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. 1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.
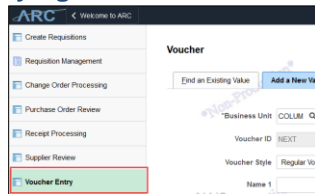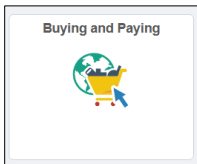
Or, click the **NavBar** > **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.
The new Voucher form appears.

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

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

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

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.

3. 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.

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.

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