Work Instruction

Petty Cash

When to Use

To replenish departmental petty cash funds.

Steps

1. Determine the FIS accounts to be posted to (e.g., Vendor account, General Ledger (G/L), FC, Fund (if applicable) and Cost Center or Internal Order)

2. Obtain required receipts/proof of payment and complete a
"**Petty Cash/Imprest Expenditure Bank Account Request for Reimbursement/Closure/Decrease Form** ".
Verify eligibility of expenses.

3. Obtain the appropriate authorization to process the petty cash reimbursement.

4. Process the petty cash reimbursement in FIS

5. Record AMS document number on the petty cash reimbursement form and file

Detailed Procedures

Access the transaction using:

Menu	*Accounting >> Financial Accounting >> Accounts Payable >> Document Entry >> Invoice*
Transaction code	FB60

Screen: Enter Vendor Invoice:Basic Data Tab

Enter Vendor Invoice: Company Code UOFT

Tree On | Company Code | Hold | Simulate | Park | Editing Options

| Transactn | Invoice | | Bal. | 0.00 | |

Basic data | Payment | Details | Tax | Notes

Vendor				
Invoice date		Reference		
Posting Date	13.07.2007	Period	9	
Document type	KN:A/P Vendor inv...			
Cross-CC no.				
Amount		CAD	☑ Calculate tax	
Text				
Baseline date				
Company Code	UOFT University of Toronto			

0 Items (Screen Variant : Line Item Entry - FB60 + FB65)

Status	G/L acct	Short text	D/C		Amount in doc.curr.	Co...	Tax code	Business ar...	Cost center	Order	
			Debit			UOFT					
			Debit			UOFT					
			Debit			UOFT					
			Debit			UOFT					
			Debit			UOFT					
			Debit			UOFT					

Select an item | AMS (1) (010) ap01 OVR

Field Name	Required (R) / Optional (O)	Description of Field Content
Vendor	R	Enter the petty cash custodian's vendor account number 70XXXX (account group YPCF). If custodians vendor account number is not known use the matchcode button to perform a search. To search by vendor account group select the "1:Vendors (by acct. group)" tab.
Invoice Date	R	Enter the current date.
Document Type	R	Change the document type to (KC) Petty Cash Fund. The document type determines the document number range.
Posting Date	R	Defaults to the current date and should not be changed.
Period	R	Defaults to the current posting period based on the posting date. Period 1 to 12 reflects the University's fiscal year of May to April.
Reference	R	Enter text relevant to the reimbursement. The information entered on this field will appear on the cheque stub.
Cross-CC	O	Used to identify documents that have been posted across

no.		company codes.
Amount	R	Enter the total amount to be reimbursed to the petty cash fund, including all taxes, as indicated on the petty cash reimbursement form.
Currency (next to amount field)	R	CAD defaults and should not be changed. Petty cash funds are always reimbursed in canadian dollars.
Calculate Tax	R	Defaults to checked on and should be left on
Text	O	Enter a description related the payment being made. Text entered here can be copied using the "+" sign in the line item entry sections. (50 characters)

Details Tab

Field Name	Required (R) / Optional (o)	Description of Field Content
Assign.	O	Previously referred to as the allocation field. Defaults to the document number and fiscal year. (18 characters)

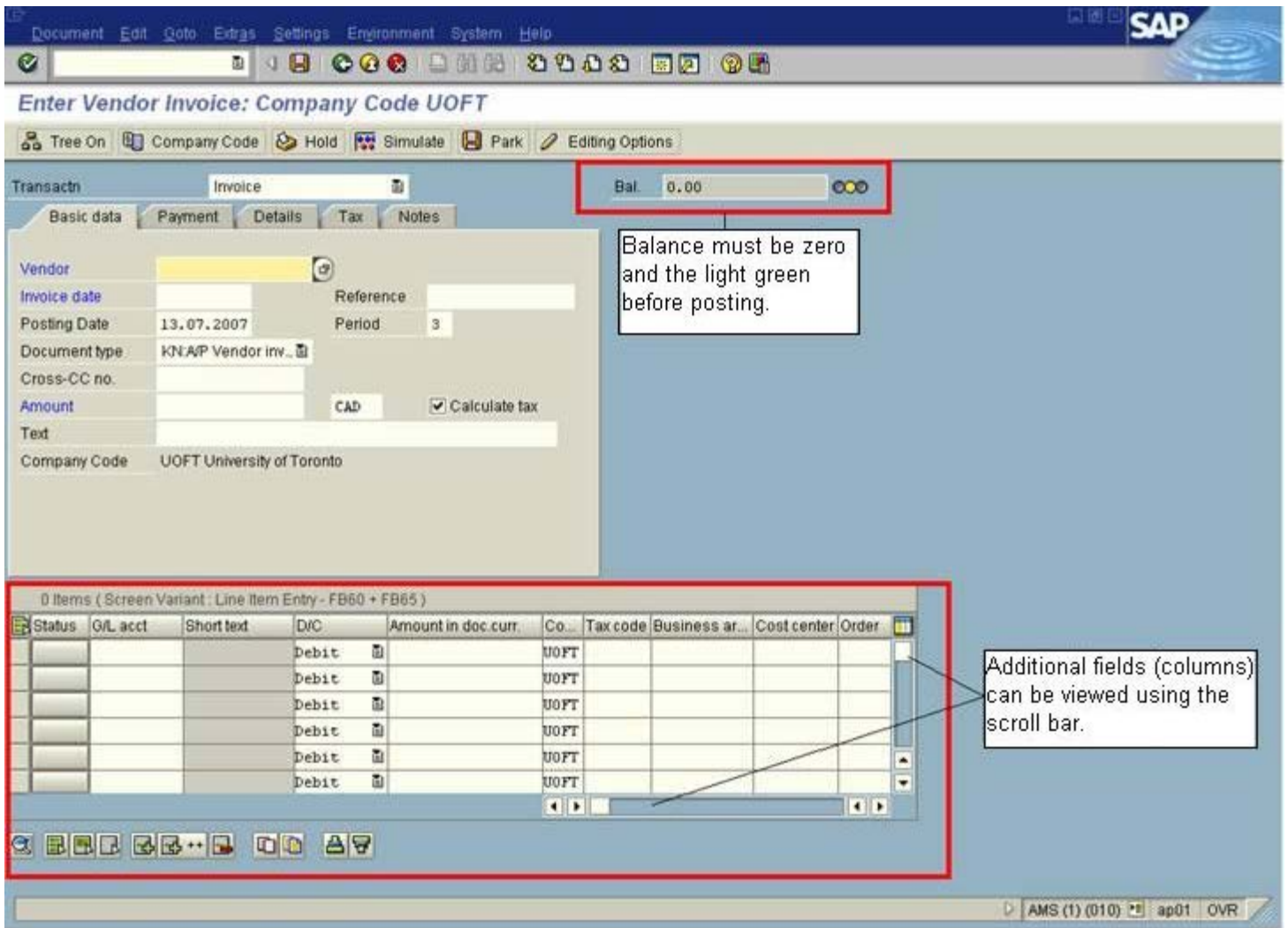| HeaderText	R	Enter the petty cash custodians name and the date of the reimbursement. Previously referred to as the document header text.

Notes Tab

Field Name	Required (R) / Optional (o)	Description of Field Content
Item long text	O	Enter long text related to the document. Long text is not required but can be used to store pertinent information that may be useful as a reference point in the future. Special circumstances, problems, terms or other information can be entered here.

Line Item Entry

Additional fields (columns) can be viewed using the scroll bar.

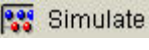Balance must be zero and the light green before posting.

Enter Vendor Invoice: Company Code UOFT

Document   Edit   Goto   Extras   Settings   Environment   System   Help

| | | | | | | | | | |

🖧 Tree On | 🖳 Company Code | ⊘ Hold | 📳 Simulate | 💾 Park | ✏ Editing Options

Transactn   Invoice   ▤   Bal.   0.00   ⊙⊙⊙

Basic data | Payment | Details | Tax | Notes

> Balance must be zero and the light green before posting.

Vendor   [   ] ⊘
Invoice date   [   ]   Reference   [   ]
Posting Date   13.07.2007   Period   3
Document type   KN:A/P Vendor inv...▤
Cross-CC no.   [   ]
Amount   [   ]   CAD   ☑ Calculate tax
Text   [   ]
Company Code   UOFT University of Toronto

0 Items (Screen Variant : Line Item Entry - FB60 + FB65)

Status	G/L acct	Short text	D/C	Amount in doc.curr.	Co...	Tax code	Business ar...	Cost center	Order
			Debit ▤		UOFT				
			Debit ▤		UOFT				
			Debit ▤		UOFT				
			Debit ▤		UOFT				
			Debit ▤		UOFT				
			Debit ▤		UOFT				

> Additional fields (columns) can be viewed using the scroll bar.

▷ AMS (1) (010) 📧 ap01   OVR

Field Name	Required (R) / Optional (o)	Description of Field Content
G/L Account	R	Enter the G/L account number identifying the type of expense. If the G/L account number is unknown use the matchcode to perform a search.
D/C	R	Defaults to debit for petty cash fund reimbursement (equivalent to post key 40 in prior version).
Amount in doc. Curr.	R	Enter the amount, including taxes, to be posted to the FIS accounts.
Company Code	R	Defaults to UofT and should only be changed when processing cross company code entries.
Tax code	R	Enter the appropriate tax code, based on the taxes indicated on the receipts received. Click on the matchcode button to view a list of available tax codes.
Business Area	R	All areas except the ancillary operations enter business area 1000. Business area will default based on the cost center or internal order entered.

Cost Center	R	Enter the cost center number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).
Order	R	Enter the internal order number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).
Funds Center	R	Enter the funds center number that the expense is to be posted to. The funds center identifies the budget which the expense will be paid from. (NOTE: When funds center and fund are both entered the expense is posted against the budget in the funds center/fund combination).
Fund	O	Enter a fund in combination with a funds center to post the expense against the budget in the funds center/fund combination. A fund cannot be entered without a funds center.
Commitment Item	R	Commitment item defaults from the G/L account entered and should not normally be changed. The commitment item must be changed to post expenses against budgets in specific commitment items (i.e. EXP-UTFA, SPECIALS). When a commitment item is changed a warning message will appear. Hit enter to acknowledge the warning message and continue.
Assignment	O	Previously referred to as the allocation field. This is an open text field that can be used to further track and report on postings. Entries made at the time of posting can be reported on. Assignment field is case sensitive. (18 characters)
Text	O	Enter a description related the payment being made. Entering a plus sign "+" will copy text from the previous line item.
Earmarked Funds	O	Enter a manual reserve (earmarked funds) document number to post the expense directly against the manual reserve. Account assignment information will be taken directly from the manual reserve.
Earmarked Funds:Document Item	O	Enter the appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.

After completing the line item entry, check to ensure the document balance is zero and the traffic light is green (see screen print above). If the balance is not zero or the light is red additional information or line items are required.

The following processing options are available:

Action	Icon	Description
Post		Posts the document and provides a document number. Record document number on original invoice and file.

Hold	Hold...	Holds the document using a user defined temporary document number. A Document does not have to be balanced in order to be held. The document can be retrieved using the temporary document number and processing can be completed. There is no impact on funds availability.
Park	Park	Parks the document and assigns a system document number. The parked document can be retrieved using the system document number by the original user or by another user. This is the process used for electronic signatures.
Simulate	Simulate	The overview screen captures a summary of the document entries and calculates the tax implications. Various reporting functions are available on the Document Overview screen. Click on the button to post the document from the simulate screen. Click on the Park button to park the document from the simulate screen. To make any changes, corrections or to add additional line items click on to return to the Enter vendor invoice:Company code UOFT screen. Hit enter to accept information message "Automatically created line items will be deleted".

End of procedure

Resource Information

Guide to Financial Management:

Purchasing Policy and Regulations

Petty Cash

Reference Guides:

Accounts Payable Invoice

Imprest Bank Account Reimbursement

Expense Reimbursement Single Currency

Expense Reimbursement Dual Currency

Using OTA Vendor Accounts