This Training Guide details how you submit requests to establish a new petty cash fund, increase or decrease the amount of a fund, update the Project associated with a fund, change the custodian of a fund and close a fund.

Also refer to the following job aids: Submitting Vouchers in ARC for a New Petty Cash Fund, Submitting a Petty Cash Replenishment Voucher in ARC, Submitting a Voucher in ARC to Close a Petty Cash Account.

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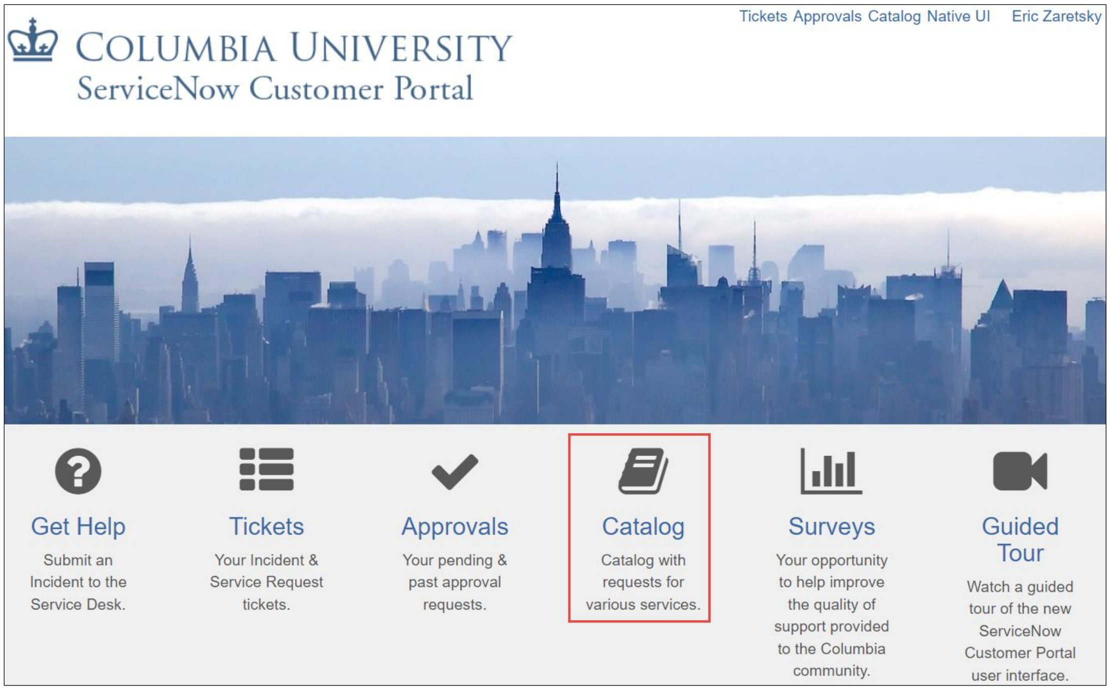
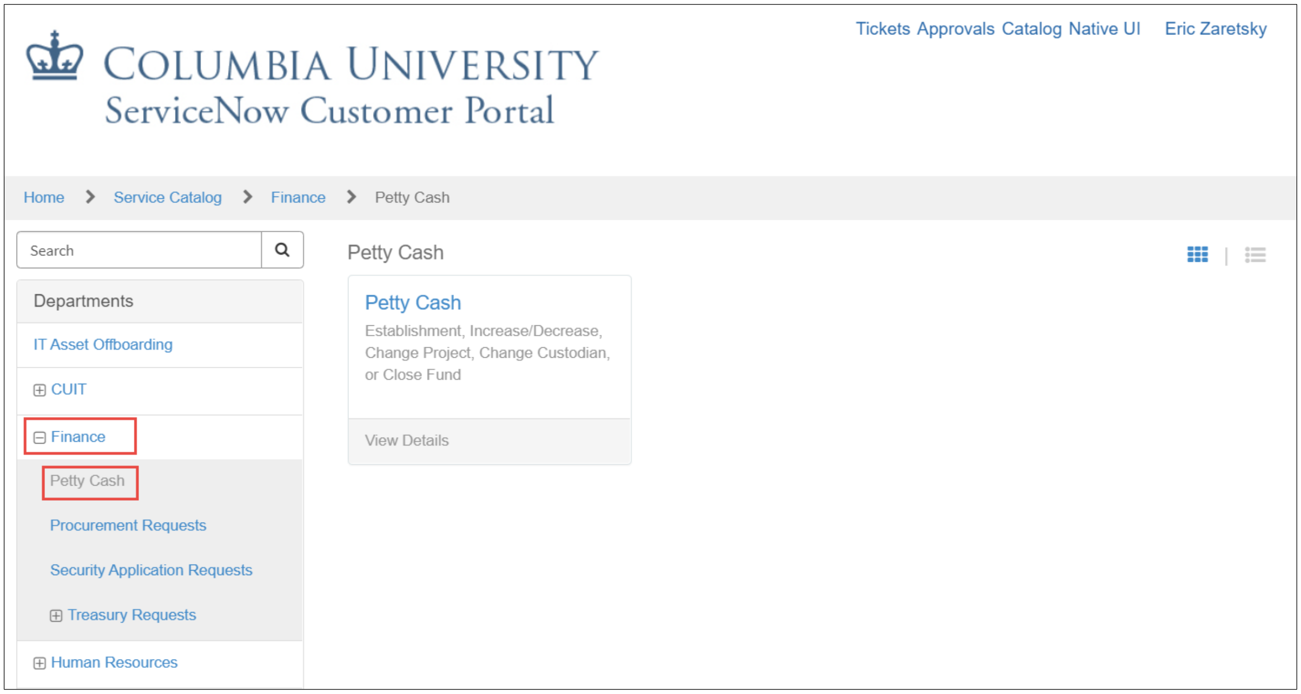
Accessing the Petty Cash ServiceNow Form

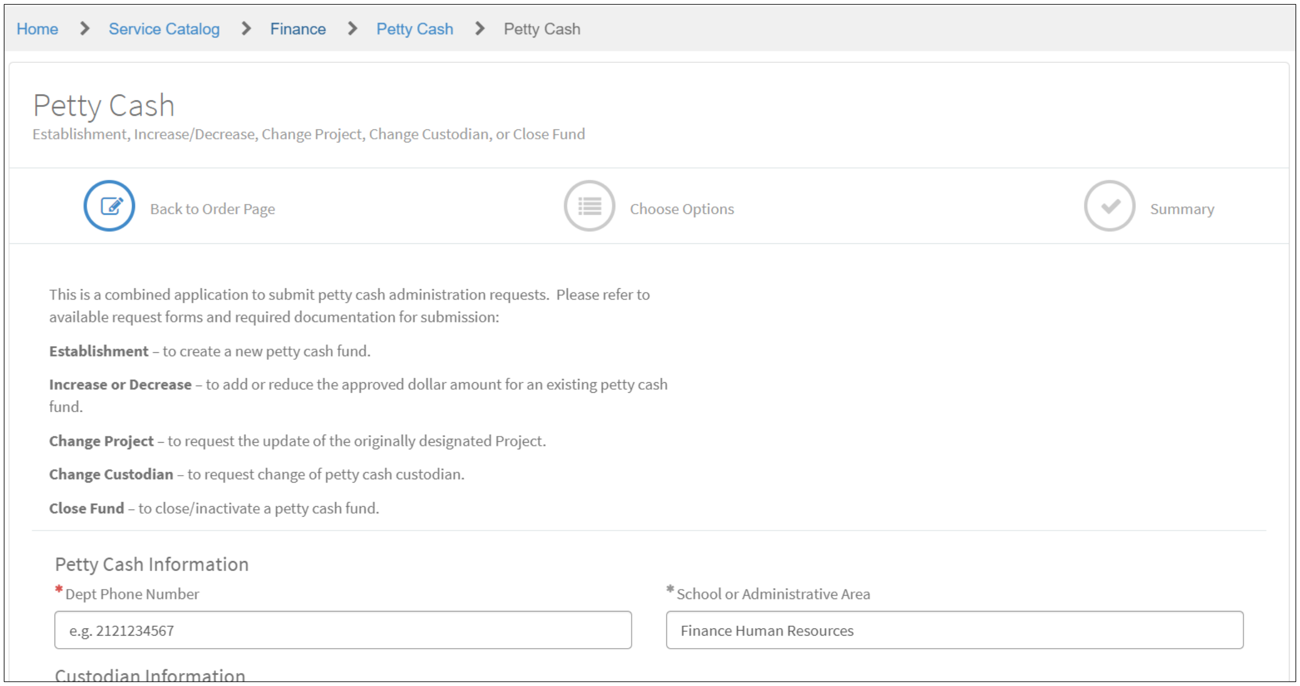
1. Navigate to https://columbia.service-now.com. The ServiceNow Customer Portal appears.



2. Click the **Catalog** icon. The ServiceNow Catalog appears..

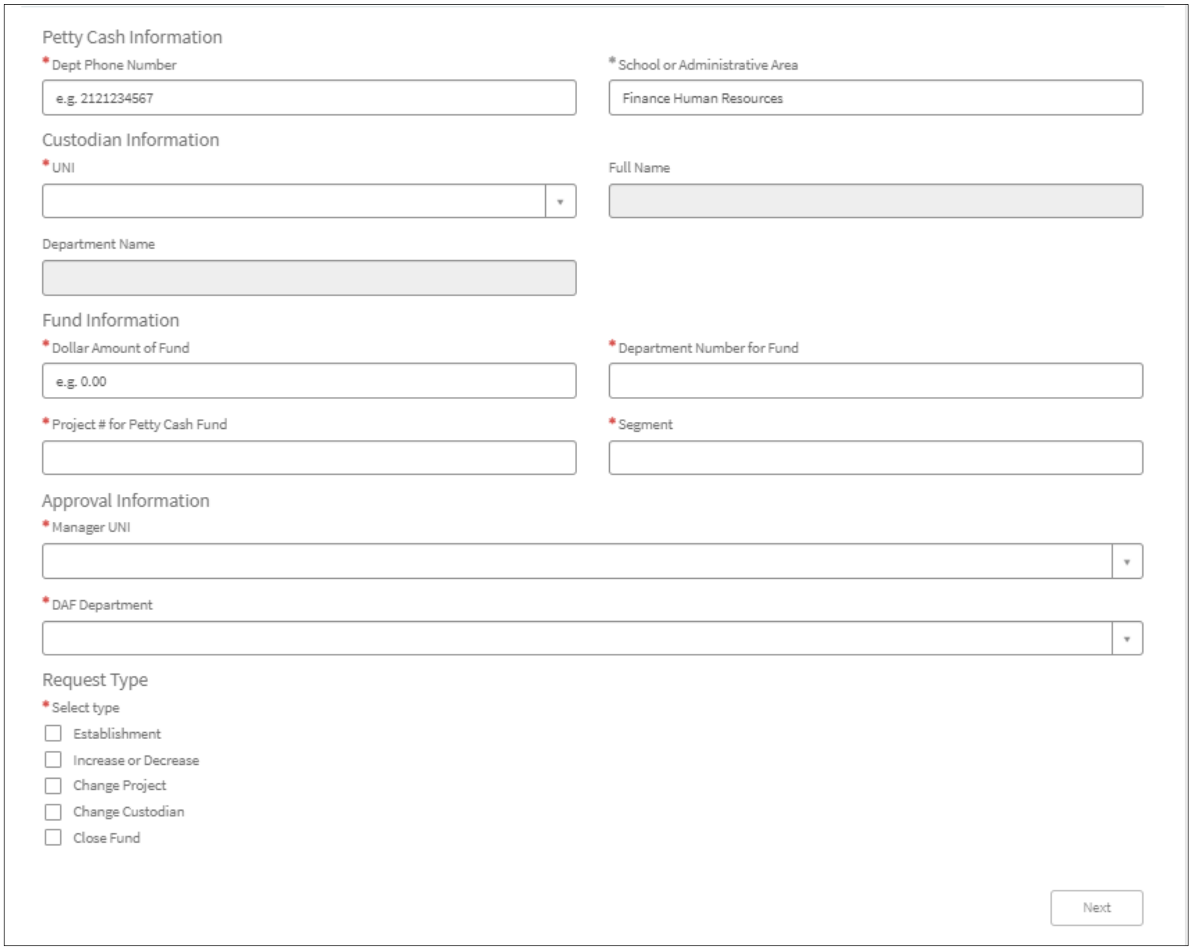


3, Use the panel on the left to navigate to **Finance** > **Petty Cash** and click the **Petty Cash** tile. The Petty Cash form appears ready for you to complete.



Completing the Order Page for Basic Information

The Order Page requires basic information related to all Petty Cash requests. You must complete the Order Page before selecting the type of request. After completing the basic information and selecting the type of request, additional information will be required based on your request type. You can initiate a Petty Cash Request on your own behalf or on behalf of a colleague.



Petty Cash Information

*Dept Phone Number: e.g. 2121234567

*School or Administrative Area: Finance Human Resources

Custodian Information

*UNI

Full Name

Department Name

Fund Information

*Dollar Amount of Fund: e.g. 0.00

*Department Number for Fund

*Project # for Petty Cash Fund

*Segment

Approval Information

*Manager UNI

*DAF Department

Request Type

*Select type

- Establishment
- Increase or Decrease
- Change Project
- Change Custodian
- Close Fund

Next

Completing Petty Cash Information

- Enter the **Dept. Phone Number** which should be the phone number of the Custodian. Follow the format indicated in the field (e.g., 2121234567).
- The **School or Administration** field is pre-populated based on your (the request initiator's) school or department. You can edit this field as needed.

Completing Custodian Information

Enter the **UNI** of the employee who will be or is currently the custodian of the fund. You can type either a UNI or a name to select a match. If you will be selecting a request to change the custodian, this will be the UNI of the new custodian. The **Full Name** and **Department Name** fields will automatically populate based on the UNI you entered.

Completing Fund Information

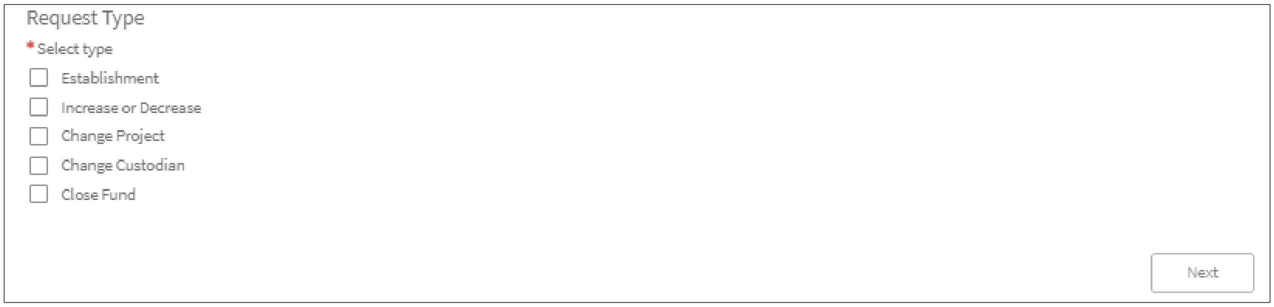
- Enter the **Dollar Amount of Fund**. Follow the format indicated in the field (e.g., 0.00).
- Enter the Level 8 **Department Number for Fund**.
- Enter the **Project # for Petty Cash Fund**.
- Enter the **Segment for the Petty Cash Fund**.

Completing Approval Information

- Enter the **Manager UNI**. This is the UNI of the fund custodian's manager. You can type either the UNI or a name to select a match.
  Note: *If you are the manager and entering on behalf of the fund custodian, you would enter your own UNI as the manager. The request approval will be routed directly to the DAF.*
- Use the **DAF Department** dropdown to select the department to indicate the DAF for which the request will be routed for approval. You can type in the field to filter the available selections.

Selecting the Request Type

Select the check box for the **Request Type** and click the **Next** button.

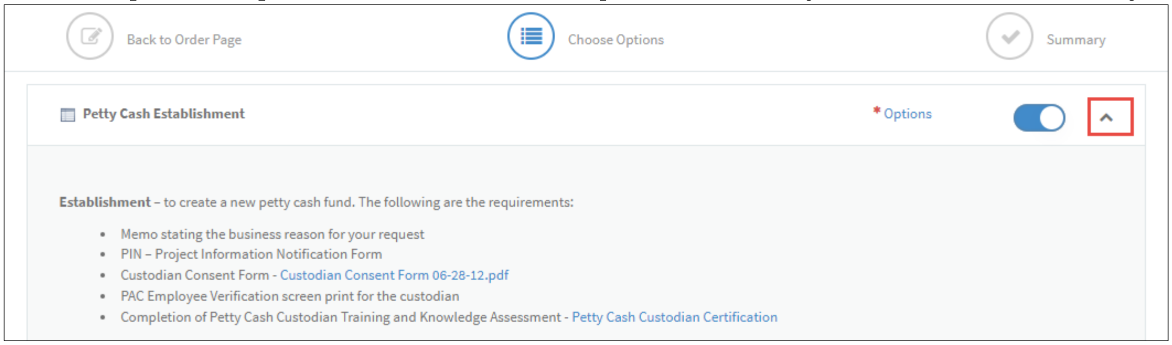


The Choose Options page for your selected Request Type appears.

Navigate to the appropriate section within this guide for instructions on submitting the desired request type.

Establishing the Petty Cash Fund

1. Click to expand the Options screen in order to complete the necessary fields to establish the Petty Cash account.



Notice the list of requirements. The following items will need to be attached to this form (see step number 4 regarding attachments):

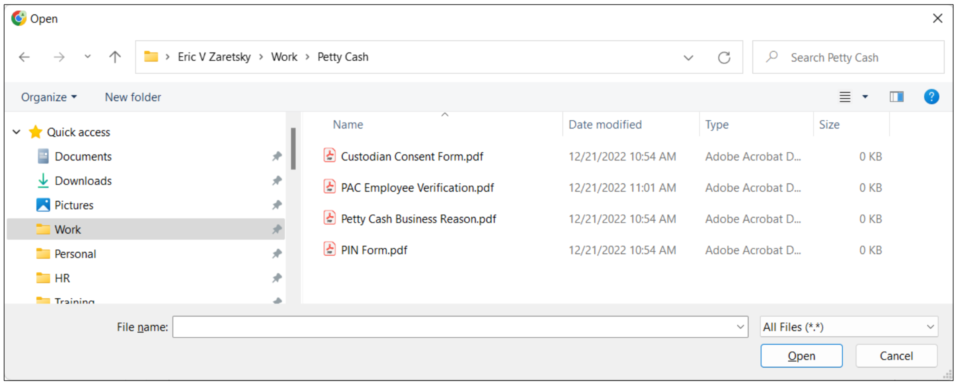
- **Memo stating the business reason for your request**
- For a sponsored project**, Project Information Notification (PIN) Form**
- Custodian Consent Form
- **PAC Employee Verification screen for the custodian**
- **PC Check Mailing Form**

The custodian will be assigned the **Petty Cash Custodian Training and Knowledge Assessment** upon submission of this request via ELM (Columbia's Learning Management System), which will record your training completion. You do not have to attach any training documentation to this form. If desired, you can access the training here.

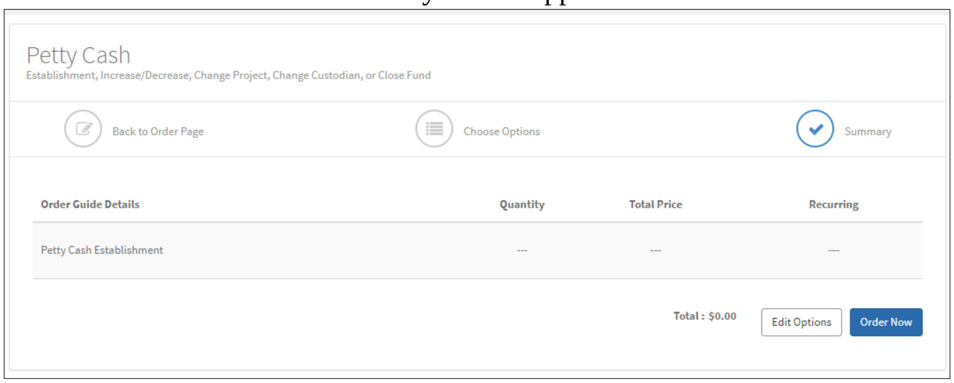
2. Scroll down the form to the **Establishment Information** section (the top half of the form contains the information you have already completed.)

3. Complete the following fields:
   - Enter the **Office Mailing Address**.
   - For Human Subjects PC Accounts, enter the **IRMB Approver #**, otherwise leave blank.
   - Enter the address for the **Physical Location** of where the fund will be kept. This can be the same as the Office Mailing Address or a different location.
   - Explain the **Method for safeguarding of the Petty Cash Fund**.
   - Explain the **Reason for the Fund**.

4. Click the **Add Attachments** link. The File Directory window appears. Navigate to your files and select the required documentation to attach to the form. You can select and attach multiple documents.



5. Click the **Next** button. The Summary Screen appears.

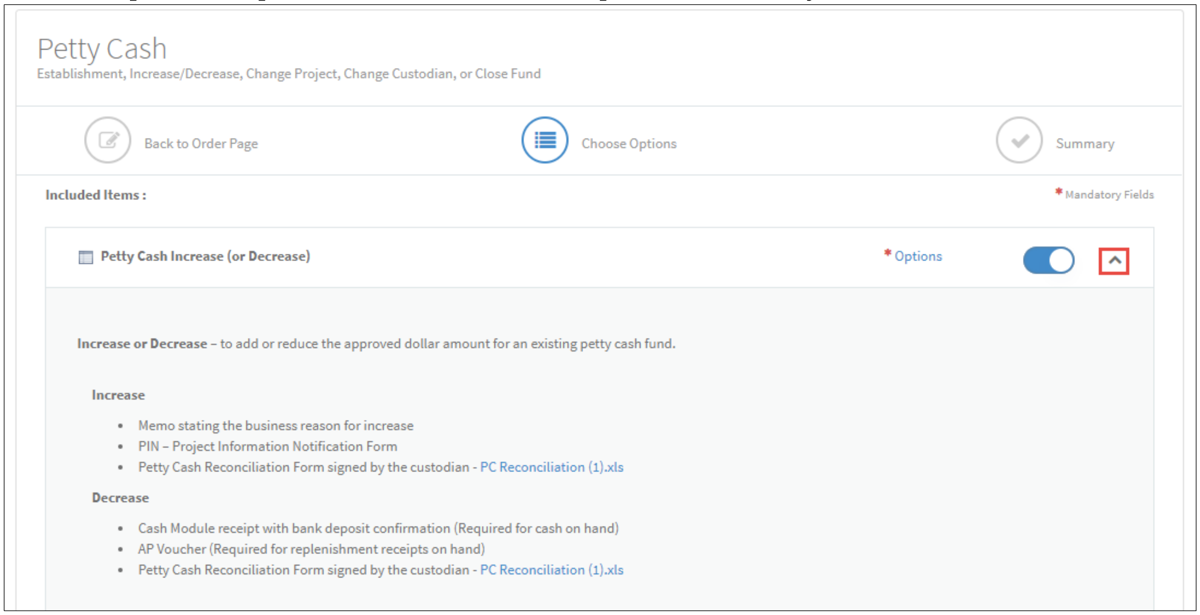


Click **Order Now** button to submit the request.

After all approvals and central review is completed, you will be notified on the outcome via ServiceNow. If a new petty cash fund is approved, you will be provided with the assigned PC# and instructions on how to proceed

Increasing or Decreasing the Fund

1. Click to expand the Options screen in order to complete the necessary fields to Increase or Decrease the Fund.



Notice the list of requirements. The following items will need to be attached to this form (see step number 4 regarding attachments):

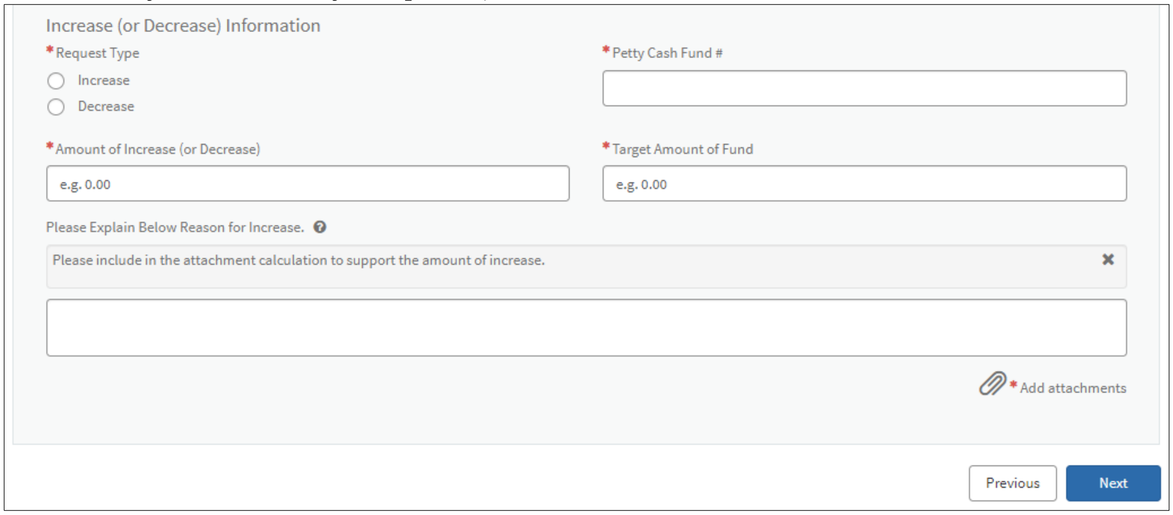
Increase to the Fund:

- **Memo stating the business reason for increase**
- **Project Information Notification (PIN) Form**
- **Petty Cash Reconciliation Form signed by the custodian**

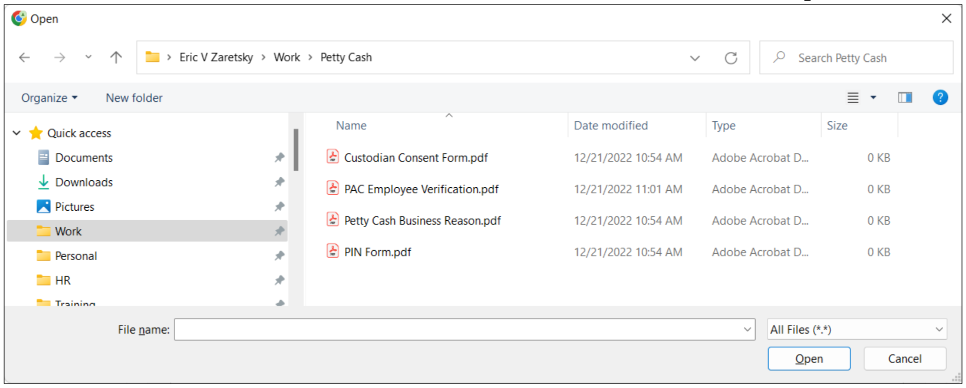
Decrease to the Fund:

- **Cash Module receipt with bank deposit confirmation** (for cash on hand only)
- **AP Voucher (0 voucher) –** A voucher in ARC with two lines (credit to account 11990 and debit to an expense account)
- **Petty Cash Reconciliation Form signed by the custodian**

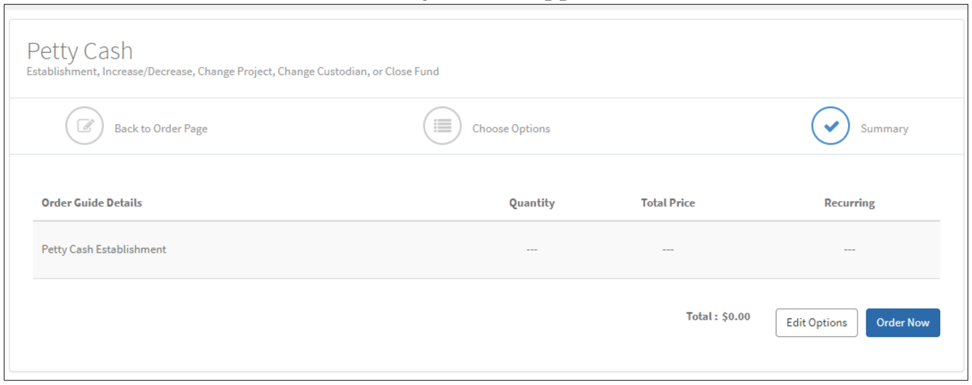
2. Scroll down the form to the **Increase (or Decrease) Information** section (the top half of the form contains the information you have already completed.)



3. Complete the following fields:
    - Select the desired **Request Type** (**Increase** or **Decrease**).
    - Enter the **Petty Cash Fund #** to identify the fund you are increasing or decreasing.
    - Enter the **Amount of Increase (or Decrease)** and enter the new **Target Amount of Fund** you calculate based on the original amount plus or minus the increase or decrease. Follow the format indicated in the fields (e.g., 0.00).
    - If you selected Increase, the **Reason for Increase** field is required. Notice that you must also attach documentation with calculations that support the amount of your increase.
4. Click the **Add Attachments** link. The File Directory window appears. Navigate to your files and select the required documentation to attach to the form. You can select and attach multiple documents.



5. Click the **Next** button. The Summary Screen appears.



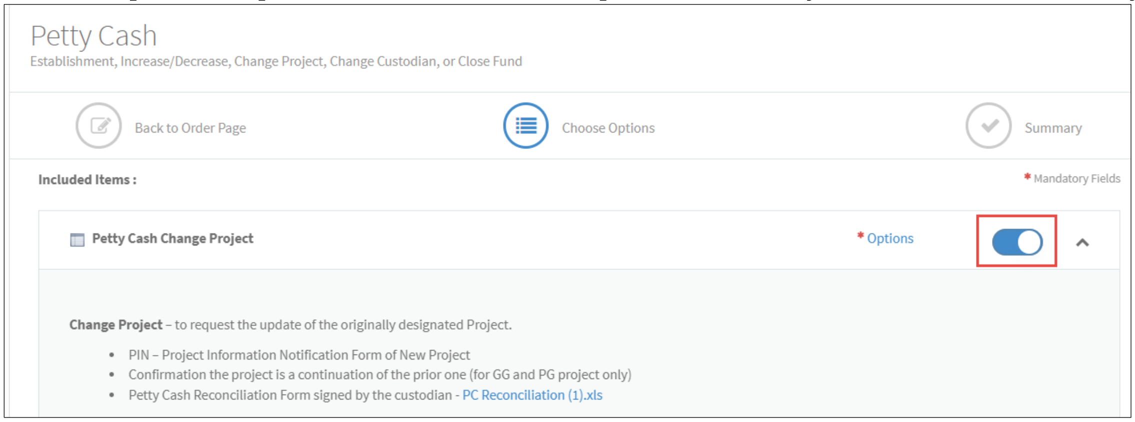
Click **Order Now** button to submit the request.

After all approvals and central review is completed, you will be notified via ServiceNow with confirmation and/or instructions as to how to proceed.

Changing the Project

Changing of the Project for a Petty Cash Fund is only permitted for a continuation of the current Project.

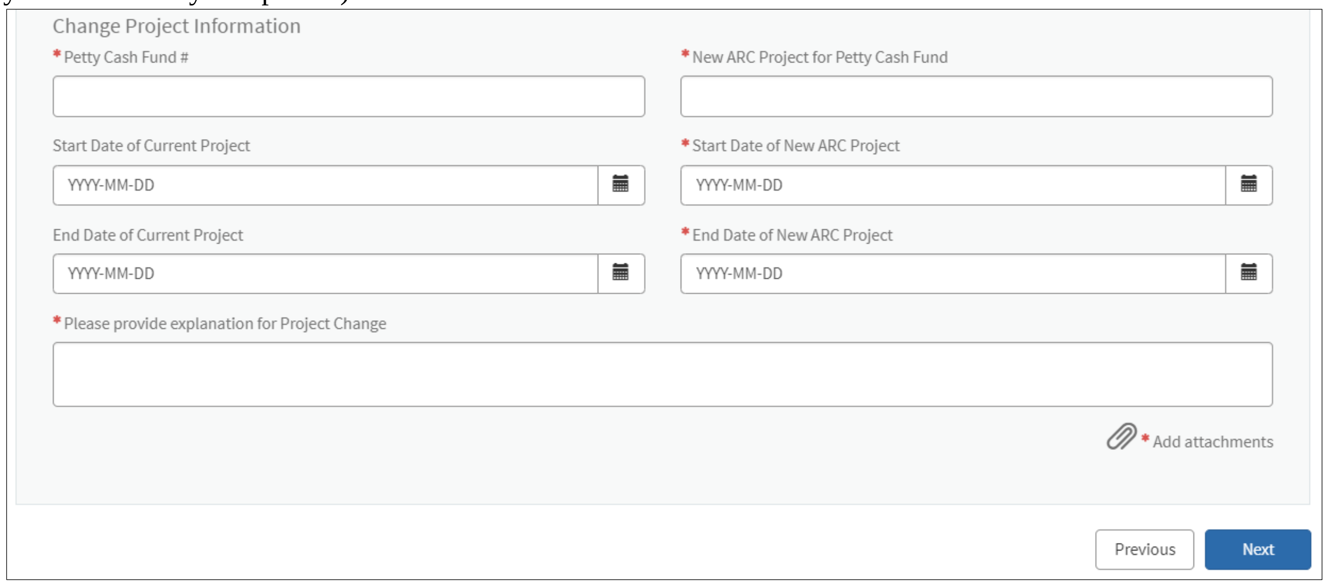
1. Click to expand the Options screen in order to complete the necessary fields to establish the Petty Cash account.



Notice the list of requirements. The following items will need to be attached to this form (see step number 4 regarding attachments):

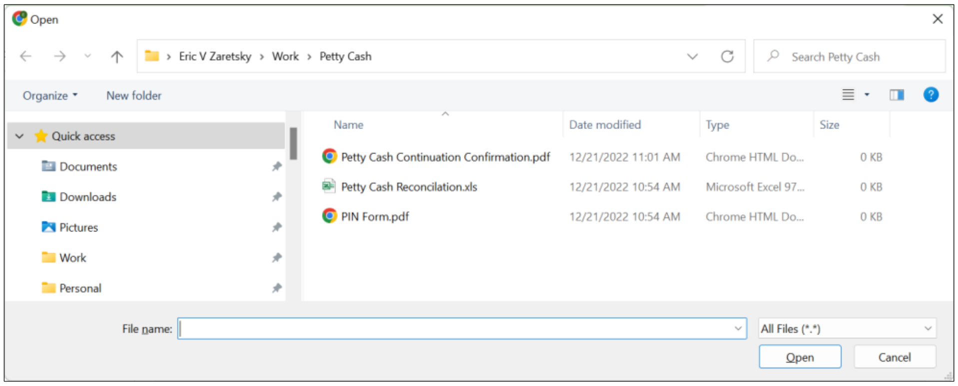
- **Project Information Notification (PIN) Form of the New Project**
- **Confirmation the project is a continuation of the prior one (for GG and PG projects only)**
- **Petty Cash Reconciliation Form signed by the custodian**

2. Scroll down the form to the **Change Project Information** section (the top half of the form contains the information you have already completed.)

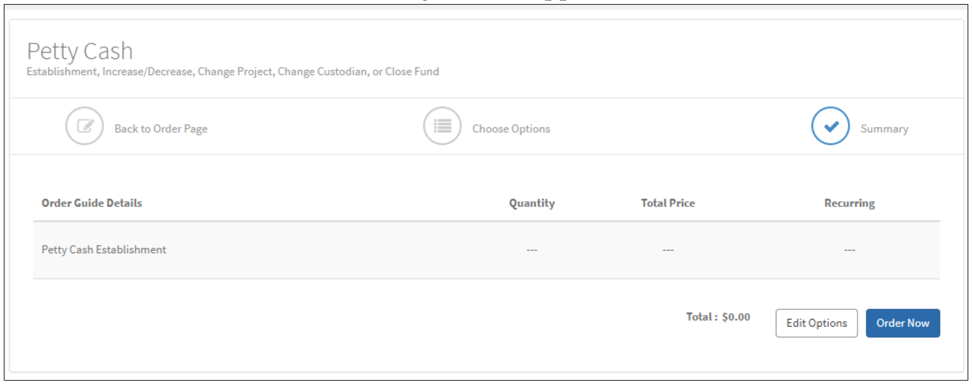


3. Complete the following fields:
   - Enter the **Petty Cash Fund #** to identify the fund you are updating.
   - Enter the code for the **New ARC Project for Petty Cash Fund**.
   - If you have the **Start Date of Current Project** and **End Date of Current Project** (old project), enter the dates. Follow the format indicated in the fields (e.g., YYYY-MM-DD).
   - Enter the **Start Date of New ARC Project** and the **End Date of New ARC Project**. Follow the format indicated in the fields (e.g., YYYY-MM-DD).
   - Type to provide an **explanation of the Project Change**.

4. Click the **Add Attachments** link. The File Directory window appears. Navigate to your files and select the required documentation to attach to the form. You can select and attach multiple documents.



5. Click the **Next** button. The Summary Screen appears.

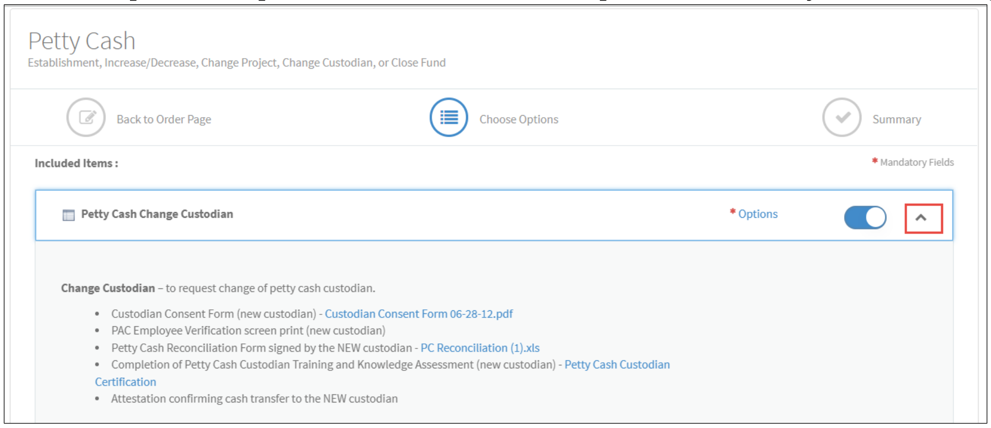


Click **Order Now** button to submit the request.

After all approvals and central review is completed, you will be notified via ServiceNow with confirmation and/or instructions as to how to proceed.

Changing the Custodian

1. Click to expand the Options screen in order to complete the necessary fields to change the Petty Cash Custodian.



Notice the list of requirements. The following items will need to be attached to this form (see step number 4 regarding attachments):

- **Custodian Consent Form**
- **PAC Employee Verification screen for the custodian**
- **Petty Cash Reconciliation Form signed by the new custodian**
- **Attestation confirming cash transfer to the new custodian**
- **PC Check Mailing Form**

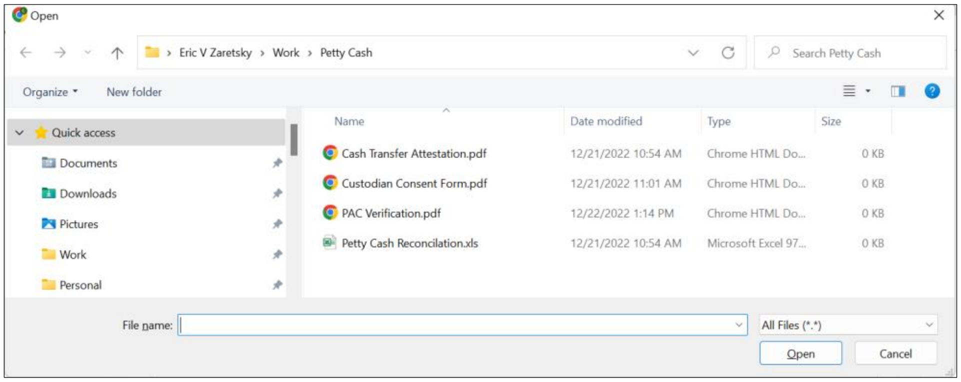
The new Custodian will be assigned the **Petty Cash Custodian Training and Knowledge Assessment** upon submission of this request via ELM (Columbia's Learning Management System), which will record your training completion. You do not have to attach any training documentation to this form. If desired, you can access the training here.

2. Scroll down the form to the **Change Custodian Information** section (the top half of the form contains the information you have already completed.)

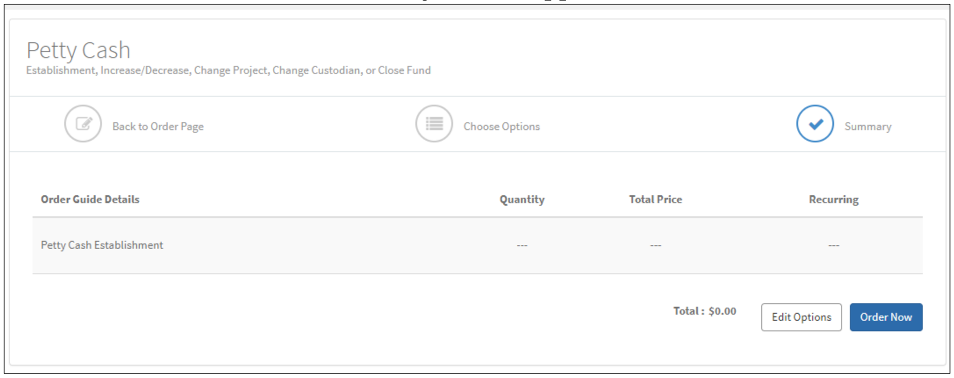
3. Complete the following fields:
   - Enter the **Petty Cash Fund #**.
   - Enter the **Office Mailing Address**.
   - Enter the **Name of the FORMER Custodian**. Enter the **FORMER Custodian AP Supplier ID**, if you know it.
   - Enter the address for the **Physical Location** of where the fund will be kept. This can be the same as the Office Mailing Address or a different location.

- Type **Additional Comments**, if any.

4. Click the **Add Attachments** link. The File Directory window appears. Navigate to your files and select the required documentation to attach to the form. You can select and attach multiple documents.



5. Click the **Next** button. The Summary Screen appears.

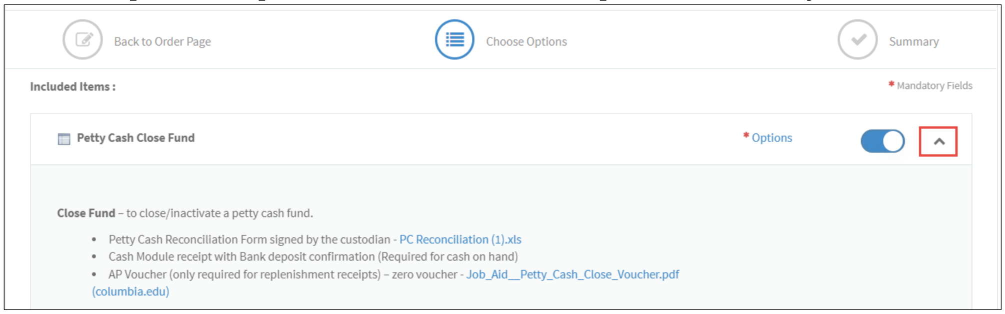


Click **Order Now** button to submit the request.

After all approvals and central review is completed, you will be notified via ServiceNow with confirmation and/or instructions as to how to proceed.

Closing a Fund

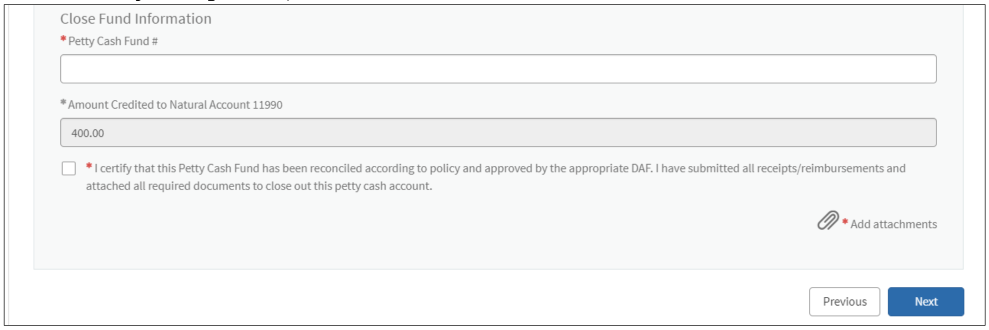
1. Click to expand the Options screen in order to complete the necessary fields to close the Petty Cash Custodian.



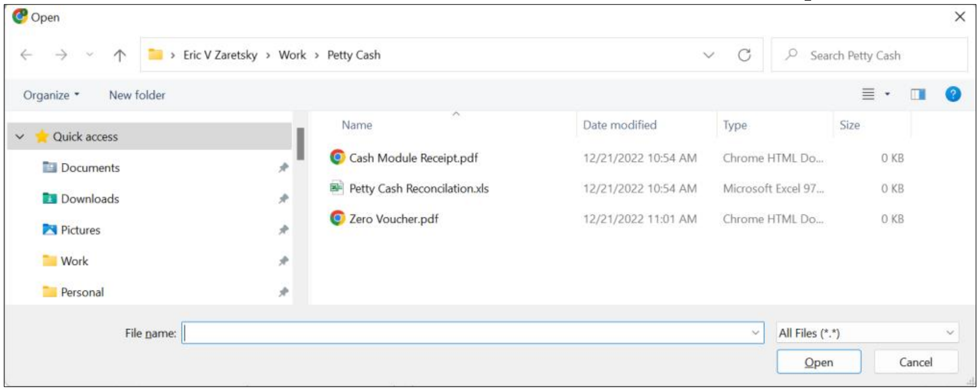
Notice the list of requirements. The following items will need to be attached to this form (see step number 5 regarding attachments):

- **[Petty Cash Reconciliation Form](#) signed by the new custodian**
- **Cash Module receipt with Bank deposit confirmation** (Required for cash on hand)
- **AP Zero Voucher (only required for replenishment receipts)** – refer to the [Submitting a Voucher in ARC to Close a Petty Cash Account](#) job aid

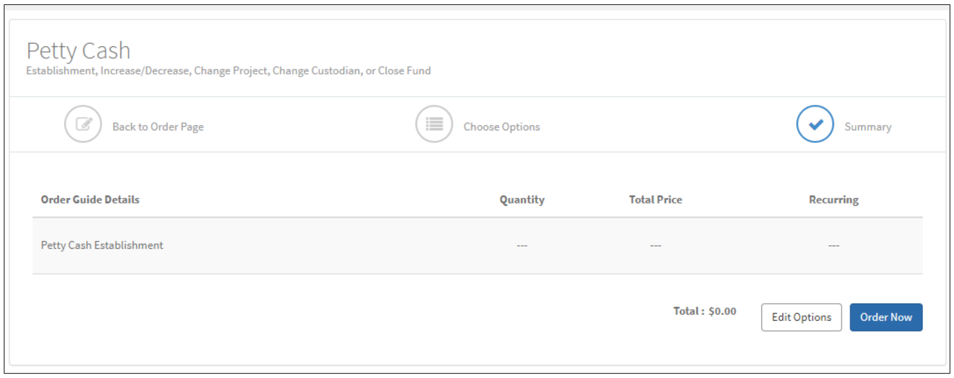
2. Scroll down the form to the **Close Fund Information** section (the top half of the form contains the information you have already completed.)



3. Complete the following fields:
   - Enter the **Petty Cash Fund #**.
   - The **Amount Credited to Natural Account 11990** defaults from the Petty Cash Fund amount. The full amount of the Petty Cash Fund should be refunded to 11990 before completing this form.
   - Click the checkbox to **certify that this Petty Cash Fund has been reconciled and approved**.
4. Click the **Add Attachments** link. The File Directory window appears. Navigate to your files and select the required documentation to attach to the form. You can select and attach multiple documents.



5. Click the **Next** button. The Summary Screen appears.



Click **Order Now** button to submit the request.

After all approvals and central review is completed, you will be notified via ServiceNow with confirmation and/or instructions as to how to proceed.

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