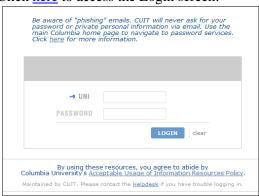
### **Columbia University Finance Training**

Petty Cash Certification for Petty Cash DAFs Only

The University's policy requires all petty cash funds to be certified every year by the immediate business officer. You will need to complete and submit this electronic certification annually.

#### **Logging in to the Petty Cash Certification Page**

1. Click <u>here</u> to access the Login screen.



- 2. Enter your **UNI** and **Password**.
- 3. Click the **Login** button.

#### **Certifying Petty Cash Funds**

The Home page shows the list of PC Funds available to you for certification.



1. Click the **Certify** link for the PC fund you want to certify. The Certification Form appears.

Section 1 – Petty Cash Fund Information displays the petty cash balances and information on record



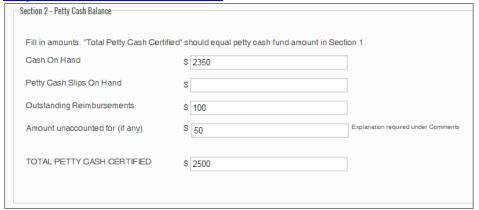
**Note:** If any of the above information requires modification, contact the Finance Service Center. Certification must be completed and submitted before any changes can be processed by the Controller's Office.

2. Select if **Yes** or **No** for *Is this fund used for human subject payments?* 

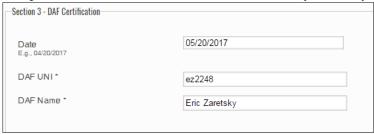
## **Columbia University Finance Training**

Petty Cash Certification for Petty Cash DAFs Only

3. Complete **Section 2 – Petty Cash Balance**. This requires a physical count of the petty cash box. You can use the Petty Cash Reconciliation Worksheet for assistance.



4. Complete Section 3 – DAF Certification with today's Date, your UNI and Name.



5. Enter any **Comments**. If you entered a balance for *Amount unaccounted for* in Section 2, comments are required.

Comments	
\$50 unaccounted for - a check under the old custodian cannot be cashed.	

6. Click the **Certify** checkbox and click the **Certify** button.

**Note:** If you receive an error message, correct the relevant fields, click the Certify checkbox, and click the Certify button. For questions regarding errors, contact the Finance Service Center.

The Home page displays the Certified Project.



# **Columbia University Finance Training**

Petty Cash Certification for Petty Cash DAFs Only

7. Click the **Fund Number** to view and print the Certification Confirmation.



8. Click the **Home** link to certify other PC funds, if necessary.

### **Getting Help**

Please contact the Finance Service Center <a href="http://finance.columbia.edu/content/finance-service-center">http://finance.columbia.edu/content/finance-service-center</a>

You can log an incident or request a service via Service Now <a href="https://columbia.service-now.com">https://columbia.service-now.com</a>