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 <u>Petty Cash Information</u> site on the Finance website. Petty Cash establishment and maintenance procedures must follow the <u>Petty Cash policy</u>.

Also refer to the following job aids: <u>Submitting Petty Cash Requests via ServiceNow</u>, <u>Submitting Vouchers in ARC</u> for a New Petty Cash Fund, <u>Submitting a Voucher in ARC to Close a Petty Cash Account</u>.

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 <u>Check Request Form</u>.
- 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.

	ARC < Welcome to ARC	
	Create Requisitions	Vereber
	E Requisition Management	voucher
Buying and Paying	Change Order Processing	Eind an Existing Value Add a New Val
	Purchase Order Review	Business Unit COLUM Q
	Receipt Processing	Voucher ID NEXT
	Supplier Review	Voucher Style Regular Vou
	Voucher Entry	Name 1

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

Eind an Existing Value	Add a New Value
Business	Unit COLUM Q
Vouche	er ID NEXT
Voucher S	Style Regular Voucher 🗸
Nan	ne 1 .
Short Supplier N	ame
Supplie	er ID 0000038
Supplier Loca	ation CHK-01
Address Sequence Nun	nber 1 🔍
Invoice Nun	nber R0000000
Invoice [	Date 02/01/2021
Gross Invoice Am	ount 45
PO Business	Unit
PO Nun	nber
Estimated No. of Invoice L	ines 1

- 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.

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Job Aid: Submitting a Petty Cash Replenishment Voucher in ARC

#### **Completing the Voucher Form**

voice Information Payments Voucher Attribute	S							
Business Unit COLUM	Invoice No R0000	123		Invoice To	tal		Non Merchandise Sum	mary
Voucher ID NEXT	Accounting Date 02/03/	2021 📓			Line Total	50.00	Session Defaults	
Voucher Style Regular Voucher	*Pay Terms 00	Q 🗖	Due Now		Currency	USD	Comments(0)	
Invoice Date 02/01/2021	Basis Date Type Inv Da	ite					Attachments (0)	
Invoice Received 02/01/2021					Total	50.00	Template List	rah
	*Service Location US	<u> </u>			Difference	0.00	Supplier Hierarchy	Irch
	Voucher Type Petty C	Cash 🗸					Supplier 360	
							Procurement EDM	
Supplier ID 🤇	Control Group	Q						
ShortName								
Location CHK-01								
*Address 1	_ Inc	omplete Voucher						
					View [	Documents		
Save Save For Later	Action		~	Run	Calculate	Print		
Copy From Source Document								
PO Unit	PO Number		Copy PO		Copy From None	✓ Go		
voice Lines 🕐						Find   View All	First 🕢 1 of 1 🧕	Last
Line 1 Copy Down	SpeedChart	Q						+
*Distribute by Amount 🗸	Ship To 615W1	I31STS Q	3				O Olie Asset	
Item	Description Petty C	Cash Replenishment					Calculate	
Quantity	Packing Slip							
UOMQ								
Unit Price								
Line Amount 50.00								
Distribution Lines					Personalize   Find	View All   🛃   🏬	First 🐠 1 of 1 🕑 L	ast
GL Chart Exchange Rate Statistics Asse	ets 📧	4						
Copy Down Line Merchandise Amt Quar	tity *GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segn
+ = 1 50.00	COLUMIO	65191	1404202	GENRI	UR004672	01	00000	000
	4			SERVICE	0.004012		100000	•
Save Save For Later								
Notes O Detector								La da la (D)
Notity Refresh							📑 Add 🔰	update/Displ
e Information I Payments I Voucher Attributes								

- 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.

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Job Aid: Submitting a Petty Cash Replenishment Voucher in ARC

#### Submitting the Voucher

Summary Related Documents Invoice Information	Payments Voucher Attributes Error Summary	
Business Unit COLUM Voucher ID 04186126 Voucher Style Regular Voucher Invoice Date 10/01/2019	Invoice No R0000123 Accounting Date 10/03/2019 10 Due Now Pay Terms 00 2 20 Due Now Basis Date Type Inv Date Currency *Service Location US V Voucher Type [Petty Cash V	Non Merchandise Summary           50.00         Session Defaults           USD         Attachments(0)           Attachments (0)         Template List           0.00         Advanced Supplier Search           Supplier Hierarchy         Supplier 360
Supplier ID ShortName Q Location CHK-01 Q *Address 1 Q	Control Group	Procurement EDM
Save	View Documen Action Run Calculate	ts 3 Print Preview & Submit For Approval

- 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.

inder of Documents to Opload				•
Document Type * - Select -	File	* Choose File No file chosen		

- 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.

	Approval History	
Business Unit COLUM	Total 150.00	
Voucher ID 05638342		
Approval Status Pending	AIA/S solution	AIN/S
Departmental Approval	AVV5 product	AVV S produce
BUSINESS_UNIT=COL	.UM, VOUCHER_ID=05638342, VOUCHER_LINE_NUM=1, DISTF	Start RIB_LINE_NUM=1:Pending •New
Departmental Approval		Path
Pending Multiple Approvers Department Approval		
CU AP Petty Cash Approval		
BUSINESS_UNIT=COL	UM, VOUCHER_ID=05638342:Awaiting Further Approvals	€ Start New Path
CU AP Petty Cash Approval		
	-•	
Central AP Approval		
BUSINESS_UNIT=COL	.UM, VOUCHER_ID=05638342:Awaiting Further Approvals	Start New Path
Not Routed		
	.E) -€	
Return /S	AWS motion	AWS motion
# 2. c.	@ 2.4.	the Ear

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.

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Job Aid: Submitting a Petty Cash Replenishment Voucher in ARC

#### **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 <u>https://columbia.service-now.com</u>