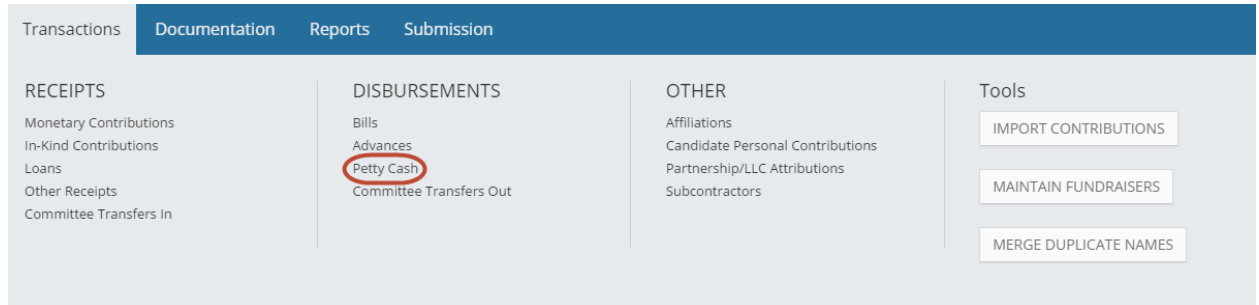


Help Content: Petty Cash

HOW TO ADD A PETTY CASH DEPOSIT

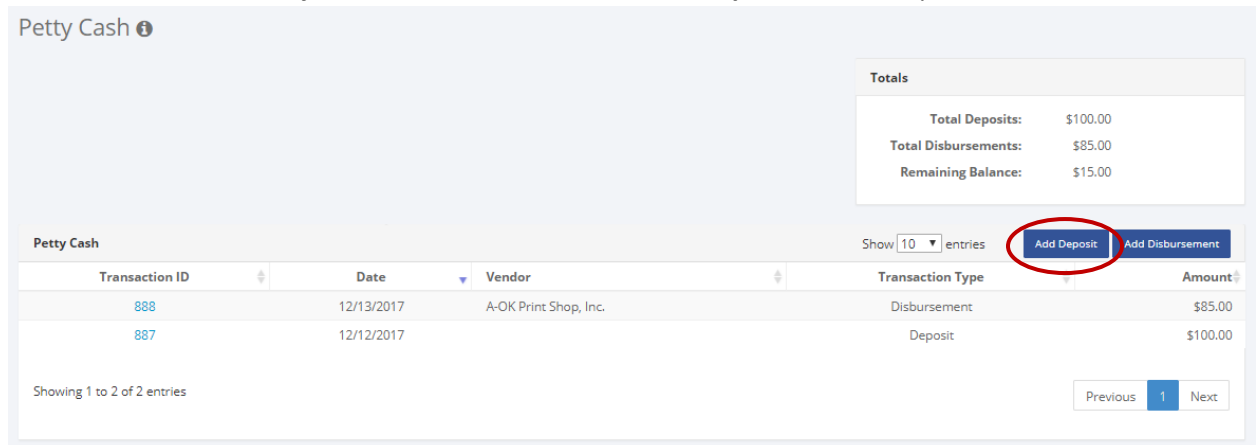
1. Go to Petty Cash.

Click **Transactions** and then **Petty Cash**.



2. Click Add Deposit.

You are now on the **Petty Cash** screen. Click the blue **Add Deposit** button to proceed.



3. Enter the details of the petty cash deposit and click Save.

C-SMART will alert you if you leave out required information. Complete the fields as follows:

- **Deposit Date:** Enter the date the campaign withdrew cash from the campaign’s bank account to make the deposit into the petty cash fund. You may do this by entering the date in the field using the MM/DD/YYYY format or by selecting a date from the calendar that appears when you click on the blank field.
- **Amount:** Enter the amount withdrawn from the campaign’s bank account to make the deposit.
- **Debit:** If the campaign used the committee debit card to withdraw cash, check the Debit box. “Debit” will auto-populate in the Check Number field.
- **Check Number:** If the campaign wrote a check out to “cash”, write the check number in this field.
- **Committee:** Select the committee keeping this petty cash fund from the list of committees available in the drop-down list. C-SMART will automatically default to your

principal committee. You may select a different committee if the default does not apply to this transaction.

- **Bank Account:** Select the bank account from which the funds were withdrawn. C-SMART will automatically default to your primary bank account. You may select a different account if the default does not apply to this transaction.
- **Notes:** Enter any additional notes relating to this transaction. Please be aware that this same note field appears on both the main transaction and any associated transactions. If you make changes on any one of the associated transactions, those changes will be reflected in those associated transactions as well as the main transaction.

Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.

CANDIDATE SERVICES TIP(S):

- ✓ Upon clicking **Save**, if a warning message pops up, read it. It might notify you of a potential compliance issue that you need to address immediately.
- ✓ Remember that the maximum amount allowed in a petty cash fund at one time is \$500.
- ✓ Re-deposit unused petty cash in the committee bank account and enter the transaction as an [Other Receipt](#) with the source as "Petty Cash Re-deposit."
- ✓ Run the [Petty Cash Journal Report](#) to review your petty cash fund activity and/or submit the report to the CFB upon request.
- ✓ Use the tab key to navigate through the fields so that you don't miss one.

Enter Details

*Deposit Date:

*Amount:

Debit:

*Check Number:

*Committee:

*Bank Account:

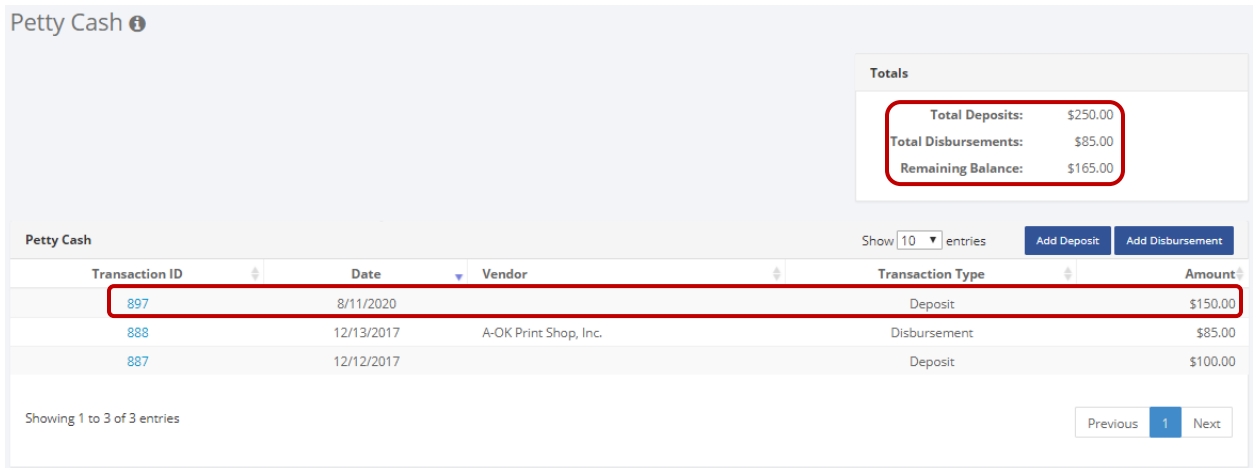
Notes:
[For Campaign Use Only]

4. Your transaction has been successfully saved.

At this point, C-SMART will go back to the **Petty Cash** screen. You will see that the **Totals** box is updated to account for the saved transaction and the list of deposits and disbursements on the bottom of the screen includes the transaction you just saved.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the transaction now has a **Transaction ID**. Keep note of this ID for audit and recordkeeping purposes.



Totals

Total Deposits:	\$250.00
Total Disbursements:	\$85.00
Remaining Balance:	\$165.00

Petty Cash Show 10 entries [Add Deposit](#) [Add Disbursement](#)

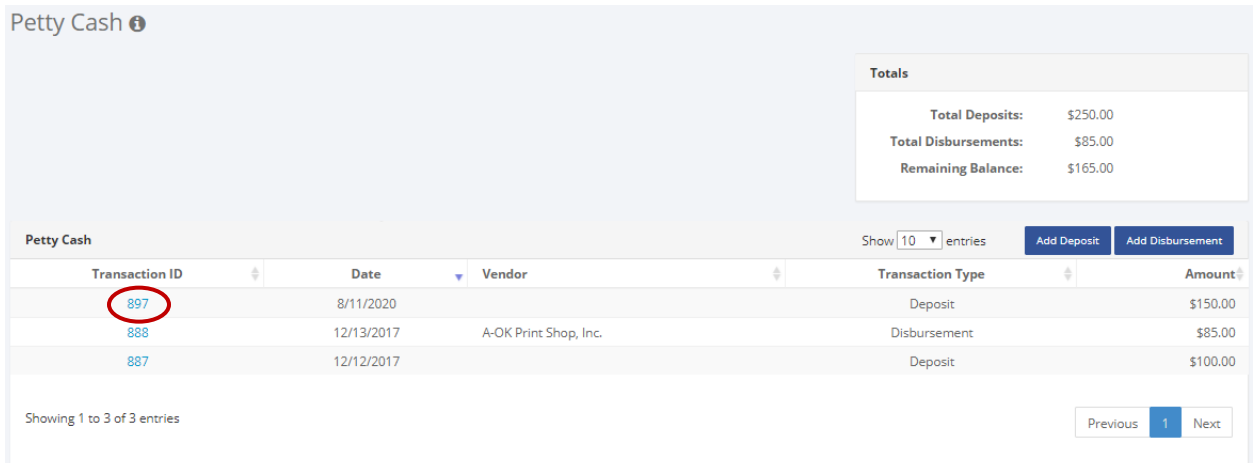
Transaction ID	Date	Vendor	Transaction Type	Amount
897	8/11/2020		Deposit	\$150.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

HOW TO EDIT A PETTY CASH DEPOSIT

1. **Click the Transaction ID or Search by Transaction ID.**

From the **Petty Cash** screen, click the Transaction ID for the petty cash deposit you wish you edit. Or, if you know the Transaction ID, search for it using the **Search Name or Transaction ID** bar.



Totals

Total Deposits:	\$250.00
Total Disbursements:	\$85.00
Remaining Balance:	\$165.00

Petty Cash Show 10 entries [Add Deposit](#) [Add Disbursement](#)

Transaction ID	Date	Vendor	Transaction Type	Amount
897	8/11/2020		Deposit	\$150.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

OR

Totals	
Total Deposits:	\$250.00
Total Disbursements:	\$85.00
Remaining Balance:	\$165.00

2. Click Edit.

Once you are on the **Petty Cash Deposit** screen for the deposit you wish to modify, click **Edit**.

Totals	
Total Deposits:	\$250.00
Total Disbursements:	\$85.00
Remaining Balance:	\$165.00

Petty Deposit Details

Paid Date: 8/11/2020
 Amount: \$150.00
 Debit:
 Check Number: Debit
 Bank Account Name: Smart Savings Bank(****3522)
 Committee: Sophia For Council
 Notes:

Entered By: srosar1885 Date: 02/08/2018 09:28 AM Updated By: srosar1885 Date: 02/08/2018 09:28 AM

3. Update and click Save.

Modify, add, or remove the applicable fields and then click **Save**.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the timestamp will be updated to reflect who made the modification to the transaction and when.
- ✓ If your check was voided, click **Void Check** and enter the date voided. Voiding the check will void the Petty Cash Deposit transaction. If you have to issue a new check, you must create a new Petty Cash Deposit transaction.

Edit Deposit Details

*Deposit Date:

*Amount:

Debit:

*Check Number:

*Committee:

*Bank Account:

Void Check: Void Date:

Notes:

[For Campaign Use Only]

Entered By: srosar1885 Date: 02/08/2018 09:28 AM Updated By: srosar1885 Date: 02/08/2018 09:28 AM

4. The petty cash deposit has been successfully edited.

HOW TO DELETE A PETTY CASH DEPOSIT

1. Click on the Transaction ID or Search by Transaction ID.

From the **Petty Cash** screen, click on the **Transaction ID** for the petty cash deposit you wish to delete OR use the **Search Transaction ID** bar if you know the Transaction ID.

Petty Cash ⓘ

Totals			
Total Deposits:	\$250.00		
Total Disbursements:	\$85.00		
Remaining Balance:	\$165.00		

Petty Cash				Show 10 entries	<input type="button" value="Add Deposit"/>	<input type="button" value="Add Disbursement"/>
Transaction ID	Date	Vendor	Transaction Type	Amount		
897	8/11/2020		Deposit	\$150.00		
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00		
887	12/12/2017		Deposit	\$100.00		

Showing 1 to 3 of 3 entries

OR

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$85.00
Remaining Balance:	\$215.00

2. Click Delete.

Once you have reviewed the saved transaction and are positive that this was saved in error and did not actually occur, you can click the **Delete** button.

Petty Cash Deposit
Transaction ID: 897 Statement: N/A

Buttons: + Add, Edit, **Delete**

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$85.00
Remaining Balance:	\$215.00

Petty Deposit Details

Paid Date: 8/11/2020
Amount: \$200.00
Debit:
Check Number: Debit
Bank Account Name: Smart Savings Bank(****3522)
Committee: Sophia For Council
Notes:

Entered By: srosar1885 Date: 02/08/2018 09:28 AM Updated By: srosar1885 Date: 02/08/2018 09:44 AM

3. The petty cash deposit has been successfully deleted.

CANDIDATE SERVICES TIP(S):

- ✓ *In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.*

HOW TO ADD A PETTY CASH DISBURSEMENT

1. Click Add Disbursement.

From the **Petty Cash** screen, click the blue **Add Disbursement** button to proceed.

The screenshot shows the Petty Cash interface. At the top right, a 'Totals' box displays: Total Deposits: \$250.00, Total Disbursements: \$85.00, and Remaining Balance: \$165.00. Below this is a table of transactions with columns for Transaction ID, Date, Vendor, Transaction Type, and Amount. The table contains three entries: 897 (Deposit, 8/11/2020, \$150.00), 888 (Disbursement, 12/13/2017, A-OK Print Shop, Inc., \$85.00), and 887 (Deposit, 12/12/2017, \$100.00). At the bottom right, there are buttons for 'Add Deposit' and 'Add Disbursement', with the latter being highlighted by a red box. A 'Show 10 entries' dropdown is also visible.

Transaction ID	Date	Vendor	Transaction Type	Amount
897	8/11/2020		Deposit	\$150.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

2. Enter the details of the disbursement and click Save.

C-SMART will alert you if you leave out required information. Complete the fields as follows:

- **Vendor Name:** Select the vendor to whom the disbursement was made. If the name is not there, click [Add Name](#).
- **Disbursement Date:** Enter the date the campaign made the disbursement. You may do this by entering the date in the field using the MM/DD/YYYY format or by selecting a date from the calendar that appears when you click on the blank field.
- **Amount:** Enter the amount of the disbursement.
- **Purpose Code:** Select the purpose code from the available options in the drop-down menu that most closely represents the purpose of the expenditure. Please refer to the [C-SMART Purpose Codes Guide](#) for further information.
- **Event:** If the disbursement was made for or as a result of a [fundraising event](#), you can use the drop-down list to select that event.
- **Notes:** Enter any additional notes related to this transaction. Please be aware that this same note field appears on both the main transaction and any associated transactions. If you make changes on any one of the associated transactions, those changes will be reflected in those associated transactions as well as the main transaction.

Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.

CANDIDATE SERVICES TIP(S):

- ✓ Remember that you cannot make a single cash disbursement of more than \$100.
- ✓ Re-deposit unused petty cash in the committee bank account and enter the transaction as an [Other Receipt](#) with the source as "Petty Cash Re-deposit."
- ✓ Run the [Petty Cash Journal Report](#) to review your petty cash fund activity and/or submit the report to the CFB upon request.

Enter Details

***Vendor Name:**

***Disbursement Date:**

***Amount:**

***Purpose Code:**

Event:

Notes:
[For Campaign Use Only]

3. Your transaction has been successfully saved.

At this point, C-SMART will go back to **Petty Cash** screen and you will see that the **Totals** box is updated to account for the saved transaction, and the list of petty cash deposits and disbursements on the bottom of the screen includes the transaction you just saved.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the transaction now has a **Transaction ID**. Write this number on the copy of the bill and/or receipt and other documentation for audit and recordkeeping purposes.

Petty Cash ⓘ

Totals

Total Deposits: \$300.00

Total Disbursements: \$135.00

Remaining Balance: \$165.00

Transaction ID	Date	Vendor	Transaction Type	Amount
898	8/26/2020	Tommy's Grocery	Disbursement	\$50.00
897	8/11/2020		Deposit	\$200.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 4 of 4 entries

HOW TO EDIT A PETTY CASH DISBURSEMENT

1. Click on the Transaction ID or Search by Transaction ID.

From the **Petty Cash** screen, click on the Transaction ID for the petty cash disbursement you wish to edit. Or, if you know the Transaction ID, use the **Search Name or Transaction ID** bar.

Petty Cash ⓘ

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$135.00
Remaining Balance:	\$165.00

Petty Cash Show 10 entries Add Deposit Add Disbursement

Transaction ID	Date	Vendor	Transaction Type	Amount
898	8/26/2020	Tommy's Grocery	Disbursement	\$50.00
897	8/11/2020		Deposit	\$200.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 4 of 4 entries Previous 1 Next

OR

898

Add Name

898 -- Petty Cash Disbursement

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$135.00
Remaining Balance:	\$165.00

2. **Click Edit.**

Once you are on the **Petty Cash Disbursement** screen for the disbursement you wish to modify, click **Edit**.

Petty Cash Disbursement

Transaction ID: 898 Statement: N/A

[Back to Petty Cash](#)

+ Add **Edit** Delete

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$135.00
Remaining Balance:	\$165.00

Petty Disbursement Details

Vendor Name: Tommy's Grocery
Address: 200 Parsons Blvd
Flushing NY 11355
Date: 8/26/2020
Amount: \$50.00
Purpose Code: Fundraising
Event: Sophia's Spring Fundraiser
Notes:

Entered By: srosar1885 Date: 02/08/2018 10:20 AM Updated By: srosar1885 Date: 02/08/2018 10:20 AM

3. Update and click Save.

Modify, add, or remove the applicable fields and then click **Save**.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the timestamp will be updated to reflect who made the modification to the transaction and when.

Edit Disbursement Details

*Vendor Name: Tommy's Grocery

*Disbursement Date: 09/20/2016

*Amount: \$54.44

*Purpose Code: Fundraising

Event:

Notes:
[For Campaign Use Only]

Entered By: Admin Date: 09/20/2016 12:08 PM Updated By: Admin Date: 09/20/2016 12:08 PM

Save Cancel

4. The petty cash disbursement has been successfully edited.

HOW TO DELETE A PETTY CASH DISBURSEMENT

1. Click on the Transaction ID or Search by Transaction ID.

From the **Petty Cash** screen, click on the Transaction ID for the petty cash disbursement you wish to delete. Or, if you know the Transaction ID, use the **Search Transaction ID** bar.

Petty Cash ⓘ

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$139.44
Remaining Balance:	\$160.56

Petty Cash Show 10 entries Add Deposit Add Disbursement

Transaction ID	Date	Vendor	Transaction Type	Amount
898	8/26/2020	Tommy's Grocery	Disbursement	\$54.44
897	8/11/2020		Deposit	\$200.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 4 of 4 entries Previous 1 Next

OR

898

Add Name

898 -- Petty Cash Disbursement

Totals

Total Deposits:	\$300.00
Total Disbursements:	\$139.44
Remaining Balance:	\$160.56

2. Click Delete.

Once you have reviewed the saved transaction and are positive that this was saved in error and did not actually occur, you can click the **Delete** button.

The screenshot displays the 'Petty Cash Disbursement' interface. At the top left, the title 'Petty Cash Disbursement' is shown, followed by 'Transaction ID: 898' and 'Statement: N/A'. In the top right corner, there are three buttons: '+ Add', 'Edit', and 'Delete'. The 'Delete' button is circled in red. Below the buttons is a 'Totals' section with the following data:

Totals	
Total Deposits:	\$300.00
Total Disbursements:	\$139.44
Remaining Balance:	\$160.56

Below the totals is the 'Petty Disbursement Details' section, which contains the following information:

Vendor Name: Tommy's Grocery
Address: 200 Parsons Blvd
Flushing NY 11355
Date: 8/26/2020
Amount: \$54.44
Purpose Code: Fundraising
Event:
Notes: [Empty text area]

At the bottom of the interface, it shows 'Entered By: srosar1885 Date: 02/08/2018 10:20 AM' and 'Updated By: srosar1885 Date: 02/08/2018 10:34 AM'.

3. The petty cash disbursement has been successfully deleted.

CANDIDATE SERVICES TIP(S):

- ✓ *In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.*

HOW TO ADD PETTY CASH DEPOSIT/DISBURSEMENT DOCUMENTATION

1. Click on the Transaction ID or search by Transaction ID.

From the **Petty Cash** page, click on the petty cash deposit's transaction ID. Or, if you already know the transaction ID, use the **Search Name or Transaction ID** bar. If you are uploading documentation for a petty cash disbursement, click on or search for the corresponding transaction ID for the disbursement.

Petty Cash ⓘ

Totals				
Total Deposits:	\$250.00			
Total Disbursements:	\$85.00			
Remaining Balance:	\$165.00			

Petty Cash Show 10 entries [Add Deposit](#) [Add Disbursement](#)

Transaction ID	Date	Vendor	Transaction Type	Amount
897	8/11/2020		Deposit	\$150.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 3 of 3 entries Previous 1 Next

OR

Q

Add Name

897 -- Petty Cash Deposit

2. Click Add Document.

Click the blue **Add Document** button to proceed.

Petty Deposit Details

Paid Date: 8/11/2020

Amount: \$200.00

Debit:

Check Number: Debit

Bank Account Name: Smart Savings Bank(****3522)

Committee: Sophia For Council

Notes:

Entered By: srosar1885 Date: 02/08/2018 09:28 AM Updated By: srosar1885 Date: 02/08/2018 09:44 AM

Documentation Add Document				
Type	Date Linked	Submit Date	Statement Number	
No records				

CANDIDATE SERVICES TIP(S):

- ✓ *As a shortcut, you can click on the blue gear icon corresponding to the transaction ID of the petty cash deposit or disbursement and then click **Add Document**.*

3. Enter the details of the document and click Save.

- **Select a PDF document to upload:** Click **Upload PDF** to select the file from your computer or other device. The file size cannot exceed 4 MB. Once you select the file, it will be displayed in the PDF Preview field.
- **Select page(s) and type of document:**
 - Enter the page number(s) of the PDF that is/are associated with the transaction. You can use a dash to select a page range (3-4) or a comma to select non-consecutive page numbers (1, 3). You also can choose Select All Pages if all pages of the PDF correspond to the transaction.
 - From the drop-down list for Type:
 - For petty cash deposit documentation, select Petty Cash Withdrawal Slip or Other.
 - For petty cash disbursement documentation, select Invoices/Receipts or Other.
- **Save:** Click **Save** to store the document in C-SMART and link it to the transaction.

Add Documentation

Last Name or Entity Name: N.Y.C. Campaign Finance Board Transaction ID: 897 Amount: \$200.00 Date: 2/8/2018 Expenditure Type: Petty Cash Deposit

Select a PDF Document to upload (File size limit 4 MB)

+ Upload PDF

Select page(s) and Type of Document (Indicate multiple pages by comma or dash)

Page(s) Select All Pages Type

Save Cancel

PDF Preview

CANDIDATE SERVICES TIP(S):

- ✓ *If your PDF contains more than one type of documentation, you can upload them together under a single document type.*
- ✓ *Even if a document is stored in C-SMART and linked to a transaction, it is not submitted to the CFB when uploaded. The documentation will be submitted when the underlying transaction is submitted in a disclosure statement or an amendment.*

4. The document has been successfully saved.

At this point, C-SMART will go back to the transaction’s page and you will see that the transaction will show that it has documentation linked to it.

Documentation Add Document				
	Type	Date Linked	Submit Date	Statement Number
View PDF	Petty Cash Withdrawal Slip	2/8/2018		✕ Delete

HOW TO VIEW PETTY CASH DEPOSIT/DISBURSEMENT DOCUMENTATION

1. Click on the Transaction ID or search by Transaction ID.

From the **Petty Cash** page, click on the petty cash deposit's transaction ID. Or, if you already know the transaction ID, use the **Search Name or Transaction ID** bar. If you wish to view documentation for a petty cash disbursement, click on or search for the corresponding transaction ID for the disbursement.

The screenshot shows the Petty Cash interface. At the top right, a 'Totals' box displays: Total Deposits: \$250.00, Total Disbursements: \$85.00, and Remaining Balance: \$165.00. Below this is a table with columns: Transaction ID, Date, Vendor, Transaction Type, and Amount. The first row has Transaction ID 897 (circled in red), Date 8/11/2020, and Amount \$150.00. The second row has Transaction ID 888, Date 12/13/2017, Vendor A-OK Print Shop, Inc., and Amount \$85.00. The third row has Transaction ID 887, Date 12/12/2017, and Amount \$100.00. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

OR

The screenshot shows a search bar containing the text '897'. Below the search bar, a dropdown menu is open, showing the option '897 -- Petty Cash Deposit'.

2. Click View PDF.

In the **Documentation** section, click **View PDF**.

The screenshot shows the Documentation section. It features a table with columns: Type, Date Linked, Submit Date, and Statement Number. The first row has Type 'Petty Cash Withdrawal Slip', Date Linked '2/8/2018', and a 'View PDF' button circled in red. There is also an 'Add Document' button at the top right and a 'Delete' button at the bottom right of the table.

HOW TO DELETE PETTY CASH DEPOSIT/DISBURSEMENT DOCUMENTATION

1. Click on the Transaction ID or search by Transaction ID.

From the **Petty Cash** page, click on the petty cash deposit's transaction ID. Or, if you already know the transaction ID, use the **Search Name or Transaction ID** bar. If you wish to delete documentation for a petty cash disbursement, click on or search for the corresponding transaction ID for the disbursement.

Petty Cash ⓘ

Totals				
Total Deposits:	\$250.00			
Total Disbursements:	\$85.00			
Remaining Balance:	\$165.00			

Petty Cash Show 10 entries Add Deposit Add Disbursement

Transaction ID	Date	Vendor	Transaction Type	Amount
897	8/11/2020		Deposit	\$150.00
888	12/13/2017	A-OK Print Shop, Inc.	Disbursement	\$85.00
887	12/12/2017		Deposit	\$100.00

Showing 1 to 3 of 3 entries Previous 1 Next

OR

Q

Add Name

897 -- Petty Cash Deposit

2. **Click Delete.**

Once you have reviewed the saved document and are positive that this was added in error and should not be linked to the transaction, you can click the **Delete** button in the **Documentation** section.

Documentation					Add Document
	Type	Date Linked	Submit Date	Statement Number	
View PDF	Petty Cash Withdrawal Slip	2/8/2018			Delete

3. **The document has been successfully deleted.**

CANDIDATE SERVICES TIP(S):

- ✓ *Once the documentation has been submitted to the CFB, you will no longer be able to delete it.*