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. Withdrawals in excess of $500 are not permitted and your petty cash fund may not exceed $500 at any one time.
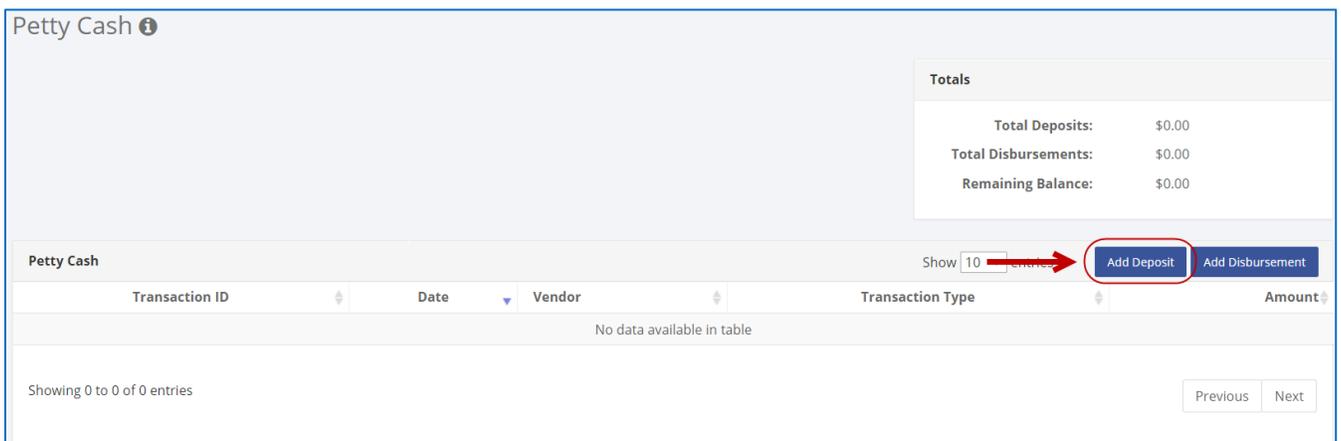
HOW TO ADD A PETTY CASH DEPOSIT

1. Go to **Petty Cash**.

   ➤ Hover your cursor over **Transactions** and click **Petty Cash**.

2. Click **Add Deposit**.

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 below:

        ◆ **Deposit Date:** Enter the date the campaign made the withdrawal.

        ◆ **Amount:** Enter the amount withdrawn.

        ◆ **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:** Enter the check number if the campaign wrote a check to "cash."

        ◆ **Committee:** Select the committee maintaining the petty cash fund. C-SMART will default to your principal committee, but you can select a different one if necessary.

        ◆ **Bank Account:** Select the account that the withdrawal is being made from. C-SMART will default to your principal bank account, but you may select a different one if necessary.

        ◆ **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**.

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:

        ◆ Upon clicking Save, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.
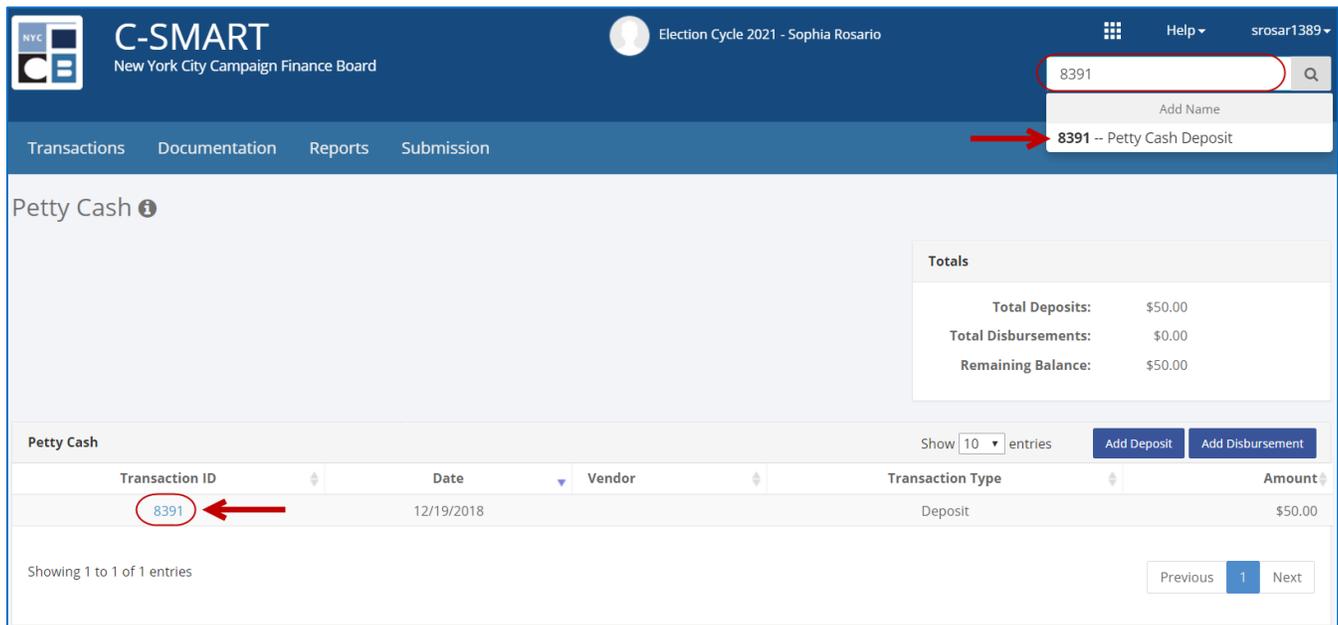
4. The deposit has been successfully saved.
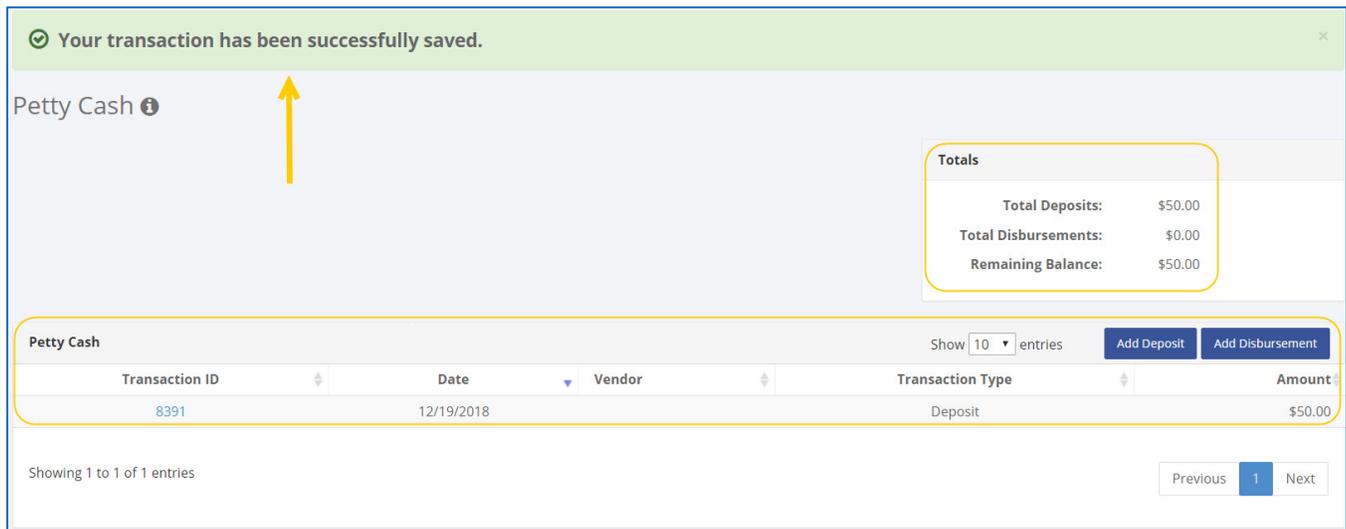
> At this point, C-SMART will return you to the **Petty Cash** page. The **Totals** box and list of deposits and disbursements will be updated to reflect the newly saved transaction.

HOW TO EDIT A PETTY CASH DEPOSIT

1. Go to **Petty Cash**.

> Click the deposit's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

2. Click **Edit.**

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

Important:

- The timestamp at the bottom will be updated to show who last modified the transaction

- If the check was voided, click Void Check and enter the void date. This will also void the deposit. If you issue a new check, you must create a new Petty Cash Deposit.

4. The petty cash deposit has been successfully edited.

✓ **Your transaction has been successfully saved.**   ×

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

HOW TO DELETE A PETTY CASH DEPOSIT

1. Go to **Petty Cash**.

    ➢ Click the deposit's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

C-SMART
New York City Campaign Finance Board   Election Cycle 2021 - Sophia Rosario   Help▾   srosar1389▾

8391   🔍

Add Name

8391 -- Petty Cash Deposit

Transactions   Documentation   Reports   Submission

Petty Cash ⓘ

Totals	
Total Deposits:	$50.00
Total Disbursements:	$0.00
Remaining Balance:	$50.00

Petty Cash   Show 10 ▾ entries   **Add Deposit**   **Add Disbursement**

Transaction ID	Date	Vendor	Transaction Type	Amount
8391	12/19/2018		Deposit	$50.00

Showing 1 to 1 of 1 entries   Previous **1** Next

2. Click **Delete** to proceed.

> ➢ Click **Yes** on the window that opens to complete the deletion.
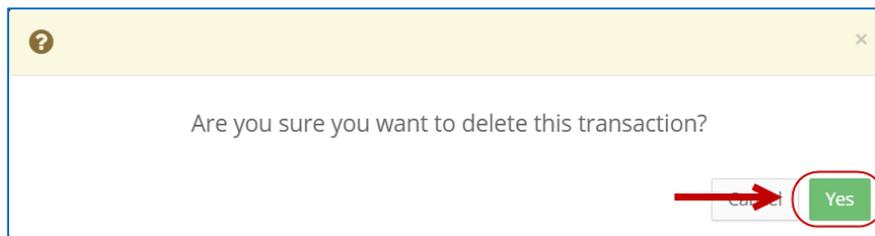
3. The petty cash deposit has been successfully deleted.

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