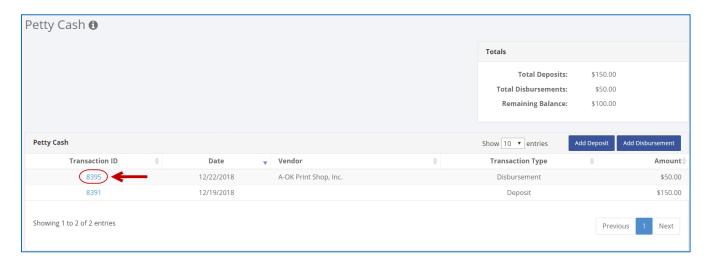
C-SMART HELP

PETTY CASH

HOW TO ADD PETTY CASH DEPOSIT/DISBURSEMENT DOCUMENTATION

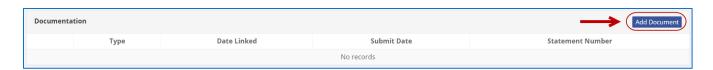
- 1. Go to the **Petty Cash** page.
 - > Click the deposit's **Transaction ID** OR enter it into the **Search Transaction ID** bar.
 - For a petty cash disbursement, find the disbursement's **Transaction ID**.



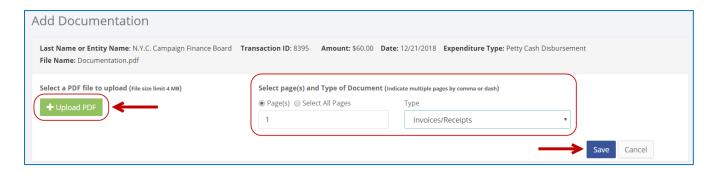
OR



2. Click Add Document.



- 3. Click **Upload PDF** and choose a file from your computer.
 - Complete the following fields.
 - Page(s): Use a dash to select a page range (3-4) or a comma to select nonconsecutive page numbers (1, 3). You also can choose Select All Pages.
 - Type: Indicate the type of document.
 - Then, click **Save** to store the document in C-SMART and link it to the transaction.

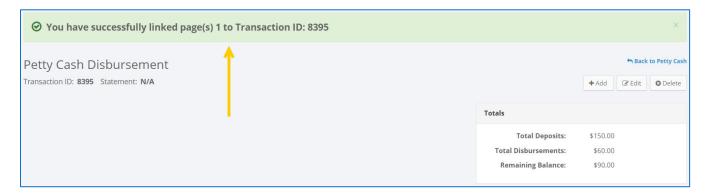


Important:

- The maximum allowable file size is 4MB and only PDFs can be uploaded. For help with larger files, contact your Candidate Services liaison.
- The CFB does not receive uploaded documents until the underlying transaction is submitted in a disclosure statement or an amendment.

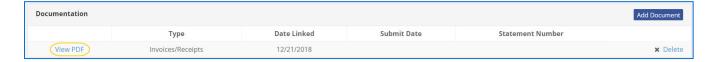
Best Practice:

- You can upload a PDF with more than one type of documentation under one document type.
- 4. The document has been successfully saved.



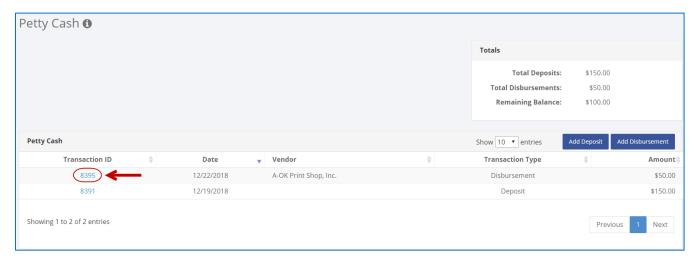
At this point, C-SMART will return you to the **Monetary Contribution Refund** page. The document is now linked to the transaction.

5. You can return to this page anytime and click **View PDF** to review your upload.



HOW TO DELETE PETTY CASH DEPOSIT/DISBURSEMENT DOCUMENTATION

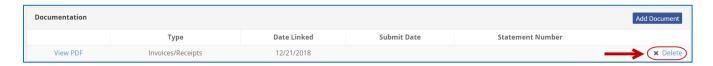
- 1. Go to the **Petty Cash** page.
 - From the **Petty Cash** page, click on the deposit or disbursement's **Transaction ID** OR enter it into the **Search Name or Transaction ID** bar.



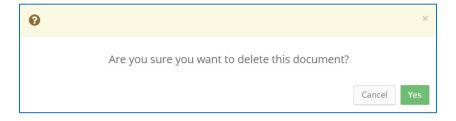
OR



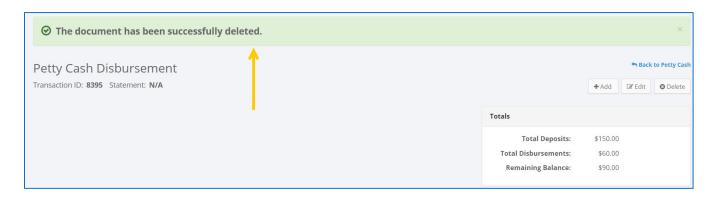
2. Click **Delete** to proceed.



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



3. The document has been successfully deleted.



Important: You cannot delete documentation once it has been submitted to the CFB.