

Columbia University Finance Training

Training Guide: Submitting Petty Cash Requests via ServiceNow

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.

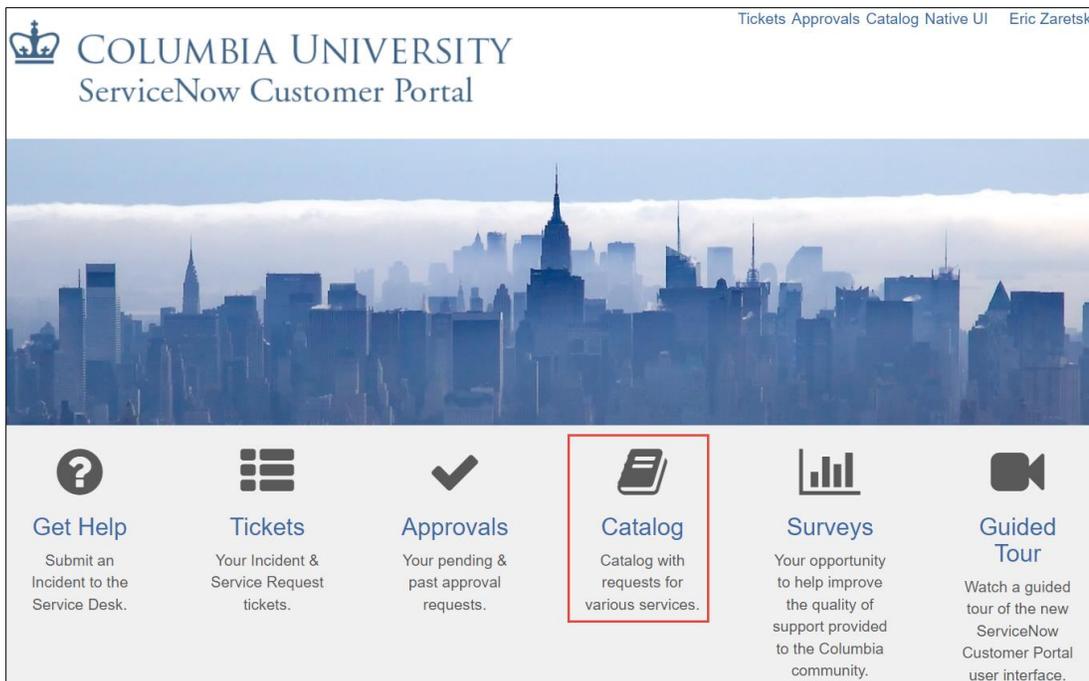
Also refer to the following job aids: [Submitting Vouchers in ARC for a New Petty Cash Fund](#), [Submitting a Petty Cash Replenishment Voucher in ARC](#), [Submitting a Voucher in ARC to Close a Petty Cash Account](#).

Table of Contents

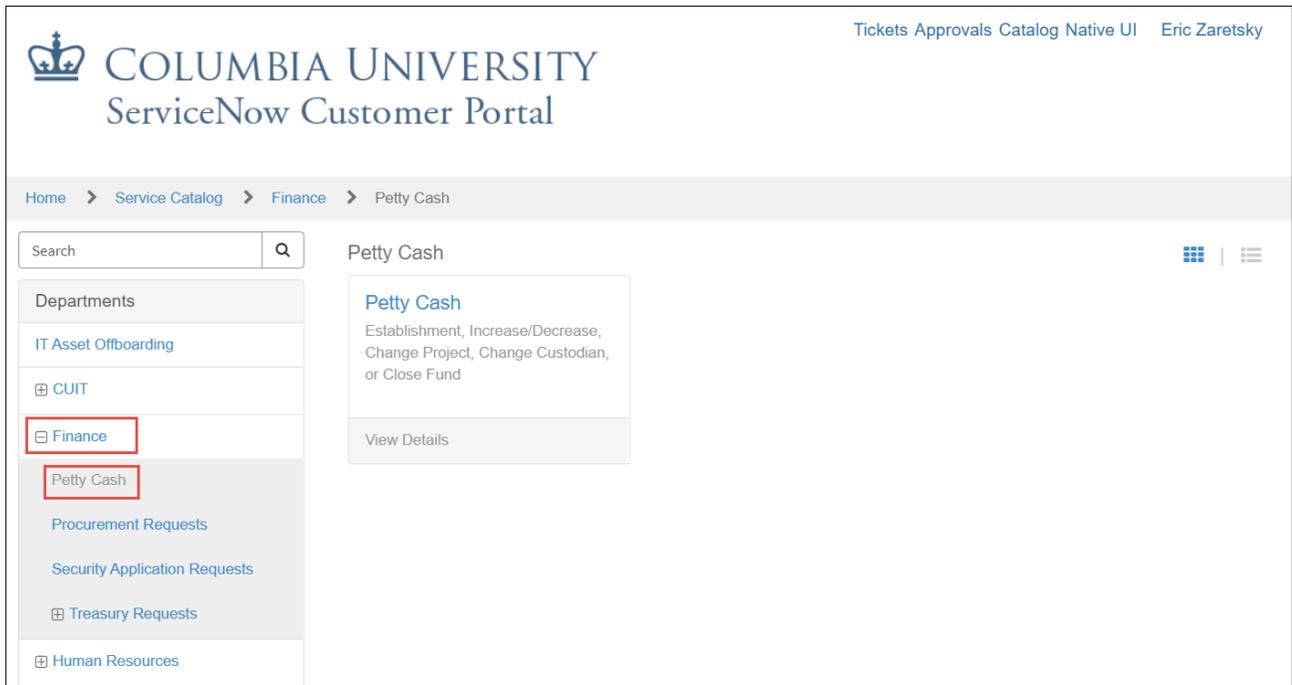
Accessing the Petty Cash ServiceNow Form	1
Completing the Order Page for Basic Information.....	3
Completing Petty Cash Information	3
Completing Custodian Information	3
Completing Fund Information	3
Completing Approval Information	4
Selecting the Request Type	4
Establishing the Petty Cash Fund	5
Increasing or Decreasing the Fund	7
Changing the Project	9
Changing the Custodian.....	11
Closing a Fund.....	13
Getting Help	14

Accessing the Petty Cash ServiceNow Form

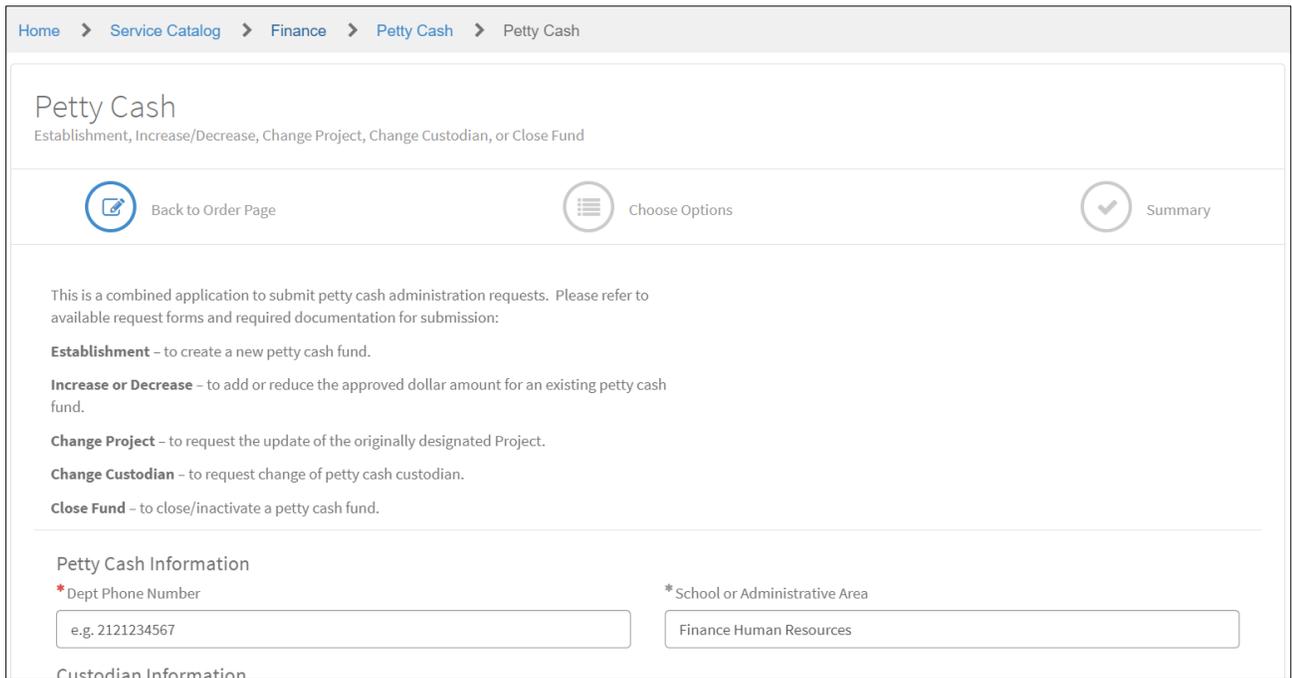
1. Navigate to <https://columbia.service-now.com>. The ServiceNow Customer Portal appears.



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 * School or Administrative Area

Custodian Information

* UNI Full Name

Department Name

Fund Information

* Dollar Amount of Fund * 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

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.

Request Type

* Select type

Establishment

Increase or Decrease

Change Project

Change Custodian

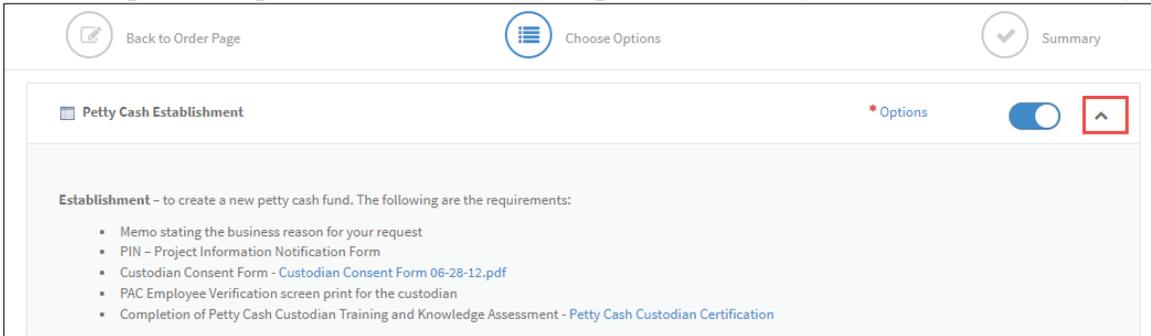
Close Fund

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.



The screenshot shows the 'Petty Cash Establishment' form in ServiceNow. At the top, there are three navigation buttons: 'Back to Order Page', 'Choose Options', and 'Summary'. Below these is a section titled 'Petty Cash Establishment' with a toggle switch for 'Options' and a red box around an expand/collapse icon. The main content area lists requirements for establishing a new petty cash fund:

- Memo stating the business reason for your request
- PIN - Project Information Notification Form
- Custodian Consent Form - [Custodian Consent Form 06-28-12.pdf](#)
- PAC Employee Verification screen print for the custodian
- Completion of Petty Cash Custodian Training and Knowledge Assessment - [Petty Cash Custodian Certification](#)

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.)



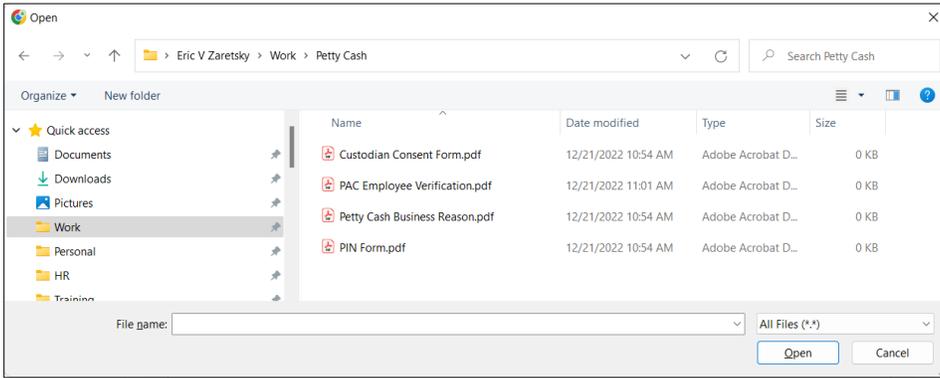
The screenshot shows the 'Establishment Information' section of the form. It contains several required fields:

- * Office Mailing Address
- IRB Approver # (for Human Subjects PC Accounts Only)
- * Physical location
- * Method for safeguarding of the Petty Cash Fund
- * Reason for the Fund

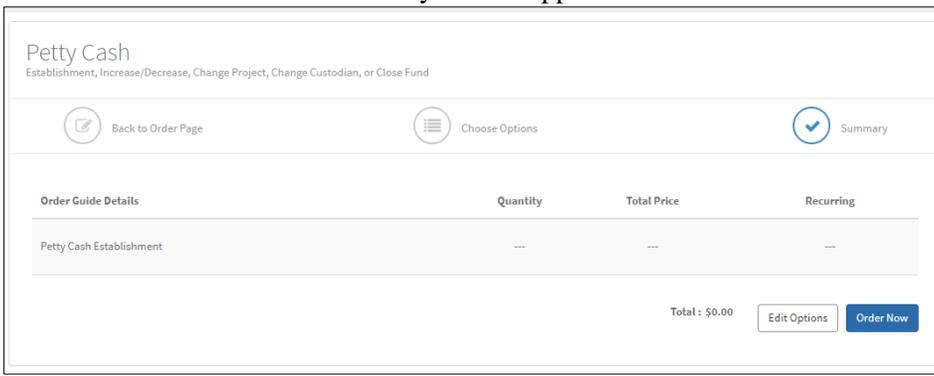
At the bottom right of the form, there is an 'Add attachments' button with a paperclip icon. At the very bottom, there are 'Previous' and 'Next' navigation buttons.

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.

The screenshot shows the 'Petty Cash' options screen. At the top, there are three navigation buttons: 'Back to Order Page', 'Choose Options', and 'Summary'. Below this is the 'Included Items' section, which contains a toggle for 'Petty Cash Increase (or Decrease)'. To the right of this toggle is an 'Options' button with a red box around it, indicating it should be clicked. Below the toggle, there is a list of requirements for both 'Increase' and 'Decrease' requests. The 'Increase' requirements include a memo, a PIN form, and a reconciliation form. The 'Decrease' requirements include a cash module receipt, an AP voucher, and a reconciliation form.

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**

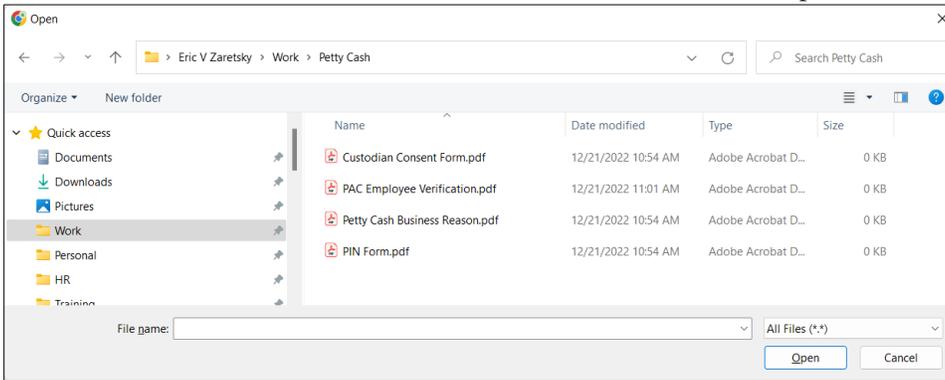
2. Scroll down the form to the **Increase (or Decrease) Information** section (the top half of the form contains the information you have already completed.)

The screenshot shows the 'Increase (or Decrease) Information' section of the form. It contains several fields: 'Request Type' with radio buttons for 'Increase' and 'Decrease'; 'Petty Cash Fund #' with a text input field; 'Amount of Increase (or Decrease)' with a text input field containing 'e.g. 0.00'; and 'Target Amount of Fund' with a text input field containing 'e.g. 0.00'. Below these fields is a text area for 'Please Explain Below Reason for Increase.' with a placeholder text: 'Please include in the attachment calculation to support the amount of increase.' At the bottom right of the section is an 'Add attachments' button with a paperclip icon. At the very bottom of the form are 'Previous' and 'Next' buttons.

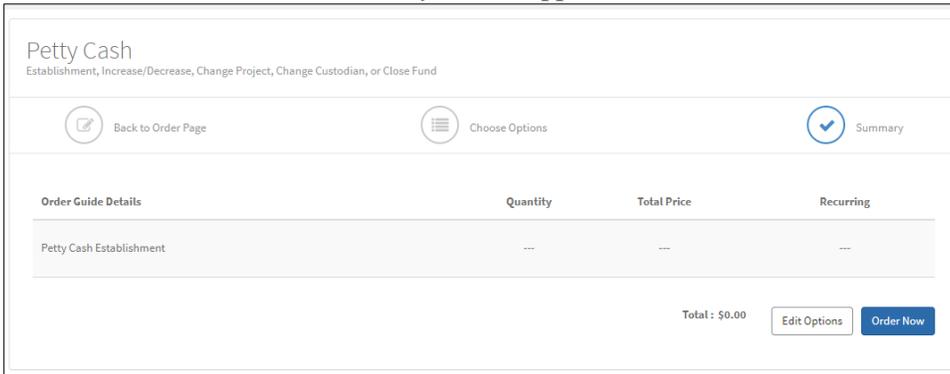
3. Complete the following fields:

- 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.



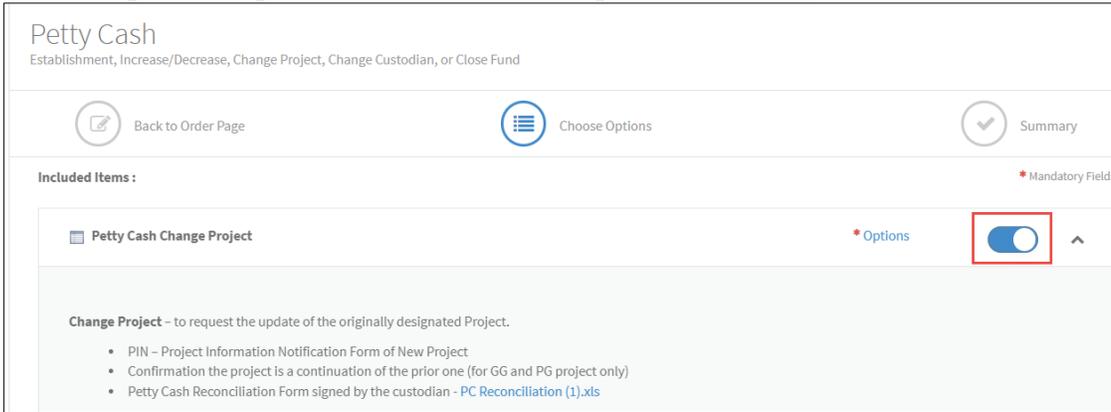
Click **Order Now** button to submit the request.

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.

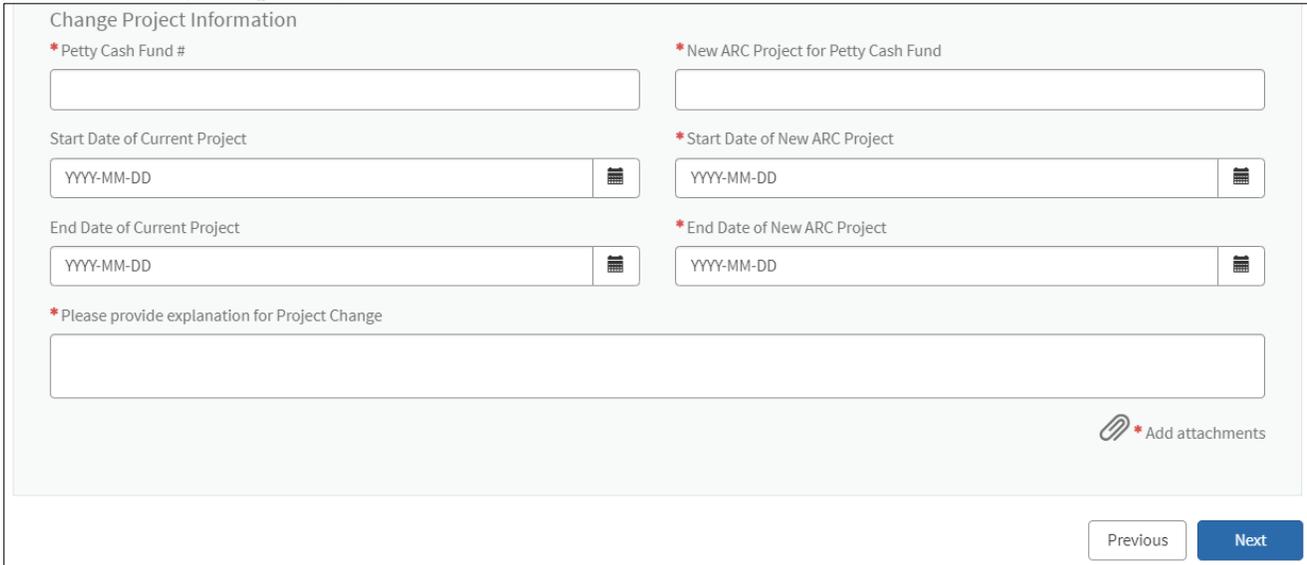


The screenshot shows the 'Petty Cash' form with the 'Options' section expanded. The 'Options' section is highlighted with a red box and contains a toggle switch that is currently turned on. Below the toggle, there is a list of requirements for changing the project:

- PIN – Project Information Notification Form of New Project
- Confirmation the project is a continuation of the prior one (for GG and PG project only)
- Petty Cash Reconciliation Form signed by the custodian - [PC Reconciliation \(1\).xls](#)

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.)



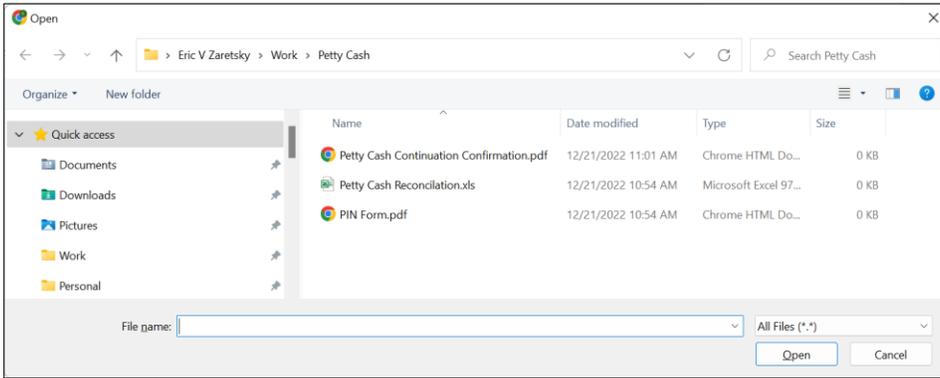
The screenshot shows the 'Change Project Information' section of the form. It contains several fields for entering project details:

- * Petty Cash Fund #
- * New ARC Project for Petty Cash Fund
- Start Date of Current Project (YYYY-MM-DD)
- * Start Date of New ARC Project (YYYY-MM-DD)
- End Date of Current Project (YYYY-MM-DD)
- * End Date of New ARC Project (YYYY-MM-DD)
- * Please provide explanation for Project Change

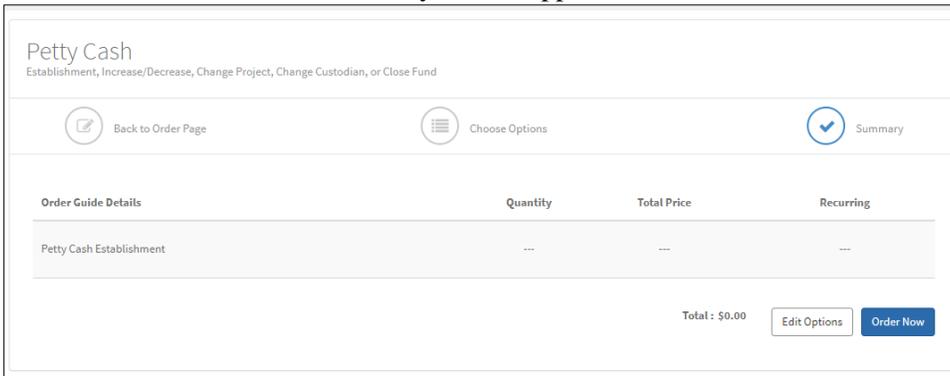
At the bottom right, there is a link to 'Add attachments' and 'Previous' and 'Next' buttons.

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.)

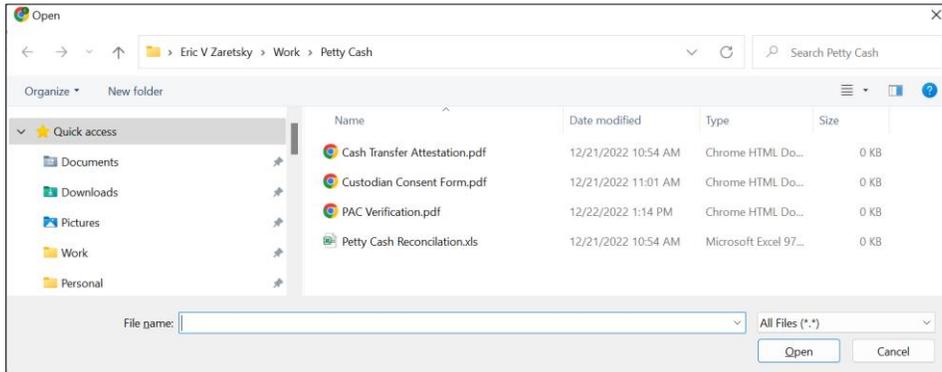
3. Complete the following fields:

- 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.

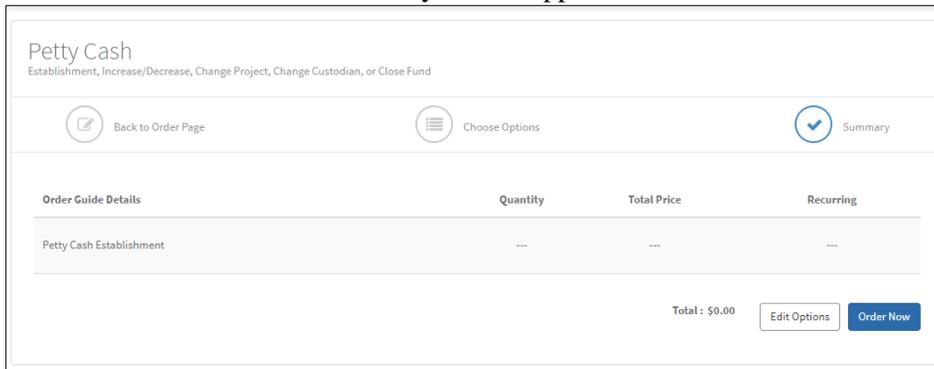
Columbia University Finance Training

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.



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.

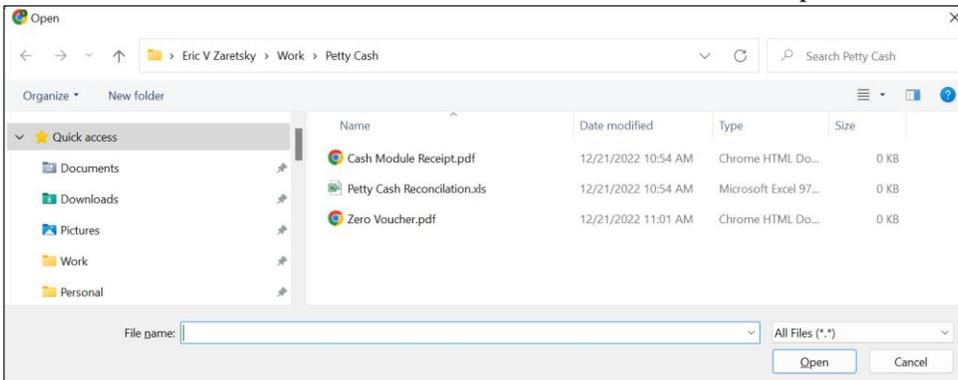
Closing a Fund

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.

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Training Guide: Submitting Petty Cash Requests via ServiceNow

Order Guide Details	Quantity	Total Price	Recurring
Petty Cash Establishment	---	---	---

Total: \$0.00

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>