C-SMART HELP

COMMITTEE TRANSFERS IN

HOW TO ADD A TRANSFER IN

1. Go to **Committee Transfers In**.

    ➢ Hover your cursor over **Transactions** and click **Committee Transfers In.**

2. Use the **Search Committee** bar to find the transfer or committee OR click **Add Committee** to create a new record.

3. Click **Add Transfer In**.

4. Enter and save the details of the transfer.

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

    ◆ **Committee:** Select the committee receiving the transfer. Your default committee will be pre-selected, but you may select a different one if necessary

    ◆ **Transfer Date:** Enter the date your committee received the transfer in.

    ◆ **Amount:** Enter the amount of the transfer.

    ◆ **Check Number:** Enter the number of the check used to make the transfer or "EFT" if the transfer was made electronically.

    ◆ **Runoff/Rerun:** Check this box if the transfer was for an anticipated runoff or court-ordered rerun. Review the Runoff Elections guidance document for more information.

    ◆ **Segregated:** Indicate if the transfer was made to a segregated bank account. See Chapter 6 of the Handbook for information on segregated bank accounts.

    ◆ **Transfer In Types:** Indicate the transfer type. For more information, review the Transfers guidance document.

    ◆ **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**.

Enter Details

*Committee:	Sophia for Council ▾
*Transfer Date:	12/20/2018
*Amount:	$ $2,000.00
*Check Number:	123
Runoff/Rerun:	☐
Segregated:	☐

○ Type 1:   Funds received from a party or constituted committee (subject to Campaign Finance Act contribution limits).

◉ Type 2:   A: ○ Transfers from a committee solely supporting the same candidate in the same election.

B: ◉ Transfers from a committee solely supporting the same candidate in another election.

Notes:
[For Campaign Use Only]

[Save] [Cancel]

Best Practice:

◆   Use the tab key to navigate between fields.

Important:

◆   Upon clicking Save, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.

5. The transfer in has been successfully saved.

> Once you click save, C-SMART will return you to the **Committee Transfer In** page. The **Totals** box and list of transfers will be updated to reflect the newly saved transaction.

Best Practice: Write the C-SMART **Transaction ID** on any related documentation, including the copy of the transfer check.

HOW TO EDIT A TRANSFER IN

1. Go to the committee's **Committee Transfers In** page

> Click the transfer's **Transaction ID**.

2.   Click **Edit**.

Committee Transfer In

Transaction ID: **8371**   Statement: **N/A**

↩ Back to Sophia Rosario 2017

☑ Edit   ⊗ Delete

Profile		Totals	
Name:	Sophia Rosario 2017	**Total Transferred In:**	$2000.00
Address:	100 Church Street 12 FL New York NY 10007	ⓘ **Total Contributions:**	$0.00 View
Boro:	Manhattan Candidate Committee	**Total Matching Amount:**	$0
		Total Cash:	$0.00
		Total Attributed:	$0.00
		Total Unattributed:	$2000.00
		Associated Expenditures:	$0.00

Transfer In Details

Committee Name:	Sophia for Council
Transfer Date:	12/20/2018
Amount:	$2,000.00

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

Edit Details

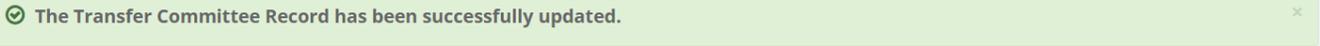|	
* Committee:	Sophia for Council ▼
* Transfer Date:	12/20/2018
* Amount:	$ $2,050.00
* Check Number:	123
Runoff/Rerun:	☐
Segregated:	☐
	◯ Type 1: Funds received from a party or constituted committee (subject to Campaign Finance Act contribution limits).
	⦿ Type 2: A: ◯ Transfers from a committee solely supporting the same candidate in the same election.
	B: ⦿ Transfers from a committee solely supporting the same candidate in another election.
Notes: [For Campaign Use Only]	

Save   Cancel

Important: The timestamp at the bottom will be updated to show who last modified the transaction.

4. The transfer in has been successfully edited.

HOW TO DELETE A TRANSFER IN

1. Go to the committee's **Committee Transfers In** page.

   ➢ Click the transfer's **Transaction ID**.

2.   Click **Delete** to proceed.

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

3.   The transfer in has been successfully deleted.

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

HOW TO ADD COMMITTEE TRANSFER IN DOCUMENTATION

1. Go to the committee's **Committee Transfers In** page.

    ➢ Click the transfer's **Transaction ID** OR enter it into the **Search Name or Transaction ID** bar.

OR

2. Go to the details page for the attributed contribution.

    ➢ Click the contribution's **Transaction ID.**

3. Click Add Document.

Documentation				Add Document
	Type	**Date Linked**	**Submit Date**	**Statement Number**
			No records	
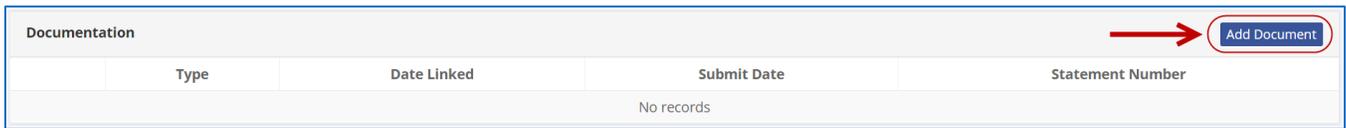
Best Practice: For a shortcut, click the gear icon next to the **Transaction ID** and then click **Add Document**.

4. 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 non-consecutive pages (1, 3). You also can choose **Select All Pages**.

      ◆ **Type:** Indicate the type of document. If your PDF contains more than one type of documentation, you can upload them together under a single document type.

   ➢ Then, click **Save** to store the document in C-SMART and link it to the transaction.

Add Documentation

Last Name or Entity Name: Davis, Alexis   **Transaction ID**: 8372   **Amount:** $500.00   **Date:** 1/29/2019   **Contribution Type:** Committee Transfer In Attribution

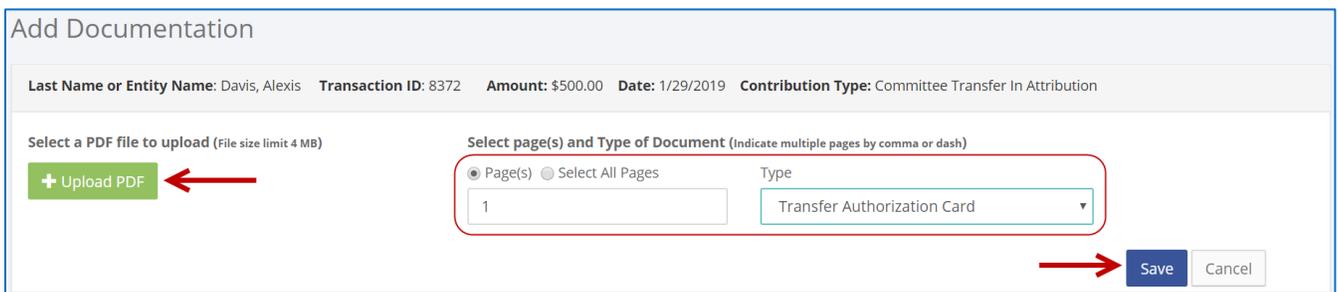**Select a PDF file to upload** (File size limit 4 MB)

+ Upload PDF

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

◉ Page(s) ○ Select All Pages   Type

1   Transfer Authorization Card ▼

Save   Cancel

5. The document has been successfully saved.

> ➢ Once you click **Save,** C-SMART will go back to the transaction's page and you will see that
>   the transaction will show that it has documentation linked to it.

⊘ **You have successfully linked page(s) 1 to Transaction ID: 8372**   ✕

Committee Transfer In   ↰Back to Sophia Rosario 2017
Transaction ID: **8372**   ☑ Edit   ⊗ Delete

Profile		Totals	
Name:	Sophia Rosario 2017	**Total Transfered In:**	$2050.00
Address:	100 Church Street 12 FL	❶ **Total Contributions:**	$0.00 View
	New York NY 10007	**Total Matching Amount:**	$0
Boro:	Manhattan Candidate Committee	**Total Cash:**	$0.00
		Total Attributed:	$500.00
		Total Unattributed:	$1550.00
		Associated Expenditures:	$0.00

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.

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

Documentation					Add Document
	Type	Date Linked	Submit Date	Statement Number	
View PDF	Transfer Authorization Card	1/29/2019			✖ Delete

HOW TO DELETE COMMITTEE TRANSFER IN DOCUMENTATION

1. Go to the committee's **Committee Transfers In** page.

   ➢ Click the transfer's **Transaction ID** OR enter it into the **Search Name or Transaction ID** bar.

OR

2. Go to the attributed contribution's **Transfer In Details** page.

   ➢ Click the contribution's **Transaction ID**.

3. Click **Delete** to proceed.

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

4. The document has been successfully deleted.
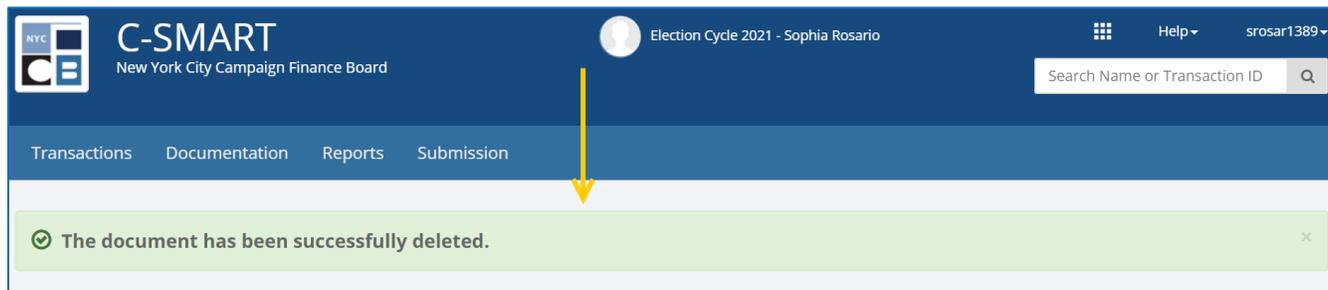
Important: You cannot delete documentation once it has been submitted to the CFB.