This Job Aid details how Petty Cash Replenishment Vouchers are created and submitted in the CU Marketplace.

Submitting a Petty Cash Replenishment Voucher

Creating a Non-PO Voucher

1. Navigate to the Procurement Paying website, click the CU Marketplace logo, and log in using your Single Sign On.



The JAGGAER application launches.



Note: The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.

- 2. Select the **Pay** tile. The Pay dashboard appears.
- 3. In the **Create Vouchers and Receipts** section, select **Voucher** from the **Type** dropdown and **Non-PO** from the **From** dropdown.

Create Vouchers and Receipts		
Туре	Voucher	~
From	Non PO	~
Supplier name		

4. Enter the **Supplier** who is the Petty Cash Custodian. Click the **Search** \bigcirc icon to find and select the Supplier. The Supplier must have a Petty Cash Custodian classification.

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Search Suppliers		×
Quick search	Q Clear All Filters	A
Page 1 of 1000	1-10 of 75563 Results 0	10 Per Page 💌
Name		
01 COM INC		+
1 Executive Realty LLC		+
1 Faction Studios		+
1 MATERIAL INC		+
1 OAK TASTY DELI		+
1 ROOF PHOTOGRAPHY		+
1-Across LLC		+
10 THOUSAND WINDOWS INC		+
10-20-40 TOURING LLP		+
100 Coaches LLC		+
		Cancel

Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** + icon for the matching Supplier. 5. Click the **Create** button. The Voucher form appears.

Completing the Voucher Form

The Voucher Entry screen appears with the Summary pane indicating the required fields.



1. Navigate to the **Summary** tab to begin completing the required information. All required information must be completed for the voucher to be validated and approved.

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COLUMBIA U	UNIVERSITY					0	All 👻	Search (Alt+Q)	٩	0.00 L	SD E	01	• •	٠
Voucher • Erin F	K Joyce • 178396281									•	• 🕐	[Complete	;
Entry Summ	ary Matching Supplier Me	essages Comments Attachments	Histo	ry										
General	1	Addresses		Note/Attachm	ents		1	🗸 🧃 Summa	ry		raft		÷	4
Voucher Type V	/oucher	Remit To		Internal Note	no value			(S) Co	rrect these	issues.			×	
Payment Reason n	to value Required	1190 Amsterdam Avenue 406 Schermerhorn Hall PC4864 New York, New York 10027		Internal Attachments	Add Empty			Ya Va	u are unable ucher mus	t contain o	ne or mor	e lines to C	omplete	
Voucher Number n	io value	United States						Re	quired: Pay quired: Sup quired: GL	plier Invoi Business I	ce No.			
Supplier Invoice n No.	io value Required	Bill To						Re	quired: Pro	ject: Line				
Supplier Name C	CK Erin K Joyce	no address						Re	quired: Dep quired: Init	oartment: L lative: Line	ine			
Voucher Owner E	ric Zaretsky	Payment Information	ø					Re	quired: Seg quired: AM	iment: Line Business	Unit: Line			

Note: If you previously created a default ChartString in your Profile, the links for Accounting Codes will not appear as required information. You must ensure that you use the correct ChartString information. See the Adding or Editing Accounting Codes (ChartStrings) section of this job aid.

2. Click the link for the **Required Payment Reason Line**. The Edit General window appears where you can enter the required Payment Type and the Supplier Invoice No.

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Edit General		×
Invoice Information		Î
Payment Reason 🗯		~
	Required	
Supplier Invoice No. 🖈	Required	
General Information		
Voucher Owner	Eric Zaretsky	Q
Invoice Date	4/10/2025	
Due Date	mm/dd/yyyy	m . Override
bue bute	mm/dd/yyyy	
Terms	Override Discount Terms	
Standard Payment Terms	Due Upon Receipt 🗸	
Discount	96	
Days		
Туре	Manual	
Days After		
★ Required fields		Save Close

3. Select Petty Cash Replenishment Payment Request from the Payment Reason from the dropdown.

Edit General		×
Invoice Information		i
Payment Reason 🖈	~	
Supplier Invoice No. ★	Invoice - LRAP (Loan Repayment Assistance Program) Payment Reques Legal Fees Payment Request - Note Taker Payment Request -	t-
General Information	OGC -	
Voucher Owner	Petty Cash Closure Payment Request -	
	Petty Cash Establishment Payment Request -	
Invoice Date	Petty Cash Replenishment Payment Request -	

- 4 For the **Supplier Invoice No**, enter the current day's date and the actual amount indicated in the Voucher (MMDDYYAMOUNT). For example, if today is 07/01/2025 and the Voucher amount is \$350, the Invoice No. should be entered as "070125350".
- 5. Click the **Save** button.

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Adding or Editing Accounting Codes (ChartStrings)

Enter the ChartString information in the Accounting Codes section to explain how you spent the funds. If you previously set up a Default Accounting Code (ChartString) in your Profile, that ChartString information will be populated here. If so, edit the ChartString as necessary. You must use the same **Project** and **Department** approved by the Office of the Controllers.

Codes								*
LINE								
GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
no value Required	no value	no value Required	no value Required					

1. In the Codes section, click the Edit Codes Section *** icon. The Edit Codes window appears.

Edit Codes									×
Accounting Codes							Add alternate distri	Discount V] +
LINE	_	_	_				_		
GL Business Unit 🚖	Project * 🛓	Activity ★ 王	Department 🖈 🛓	Initiative 🚖	Segment 🖈	Site	AM Business Unit 🚖 🛓	PC Business Unit 🖈 🛓	
<u>v</u>				Search	Q Search	Q Search	Q No Value	No Value	
Required	Required	Required	Required	Required	Required		Required	Required	
								+	
•									-
-							Add alternate distri	Discount -	+
Required fields								Save	lose

2. Update the ChartFields as needed. ChartFields must be entered in order left to right as the available values are dependent on the value in the previous field. You can click the **Dropdown** ^{*c*} arrow in the field you are populating to view the available values.

Project \star 🛓		Activity * 王	[
UR004672	۹	01-GI Funding	[
	Or	ganization Values	
	01	-GI Funding - GI Fundin	g
	02	-ZMBBI - ZMBBI	
	Project * 도	Project ★ 도 UR004672 Q 01 02	Project ★ 도 Activity ★ 도 UR004672 Q 01-GI Funding @ Organization Values 01-GI Funding - GI Fundin 02-ZMBBI - ZMBBI

3. Click the Validate \checkmark icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required , click the Validate icon again.

You can click the **Code Favorites** 📍 icon to select a favorite ChartString you created in your Profile.

4. Click the **Save** button.

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Adding a Line

You must enter a Line to describe the expense payment, the price, and the quantity.

1. In the Lines section, click the Add Non-PO Item link.

0 Lines	🔳 🔹
No lines have been added. Add new PO o Add Non-PO Item	

The Add Non-PO Item window appears.

			11					
Add Non-PO Item								×
Item								~
Product Description *	Catalog No.	Quantity *	Price Estimate	Packaging				
254 characters remaining				EA - Each	~			
Additional Details								~
PO Number		Man	ufacturer Name					
Manufacturer Part No								
★ Required fields						Save	Save And Add Another	Close

- 2. In the **Product Description** field, type "Petty Cash Replenishment".
- 3. In the **Quantity** field, enter "1" and enter the amount in the **Unit Price** field.
- 4. Click the Save button to add the Line. The Item Details appear and the Account field appears as required.

	No PO	0 Number>							… 🗆
	St	atus PO Line Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1		 Petty Cash Reple 	nish		EA	500.00	Qty: 1 EA	500.00	… 🗆
	^	ITEM DETAILS 🝺							1
		Contract:	no value		Capital Expense?	No			
		Internal Line Attachments	Add		Capital Asset Type	N/A			
		Account	no value		Asset Location	no value			
			W Required		Asset Profile ID	no value			
		Serial Numbers	no value		Capital Related Tag / Asset	ID (if no value			
		Budget Year	no value		known)				

5. Click the **Required** link for the **Account** value. The Item Details screen appears.

Edit Line 1: Item Details				×
Petty Cash Replenish		EA	500.00 1	EA 500.00
Contract:	Select Contract	Capital Expense?	No	×
Account 🖈	Search Q Final States Account	Capital Asset Type	N/A	×
Serial Numbers	no value	Asset Location	Search	۹
Budget Year	~	Asset Profile ID	Search	٩
		Capital Related Tag / Asset ID (if known)		
				Save Close

- 6. In the Account field, enter the Natural Account that reflects the expense for which the funds were used.
- 7. Click the **Save** button.

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Attaching Documentation

Attach receipts, and/or supporting documentation that provides the business reason for the expense.

1. In the Summary pane, click the **Empty Internal Attachments** link.



The Add Attachments window appears.

Add Attachments		×
Attachment Type	● File ◯ Link	
File(s) ★	Drop File or Browse Max. File Size: 5.0 MB	
★ Required fields	Save Changes	Close

2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.

3. Click the **Save Changes** button.

You can view and attach additional documents via the Attachments tab.

*	🖆 Columbia University		0	All 👻	Search (Alt+Q) Q	600.00 USD	. ♡ ⊨	4 10
1	Voucher • Erin K Joyce • 176463090					0	Con	mplete
6	Entry Summary Matching	Supplier Messages Comments Attachments						
8	Attachments found: 1		Select Voucher Image Add Internal Attachment	·	Summary	Draft		≯
Ē	Attachment	Size Type Location	Visibility Create Date \downarrow		Erin K Joyce		176463	~
꽖	业 Petty Cash.pdf	691k File Document	Internal 3/7/2025 12:28 PM		Total (500.00 USD)			~
89 14					Subtotal Discount Tax1		:	500.00 0.00 0.00

Submitting the Voucher

Click the **Complete** button to submit your Voucher.

â	🖆 Columbia Unive	ERSITY									6	All 👻	Search (Alt+Q)	۹	600.00 USD	Ä	♡ ■	+ 10
1	Voucher • Erin K Joyce	• 176463090														ŋ	Comple	ete
6	Entry Summary	Matching Su	upplier Messages	Comments	At	tachments	0	History										
0	Attachments found: 1								Select Voucher Image	Add Internal Attac	chment	•	Summary		Draft			→
Ξ	Attachment			:	Size	Туре	Location		Visibility	Create Date \downarrow			Erin K Joyce Supplier Involu	e No.			176463090	ŏ
뿂	<u>↓</u> Petty Cash.pdf			6	91k	File	Documer	nt	Internal	3/7/2025 12:28 PM			Total (500.00	USD)				~
- 3%													Subtotal				500	.00
սե													Tax1				0	.00

The Voucher Submitted confirmation screen appears.

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Voucher Submitted									
Summary		Create Voucher							
Voucher number		Туре	Voucher 🗸						
Voucher Status									
Supplier Voucher No.		From	P0 🗸						
Voucher name		PO numbers	٩						
Voucher date									
Voucher total			Create						
Number of line items									
Created for the PO No(s)									

You can click the **Voucher number** to view the Voucher details. Additionally, you can create a new voucher from the right side of this screen under the Create Voucher heading.

Additional Resources:

Petty Cash Policy Petty Cash Finance Website Submitting Petty Cash Requests via ServiceNow Submitting a Petty Cash Establishment Voucher in the CU Marketplace Submitting a Petty Cash Closure Voucher in the CU Marketplace

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

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