

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**.

The screenshot shows the C-SMART New York City Campaign Finance Board interface. The user is logged in as Sophia Rosario for the 2021 election cycle. The 'Transactions' menu is open, showing options like RECEIPTS, DISBURSEMENTS, OTHER, and TOOLS. 'Committee Transfers In' is highlighted with a red circle and arrow.

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

The screenshot shows the 'Committee Transfers In' page. The 'Select a Committee' search bar is active, showing 'Sophia' and a dropdown suggestion for 'Sophia Rosario 2017'. The 'Transfers In' table is empty, showing 'No data available in table'.

3. Click **Add Transfer In**.

Committee Transfers In ⓘ

Select a Committee

Search Committee

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street
 New York NY 10007
Boro: Manhattan Candidate Committee

Totals

Total Transferred In: \$0.00
Total Contributions: \$0.00 [View](#)
Total Matching Amount: \$0
Total Cash: \$0.00

Transfers In Add Transfer In

Transaction ID	Date	Committee	Type	Amount
No records				

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]



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.

The screenshot shows a web interface for 'Committee Transfer In'. At the top, a green notification bar states 'The Transfer Committee Record has been successfully added.' Below this, the page title is 'Committee Transfer In' with a 'Transaction ID: 8371' circled in yellow. A yellow arrow points from the '8371' to the notification bar. On the right, there are 'Edit' and 'Delete' buttons. The main content is divided into two columns: 'Profile' and 'Totals'. The 'Profile' section lists: Name: Sophia Rosario 2017, Address: 100 Church Street 12 FL, New York NY 10007, Boro: Manhattan Candidate Committee. The 'Totals' section is enclosed in a yellow box and lists: Total Transferred In: \$2000.00, Total Contributions: \$0.00 (with a 'View' link), Total Matching Amount: \$0, Total Cash: \$0.00, Total Attributed: \$0.00, Total Unattributed: \$2000.00, and Associated Expenditures: \$0.00. Below these is a 'Transfer In Details' section with: Committee Name: Sophia for Council, Transfer Date: 12/20/2018, and Amount: \$2,000.00.

- 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**.

The screenshot shows the 'Committee Transfers In' page. At the top, there is a 'Select a Committee' section with a search box and an 'Add Committee' button. Below this is the 'Profile' section with the same information as the previous screenshot. To the right is the 'Totals' section. At the bottom is a 'Transfers In' table with an 'Add Transfer In' button. The table has columns for Transaction ID, Date, Committee, Type, and Amount. The first row has Transaction ID: 8371 (circled in red with a red arrow pointing to it), Date: 12/20/2018, Committee: Sophia Rosario 2017, Type: 2B, and Amount: \$2,000.00.

2. Click **Edit**.

Committee Transfer In

Transaction ID: 8371 Statement: N/A [Back to Sophia Rosario 2017](#)

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

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street 12 FL
New York NY 10007
Boro: Manhattan Candidate Committee

Totals

Total Transferred In:	\$2000.00
Total Contributions:	\$0.00 View
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).

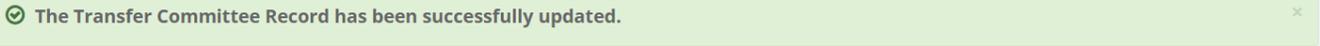
Type 2: A: Transfers from a committee solely supporting the same candidate in the same election.
B: Transfers from a committee solely supporting the same candidate in another election.

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.



Committee Transfer In

Transaction ID: 8371 Statement: N/A [Back to Sophia Rosario 2017](#)

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

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street 12 FL
 New York NY 10007
Boro: Manhattan Candidate Committee

Totals

Total Transferred In: \$2050.00

Total Contributions: \$0.00 [View](#)

Total Matching Amount: \$0

Total Cash: \$0.00

Total Attributed: \$0.00

Total Unattributed: \$2050.00

Associated Expenditures: \$0.00



HOW TO DELETE A TRANSFER IN

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

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

Committee Transfers In

Select a Committee

Search Committee

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street 12 FL
 New York NY 10007
Boro: Manhattan Candidate Committee

Totals

Total Transferred In: \$2,000.00

Total Contributions: \$0.00 [View](#)

Total Matching Amount: \$0

Total Cash: \$0.00

Transfers In

Transaction ID	Date	Committee	Type	Amount
8371 	12/20/2018	Sophia Rosario 2017	2B	\$2,000.00

2. Click **Delete** to proceed.

Committee Transfer In [Back to Sophia Rosario 2017](#)

Transaction ID: 8371 Statement: N/A [Delete](#)

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

Transfer In Details

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

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

3. The transfer in has been successfully deleted.

✔ Your Transaction has been successfully deleted. ✕

Committee Transfers In ?

Select a Committee

Search Committee

Profile	Totals
<p>Name: Friends of Rosario Address: Boro: Candidate Committee</p>	<p>Total Transferred In: \$0.00 Total Contributions: \$0.00 View Total Matching Amount: \$0 Total Cash: \$0.00</p>

Transfers In

Transaction ID	Date	Committee	Type	Amount
No records				

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.

Committee Transfers In ⓘ

Select a Committee

Search Committee

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street 12 FL
New York NY 10007
Boro: Manhattan Candidate Committee

Totals

Total Transferred In: \$2,000.00
Total Contributions: \$0.00 [View](#)
Total Matching Amount: \$0
Total Cash: \$0.00

Transfers In

Transaction ID	Date	Committee	Type	Amount
8371	12/20/2018	Sophia Rosario 2017	2B	\$2,000.00

OR

NYC C-SMART New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

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8371

Add Name

8371 -- Committee Transfer In

Transactions Documentation Reports Submission

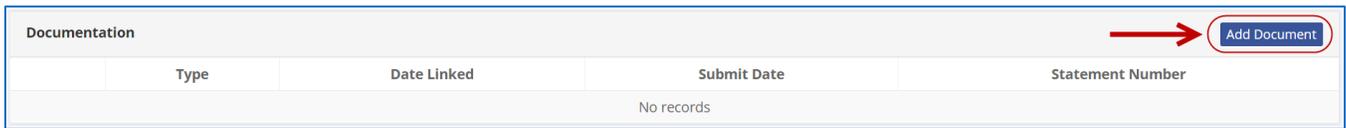
2. Go to the details page for the attributed contribution.
 - Click the contribution's **Transaction ID**.

Transfer In Attribution - Individual Contributions

Transaction ID	Date	Contributor	Amount
8372	1/4/2017	Davis, Alexis	\$500.00

3. Click Add Document.

Documentation				
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)

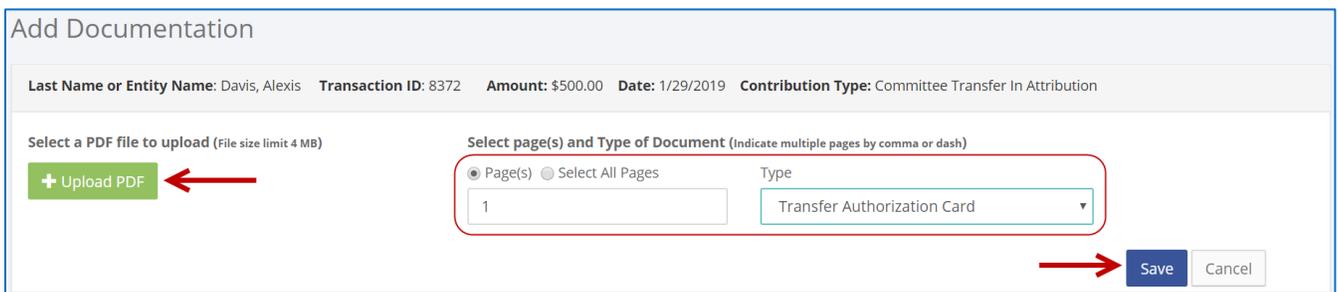
+ Upload PDF

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

Transaction ID: **8372**

Profile

Name: Sophia Rosario 2017
Address: 100 Church Street 12 FL
 New York NY 10007
Boro: Manhattan Candidate Committee

[Back to Sophia Rosario 2017](#)

Totals

Total Transferred In: \$2050.00

Total Contributions: \$0.00 [View](#)

Total Matching Amount: \$0

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.

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

Documentation <input type="button" value="Add Document"/>				
	Type	Date Linked	Submit Date	Statement Number
View PDF	Transfer Authorization Card	1/29/2019		<input type="button" value="Delete"/>

HOW TO DELETE COMMITTEE TRANSFER IN DOCUMENTATION

- 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.

Committee Transfers In

Select a Committee

Search Committee

Profile

Name: Sophia Rosario 2017
 Address: 100 Church Street 12 FL
 New York NY 10007
 Boro: Manhattan Candidate Committee

Totals

Total Transferred In: \$2,000.00
 Total Contributions: \$0.00 [View](#)
 Total Matching Amount: \$0
 Total Cash: \$0.00

Transfers In

Transaction ID	Date	Committee	Type	Amount
8371	12/20/2018	Sophia Rosario 2017	2B	\$2,000.00

OR

NYC C-SMART New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

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8371

Add Name

8371 -- Committee Transfer In

Transactions Documentation Reports Submission

- Go to the attributed contribution's **Transfer In Details** page.
 - Click the contribution's **Transaction ID**.

Transfer In Attribution - Individual Contributions

Transaction ID	Date	Contributor	Amount
8372	1/4/2017	Davis, Alexis	\$500.00

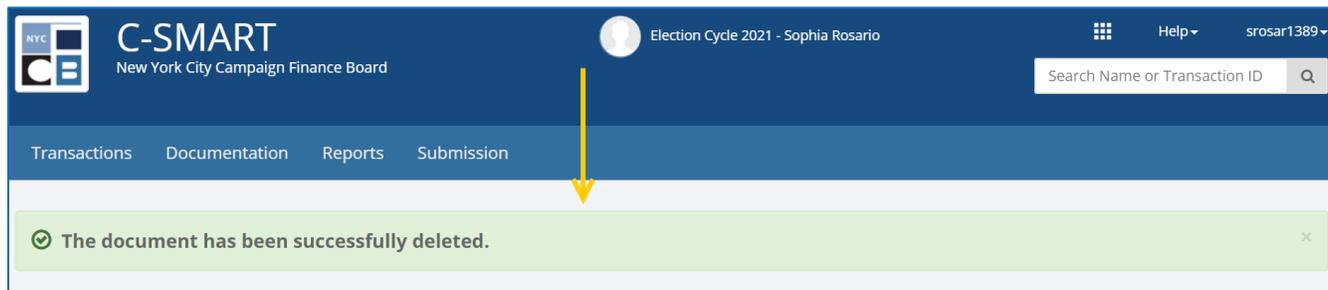
- Click **Delete** to proceed.
 - Click **Yes** on the window that opens to complete the deletion.

Documentation

Type	Date Linked	Submit Date	Statement Number
Transfer Authorization Card	1/29/2019		

[View PDF](#)

4. The document has been successfully deleted.



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