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: <u>Submitting Vouchers in ARC for a New Petty Cash Fund</u>, <u>Submitting a Petty Cash Replenishment Voucher in ARC</u>, <u>Submitting a Voucher in ARC to Close a Petty Cash Account</u>.

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# Accessing the Petty Cash ServiceNow Form

1. Navigate to the **Columbia Finance** website.



2. Click the Accounting Operations tile. The Accounting Operations page appears.

Training Guide: Submitting Petty Cash Requests via ServiceNow



- 3. Click the Submit a Petty Cash Request icon.
- 4. Login with your UNI and Password. The ServiceNow Petty Cash Information form appears.

Back to Order Page	Cho	bose Options Summary
This is a combined application to submit petty cash administration requests. Please a vailable request forms and required documentation for submission:	refer to	
Establishment – to create a new petty cash fund.		
$\ensuremath{Increase}$ or $\ensuremath{Decrease}$ – to add or reduce the approved dollar amount for an existing product fund.	oetty ca	sh
Change Project – to request the update of the originally designated Project.		
Change Custodian – to request change of petty cash custodian.		
Close Fund – to close/inactivate a petty cash fund.		
Petty Cash Information		
* Dept Phone Number		* School or Administrative Area
e.g. 2121234567		Finance Human Resources
Custodian Information		
* UNI		Full Name
	٣	
Department Name		
Eurod Information		
* Dollar Amount of Fund		*Department Number for Fund
e g 0.00		
C.B. 0.00		

Training Guide: Submitting Petty Cash Requests via ServiceNow

## **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.

Dept Phone Number	* School or Administrative Area
e.g. 2121234567	Finance Human Resources
Custodian Information	
UNI	Full Name
	•
Department Name	
Fund Information	* Department Number for Fund
e.g. 0.00	
Project # for Petty Cash Fund	* Segment
Approval Information	
Manager UNI	
	*
DAF Department	
	Ţ
Request Type	
Select type	
Establishment	
Increase or Decrease	
Change Project	
Change Custodian	
Close Fund	
	Neva

**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.

### **Columbia University Finance Training** Training Guide: Submitting Petty Cash Requests via ServiceNow

#### **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.

Request Type	
* Select type	
Establishment	
Increase or Decrease	
Change Project	
Change Custodian	
Close Fund	
	Next
	INEXt

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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

### **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.

Back to Order Page	Choose Options		Summary
🔲 Petty Cash Establishment		* Options	
Establishment – to create a new petty cash fund. The follow Memo stating the business reason for your reques PIN – Project Information Notification Form Custodian Consent Form - Custodian Consent For PAC Employee Verification screen print for the cus Completion of Petty Cash Custodian Training and	ing are the requirements: t n 06-28-12.pdf todian Knowledge Assessment - Petty Cash Custodian Certificatio	on	

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
- <u>Custodian Consent Form</u>
- 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 <u>access the training here</u>.

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

L'addition and a second a s	
*Office Mailing Address	
RB Approver # (for Human Subjects PC Accounts Only)	
Physical location	
Method for safeguarding of the Petty Cash Fund	
Reason for the Fund	
	<b>@</b> *
	Add attachment
	🖉 * Add attachment
	Add attachment
	Previous Ne

- 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**.

Training Guide: Submitting Petty Cash Requests via ServiceNow

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.

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🕂 📩 Quick access		Name	Date modified	Туре	Size
Documents	*	🛃 Custodian Consent Form.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB
↓ Downloads	*	PAC Employee Verification.pdf	12/21/2022 11:01 AM	Adobe Acrobat D	0 KB
Pictures	*	🛃 Petty Cash Business Reason.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB
Work	*	PIN Form.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB
HR	*				
Training					
File name:				<ul> <li>All Files (</li> </ul>	*,*)

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

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or	Close Fund		
Back to Order Page	Choose Options		Summary
Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment			
		Total : \$0.00	Edit Options Order Now

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

Training Guide: Submitting Petty Cash Requests via ServiceNow

### **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.

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or Close Fund		
Back to Order Page Choose Options		Summary
Included Items :		*Mandatory Fields
Petty Cash Increase (or Decrease)	* Options	
Increase or Decrease – to add or reduce the approved dollar amount for an existing petty cash fund.		
Memo stating the business reason for increase     PIN – Project Information Notification Form     Petty Cash Reconciliation Form signed by the custodian - PC Reconciliation (1).xls		
Decrease		
<ul> <li>Cash Module receipt with bank deposit confirmation (Required for cash on hand)</li> <li>AP Voucher (Required for replenishment receipts on hand)</li> <li>Petty Cash Reconciliation Form signed by the custodian - PC Reconciliation (1).xls</li> </ul>		

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.)

Increase (or Decrease) Information	
*Request Type	* Petty Cash Fund #
O Increase	
O Decrease	
*Amount of Increase (or Decrease)	* Target Amount of Fund
e.g. 0.00	e.g. 0.00
Please Explain Below Reason for Increase.	×
	Add attachments
	Previous

Training Guide: Submitting Petty Cash Requests via ServiceNow

- 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.

Organize  New folder					≣ •	
🛨 Quick access		Name	Date modified	Туре	Size	
Documents	*	🛃 Custodian Consent Form.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB	
	*	PAC Employee Verification.pdf	12/21/2022 11:01 AM	Adobe Acrobat D	0 KB	
Pictures	*	🌛 Petty Cash Business Reason.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB	
Personal	*	PIN Form.pdf	12/21/2022 10:54 AM	Adobe Acrobat D	0 KB	
늘 HR	*					
Training						

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

Back to Order Page	Choose Options		Summary
Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment			

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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

## **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.

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or Close Fund	
Back to Order Page Choose Options	Summary
Included Items :	* Mandatory Fields
Petty Cash Change Project	• Options
<ul> <li>Change Project - to request the update of the originally designated Project.</li> <li>PIN - Project Information Notification Form of New Project</li> <li>Confirmation the project is a continuation of the prior one (for GG and PG project only)</li> <li>Petty Cash Reconciliation Form signed by the custodian - PC Reconciliation (1).xls</li> </ul>	

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.)

Petty Cash Fund #		New ARC Project for Petty Cash Fund	
Start Date of Current Project		* Start Date of New ARC Project	
YYYY-MM-DD		YYYY-MM-DD	
Ind Date of Current Project		* End Date of New ARC Project	
YYYY-MM-DD	<b></b>	YYYY-MM-DD	<b></b>
Please provide explanation for Project Change			
Please provide explanation for Project Change			
Please provide explanation for Project Change			Add attachments

- 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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

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.

← → · ↑ → Eric V Z	aretsky > Work	> Petty Cash	~	C C Sear	ch Petty Cash
Organize 🔹 New folder					≣• □
🔶 Quick access		Name	Date modified	Туре	Size
Documents		Petty Cash Continuation Confirmation.pdf	12/21/2022 11:01 AM	Chrome HTML Do	0 KB
Downloads	*	Petty Cash Reconcilation.xls	12/21/2022 10:54 AM	Microsoft Excel 97	0 KB
Pictures	*	PIN Form.pdf	12/21/2022 10:54 AM	Chrome HTML Do	0 KB
📜 Work	*				
📜 Personal	*				
[i]=				All Films (#1	2

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

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or Close	e Fund		
Back to Order Page	Choose Options		Summary
Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment			
		Total : \$0.00	Edit Options Order Now

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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

### **Changing the Custodian**

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

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or Close Fund		
Back to Order Page Choose Options	(	Summary
Included Items :		* Mandatory Fields
Petty Cash Change Custodian	* Options	
Change Custodian - to request change of petty cash custodian.         Custodian Consent Form (new custodian) - Custodian Consent Form 06-28-12.pdf         PAC Employee Verification screen print (new custodian)         Petty Cash Reconciliation Form signed by the NEW custodian - PC Reconciliation (1).xls         Completion of Petty Cash Custodian Training and Knowledge Assessment (new custodian) - Petty Cash Custodian Certification         • Attestation confirming cash transfer to the NEW custodian		

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

- <u>Custodian Consent Form</u>
- 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 <u>access the training here</u>.

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

Change Custodian Information	
* Petty Cash Fund #	
* Office Mailing Address	
	FORMER Custo allor AD Currelling ID
	FORMER Custodian AP Supplier ID
* Location of the Detty Cash Fund	
Cocation of the rectly cash rund	
Additional Comments	
L	
	Add attachmer
	Previous

- 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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

- 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.

					_
Organize • New folder		Name	Date modified	Туре	≡ • ■ Size
Quick access		Cash Transfer Attestation.pdf	12/21/2022 10:54 AM	Chrome HTML Do	0 КВ
Downloads	*	O Custodian Consent Form.pdf	12/21/2022 11:01 AM	Chrome HTML Do	0 КВ
Pictures	*	O PAC Verification.pdf	12/22/2022 1:14 PM	Chrome HTML Do	0 KB
Work	*	Petty Cash Reconcilation.xls	12/21/2022 10:54 AM	Microsoft Excel 97	0 KB
Personal	*				

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

ablishment, Increase/Decrease, Change Project, Change C	Choose Ontions		Summary
Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment			
		Total : \$0.00	Edit Options Order N

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.

Training Guide: Submitting Petty Cash Requests via ServiceNow

# **Closing a Fund**

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

Back to Order Page	Choose Options		Summary
Included Items :			* Mandatory Fields
Petty Cash Close Fund		* Options	
Close Fund – to close/inactivate a petty cash fund. Petty Cash Reconciliation Form signed by the custor Cash Module receipt with Bank deposit confirmatio AP Voucher (only required for replenishment receipt (columbia.edu)	dian - PC Reconciliation (1).xls n (Required for cash on hand) ts) - zero voucher - Job_Aid_Petty_Cash_Close_Vouch	rer.pdf	

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 <u>Submitting a Voucher in</u> <u>ARC to Close a Petty Cash Account</u> 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.)

close Fund mormation	
* Petty Cash Fund #	
*Amount Credited to Natural Account 11990	
400.00	
• I certify that this Petty Cash Fund has been reconciled according to policy and approved by the appropriate DAF. I have submit	tted all receipts/reimbursements and
attached all required documents to close out this petty cash account.	
attached all required documents to close out this petty cash account.	Add attachments

3. Complete the following fields:

C Opa

- 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.

Organize • New folder		<u>^</u>			= - 🛄
👷 Quick access		Name	Date modified	Туре	Size
Documents	*	Cash Module Receipt.pdf	12/21/2022 10:54 AM	Chrome HTML Do	0 KB
Downloads	*	Petty Cash Reconcilation.xls	12/21/2022 10:54 AM	Microsoft Excel 97	O KB
Pictures	*	O Zero Voucher.pdf	12/21/2022 11:01 AM	Chrome HTML Do	0 KB
Work					
Personal	*				

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

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
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Training Guide: Submitting Petty Cash Requests via ServiceNow

Petty Cash Establishment, Increase/Decrease, Change Project, Change Custodian, or Close F	und		
Back to Order Page	Choose Options		Summary
Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment			
		Total : \$0.00	Edit Options Order Now

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