


Help Content: Reports

C-SMART reports provide overviews of your data and allow you to more easily analyze and verify your financial activity. There are four categories of reports: [Administrative](#), [Compliance](#), [Finance](#), and [NYC Votes](#). You should run these reports regularly—particularly before a disclosure statement filing—to ensure you are in compliance with CFB rules, have entered all financial activity, and have a comprehensive understanding of your campaign’s finances.

To view the full list of available reports, hover over the **Reports** tab. The reports will be organized by category. Click on the one you wish to generate.

Transactions	Documentation	Reports	Submission
<p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> Letters/Emails Sent Modified Statements Names Threshold (unofficial) 	<p>COMPLIANCE</p> <ul style="list-style-type: none"> Cash Contributions Over the Limit Contributions Over the Limit Missing Address Information Missing Documentation Missing Employment Information Potential Subcontractors Prohibited Contributions 	<p>FINANCE</p> <ul style="list-style-type: none"> Advances Cash Flow Check Register Contributions – Itemized Contributor Totals Expenditures – Itemized Fundraising Events Intermediaries Outstanding Liabilities Petty Cash Journal Public Funds 	<p>NYC VOTES</p> <p>You must upload all contributions from NYCVotes.org prior to submitting the next disclosure statement.</p> <p>You must review the NYC Votes Contributions Report, merge any duplicate name records, and claim eligible contributions for match.</p> 

Reports Overview

Generating Reports

To generate a specific report, click on its title in the list in the **Reports** menu. The data displayed will represent every record in the database that meets the criteria for the selected report. It is recommended that you review the Help module on the specific report you are generating, which can be found below.

Using Sorts

Sort options modify the order in which data is presented. For example, you might want to review the results in the [Contributions – Itemized](#) report sorted by Transaction ID. To utilize sort options:

- Generate the report by selecting it from the Reports menu.
- Use the **Sort By** drop-down menu to select the category by which you would like to sort, and then click the blue **Apply** button.

Itemized Contributions Export Excel

Sort & Filter clear **apply**

Sort By
Transaction ID

Date From

Date To

Amount From

Amount To

Contribution Type

Name Code

Exclude Advances
 Runoff/Rerun

1/30/2017 C-SMART

Itemized Contributions
 Ordered By Name

Committee Name: Sophia for Council
 Election: 2017

Selection Criteria: Date = All Dates; Amount = All Amounts; Contribution Types = All Types; Name Codes = All

Contributor, Address	Employment Information	Type	Stmt	Trans ID	Date Received/Refunded	Amount Received/Refunded	Matching Amount	District Resident	Instrument	Run Off	Seg
Alexander, John 7306 Woodside Ave Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYCDOE 3501 Union Street Flushing, NY 11354	Monetary Contribution	7	5822	1/24/17	\$5,000.00	\$175.00	Y	Check	N	N
Alexander, John 7306 Woodside Ave Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYCDOE 3501 Union Street Flushing, NY 11354	Contribution Refund	7	5853	1/24/17	(\$2,250.00)	\$0.00	Y		N	N
Arlene, Nina 7306 Woodside Ave. Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYC Dept of Ed 3501 Union St Flushing, NY 11354	Monetary Contribution	7	5817	1/24/17	\$5,000.00	\$175.00	Y	Check	N	N
Arlene, Nina 7306 Woodside Ave. Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYC Dept of Ed 3501 Union St Flushing, NY 11354	Contribution Refund	7	5842	1/24/17	(\$2,250.00)	\$0.00	Y		N	N
butler, henry 65 tompkins ave 5-b Brooklyn, NY 11206 (Boro: K) (N-Code: IND)		Monetary Contribution	7	5821	1/24/17	\$500.00	\$175.00	Y	Check	N	N

Applying Filters

Filters provide the user with the ability to set criteria that limit the results generated by the report. This can be useful when trying to target specific information and reduce the number of results in the report. For example, in the [Expenditures – Itemized](#) report, you can use filters to see all expenditures incurred from individuals. To utilize filters:

- Generate the report by selecting it from the Reports menu.
- Use the Date From, Date To, Amount From, and Amount To text fields, Exempt Code and Name Code drop-down menus, and Runoff/Rerun and Segregated check boxes to select your desired filters.
- Click the blue **Apply** button.

Itemized Expenditures

Export Excel

Sort & Filter

Sort By
Name

Date From

Date To

Amount From
\$

Amount To
\$

Exempt Code
Select Exempt Code

Name Code

Runoff/Rerun
 Segregated

1/30/2017 **C-SMART**

Committee Name: Sophia for Council
Election: 2017

Itemized Expenditures
Ordered By Name

Selection Criteria: Date = All Dates; Amount = All Amounts; Name Codes = IND; Exempt Codes = All;

Vendor/ Payee	Bill Date	Bill Amount	Expend Date	Expend Amount	Check Number	Type	Stmt Trans ID	Purpose	Run Off	Seg	Exempt Amount
Clark, Patty 36-12 31st Ave 2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5919	Office Expenses	N	N	\$0.00
Gregory, Joel 36-12 31st Avenue 2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5913	Office Expenses	N	N	\$0.00
Hamilton, Veronica 36-12 31st Ave 2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5914	Office Expenses	N	N	\$0.00
Johansen, David 36-12 31st Ave 2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5915	Office Expenses	N	N	\$0.00
McConnell, Thomas 36-12 31st Ave, #2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5917	Other	N	N	\$0.00
McIntire, Joseph 36-12 31st Ave #2C Astoria, NY 11106		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5922	Other	N	N	\$0.00
Morris, Phyllis		\$0.00	01/24/2017	\$500.00	0	Inkind	7 5918	Other	N	N	\$0.00

Printing Your Results

You can use your browser's print function to print the report from PDF format.

Saving Your Results in Excel

C-SMART will allow you to save the report as an Excel file. To do so, click the **Export Excel** button and follow your browser's instructions to download the file.

Itemized Contributions

Export Excel

Sort & Filter

Sort By
Name

Date From

Date To

Amount From
\$

Amount To
\$

Contribution Type

Name Code
Select Name Code

Exclude Advances
 Runoff/Rerun

1/30/2017 **C-SMART**

Committee Name: Sophia for Council
Election: 2017

Itemized Contributions
Ordered By Name

Selection Criteria: Date = All Dates; Amount = All Amounts; Contribution Types = All Types; Name Codes = All

Contributor, Address	Employment Information	Type	Stmt	Trans ID	Date Received/ Refunded	Amount Received/ Refunded	Matching Amount	District Resident	Instrument	Run Off	Seg
Alexander, John 7306 Woodside Ave Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYCDOE 3501 Union Street Flushing, NY 11354	Monetary Contribution	7	5822	1/24/17	\$5,000.00	\$175.00	Y	Check	N	N
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Arlin, Nina 7306 Woodside Ave. Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYC Dept of Ed 3501 Union St. Flushing, NY 11354	Monetary Contribution	7	5817	1/24/17	\$5,000.00	\$175.00	Y	Check	N	N
Arlin, Nina 7306 Woodside Ave. Woodside, NY 11377 (Boro: Q) (N-Code: IND)	Teacher NYC Dept of Ed 3501 Union St. Flushing, NY 11354	Contribution Refund	7	5842	1/24/17	(\$2,250.00)	\$0.00	Y		N	N
butler, henry 65 tomplins ave 5-b Brooklyn, NY 11206 (Boro: K) (N-Code: IND)		Monetary Contribution	7	5821	1/24/17	\$500.00	\$175.00	Y	Check	N	N

Administrative Reports

Letters/Emails Sent

This report lists all of the letters and emails your campaign has generated from C-SMART to contributors and vendors. It includes the recipient's information, the date it was generated, and the type of correspondence it was. The report also provides details such as the date and type of the corresponding transaction. For assistance in sending letters and emails, see the [Help content for Monetary Contributions](#).

Modified Statements

This report provides a list of transactions that have been modified or deleted since the corresponding disclosure statement (including amendments) was last submitted. You should submit amendments so that these modifications are sent to the CFB with your campaign's next disclosure statement filing or audit response. Note: Newly-entered transactions, even if they are from previous disclosure periods, will not appear on this report. For assistance in submitting disclosure, see the Help content for [CFB Submission](#) and [BOE Submission](#).

Names

This report provides a list of every name record in your C-SMART database. In addition to the name, it includes the individual or entity's address and any available contact information. For individuals, it will also include employment information. For assistance in adding and modifying name records, see the [Help content for Names](#).

Threshold (unofficial)

This report estimates the campaign's progress toward meeting the [two-part threshold](#) for receiving public funds. It is important to note that this report is not the official determination of your threshold status. It is a preliminary comparison of what you have entered in C-SMART with the threshold requirement for your office sought, if you have one declared. It is not based on a review by the CFB's Audit Unit. To see your campaign's official threshold status, see the Threshold section of [C-Access](#).

Compliance Reports

Cash Contributions Over the Limit

This report lists all of the cash contributions from any single contributor in excess of \$100, the cash contribution limit. You must issue a refund of the over-the-limit portion for any contributions listed in this report. For help in entering refunds in C-SMART, see the [Help content for Monetary Contributions](#).

Contributions Over the Limit

This report lists all contributions from any single contributor in excess of the [applicable contribution limit](#). You must issue a refund of the over-the-limit portion for any contributions listed in this report. For help in entering refunds in C-SMART, see the [Help content for Monetary Contributions](#).

Missing Address Information

This report lists all name records with missing address information in C-SMART. C-SMART will denote the missing data by highlighting the fields in grey. For assistance in adding this information, see the [Help content for Names](#).

Missing Documentation

This report provides a list of all monetary contributions claimed for match without corresponding documentation uploaded in C-SMART. You must provide backup documentation for all contributions you claim for match. For assistance in uploading documentation, see the Help content for [individual documentation upload](#) or [bulk documentation upload](#).

Missing Employment Information

This report lists all contributors who have made contributions totaling more than \$99 and whose employment information is missing from C-SMART. C-SMART will denote the missing data by highlighting the fields in grey. For assistance in adding this information, see the [Help content for Names](#).

Potential Subcontractors

If a vendor bills a campaign more than \$5,000 over the course of the election cycle, the campaign is required to ask the vendor if any subcontractors were used in providing the goods or services. If more than \$5,000 was subcontracted out, the vendor must provide the name of the subcontractor and the amount billed by the subcontractor. This report lists each vendor who has billed the campaign an aggregate amount exceeding \$5,000, thereby helping the campaign to identify vendors who fit this criteria and might have subcontracted services. You can use the [Subcontractor Disclosure Form](#) to record and disclose this information. For assistance in designating subcontractors in C-SMART, see the Help content for [Subcontractors](#).

Prohibited Contributions

This report lists all contributions that your campaign has received from prohibited sources. The included transaction types are monetary contributions, in-kind contributions, outstanding and forgiven advances, and forgiven bills and loans. If a third party has repaid a portion of a loan and is a prohibited source, those transactions are considered contributions and will be included. Prohibited sources include (but are not limited to) corporations, LLCs, and partnerships.

Finance Reports

Advances

This report lists all advance purchases made on behalf of the campaign, as well as any repayments made. It also includes any amounts forgiven by advancers, provides a summary amount of the purchases and repayments for each advancer, and displays the total amount outstanding. For assistance in adding advance purchases and repayments, see the Help content for [Advances](#).

Cash Flow

This report displays funds received by the campaign and compares them against funds disbursed by the campaign. The difference results in a calculation of cash on hand, which should represent your campaign's bank balance if all activity has been posted to your account and accurately entered into C-SMART.

The following count as funds received:

- [Monetary contributions](#), unitemized contributions, [transfers in](#) (types 1 and 2b), [other receipts](#), [loans received](#), net public funds received, and [expenditure refunds](#).

The following count as funds disbursed:

- [Bills paid](#), [advance repayments](#), [petty cash deposits](#), unitemized expenditures, [transfers out](#) (types 1 and 2b), [loan payments](#), and [monetary contribution refunds](#).

The report also accounts for additional liabilities such as outstanding bills, outstanding advances, and outstanding loans. The difference when compared to the cash on hand results in a net funds total, which represents the remaining funds your campaign will have once all the liabilities have been paid.

Check Register

This report lists all checks that have been issued by the campaign. If your campaign has more than one bank account, it will list the checks according to the account from which they were issued.

Contributions – Itemized

This report provides a list of all contributions received by the campaign, including the following transaction types:

- [Monetary contributions](#)
- [In-kind contributions](#)
- Type 1 [transfers in](#)
- Contributions attributed to a Type 2 [transfer in](#)
- [Forgiven bills](#)
- [Forgiven loans and third party payer loan repayments](#)
- [Candidate personal political contributions](#)
- [Advance purchases](#)

The report also takes into account monetary contribution refunds, in-kind contribution refunds, and advance repayments, which are displayed as negative values since they reduce the total amount of a contribution.

Contributor Totals

This report provides a list of all contributors to your campaign and their contribution totals.

Expenditures – Itemized

This report provides a list of each of the campaign's expenditures, including [bill payments](#), [advance repayments](#), [in-kind contributions](#), [petty cash deposits](#), Type 1 [transfers out](#), and expenditures incurred in conjunction with a Type 2 [transfer in](#).

Fundraising Events

This report is a list of all of the fundraisers that your campaign has entered into C-SMART. It also will list all contributions received at and all expenditures incurred for each event. For further assistance in entering fundraising events in C-SMART, see the [Help content for fundraising events](#).

Intermediaries

This report provides a list of all of your campaign's reported intermediaries, including their address and employment information, and the contributions that each intermediated. For further assistance in designating intermediaries in C-SMART, see the [Help content for Monetary Contributions](#).

Outstanding Liabilities

This report lists all unpaid and partially paid bills and advances. For assistance in entering bills and bill payments, see the [Help content for Bills](#).

Petty Cash Journal

This report lists all deposits to and disbursements from the petty cash fund. It includes all information that campaigns would otherwise be required to maintain on paper in a petty cash journal. In addition to reporting these deposits and disbursements, campaigns are required to keep all receipts and other documentation backing up the use of petty cash. For assistance in entering petty cash transactions, see the [Help content for Petty Cash](#).

Public Funds

This report provides a list of every public funds payment issued to your campaign. It also includes any public funds returned from your campaign to the CFB. When the CFB issues a public funds payment or processes returned public funds, C-SMART is automatically updated to reflect this transaction. Users are notified of this update the next time they sign in. It is important to note that this message appears only for the user who signs in first after the public funds have been issued or the returned funds have been processed.

NYC Votes Contributions Report

This report lists all contributions received via NYC Votes Contribute that have been uploaded to C-SMART. You should review this report to check for any duplicate name records and to ensure that you've claimed NYC Votes contributions for match. You should also compare this report against the NYC Votes Contribute Data Report that you can have sent to your email account directly from NYC Votes Contribute. For assistance, see the [NYC Votes Contribute Upload Guide](#).