ConnectCAROLINA
Finance

Entering a Petty Cash Voucher

VERSION: February 2018

Entering a Petty Cash Voucher to Replenish Funds

Overview

When a department needs to replenish the funds in a petty cash account, the petty cash custodian or department representative creates a campus voucher and submits it for approval.

A campus voucher for petty cash is similar to any other type of campus voucher with two exceptions:

- It has a voucher style of Single Payment Voucher instead of Regular Voucher.
- It uses a standard vendor called pettycash-001 rather than an actual person or company vendor.

Voucher Entry Process

A petty cash custodian or department designee enters the campus voucher and attaches receipts or other supporting documentation as outlined in University Policy 304.1 - Establishing, Maintaining and Closing a Petty Cash Fund Account.

Each time a voucher is saved, the system checks that all required entries are valid. Once the voucher is valid, including error-free chartfield accounting entries, you will run the budget pre-check process to make sure you have enough money in your budget. If the voucher passess the budget pre-check, you can then submit the voucher for approvals.

Related Reference

- University Policy 304 - Petty Cash Funds
- University Procedure 304.1 – Establishing, Maintaining and Closing a Petty Cash Fund Account

Menu Path

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Steps - Entering a Petty Cash Voucher to Replenish Funds

Follow these steps to create a voucher for petty cash:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

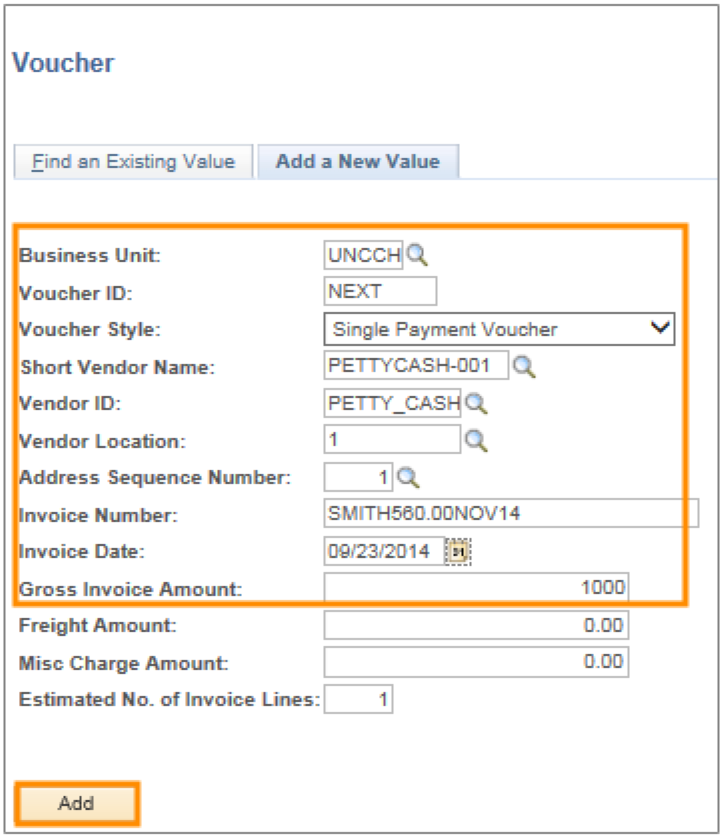
Campus Voucher Page

2. Click on the **Add a New Value** tab.

3. On the Add a New Value tab, complete the fields:

In this field:	**Do the following:**
Business Unit	Enter the business unit for the voucher. Note: Based on your user profile, the system may fill in the business unit value for you. Change this value if necessary.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Voucher Style	Choose **Single Payment Voucher** from the list box.
Short Vendor Name	Look up, or enter, **pettycash-001**. Note: If you entered the Vendor ID, the system fills in the Short Vendor Name for you. Caution: Do not enter the vendor ID for the person receiving the check, if the individual is set up in the system with a vendor ID. If you do, the person will be liable for taxes because the system will treat the petty cash replenishment as 1099 income.
Vendor ID	Look up, or enter, **petty_cash**. Note: If you entered the Short Name Vendor, the system fills in the Vendor ID for you.
Invoice Number	Enter the following information without spaces as the unique invoice number: • the last name of the person receiving the funds • the amount including cents • three letters of the payment month • a two-digit year For example, for a voucher paying Mark Smith $560 in November 2014, enter **SMITH560.00NOV14**. Note: The invoice number you enter and the invoice number on scanned documentation are used for payment validation by Disbursement Services.
Invoice Date	Enter today's date.
Gross Invoice Amount	Enter the total amount of the petty cash needed for replenishment.

4. Click on the **Add** button.



Business Unit: UNCCH
Voucher ID: NEXT
Voucher Style: Single Payment Voucher
Short Vendor Name: PETTYCASH-001
Vendor ID: PETTY_CASH
Vendor Location: 1
Address Sequence Number: 1
Invoice Number: SMITH560.00NOV14
Invoice Date: 09/23/2014
Gross Invoice Amount: 1000
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Result: The system displays the Single Payment Vendor Tab.

Single Payment Vendor Tab

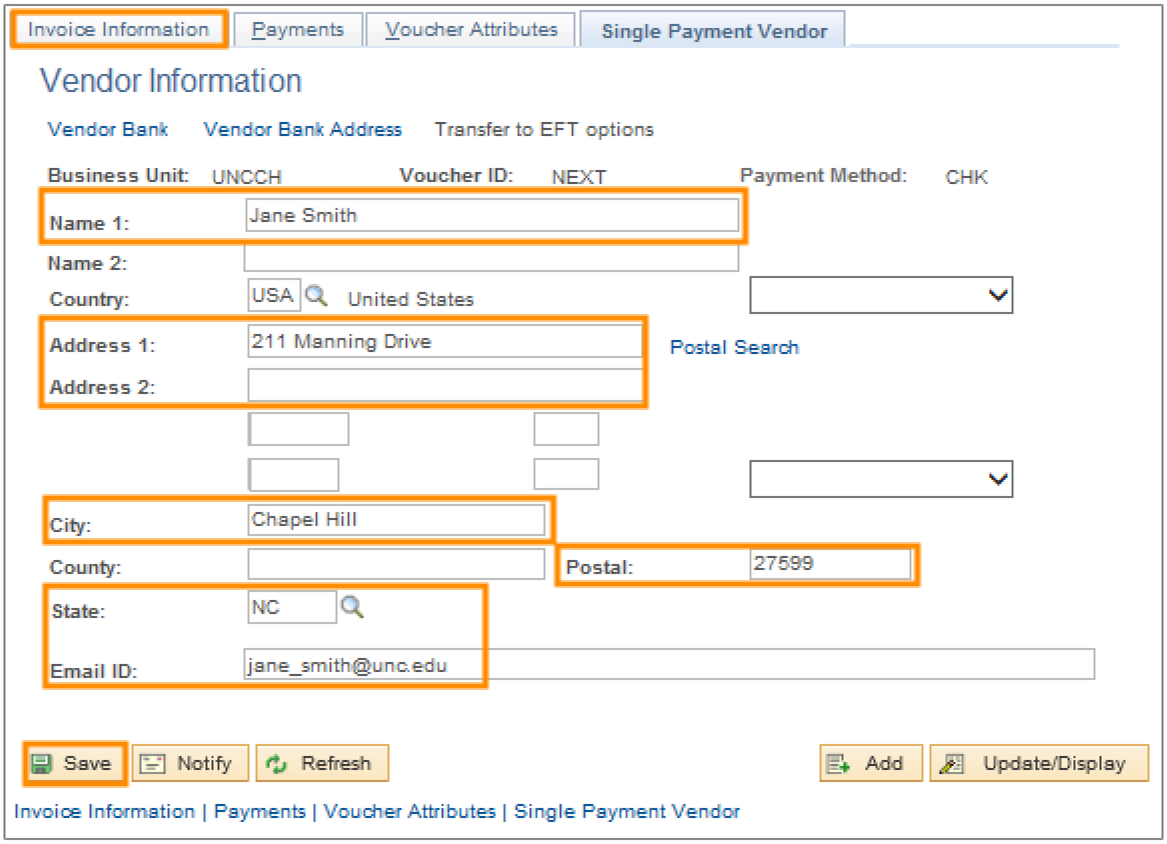
1. Complete the fields:

Note: The name and address information you enter in these fields displays on the check. The email does not print on the check; it's for informational use only.

In this field:	Do the following:
Name 1	Enter the name of the person who will cash the check.
Address 1	Enter the office street address for the person who will cash the check.
Address 2	Enter any additional address information if applicable, such as a campus box, cubicle, or suite number.
City	Enter the city the office is located in.
Postal	Enter the office zip code.
State	Enter the two-letter abbreviation for the state the office is located in.
Email ID	Enter the office email address for the person receiving the check. This field is optional. It's used for informational purposes only.

2. Click on the **Invoice Information** tab.

   Note: If you click Save before clicking the Invoice Information tab, the system displays a message reminding you to enter the invoice distribution lines for the petty cash on the Invoice Information tab.


Invoice Information
Payments
Voucher Attributes
Single Payment Vendor
Vendor Information
Vendor Bank
Vendor Bank Address
Transfer to EFT options
Postal Search
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes | Single Payment Vendor

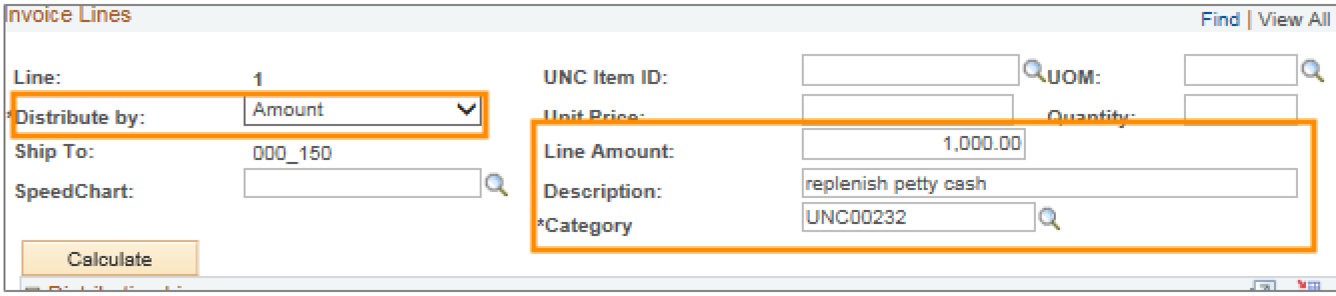
Business Unit: UNCCH
Voucher ID: NEXT
Payment Method: CHK
Name 1: Jane Smith
Name 2:
Country: USA United States
Address 1: 211 Manning Drive
Address 2:
City: Chapel Hill
County:
Postal: 27599
State: NC
Email ID: jane_smith@unc.edu

Invoice Information Tab

1. In the Invoice Lines section, complete the fields:

In this field:	**Do the following:**
Distribute By	Choose **Amount** from the list box, if it's not already displayed.
Speed Chart	Leave this field blank.
UNC Item ID	Leave the field blank.
UOM	Leave this field blank.
Unit Price	Leave this field blank.
Quantity	Leave this field blank.

In this field:	**Do the following:**
Line Amount	Verify the total line amount. Correct, if necessary.
Description	Enter the description of the petty cash reimbursement.
Category	Enter **unc00232** for petty cash reimbursements. Note: When you enter the category, the system populates the Account chartfield with one of the following account numbers, based on your business unit: • 111801 if your business unit is UNCCH • 110110 if your business unit is UNCGA You need to change the Account number to the appropriate expense account to ensure accurate expense allocation and, if needed, approval routing to the Office of Sponsored Research (OSR). Consult with the key accounting personnel in your department for guidance.



Line: 1

*Distribute by: Amount

Ship To: 000_150

SpeedChart:

UNC Item ID:

UOM:

Unit Price:

Quantity:

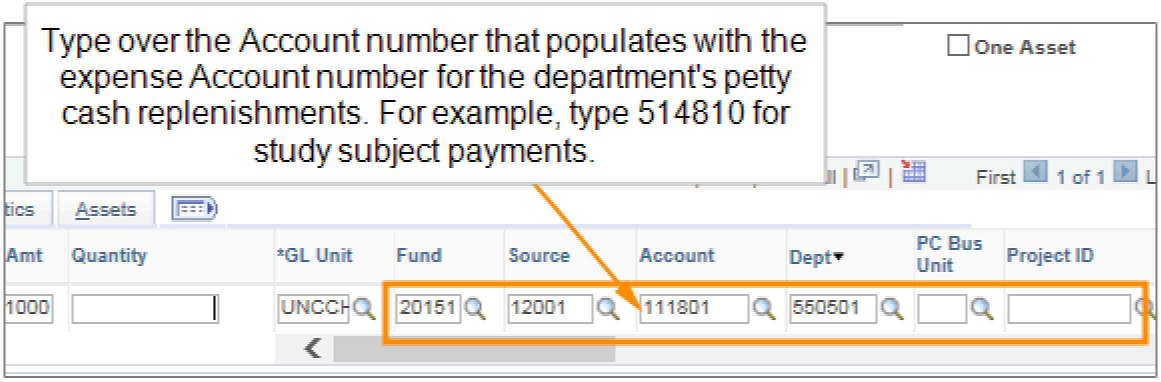
Line Amount: 1,000.00

Description: replenish petty cash

*Category UNC00232

2. In the Distributions Lines section of the invoice line, do the following:

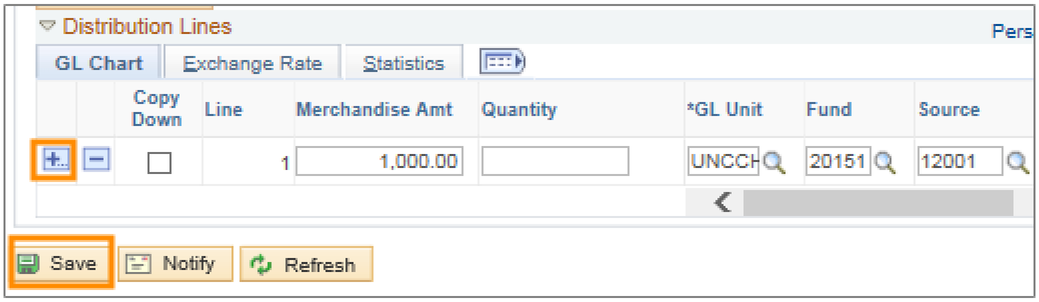
- Enter the chartfield values for the line item.
- Change the Account number to the appropriate expense account to ensure accurate expense allocation and, if needed, approval routing to the Office of Sponsored Research (OSR). Consult with the key accounting personnel in your department for guidance.


Type over the Account number that populates with the expense Account number for the department's petty cash replenishments. For example, type 514810 for study subject payments.

Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID
1000		UNCCH	20151	12001	111801	550501		

3. To add an additional distribution line in order to allocate the line item to multiple chartfields, click the **Add a New Row** button to the left of a line item. Mark the **Copy Down** checkbox to replicate chartfields on the new distribution line. If you have more than one distribution line, adjust the quantities and amounts proportionally so that the totals equal the line item quantity or amount.

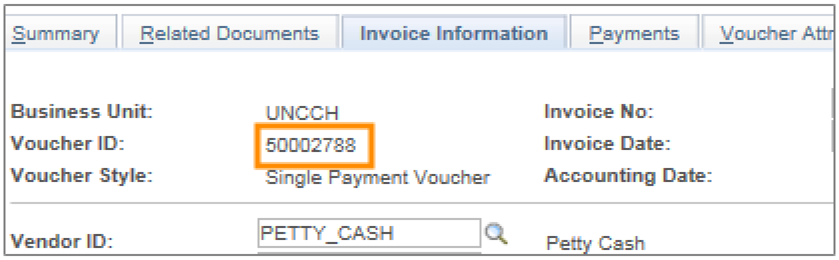
4. When you are finished with the distribution lines for the line item, click on the **Save** button:



		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source
+	−	☐	1	1,000.00		UNCCH	20151	12001

Result: The system:

- assigns the voucher ID number.
- displays additional tabs to view voucher information.



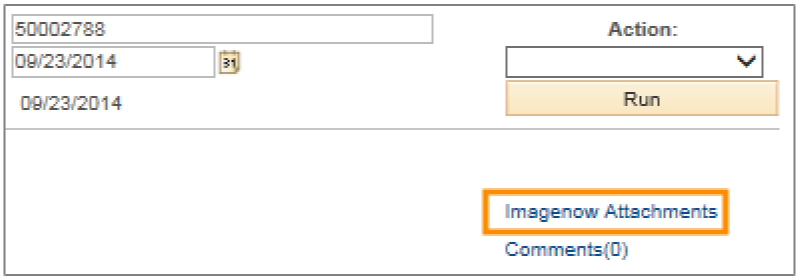
Business Unit: UNCCH
Voucher ID: 50002788
Voucher Style: Single Payment Voucher
Invoice No:
Invoice Date:
Accounting Date:
Vendor ID: PETTY_CASH Petty Cash

5. Write the invoice number on the supporting documentation and create a scanned copy of it.

   Note: Supporting documentation includes either receipts, or a bank statement if you have an imprest checking account petty cash fund. If you have receipts that have confidential data on them, do not use the receipts as documentation. You may continue to fill out and attach the petty cash (PC) form instead of the receipts.

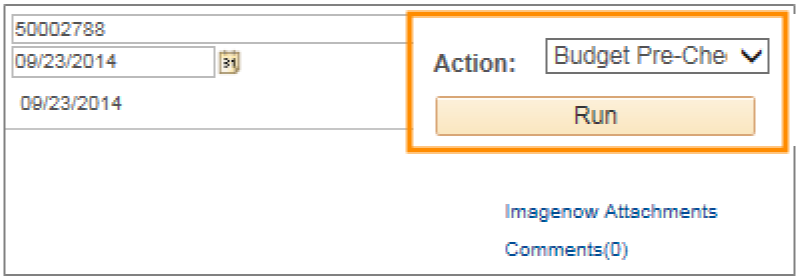
6. To attach the document, click on the **ImageNow Attachments** link and attach the document.

   Note: Do not attach documents with sensitive information such as an individual's Social Security number:


50002788
09/23/2014
09/23/2014
Action:
Run
Imagenow Attachments
Comments(0)

7. In the Action field, choose **Budget Pre-Check**.

8. Click the **Run** button to have the system perform the budget pre-check:

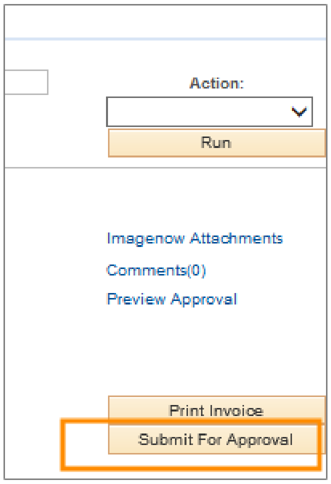

50002788
09/23/2014
09/23/2014
Action: Budget Pre-Che
Run
Imagenow Attachments
Comments(0)

9. Click on the **Submit For Approval** button to submit the voucher into the workflow approval process.

Notes:

- This option will be not available if there are errors in the voucher, or if the budget status is not Prov Valid. You can click on the Summary tab to check the budget status.

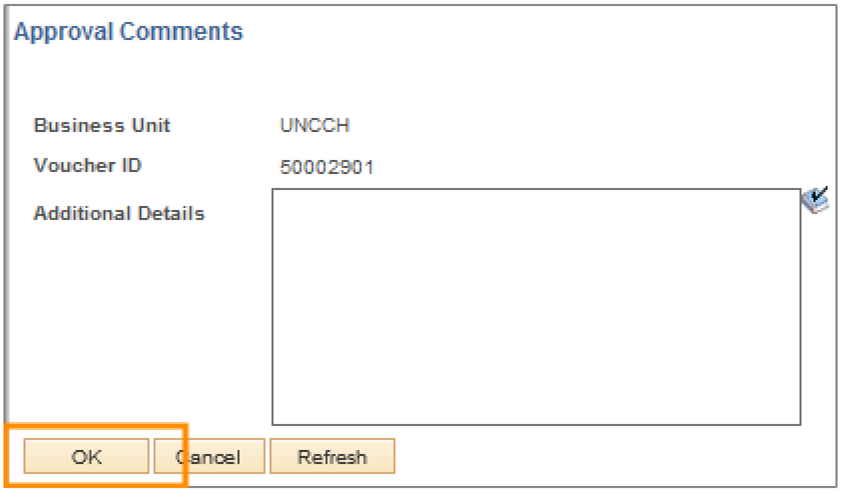
- You need to click the Submit for Approval button to add comments that approvers can see.


Action:
Run
Imagenow Attachments
Comments(0)
Preview Approval
Print Invoice
Submit For Approval

Result: The system displays the Approval Comments page.

Approval Comments Page

1. In the Additional Details area of the Approval Comments window, enter any messages you want to communicate to the approvers.
2. Click **OK**:



Approval Comments

Business Unit UNCCH

Voucher ID 50002901

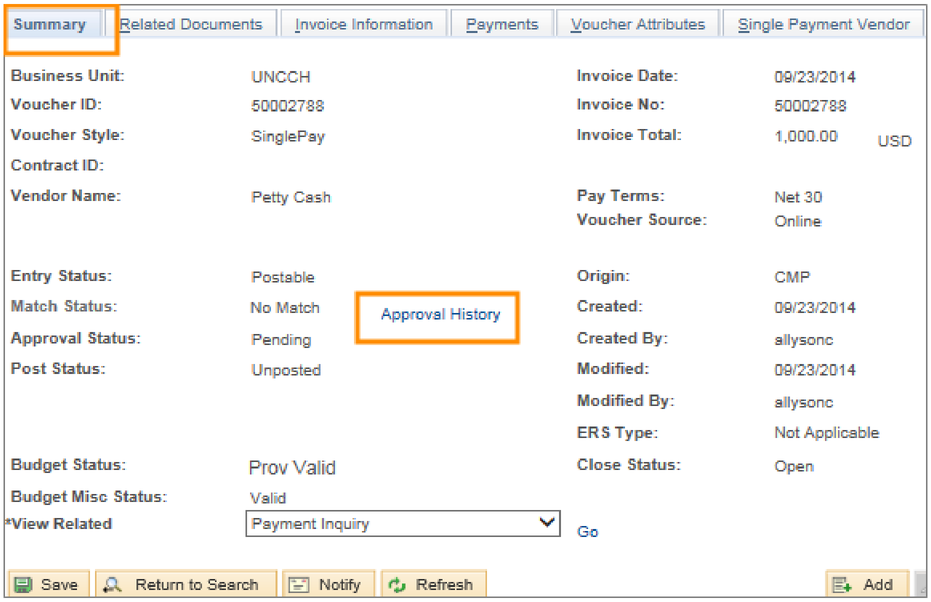
Additional Details

Result: The voucher is submitted into approval workflow.

3. Click on the **Summary** tab.

Summary Tab

1. Verify the voucher is in the approval workflow by verifying the presence of the Approval History link on the Summary tab.
2. Click on the **Approval History** to view the approval route.


Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Single Payment Vendor

Business Unit: UNCCH
Voucher ID: 50002788
Voucher Style: SinglePay
Contract ID:
Vendor Name: Petty Cash

Entry Status: Postable
Match Status: No Match
Approval Status: Pending
Post Status: Unposted

Budget Status: Prov Valid
Budget Misc Status: Valid
***View Related** Payment Inquiry

Invoice Date: 09/23/2014
Invoice No: 50002788
Invoice Total: 1,000.00 USD

Pay Terms: Net 30
Voucher Source: Online

Origin: CMP
Created: 09/23/2014
Created By: allysonc
Modified: 09/23/2014
Modified By: allysonc
ERS Type: Not Applicable
Close Status: Open

Approval History
Go
Save
Return to Search
Notify
Refresh
Add