

Help Content: Other Receipts

HOW TO ADD AN OTHER RECEIPT

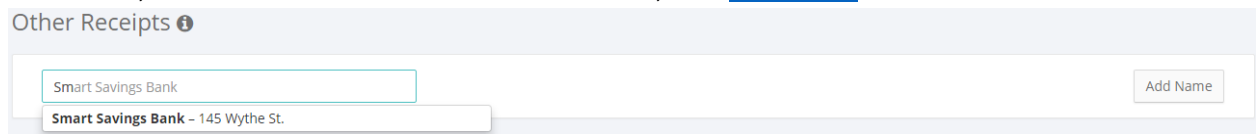
1. Go to Other Receipts.

Click **Transactions** and then **Other Receipts**.



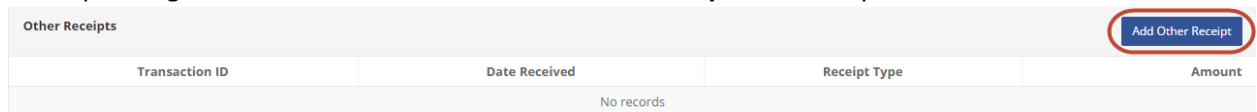
2. Search for the source of the other receipt by Last Name or Entity Name.

Use the **Search by Last Name or Entity Name** box to see if the source’s name record already exists. If so, click on the name. If the name is not there, click [Add Name](#).



3. Click Add Other Receipt.

You are now on the source’s page that will include any Other Receipt transactions, as well as any corresponding information. Click the blue **Add Other Receipt** button to proceed.



4. Enter the details of the other receipt and click Save.

C-SMART will alert you if you leave out required information. Complete the fields as follows:

- **Date Received:** Enter the date the campaign received the other receipt. You may do this by entering the date in the field using the MM/DD/YYYY format or by selecting a date from the calendar that appears when you click on the blank field.
- **Amount:** Enter the amount of the other receipt.
- **Receipt Type:** From the available drop-down list, select the appropriate Receipt Type that best explains the other receipt (Interest/Dividends, Other, or Proceed Sale/Lease).
- **Explanation:** Enter an explanation or reason describing the other receipt.
- **Segregated:** Check this indicator if the transaction was to/from your campaign’s segregated bank account. A segregated bank account is used for raising funds to pay debt from a previous election, making contributions to other political committees, or engaging in other types of spending that would cause a deduction in public funds pursuant to Rule 5-01(n). You must disclose the segregated bank account to the CFB and follow all the guidance contained in the [Segregated Bank Accounts Guidance Document](#).

- **Runoff/Rerun:** Check this indicator if the other receipt was received for an anticipated runoff or court-ordered rerun election. You can accept other receipts for runoffs only if the Campaign Finance Board has announced that a runoff is reasonably anticipated. See the [Runoff Guidance Document](#) for more information.
- **Committee:** Select the committee receiving this other receipt from the list of committees available in the drop down list. C-SMART will automatically default to your principal committee. You may select a different committee if the default does not apply to this transaction.
- **Notes:** Enter any additional notes related to this transaction. Please be aware that this same note field appears on both the main transaction and any associated transactions. If you make changes on any one of the associated transactions, those changes will be reflected in those associated transactions as well as the main transaction.

Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.

CANDIDATE SERVICES TIP(S):

- ✓ Upon clicking **Save**, if a warning message pops up, read it. It might notify you of a potential compliance issue that you need to address immediately.
- ✓ Use the **tab** key to navigate through the fields so that you don't miss one.
- ✓ Use the **Explanation** field to provide a description of the other receipt.

Enter Details

***Date Received:**

***Amount:** \$

***Receipt Type:**

Explanation:

Segregated:

Runoff / Rerun:

***Committee:**

Notes:
[For Campaign Use Only]

5. Your transaction has been successfully saved.

At this point, C-SMART will go back to the source's **Other Receipts** page and you will see that the **Totals** box is updated to account for the saved transaction, and the list of Other Receipts on the bottom of the screen includes the transaction you just saved.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the transaction now has a **Transaction ID**. Write this number on the backup documentation (bank records, sale or lease records, etc.) for audit and recordkeeping purposes.

Profile

Name: Smart Savings Bank
 Address: 145 Wythe St.
 Brooklyn NY 11211
 Boro: Brooklyn Corporation

Totals

Total Other Receipts: \$0.27

Other Receipts Add Other Receipt

Transaction ID	Date Received	Receipt Type	Amount
1250	8/29/2016	Interest/Dividends	\$0.27

HOW TO EDIT AN OTHER RECEIPT

1. Click Edit.

From the source’s **Other Receipts** page, click the **Gear** icon and then **Edit** OR use the **Search Transaction ID** bar if you know the Transaction ID and click the **Edit** button.

OR

2. Update and click Save.

Modify, add, or remove the applicable fields and then click **Save**.

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the timestamp will be updated to reflect who made the modification to the transaction and when.

Edit Details

***Date Received:**

***Amount:** \$

***Receipt Type:**

Explanation:

Segregated:

Runoff / Rerun:

***Committee:**

Notes:
[For Campaign Use Only]

Entered By: Admin Date: 08/29/2016 10:02 AM Updated By: Admin Date: 08/29/2016 10:02 AM

Save

3. The other receipt has been successfully edited.

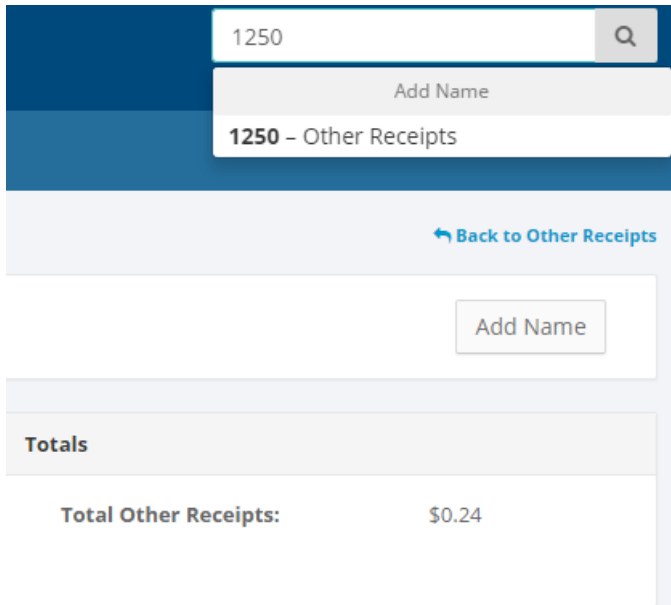
HOW TO DELETE AN OTHER RECEIPT

1. Click on the Transaction ID or Search by Transaction ID.

From the source's **Other Receipts** page, click on the **Transaction ID** for the other receipt you wish to delete OR use the **Search Transaction ID** bar if you know the Transaction ID.

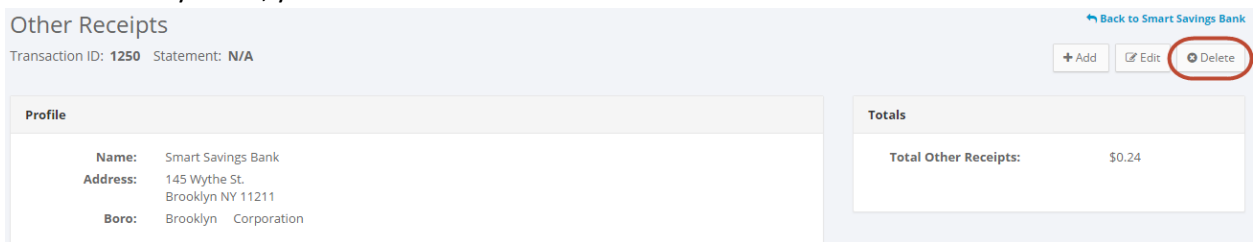
Profile		Totals	
<p>Name: Smart Savings Bank Address: 145 Wythe St. Brooklyn NY 11211 Boro: Brooklyn Corporation</p>	<p>Total Other Receipts: \$0.24</p>		
Other Receipts			
Transaction ID	Date Received	Receipt Type	Amount
1250	8/29/2016	Interest/Dividends	\$0.24

OR



2. Click Delete.

Once you have reviewed the saved transaction and are positive that this was saved in error and did not actually occur, you can click the **Delete** button.



3. The other receipt has been successfully deleted.

CANDIDATE SERVICES TIP(S):

- ✓ *In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.*

HOW TO ADD OTHER RECEIPT DOCUMENTATION

1. Click on the Transaction ID or search by Transaction ID.

From the source's **Other Receipts** page, click on the other receipt's transaction ID. Or, if you already know the other receipt's transaction ID, use the **Search Name or Transaction ID** bar.

Other Receipts ⓘ [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile

Name: Smart Savings Bank
Address: 123 Astoria Boulevard
 Jackson Heights NY 11372
Boro: Queens Corporation

Totals

Total Other Receipts: \$0.27

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
2155	10/27/2017	Interest/Dividends	\$0.27

OR

Help Admin

2155

Add Name

2155 -- Other Receipts

2. Click Add Document.

Click the blue **Add Document** button to proceed.

Other Receipts Details

Date Received: 10/27/2017
Amount: \$0.27
Receipt Type: Interest/Dividends
Explanation: Bank Interest
Segregated:
Runoff / Rerun:
Committee: Sophia for Council
Notes:

Entered By: Admin Date: 10/27/2017 11:12 AM Updated By: Admin Date: 10/27/2017 11:12 AM

Documentation

Type	Date Linked	Submit Date	Statement Number
No records			

CANDIDATE SERVICES TIP(S):

- ✓ *As a shortcut, you can click on the blue gear icon corresponding to the transaction ID on the source's Other Receipts page and then click **Add Document**.*

3. Enter the details of the document and click Save.

- **Select a PDF document to upload:** Click **Upload PDF** to select the file from your computer or other device. The file size cannot exceed 4 MB. Once you select the file, it will be displayed in the PDF Preview field.
- **Select page(s) and type of document:**
 - Enter the page number(s) of the PDF that is/are associated with the transaction. You can use a dash to select a page range (3-4) or a comma to select non-consecutive page numbers (1, 3). You also can choose Select All Pages if all pages of the PDF correspond to the transaction.
 - By default, Supporting Documentation will be selected as the document type.
- **Save:** Click **Save** to store the document in C-SMART and link it to the transaction.

Add Documentation

Last Name or Entity Name: Smart Savings Bank Transaction ID: 2155 Amount: \$0.27 Date: 10/27/2017 Other Receipt Type: Interest/Dividends

Select a PDF Document to upload (File size limit 4 MB)

Select page(s) and Type of Document (Indicate multiple pages by comma or dash)

Page(s) Select All Pages Type

PDF Preview

CANDIDATE SERVICES TIP(S):

- ✓ *Even if a document is stored in C-SMART and linked to a transaction, it is not submitted to the CFB when uploaded. The documentation will be submitted when the underlying transaction is submitted in a disclosure statement or an amendment.*

4. The document has been successfully saved.**HOW TO VIEW OTHER RECEIPT DOCUMENTATION****1. Click on the Transaction ID or search by Transaction ID.**

From the source's **Other Receipts** page, click on the other receipt's transaction ID. Or, if you already know the other receipt's transaction ID, use the **Search Name or Transaction ID** bar.

Other Receipts ⓘ [Back to Other Receipts](#)

Search by Last Name or Entity Name

Profile		Totals	
Name:	Smart Savings Bank	Total Other Receipts:	\$0.27
Address:	123 Astoria Boulevard Jackson Heights NY 11372		
Boro:	Queens Corporation		

Other Receipts

Transaction ID	Date Received	Receipt Type	Amount
2155	10/27/2017	Interest/Dividends	\$0.27

OR

Help Admin

2155

Add Name

2155 -- Other Receipts

2. Click View PDF.

In the **Documentation** section, click **View PDF**.

Documentation

Type	Date Linked	Submit Date	Statement Number
Supporting Documentation	10/27/2017		

HOW TO DELETE OTHER RECEIPT DOCUMENTATION

1. Click on the Transaction ID or search by Transaction ID.

From the source's **Other Receipts** page, click on the other receipt's transaction ID. Or, if you already know the other receipt's transaction ID, use the **Search Name or Transaction ID** bar.

Other Receipts ⓘ [Back to Other Receipts](#)

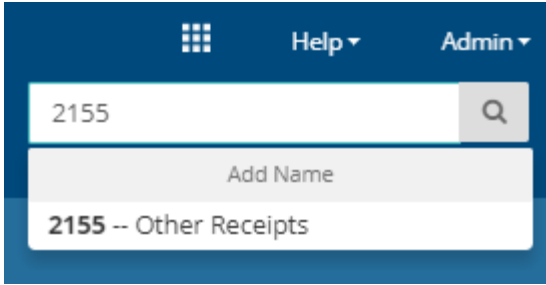
Search by Last Name or Entity Name

Profile		Totals	
Name:	Smart Savings Bank	Total Other Receipts:	\$0.27
Address:	123 Astoria Boulevard Jackson Heights NY 11372		
Boro:	Queens Corporation		

Other Receipts

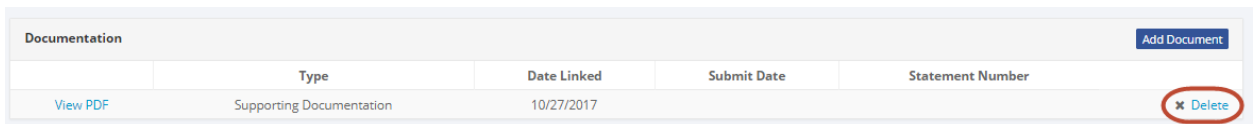
Transaction ID	Date Received	Receipt Type	Amount
2155	10/27/2017	Interest/Dividends	\$0.27

OR



2. Click Delete.

Once you have reviewed the saved document and are positive that this was added in error and should not be linked to the transaction, you can click the **Delete** button in the **Documentation** section.



3. The document has been successfully deleted.

CANDIDATE SERVICES TIP(S):

- ✓ *Once the documentation has been submitted to the CFB, you will no longer be able to delete it.*