

Columbia University Finance Training

Job Aid: Submitting a Petty Cash Replenishment Voucher in ARC

This Job Aid details how Petty Cash Replenishment Vouchers are created and submitted in ARC.

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 Vouchers in ARC for a New Petty Cash Fund](#), [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.

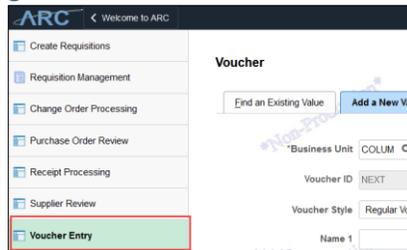
Submitting a Petty Cash Replenishment Voucher in ARC

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 Petty 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.

A screenshot of the "Voucher" form in the ARC system. The form has a title "Voucher" at the top left. Below the title are two buttons: "Find an Existing Value" and "Add a New Value". The form contains several input fields with search icons: "Business Unit" (COLUM), "Voucher ID" (NEXT), "Voucher Style" (Regular Voucher), "Name 1", "Short Supplier Name" (JOURNALS-REC-003), "Supplier ID" (000030), "Supplier Location" (CHK-01), "Address Sequence Number" (1), "Invoice Number" (R0000000), "Invoice Date" (02/01/2021), "Gross Invoice Amount" (45), "PO Business Unit", "PO Number", and "Estimated No. of Invoice Lines" (1). At the bottom left of the form is an "Add" button.

2. Search and select the **Supplier 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

Invoice Information

Business Unit: COLUM
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: R0000123
 Accounting Date: 02/03/2021
 *Pay Terms: 00 Due Now

Invoice Date: 02/01/2021 **1**
 Invoice Received: 02/01/2021

*Service Location: US **2**
 Voucher Type: Petty Cash **2**

Supplier ID: [Search]
 ShortName: [Search]
 Location: CHK-01
 *Address: 1

Control Group: [Search]
 Incomplete Voucher

Invoice Total

Line Total	50.00
Currency	USD
Total	50.00
Difference	0.00

Copy From Source Document

PO Unit: [Search] PO Number: [Search] Copy PO: [Button] Copy From: None [Dropdown] Go: [Button]

Invoice Lines

Line 1 Copy Down
 *Distribute by: Amount
 Item: [Search]
 Quantity: [Search]
 UOM: [Search]
 Unit Price: [Search]
 Line Amount: 50.00

SpeedChart: [Search]
 Ship To: 615W131STS **3**
 Description: Petty Cash Replenishment **3**
 Packing Slip: [Search]

Distribution Lines

Personalize | Find | View All | First | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Assets
+	-			
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit Account Dept PC Bus Unit Project Activity Initiative Segr
<input type="checkbox"/>	1	50.00		COLUM 65191 1404202 GENRI UR004672 01 00000 000

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Buttons: Save, Save For Later, View Documents, Run, Calculate, Print, Copy PO, Calculate, Add, Update/Display

1. Enter the **Invoice Received** date.
2. Select the **Voucher Type** as **Petty Cash**.
3. Enter an Invoice Lines **Description**.
4. Enter the **ChartField** information.

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.

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>