



# **AP320**

## Processing Petty Cash

Instructor Led Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- 1 Understand key petty cash processing concepts
- 2 Understand the steps in petty cash voucher processing
- 3 Create a voucher from a petty cash account
- 4 Create a petty cash express payment
- 5 Update or view payment information on a petty cash voucher
- 6 Understand the steps in petty cash reimbursement processing



## Course Objectives (continued)



Create a voucher for petty cash reimbursement



Process a funds receipt for a petty cash reimbursement



Reconcile petty cash disbursement transactions



# Agenda

1

Understanding Petty Cash Processing

2

Creating and Processing a Petty Cash Voucher

3

Reimbursing the Petty Cash Account

4

Reconciling Petty Cash Disbursement Transactions



# Lesson 1: Introduction

1

## Understanding Petty Cash Processing

This lesson covers the following topics:

- Accounts Payable Overview
- Petty Cash Overview
- Key Concepts
- Petty Cash Process Flow



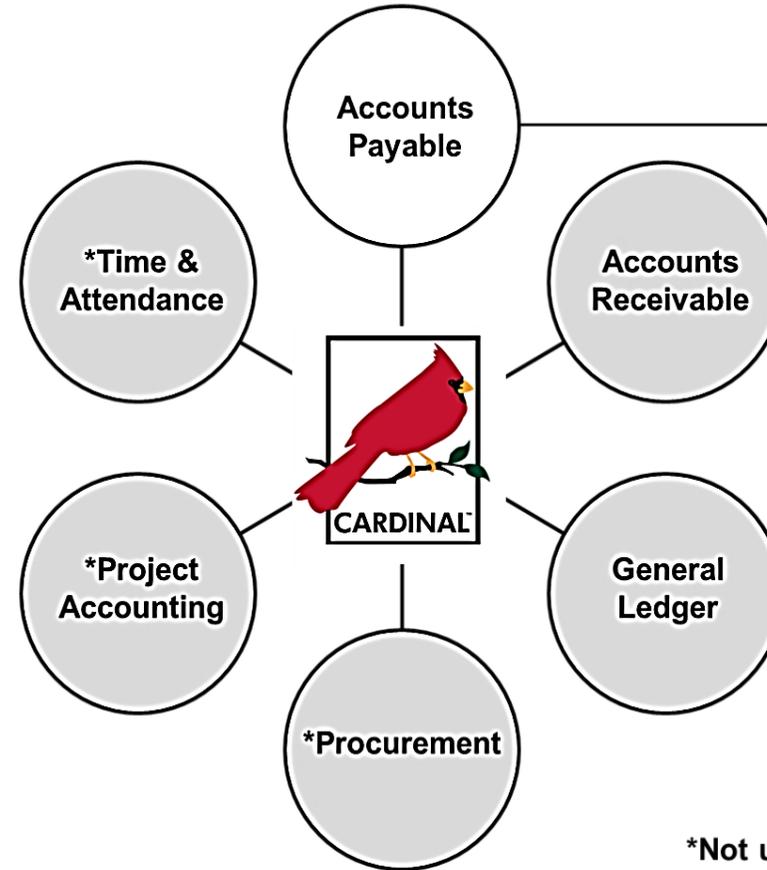
# Accounts Payable Overview

Petty cash transactions are processed in the Accounts Payable and Accounts Receivable – Funds Receipts modules of Cardinal.

The Accounts Payable module is used to create petty cash payment vouchers and create vouchers to reimburse the petty cash account.

The Accounts Receivable module is used to record Funds Receipts for reimbursements to the petty cash account.

## Cardinal Functional Areas



## Modules

	Accounts Payable	
	Expenses	

\*Not used by all state agencies



# Petty Cash Overview

A petty cash fund is an imprest fund established through an advance of funds by the Comptroller to a state agency for making immediate payments for authorized purposes.

Cardinal allows recording detailed petty cash activity (i.e., disbursements and reimbursements) that provides a complete and accurate view of the agency's petty cash usage.

Vouchers are used to record all disbursements in Cardinal, whether they are paid through the Treasury bank account or your Petty Cash bank account. The payment process determines whether a supplier payment is issued as a treasury payment or petty cash payment.



# Key Concepts

Some key concepts for processing petty cash in Cardinal include:

- Each agency petty cash bank account has its own unique Accounts Payable Business Unit (AP BU) in Cardinal. If there are two petty cash bank accounts, then there are two petty cash AP BU's.
- Petty cash disbursements are entered as regular vouchers in Cardinal. Select the appropriate petty cash Accounts Payable Business Unit on the voucher to pay through petty cash bank.
- Suppliers must exist in the Cardinal statewide supplier database prior to creating a petty cash voucher in Cardinal.
- You should not set up your agency's employees as suppliers to process a petty cash reimbursement to them. Employee reimbursement requests are entered in the Cardinal Expenses module and are reimbursed out of the Treasury bank account.
- You cannot use petty cash bank accounts to pay your employees for their expense reimbursements (Cash Advance or Expense Report), because employees are not set up as suppliers.
- All Accounts Payable and Petty Cash business unit transactions for an agency post to a single General Ledger Business Unit (GL BU).
- All BUs (main and petty cash) for an agency are consolidated and reported under a single agency Reporting Entity for 1099 reporting. Cardinal tracks 1099 reportable payments made through Petty Cash so manual adjustments are not required for petty cash transactions.



# Petty Cash Process Flow

Petty cash processes in Cardinal include:

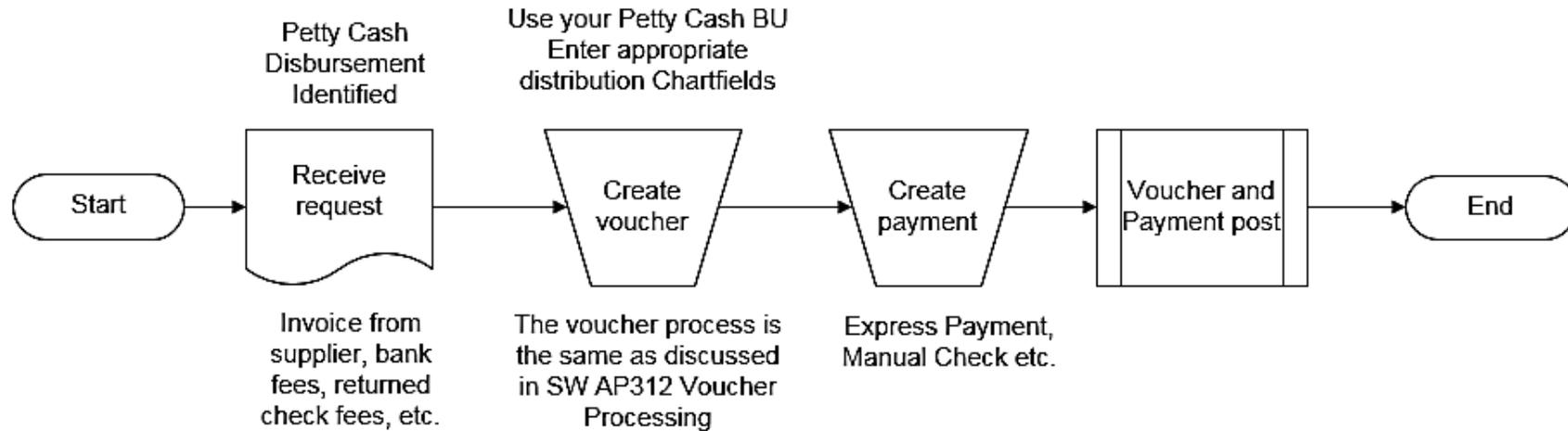
- Petty cash voucher processing
- Petty cash reimbursement processing
- Petty cash reconciliation



# Petty Cash Voucher Processing Overview

Voucher processing for petty cash payments includes:

- Entering or uploading the petty cash voucher
- Budget checking
- Voucher approval
- Paying the voucher





# Reimbursing Your Agency's Petty Cash Bank Account

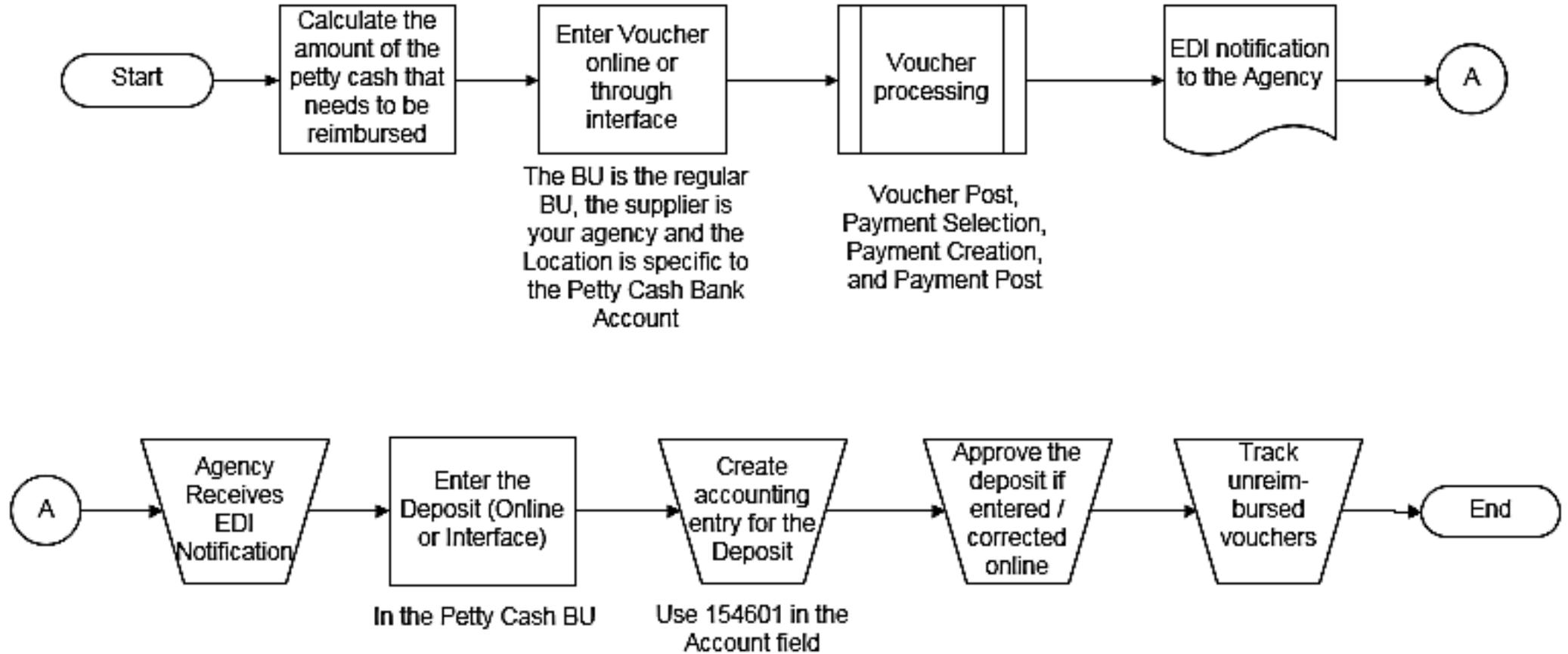
Reimbursing the agency's petty cash bank account process includes:

- Identifying vouchers that need to be reimbursed
- Creating a reimbursement voucher
- Budget checking
- Approving the voucher
- Generating the payment
- Creating a deposit in the petty cash bank account
- Entering the deposit in the Accounts Receivable – Funds Receipt module

The diagram on the following page illustrates this process.



# Reimbursing Your Agency's Petty Cash Bank Account (continued)

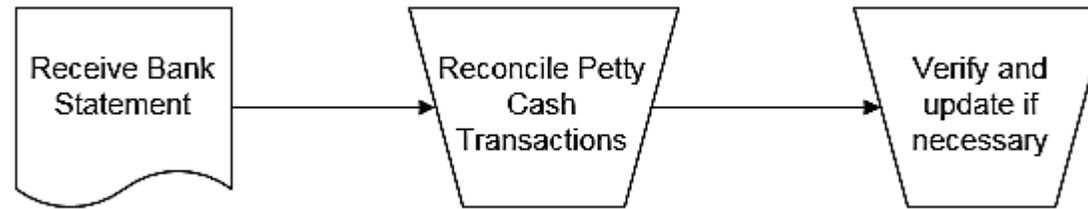




# Petty Cash Reconciliation Overview

Monthly reconciliation of the petty cash disbursement transactions includes:

- Receiving the bank statement
- Reconciling on the **Manual Reconciliation** page
- Un-reconciling any transactions reconciled in error





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. The petty cash process in Cardinal involves entering transactions into both the Accounts Payable and the Accounts Receivable – Funds Receipts modules.

True or False



2. Each agency has a petty cash Business Unit (BU) that is used to record payments for agency petty cash accounts.

True or False



3. Your agency employees should be reimbursed using petty cash.

True or False



# Lesson 1: Summary

1

## Understanding Petty Cash Processing

In this lesson, you learned:

- Each agency's petty cash account is tracked using a separate Business Unit (BU).
- To make a payment out of petty cash, you enter or upload a voucher using the agency's petty cash BU.
- To reimburse your petty cash account you:
  - Enter or upload a voucher in AP using your agency's main BU.
  - Enter a deposit in Accounts Receivable (AR) using the agency petty cash BU when you receive the petty cash reimbursement.



# Lesson 2: Introduction

2

## Creating and Processing a Petty Cash Voucher

This lesson covers the following topics:

- Creating a petty cash voucher
- Creating an express payment
- Recording a manual payment



# Entering a Petty Cash Voucher Overview

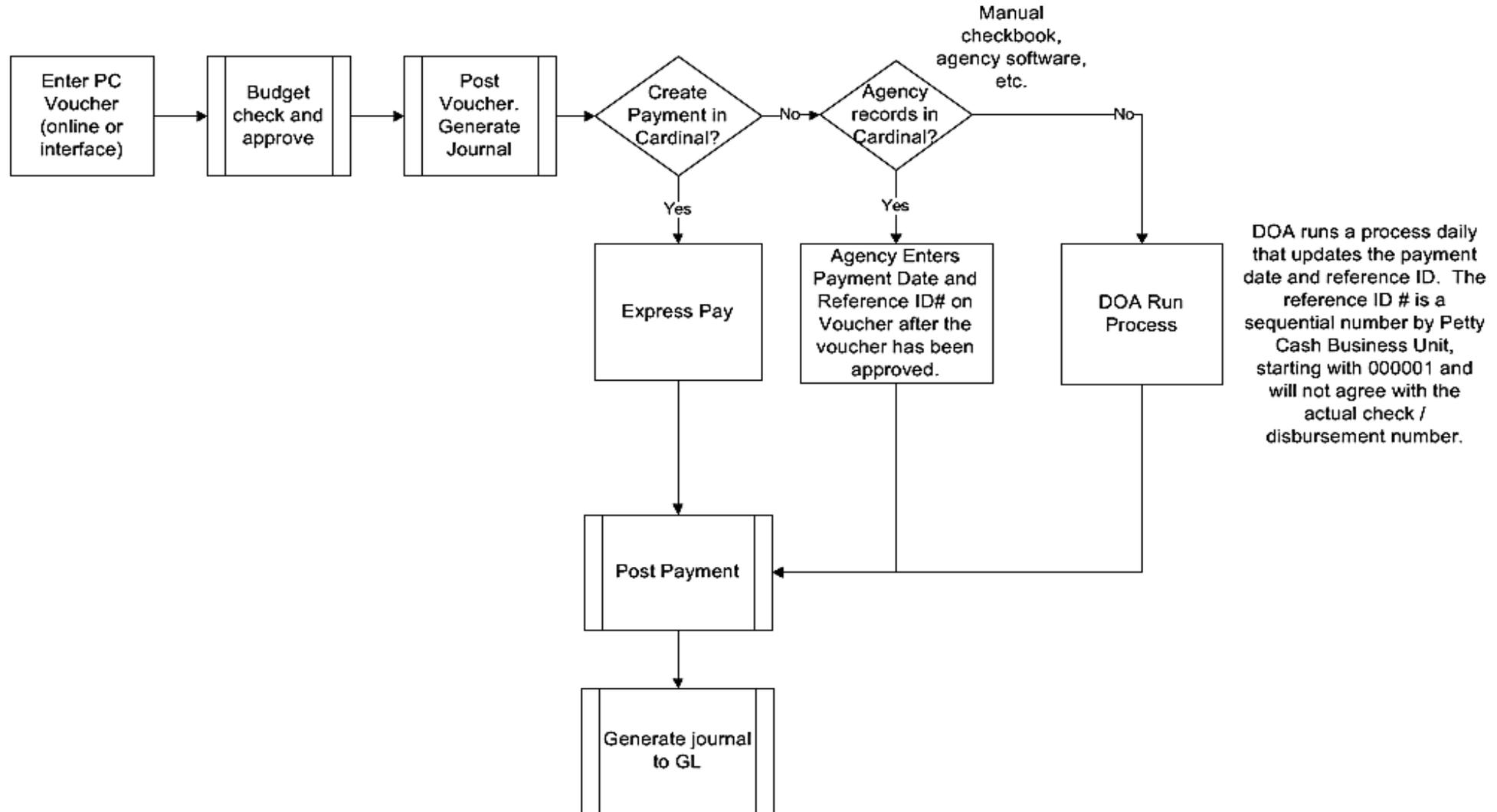
To make a petty cash payment or record a disbursement

- Enter the Accounts Payable voucher using your agency's appropriate petty cash business unit.
- Record the ChartFields on the voucher according to type of transaction (supplier invoice, bank fees, returned checks, wire fees, etc.).
- Once the action is saved, the voucher is budget checked and routed for any required approvals.

Interfacing agencies submit the petty cash vouchers in the voucher upload using their agency's appropriate petty cash business unit.



# Entering a Petty Cash Voucher Process





# Paying the Petty Cash Voucher: Inside Cardinal

Once the voucher is entered and approved a payment is created.

Cardinal has two processes that are used to pay petty cash vouchers:

- Inside Cardinal: using **Express Payments** page to print a check
- **Payment made inside Cardinal:** If the agency selected the option to make petty cash payments using Cardinal to print the petty cash checks, you will need agency check stock paper. This process allows the agency to print petty cash checks directly from Cardinal for the supplier
- Outside Cardinal:
  - Manually recording the check, or
  - Using the Department of Accounts (DOA) automated process



# Paying the Petty Cash Voucher: Outside of Cardinal

- **Payment made outside of Cardinal:** If the agency is writing a manual check, using agency software, etc. to make the payment, there are two options available to record the payment in Cardinal:
  - **Record a Manual payment in Cardinal:** Update online vouchers in Cardinal by recording the check number and check date information in the **Schedule Payment** section on the **Payments** tab of the voucher after the voucher has been approved.
  - **DOA process:** DOA runs a process in Cardinal (for agencies that elected to use this process) to record the check number and check date on the voucher. The number is a system generated sequential payment reference ID number and the current check date.

The system generated number does not match the agency check number. In order to have a record of the actual agency check number on the voucher, online agencies can enter the agency check number in the **Message** field on the **Payments** page. Interfacing agencies may include this information in the **Payment Message** field when they upload the voucher.

Once the voucher payment has been recorded the payment will be posted. The posting process records the appropriate accounting entries for the petty cash transaction in Cardinal.



# Entering a Petty Cash Payment Voucher

Entering a petty cash voucher is similar to entering a regular voucher with a few exceptions. To enter a petty cash voucher, access the **Voucher** page using the following navigation path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

Enter your agency's Petty Cash **Business Unit**. In the example to the right, the agency petty cash **Business Unit** is **151P0**.

Enter the **Supplier ID**, **Invoice Number**, **Invoice Date** and **Gross Invoice Amount** just like a regular voucher.

Click the **Add** button.

Interfacing Agencies submit this information on their voucher upload.

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 151P0

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: OfficeMax Inc

Short Supplier Name: OFFICEMAX -006

Supplier ID: 0000042803

Supplier Location: MAIN

Address Sequence Number: 3

Invoice Number: 23162

Invoice Date: 12/09/2016

Gross Invoice Amount: 201.36

Freight Amount: 0.00

Misc Charge Amount: 0.00

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value



# Entering a Petty Cash Payment Voucher (continued)

On the **Invoice Information** page, enter the information required for a regular voucher. Adjust the pay terms to **00 (Due Now)**.

For more detailed information about changing Pay Terms on a voucher, see the job aid entitled **SW AP312: Using Pay Terms** located on the Cardinal website in **Job Aids** under **Training**.

The screenshot shows a software interface for entering a Petty Cash Payment Voucher. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below this, there are three tabs: Invoice Information (selected), Payments, and Voucher Attributes. The form contains the following fields and values:

Business Unit	151P0	Invoice No	23162
Voucher ID	NEXT	Accounting Date	12/13/2016
Voucher Style	Regular Voucher	*Pay Terms	00 Due Now
Invoice Date	12/12/2016	Basis Date Type	Inv Date
Invoice Receipt Date			
Goods & Services Receipt Date			<input type="checkbox"/> Final Voucher



# Entering a Petty Cash Payment Voucher (continued)

Enter the ChartFields associated with the invoice. Identify the **Fund** and **Department** being charged for the expense.

In this example office supplies were purchased. Enter the office supplies code (**5013120**) in the **Account** field.

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1  Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 201.36  
Multi-SpeedCharts  
Calculate

SpeedChart  
Ship To COVA  
Description PO 3456  
Packing Slip

One Asset

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	201.36		15100	5013120	01000	799001	92100				

Save Save For Later



# Entering a Petty Cash Payment Voucher (continued)

On the **Payments** tab, the **Method** field value should be **CHK**. If not, change it to **CHK**. Note, if the **Location** defaults to **EPAY**, you will need to change the **Location** to **Main** before changing the **Method** to **Check**.

Notice that the **Bank** and **Account** values identify your Petty Cash Account and not the Commonwealth Disbursement Account (**Bank: 1100** and **Account: TR01**).

If the agency opts to have the Cardinal process record the payments on the petty cash vouchers, enter the check or payment reference number in the **Message** field.

Click the **Save** button once all fields are entered as appropriate.

### Payment Options

*Bank	1800	Pay Group		*Netting	Not Applicable	Supplier Bank Messages
*Account	DOA1	*Handling	Regular Payments	L/C ID		<input type="checkbox"/> Hold Payment
*Method	CHK	Hold Reason		Actions		<input type="checkbox"/> Separate Payment
Message	Office Supplies					

Message will appear on remittance advice.

### Schedule Payment

*Action	Schedule Payment	Payment Date	
Pay		Reference	

Save Save For Later



## Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Printing a Petty Cash Check

Once the voucher is entered and saved, it is checked for errors, budget checked, and approved. If the agency has elected to print petty cash checks from Cardinal, the **Cardinal Express Pay Cycle** produces a printable check document.

To access **Cardinal Express Pay Cycle**, navigate to the **Express Payments** page using the following path:

**Main Menu > Accounts Payable > Payments > Express Payments > Create Express Payments**

Print a check for a petty cash voucher using the agency's petty cash check stock.



# Creating an Express Payment

On the **Express Payment** page, enter the following fields in the **Bank and Payee Information** section:

- **Bank SetID** - Enter or select the **Business Unit** for the petty cash account used on the voucher.
- **Bank** - Enter the bank that corresponds to the **Bank SetID** entered on the **Payments** tab on the voucher.
- **Account** - Enter the bank account that corresponds to the **Bank SetID** entered on the **Payments** tab on the voucher.
- **Payment Currency** - Field defaults to **USD** and cannot be changed.

**Express Payment**

**Payor**

Department of Accounts  
Department of Accounts  
Richmond, VA 23218-1971

**Bank and Payee Information**

Bank SetID 151PO Q DOA Petty Cash  
Bank 1800 Q PO Box 90010  
Account DOA1 Q Richmond, VA 23225-9010  
Payment Currency USD Q  
Pay Method CHK Q  
Supplier SetID STATE Q Case Paper Co Inc  
Supplier 0000002114 Q 3624 Century Place  
Address 3 Q Charlotte, NC 28206

**Payment Detail**

Date 12/13/2016 [B]  
Amount 0.00 USD  
Reference NEXT

**Select Voucher**

On Hold   Report Output BI Publisher Server [v]  
Printer Output Format PDF [v]

**Select Voucher** Personalize | Find | View All | [?] [B] First 1 of 1 Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
151PO Q	[ ] Q	[ ] Q			



# Creating an Express Payment (continued)

- **Pay Method - Select Check**
- **Supplier Set ID -** Field defaults to **STATE** and should not be changed.
- **Supplier -** Enter the **Supplier ID** that was used on the petty cash voucher.
- **Address -** If the remit address on the voucher is different from the supplier's default remit address populated, you can change it here.

Navigation: Favorites > Main Menu > Accounts Payable > Payments > Express Payments > Create Express Payment

### Express Payment

Payor	Bank and Payee Information
Department of Accounts Department of Accounts Richmond, VA 23218-1971	Bank SetID 151PO Bank 1800 Account DOA1 Payment Currency USD DOA Petty Cash PO Box 90010 Richmond, VA 23225-9010
<b>Payment Detail</b> Date 12/13/2016 Amount 0.00 USD Reference NEXT	<b>Pay Method</b> CHK Supplier SetID STATE Supplier 0000002114 Address 3 Case Paper Co Inc 3624 Century Place Charlotte, NC 28206

On Hold   [Add All Vouchers](#)   [Create Payment](#)   Report Output BI Publisher   Server [v]  
Printer Output Format PDF [v]

### Select Voucher

Personalize | Find | View All | First 1 of 1 Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
151PO					

[Notify](#)



# Creating an Express Payment (continued)

After entering information in the **Bank and Payee Information** section, the **Add All Vouchers** button is enabled.

Click the **Add All Vouchers** button to display all vouchers for the Petty Cash Business Unit and Supplier combination entered.

The **Payment Detail** section automatically updates once the **Add All Vouchers** button is clicked.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Express Payments ▾ > Create Express Payment

### Express Payment

Payor	Bank and Payee Information
DOA Petty Cash BU Department of Accounts Richmond, VA 23218-1971	Bank SetID <input type="text" value="151P0"/> DOA Petty Cash Bank <input type="text" value="1800"/> PO Box 90010 Account <input type="text" value="DOA1"/> Richmond, VA 23225-9010 Payment Currency <input type="text" value="USD"/> Pay Method <input type="text" value="CHK"/> Supplier SetID <input type="text" value="STATE"/> Case Paper Co Inc Supplier <input type="text" value="0000002114"/> 3624 Century Place Address <input type="text" value="3"/> Charlotte, NC 28206

Payment Detail	
Date	<input type="text" value="12/13/2016"/>
Amount	172.15 USD
Reference	NEXT

On Hold **Add All Vouchers** Create Payment Report Output BI Publisher Server

Printer Output Format

Select Voucher Personalize | Find | View All | First 1 of 1 Last

Main Information	Additional Info					
Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
<input type="text" value="151P0"/>	<input type="text" value="00000007"/>	<input type="text" value="1"/>	System Check	39268	12/09/2016	<input type="checkbox"/>



# Creating an Express Payment (continued)

Verify that only the voucher(s) to be paid display in the **Select Voucher** section. Click the **Create Payment** button.

Select an option beginning with **PSUNX** from the **Server** drop-down menu.

### Select Voucher

On Hold   [Add All Vouchers](#)   [Create Payment](#)   Report Output   BI Publisher   **Server** PSUNX2 ▼

Printer Output Format PDF ▼

---

### Select Voucher

Personalize | Find | View All | |   First ◀ 1 of 1 ▶ Last

[Main Information](#) | [Additional Info](#) |

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount		
151PD	00000007	<input type="text"/> 1	System Check	39268	12/09/2016	<input type="checkbox"/>		

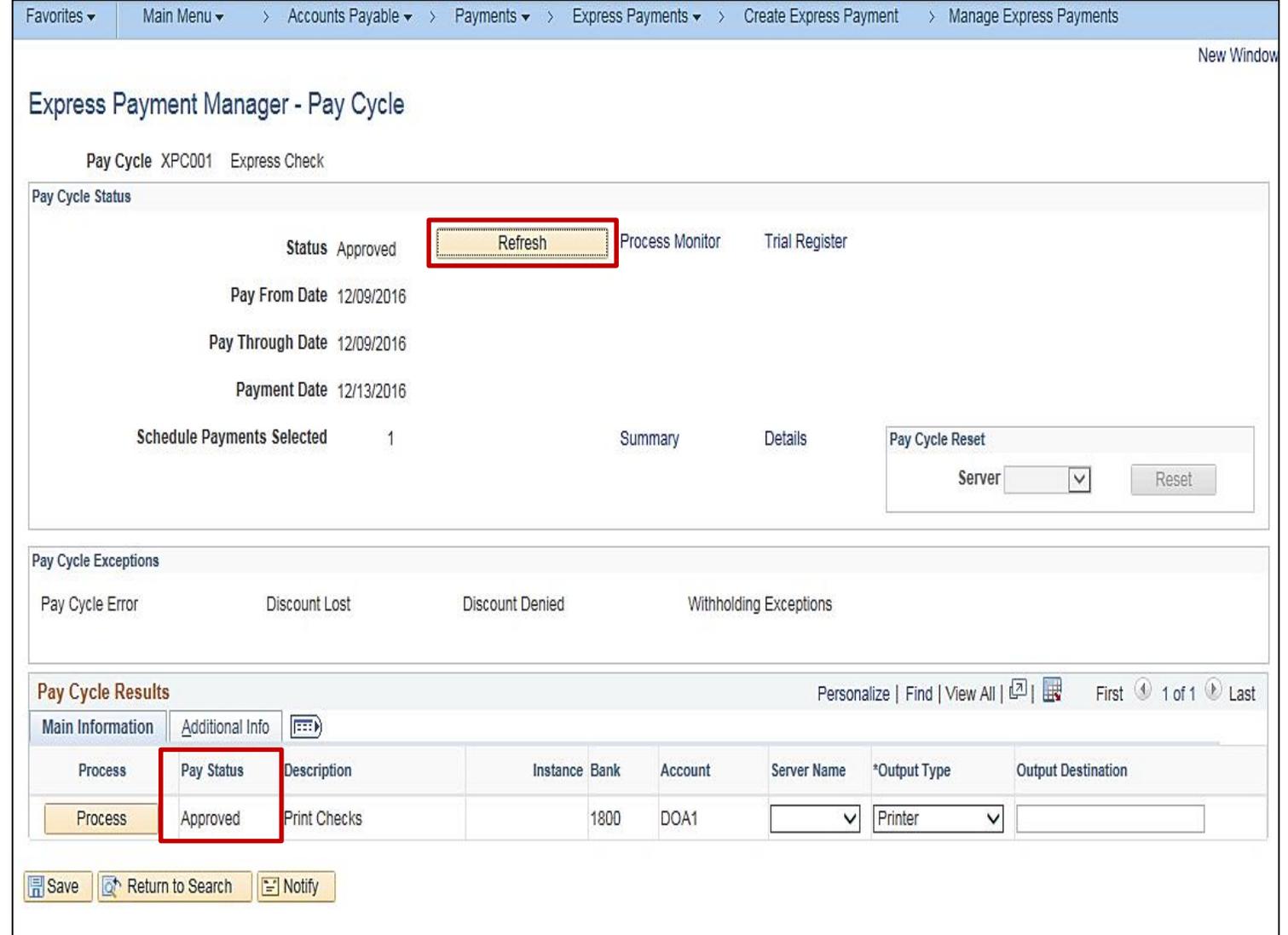


# Creating an Express Payment (continued)

The **Express Payment Manager – Pay Cycle** page displays with a **Status of Running**.

Click the **Refresh** button until the **Status is Approved**.

The **Process** button at the bottom of the page is enabled and the **Pay Status is Approved**.



Express Payment Manager - Pay Cycle

Pay Cycle XPC001 Express Check

Pay Cycle Status

Status Approved **Refresh** Process Monitor Trial Register

Pay From Date 12/09/2016

Pay Through Date 12/09/2016

Payment Date 12/13/2016

Schedule Payments Selected 1 Summary Details

Pay Cycle Reset

Server  Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

Pay Cycle Results Personalize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Process	Pay Status	Description	Instance	Bank	Account	Server Name	*Output Type	Output Destination
Process	Approved	Print Checks		1800	DOA1	<input type="text"/>	Printer	<input type="text"/>

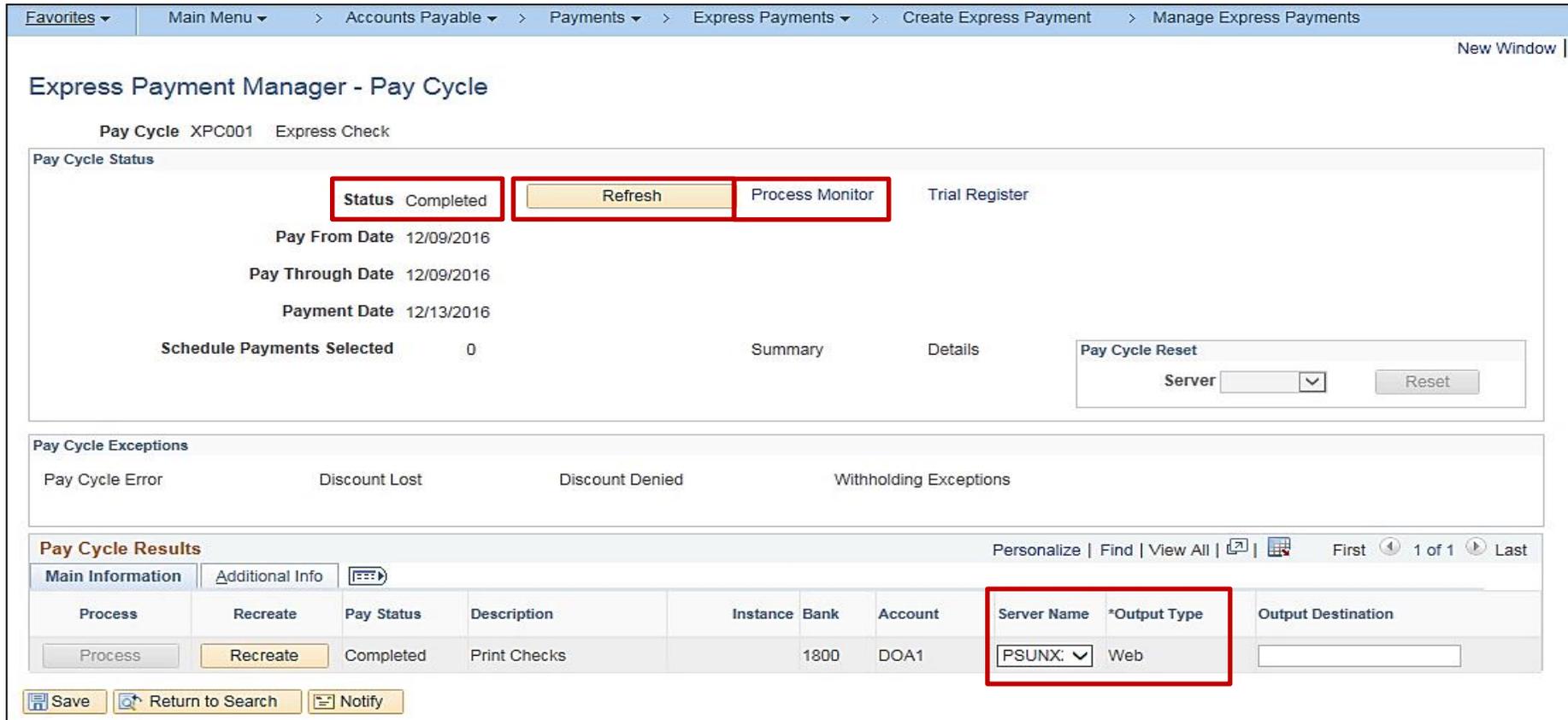
Save Return to Search Notify



# Creating an Express Payment (continued)

In the **Pay Cycle Results** section, change the **Output Type** to **Web** and select an option beginning with **PSUNX** from the **Server Name** drop-down menu. Click the **Process** button.

Click the **Refresh** button until the **Status** is **Completed**. Click the **Process Monitor** link.



Express Payment Manager - Pay Cycle

Pay Cycle XPC001 Express Check

Pay Cycle Status

Status Completed Refresh Process Monitor Trial Register

Pay From Date 12/09/2016

Pay Through Date 12/09/2016

Payment Date 12/13/2016

Schedule Payments Selected 0 Summary Details Pay Cycle Reset

Server [v] Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

Pay Cycle Results Personalize | Find | View All | [v] [v] First 1 of 1 Last

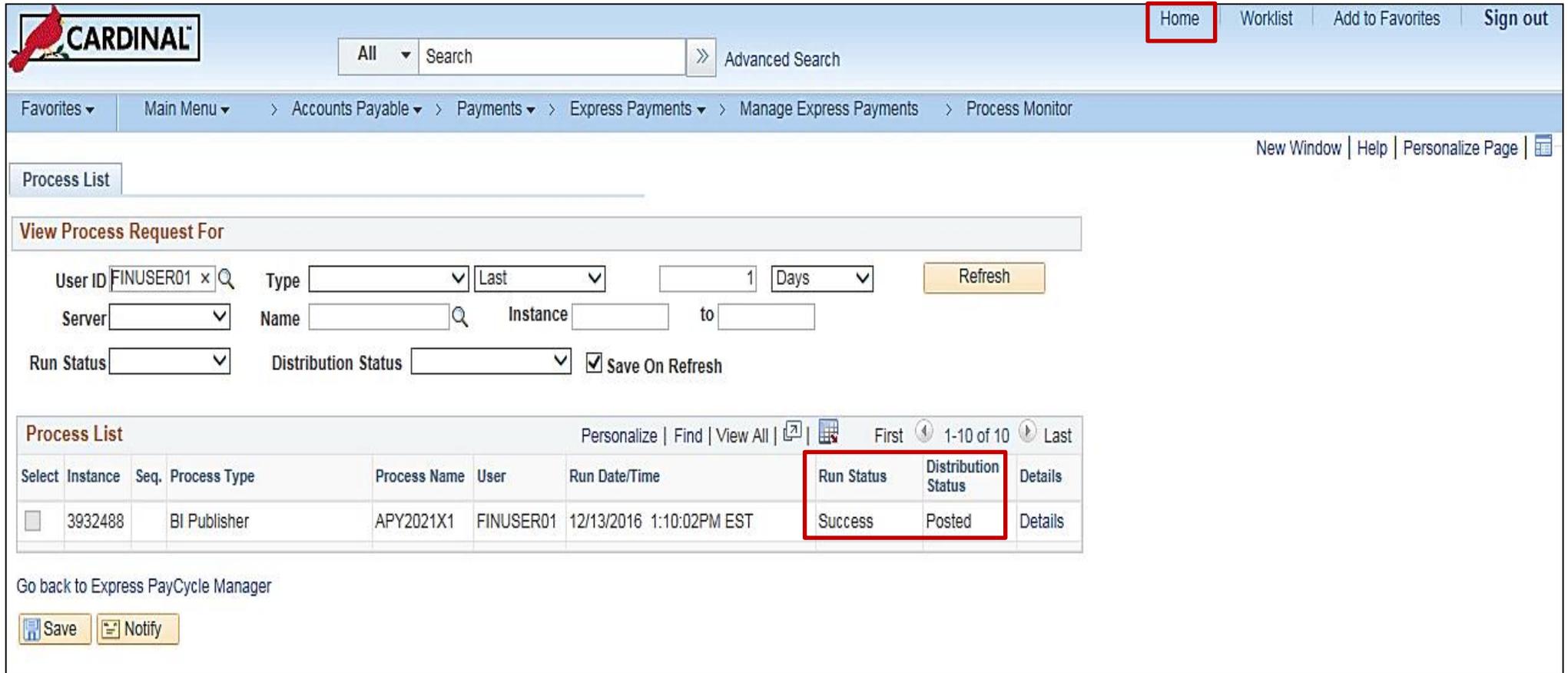
Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server Name	*Output Type	Output Destination
Process	Recreate	Completed	Print Checks		1800	DOA1	PSUNX: [v]	Web	

Save Return to Search Notify

# Creating an Express Payment (continued)

When the **Run Status** is **Success**, and the **Distribution Status** is **Posted** for the **APY2021X1** process.

Click the **Home** link at the top of the page.



The screenshot shows the Cardinal Express Payments interface. At the top right, the **Home** link is highlighted with a red box. The breadcrumb navigation path is: **Accounts Payable > Payments > Express Payments > Manage Express Payments > Process Monitor**. The **Process List** section contains a table with the following data:

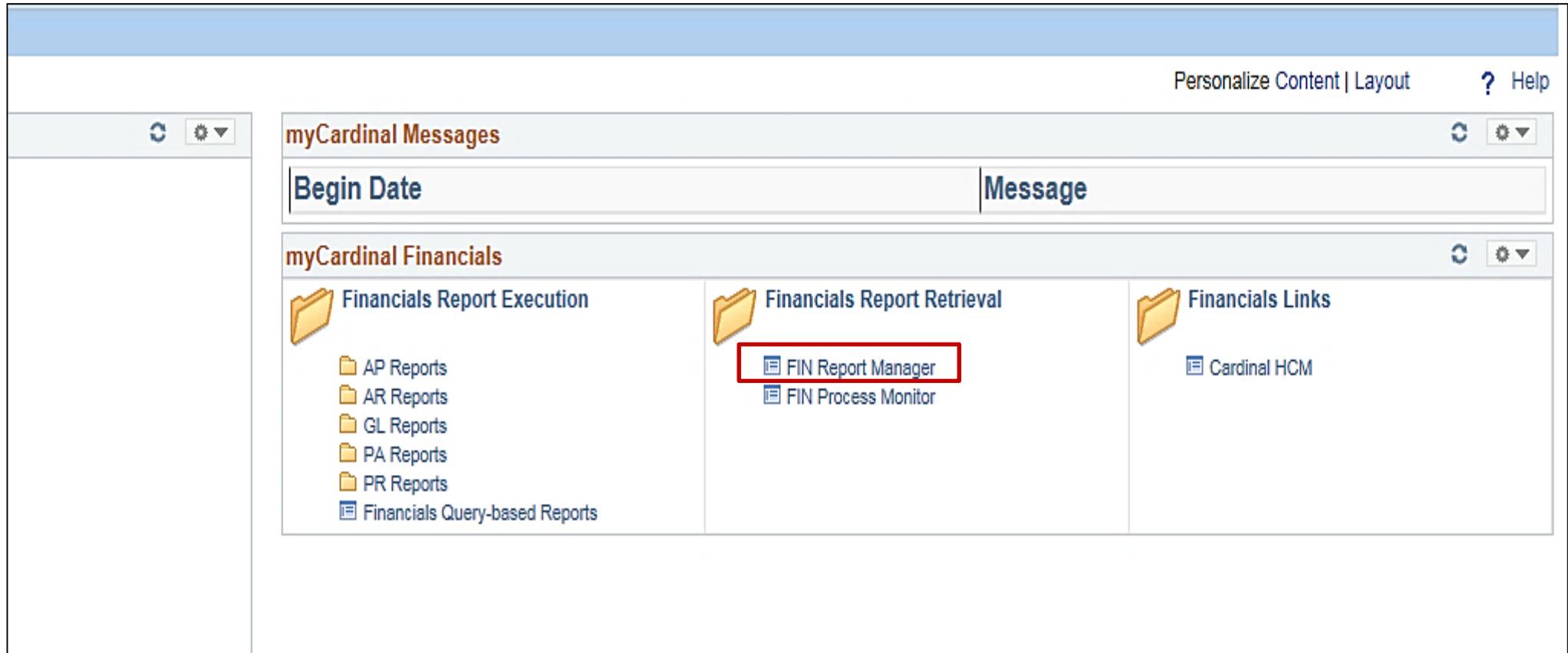
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932488		BI Publisher	APY2021X1	FINUSER01	12/13/2016 1:10:02PM EST	Success	Posted	Details

The **Run Status** and **Distribution Status** columns for the first row are highlighted with a red box. Below the table, there are buttons for **Save** and **Notify**.



# Creating an Express Payment (continued)

Click the **FIN Report Manager** link.



The screenshot displays the myCardinal interface. At the top right, there are links for "Personalize Content | Layout" and "? Help". Below this, there are two main sections: "myCardinal Messages" and "myCardinal Financials".

The "myCardinal Messages" section has a table with two columns: "Begin Date" and "Message".

The "myCardinal Financials" section is divided into three columns:

- Financials Report Execution**:
  - AP Reports
  - AR Reports
  - GL Reports
  - PA Reports
  - PR Reports
  - Financials Query-based Reports
- Financials Report Retrieval**:
  - FIN Report Manager** (highlighted with a red box)
  - FIN Process Monitor
- Financials Links**:
  - Cardinal HCM



# Creating an Express Payment (continued)

Click the **Report** name **APY2021X1-CHKXXX.pdf** link to view the check.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Express Payments ▾ > Manage Express Paym

List Explorer Administration Archives

**View Reports For**

Folder:  Instance:  to  Refresh

Name:  Created On:  Last  1 Days

**Reports** Personalize | Find | View All | | First  1-13 of 13  Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<b>APY2021X1 - CHK1800DOA1PM.pdf</b>	APY2021X1 - CHK1800DOA1PM.PDF	General	12/13/16 1:10PM	23167833	3932488



# Creating an Express Payment (continued)

The express check is created and can be printed on the agency's check stock paper and sent to the supplier.

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Paid Amount
39268	Dec/09/2016	00000007	172.15	172.15
Special Order Paper for OBY Project				
Supplier Number: 0000002114				
Check Number	Date	Total Gross Amount	Total Paid Amount	
000001	Dec/13/2016	\$172.15	\$172.15	

	<b>Date</b>	Dec/13/2016	<b>Pay Amount</b>	\$172.15***
<b>Pay</b>	****One hundred seventy-two and 15/100 Dollar ****			
<b>To The Order Of</b>	Case Paper Co Inc 3624 Century Place Charlotte NC 28206			
			_____ Authorized Signature	



# Recording a Payment Manually in Cardinal

When making a payment outside of Cardinal (via manual check, Quicken, etc.), the payment is either updated manually on the voucher by the agency or updated by a process run in Cardinal, depending on the agency's configuration. To update the payment manually, record the check information on the voucher, once it is approved:

- Open the **Payments** tab for the voucher
- In the **Payment Options** section, select **MAN** in the **Method** field
- Record the check information in the **Schedule Payment** section
  - **Action:** select **Record a Payment**
  - **Pay:** select **Full Amount**
  - **Payment Date:** enter the date on your check
  - **Reference:** enter the check or payment reference number

Payment Options			
*Bank	1800	Pay Group	
*Account	DOA1	*Handling	Regular Payments
Method	MAN	Manual	Hold Reason
Message		Contract Document for R. Smith	
Message will appear on remittance advice.			
*Netting	Not Applicable	L/C ID	
			Supplier Bank Messages
			<input type="checkbox"/> Hold Payment
			<input type="checkbox"/> Separate Payment
▼ Actions			
Schedule Payment			
*Action	Record a Payment	Payment Date	12/13/2016
Pay	Full Amount	Reference	3269



# Recording a Payment Manually in Cardinal (continued)

Payment Options			
*Bank	1800	Pay Group	
*Account	DOA1	*Handling	Regular Payments
*Method	MAN Manual	Hold Reason	
Message	Contract Document for R. Smith		
Message will appear on remittance advice.			
*Netting	Not Applicable	L/C ID	
			Supplier Bank Messages
			<input type="checkbox"/> Hold Payment
			<input type="checkbox"/> Separate Payment
▼ Actions			

Schedule Payment	
*Action	Record a Payment
Pay	Full Amount
Payment Date	12/13/2016
Reference	3269



# Cardinal Process to Record Petty Cash Payments

Agencies (online or interfacing) can elect to have a process run by DOA in Cardinal to update the petty cash payment information for them once the voucher is approved. Cardinal updates the payment information using a sequential payment **Reference** ID by Petty Cash Business Unit with the current check date. This reference ID will be different than the actual check number, record the actual check number on the **Payments** page in the **Message** field on the voucher.

Interfacing agencies can include their agency check number in the **Message** field on the agency upload file to assist with reconciliation.

Agencies can view the payment information online on the **Payments** tab of the voucher.

The Cardinal process to record the petty cash payments is run daily around 10:00 am and the payments are posted around 12:00 noon.

Payment Options			
*Bank	1800	Pay Group	
*Account	DOA1	*Handling	Regular Payments
*Method	CHK <input type="checkbox"/> Check	Hold Reason	
Message   Contract Document for R. Smith		*Netting	Not Applicable
Message will appear on remittance advice.		L/C ID	
		Supplier Bank Messages	
		<input type="checkbox"/> Hold Payment	
		<input type="checkbox"/> Separate Payment	
▼ Actions			
Schedule Payment			
*Action	Record a Payment	Payment Date	12/13/2016
Pay	Full Amount	Reference	00001



# Cardinal Process to Record Petty Cash Payments

Payment Options				
*Bank	1800	Pay Group		
*Account	DOA1	*Handling	Regular Payments	
*Method	CHK <input type="button" value="Check"/>	Hold Reason		
Message		Contract Document for R. Smith		
Message will appear on remittance advice.				
*Netting				Not Applicable
L/C ID				
Supplier Bank Messages				<input type="checkbox"/> Hold Payment
▼ Actions				<input type="checkbox"/> Separate Payment

Schedule Payment	
*Action	Record a Payment
Pay	Full Amount
Payment Date	12/13/2016
Reference	00001



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. What Business Unit is used when entering a petty cash voucher?



2. Petty cash checks can be printed using what page in Cardinal?



3. If an agency writes a check and needs to record the information manually in Cardinal, what would they need to do?



## Lesson 2: Checkpoint (continued)



4. If an agency chooses to have the payments on their petty cash vouchers updated by the DOA process, where should they record the check/payment reference number? Why?



# Lesson 2: Summary

2

## Creating and Processing a Petty Cash Voucher

In this lesson, you learned:

- Accounts Payable vouchers are entered using your agency's petty cash business unit to record expenditure payments from the petty cash account.
- Cardinal provides optional functionality for printing a check for a petty cash voucher.
- Petty cash checks are printed using the **Express Payment** page.
- Manual payments (check, Quicken, etc.) can be updated manually in Cardinal or through the process run daily by DOA.



# Lesson 3: Introduction

3

## Reimbursing the Petty Cash Account

This lesson covers the following topics:

- Reimbursing Petty Cash process
- Running the Unreimbursed/Reimbursed Petty Cash Voucher Report
- Creating a Treasury reimbursement voucher
- Recording deposit of the petty cash reimbursement
- Marking petty cash vouchers as reimbursed



# Petty Cash Reimbursement Process

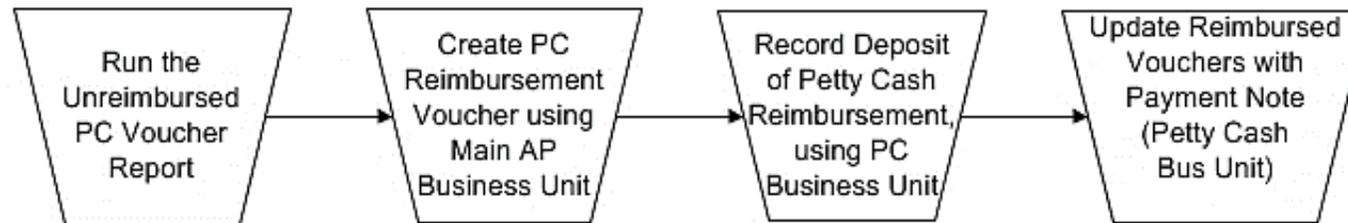
An Accounts Payable voucher is created to reimburse the petty cash account on an as needed basis. Before creating a reimbursement voucher, run the **Unreimbursed Petty Cash Voucher Report** to identify the payments that need to be reimbursed.

After running the report and determining the total amount of all unreimbursed petty cash vouchers, create a regular voucher using your agency's **Business Unit** for Treasury reimbursement.

Once the voucher is processed and the EDI payment is made, there will be a deposit to cash in the agency's petty cash banking account. Record the deposit in the Accounts Receivable – Funds Receipts module.

After recording the deposit, update the vouchers that were included in the reimbursement, to mark them **Reimbursed**. Once marked as reimbursed, the petty cash vouchers no longer display on the **Unreimbursed Petty Cash Voucher Report**.

Reimbursed vouchers are updated by entering a **Payment Note**.





# Unreimbursed Petty Cash Vouchers Report

The first step in the petty cash reimbursement process is to identify vouchers that have not yet been reimbursed. Agency policy determines how this is done at the agency.

Cardinal has a report entitled **Unreimbursed/Reimbursed Petty Cash Voucher Report** that can help you.

Navigate to this report using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Unreimb/Reimb Petty Cash Vchrs**

Enter your **Run Control ID** and click the **Search** button.

For more detailed information about the Unreimbursed/Reimbursed Petty Cash Report. For more detailed information about reports, queries, and online inquires, see the Web-Based Training (WBT) course titled **Cardinal NAV220: Introduction to Cardinal Financial Reporting** located on the Cardinal website in **Web-Based Training (FIN)** under **Learning**.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Reports ▾ > Vouchers ▾ > Unreimb/Reimb Petty Cash Vchrs

## Unreimb/Reimb Petty Cash Vchrs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Advanced Search](#)

Find an Existing Value | Add a New Value



# Unreimbursed Petty Cash Vouchers Report (continued)

In the **Accounting Date Range** section, enter or select a date range. The beginning date of the date range should be early enough to include all vouchers entered since the previous reimbursement was completed.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Reports ▾ > Vouchers ▾ > Unreimb/Reimb Petty Cash Vchrs

Unreimb/Reimb Petty Cash Vchrs

## Unreimbursed/Reimbursed Petty Cash Voucher Report

Run Control ID UNREIMBPCVCHRS Report Manager Process Monitor [Run](#)

**Accounting Date Range**

*Vouchers Begin Accounting Date	12/01/2016	📅
*Vouchers End Accounting Date	12/13/2016	📅

Unreimbursed Vouchers  Reimbursement Voucher

**Unreimbursed Vouchers**

--

**Reimbursement Voucher**

--

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



# Unreimbursed Petty Cash Vouchers Report (continued)

Select the **Unreimbursed Vouchers** checkbox and enter the **Petty Cash BU** for the petty cash account to be reimbursed.

Once you have entered the report parameters, click the **Run** button to generate the report and access the report through the **Process Monitor**.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Reports ▾ > Vouchers ▾ > Unreimb/Reimb Petty Cash Vchrs

Unreimb/Reimb Petty Cash Vchrs

## Unreimbursed/Reimbursed Petty Cash Voucher Report

Run Control ID UNREIMBPCVCHRS Report Manager Process Monitor **Run**

**Accounting Date Range**

\*Vouchers Begin Accounting Date 12/01/2016 [31]

\*Vouchers End Accounting Date 12/13/2016 [31]

**Unreimbursed Vouchers**  Reimbursement Voucher

**Unreimbursed Vouchers**

Petty Cash BU 151PD [Q]

**Reimbursement Voucher**

Save Notify Refresh Add Update/Display



# Unreimbursed Petty Cash Vouchers Report (continued)

The **Unreimbursed Petty Cash Voucher Report** displays the vouchers that match the parameters entered for the report. The **Total Unreimbursed Vouchers** amount is the amount that will be entered on the reimbursement voucher.

In the example below, two vouchers for a total of \$244.60 were created for payment from petty cash and have not been reimbursed. A Treasury voucher for \$244.60 will be created for the reimbursement.

		Report ID: RAP481		Commonwealth of Virginia UNREIMBURSED PETTY CASH VOUCHER REPORT DOA Petty Cash BU - 151P0		Run Date: 12/13/2016 Run Time: 02:07 00	
Vouchers Begin Accounting Date: 12/01/2016							Page No. 1 of 1
Vouchers End Accounting Date: 12/13/2016							
PC Business Unit: 151P0							
<u>Check Date</u>	<u>Check Nbr</u>	<u>Payee</u>	<u>Amount</u>	<u>Voucher ID</u>	<u>Description</u>	<u>Payment Note</u>	
12/13/2016	000001	0000002114	172.15	00000007	Special Order Paper for OBY Project		
12/13/2016	000001	0000003264	72.45	00000008	Contract Document for R. Smith		
Total Unreimbursed Vouchers:			244.60				



# Creating the Reimbursement Voucher

To enter the reimbursement voucher use the following navigation path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

The following fields identify your petty cash account:

- **Business Unit** - The agency's main business unit, not the petty cash business unit
- **Supplier ID** - The supplier ID for the agency
- **Location** - The Location with the agency's petty cash bank account. If the agency has more than one petty cash account, be sure to identify the correct Location.
- **Address** - The agency's address
- **Distribution Lines** – the **Account** is **154601**, the **Department** is **99999** and the **Fund** and **Program** is the same as the one used on the original petty cash voucher(s)
- **Pay Terms: 00 for Due Now**

Interfacing Agencies submit this information on their voucher upload.

The screenshot shows the 'Regular Entry' form for creating a reimbursement voucher. The interface includes the following sections:

- Invoice Information:** Business Unit (15100), Invoice No (Dec 2016 Petty Cash), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (12/30/2016), Invoice Receipt Date (12/30/2016), Goods & Services Receipt Date (12/30/2016), Accounting Date (12/13/2016), Basis Date Type (Inv Date), \*Pay Terms (00), and Final Voucher checkbox.
- Supplier Information:** DEPARTMENT OF ACCOUNTS, Supplier ID (000050211), Short Name (DOA-001), Location (EDHA), \*Address (1), and Responsible Org (10000).
- Invoice Total:** Line Total (0.00), \*Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00).
- Invoice Lines:** Line 1, \*Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00), SpeedChart, Ship To (COVA), Description, and Packing Slip.
- Distribution Lines Table:**

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	0.00		15100	6013120	01000	699001	92100				



# Creating the Reimbursement Voucher (continued)

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

New Window | Help | Personalize Page

Invoice Information | Payments | Voucher Attributes

**Business Unit** 15100

Voucher ID NEXT

Voucher Style Regular Voucher

Invoice Date 12/30/2016

Invoice Receipt Date 12/30/2016

Goods & Services Receipt Date 12/30/2016

Invoice No Dec 2016 Petty Cash

Accounting Date 12/13/2016

**\*Pay Terms** 00 Due Now

Basis Date Type Inv Date

Final Voucher

**Invoice Total**

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>0.00</b>
Difference	0.00

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

**DEPARTMENT OF ACCOUNTS**

Supplier ID 0000050211

ShortName DOA-001

Location EDI-IA

\*Address 1

Control Group

Incomplete Voucher

Responsible Org 10000

Customer Account #

ROW Acquisition ID

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1  Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

Multi-SpeedCharts

Calculate

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset					
+	-	<input type="checkbox"/>		1	0.00		15100	5013120	01000	699001	92100					

Save Save For Later



## Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Creating Reimbursement Deposit

Once the petty cash reimbursement voucher is budget checked, approved, and paid, the deposit can be recorded in the Accounts Receivable – Funds Receipts module.

Petty Cash Deposit control information is entered, accounting entries are created and marked complete, and the deposit is approved.

For more detailed information about entering and processing deposits, see the course entitled **SW AR326: Accounts Receivable – Funds Receipts** located on the Cardinal website in **Course Materials** under **Training**.



# Creating Petty Cash Deposit

To enter a deposit, navigate to the **Regular Deposit** page using the following path:

**Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit**

The **Totals** page displays.

When entering a deposit for a petty cash reimbursement, the Business Unit selected for the deposit is the BU for the petty cash account that was reimbursed. Petty cash banking information (**Bank Code, Bank Account**) is also entered.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Totals | Payments

Unit 151P0 Deposit ID NEXT Delete Deposit

\*Accounting Date 12/14/2016 [BT]  
\*Bank Code 1800 [Q] DOA PC  
\*Bank Account DOA1 [Q] 4903634885508798  
\*Deposit Type 1 [Q] 000001

Control Currency [Q]  
Format Currency USD [Q]  
Rate Type CRRNT  
Exchange Rate [Q]

Control Totals			Control Data		
Control Total Amount	244.60	*Count 1	*Received	12/14/2016 [BT]	
Entered Total Amount	244.60	Count 1	*Entered	12/14/2016 [BT]	
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count 0	Assigned	FINUSER01 [Q]	
Journalled Total Amount	0.00	Count 0	User	FINUSER01	

Save Notify Refresh Add Update/Display

Totals | Payments

# Creating Petty Cash Deposit (continued)

On the **Payments** tab, enter payment details related to the Petty Cash Deposit which include:

- **Payment ID**
- **Amount**
- **Payment Method**

Ensure the **Payment Predictor** box is unchecked and the **Journal Directly** checkbox is checked.

Unit 151P0    Deposit ID NEXT    Date 12/14/2016    Balance Balanced

**Payment Information**    Find | View All    First 1 of 1 Last

Payment Seq 1    \*Payment ID PETTYCASHDEP    \*Accounting Date 12/14/2016

Amount 244.60    Currency USD

Rate Type CRRNT    Exchange Rate 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method Clearing House    Attachments (0)    Apply Payment

**Customer Information**    Find    First 1 of 1 Last

Customer ID    Business Unit

Remit From    Remit SetID

Name

Corporate    Corporate SetID

SubCust1    SubCust2

MICR ID    Link MICR

Detail References

**Reference Information**    Personalize | Find | View All |    First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			

Save    Notify    Refresh    Add    Update/Display

Totals | Payments



# Creating Petty Cash Deposit Accounting Entry

To create a deposit accounting entry, navigate to the **Accounting Entries** page using the following path:

**Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

For Petty Cash Deposits, the **GL Unit** is used for accounting entries. The Petty Cash Operations **Account 154601** and other valid ChartFields are used to record the cash line.

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

Accounting Entries | Deposit Control

Unit 151P0      Deposit ID 6      Payment PETTYCASHDEP      Seq 1

**Currency Details**

Amount	244.60	USD	⚡	📄
--------	--------	-----	---	---

Complete      Entry Event

**Budget Status**

**Distribution Lines**      Personalize | Find | View All | 📄 | 📊      First ⏪ 1 of 1 ⏩ Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details | 📄

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Co Ce
1	1 15100 🔍	Speed Type	-244.60	USD	154601 🔍	01000 🔍	<input type="text"/>	99999 🔍	

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	244.60	Currency	USD	Net	-244.60
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------

Save | Return to Search | Notify | Refresh

Accounting Entries | Deposit Control



# Approving Petty Cash Deposit

To create a deposit accounting entry, navigate to the **Approve Deposits** page using the following path:

**Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit**

To approve a petty cash deposit, a **Deposit control Ticket Number** is created. **Control Total Amount** and **Bank Deposit Date** (date deposit was entered) are entered.

The total amount and count of the deposit IDs selected must match the deposit certificate control totals in order to approve the deposit.

The **Approved By** field populates with the ID of the approver when the deposit is approved.

Approve Deposits

Deposit Unit: 151P0  
Deposit control Ticket Number: PC12345  
Control Total Amount: 244.600 Control Count: 1  
Bank Deposit Date: 12/14/2016

WS Posted By: UHK37558 WS Posted Date: 12/14/2016  
Approved By: UHK37558 Approved Date: 12/14/2016

Deposit ID	Deposit Amount	Status	View Detail Status
16	244.600	Approved	

Set WS to Post Approve

Save Notify Add Update/Display



# Updating Reimbursed Vouchers

If using Cardinal to track vouchers that need to be reimbursed, follow the steps outlined below:

- Once the payment is deposited to the petty cash account, the petty cash vouchers that were included in the reimbursement should be updated with a **Payment Note** to indicate that they were reimbursed.
- Navigate to each voucher using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value**

- Enter the **Voucher ID** to access the petty cash voucher.
- To enter a **Payment Note**, click the **Payment Comments** link on the voucher **Payments** tab.

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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

Business Unit: 151PD (highlighted)  
Voucher ID: 00000008  
Voucher Style: Regular Voucher  
Total Amount: 72.45  
Supplier Name: MJ Burg Associates

Invoice No: 548  
Invoice Date: 12/12/2016  
Action: [Dropdown]  
Run [Button]  
Schedule Payments [Button]

\*Pay Terms: 00 Due Now

Payment Information: Find | View All | First | 1 of 1 | Last

Payment 1  
\*Remit to: 0000003264  
Location: MAIN  
\*Address: 3

Gross Amount: 72.45 USD  
Discount: 0.00 USD  
Scheduled Due: 12/12/2016  
Net Due: 12/12/2016  
Discount Due: [Field]  
Accounting Date: 12/13/2016

MJ Burg Associates  
1100 Orchard Way  
VA10028050  
EVAAD322672  
Silver Spring, MD 20904

Payment Inquiry  
Express Payment  
**Payment Comments(0)** (highlighted)  
Holiday/Currency



# Updating Reimbursed Vouchers (continued)

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

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

Business Unit 151PD  
Voucher ID 00000008  
Voucher Style Regular Voucher  
Total Amount 72.45  
Supplier Name MJ Burg Associates

Invoice No 548  
Invoice Date 12/12/2016  
\*Pay Terms 00 Due Now

Action ▾ Run Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment 1

\*Remit to 0000003264  
Location MAIN  
\*Address 3

Gross Amount 72.45 USD  
Discount 0.00 USD

Scheduled Due 12/12/2016  
Net Due 12/12/2016  
Discount Due  
Accounting Date 12/13/2016

Payment Inquiry  
Express Payment  
**Payment Comments(0)**  
Holiday/Currency

MJ Burg Associates  
1100 Orchard Way  
VA10028050  
EVAAD322672  
Silver Spring, MD 20904



# Updating Reimbursed Vouchers

The **Payment Note** should be in the format: **REIMB+Reimbursement Voucher ID**. In this example, the **Voucher ID** for the reimbursement voucher is 00001634 and the **Payment Note** added is **REIMB00001634**.

After entering comments, click on the **OK** button. Enter the **Payment Note** information and Click **Save**. This will note that the voucher has been reimbursed and it will no longer display on the **Unreimbursed Petty Cash Vouchers Report**.

Payment Note (Maximum number of characters allowed for comments is 254)

Business Unit 151P0  
Voucher ID 00000008  
Payment Count 1

Payment Note:  
REIMB00001634

241 characters remaining  
Note: Payment Note is for internal use only and will not appear on remittance advice.

OK Cancel



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. What is the first step in the petty cash reimbursement process?



2. What Business Unit is used when entering a petty cash reimbursement voucher?



3. How are petty cash vouchers updated to indicate that they have been reimbursed?



# Lesson 3: Summary

3

## Reimbursing the Petty Cash Account

In this lesson, you learned:

- You use an Accounts Payable voucher to reimburse the petty cash account on an as needed basis.
- The **Unreimbursed Petty Cash Vouchers Report** identifies the total amount of vouchers to be reimbursed.
- The Business Unit for the reimbursement voucher is the agency's main Business Unit and the Supplier is the agency.
- Once the petty cash reimbursement voucher is approved and paid, a deposit is entered in the Accounts Receivable – Funds Receipts module.
- After the payment is deposited to the petty cash account, the petty cash vouchers that were included in the reimbursement should be updated with a **Payment Note** to indicate that they were reimbursed.



# Lesson 4: Introduction

4

## Reconciling Petty Cash Disbursement Transactions

This lesson covers the following topics:

- Manually reconciling the petty cash account



# Manual Reconciliation Process in Cardinal (Optional)

Use the **Manual Reconciliation** page in Cardinal to reconcile disbursements against your monthly bank statement.

You can navigate to the **Manual Reconciliation** page using the following path:

**Main Menu > Banking > Reconcile Statements > Manual Reconciliation**

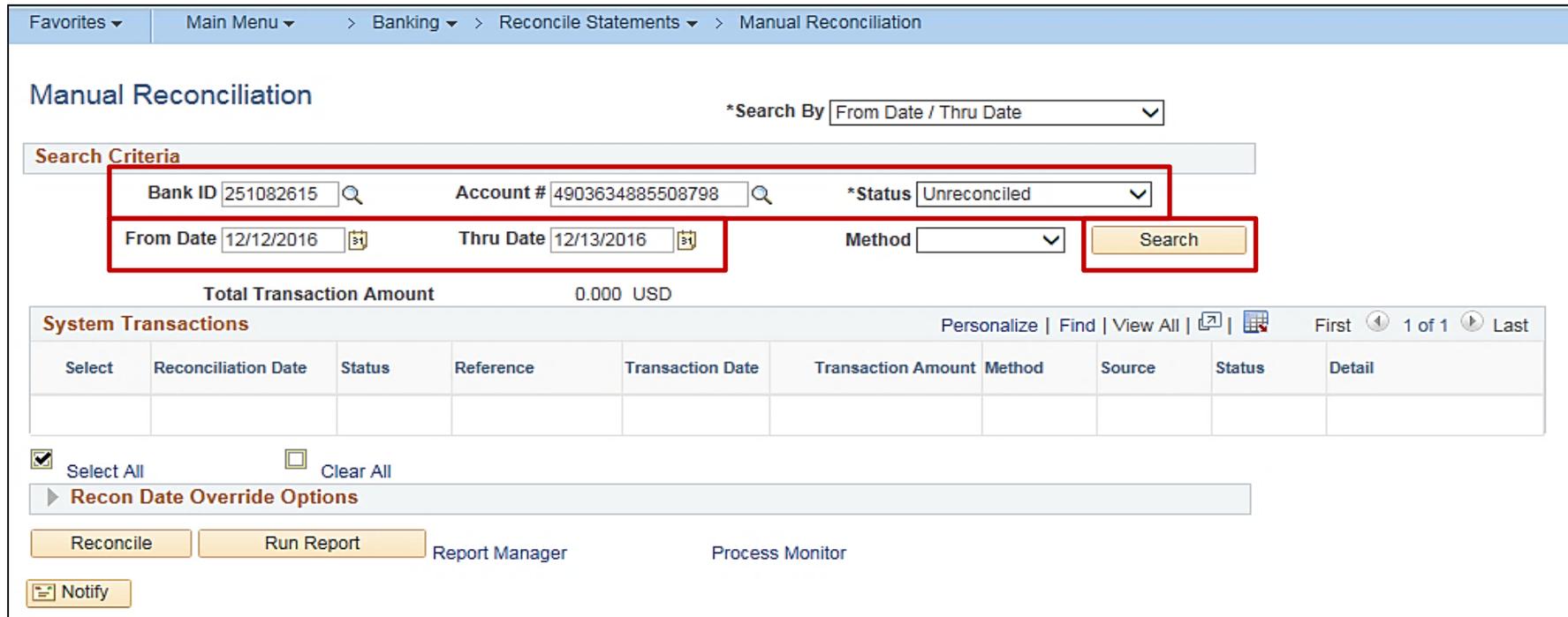


# Searching for Unreconciled Transactions

To search for unreconciled transactions, enter the following in the **Search Criteria** section:

- **Bank ID** and **Account #** - for the agency petty cash account
- **Status** - select **Unreconciled**
- **From Date** and **Thru Date** - for the date range to be reconciled

Click the **Search** button.



Manual Reconciliation

\*Search By

**Search Criteria**

Bank ID  Account #  \*Status

From Date  Thru Date  Method

Total Transaction Amount 0.000 USD

**System Transactions** Personalize | Find | View All | First 1 of 1 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail

Select All  Clear All

► **Recon Date Override Options**

Report Manager Process Monitor



# Marking Transactions as Reconciled

All transactions that meet the search criteria you entered display in the **System Transaction** section of the page.

Review the bank statement, and match each transaction on the bank statement to its corresponding transaction on the **Manual Reconciliation** page in Cardinal.

For each matched transaction, select the checkbox in the **Select** column. After matching all transactions on the statement, click the **Reconcile** button. Reconciled transactions no longer display on the page.

**Manual Reconciliation**

\*Search By

**Search Criteria**

Bank ID  Account #  \*Status

From Date  Thru Date  Method

Total Transaction Amount -244.60 USD

**System Transactions** Personalize | Find | View All |  |  First 1-2 of 2 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	<input type="text" value="12/13/2016"/>	UNR	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input checked="" type="checkbox"/>	<input type="text" value="12/13/2016"/>	UNR	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

Select All  Clear All

**Recon Date Override Options**

[Report Manager](#) [Process Monitor](#)



# Marking Transactions as Reconciled (continued)

Favorites ▾ Main Menu ▾ > Banking ▾ > Reconcile Statements ▾ > Manual Reconciliation

## Manual Reconciliation

\*Search By  ▾

**Search Criteria**

Bank ID  🔍 Account #  🔍 \*Status  ▾

From Date  📅 Thru Date  📅 Method  ▾

Total Transaction Amount -244.60 USD

**System Transactions** Personalize | Find | View All | 🗨️ | 📄 First ⏪ 1-2 of 2 ⏩ Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	<input type="text" value="12/13/2016"/> 📅	UNR	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input checked="" type="checkbox"/>	<input type="text" value="12/13/2016"/> 📅	UNR	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

Select All  Clear All

▶ **Recon Date Override Options**

[Report Manager](#) [Process Monitor](#)



# Confirming Reconciliation Status

To confirm that all transactions have been reconciled, change the **Status** to **Reconciled** and click the **Search** button.

In the example below, the **Status** field in the **System Transactions** section of the page displays **REC** which confirms the transaction was reconciled.

Manual Reconciliation

\*Search By

**Search Criteria**

Bank ID  Account #  \*Status

From Date  Thru Date  Method

Total Transaction Amount -244.60 USD

**System Transactions** Personalize | Find | View All | First 1-2 of 2 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	<input type="text" value="12/13/2016"/>	REC	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input type="checkbox"/>	<input type="text" value="12/13/2016"/>	REC	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

Select All  Clear All

Report Manager Process Monitor



# Recording Bank Fees

To record bank fees:

- Create a petty cash voucher for the amount of the fees.
- After the voucher is approved, enter the payment date as the date on the statement when the fees were charged.
- Enter a payment reference ID (a unique number that will not be repeated) after the voucher is approved.

This records the reduction in the account without creating an actual payment. This transaction will show up on the unreconciled report and should be included in the reimbursement.



## Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. Reconciliation of the petty cash account in Cardinal is completed by cross-referencing transactions in Cardinal with \_\_\_\_\_.



2. The Reconciliation process is a full reconciliation of the bank account.  
True or False



# Lesson 4: Summary

4

## Reconciling Petty Cash Disbursement Transactions

In this lesson, you learned:

- Petty cash payments are reconciled monthly against the bank statement using the **Manual Reconciliation** page.
- Reconciliation is performed to verify that disbursement transactions are in sync between Cardinal and the bank statement.



# Course Summary

AP320

Processing Petty Cash

In this course, you learned:

- Understand key petty cash processing concepts
- Understand the steps in petty cash voucher processing
- Create a voucher from a petty cash account
- Create a petty cash express payment
- Update or view payment information on a petty cash voucher
- Understand the steps in petty cash reimbursement processing
- Create a voucher for petty cash reimbursement
- Process a funds receipt for a petty cash reimbursement
- Reconcile petty cash disbursement transactions



# Course Evaluation

Congratulations! You successfully completed the **SW AP320: Processing Petty Cash** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





# Appendix

- Key Terms
- Flowchart Key



# Key Terms

**Accounts Payable:** The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

**Accounts Receivable:** The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

**Business Unit:** An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

**Imprest Fund:** Petty cash funds in the form of currency or coins that have been advanced as funds held outside of the Treasury. Typically used to make small purchases or emergency payments.

**Payments:** In Accounts Payable, this term refers to a payment to a supplier. Payments are created by Accounts Payable vouchers that represent invoices submitted by suppliers. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.

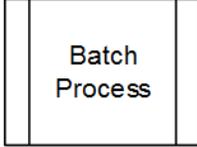
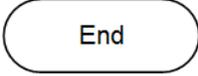
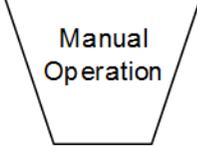
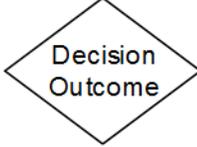
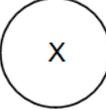
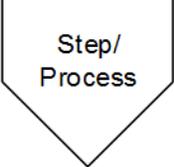
**Petty Cash Business Unit:** An operational subset of an agency that is separate from the agency's main business unit and identified by its own unique number. The petty cash business unit format is agency number + P + sequence number, for example, 151P0.

**Run Control:** An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

**Voucher:** A record in Cardinal that represents an invoice from a supplier submitted for payment. Vouchers may be created online using the supplier's invoice as a resource or created electronically (by uploading external files for example).



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.