

# **Petty Cash**

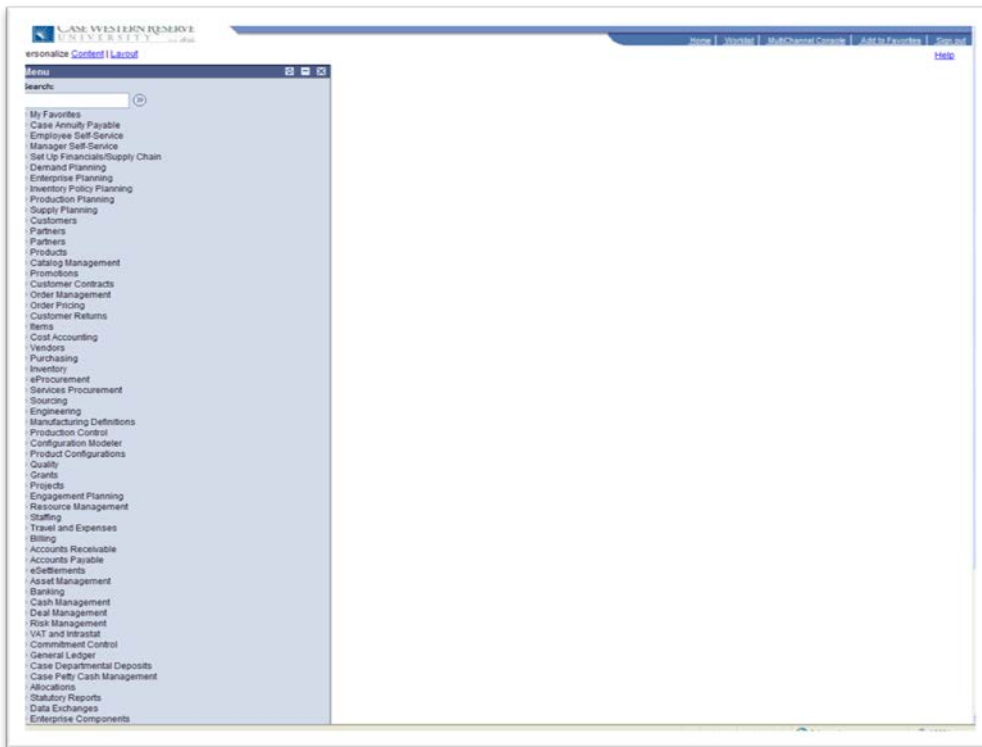
**Last update: October 15, 2012**

## Petty Cash

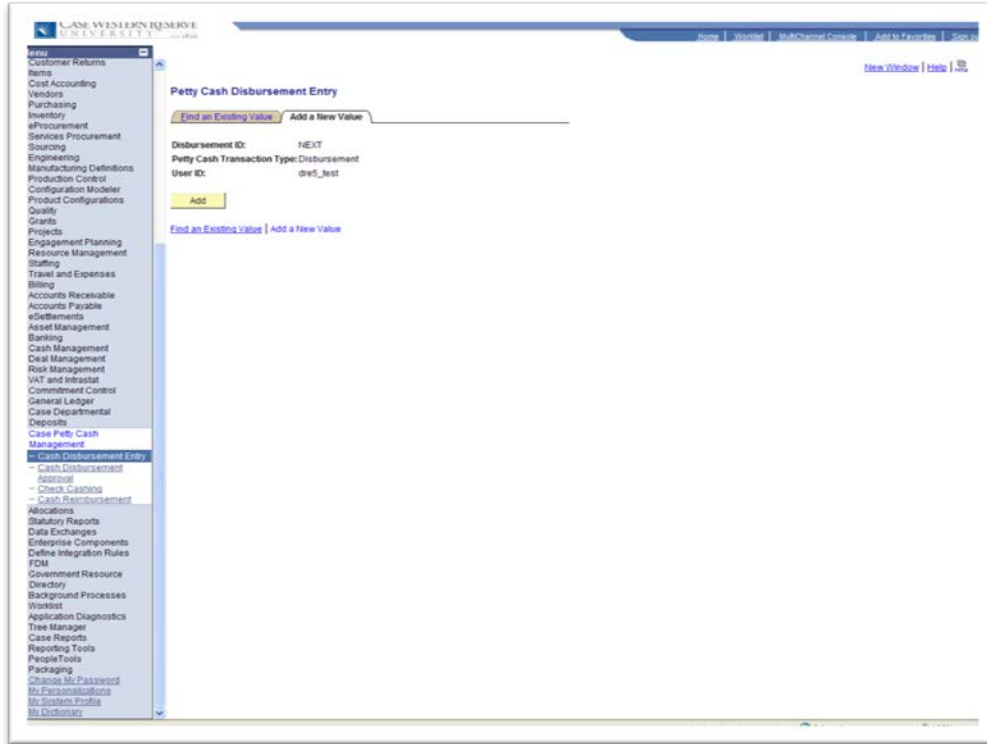
This business process demonstrates how a department can enter petty cash receipts and add backup documentation.


## Petty Cash Disbursement Entry

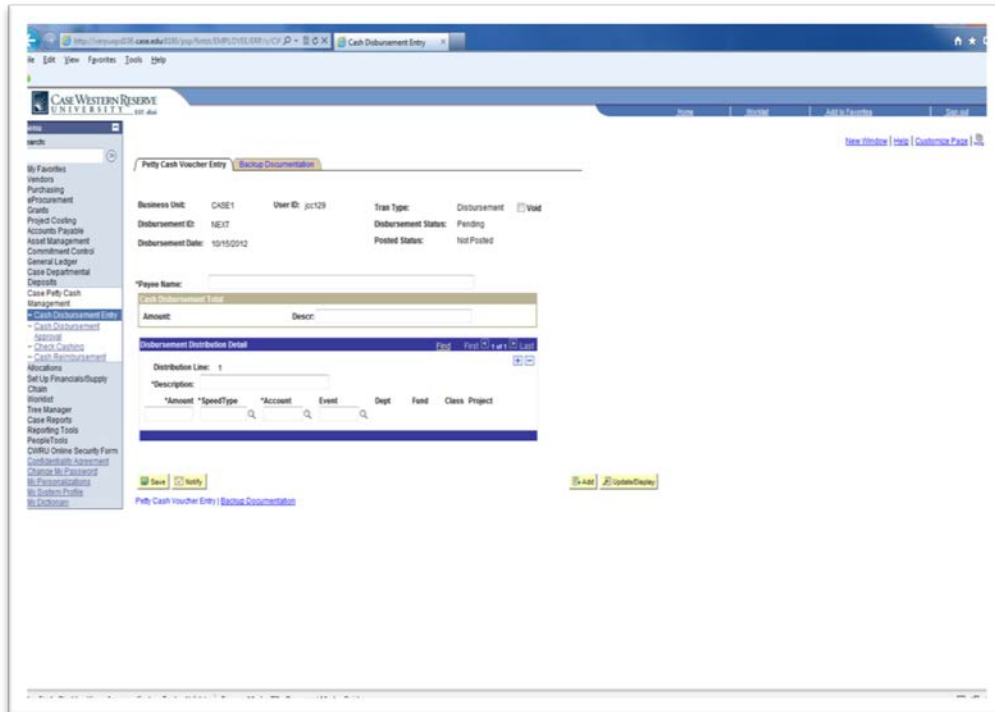
### Procedure




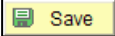
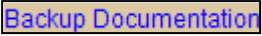
Step	Action
1.	Click the <b>Case Petty Cash Management</b> link. <a href="#">Case Petty Cash Management</a>
2.	Click the <b>Cash Disbursement Entry</b> link. <a href="#">Cash Disbursement Entry</a>

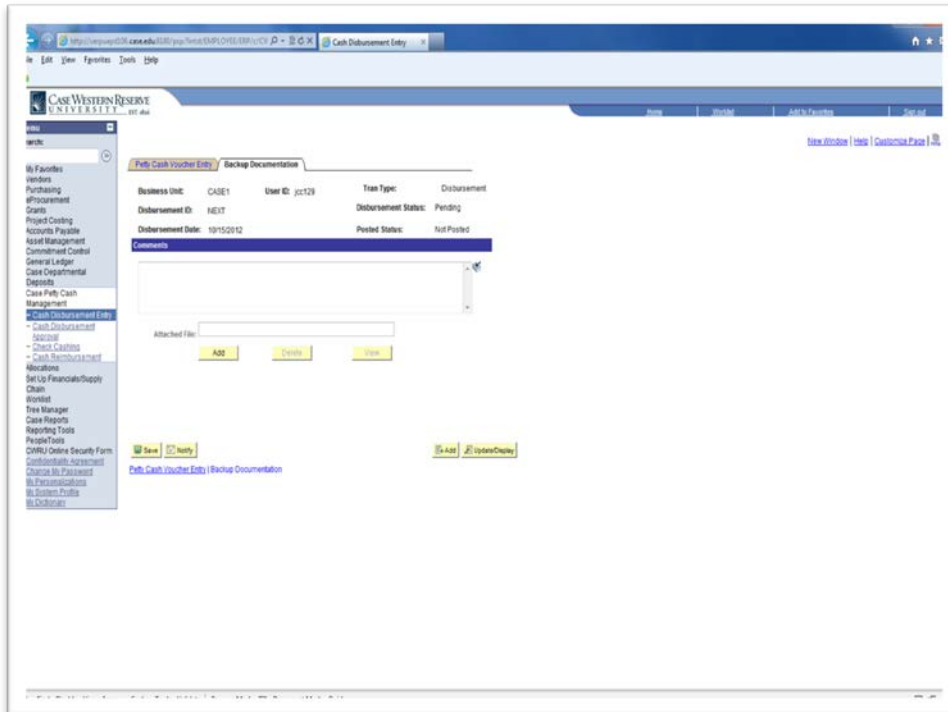


Step	Action
3.	Click the <b>Add</b> button. <div style="text-align: center; margin-top: 10px;">  </div>

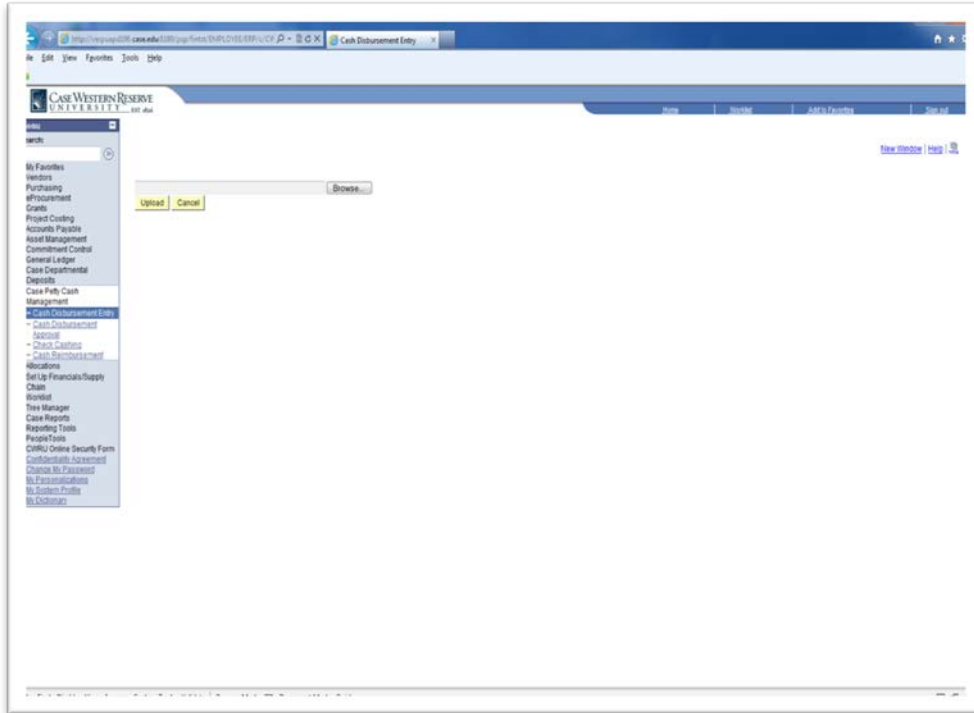


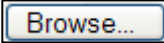
Step	Action
4.	Enter the desired information into the <b>Payee Name</b> field. Enter a valid value e.g. " <b>Jayne Doe</b> ".
5.	Enter the desired information into the <b>Descr</b> field for the total voucher. Enter a valid value e.g. " <b>cups and drinks</b> ".
6.	Enter the desired information into the <b>Description</b> field for the distribution line. Enter a valid value e.g. " <b>cups</b> ".
7.	Enter the desired information into the <b>Distribution Line</b> field. Enter " <b>5.50</b> ". <b>Note: The limit on Petty Cash Vouchers is \$75.00.</b>
8.	Enter the desired information into the <b>Speedtype</b> field. Enter a valid speedtype e.g. " <b>OPR261221</b> ".

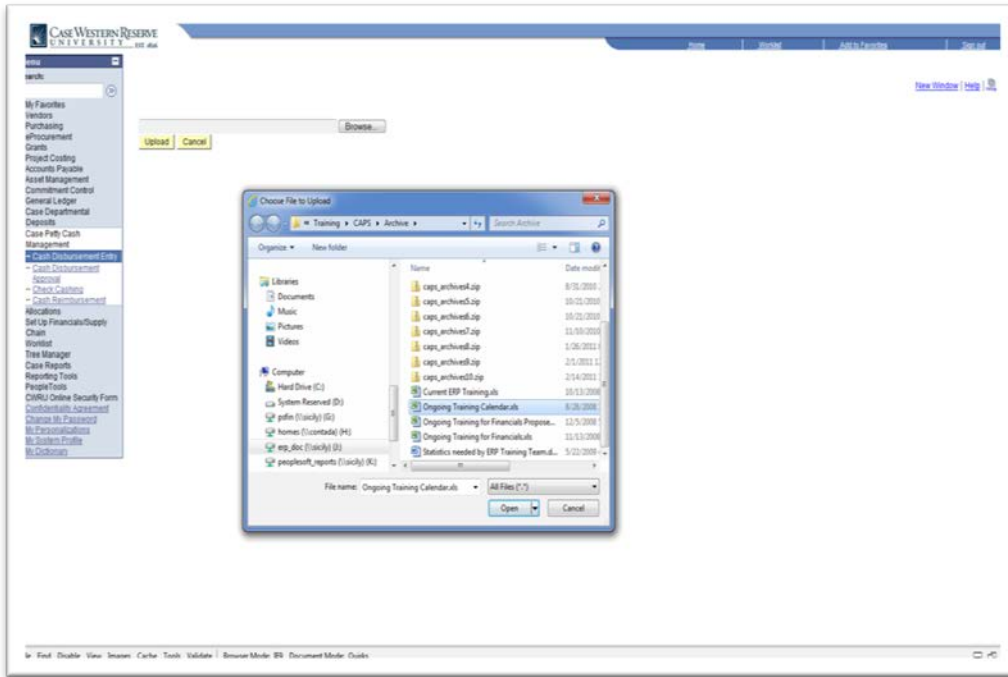
Step	Action
9.	<p>Enter the desired information into the <b>Account</b> field. Enter a valid value e.g. "<b>531100</b>".</p> <ul style="list-style-type: none"> <li>• RES/TRN/SPC/OSA/OPR/INS/END/VSN speedtypes should be used in combination with Account #5xxxxx.</li> <li>• AGY speedtypes should be used in combination with Account #203290.</li> <li>• LON/RECV/PYBL/DEPS/DINC/INC/BEN/SERV speedtypes should not be used for Petty Cash Vouchers.</li> <li>• Travel items should all be reimbursed via the Travel and Expense module and should no longer be included in P/C vouchers.</li> </ul>
10.	<p>If you have specified an event code, then enter that code in the <b>Event</b> column.</p>
11.	<p>If you have more receipts to enter, click the <b>Add a new row</b> button to add more details.</p> 
12.	<p>Click the <b>Save</b> button.</p> 
13.	<p>Backup documentation can now be attached to the P/C Voucher.</p> <p>The original receipts should be included in the backup documentation. If an original receipt was lost and only a copy is available, the person approving the voucher needs to include a memo with the PeopleSoft backup documentation stating that the original receipt was either lost or destroyed and that management has signed off on the replacement documentation. The Cashier's Office will need some type of documentation, i.e. a copy of the original receipt, credit card statement, check, etc. included in the PeopleSoft backup documentation in order to approve the P/C voucher.</p> <p>Click the <b>Backup Documentation</b> tab.</p> 



Step	Action
14.	Enter Comments relating to your attachment into the <b>Comments</b> field.
15.	To add an attachment, click the <b>Add</b> button.  <i>NOTE: Only 1 attachment may be added per journal. It is best to consolidate your attachments into one file.</i>  <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: yellow;">Add</div>

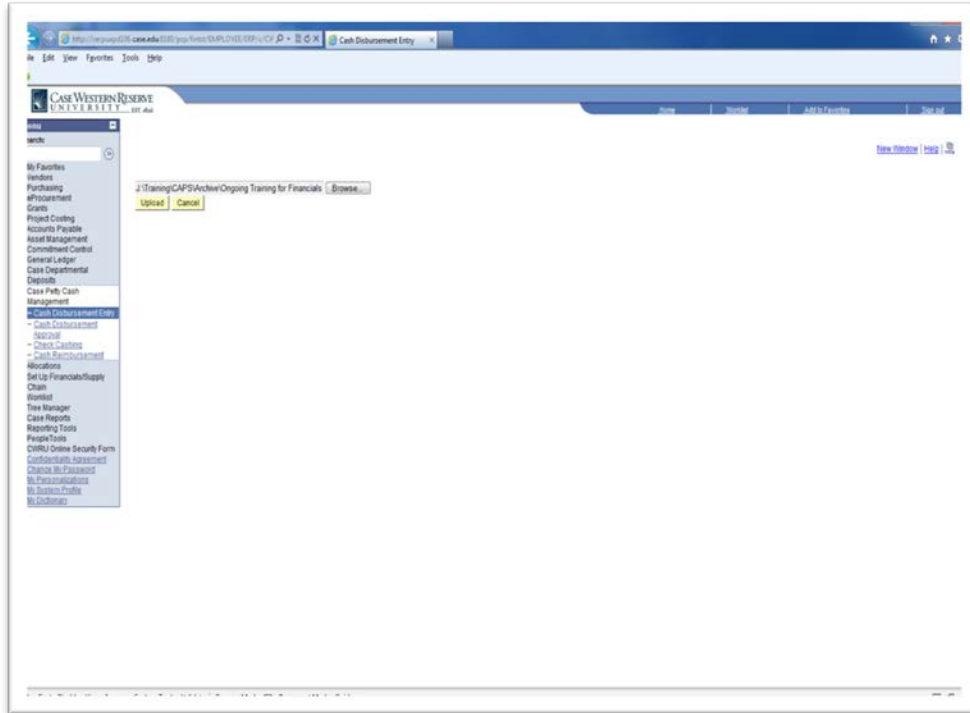


Step	Action
16.	<p>The Upload window will open. Click the <b>Browse...</b> button.</p> 

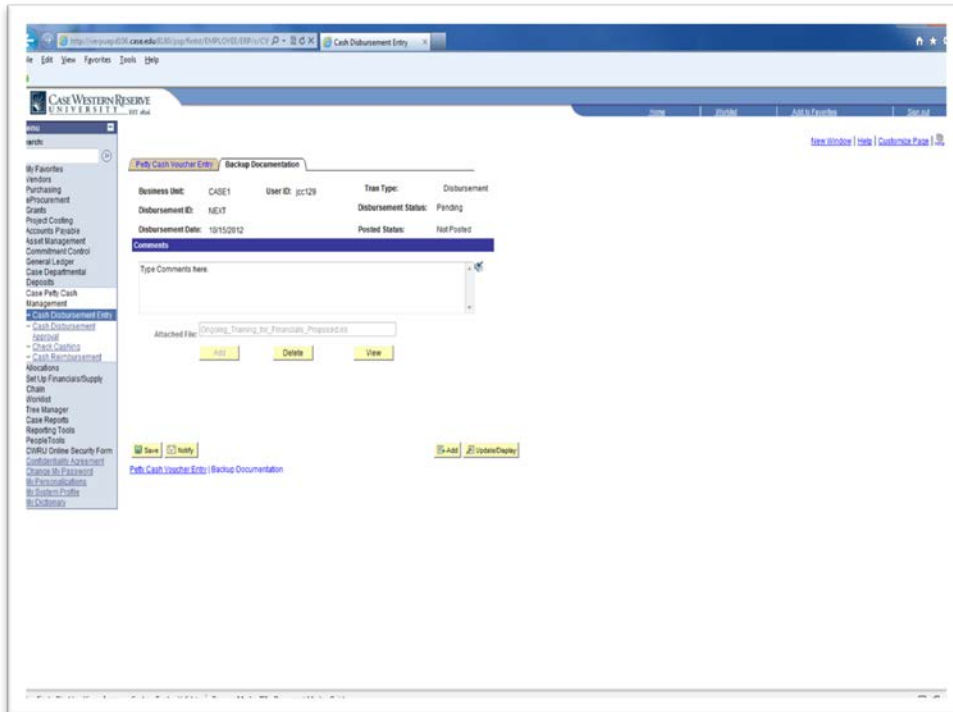


Step	Action
17.	<p>The dialog box will open. Choose the file from your list and click the <b>Open</b> button.</p> <div data-bbox="347 1108 496 1150" style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>

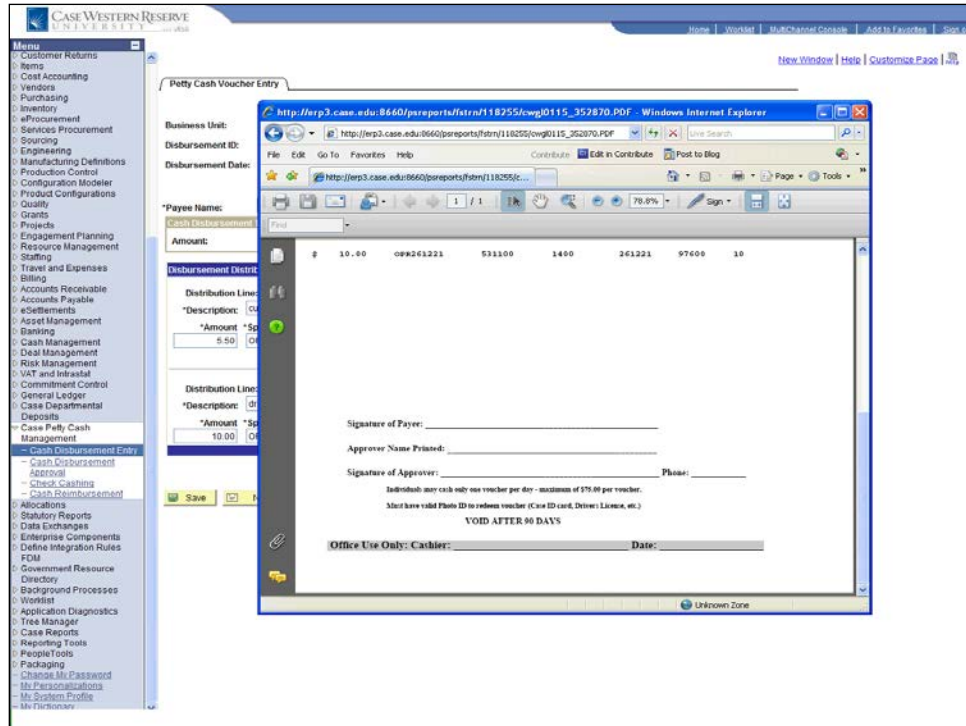




Step	Action
18.	<p>The file path populates in the field. Proceed to click the <b>Upload</b> button.</p> <div data-bbox="440 1171 565 1220" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Upload</div>



Step	Action
19.	<p>Notice the <b>Add</b> button is greyed out and you cannot add more attachments.</p> <p>To View your attachment, click the <b>View</b> button. <i>NOTE: Internet Explorer users - hold Ctrl key and click View button.</i></p> <p>To delete your attachment, click the <b>Delete</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <span>Delete</span>      <span>View</span> </div>
20.	<p>Click the <b>Printer Friendly Disbursement</b> link.</p> <p><a href="#">Printer Friendly Disbursement</a></p>
21.	<p>A new window will pop up while the system generates your new file. Make sure that your pop up blocker is turned off.</p>
22.	<p>Print the form using the print icon or the File -&gt; Print on your browser.</p>



Step	Action
23.	The authorized department approver should sign the form. The payee also needs to sign the form. The payee then takes the form, their ID and the original receipts to the Cashier's Office for payment. <b>Note: The Payee and Approver may not be the same person. All Petty Cash Vouchers must be cashed within 90 days of receipt.</b>
24.	<b>End of Procedure.</b>