



SW 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) 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

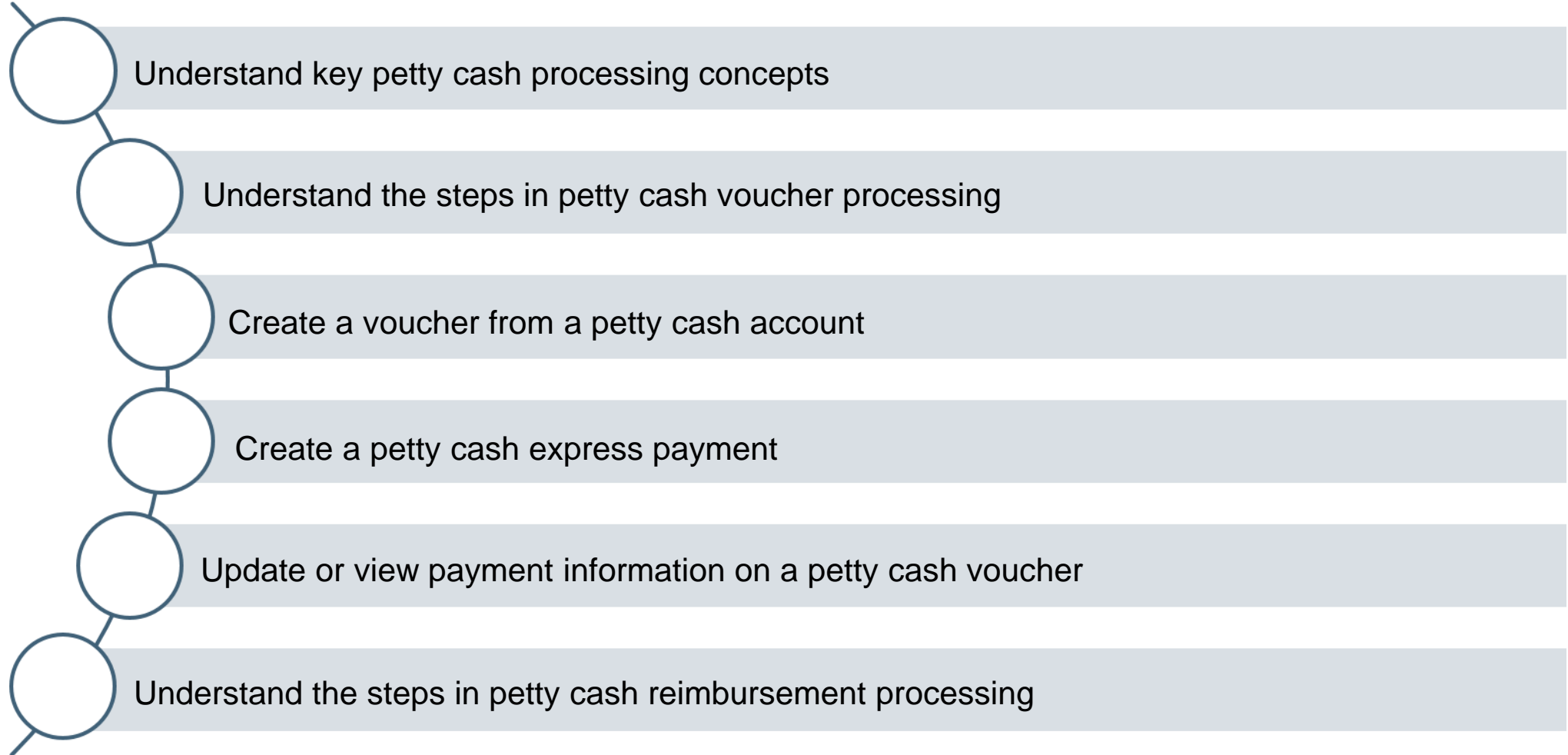
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:





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



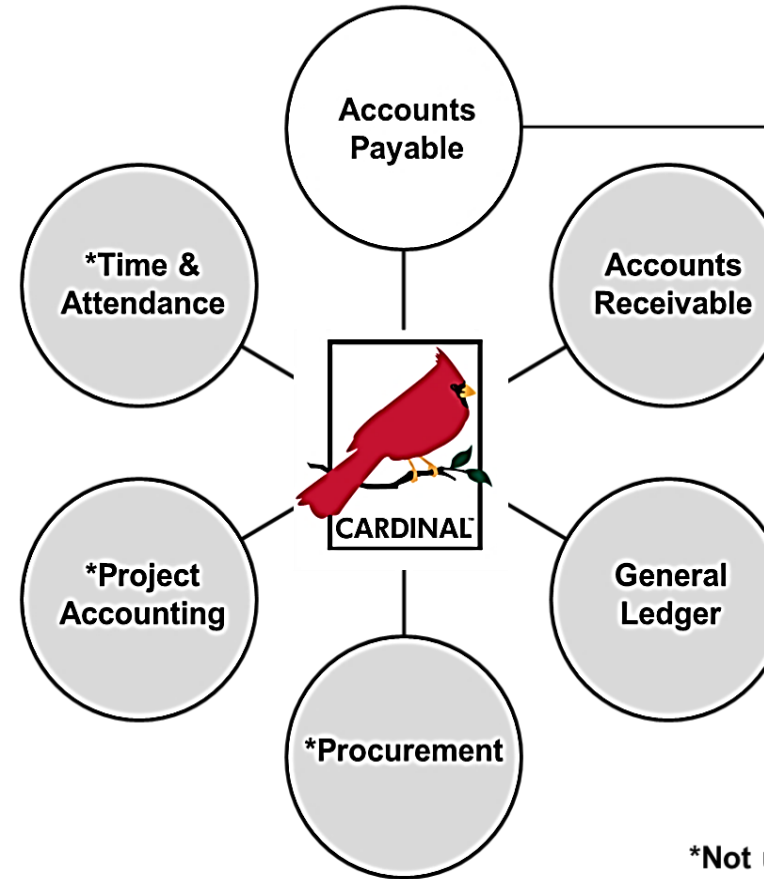
Accounts Payable Overview

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:

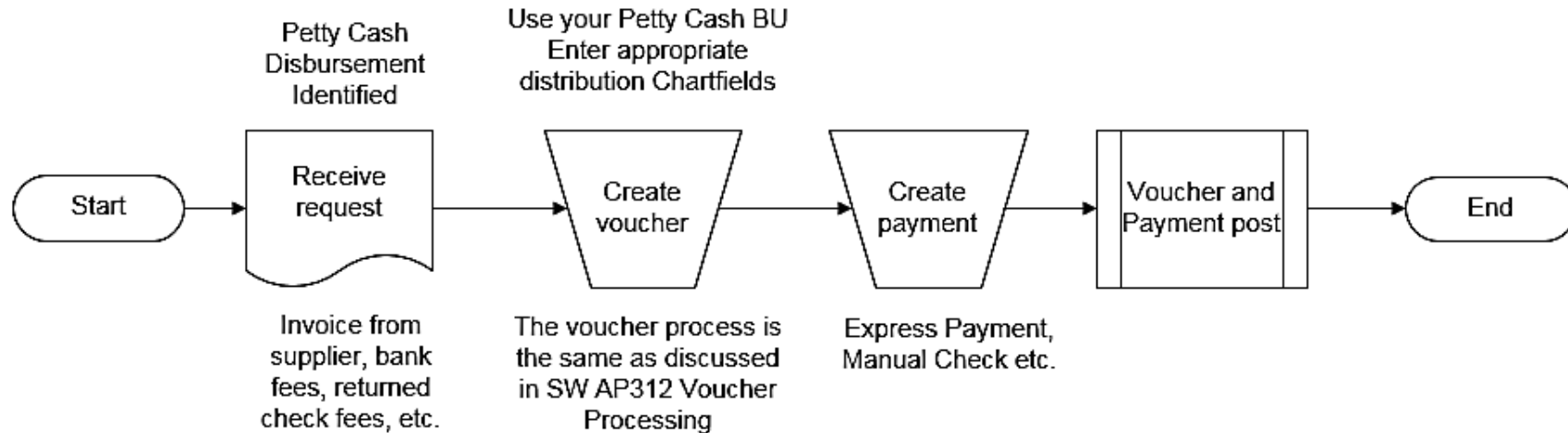
- Petty cash voucher processing
- Petty cash reimbursement processing
- Petty cash reconciliation



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

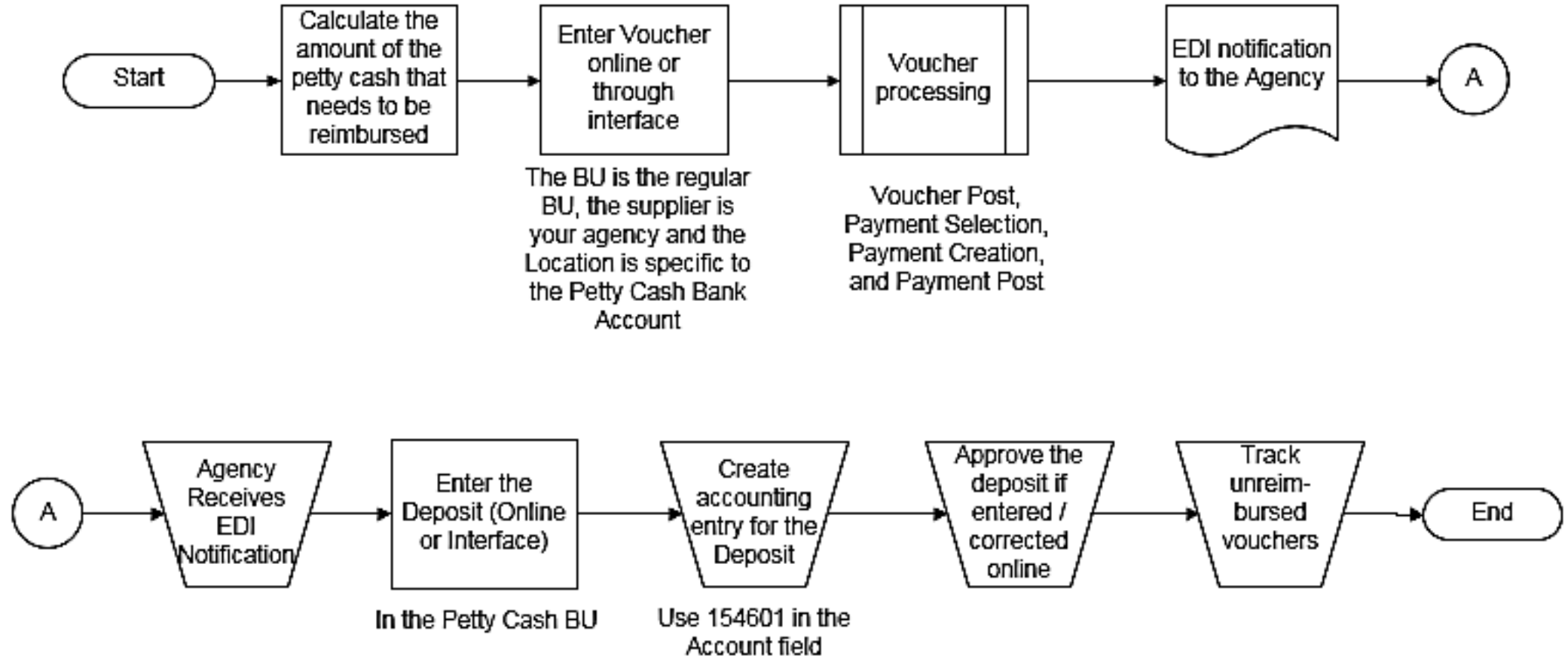
Reimbursing the agency's petty cash bank account process includes:

- 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)

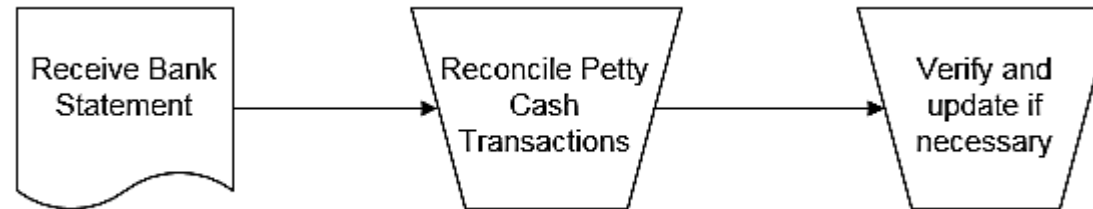




Petty Cash Reconciliation Overview

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

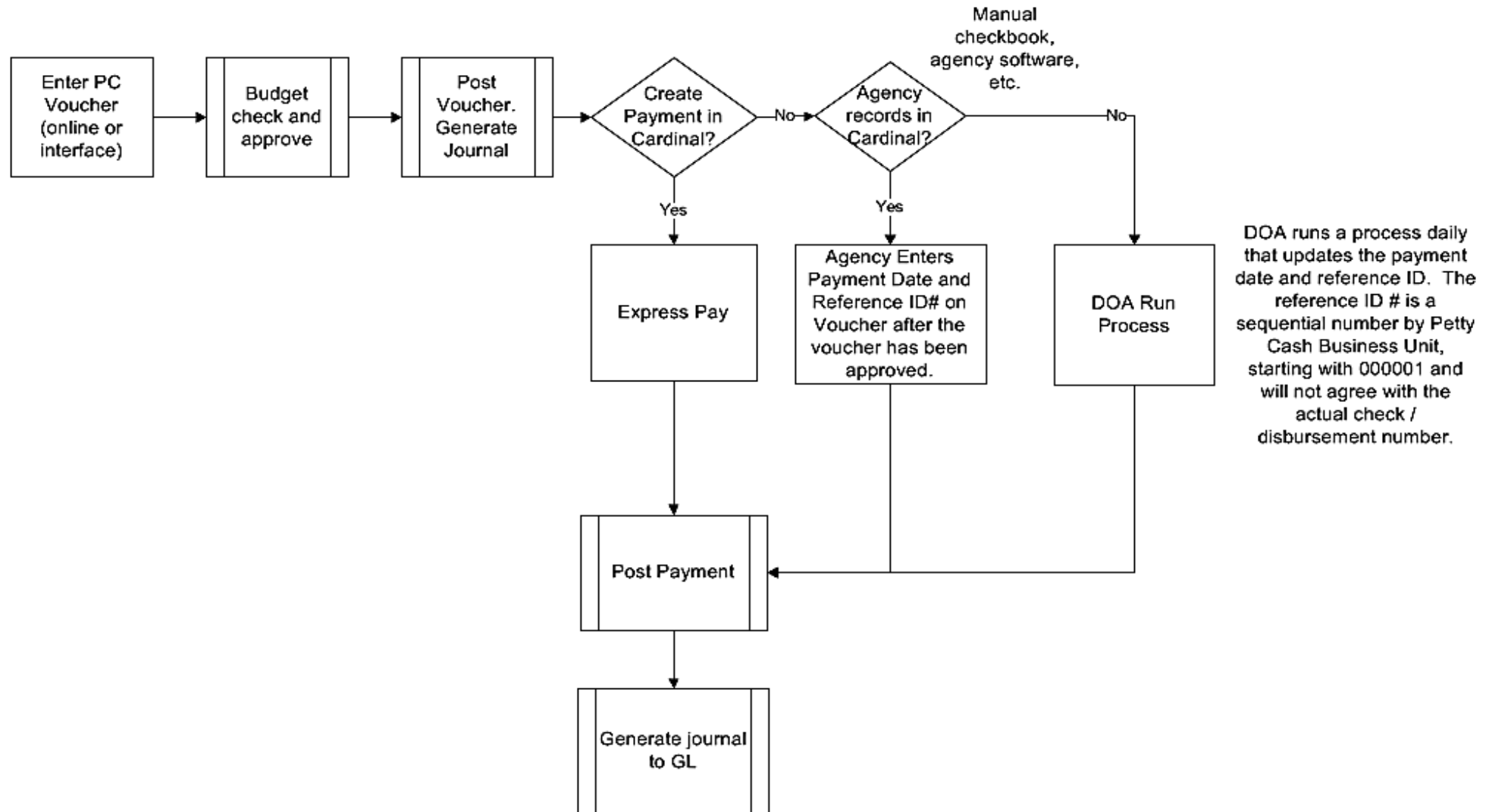
To make a petty cash payment or record a disbursement

- 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.

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

- Business Unit:** 151P0 (highlighted with a red box)
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Supplier Name:** OfficeMax Inc
- Short Supplier Name:** OFFICEMAX -006
- Supplier ID:** 0000042803 (highlighted with a red box)
- Supplier Location:** MAIN
- Address Sequence Number:** 3
- Invoice Number:** 23162 (highlighted with a red box)
- Invoice Date:** 12/09/2016 (highlighted with a red box)
- Gross Invoice Amount:** 201.36 (highlighted with a red box)
- Freight Amount:** 0.00
- Misc Charge Amount:** 0.00
- PO Business Unit:** (empty)
- PO Number:** (empty)
- Estimated No. of Invoice Lines:** 1
- Add button:** (highlighted with a red box)

Navigation links at the top: Favorites, Main Menu, Accounts Payable, Vouchers, Add/Update, Regular Entry.

Navigation links at the bottom: 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**.

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

Invoice Information Payments Voucher Attributes

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

☐ 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

*Bank1800

*AccountDOA1

*MethodCHK

MessageOffice Supplies

Pay Group

*HandlingRegular Payments

Hold Reason

*NettingNot Applicable

L/C ID

▼ Actions

Supplier Bank Messages

☐ Hold Payment

☐ Separate Payment

Message will appear on remittance advice.

Schedule Payment

*ActionSchedule Payment

Pay

Payment Date

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.

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

Express Payment

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

Bank and Payee Information

Bank SetID 151P0
Bank 1800
Account DOA1
Payment Currency USD
Pay Method CHK

DOA Petty Cash
PO Box 90010
Richmond, VA 23225-9010
Supplier SetID STATE
Supplier 0000002114
Address 3
Case Paper Co Inc
3624 Century Place
Charlotte, NC 28206

Payment Detail
Date 12/13/2016
Amount 0.00 USD
Reference NEXT

Select Voucher
☐ On Hold **Add All Vouchers** **Create Payment** **Report Output** BI Publisher **Server**
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
151P0					

Notify



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

Bank and Payee Information
Bank SetID 151P0 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 ST
Amount 0.00 USD
Reference NEXT

Select Voucher
☐ On Hold Add All Vouchers Create Payment Report Output BI Publisher Server ▾
Printer Output Format PDF ▾

Select Voucher Personalize | Find | View All | [Grid Icon] [Table Icon] First 1 of 1 Last
Main Information **Additional Info** [More Icon]

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date
151P0 Q	Q	Q			

+ -

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 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 🔍 Supplier SetID STATE 🔍 Case Paper Co Inc Supplier 0000002114 🔍 3624 Century Place Address 3 🔍 Charlotte, NC 28206
--	---

Payment Detail
Date 12/13/2016 📅
Amount 172.15 USD
Reference NEXT

Select Voucher
☐ On Hold **Add All Vouchers** Create Payment Report Output BI Publisher Server ▾
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	
151P0 🔍	00000007 🔍	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

ServerPSUNX2

Printer Output FormatPDF


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		
151P0	00000007	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**.

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

New Window

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:

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"/>	<input type="text"/>

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

Main Information Additional Info [v]


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.



Home

Worklist

Add to Favorites

Sign out

All

Search

Advanced Search

Favorites

Main Menu

Accounts Payable

Payments

Express Payments

Manage Express Payments

Process Monitor

New Window

Help

Personalize Page

Process List

View Process Request For

User ID

FINUSER01

Type

Last

1

Days

Refresh

Server

Name

Instance

to

Run Status

Distribution Status

Save On Refresh

Process List

Personalize

Find

View All

First

1-10 of 10

Last

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

Go back to Express PayCycle Manager

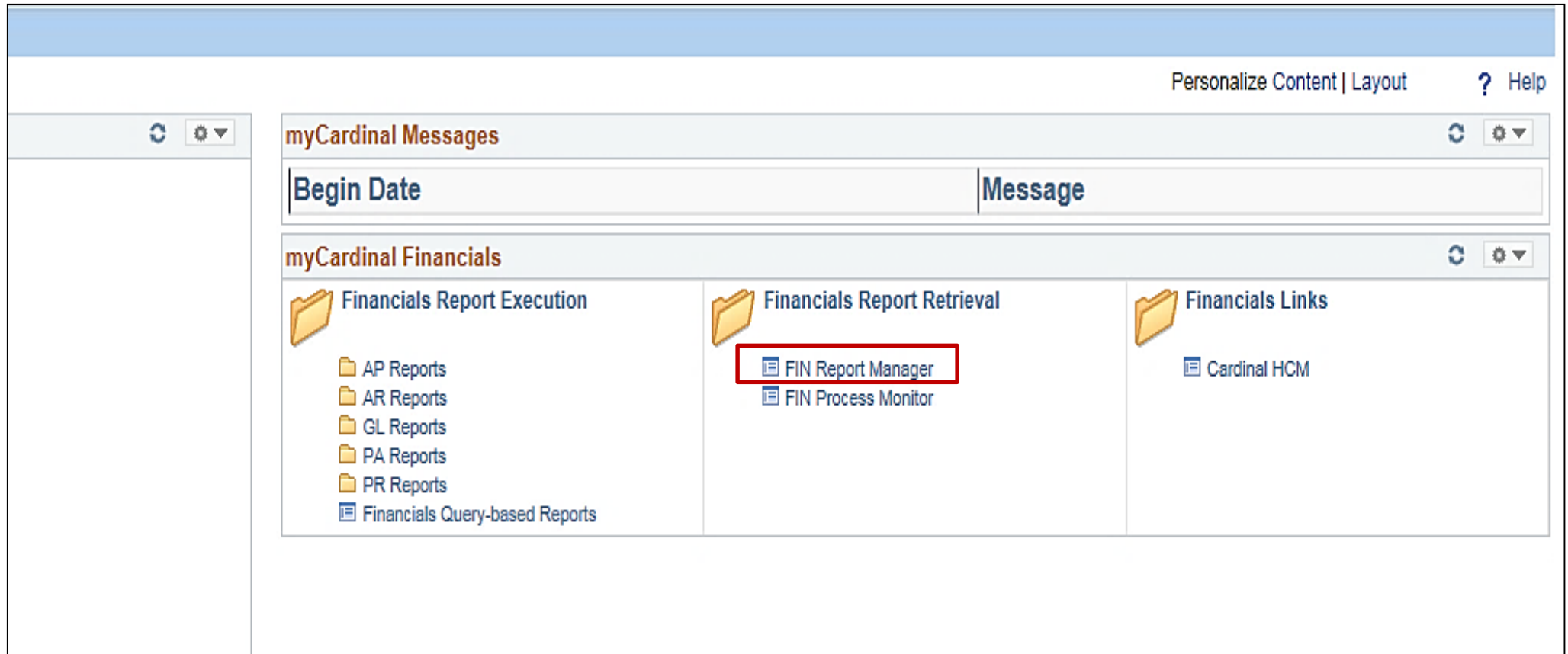
Save

Notify



Creating an Express Payment (continued)

Click the **FIN Report Manager** link.



The screenshot displays the myCardinal Financials interface. At the top right, there are links for "Personalize Content | Layout" and a "Help" icon. Below this is a "myCardinal Messages" section with a table containing two columns: "Begin Date" and "Message". Below the messages section is the "myCardinal Financials" section, which is divided into three main categories: "Financials Report Execution", "Financials Report Retrieval", and "Financials Links". Under "Financials Report Execution", there are links for "AP Reports", "AR Reports", "GL Reports", "PA Reports", "PR Reports", and "Financials Query-based Reports". Under "Financials Report Retrieval", there are links for "FIN Report Manager" (which is highlighted with a red box) and "FIN Process Monitor". Under "Financials Links", there is a link for "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

ListExplorerAdministrationArchives

View Reports For

Folder:

▾

Instance: to

Refresh

Name: Created On:

31

 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	APY2021X1 - CHK1800DOA1PM.pdf	APY2021X1 - CHK1800DOA1PM.PDF	General	12/13/16 1:10PM	23167833	3932488

35



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		Total
		Gross Amount		Paid Amount
000001	Dec/13/2016	\$172.15		\$172.15

	Date	Dec/13/2016	Pay Amount	\$172.15***
Pay	****One hundred seventy-two and 15/100 Dollar ****			
To The Order Of	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	
		▼ Actions	
		Supplier Bank Messages	
		<input type="checkbox"/> Hold Payment	
		<input type="checkbox"/> Separate Payment	
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			
▼ Actions			
Supplier Bank Messages			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			

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

*Bank1800

*AccountDOA1

*MethodCHK

Pay Group

*HandlingRegular Payments

Hold Reason

*NettingNot Applicable

L/C ID

▼ Actions

MessageContract Document for R. Smith

Message will appear on remittance advice.

Supplier Bank Messages

☐ Hold Payment

☐ Separate Payment

Schedule Payment

*ActionRecord a Payment

PayFull Amount

Payment Date12/13/2016

Reference00001



Cardinal Process to Record Petty Cash Payments

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

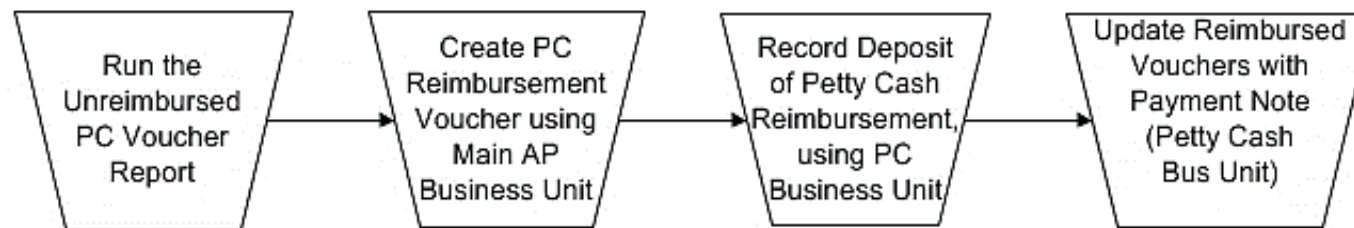
An Accounts Payable voucher is created to reimburse the petty cash account on an as needed basis. Before creating a reimbursement voucher, run the **Unreimbursed Petty Cash Voucher Report** to identify the payments that need to be reimbursed.

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, see the course entitled **SW NAV220: Cardinal Reporting** located on the Cardinal website in **Course Materials** under **Training**.

Navigation: 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 UNREIMBPCVCHRSReport ManagerProcess MonitorRun

Accounting Date Range

*Vouchers Begin Accounting Date12/01/2016

*Vouchers End Accounting Date12/13/2016

☐ Unreimbursed Vouchers☐ Reimbursement Voucher

Unreimbursed Vouchers

Reimbursement Voucher

SaveNotifyRefresh

AddUpdate/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

151P0

🔍

Reimbursement Voucher

Save

Notify

Refresh

Add

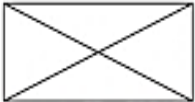
Update/Display



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 Vouchers End Accounting Date: 12/13/2016 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>
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.

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

Invoice Information: 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, Invoice Total: Line Total: 0.00, *Currency: USD, Miscellaneous: , Freight: , Total: 0.00, Difference: 0.00, Non Merchandise Summary: Session Defaults, Comments(0), Attachments(0), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360

Voucher Attributes: DEPARTMENT OF ACCOUNTS, Supplier ID: 0000050211, Short Name: DOA-001, Location: EDHA, *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: Line 1, *Distribute by: Amount, Item: , Quantity: , UOM: , Unit Price: , Line Amount: 0.00, SpeedChart: , Ship To: COVA, Description: , Packing Slip: , One Asset: ☐, Calculate

Distribution Lines: GL Chart, Exchange Rate, Statistics, Assets, Personalize | Find | View All | First | 1 of 1 | Last

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
<input type="checkbox"/>	1	0.00		15100	5013120	01000	6990001	92100				

Save, Save For Later



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
Total 0.00
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

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	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

TotalsPayments

Unit 151P0Deposit ID NEXTDelete Deposit

*Accounting Date12/14/2016

*Bank Code1800DOA PC

*Bank AccountDOA14903634885508798

*Deposit Type1000001

Control Currency

Format CurrencyUSD

Rate TypeCRRNT

Exchange Rate

Control Totals

Control Total Amount	244.60	*Count	1
Entered Total Amount	244.60	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received12/14/2016

*Entered12/14/2016

Posted

AssignedFINUSER01

UserFINUSER01

SaveNotifyRefresh

AddUpdate/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.

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

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

Payment Method Clearing House Attachments (0) ☐ Range of References

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
11			

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.

Navigation: 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
1	1 15100	Speed Type	-244.60	USD	154601	01000		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.

Navigation: Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Approve Deposit

Approve Deposits

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: Approved By: UHK37558

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

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

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

Buttons: New Window | Help | Personal

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

Business Unit: 151P0 (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: ▾
Run
Schedule Payments

*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:
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)

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

Buttons: New Window | Help | Personalization

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

Business Unit 151P0

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 ▾

Run

*Pay Terms 00 Due Now

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

MJ Burg Associates
1100 Orchard Way
VA10028050
EVAAD322672

Silver Spring, MD 20904

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



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.

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

Manual Reconciliation

*Search By From Date / Thru Date ▾

Search Criteria

Bank ID 251082615 🔍Account # 4903634885508798 🔍*Status Unreconciled ▾

From Date 12/12/2016 📅Thru Date 12/13/2016 📅Method ▾Search

Total Transaction Amount0.000 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

ReconcileRun ReportReport ManagerProcess Monitor

🔔 Notify



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.

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

Manual Reconciliation

*Search By From Date / Thru Date ▾

Search Criteria

Bank ID251082615 🔍

Account #4903634885508798 🔍

*StatusUnreconciled ▾

From Date12/01/2016 📅

Thru Date12/30/2016 📅

Method ▾

Search

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"/>	12/13/2016 📅	UNR	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input checked="" type="checkbox"/>	12/13/2016 📅	UNR	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

☒ Select All

☐ Clear All

Recon Date Override Options

Reconcile

Run Report

Report Manager

Process Monitor

Notify



Marking Transactions as Reconciled (continued)

Navigation: Favorites ▾ | Main Menu ▾ > Banking ▾ > Reconcile Statements ▾ > Manual Reconciliation

Manual Reconciliation

*Search By: From Date / Thru Date ▾

Search Criteria

Bank ID: 251082615 🔍 Account #: 4903634885508798 🔍 *Status: Unreconciled ▾

From Date: 12/01/2016 📅 Thru Date: 12/30/2016 📅 Method: ▾ **Search**

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"/>	12/13/2016 📅	UNR	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input checked="" type="checkbox"/>	12/13/2016 📅	UNR	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

☒ Select All ☐ Clear All

Recon Date Override Options

Reconcile Run Report Report Manager Process Monitor

Notify



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.

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

Manual Reconciliation

*Search By From Date / Thru Date ▾

Search Criteria

Bank ID 251082615 🔍

Account # 4903634885508798 🔍

*Status Reconciled ▾

From Date 12/01/2016 📅

Thru Date 12/30/2016 📅

Method ▾

Search

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"/>	12/13/2016 📅	REC	000001	12/13/2016	-172.15	CHK	Payables	Paid	Check
<input type="checkbox"/>	12/13/2016 📅	REC	000001	12/13/2016	-72.45	MAN	Payables	Paid	Manual

☒ Select All

☐ Clear All

Unreconcile

Run Report

Report Manager

Process Monitor

Notify



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.



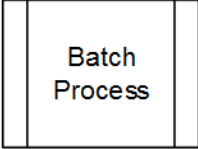
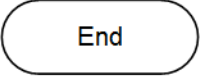
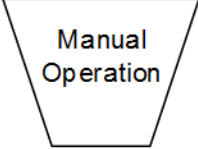
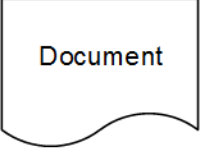
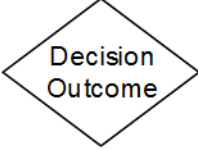
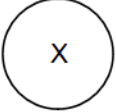
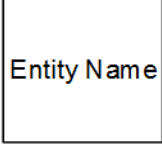
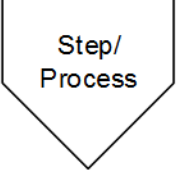
Petty Cash Business Unit: An operational subset of an agency that is separate from the agency's main business unit and identified by its own unique number. The petty cash business unit format is agency number + P + sequence number, for example, 151P0.

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.