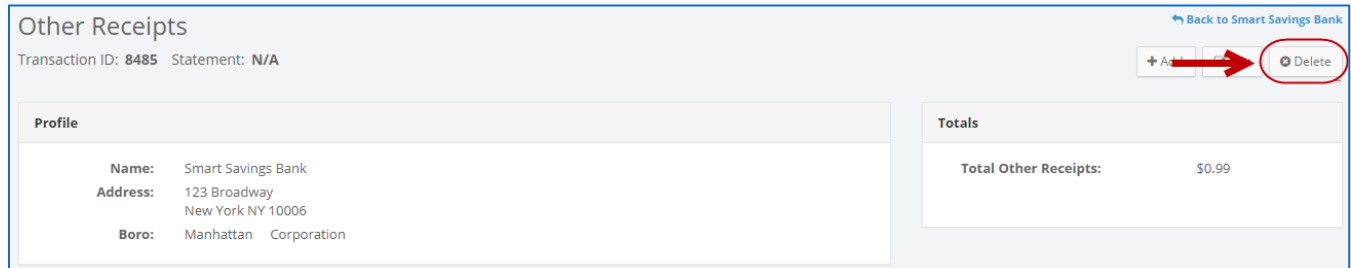
8485

Add Name

8485 -- Other Receipts

Transactions Documentation Reports Submission

2. Click **Delete** to proceed.



Other Receipts

Transaction ID: 8485 Statement: N/A

[Back to Smart Savings Bank](#)

+ Add **Delete**

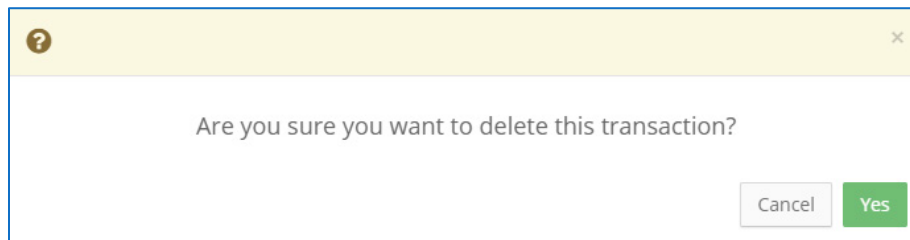
Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.99

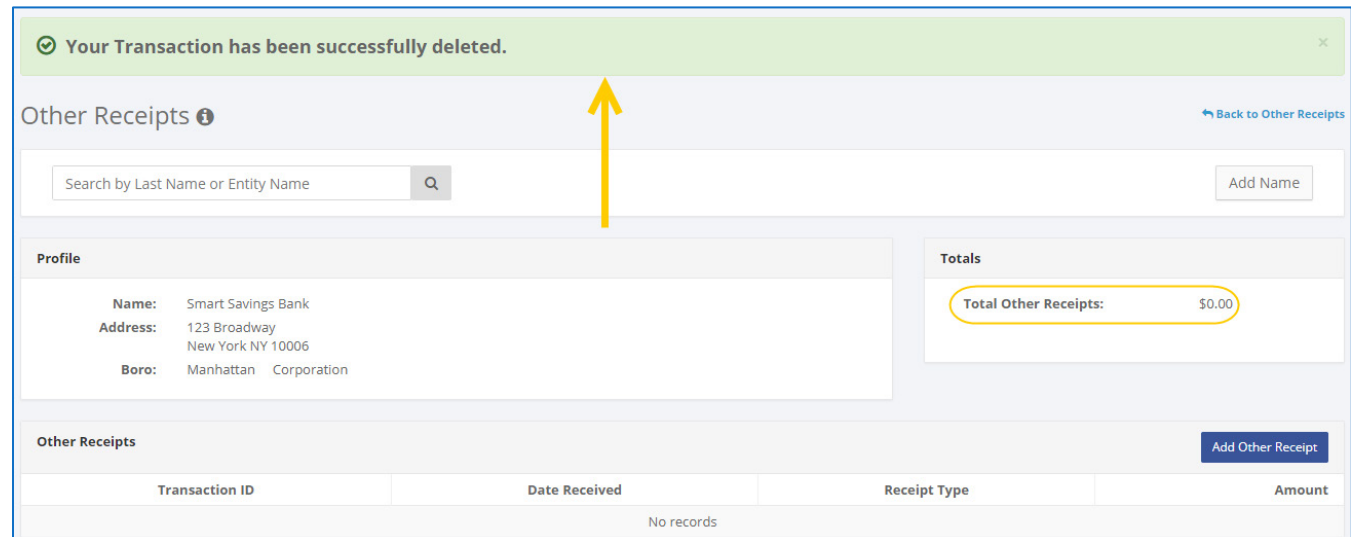
➤ Click **Yes** on the window that opens to complete the deletion.



Are you sure you want to delete this transaction?

Cancel Yes

3. The other receipt has been successfully deleted.



✔ Your Transaction has been successfully deleted.

Other Receipts

[Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Broadway
New York NY 10006
Boro: Manhattan Corporation

Totals

Total Other Receipts: \$0.00

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
No records			

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