PeopleSoft 8.9 Quick Reference Guide: Petty Cash Disbursement

1. Click **Case Petty Cash Management**.
2. Select **Cash Disbursement Entry**.
   *The Petty Cash Disbursement Entry search screen appears.*

   **Petty Cash Disbursement Entry**

   ![Petty Cash Disbursement Entry](image)

   - **Disbursement ID:** NEXT
   - **Petty Cash Transaction Type:**
   - **User ID:** abc123

   ![Add button](image)

3. Click ![Add button](image) to create a new petty cash voucher.
   *The Petty Cash Voucher Entry screen will appear.*

   ![Petty Cash Voucher Entry](image)
4. In the **Payee Name** field, enter the name of the person receiving the disbursement. This is the only person who will be able to pick-up payment at the Cashiers Office with a photo ID.

5. In the **Descr** field, enter the description for the Petty Cash Voucher.

<table>
<thead>
<tr>
<th>Cash Disbursement Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Descr:</td>
</tr>
</tbody>
</table>

6. In the Disbursement Distribution Detail section, write a **Description** for the amount being distributed on Distribution Line 1. This is the description that will appear on Financial Reports.

7. In the **Amount** field, enter the dollar amount being distributed.
8. Enter the **SpeedType**.
9. Enter the **Account**.
10. If applicable, enter **Event**.

If you need to distribute to more than one SpeedType, click the + to add another row. You may distribute to as many SpeedTypes as needed.

![Disbursement Distribution Detail](image)
11. Click ![Save](Image)

12. Click the blue underlined hyperlink in the top of the screen **Printer Friendly Deposit**.

<table>
<thead>
<tr>
<th>Petty Cash Voucher Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong> CASE1</td>
</tr>
<tr>
<td><strong>Disbursement ID:</strong> 1000000026</td>
</tr>
<tr>
<td><strong>Disbursement Date:</strong> 04/22/2008</td>
</tr>
<tr>
<td><strong>User ID:</strong> abc123</td>
</tr>
<tr>
<td><strong>Tran Type:</strong> Pending</td>
</tr>
<tr>
<td><strong>Disbursement Status:</strong> Pending</td>
</tr>
<tr>
<td><strong>Posted Status:</strong> Not Posted</td>
</tr>
</tbody>
</table>

*Payee Name: NICOLE N DYME

After printing, the Payee must hand deliver the printed and signed Petty Cash Voucher slip to the Cashier’s Office with a Photo ID to receive payment.

You can review the status of your Petty Cash Voucher Entry by looking in the column labeled “Disbursement Status.” One of four values will appear:

- **Pending**: The Cashier’s Office is waiting to receive the Petty Cash Voucher.
- **Approved**: The Cashier’s Office has approved/processed the deposit.
- **Denied**: The Cashier’s Office has denied the voucher.
- **Void**: The Petty Cash Voucher has been voided.
  - The originator can void the voucher by clicking the box to the left of “Void” on the Petty Cash screen. Please note: the cashiers cannot void a voucher.
  - The voucher will become “Void” if no action is taken within 90 days of creation.

Once the voucher has been approved or denied, the requester will receive an email update.