Columbia University Finance Training

Job Aid: Submitting Vouchers in ARC for a New Petty Cash Fund

This job aid details how you create a Voucher in ARC to provide funds for use in your Petty Cash account, after receiving confirmation from Vendor Management that your Petty Cash profile has been created.

For detailed information about how to establish, change, replenish, close or manage a petty cash account including specifics regarding petty cash account uses for human subject research projects, please see the [Petty Cash Information] site on the Finance website. Petty Cash establishment and maintenance procedures must follow the [Petty Cash policy].

Also refer to the following job aids: [Submitting Petty Cash Requests via ServiceNow], [Submitting a Petty Cash Replenishment Voucher in ARC], [Submitting a Voucher in ARC to Close a Petty Cash Account].

Note: *All Petty Cash requests must be submitted and approved by the Office of the Controllers.*

Submitting a Voucher in ARC for a New Petty Cash Account

When completing your Voucher for your new Petty Cash account, please take note of the following:

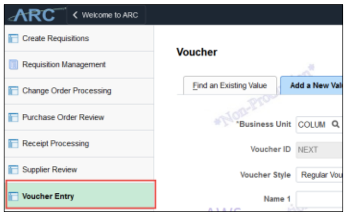
- You must use the same **Project** and **Department** as part of the ChartString as you indicated in the approved Petty Cash Administration form provided by the Office of the Controllers.
- You must also upload via EDM all the documentation provided in the confirmation email from the Office of the Controllers. This includes the PC# assigned to your fund, instructions regarding the next steps, the total balance for your approved fund, and an attachment including all supportive documentation for this voucher.
- You must use **Account 11990** as part of the ChartString

Completing the Check Request Form

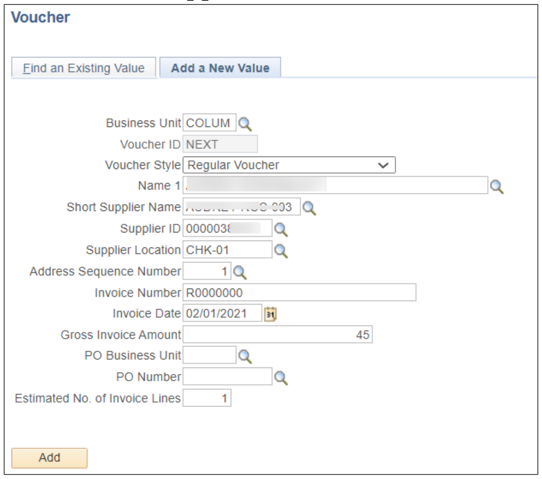
1. Access and complete the [Check Request Form].
2. Click the **Save** button. A PDF document will be created with an **R Number** to be used as the Invoice Number in ARC and to be uploaded as documentation with your Voucher.

Creating the Petting Cash Voucher

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.



Or, click the **NavBar** > **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**. The new Voucher form appears.

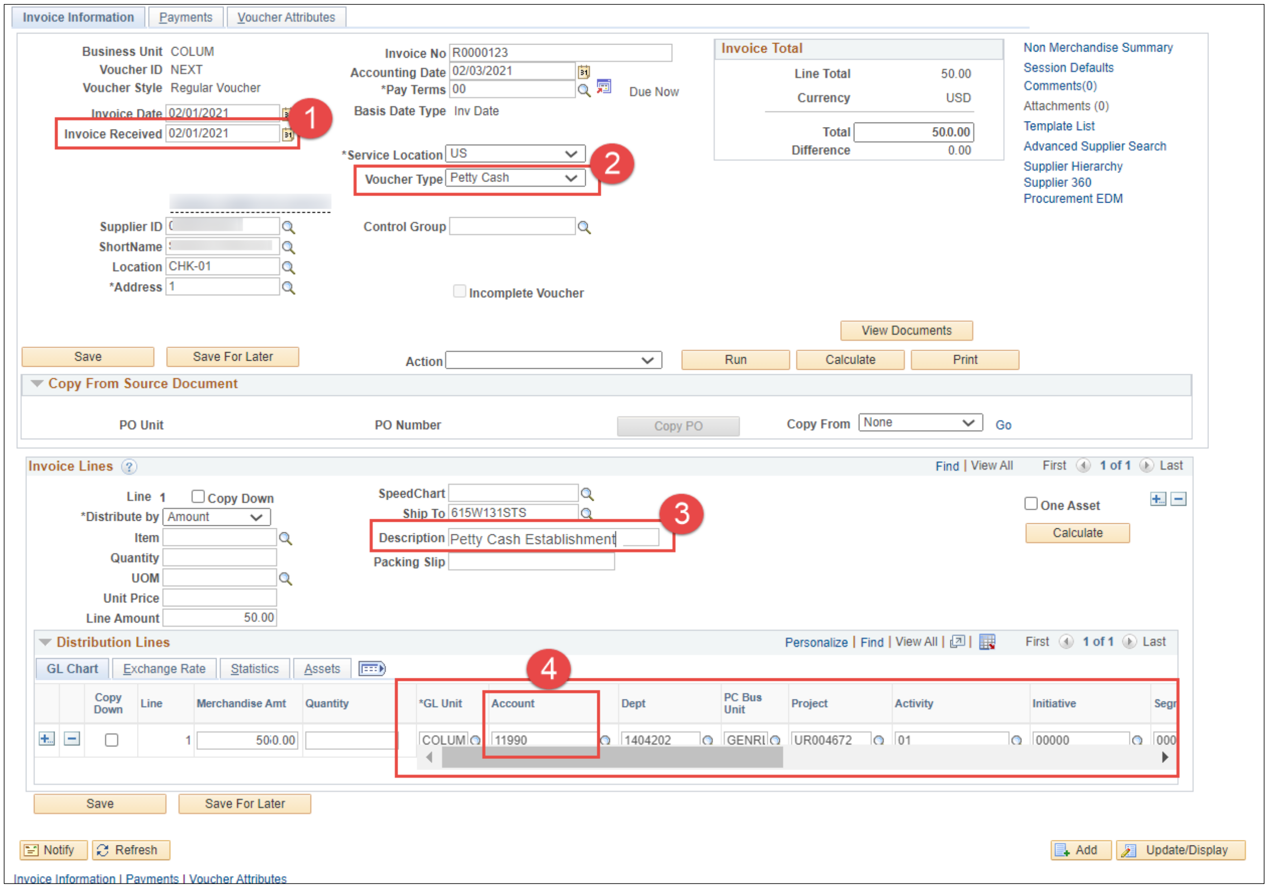


2. Search and select the **Suppler ID** (vendor ID) for the Petty Cash custodian. The vendor must have a Petty Cash

Custodian classification.

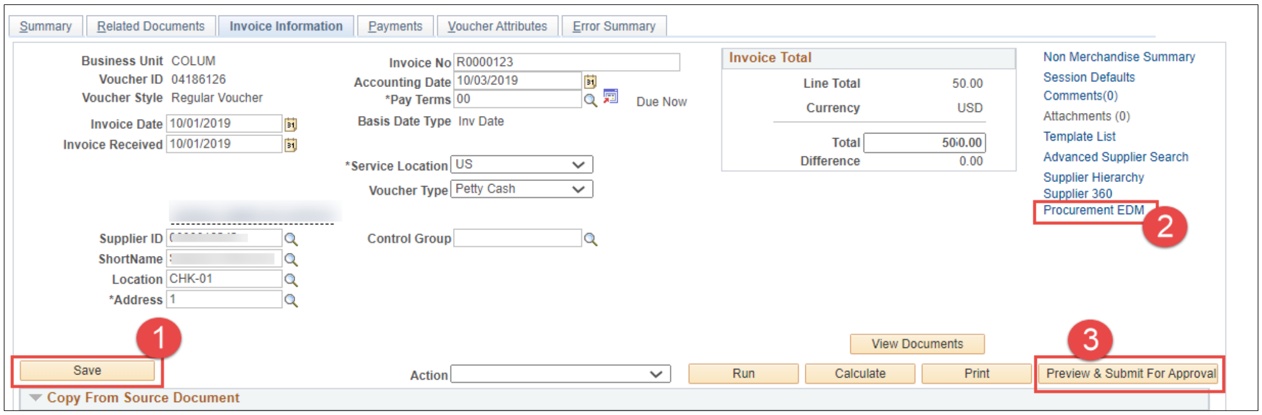
3. Enter the **R-Number** from the Check Request Form in the **Invoice Number** field.
4. Enter the **Invoice Date**.
5. Enter **Gross Invoice** Amount.
6. Click **Add**. The Voucher form appears.

Completing the Voucher Form

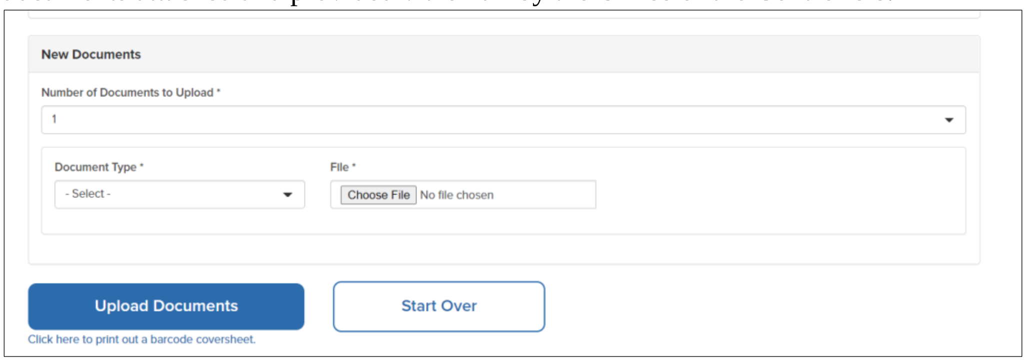


1. Enter the **Invoice Received** date.
2. Select the **Voucher Type** as **Petty Cash**.
3. Enter an Invoice Line **Description**.
4. Enter the **ChartField** information. In the **Account** field, you must use **11990**.

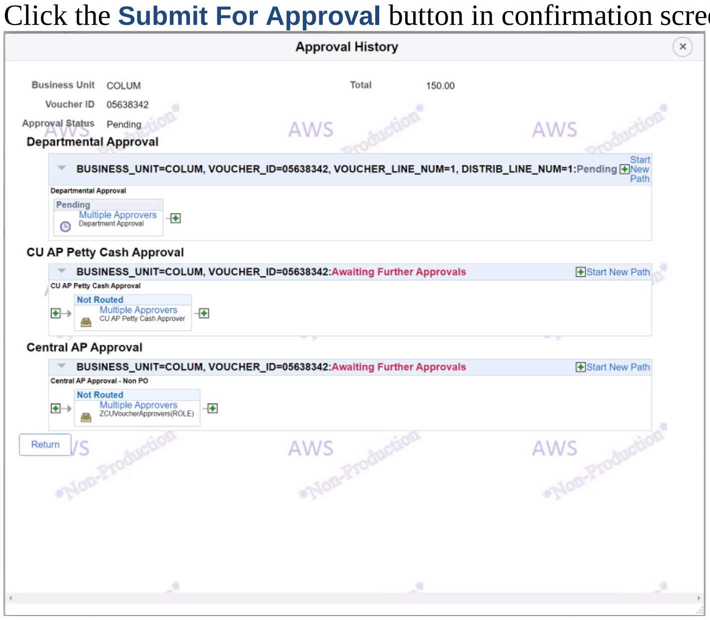
Submitting the Voucher



1. Click the **Save** button.
2. Click on the **Procurement EDM** link. The Procurement EDM webpage launches for you to upload supporting documentation, including the Check Request Form pdf you completed before creating the Voucher and the documents attached and provided via email by the Office of the Controllers.



3. Return to the ARC screen after uploading your documentation and click the **Preview & Submit for Approval** button in the Voucher. The Voucher confirmation screen appears.
4. Click the **Submit For Approval** button in confirmation screen. The Approval History window appears.



5. Click **OK**. The Voucher is entered into Workflow and is pending Departmental Approval. ARC will automatically route the Voucher to the Petty Cash administrators for approval. A check will be issued to the custodian when the Voucher has been approved by Central AP.

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