

PeopleSoft - Petty Cash

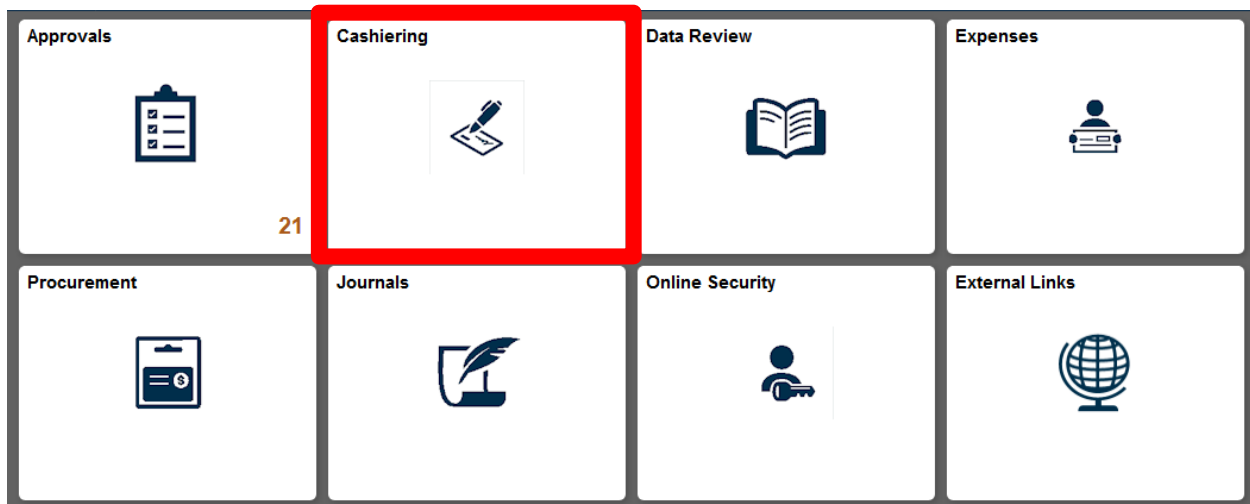
PEOPLESOFT FINANCIALS RESOURCES

Concept:

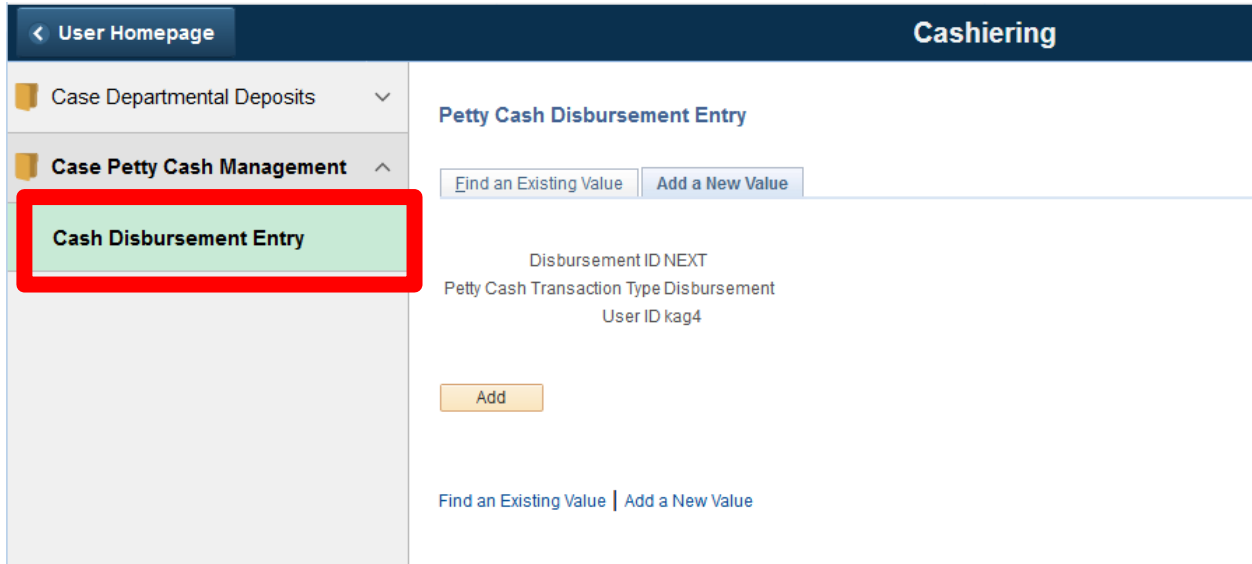
This business process demonstrates how a department can enter petty cash receipts and add backup documentation.

Petty Cash Disbursement Entry:

This module explains the procedure for entering petty cash disbursements.



1. Select the **Cashiering** tile.



2. Select the **Cash Disbursement Entry** from the menu.

Petty Cash Disbursement Entry

[Find an Existing Value](#) [Add a New Value](#)

Disbursement ID: NEXT
Petty Cash Transaction Type: Disbursement
User ID: dgm75

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. On the **Petty Cash Disbursement Entry** screen, click the **Add a New Value** tab to enter a new deposit.
4. Click **Add** button.

NEW WIN

Petty Cash Voucher Entry Backup Documentation

Business Unit: CASE1 User ID: Tran Type: Disbursement Void
 Disbursement ID: NEXT Disbursement Status: Pending
 Disbursement Date: 02/10/2020 Posted Status: Not Posted

*Payee Name:

Cash Disbursement Total

Amount: Descr:

Disbursement Distribution Detail Find First 1 of 1 Last

Distribution Line: 1

*Description:

*Amount	*SpeedType	*Account	Event	Dept	Fund	Class	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Save Notify Add Update/Display

Petty Cash Voucher Entry | Backup Documentation

5. Enter the desired information in the **Payee Name field**. Enter a valid value (e.g. "Jayne Doe").
6. Enter the desired information into the **Descr** field for the total voucher. Enter a valid value (e.g. "cups and drinks").
7. Enter the desired information into the **Description** field for the distribution line. Enter a valid value (e.g. "cups").
8. Enter the desired information into the **Distribution Line field**. (Enter "5.50") *** Please Note *** The limit on Petty Cash Vouchers is \$75.00.
9. Enter the desired information into the **Speedtype** field. Enter a valid speedtype (e.g. "OPR261221").
10. Enter the desired information in the **Account** field. Enter a valid value (e.g. "531100").
 - o **RES/TRN/SPC/OSA/OPR/INS/END/VSN** speedtypes should be used in combination with Account #5xxxxx.
 - o **AGY** speedtypes should be used in combination with Account #203290.
 - o **LON/RECV/PYBL/DEPS/DINC/INC/BEN/SERV** speedtypes should not be used for Petty Cash Vouchers.
 - o Travel items should all be reimbursed via the **Travel** and **Expense** module and should no longer be included in P/C vouchers.
11. If you have specified an event code, then enter that code in the **Event** column.

12. If you have more receipts to enter, click the **Add a New Row** button to add more details.
13. Click the **Save** button.

I hereby certify that I have reviewed and agree with the amounts listed above.

Name: _____ Phone: _____

Signature: _____

14. Backup documentation can now be attached to the **Petty Cash Voucher**. Backup documentation should include copies of all checks, check stubs and/or respective non-negotiable advices. The backup documentation should support the purpose and source of the voucher being made. Click the **Backup Documentation** link.
15. Enter Comments relating to your attachment into the **Comments** field.
16. To add an attachment, click the **Add** button. *** Please Note *** Only one attachment may be added per journal. It is best to consolidate your attachments into one file.

Petty Cash Voucher Entry

Backup Documentation

Business Unit:	CASE1	User ID:	dgm75	Tran Type:	Disbursement
Disbursement ID:	1000029767	Disbursement Status:	Pending	Posted Status:	Not Posted
Disbursement Date:	06/03/2015				

Comments

receipt for disbursement

Attached File:

Note: File name length must be 20 characters or less, including the file extension.

Add

Delete

View

Save

Notify

Add

Update/Display

Petty Cash Voucher Entry | Backup Documentation

17. The Upload window opens. Click the **Browse** button.
18. The Dialog box opens. Choose the file from your list and click the **Open** button.
19. The File Path populates in the field. Click the **Upload** button.

Petty Cash Voucher Entry		Backup Documentation		
Business Unit:	CASE1	User ID:	Tran Type:	Disbursement
Disbursement ID:	NEXT		Disbursement Status:	Pending
Disbursement Date:	02/10/2020		Posted Status:	Not Posted
Comments				
<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>				
Attached File: <input type="text"/>				
Note: File name length must be 20 characters or less, including the file extension.				
<input type="button" value="Add"/>		<input type="button" value="Delete"/>		<input type="button" value="View"/>

<input type="button" value="Save"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
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20. Notice that the **Add** button is greyed out. This means you cannot add anymore attachments to this particular journal. To **View** your attachment, click the **View** button. *** Please Note *** Internet Explorer users; hold Ctrl key and click View button. To delete your attachment, click the **Delete** button.
21. To print your receipt, click the **Printer Friendly Disbursement** link on the **Petty Cash Voucher Entry** tab.
22. A new page will pop up a screen while the file is being generated. Make sure that your pop up blocker is turned off.
23. Print the form using the print icon or the **File -> Print** on your browser.

\$	10.00	09R261221	531100	1400	261221	97600	10
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Signature of Payee: _____

Approver Name Printed: _____

Signature of Approver: _____ Phone: _____

Individuals may cash only one voucher per day - maximum of \$75.00 per voucher.
Must have valid Photo ID to redeem voucher (Car ID card, Driver's License, etc.)

VOID AFTER 90 DAYS

Office Use Only: Cashier: _____ Date: _____

24. 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. ***** Please Note ***** The **Payee and Approver** may not be the same person. All **Petty Cash Vouchers** must be cashed within 90 days of receipt.

End of Procedure