

# Entering a Petty Cash Voucher

*Revised 11/10/14*

- Course Objectives
- Process Overview for Petty Cash Replenishments
- Key Differences from other Campus Vouchers
- Demo of Petty Cash Voucher Entry
- Review
- Training Materials

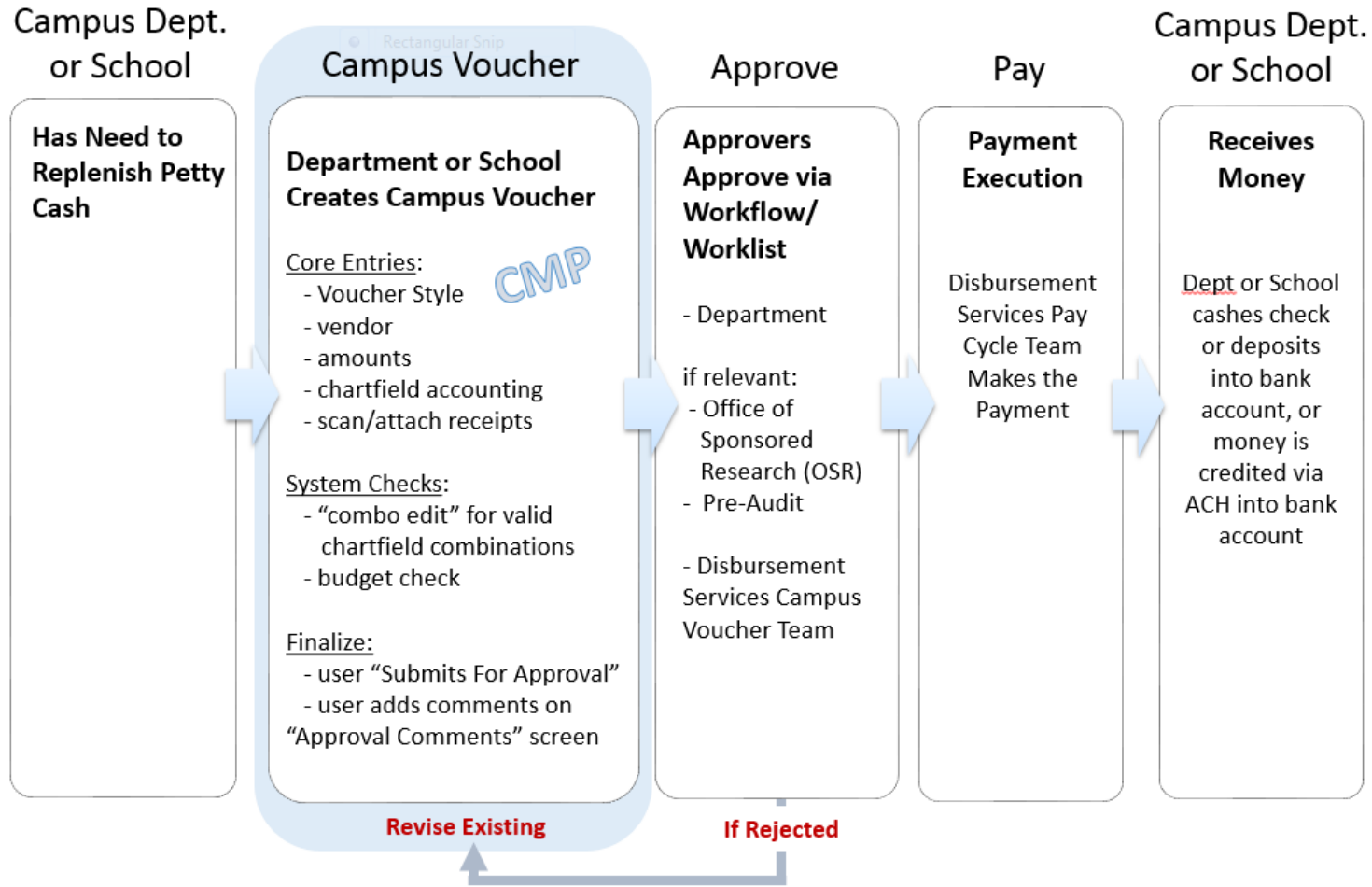
At the end of this course, you will be able to:

- Understand the petty cash replenishment process
- Request petty cash replenishment using a campus voucher

- You'll enter a campus voucher to request replenishments of:
  - Petty cash funds
  - Petty cash imprest checking account
  - Petty cash change funds
- You no longer need to request a PC number
- In place of the “justifications” in the old process, you enter comments on the campus voucher instead

Attach scanned images of:

- Receipts
- Bank statements in the case of imprest checking accounts
- If the receipts have confidential information on them, use the petty cash (PC) form from the old process instead



Petty cash vouchers are campus vouchers with some differences:

- ✔ Data entry is required on the first screen
- ✔ The Voucher Style is **Single Payment Vendor** instead of Regular Entry
- ✔ You choose the generic vendor **petty\_cash** in the Vendor ID field
- ✔ You complete an additional vendor information screen with contact information of the petty cash custodian for check printing

**CAUTION:** Do not enter the vendor ID for the person receiving the check in the Vendor ID field. If you do, the person will be liable for taxes.

Enter the following without spaces as the unique invoice number:

- ✔ the last name of the person receiving the funds
- ✔ the amount including cents
- ✔ first three letters of the payment month
- ✔ a two-digit year

EXAMPLE: For a voucher paying Mark Smith \$560 in November 2014,  
enter **SMITH560.00NOV14**



## Entering Petty Cash Voucher to Replenish Funds

What Voucher Style do you choose for a petty cash voucher?

*Single Payment Vendor*

Who is the vendor on a petty cash voucher?

*petty\_cash* if you choose the vendor ID

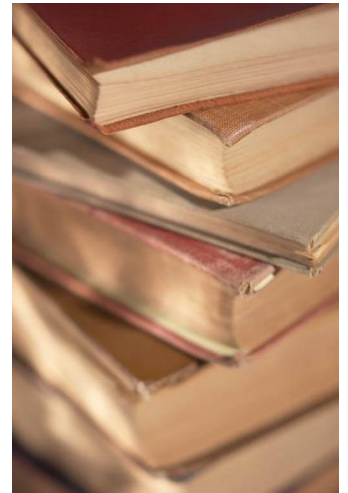
*pettycash-001* if you choose the vendor short name

What do you use as the invoice number?

*Follow this naming convention:*

- *the last name of the person receiving the funds*
- *the amount including cents*
- *first three letters of the payment month*
- *a two-digit year*

**EXAMPLE: SMITH560.00NOV14**



- Recorded Webinar – **ccinfo** web site under **Training**, then **Webinars**
- Student Guide – **ccinfo** web site under **Training**, then **Resource Documents**
- Parking Lot Questions – **ccinfo** web site under **Training**, then **Parking Lot Questions**

Thank you for your time!