

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

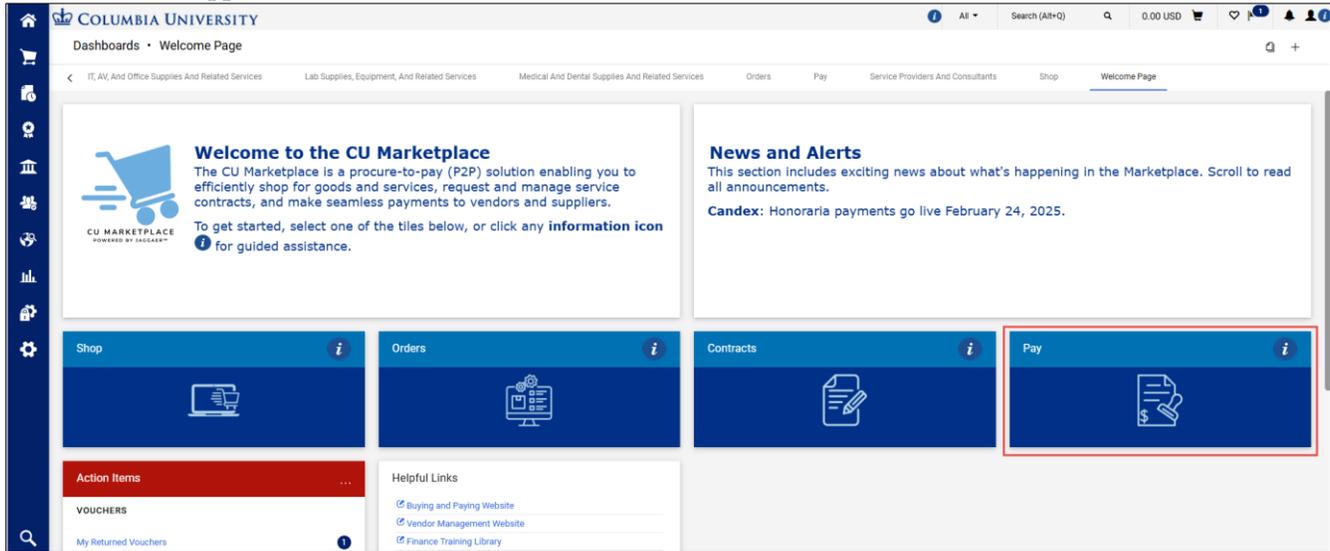
Submitting a Petty Cash Replenishment Voucher

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.

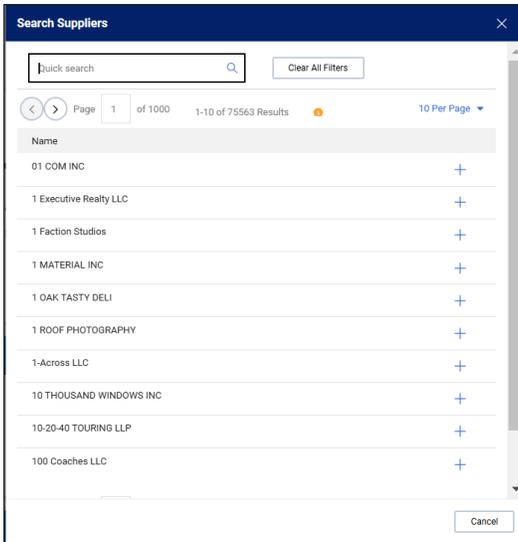


Note: The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.

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.

Type	Voucher
From	Non PO
Supplier name	<input type="text"/>
<input type="button" value="Create"/>	

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

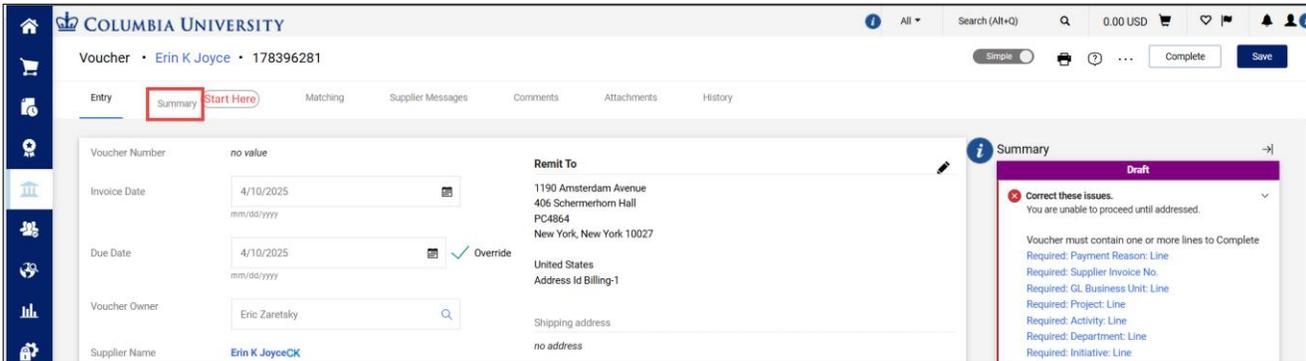


Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add +** icon for the matching Supplier.

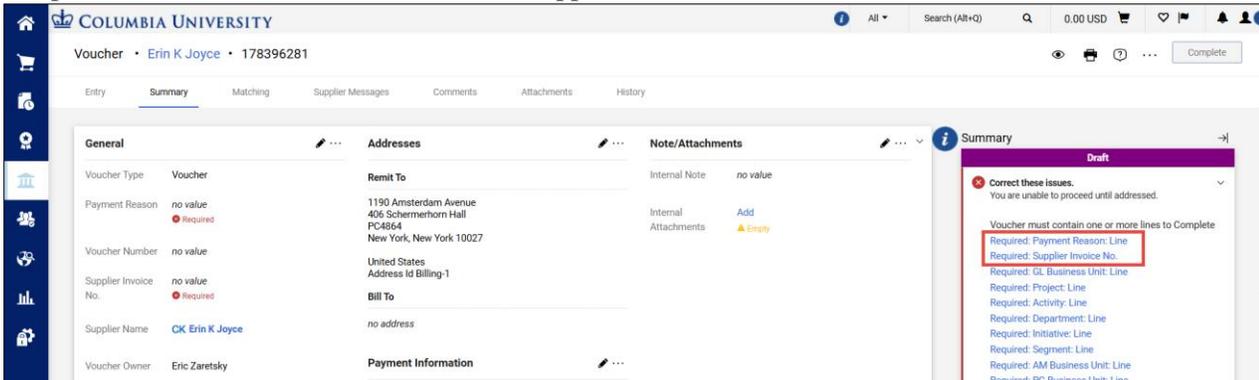
5. Click the **Create** button. The Voucher form appears.

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.



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

Payment Reason ★ Required

Supplier Invoice No. ★ Required

General Information

Voucher Owner

Invoice Date
mm/dd/yyyy

Due Date Override
mm/dd/yyyy

Terms Override Discount Terms

Standard Payment Terms

Discount %

Days

Type

Days After

★ Required fields

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

Edit General

Invoice Information

Payment Reason ★ Required

Supplier Invoice No. ★ Required

General Information

Voucher Owner

Invoice Date
mm/dd/yyyy

Due Date Override
mm/dd/yyyy

Terms Override Discount Terms

Standard Payment Terms

Discount %

Days

Type

Days After

★ Required fields

Invoice -
LRAP (Loan Repayment Assistance Program) Payment Request -
Legal Fees Payment Request -
Note Taker Payment Request -
OGC -
Pay Card - Funding (US Bank Only)
Petty Cash Closure Payment Request -
Petty Cash Establishment Payment Request -
Petty Cash Replenishment Payment Request
Prepayment -

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.

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.

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

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

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** arrow in the field you are populating to view the available values.

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

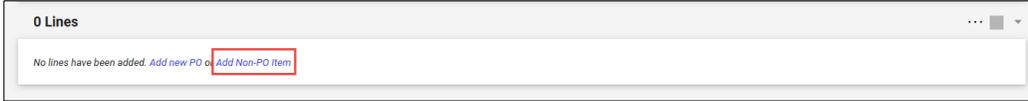
You can click the **Code Favorites** icon to select a favorite ChartString you created in your Profile.

4. Click the **Save** button.

Adding a Line

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

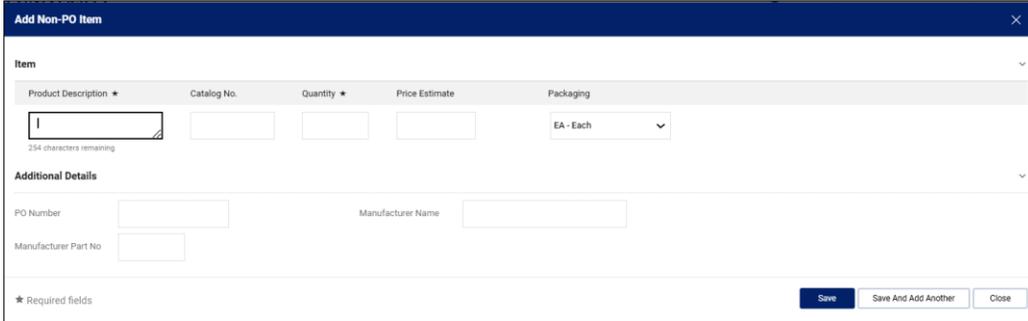
1. In the Lines section, click the **Add Non-PO Item** link.



0 Lines

No lines have been added. [Add new PO o](#) [Add Non-PO Item](#)

The Add Non-PO Item window appears.



Add Non-PO Item

Item

Product Description *	Catalog No.	Quantity *	Price Estimate	Packaging
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	EA - Each

234 characters remaining

Additional Details

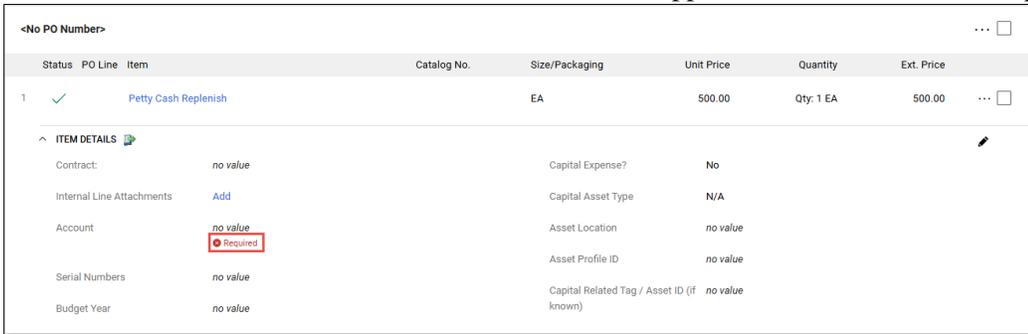
PO Number Manufacturer Name

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.



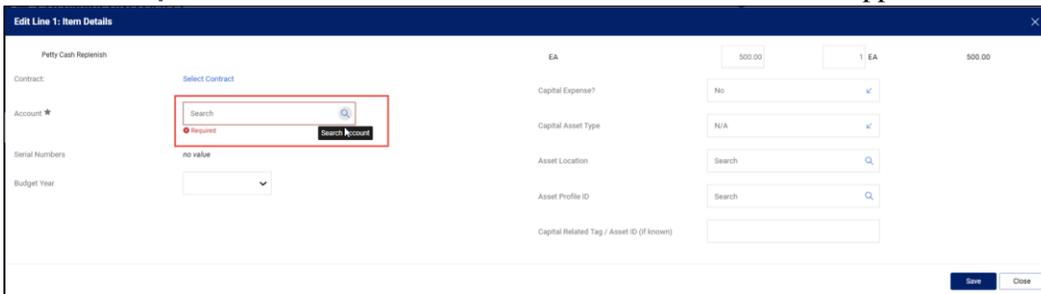
<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	1	Petty Cash Replenish		EA	500.00	Qty: 1 EA	500.00

ITEM DETAILS

Contract:	no value	Capital Expense?	No
Internal Line Attachments	Add	Capital Asset Type	N/A
Account	no value Required	Asset Location	no value
Serial Numbers	no value	Asset Profile ID	no value
Budget Year	no value	Capital Related Tag / Asset ID (if known)	no value

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](#)

Account * [Search](#) [Required](#) [Search Account](#)

Serial Numbers no value

Budget Year

Capital Expense? No

Capital Asset Type N/A

Asset Location [Search](#)

Asset Profile ID [Search](#)

Capital Related Tag / Asset ID (if known)

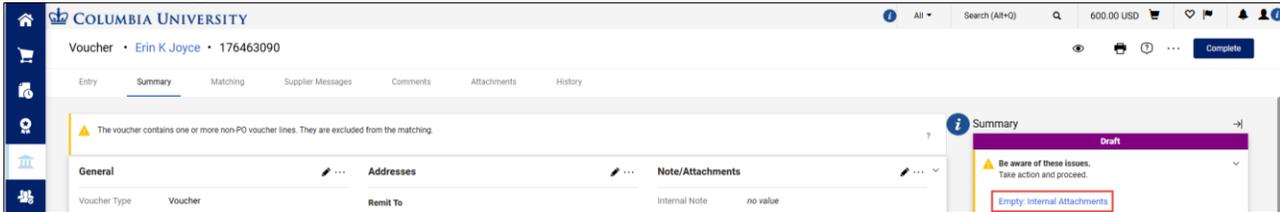
Save Close

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

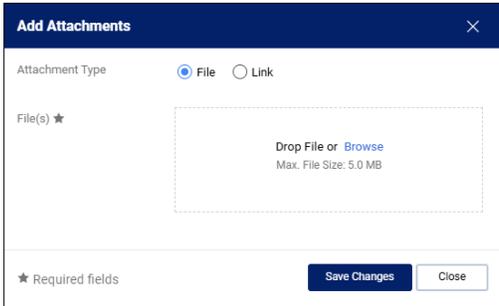
Attaching Documentation

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.

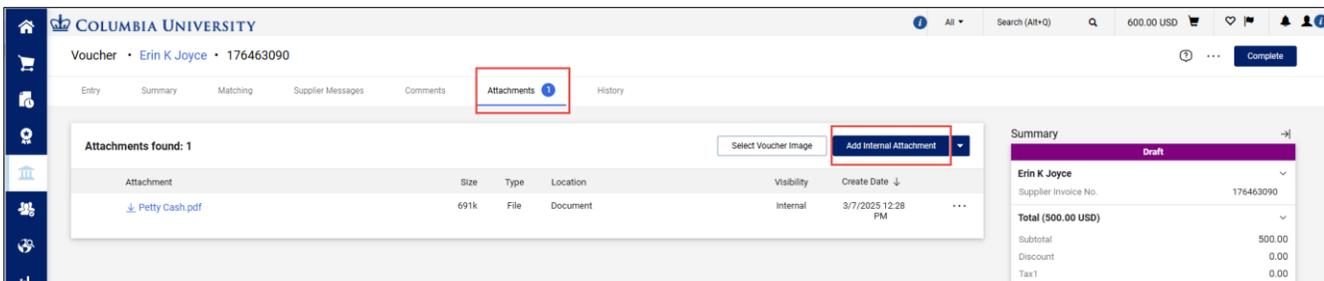


The Add Attachments window appears.



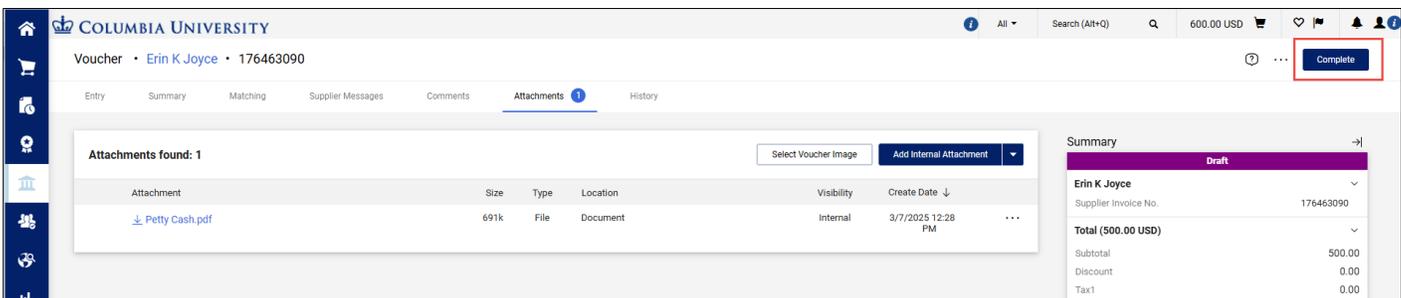
2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button.

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



Submitting the Voucher

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



The Voucher Submitted confirmation screen appears.

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✓ Voucher Submitted

Summary	Create Voucher
Voucher number	Type: Voucher
Voucher Status	From: PO
Supplier Voucher No.	PO numbers: <input type="text"/>
Voucher name	<input type="button" value="Create"/>
Voucher date	
Voucher total	
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>