

# Columbia University Finance Training

## Job Aid: Submitting a Petty Cash Closure Voucher in the CU Marketplace

This job aid details how you create a zero Voucher in the CU Marketplace to close a Petty Cash Fund. A zero voucher is a voucher with two lines that net to zero. Submit a zero-Voucher ONLY if you have receipts on hand.

**Note:** All Petty Cash requests must be submitted for approval to the Office of the Controllers via ServiceNow.

### Prior to Submitting a Zero-Voucher in the CU Marketplace to Close a Petty Cash Fund:

- Deposit any cash on hand.
- Submit a request via [ServiceNow](#) to close the Petty Cash fund.
- Complete the [Petty Cash Reconciliation Form](#).
- One line in the zero Voucher should credit Account **11990** (the total amount of receipts on hand should be a negative number) and the other line should debit the department expense ChartString and Account (the total amount of receipts on hand should be a positive number).

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

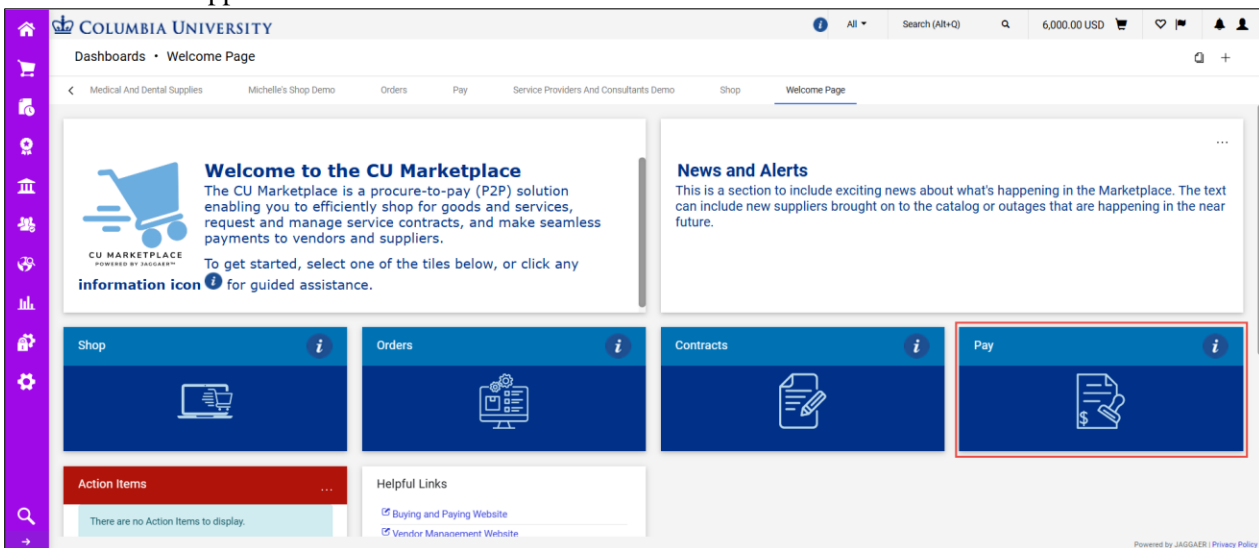
## Submitting a Petty Cash Closure Voucher

### Creating a Non-PO Voucher

1. Navigate to the [Procurement Paying](#) website, click the **CU Marketplace** logo, and log in using your Single Sign On.



The JAGGAER application launches.



**Note:** The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.

2. Select the **Pay** tile. The Pay dashboard appears.
3. In the **Create Vouchers and Receipts** section, select **Voucher** from the **Type** dropdown and **Non-PO** from the **From** dropdown.

Create Vouchers and Receipts

Type: Voucher

From: Non PO

Supplier name: [Search]

Create

4. Enter the **Supplier** who is the Petty Cash Custodian. Click the **Search** icon to find and select the Supplier. The Supplier must have a Petty Cash Custodian classification.

Search Suppliers

Quick search: [Search]

Clear All Filters

Page 1 of 1000 1-10 of 6818 Results 10 Per Page

Name	
test te	+
01 COM INC	+
1 Executive Realty LLC	+
1 Faction Studios	+
1 MATERIAL INC	+
1 OAK TASTY DELI	+
1 ROOF PHOTOGRAPHY	+
10 THOUSAND WINDOWS INC	+
10-20-40 TOURING LLP	+
1016 AMSTERDAM AVENUE LLC	+

Cancel

Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add +** icon for the matching Supplier.

5. Click the **Create** button. The Voucher form appears.

### Completing the Petting Cash Closure Voucher Form

The Voucher Entry screen appears with the Summary pane indicating the required fields.

Voucher Entry - Erin K. Joyce • 178396281

Summary Start Here

Voucher Number: no value

Invoice Date: 4/10/2025

Due Date: 4/10/2025

Voucher Owner: Eric Zaretsky

Supplier Name: Erin K. Joyce

Remit To: 1190 Amsterdam Avenue, 406 Schermerhorn Hall, PC4864, New York, New York 10027

United States, Address Id Billing-1

Shipping address: no address

Summary Draft

Correct these issues. You are unable to proceed until addressed.

Voucher must contain one or more lines to Complete

- Required: Payment Reason Line
- Required: Supplier Invoice No.
- Required: GL Business Unit Line
- Required: Project Line
- Required: Activity Line
- Required: Department Line
- Required: Initiative Line

1. Navigate to the **Summary** tab to begin completing the required information.

Voucher Summary - Erin K. Joyce • 178396281

Summary

General

Voucher Type: Voucher

Payment Reason: no value (Required)

Voucher Number: no value

Supplier Invoice No.: no value (Required)

Supplier Name: OK Erin K. Joyce

Voucher Owner: Eric Zaretsky

Addresses

Remit To: 1190 Amsterdam Avenue, 406 Schermerhorn Hall, PC4864, New York, New York 10027

United States, Address Id Billing-1

Bill To: no address

Payment Information

Note/Attachments

Internal Note: no value

Internal Attachments: Add

Attachments: Empty

Summary Draft

Correct these issues. You are unable to proceed until addressed.

Voucher must contain one or more lines to Complete

- Required: Payment Reason Line
- Required: Supplier Invoice No.
- Required: GL Business Unit Line
- Required: Project Line
- Required: Activity Line
- Required: Department Line
- Required: Initiative Line
- Required: Segment Line
- Required: AM Business Unit Line
- Required: PC Business Unit Line

2. Click the link for the **Required Payment Reason Line**. The Edit General window appears where you can enter the required Payment Type and the Supplier Invoice No.

The screenshot shows the 'Edit General' form with the following fields:

- Invoice Information:**
  - Payment Reason: A dropdown menu with a red 'Required' indicator below it.
  - Supplier Invoice No.: An empty text box with a red 'Required' indicator below it.
- General Information:**
  - Voucher Owner: A search box containing 'Eric Zaretsky'.
  - Invoice Date: A date picker set to '4/10/2025' (mm/dd/yyyy).
  - Due Date: A date picker set to '4/10/2025' (mm/dd/yyyy) with a green checkmark and 'Override' text.
  - Terms: A checkbox for 'Override Discount Terms' which is unchecked.
  - Standard Payment Terms: A dropdown menu set to 'Due Upon Receipt'.
  - Discount: A text box containing '%'. Below it are fields for 'Days' and 'Type' (set to 'Manual').
  - Days After: An empty text box.

At the bottom, there is a legend for 'Required fields' (marked with a star), and 'Save' and 'Close' buttons.

3. Select **Petty Cash Closure Payment Request** from the **Payment Reason** from the dropdown.

This screenshot shows the 'Payment Reason' dropdown menu open, displaying the following options:

- Invoice -
- LRAP (Loan Repayment Assistance Program) Payment Request -
- Legal Fees Payment Request -
- Note Taker Payment Request -
- OGC -
- Pay Card - Funding (US Bank Only)
- Petty Cash Closure Payment Request -** (highlighted in blue)
- Petty Cash Establishment Payment Request -
- Petty Cash Replenishment Payment Request -
- Prepayment -

4 For the **Supplier Invoice No**, enter the current day’s date and “0” for the zero Voucher, (MMDDYY0). For example, if today is 07/01/2025, the Invoice No. should be entered as “0701250”.

5. Click the **Save** button.

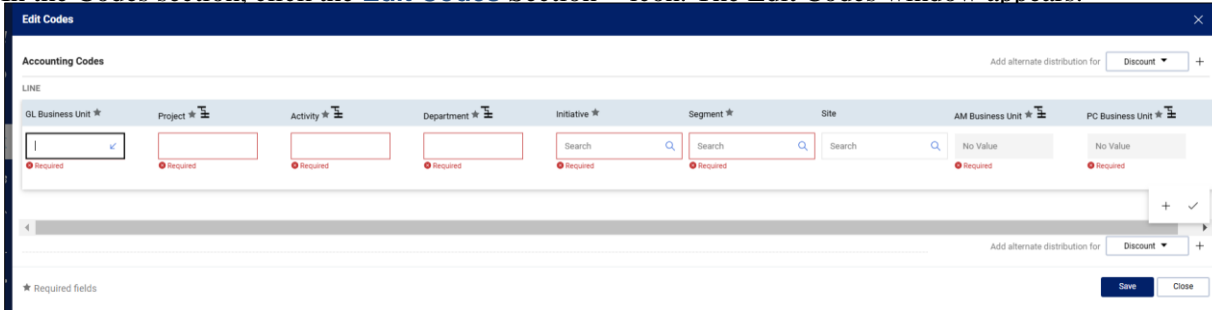
### Adding or Editing Accounting Codes (ChartString)


The ChartString in the main Accounting Code section will carry to both Lines of your zero Voucher. If you set up a Default Accounting Code in your Profile, that ChartString information will be automatically populated here.

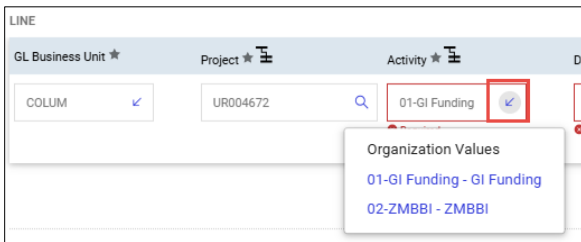
Edit or enter the ChartString in this section for the first Line, which will be the Petty Cash ChartString to be credited. After you add the second Line of your Voucher for the debit, you can edit the ChartString for that Line at the Line level.



Codes									
LINE									
GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit	
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required	Required	Required		Required	Required	

1. In the Codes section, click the **Edit Codes** Section  icon. The Edit Codes window appears.



2. Update the ChartFields as needed. ChartFields must be entered in order left to right as the available values are dependent on the value in the previous field. You can click the **Dropdown**  arrow in the field you are populating to view the available values.



3. Click the **Validate**  icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required , click the Validate icon again.
4. Click the **Save** button.

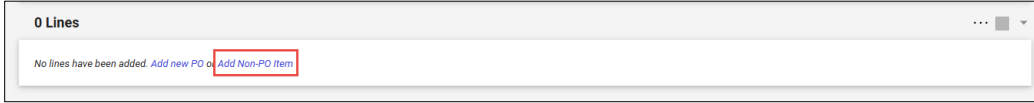
### Adding Lines

You must enter two Lines to create the zero voucher:

- The first Line represents the credit (negative number) to Account 11990 for the receipts on hand portion of the fund using the ChartString you entered in the main Accounting Codes section.
- The second Line is to debit (positive number) the expense for the receipts on hand. When you add this Line, enter the Account for the expense. The ChartString you entered in the main Accounting Code section is populated by default. You must edit the Accounting Codes (ChartString) for the Line and enter the correct expense ChartString.

### Entering the First Line:

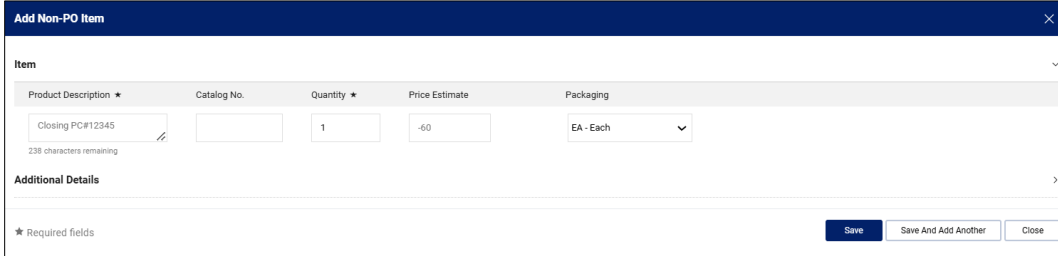
1. In the Lines section, click the **Add Non-PO Item** link.



0 Lines

No lines have been added. [Add new PO](#) [Add Non-PO Item](#)

The Add Non-PO Item window appears.



Add Non-PO Item

Item

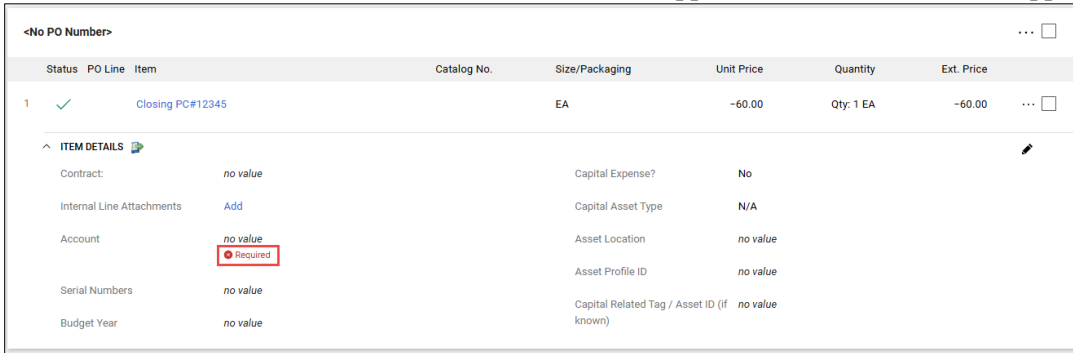
Product Description *	Catalog No.	Quantity *	Price Estimate	Packaging
Closing PC#12345 <small>238 characters remaining</small>		1	-60	EA - Each

Additional Details

★ Required fields

Save Save And Add Another Close

2. In the **Product Description** field, type “Closing PC#XXXX” for your PC number.
3. In the **Quantity** field, enter “1” and enter the receipts on hand portion of the fund as a negative number in the **Unit Price** field.
4. Click the **Save** button to add the Line. The Item Details appear and the **Account** field appears as required.



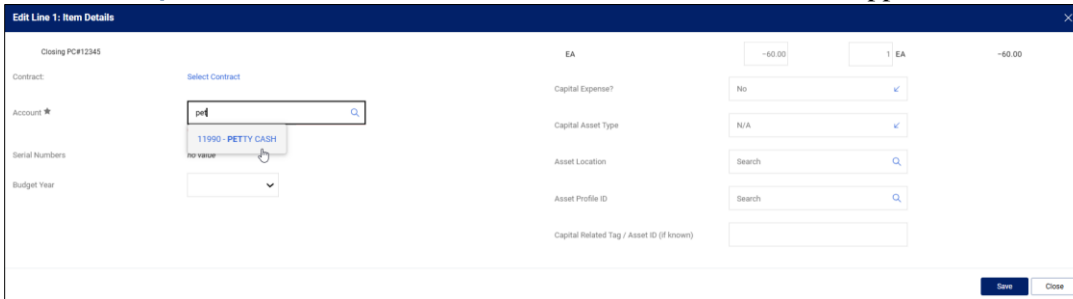
<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Closing PC#12345		EA	-60.00	Qty: 1 EA	-60.00

ITEM DETAILS

Contract:	no value	Capital Expense?	No
Internal Line Attachments	Add	Capital Asset Type	N/A
Account	no value <b>Required</b>	Asset Location	no value
Serial Numbers	no value	Asset Profile ID	no value
Budget Year	no value	Capital Related Tag / Asset ID (if known)	no value

5. Click the **Required** link for the **Account** value. The Item Details screen appears.



Edit Line 1: Item Details

Closing PC#12345

Contract:	Select Contract	EA	-60.00	1 EA	-60.00
Account *	pef 11990 - PETTY CASH	Capital Expense?	No		
Serial Numbers	no value	Capital Asset Type	N/A		
Budget Year		Asset Location	Search		
		Asset Profile ID	Search		
		Capital Related Tag / Asset ID (if known)			

Save Close

6. In the **Account** field, enter the Natural Account **11990**.
7. Click the **Save** button.

### Entering the Second Line:

1. Click the **Actions** **⋮** link at the top right of the Line section and select **Add Non-PO Item**.

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1 Line

<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓		Closing PC#12345		EA	-60.00	Qty: 1 EA	-60.00

ITEM DETAILS

Contract: no value      Capital Expense? No

Internal Line Attachments: Add      Capital Asset Type: N/A

Account: 11990 PETTY CASH      Asset Location: no value

Serial Numbers: no value      Asset Profile ID: no value

Budget Year: no value      Capital Related Tag / Asset ID (if known): no value

Erin K J  
Supplier  
Total (-)  
Tax1  
Shipping  
Handling  
Miscella  
What's n  
Next Site  
Approve  
Workflow

The Add Non-PO Item window appears.

Add Non-PO Item

Item

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Closing PC#12345		1	60	EA - Each

Additional Details

PO Number:

Manufacturer Name:

Manufacturer Part No:

★ Required fields

Save Save And Add Another Close

- In the **Product Description** field, type “Closing PC#XXXX” for your PC number.
- In the **Quantity** field, enter “1” and enter the receipts on Hand amount of the fund as positive number in the **Unit Price** field.
- Click the **Save** button to add the Line. The Item Details appear and the **Account** field appears as required.

2 ✓ Closing PC#12345 EA 60.00 Qty: 1 EA 60.00

ITEM DETAILS

Contract: no value      Capital Expense? No

Internal Line Attachments: Add      Capital Asset Type: N/A

Account: no value **Required**      Asset Location: no value

Serial Numbers: no value      Asset Profile ID: no value

Budget Year: no value      Capital Related Tag / Asset ID (if known): no value

- Click the **Required** link for the **Account** value. The Item Details screen appears.

Edit Line 2: Item Details

Closing PC#12345 EA 60.00 1 EA 60.00

Contract: Select Contract

Account ★  **Required**

Serial Numbers: no value

Budget Year:

Capital Expense? No ✓

Capital Asset Type: N/A ✓

Asset Location: Search

Asset Profile ID: Search


Capital Related Tag / Asset ID (if known):

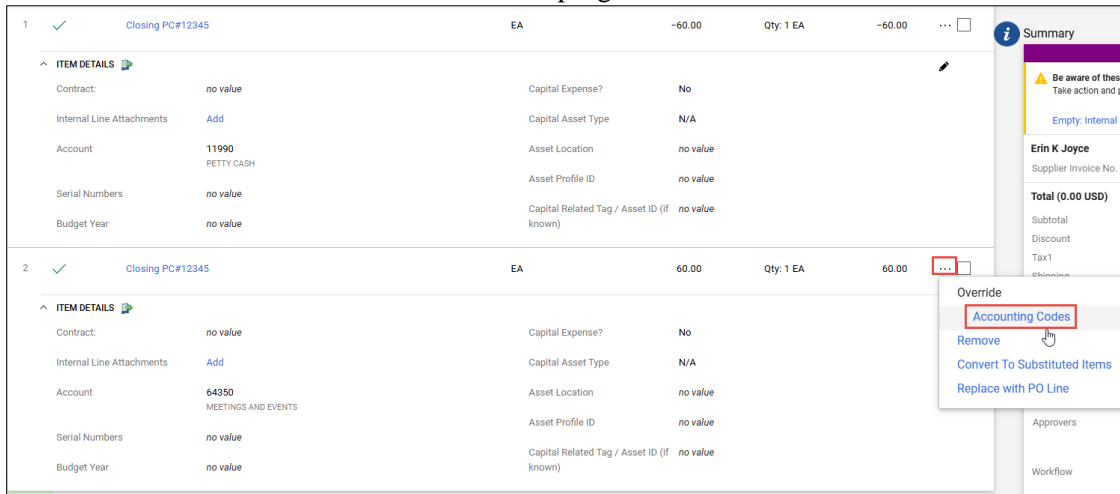
Save Close

- In the **Account** field, enter the Expense Natural Account to be debited.
- Click the **Save** button.

### Editing Accounting Codes (ChartString) for the Second Line

The ChartString that you entered in the main Accounting Codes section carried down to both Lines you added. Edit the ChartString for the second Line to indicate the ChartString you are debiting.

1. Click the **Line Item Actions**  link at the top right of the second Line and select **Override Account Codes**.




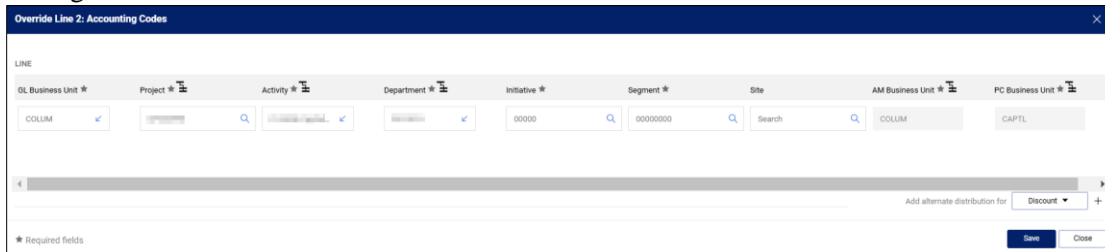
The screenshot shows a voucher with two lines. Line 1 is a credit of -60.00 to account 11990 (PETTY CASH). Line 2 is a debit of 60.00 to account 64350 (MEETINGS AND EVENTS). A dropdown menu is open for Line 2, showing options: 'Override Accounting Codes' (highlighted), 'Remove', 'Convert To Substituted Items', and 'Replace with PO Line'. A summary pane on the right shows a total of 0.00 USD.

The Override Line 2: Accounting Codes window appears.



The screenshot shows the 'Override Line 2: Accounting Codes' window. It has a header with the window title and a close button. Below the header is a form area with a plus icon and the text 'Add alternate distribution for Line'. At the bottom, there are 'Save' and 'Close' buttons.

2. Click the **Add alternate distribution for Line**  icon. The Override Line 2: Accounting Codes appears ready for editing.

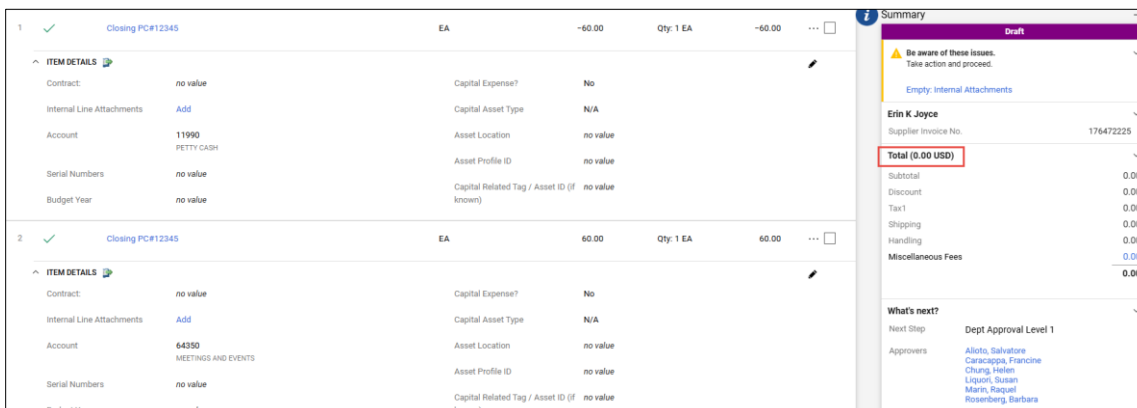


The screenshot shows the 'Override Line 2: Accounting Codes' window with various fields for selection. The fields include: GL Business Unit (COLUM), Project, Activity, Department, Initiative (0000), Segment (00000000), Site, AM Business Unit (COLUM), and PC Business Unit (CAPTL). There is also a plus icon for adding alternate distribution for 'Discount'.

3. Edit the ChartFields as previously instructed and click **Save**.

### Validating Zero Voucher Amount

After adding both Lines two your Voucher, if you entered correctly, the Summary pane should indicate **Total (0.00 USD)**.

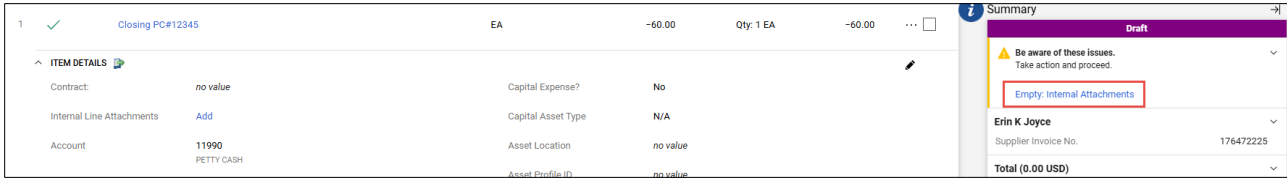


The screenshot shows the voucher interface with the summary pane on the right. The summary pane shows a total of 0.00 USD, which is highlighted with a red box. Other items in the summary include Subtotal, Discount, Tax1, Shipping, Handling, and Miscellaneous Fees, all with 0.00 values. The 'What's next?' section shows the next step as 'Dept Approval Level 1' with a list of approvers.

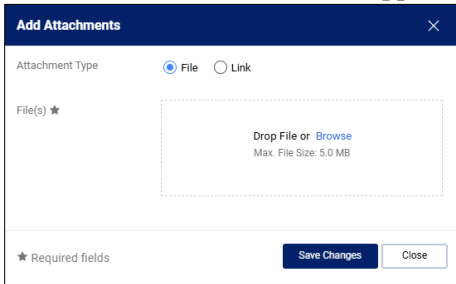
## Attaching Documentation

You must upload all the documentation from ServiceNow

1. In the Summary pane, click the **Empty Internal Attachments** link.

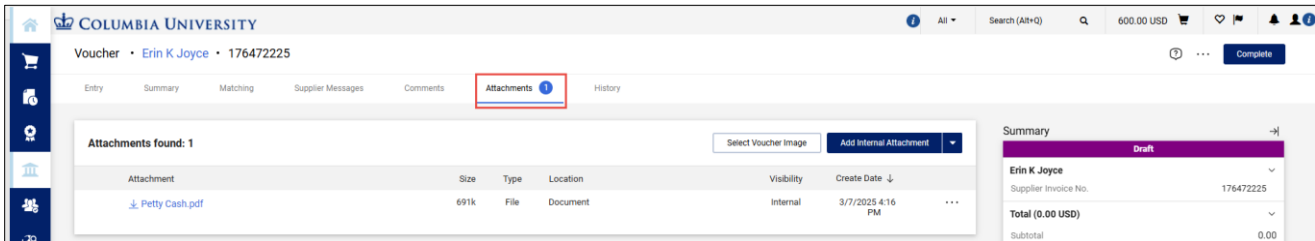


The Add Attachments window appears.



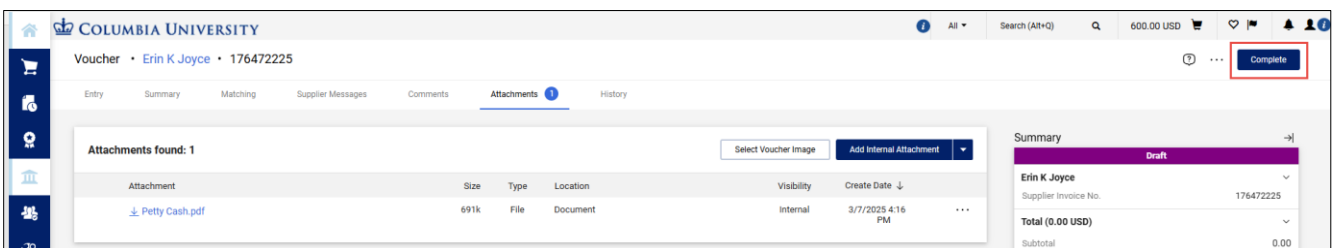
2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button.

You can view and attach additional documents via the **Attachments** tab.

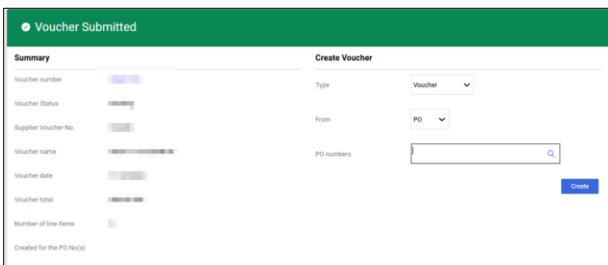


## Submitting the Voucher

Click the **Complete** button to submit your Voucher.



The Voucher Submitted confirmation screen appears.



The Closure Voucher will be submitted to the Controller's Office approval. You can click the **Voucher number** to view the Voucher details.

## Additional Resources:

[Petty Cash Policy](#)

[Petty Cash Finance Website](#)

[Submitting Petty Cash Requests via ServiceNow](#)

[Submitting a Petty Cash Establishment Voucher in the CU Marketplace](#)

[Submitting a Petty Cash Replenishment Voucher in the CU Marketplace](#)

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>