

# 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.

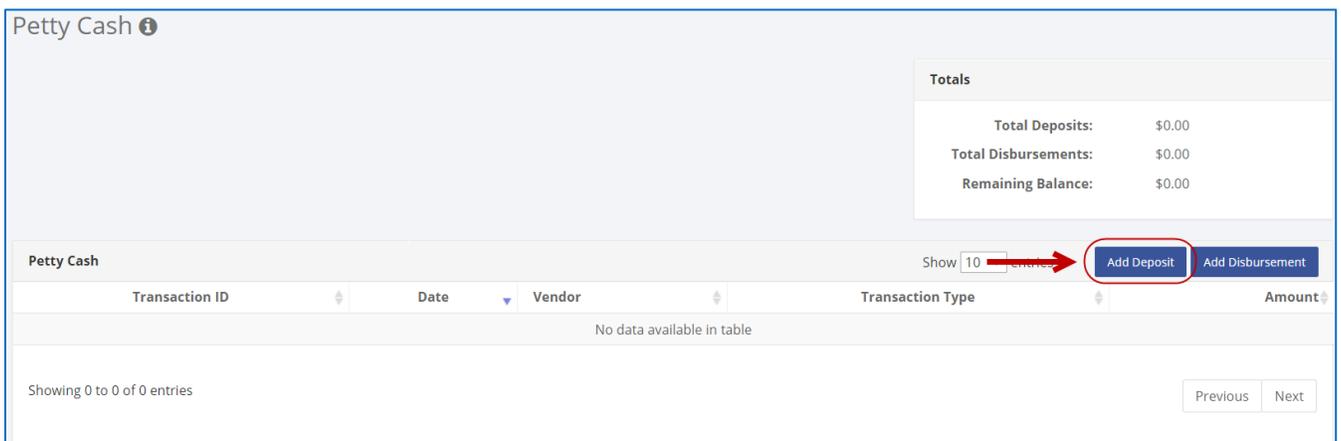
### HOW TO ADD A PETTY CASH DEPOSIT

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  - ◆ **Amount:** Enter the amount withdrawn.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

The screenshot shows a web form titled "Enter Details" for recording a petty cash deposit. The form contains the following fields and values:

- \*Deposit Date:** 12/19/2018
- \*Amount:** \$50.00
- Debit:**
- \*Check Number:** Debit
- \*Committee:** Sophia for Council
- \*Bank Account:** Smart Savings Bank(\*\*\*\*3522)
- Notes:** [For Campaign Use Only]

At the bottom of the form, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

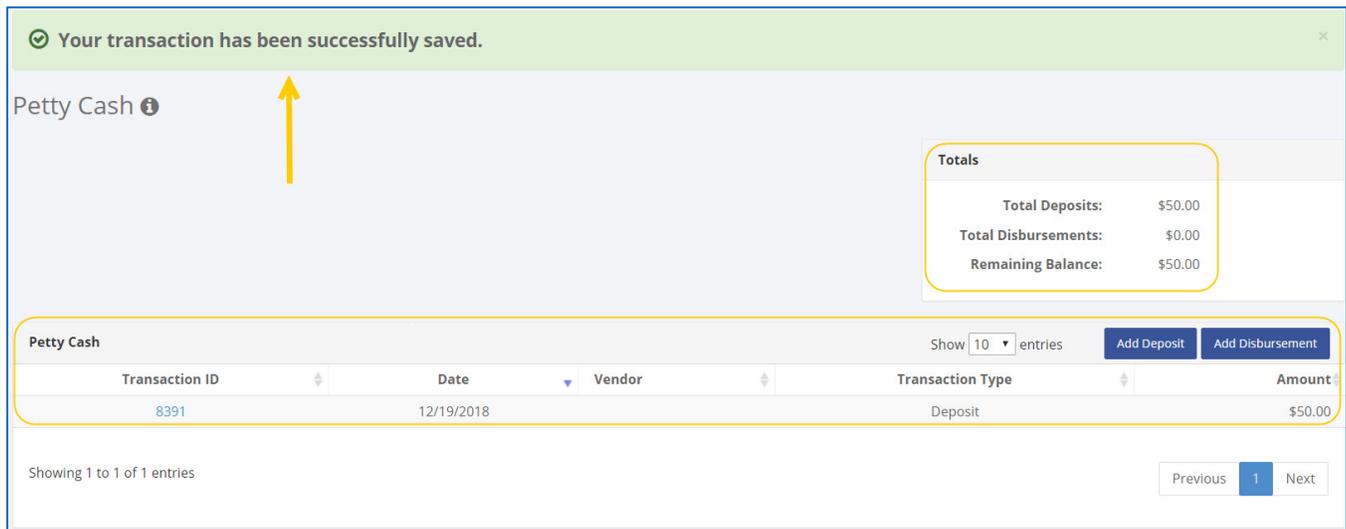
### Best Practice:

- ◆ 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.

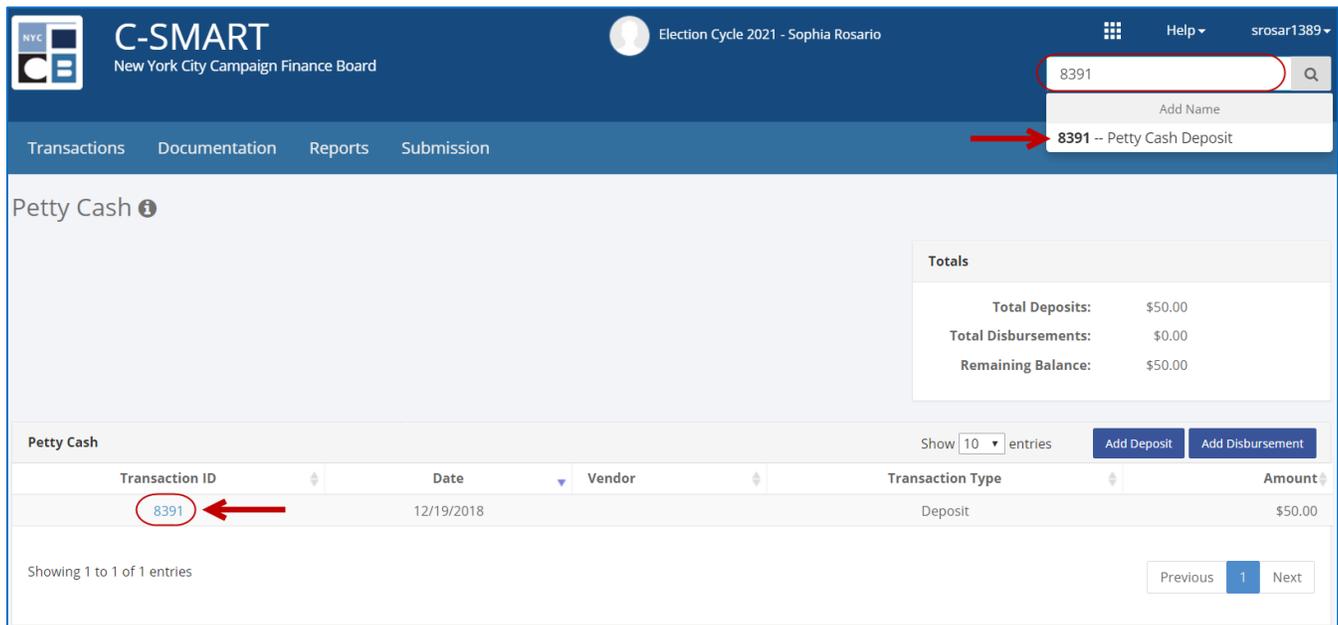


- At this point, C-SMART will return you to the **Petty Cash** page. The **Totals** box and list of deposits and disbursements will be updated to reflect the newly saved transaction.

## 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.**

Petty Cash Deposit

Transaction ID: 8391 Statement: N/A

[Back to Petty Cash](#)

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

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

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

Edit Deposit Details

\*Deposit Date: 12/19/2018

\*Amount: \$150.00

Debit:

\*Check Number: Debit

\*Committee: Sophia for Council

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

Void Check:  Void Date:

Notes:  
[For Campaign Use Only]

Entered By: srosar1389 Date: 12/19/2018 05:16 PM Updated By: srosar1389 Date: 12/19/2018 05:16 PM

[Save](#) [Cancel](#)

**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.

- 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

- Go to **Petty Cash**.

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

NYC 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

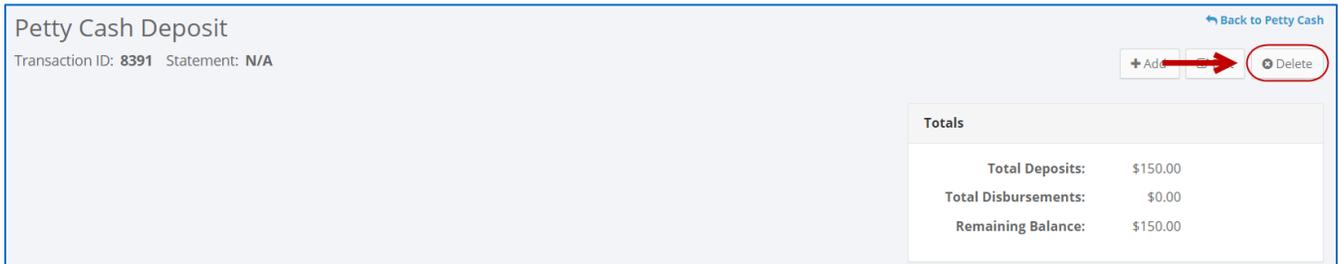
Show 10 entries [Add Deposit](#) [Add Disbursement](#)

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.



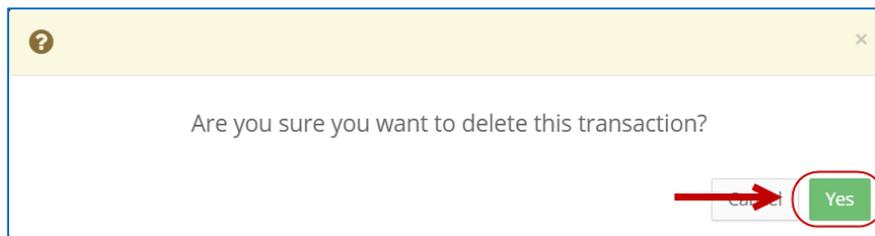
Petty Cash Deposit  
Transaction ID: 8391 Statement: N/A

Back to Petty Cash

+ Add **Delete**

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

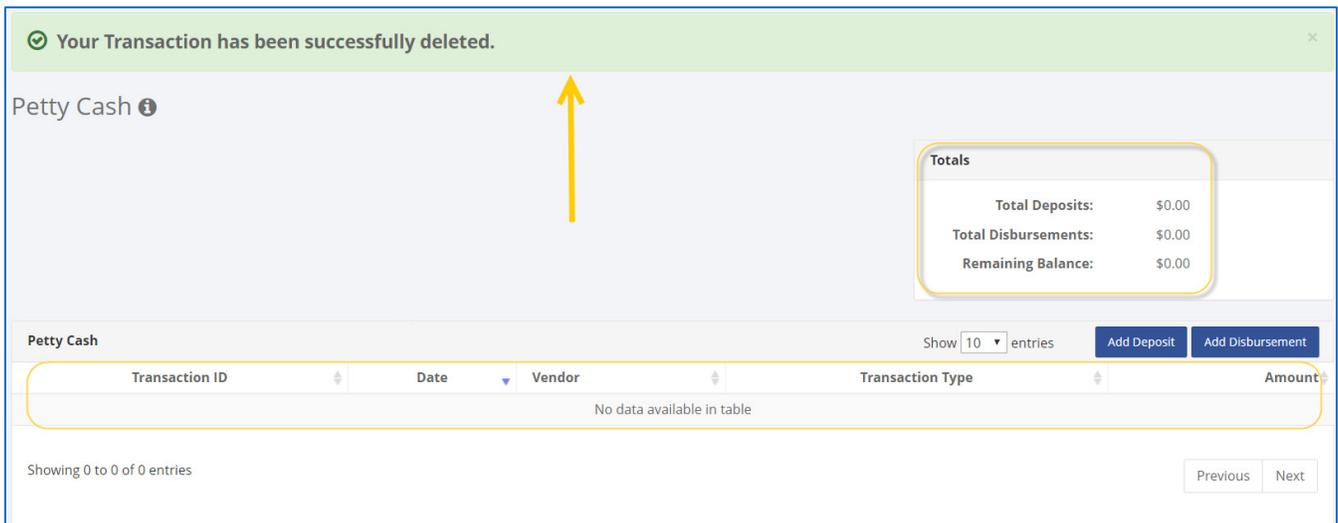
➤ Click **Yes** on the window that opens to complete the deletion.



Are you sure you want to delete this transaction?

Cancel **Yes**

3. The petty cash deposit has been successfully deleted.



✔ Your Transaction has been successfully deleted.

Petty Cash ⓘ

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

Petty Cash Show 10 entries Add Deposit Add Disbursement

Transaction ID	Date	Vendor	Transaction Type	Amount
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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