ENTERING A PETTY CASH DOCUMENT

First you will want to make sure that you have filled out your Petty Cash Expenditures Request Form which can be found here- [http://icobb/resources/forms/n-r](http://icobb/resources/forms/n-r)

Make sure that you fill in all the fields at the top:

- Department Name
- Employee Name
- Check Payable To

Select your handling: Interdepartmental or Pick Up. *Mail is not an option for petty cash.*

![PETTY CASH EXPENDITURES REQUEST FORM](image)

Next you need to fill in your receipts. Please make sure to start with the oldest receipt and end with the newest *remember only one receipt per line*

Fill in each of the boxes below for each receipt:

- Petty Cash Receipt #
- Date
- Department
- Sub-Unit
- Object
- Amount
- Description

Make sure you are using the most appropriate object codes which can be found here- [http://cobbweb:8088/Department/budget%20pdfs/Account%20Dictionary.pdf](http://cobbweb:8088/Department/budget%20pdfs/Account%20Dictionary.pdf)
ENTERING YOUR GAXPC INTO AMS

Go to your document catalog

Now enter your document code which will be GAXPC for petty cash
Enter your department (NOT 055)

Next you will enter your document id.

DOCUMENT ID- DEPT#- DATE SUBMITTED*date on Petty Cash Form* (MMDDYY) -3 LETTER ACRONYM FOR YOUR DEPARTMENT.

*Please use the same acronym every time*

For Example- for Finance submitted for payment on September 29, 2015

   Document ID would be- **055092915FIN**

**Please note that if your department has multiple petty cash buckets then you will have to use an acronym for each different location***

For Example:

Single Petty Cash Fund: for Communications submitted for payment on September 29, 2015

   Document ID would be- 021092915COM

Multiple Petty Cash Funds: for Water submitted for payment on September 29, 2015

   Document IDs would be-
   
   Northwest Plant-500092915NWP

   Noonday Plant-500092915NDP
Click – Create

Verify the information entered is correct and click on create again.
On your Header page in the bank account spot you will enter 99.

At the bottom of your page click on the Vendor tab.

Click on insert new line at the bottom of the vendor page.

Vendor Customer (Vendor Number) enter **PETTYCASH** (one word)

Legal name will be who the check needs to be made out to (LAST NAME, FIRST NAME) *Must match what is on the Petty Cash Expenditure Form*

And for your Alias/ DBA enter **PETTYCASH** (one word)
Address line 1 enter
% THEN YOUR DEPARTMENT and the location if your department has multiple locations
Address line 2 -will be the physical address
Then enter your city, state, and zip code
Then click on the Disbursement Options tab
On the Disbursement Option tab

Enter the schedule payment date which should ALWAYS BE A WEDNESDAY.

Then enter your handling code – only options are ID or PU (we do not ML Pettycash)

*DO NOT enter a disbursement category*

At the bottom of the page click on the Accounting page
1.) Click on insert new line at the bottom

2.) Enter the subunit in the accounting template

3.) In the line amount enter the amount of the receipt.

**PLEASE REMEMBER ONE ACCOUNTING LINE PER ONE RECEIPT.**

**YOU CAN NOT COMBINE MULTIPLE RECEIPTS ON ONE LINE.**
4.) Enter the vendor INVOICE NUMBER- this will be your DOCUMENT ID- which can be found at the top of your screen above the current page header as shown below.

5.) Fill in the Vendor invoice line- which for the first line will be 1
6.) Insert the Vendor Invoice date- this is the date of the transaction on your receipt by typing it in or using the calendar located next to the field.

7.) Fill in the Tracking date- this will be the date you are entering your document. Again you can either type it in or use the calendar next to the field.

8.) Check description: please enter the date of the transaction first. Then if it was a physical store enter the name of that store with a description of the item or items that were purchased.
Please see all this filled in below

9.) Now click on Fund Accounting
10.) Enter your correct object code from the account dictionary. If you do not have a copy please use the link below to search for your item.


Or you can click on the green arrow next to the field and search for your object code.

You can then enter the name of definition and hit browse.

When the one you need appears, click on select next to object code and it will populate in the box for you.
11.) Hit Save

12.) Click on the General Information tab again
We are now going to repeat steps 1 through 10.

1.) At the bottom of the page hit Insert New Line.

2.) On your next accounting line you will enter the subunit of the next transaction receipt from your petty cash expenditure request form.

3.) Then the amount of your next receipt in the line amount

```
222  Apr 15, 2015  500  5251  6182  $13.77  saw blade
```

4.) Enter the vendor INVOICE NUMBER- this will be your DOCUMENT ID again

```
Bank:  
Vendor Invoice Number: 500090115NWP  
Vendor Invoice Line:  
```

5.) Fill in the Vendor invoice line- But this time Vendor Invoice line WILL BE 2

```
Vendor Invoice Number: 500090115NWP  
Vendor Invoice Line: 2  
```
6.) Use the receipt date as your Vendor Invoice Date- you can either type it in or use the calendar next to the field.

7.) Fill in the Tracking date- this will be the date you are entering your document. Again you can either type it in or use the calendar next to the field.

8.) Check description: please enter the date of the transaction first. Then if it was a physical store enter the name of that store with a description of the item or items that were purchased.
See below for how it is all filled in: Remember the Vendor Invoice Line number will change for each petty cash receipt you have.
9.) Click on Fund Accounting

10.) Enter your correct object code from the account dictionary. If you do not have a copy please use the link below to search for your item.


Or you can click on the green arrow next to the field and search for you object code.

Continue these steps for each petty cash receipt on the form

Then verify your information: subunits, amounts, and dates.

Click on Header Screen page
Policies & Procedures

Make sure that the amount on your petty cash expenditure form matches the actual amount on the header screen.

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th>$76.00</th>
</tr>
</thead>
</table>

Hit Validate then Submit.

Now attach your back up to the Petty Cash Receipt Expenditure Form- please see the video below if you need help.

ATTACHING Backup to Adobe.mp4

**Make sure that the receipts are in the same order as the form and your document in AMS. The backup should be scanned vertically and be sure not to cut off sections of the receipt that are needed such as date, payment, store, etc.**
In the event any (but not limited to) of these items are incorrect they are subject to being rejected:

- DOCID
- DATES
- INVOICE NUMBER
- OBJECT CODES
- VENDOR NAME/ ALIAS
- MISSING BACKUP
- OUT OF ORDER RECEIPTS ON FORM AND/OR BACKUP
- OTHER

Once your backup is attached you can send the form for the approval signatures then send to the GAX1 email.

Please contact Jocelyn Roper at ext 1588 with any questions.