



## 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>

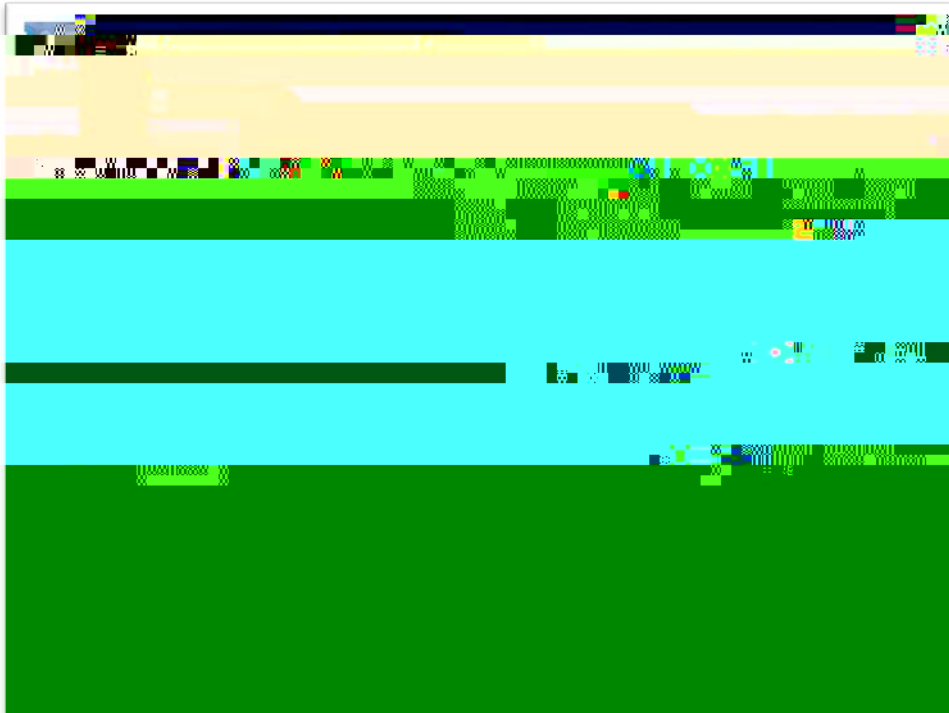


Step	Action
3.	Click the <b>Add</b> button. <input data-bbox="467 1178 586 1215" type="button" value="Add"/>

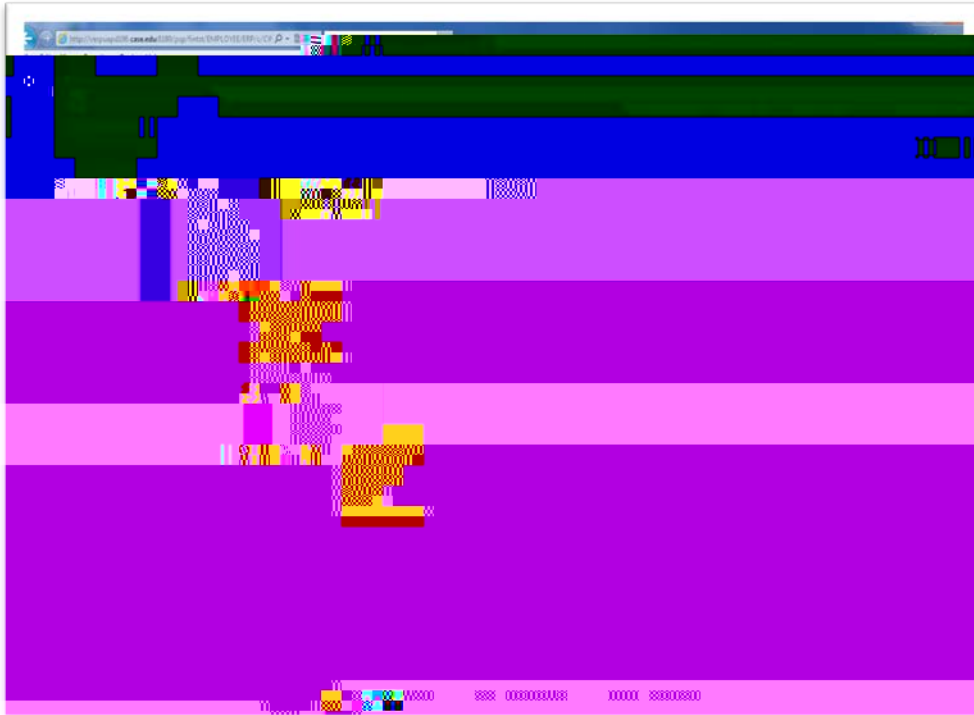


Step	Action
4.	Enter the desired information into the <b>Payee Name</b> field. Enter a valid value e.g. " <b>Jayne Doe</b> ".
5.	Enter the desired information into the <b>Descr</b> field for the total voucher. Enter a valid value e.g. " <b>cups and drinks</b> ".
6.	Enter the desired information into 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.	



Step	Action
14.	Enter Comments relating to your attachment into the <b>Comments</b> field.
15.	<p>To add an attachment, click the <b>Add</b> button.</p> <p><i>NOTE: Only 1 attachment may be added per journal. It is best to consolidate your attachments into one file.</i></p> <div data-bbox="344 1255 490 1304" style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div>



Step	Action
16.	The Upload window will open. Click the <b>Browse...</b> button. <input data-bbox="440 1108 602 1150" type="button" value="Browse..."/>











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>