

## C-SMART HELP

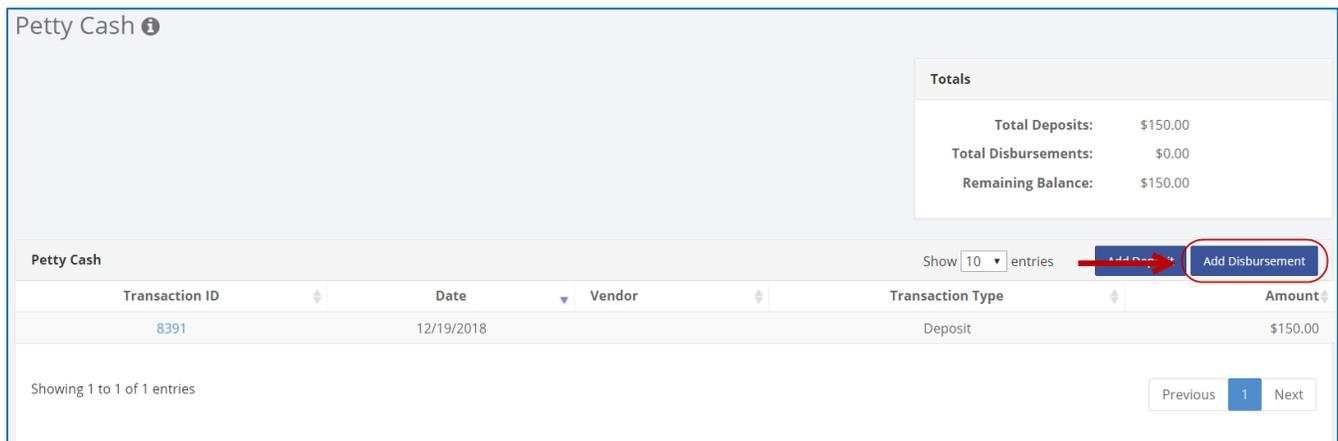
### PETTY CASH

C-SMART's Petty Cash feature is used to report any deposits into your petty cash fund and any expenditures for which cash is used. Cash expenditures exceeding \$100 are not permitted. Public funds may not be used for cash expenditures.

#### HOW TO ADD A PETTY CASH DISBURSEMENT

1. Go to **Petty Cash**.

➤ Click **Add Disbursement**.



The screenshot shows the Petty Cash interface. At the top right, there is a 'Totals' summary box:

Totals	
Total Deposits:	\$150.00
Total Disbursements:	\$0.00
Remaining Balance:	\$150.00

Below the summary box is a table with the following columns: Transaction ID, Date, Vendor, Transaction Type, and Amount. The table contains one entry:

Transaction ID	Date	Vendor	Transaction Type	Amount
8391	12/19/2018		Deposit	\$150.00

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. To the right of the table, there is a 'Show 10 entries' dropdown and two buttons: 'Add Disbursement' (highlighted with a red circle and a red arrow) and 'Add Disbursement' (highlighted with a red circle).

2. Enter and save the disbursement details.

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

- ◆ **Vendor Name:** Indicate the vendor receiving the disbursement. Click [Add Name](#) to create a new record.
- ◆ **Disbursement Date:** Enter the date the campaign made the disbursement.
- ◆ **Amount:** Enter the amount of the disbursement.
- ◆ **Purpose Code:** Choose the purpose code that best represents the expenditure. Refer to the [C-SMART Purpose Codes Guide](#) for further information on purpose codes.
- ◆ **Event:** If the contribution was collected at a fundraising event, indicate which one. If the event does not appear, you must first add the event in [Fundraising Events](#).
- ◆ **Notes:** Enter any additional information. The CFB cannot review what you enter in this field. Your notes will be saved across all related transactions.

➤ Then, click **Save**.

**Enter Details**

**\*Vendor Name:** A-OK Print Shop, Inc.

**\*Disbursement Date:** 12/22/2018

**\*Amount:** \$50.00

**\*Purpose Code:** Campaign Literature

**Event:** Sophia's Fall Fundraiser

**Notes:**  
[For Campaign Use Only]



**Best Practice:**

- ◆ Use the tab key to navigate between fields.
- ◆ Use the [Petty Cash Journal Report](#) to review your petty cash fund activity.
- ◆ When redepositing petty cash, record the transaction as an [other receipt](#).

**Important:**

- ◆ You cannot make a single cash disbursement of more than \$100.
- ◆ Upon clicking **Save**, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.

3. Your transaction has been successfully saved.

The screenshot displays the Petty Cash page in C-SMART. At the top, a green notification bar states "Your transaction has been successfully saved." with a close button. Below this, the page title "Petty Cash" is visible. A yellow arrow points from the notification bar down to the transaction list. On the right side, a "Totals" box is highlighted with a yellow border, containing the following information:

Totals	
Total Deposits:	\$150.00
Total Disbursements:	\$50.00
Remaining Balance:	\$100.00

Below the Totals box is a table of transactions. The table has columns for Transaction ID, Date, Vendor, Transaction Type, and Amount. It shows two entries:

Transaction ID	Date	Vendor	Transaction Type	Amount
8395	12/22/2018	A-OK Print Shop, Inc.	Disbursement	\$50.00
8391	12/19/2018		Deposit	\$150.00

At the bottom of the table, it says "Showing 1 to 2 of 2 entries" and includes "Previous" and "Next" navigation buttons.

- At this point, C-SMART will return you to the **Petty Cash** page. The **Totals** box and list of petty cash transactions will be updated to reflect the newly saved transaction.

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**Best Practice:** Write the C-SMART **Transaction ID** on any related documentation, including the copy of the bill and/or receipt.

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## HOW TO EDIT A PETTY CASH DISBURSEMENT

### 1. Go to **Petty Cash**.

- Click the disbursement's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

Petty Cash ⓘ

Totals				
Total Deposits:	\$150.00			
Total Disbursements:	\$50.00			
Remaining Balance:	\$100.00			

Petty Cash

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

Transaction ID	Date	Vendor	Transaction Type	Amount
8395	12/22/2018	A-OK Print Shop, Inc.	Disbursement	\$50.00
8391	12/19/2018		Deposit	\$150.00

Showing 1 to 2 of 2 entries

Previous 1 Next

OR

NYC C-SMART New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help srosar1389

8395

Add Name

8395 -- Petty Cash Disbursement

Transactions Documentation Reports Submission

### 2. Click **Edit**.

Petty Cash Disbursement

Transaction ID: 8395 Statement: N/A

[Back to Petty Cash](#)

[Edit](#) [Delete](#)

Totals	
Total Deposits:	\$150.00
Total Disbursements:	\$60.00
Remaining Balance:	\$90.00

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

**Edit Disbursement Details**

**\*Vendor Name:** A-OK Print Shop, Inc. ▼

**\*Disbursement Date:** 12/22/2018

**\*Amount:** \$60.00

**\*Purpose Code:** Campaign Literature ▼

**Event:** ▼

**Notes:**  
[For Campaign Use Only]

Entered By: srosar1389 Date: 12/21/2018 04:29 PM Updated By: srosar1389 Date: 12/21/2018 04:29 PM

 **Save** Cancel

4. The petty cash disbursement has been successfully edited.

✔ Your transaction has been successfully saved. ✕

Petty Cash ⓘ

**Totals**

Total Deposits: \$150.00

Total Disbursements: \$60.00

Remaining Balance: \$90.00

Petty Cash					Show 10 entries	<a href="#">Add Deposit</a>	<a href="#">Add Disbursement</a>
Transaction ID	Date	Vendor	Transaction Type	Amount			
8395	12/22/2018	A-OK Print Shop, Inc.	Disbursement	\$60.00			
8391	12/19/2018		Deposit	\$150.00			

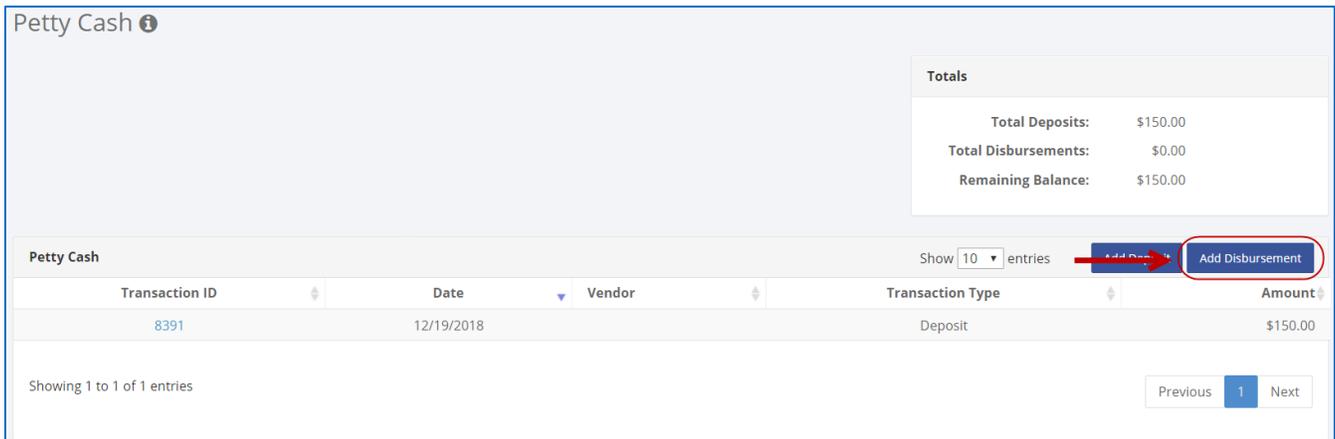
Showing 1 to 2 of 2 entries [Previous](#) **1** [Next](#)

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

## HOW TO DELETE A PETTY CASH DISBURSEMENT

### 1. Go to **Petty Cash**.

- Click the disbursement's **Transaction ID** OR enter it into the **Search Transaction ID** bar.



Petty Cash ⓘ

Transaction ID	Date	Vendor	Transaction Type	Amount
8391	12/19/2018		Deposit	\$150.00

Showing 1 to 1 of 1 entries

Totals

Total Deposits:	\$150.00
Total Disbursements:	\$0.00
Remaining Balance:	\$150.00

Search Transaction ID: 8395

Buttons: Add Disbursement, Add Disbursement

OR



C-SMART  
New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

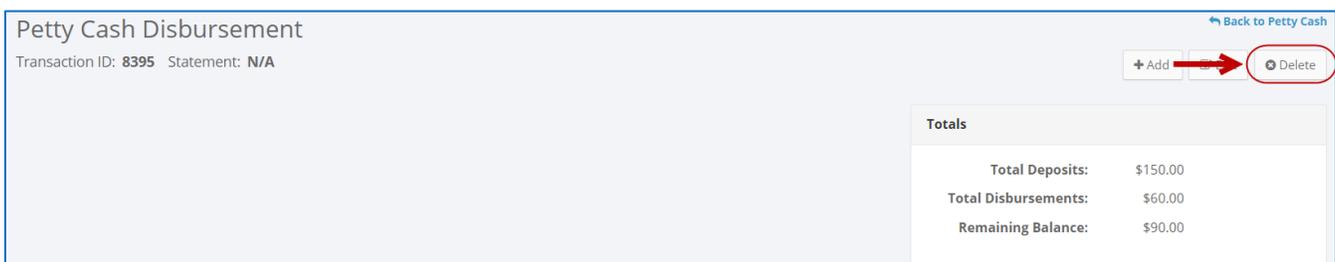
Help srosar1389

Search: 8395

Results: 8395 -- Petty Cash Disbursement

Navigation: Transactions, Documentation, Reports, Submission

### 2. Click **Delete** to proceed.



Petty Cash Disbursement

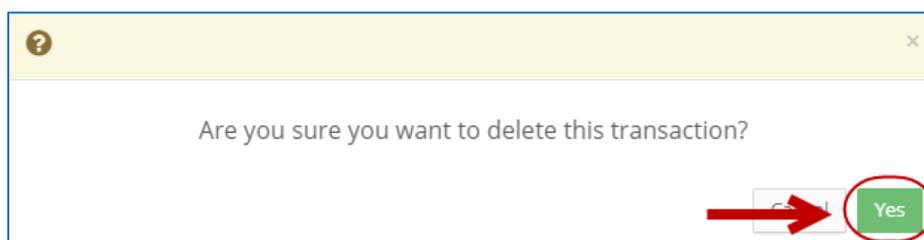
Transaction ID: 8395 Statement: N/A

Buttons: + Add, Delete

Totals

Total Deposits:	\$150.00
Total Disbursements:	\$60.00
Remaining Balance:	\$90.00

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



Are you sure you want to delete this transaction?

Buttons: Cancel, Yes

3. The petty cash disbursement has been successfully deleted.

✔ Your Transaction has been successfully deleted.

Petty Cash ⓘ

**Totals**

Total Deposits:	\$150.00
Total Disbursements:	\$0.00
Remaining Balance:	\$150.00

Petty Cash

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

Transaction ID	Date	Vendor	Transaction Type	Amount
8391	12/19/2018		Deposit	\$150.00

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

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