

# Columbia University Finance Training

## Job Aid: Submitting a Voucher in ARC to Close a Petty Cash Account

This job aid details how you create a Voucher in ARC to close your Petty Cash account.

For detailed information about how to establish, change, replenish, close or manage a petty cash account including specifics regarding petty cash account uses for human subject research projects, please see the [Petty Cash Information](#) site on the Finance website. Petty Cash establishment and maintenance procedures must follow the [Petty Cash policy](#).

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

**Note:** All Petty Cash requests must be submitted and approved by the Office of the Controllers.

### Submitting a Voucher in ARC to Close a Petty Cash Account

After reconciling the fund, processing remaining receipts, and depositing any cash on hand, you will need to create a “Zero Voucher” in ARC: **A zero voucher is a voucher with two lines that nets to zero.**

- One of the lines in the voucher should be crediting account **11990** (amount should be negative) and debiting the department expense ChartString for the total amount of receipts.
- You must also upload via EDM all the supportive documentation for this voucher.

For more details, see the [Close a Petty Cash Fund](#) web page on the Finance Gateway.

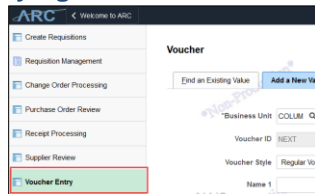
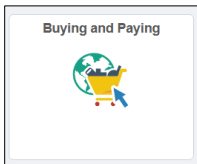
### Completing the Required Forms

You will need to complete these forms and then attach them via EDM when submitting the voucher

- [Petty Cash Administration Form – To Close a Petty Cash Fund](#)
- [Reconciliation Form](#)

### Creating the Petting Cash Voucher

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.



Or, click the **NavBar > Main Menu >Accounts Payable > Vouchers > Add/Update > Regular Entry**. The new Voucher form appears.

A screenshot of the ARC Voucher form. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form contains several input fields: Business Unit (COLUM), Voucher ID (NEXT), Voucher Style (Regular Voucher), Name 1, Short Supplier Name, Supplier ID, Supplier Location (CHK-01), Address Sequence Number (1), Invoice Number (12345), Invoice Date (02/01/2021), Gross Invoice Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). An "Add" button is located at the bottom left of the form.

2. Search and select the **Supplier ID** (vendor ID) for the Petty Cash custodian. The vendor must have a Petty Cash Custodian classification.

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3. In the **Invoice Number** field, enter the Petty Cash Number.
4. Enter the **Invoice Date**.
5. Enter “0” as the **Gross Invoice** Amount.
6. Click **Add**. The Voucher form appears.

### Completing the Voucher Form

The screenshot shows the ARC Voucher form with the following fields and values:

- Business Unit:** COLUM
- Voucher ID:** 04835965
- Voucher Style:** Regular Voucher
- Invoice No:** 123456
- Accounting Date:** 03/18/2021
- \*Pay Terms:** 00
- Due Now:** (checked)
- Invoice Date:** 02/01/2021 (Callout 1)
- Invoice Received:** 02/01/2021 (Callout 1)
- \*Service Location:** US
- Voucher Type:** Petty Cash (Callout 2)
- Supplier ID:** JANET SCHEBENDACH
- ShortName:** J
- Location:** C
- \*Address:** 1
- Control Group:** (empty)
- Invoice Total:** Line Total: 0.00, Currency: USD, Total: 0.00, Difference: 0.00
- Copy From Source Document:** PO Unit, PO Number, Copy PO, Copy From: None, Go
- Invoice Lines:** Line 1, Description: Closing Petty Cash Account (Callout 3), SpeedChart: TESTING, Ship To: 615W131STS
- Distribution Lines:** Table with 2 lines (Callout 4 and 5).

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segr
				<input type="checkbox"/>	1	-90.00		COLUM	11990	1404202	GENRI	UR004672	01	00000	000
				<input type="checkbox"/>	2	90.00		COLUM	62040	1404202	GENRI	UR004672	01	00000	000

1. Enter the **Invoice Received** date.
2. Select the **Voucher Type** as **Petty Cash**.
3. Enter an **Description**.
4. Enter the first line for the **ChartField** information. This line in the voucher should be crediting the Account **11990** (the **Merchandise Amt** should be a negative number). This amount should be the from the Difference field (cell E39) in [Reconciliation Form](#) spreadsheet.
5. Click the **Plus** icon on the left of the Distribution Line to enter a second line.
6. In the ChartField information for the second line, enter the Account to be debited. The **Merchandise Amt** should be a positive number so that the net of both lines equals 0).

### Submitting the Voucher

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit COLUM Invoice No 123456  
Voucher ID 04835965 Accounting Date 03/18/2021  
Voucher Style Regular Voucher \*Pay Terms 00 Due Now  
Invoice Date 02/01/2021 Basis Date Type Inv Date  
Invoice Received 02/01/2021 \*Service Location US  
Voucher Type Petty Cash  
Supplier ID JANET SCHEBENDACH  
ShortName  
Location CHK-01  
\*Address 1

Invoice Total  
Line Total 0.00  
Currency USD  
Total 0.00  
Difference 0.00

Non Merchandise Summary  
Session Defaults  
Comments(0)  
Attachments (0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360  
Procurement EDM

Save View Documents Run Calculate Print Preview & Submit For Approval

1. Click the **Save** button.
2. Click on the **Procurement EDM** link. The Procurement EDM webpage launches for you to upload supporting documentation, including the Petty Cash Administration forms and receipts – To Close a Petty Cash Fund and the Reconciliation Forms you completed before creating the Voucher.

New Documents

Number of Documents to Upload \*  
1

Document Type \*  
- Select -

File \*  
Choose File No file chosen

Upload Documents Start Over

Click here to print out a barcode coversheet.

3. Return to the ARC screen after uploading your documentation and click the **Preview & Submit for Approval** button in the Voucher. The Voucher confirmation screen appears.
4. Click the **Submit For Approval** button in confirmation screen. The Approval History window appears.

Approval History

Business Unit COLUM Total 150.00  
Voucher ID 05638342  
Approval Status Pending

Departmental Approval  
BUSINESS\_UNIT=COLUM, VOUCHER\_ID=05638342, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1: Pending  
Start New Path

CU AP Petty Cash Approval  
BUSINESS\_UNIT=COLUM, VOUCHER\_ID=05638342: Awaiting Further Approvals  
Start New Path

Central AP Approval  
BUSINESS\_UNIT=COLUM, VOUCHER\_ID=05638342: Awaiting Further Approvals  
Start New Path

Return JS

5. Click **OK**. The Voucher is entered into Workflow and is pending Departmental Approval. ARC will automatically route the Voucher to the Petty Cash administrators for approval.

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## 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>