

C-SMART HELP

PETTY CASH

HOW TO ADD A PETTY CASH DISBURSEMENT

1. Go to the **Petty Cash** page.
 - Click **Add Disbursement**.

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

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

Below the summary is a table of transactions. The first entry is:

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

At the bottom of the page, there is a navigation bar with 'Previous', '1', and 'Next' buttons. The 'Add Disbursement' button is highlighted with a red circle and a red arrow.

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]



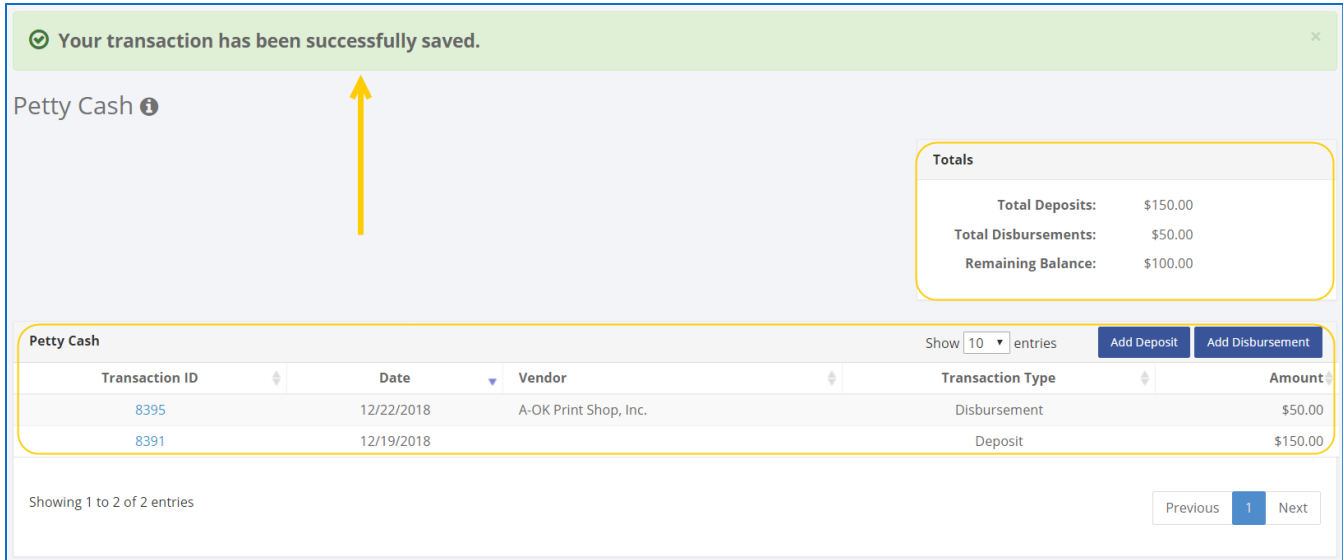
Best Practice:

- ◆ 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, showing the following data:

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.

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

HOW TO EDIT A PETTY CASH DISBURSEMENT

1. Go to the **Petty Cash** page.

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

Petty Cash ⓘ

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

Totals

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

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

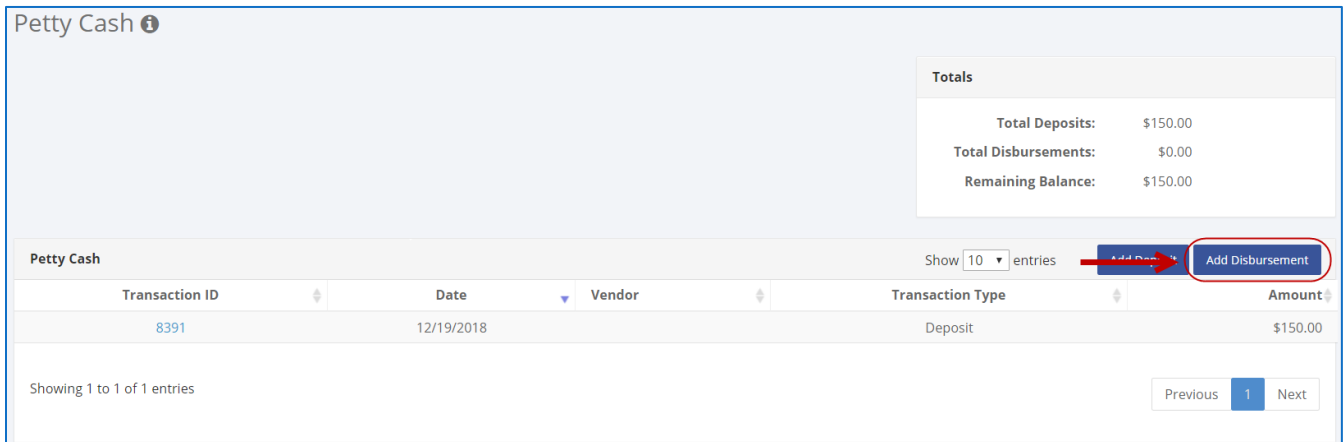
Petty Cash					Show 10 entries	Add Deposit	Add Disbursement
Transaction ID	Date	Vendor	Transaction Type	Amount			
8395	12/22/2018	A-OK Print Shop, Inc.	Disbursement	\$60.00			
8391	12/19/2018		Deposit	\$150.00			

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

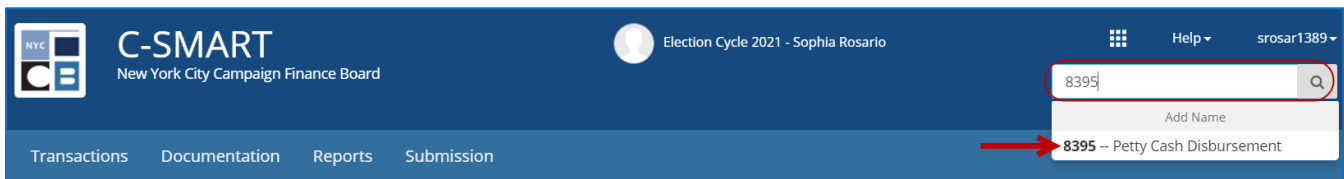
Important: The timestamp at the bottom will be updated to show who last modified the transaction.

HOW TO DELETE A PETTY CASH DISBURSEMENT

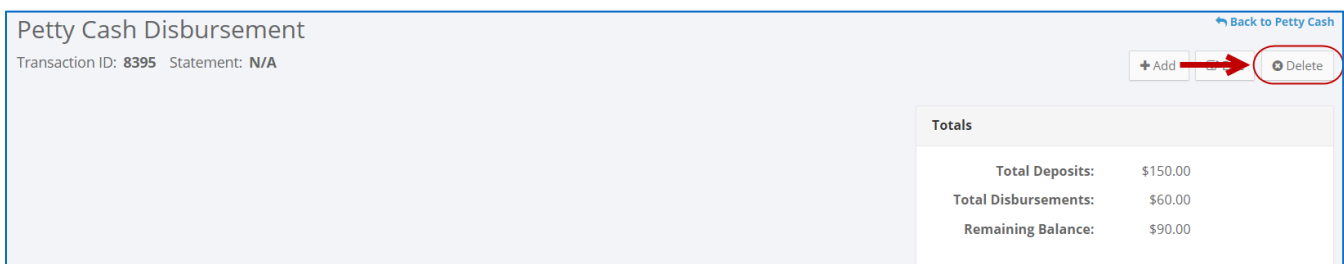
1. Go to the **Petty Cash** page.
 - Click the disbursement's **Transaction ID** OR enter it into the **Search Transaction ID** bar.



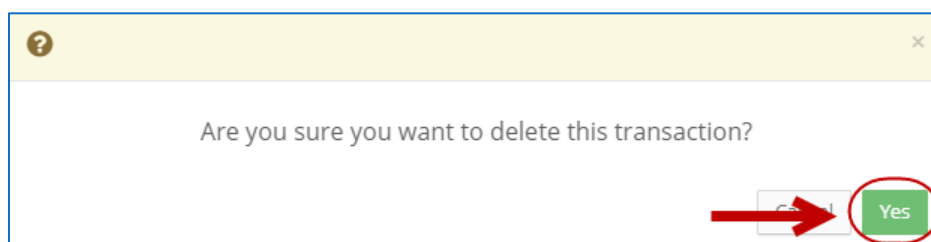
OR



2. Click **Delete** to proceed.



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



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.
