



# SW AP320: Processing Petty Cash

Instructor Led Training



# Welcome

Welcome to Cardinal Training.

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

In this course, we will show you the Cardinal petty cash process.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See the your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





# Course Objectives

After completing this course, you will be able to:

- 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 Agenda

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Today, we will cover the following lessons:

- Lesson 1: Understanding Petty Cash Processing
- Lesson 2: Creating and Processing a Petty Cash Voucher
- Lesson 3: Reimbursing the Petty Cash Account
- Lesson 4: Reconciling Petty Cash Disbursement Transactions



# Lesson 1: Understanding Petty Cash Processing

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This lesson covers the following topics:

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



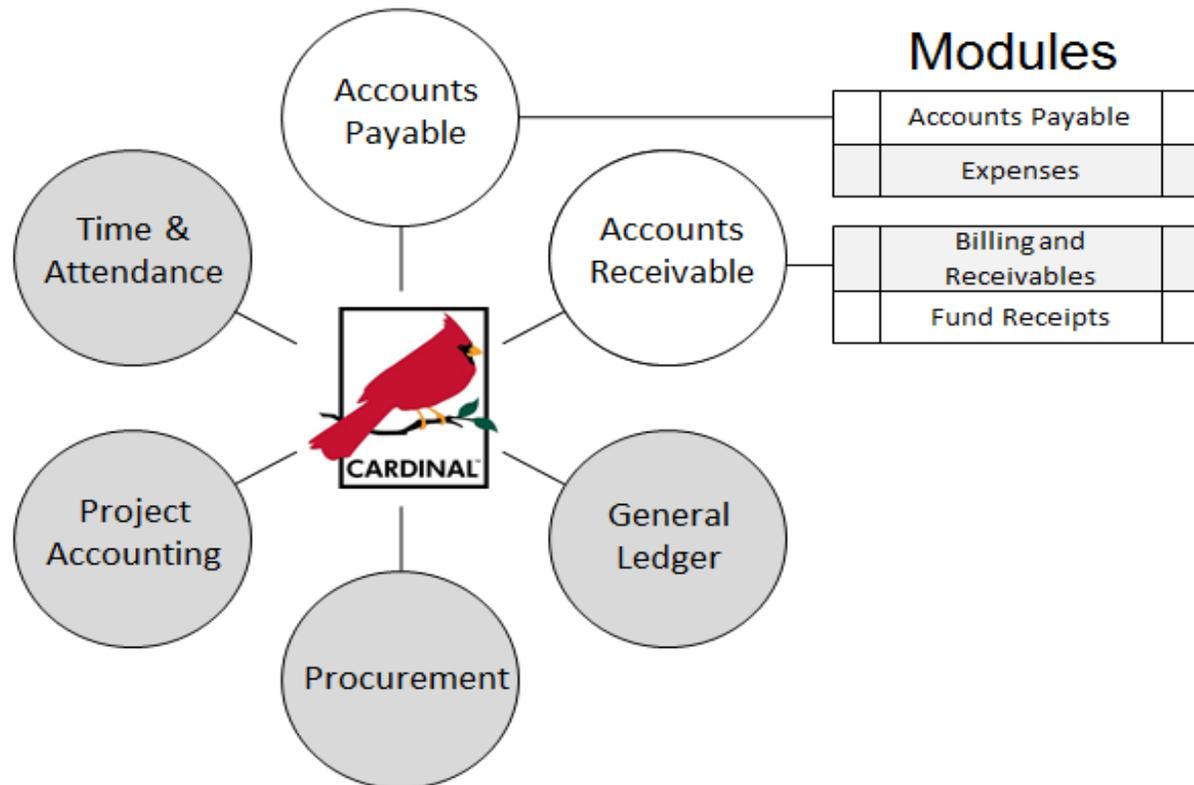
# Accounts Payable Overview

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





# Petty Cash Overview

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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 you to record detailed petty cash activity (i.e., disbursements and reimbursements) that provides a complete and accurate view of your agency's petty cash usage, and allows you to maintain compliance with State policies and procedures.

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 vendor payment is issued as a treasury payment or petty cash payment.



# Key Concepts

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Some key concepts in 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 you have two petty cash bank accounts, then you have 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.
- Vendors must exist in the Cardinal statewide vendor database prior to creating a petty cash voucher in Cardinal.
- You should not set up your agency's employees as vendors 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 vendors.



## Key Concepts (continued)

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- All Accounts Payable and Petty Cash business unit transactions for an agency post to a single General Ledger Business Unit (GL BU).
- All AP 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

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Petty cash processes in Cardinal include:

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



# Petty Cash Voucher Processing Overview

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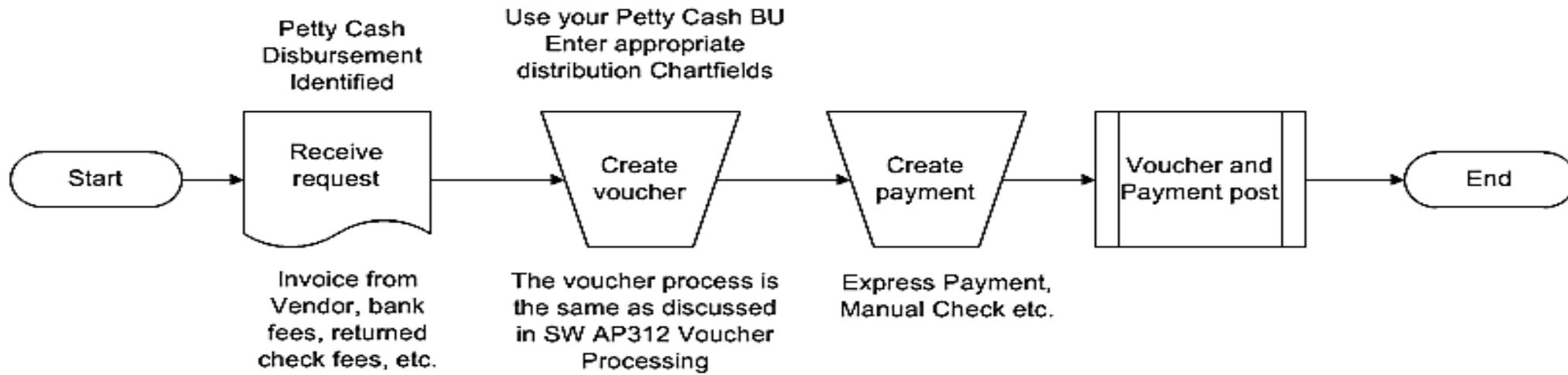
Voucher processing for petty cash payments includes:

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

The diagram on the following page illustrates this process.



# Petty Cash Voucher Processing Process Flow





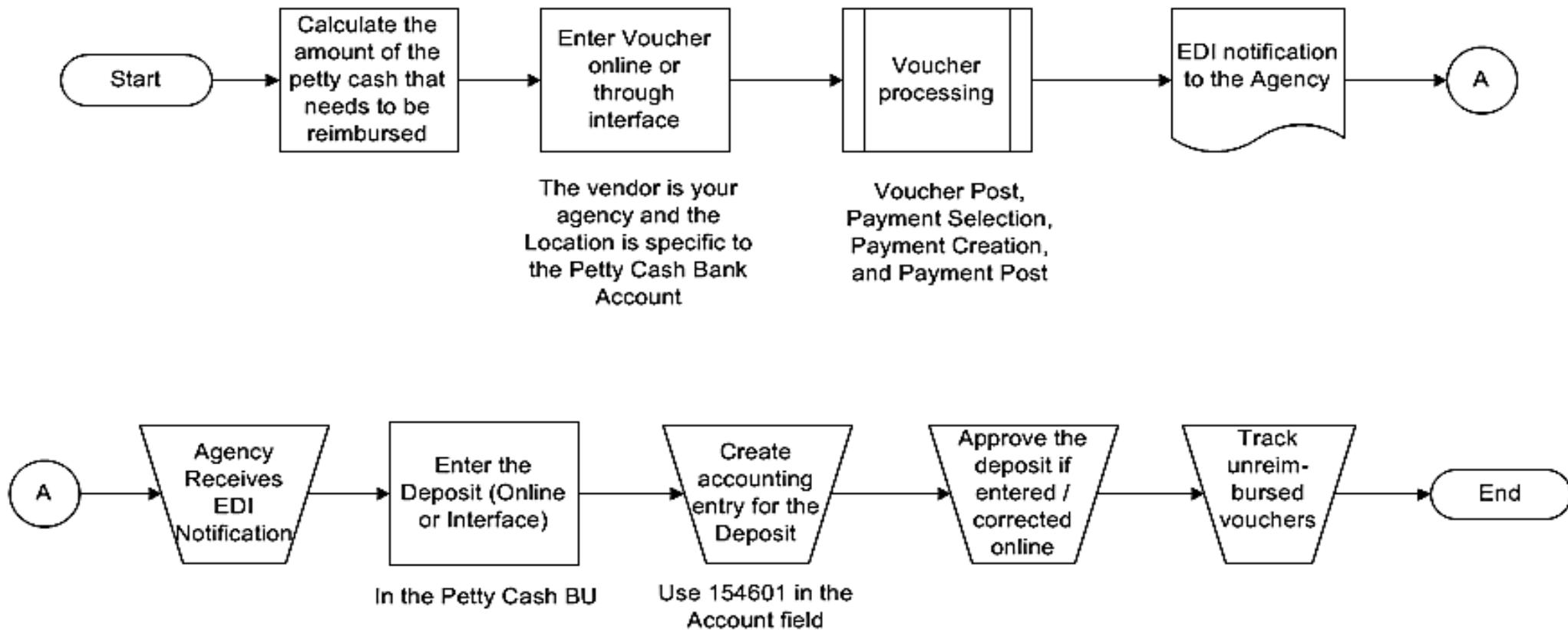
# Reimbursing Your Agency's Petty Cash Bank Account

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

- Identify 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



# Reimburse Petty Cash Bank Account Process

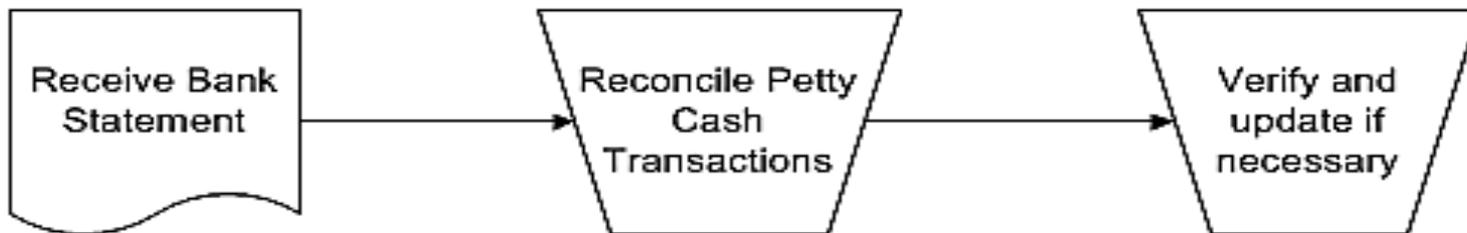




# Petty Cash Reconciliation Overview

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.

Answer the review questions 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 single petty cash Business Unit (BU) that is used to record payments for all agency petty cash accounts. (TRUE or FALSE)
- 3) Your agency employees should be reimbursed using petty cash. (TRUE or FALSE)





# Lesson 1: Summary

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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: Creating and Processing a Petty Cash Voucher

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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

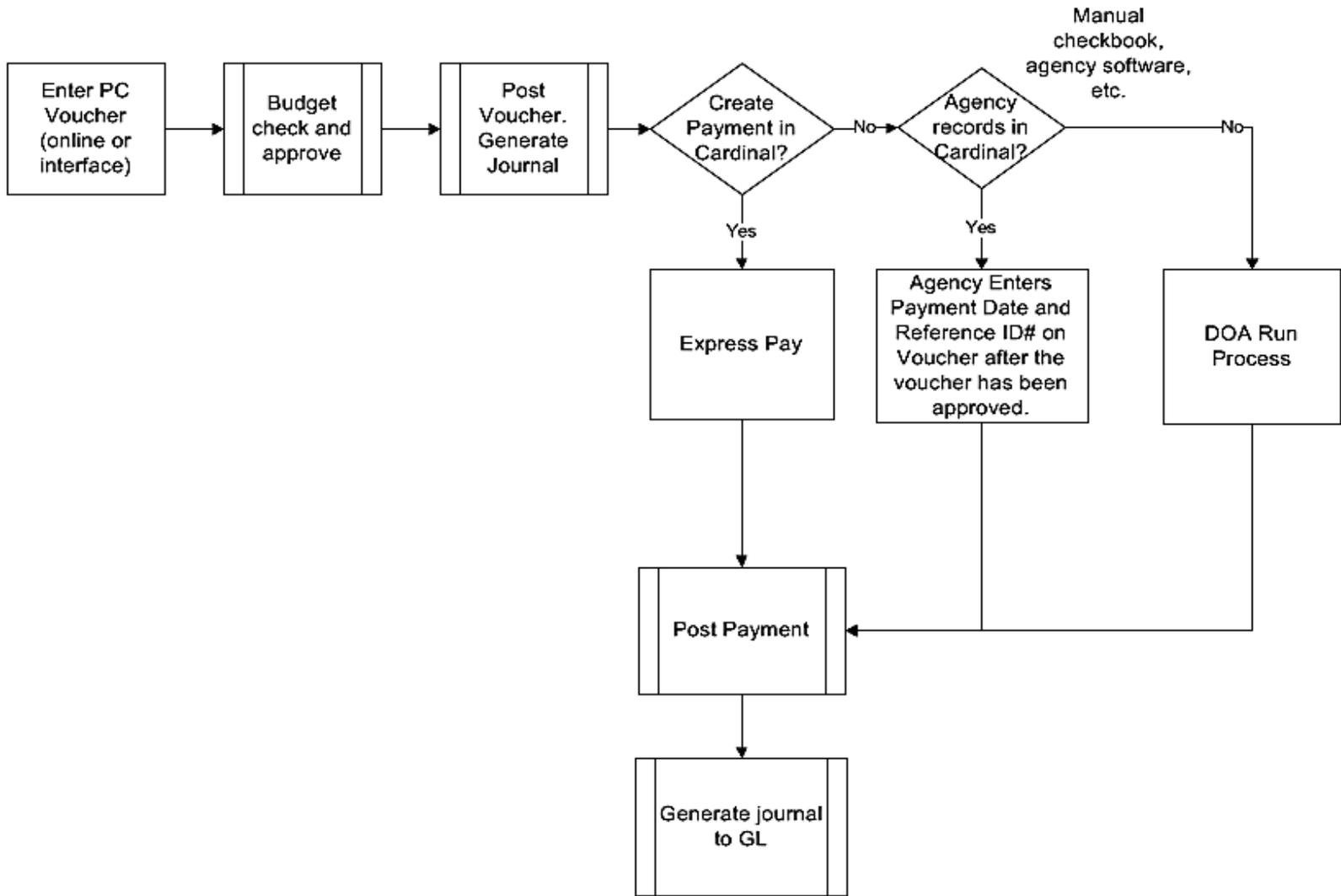
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To make a petty cash payment or record a disbursement, enter the Accounts Payable voucher using your agency's appropriate petty cash business unit. Record the ChartFields on the voucher according to type of transaction for which you are creating the voucher (vendor invoice, bank fees, returned checks, wire fees, etc.). The voucher is then budget checked and routed for any required approvals.

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



# Entering a Petty Cash Voucher Process



DOA runs a process daily that updates the payment date and reference ID. The reference ID # is a sequential number by Petty Cash Business Unit, starting with 000001 and will not agree with the actual check / disbursement number.



# Paying the Petty Cash Voucher – Inside Cardinal

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

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

- Inside Cardinal – using **Express Payments** page to print a check
- Outside Cardinal –
  - Manually recording the check, or
  - Using the Department of Accounts (DOA) automated process
- **Payment made inside Cardinal:** If your 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 your agency to print petty cash checks directly from Cardinal for the vendor.



# Paying the Petty Cash Voucher - Outside of Cardinal

- **Payment made outside of Cardinal:** If your 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** – You can 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. Interfaced vouchers can record the information so it populates the Schedule Payment information in the upload.
  - **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 when they upload the voucher in the **Payment Message** field.

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.



# Enter a Petty Cash 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 **Vendor 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.

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

### Voucher

Find an Existing Value | Add a New Value

<b>Business Unit:</b>	151P0
<b>Voucher ID:</b>	NEXT
<b>Voucher Style:</b>	Regular Voucher
<b>Short Vendor Name:</b>	W A BOITNO-001
<b>Vendor ID:</b>	0000052212
<b>Vendor Location:</b>	MAIN
<b>Address Sequence Number:</b>	2
<b>Invoice Number:</b>	23162
<b>Invoice Date:</b>	04/17/2014
<b>Gross Invoice Amount:</b>	150.00
<b>Freight Amount:</b>	0.00
<b>Misc Charge Amount:</b>	0.00
<b>Estimated No. of Invoice Lines:</b>	1

Add

Find an Existing Value | Add a New Value



# Enter 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)**.

Enter the ChartFields associated with the invoice. Identify the **Fund** and **Department** being charged for the expense. Enter the office supplies code (**5013120**) in the **Account** field. In this example office supplies were purchased.

**Invoice Information**

Control Group:   \*Pay Terms:   Due Now [Calc Basis Date](#)

Invoice Lines:  Basis Date Type:

\*Currency:   Responsible Org:   [Non Merchandise Summary](#)

Miscellaneous:   Customer Account #:

Freight:   ROW Acquisition ID:

Total:

Difference:

**Copy From Source Document**

PO Unit:

PO Number:

Copy From:

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

Line:  Item:   UOM:

\*Distribute by:   Unit Price:

Ship To:   Line Amount:  Quantity:

SpeedChart:   Description:   One Asset

**Multi-SpeedCharts**

**Distribution Lines** Customize | Find | View All | First | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets									
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>		Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
				1	150.00		15100	5013120	01000	799001	92100	



# Enter a Petty Cash Payment Voucher (continued)

**Control Group:**  **\*Pay Terms:**  Due Now [Calc Basis Date](#)

**Invoice Lines:** 0.00 **Basis Date Type:** Inv Date

**\*Currency:**  **Responsible Org:**  [Non Merchandise Summary](#)

**Miscellaneous:**  **Customer Account #:**

**Freight:**  **ROW Acquisition ID:**

**Total:**

**Difference:** 0.00

**Copy From Source Document**

**PO Unit:**  **PO Number:**

**Copy From:**

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

**Line:** 1 **Item:**  **UOM:**

**\*Distribute by:** Amount **Unit Price:**  **Quantity:**

**Ship To:** COVA **Line Amount:** 150.00

**SpeedChart:**  **Description:**   One Asset

**Multi-SpeedCharts**

**Distribution Lines** Customize | 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
<input type="checkbox"/>				<input type="checkbox"/>	1	150.00		15100	<input type="text" value="5013120"/>	<input type="text" value="01000"/>	<input type="text" value="799001"/>	<input type="text" value="92100"/>	<input type="text"/>



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

Payment Options			
*Bank:	1800	Pay Group:	<input type="text"/>
*Account:	DOA1	*Handling:	Regular
*Method:	CHK <input type="text"/> Check	*Netting:	Not Applicable
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>
Message:	<input type="text"/>		
Message will appear on remittance advice.			
Vendor Bank			
<a href="#">Messages</a>			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			
Schedule Payment			
*Action:	Schedule Payment	Payment Date:	<input type="text"/>
Pay:	<input type="text"/>	Reference:	<input type="text"/>

Save    Notify    Refresh    Add    Update/Display



# Hands On Practice – Creating a Petty Cash Voucher

This practice will reinforce the concepts learned in this lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.





# Printing a Petty Cash Check

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Once you enter and save the voucher, it is checked for errors, budget checked and approved. If your 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**

You can print a check for a petty cash voucher using your agency's petty cash check stock.



# Create 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.

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

### Express Payment

<b>Payor</b> DOA Petty Cash BU Department of Accounts Richmond, VA 23218-1971	<b>Bank and Payee Information</b> <b>Bank SetID:</b> 151P0 DOA Petty Cash <b>Bank:</b> 1800 PO Box 90010 <b>Account:</b> DOA1 Richmond, VA 23225-9010 <b>Payment Currency:</b> USD <b>Pay Method:</b> <b>Vendor Set ID:</b> STATE <b>Vendor:</b> <b>Address:</b>
--	--

**Payment Detail**  
**Date:** 04/14/2014  
**Amount:** 0.00 USD  
**Reference:** NEXT

**Select Voucher**  
 On Hold    Add All Vouchers    Create Payment    Server: [dropdown]

**Select Voucher**    Customize | Find | View All | First 1 of 1 Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
151P0					



# Create an Express Payment (continued)

- **Pay Method** – Select **Check**
- **Vendor Set ID** – Field defaults to **STATE** and should not be changed.
- **Vendor** – Enter the **Vendor ID** that was used on the petty cash voucher. After entering the **Vendor ID**, click the magnifying glass and click the link for the vendor. This will ensure the **Address** field defaults with the default remit address for the vendor entered.
- **Address** – If the remit address on the voucher is different from the vendor's default remit address populated, you can change it here.

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

### Express Payment

<b>Payor</b> DOA Petty Cash BU Department of Accounts Richmond, VA 23218-1971	<b>Bank and Payee Information</b> <b>Bank SetID:</b> 151P0 DOA Petty Cash <b>Bank:</b> 1800 PO Box 90010 <b>Account:</b> DOA1 Richmond, VA 23225-9010 <b>Payment Currency:</b> USD <b>Pay Method:</b> <b>CHK</b> <b>Vendor Set ID:</b> STATE Infinite Excellence Corporation <b>Vendor:</b> 0000000136 4121 MYLAN RD <b>Address:</b> 3 RICHMOND, VA 23223
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**Payment Detail**  
**Date:** 04/14/2014  
**Amount:** 0.00 USD  
**Reference:** NEXT

**Select Voucher**  
 On Hold            Server: [dropdown]

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
151P0					



# Create 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 Vendor combination entered.

The Payor 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**  
DOA Petty Cash BU  
Department of Accounts  
Richmond, VA 23218-1971

**Bank and Payee Information**  
**Bank SetID:** 151P0 DOA Petty Cash  
**Bank:** 1800 PO Box 90010  
**Account:** DOA1 Richmond, VA 23225-9010  
**Payment Currency:** USD  
**Pay Method:** CHK  
**Vendor Set ID:** STATE Infinite Excellence Corporation  
**Vendor:** 0000000136 4121 MYLAN RD  
**Address:** 3 RICHMOND, VA 23223

**Payment Detail**  
**Date:** 04/14/2014  
**Amount:** 0.00 USD  
**Reference:** NEXT

**Select Voucher**  
 On Hold **Add All Vouchers** Create Payment Server: [dropdown]

**Select Voucher** Customize | Find | View All | First 1 of 1 Last  
Main Information | Additional Info | [icon]  

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date		
151P0						+	-



# Create an Express Payment (continued)

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

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

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: 151P0	DOA Petty Cash
		Bank: 1800	PO Box 90010
		Account: DOA1	Richmond, VA 23225-9010
		Payment Currency: USD	
		Pay Method: CHK	
		Vendor Set ID: STATE	Infinite Excellence Corporation
		Vendor: 0000000136	4121 MYLAN RD
		Address: 3	RICHMOND, VA 23223

Payment Detail	
Date:	04/14/2014
Amount:	100.00 USD
Reference:	NEXT

On Hold    Add All Vouchers    **Create Payment**    Server: PSUNX3

Select Voucher						
Main Information		Additional Info				
Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
151P0	00000013	1	System Check	12374837	03/19/2014	<input type="checkbox"/>



# Create 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**.

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

### Express Payment Manager - Pay Cycle

Pay Cycle: QUICK1 Express Check

**Pay Cycle Status**

**Status:** Approved  [Process Monitor](#) [Trial Register](#)

**Pay From Date:** 04/18/2014  
**Pay Through Date:** 04/18/2014  
**Payment Date:** 04/14/2014

**Schedule Payments Selected:** 1 [Summary](#) [Details](#)

**Pay Cycle Reset**  
Server:

**Pay Cycle Exceptions**

Pay Cycle Error    Discount Lost    Discount Denied    Withholding Exceptions

**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

Main Information

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



# Create an Express Payment (continued)

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

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

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

### Express Payment Manager - Pay Cycle

Pay Cycle: QUICK1 Express Check

**Pay Cycle Status**

Status: Completed  [Process Monitor](#) [Trial Register](#)

Pay From Date: 04/18/2014

Pay Through Date: 04/18/2014

Payment Date: 04/14/2014

Schedule Payments Selected: 0 Summary Details

**Pay Cycle Reset**

Server:

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

**Pay Cycle Results** Customize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server Name	*Output Type	Output Destination
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Completed	Print Checks	1685318	1800	DOA1	PSNT2	Web	



# Create an Express Payment (continued)

When the **Run Status** is **Success**, and the **Distribution Status** is **Posted** for the **APY2021-Crystal Check** process, click the **Details** link on the **Process Monitor** page to open the **Process Detail** page.

Click the **View Log/Trace** link to pull up the report.

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### Process Detail

Process	
<b>Instance:</b> 1685320	<b>Type:</b> Crystal Check
<b>Name:</b> APY2021-	<b>Description:</b> AP Crystal Check
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

Run	Update Process
<b>Run Control ID:</b> QUICK1	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSNT2	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 04/14/2014 12:22:09PM EDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 04/14/2014 12:22:09PM EDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 04/14/2014 12:24:36PM EDT	Batch Timings
<b>Ended Process At:</b> 04/14/2014 12:24:44PM EDT	<a href="#">View Log/Trace</a>



# Create an Express Payment (continued)

Click the **.RPT** link to open and print the check.

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### View Log/Trace

**Report**

**Report ID:** 7001202      **Process Instance:** 1685320      [Message Log](#)  
**Name:** APY2021-      **Process Type:** Crystal Check  
**Run Status:** Success

AP Crystal Check

**Distribution Details**

**Distribution Node:** fintrndv      **Expiration Date:** 05/14/2014

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CHK1800DOA1PM.RPT</a>	30,720	04/14/2014 12:24:44.403554PM EDT
<a href="#">CRW_APY2021- 1685320.log</a>	132	04/14/2014 12:24:44.403554PM EDT
<a href="#">pssqltrace.trc</a>	516	04/14/2014 12:24:44.403554PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	

[Return](#)



# Create an Express Payment (continued)

The check can be printed on your agency's check stock paper and sent to the vendor.

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Paid Amount
12374837 <i>Remittance</i>	Mar/19/2014	00000013	100.00	100.00
<b>Vendor Number:</b> 0000000136				
			<b>Total</b>	<b>Total</b>
Check Number	Date	Gross Amount	Paid Amount	
000004	Apr/14/2014	\$100.00	\$100.00	

	<b>Date</b>	Apr/14/2014	<b>Pay Amount</b>	\$100.00***
<b>Pay</b>	****ONE HUNDRED AND XX / 100 DOLLAR****			
<b>To The Order Of</b>	INFINITE EXCELLENCE CORPORATION 4121 MYLAN RD RICHMOND, VA 23223			
	_____ Authorized Signature			



# Recording a Payment Manually in Cardinal

If a you make 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 your 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
*Method:	MAN Manual	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:	Check Printing Paper		
Message will appear on remittance advice.			
Vendor Bank			
Messages			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			
Schedule Payment			
*Action:	Record a Payment	Payment Date:	05/29/2014
Pay:	Full Amount	Reference:	1236



# Recording a Payment Manually in Cardinal (continued)

Payment Options			
*Bank:	1800	Pay Group:	
*Account:	DOA1	*Handling:	Regular
*Method:	MAN Manual	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:	Check Printing Paper		
Message will appear on remittance advice.			
Vendor Bank			
Messages			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			
Schedule Payment			
*Action:	Record a Payment	Payment Date:	05/29/2014
Pay:	Full Amount	Reference:	1236



# 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, so you should 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 by a new batch process around 12:00 noon.

Payment Options			
*Bank:	1800	Pay Group:	
*Account:	DOA1	*Handling:	Regular
Method:	CHK <input type="checkbox"/> Check	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:			
Message will appear on remittance advice.			
Vendor Bank			
Messages			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			
Schedule Payment			
*Action:	Record a Payment	Payment Date:	09/18/2015
Pay:	Full Amount	Reference:	000000001



# Cardinal Process to Record Petty Cash Payments

Payment Options				
*Bank:	1800	Pay Group:		Vendor Bank
*Account:	DOA1	*Handling:	Regular	Messages
Method:	CHK <input type="checkbox"/> Check	*Netting:	Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:		Hold Reason:		<input type="checkbox"/> Separate Payment
Message:				
Message will appear on remittance advice.				
Schedule Payment				
*Action:	Record a Payment	Payment Date:	09/18/2015	
Pay:	Full Amount	Reference:	000000001	



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions 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?
- 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

---

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: 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

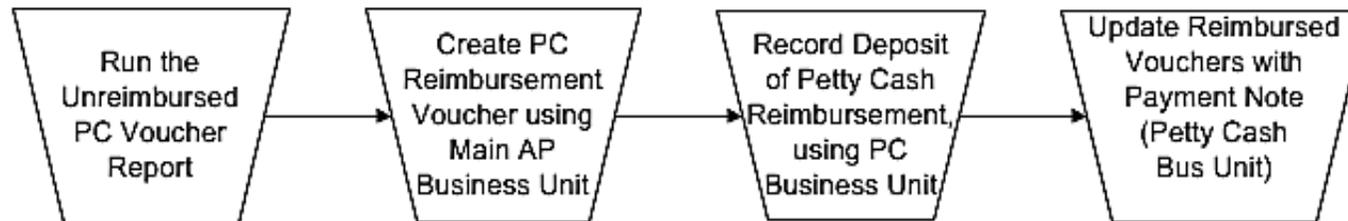
An Accounts Payable voucher is created to reimburse the petty cash account on an as needed basis. Before creating a reimbursement voucher, you first need to run the **Unreimbursed Petty Cash Voucher Report** to identify the payments that need to be reimbursed.

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 your 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 your 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.

See the **SW NAV220: Reporting in Cardinal** course for additional information.

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

Maximum number of rows to return (up to 300): 300

Search by: Run Control ID begins with UNREIMBPCVCHRS

Case Sensitive

Search Advanced Search



# 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](#)

**Accounting Date Range**

\*Vouchers Begin Accounting Date 10/01/2015

\*Vouchers End Accounting Date 10/30/2015

Unreimbursed Vouchers  Reimbursement Voucher

**Unreimbursed Vouchers**

**Reimbursement Voucher**



# Unreimbursed Petty Cash Vouchers Report (continued)

Select the **Unreimbursed Vouchers** checkbox and enter the **Petty Cash BU** for the petty cash account you are reimbursing.

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: 10/01/2015 [calendar icon]

\*Vouchers End Accounting Date: 10/30/2015 [calendar icon]

**Unreimbursed Vouchers**       Reimbursement Voucher

**Unreimbursed Vouchers**

Petty Cash BU: 151P0 [magnifying glass icon]

**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 you entered for the report. The **Total Unreimbursed Vouchers** amount is the amount that will be entered on the reimbursement voucher.

In the example below, 3 vouchers for a total of \$375.00 were created for payment from petty cash and have not been reimbursed. A Treasury voucher for \$375.00 will be created for the reimbursement.

	Commonwealth of Virginia UNREIMBURSED PETTY CASH VOUCHER REPORT DOA Petty Cash BU - 151P0	Run Date: 10/30/2015 Run Time: 10:29 00
Report ID: RAP481		
Vouchers Begin Accounting Date: 10/01/2015 Vouchers End Accounting Date: 10/30/2015 PC Business Unit: 151P0		Page No. 1 of 1
<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>
10/28/2015 003625 0000003552	100.00 00000010 Remittance	
10/28/2015 003626 0000003554	200.00 00000011 Remittance	
10/28/2015 003627 0000003758	75.00 00000012 Remittance	
Total Unreimbursed Vouchers:	375.00	



# Create 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** – Your agency’s main business unit, not the petty cash business unit
- **Vendor ID** – The vendor ID for your agency
- **Location** – The Location with your agency’s petty cash bank account. If your agency has more than one petty cash account, be sure to identify the correct Location.
- **Address** – Your agency’s address
- **Distribution Lines** – the **Account** is **154601**, the **Department** is **99999** and the **Fund** 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 displays the 'Regular Entry' form for creating a reimbursement voucher. Key fields are highlighted with red boxes:

- Business Unit:** 15100
- Vendor ID:** 000050211
- ShortName:** DEPARTMENT OF ACCOUNTS
- Location:** EDI - IA
- Address:** 101 N. 14th Street, Richmond, VA 23218
- Pay Terms:** 00 (Due Now)
- Invoice No.:** Oct 2015 Petty Cash
- Invoice Date:** 10/30/2015
- Accounting Date:** 10/30/2015

The **Distribution Lines** table is shown below:

Line	Copy Down	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
1	<input type="checkbox"/>	375.00		15100	154601	01000		99999	



# Create Reimbursement Voucher (continued)

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit:** 15100      **Invoice No:** Oct 2015 Petty Cash      **Action:**

**Voucher ID:** 00000962      **Invoice Date:** 10/30/2015

**Voucher Style:** Regular Voucher      **Accounting Date:** 10/30/2015

Final Voucher       Do Not Send to CARS

---

**Vendor ID:** 0000050211      DEPARTMENT OF ACCOUNTS  
**ShortName:** DOA-001      101 N. 14th Street  
**Location:** EDI - IA      Richmond, VA 23218  
**\*Address:** 1

**Invoice Receipt Date:** 10/30/2015      [Session Defaults](#)  
**Goods & Services Receipt Date:** 10/30/2015      [Attachments \(0\)](#)  
[Comments\(0\)](#)  
[Preview Approval](#)

[Advanced Vendor Search](#)

**Control Group:**       **\*Pay Terms:** 00 Due Now      [Calc Basis Date](#)

**Invoice Lines:** 375.00      **Basis Date Type:** Inv Date  
**\*Currency:** USD      **Responsible Org:** 10000  
**Miscellaneous:**       **Customer Account #:**       [Non Merchandise Summary](#)  
**Freight:**       **ROW Acquisition ID:**

**Total:** 375.00     

**Difference:** 0.00     

**Copy From Source Document**  
**PO Unit:**   
**PO Number:**         
**Copy From:** None     

---

**Invoice Lines**      [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

**Line:** 1      **Item:**       **UOM:**   
**\*Distribute by:** Amount      **Unit Price:**   
**Ship To:** COVA      **Line Amount:** 375.00      **Quantity:**   
**SpeedChart:**       **Description:**        One Asset

[Multi-SpeedCharts](#)

**Distribution Lines**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	375.00		15100	154601	01000		99999	



# Hands On Practice – Creating a Petty Cash Reimbursement Voucher

This practice will reinforce the concepts learned in this lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.





# Create Reimbursement Deposit

---

Once the petty cash reimbursement voucher is budget checked, approved and paid, you can record the deposit 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 details on entering and processing deposits, see the **SW AR326: Accounts Receivable – Funds Receipts** course.



# Create 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:	10/30/2015	
*Bank Code:	1800	DOA PC
*Bank Account:	DOA1	4276191229314841
*Deposit Type:	1	000001

Control Currency:	
Format Currency:	USD
Rate Type:	CRRNT
Exchange Rate:	

Control Totals			
Control Total Amount:	375.00	*Count:	1
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	10/28/2015
*Entered:	10/28/2015
Posted:	
Assigned:	VPH82737
User:	VPH82737

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



# Create Petty Cash Deposit (continued)

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

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

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

Unit: 151P0      Deposit ID: 5      Date: 10/28/2015      Balance: Balanced

**Payment Information**

Payment Seq: 1      \*Payment ID: PETTYCASHDEF      \*Accounting Date: 10/30/2015

Amount: 375.00      Currency: USD      Exchange Rate: 1.00000000

Rate Type: CRRNT       Payment Predictor       Journal Directly       Range of References

Payment Method: Clearing House      Attachments (0)      View Audit Logs

**Customer Information**

Customer ID:      Business Unit:      Remit From:      Remit SetID:      Name:      Corporate:      Corporate SetID:      SubCust1:      SubCust2:      MICR ID:      Link MICR

**Detail References**

Qual Code	Reference	To Reference	Event
1			



# Create 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.

Accounting Entries | Deposit Control

Unit: 151P0      Deposit ID: 6      Payment: PC OCT2015      Seq: 1

Amount: 375.00 USD

Complete      Entry Event: [ ]

Budget Status:

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	FIPS	Agency
1	15100	Speed Type	-375.00	USD	154601		01000	99999		

Total

Lines: 0    Total Debits: 0.00    Currency: USD    Total Credits: 375.00    Currency: USD    Net: -375.00

Save    Return to Search    Notify    Refresh



# Approve 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 Certificate (Control) Number** is created. **Control Total Amount** and **Entered on** (deposit date) 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

**Approve Deposits**

\*Deposit Unit: 151P0  
Deposit control Ticket Number: PCDEP  
Control Total Amount: 375.000 Control Count: 1  
\*Bank Deposit Date: 10/28/2015  Do Not Send to CARS

WS Posted By: UHK37558 WS Posted Date:  
Approved By: UHK37558 Approved Date: 10/28/2015

Deposit ID	Deposit Amount	Status	View Detail Status
15	375.000	Approved	

Set WS to Post Approve

Save Notify Add Update/Display



# Update Reimbursed Vouchers

If you use 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.

The screenshot displays the 'Payments' tab of a voucher entry form. The 'Business Unit' field is highlighted with a red box. The 'Payment Comments(0)' link is also highlighted with a red box. The form includes fields for Invoice No., Invoice Date, Voucher ID, Voucher Style, Total Amount, Vendor Name, \*Pay Terms, Gross Amount, Discount, Scheduled Due, Net Due, Discount Due, and Accounting Date. The 'Payment Information' section shows a payment of 100.00 USD with a scheduled due date of 04/18/2014.

Invoice Information	
Business Unit:	151P0
Voucher ID:	00000013
Voucher Style:	Regular Voucher
Total Amount:	100.00
Vendor Name:	Infinite Excellence Corp
Invoice No.:	12374837
Invoice Date:	03/19/2014
*Pay Terms:	30 Net 30

Payment Information	
Payment:	1
*Remit to:	0000000136
Location:	MAIN
*Address:	3
Gross Amount:	100.00 USD
Discount:	0.00 USD
Scheduled Due:	04/18/2014
Net Due:	04/18/2014
Discount Due:	
Accounting Date:	04/14/2014



# Update Reimbursed Vouchers (continued)

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

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

Related Information | New W

<b>Business Unit:</b> 151P0	Invoice No:	1213	Action: ▼ <b>Run</b>  Schedule Payments
Voucher ID: 00000010	Invoice Date:	10/27/2015	
Voucher Style: Regular Voucher			
Total Amount: 100.00			
Vendor Name: PC University Distributors Inc	*Pay Terms:	00 Due Now	

---

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

Payment: 1	Gross Amount:	100.00 USD	<a href="#">Payment Inquiry</a> <a href="#">Express Payment</a> <b><a href="#">Payment Comments(0)</a></b> <a href="#">Holiday/Currency</a>
*Remit to: 0000003552	Discount:	0.00 USD	
Location: MAIN	Scheduled Due:	10/28/2015	
*Address: 3	Net Due:	10/27/2015	
PC University Distributors Inc 99 West Hawthorne Avenue Suite 521 VA10006186 EVAAD14408 Valley Stream, NY 11580	Discount Due:		
	Accounting Date:	10/28/2015	



# Update Reimbursed Vouchers

The **Payment Note** should be in the format: **REIMB+Reimbursement Voucher ID**. In the example below, the **Voucher ID** for the reimbursement voucher is 00000962 and the **Payment Note** added is **REIMB00000962**.

Click the **OK** button once you have entered your comment to return to the **Payments** page.

Click the **Save** button after you have entered the **Payment Note**. This will note that the voucher has been reimbursed and it will no longer display on the **Unreimbursed Petty Cash Vouchers Report**.

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

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

Business Unit:	151P0
Voucher ID:	00000010
Payment Count:	1

**Payment Note:**  
REIMB00000962

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.

Answer the review questions 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

---

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 Vendor 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: Reconciling Petty Cash Disbursement Transactions

---

This lesson covers the following topic:

- 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**



# Search 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.

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

### Manual Reconciliation

\*Search By: From Date / Thru Date

**Search Criteria**

Bank ID: 251082615 Account #: 4276191229314841 \*Status: Unreconciled

From Date: 10/01/2015 Thru Date: 10/30/2015 Method: Search

Total Transaction Amount: 0.00

**System Transactions** Customize | 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

Reconcile Report Type: XML Publisher Register Report Process Monitor

Notify



# Mark Transactions as Reconciled

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

Review your 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.

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

### Manual Reconciliation

\* Search By: From Date / Thru Date

**Search Criteria**

Bank ID: 251082615 Account #: 4276191229314841 \*Status: Unreconciled

From Date: 10/01/2015 Thru Date: 10/30/2015 Method: Search

Total Transaction Amount: 375.00 USD

**System Transactions** Customize | Find | View All | First 1-3 of 3 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	10/28/2015	UNR	003625	10/28/2015	100.00	MAN	Payables	Paid	Manual
<input checked="" type="checkbox"/>	10/28/2015	UNR	003626	10/28/2015	200.00	MAN	Payables	Paid	Manual
<input checked="" type="checkbox"/>	10/28/2015	UNR	003627	10/28/2015	75.00	MAN	Payables	Paid	Manual

Select All  Clear All

**Recon Date Override Options**

Report Type: XML Publisher Register Report Process Monitor



# Mark 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: 375.00 USD

**System Transactions** Customize | Find | View All | First 1-3 of 3 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input checked="" type="checkbox"/>	<input type="text" value="10/28/2015"/>	UNR	003625	10/28/2015	100.00	MAN	Payables	Paid	Manual
<input checked="" type="checkbox"/>	<input type="text" value="10/28/2015"/>	UNR	003626	10/28/2015	200.00	MAN	Payables	Paid	Manual
<input checked="" type="checkbox"/>	<input type="text" value="10/28/2015"/>	UNR	003627	10/28/2015	75.00	MAN	Payables	Paid	Manual

Select All  Clear All

**Recon Date Override Options**

Report Type:   [Process Monitor](#)



# Confirm 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.

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

## Manual Reconciliation

\*Search By: From Date / Thru Date

**Search Criteria**

Bank ID: 251082615 Account #: 4276191229314841 \*Status: Reconciled

From Date: 10/01/2015 Thru Date: 10/30/2015 Method: Search

Total Transaction Amount: 375.00 USD

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	10/28/2015	REC	003625	10/28/2015	100.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	10/28/2015	REC	003626	10/28/2015	200.00	MAN	Payables	Paid	Manual
<input type="checkbox"/>	10/28/2015	REC	003627	10/28/2015	75.00	MAN	Payables	Paid	Manual

Select All  Clear All

Unreconcile Report Type: XML Publisher Register Report Process Monitor

Notify



## Confirm Reconciliation Status (continued)

---

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 your 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.

Answer the review questions below:

- 1) Reconciliation of the petty cash account in Cardinal is completed by cross-referencing transactions in Cardinal with \_\_\_\_\_.
- 2) This process is a full reconciliation of the bank account. (TRUE or FALSE)





# Lesson 4: Summary

---

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

---

In this course, you learned to:

- 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

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Congratulations! You have successfully completed the **SW AP320: Processing Petty Cash** course. Please use the evaluation link to assess this course.





# Appendix

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- Key Terms
- Diagrams and Screenshots
- 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 vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. 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.



## Key Terms (continued)

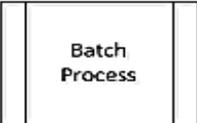
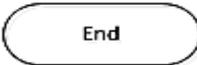
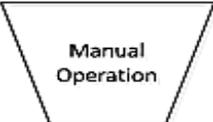
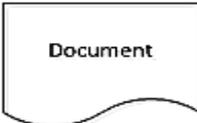
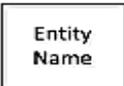
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**Run Control** – An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

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



# Flowchart Key

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 performed manually.		Depicts a document of any kind, either electronic or had 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.