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).

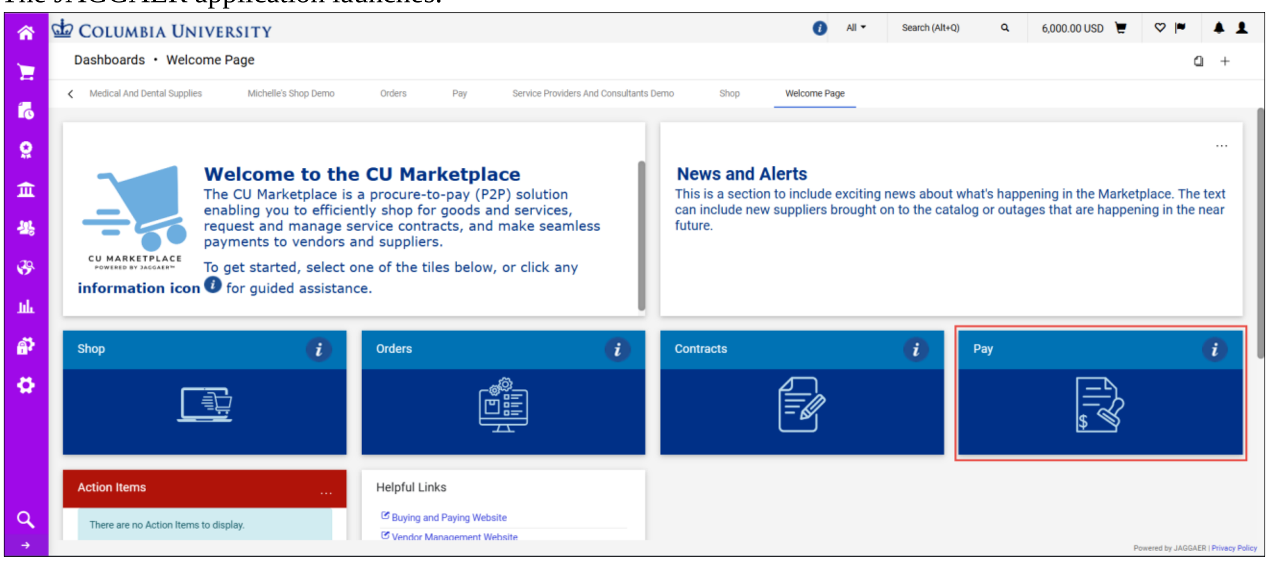
For more details, see the Close a Petty Cash Fund web page on the Finance Website.

Submitting a Petty Cash Closure Voucher

Creating a Non-PO Voucher

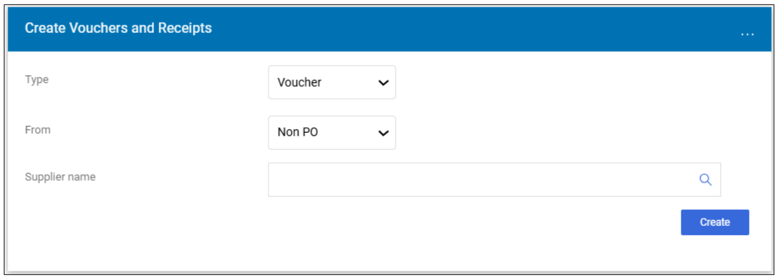
1. Navigate to the Procurement Paying website, click the **CU Marketplace** logo, and log in using your Single Sign On.

   The JAGGAER application launches.

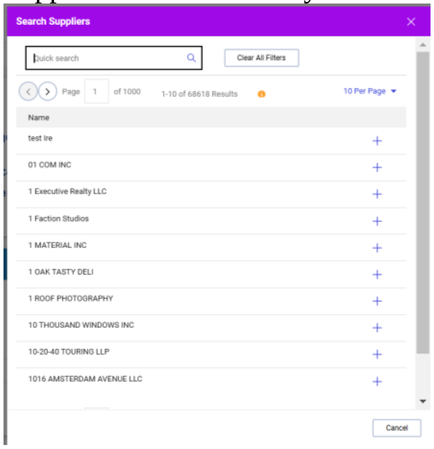


   Note: *The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.*

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.



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.

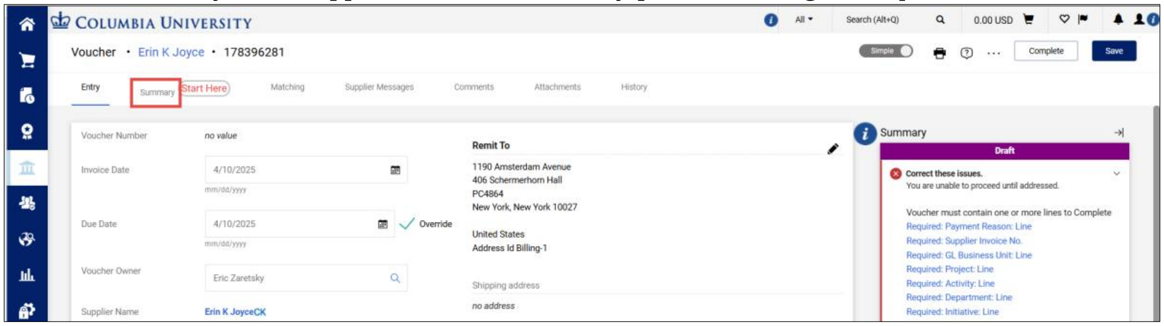


Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** icon for the matching Supplier.

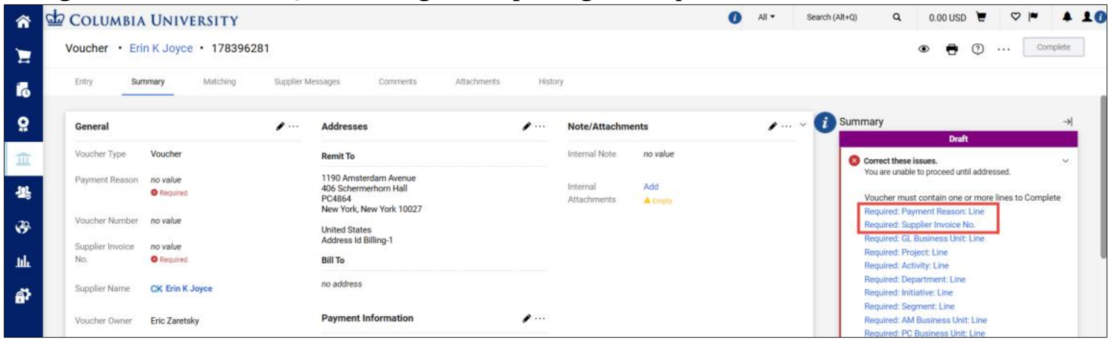
5. Click the **Create** button. The Voucher form appears.

Completing the Petting Cash Closure Voucher Form

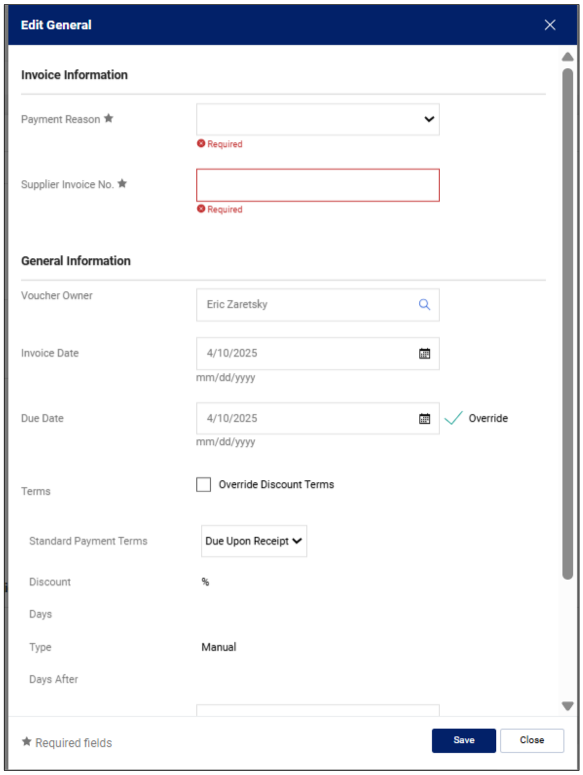
The Voucher Entry screen appears with the Summary pane indicating the required fields.



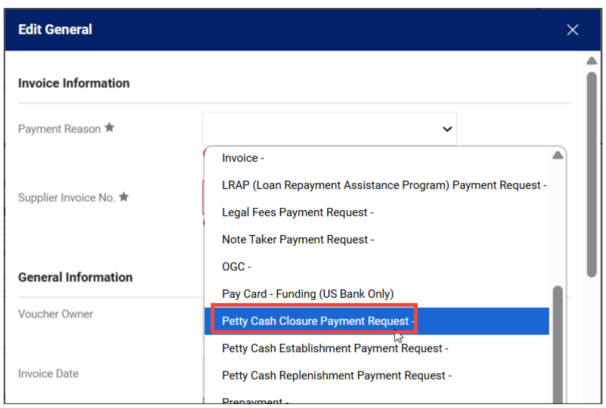
1. Navigate to the **Summary** tab to begin completing the required information.



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.



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



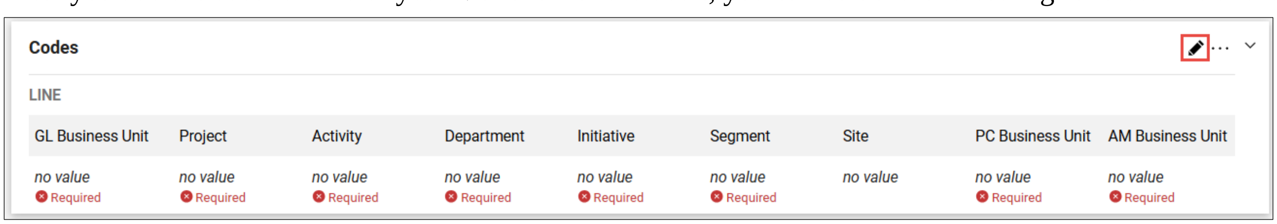
4 For the **Supplier Invoice No**, enter the current day's date and "0" for the zero Voucher, (MMDDYY0). For example, if today is 07/01/2025, the Invoice No. should be entered as "0701250".

5. Click the **Save** button.

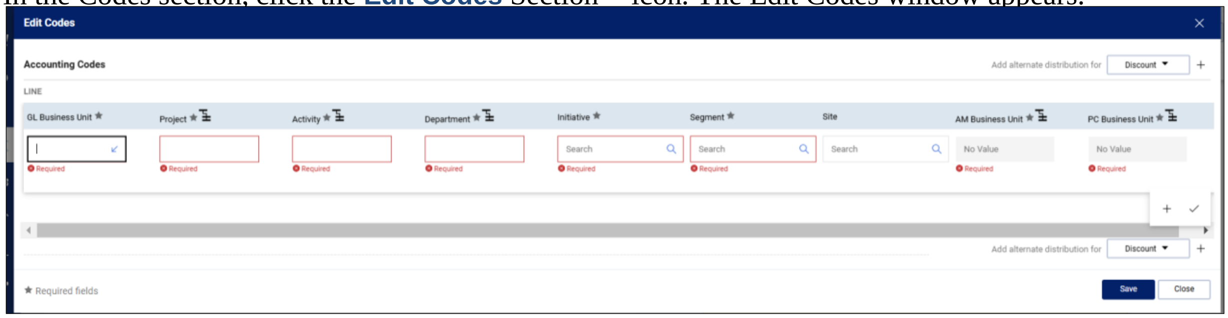
Adding or Editing Accounting Codes (ChartString)

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.

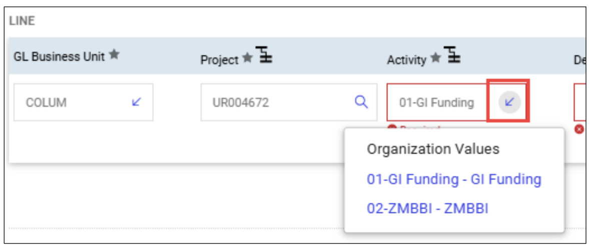
Edit or enter the ChartString in this section for the first Line, which will be the Petty Cash ChartString to be credited. After you add the second Line of your Voucher for the debit, you can edit the ChartString for that Line at the Line level.



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.

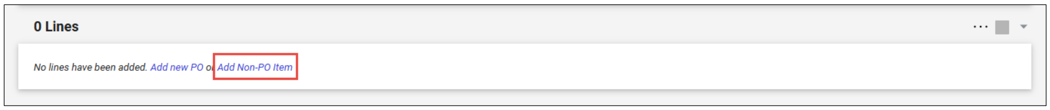
Adding Lines

You must enter two Lines to create the zero voucher:

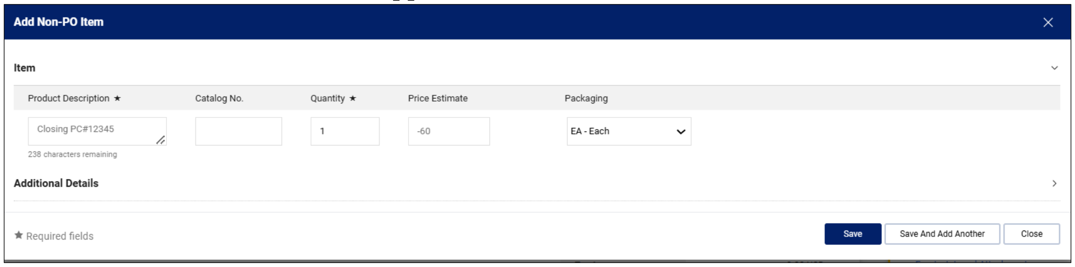
- The first Line represents the credit (negative number) to Account 11990 for the receipts on hand portion of the fund using the ChartString you entered in the main Accounting Codes section.
- The second Line is to debit (positive number) the expense for the receipts on hand. When you add this Line, 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:

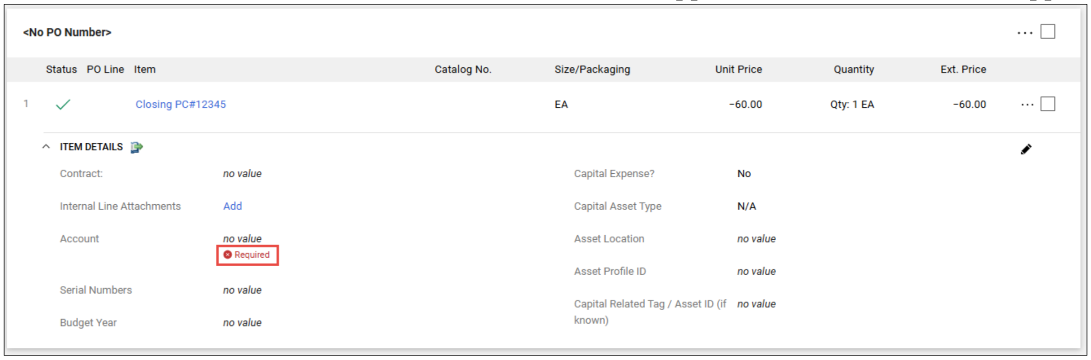
1. In the Lines section, click the **Add Non-PO Item** link.



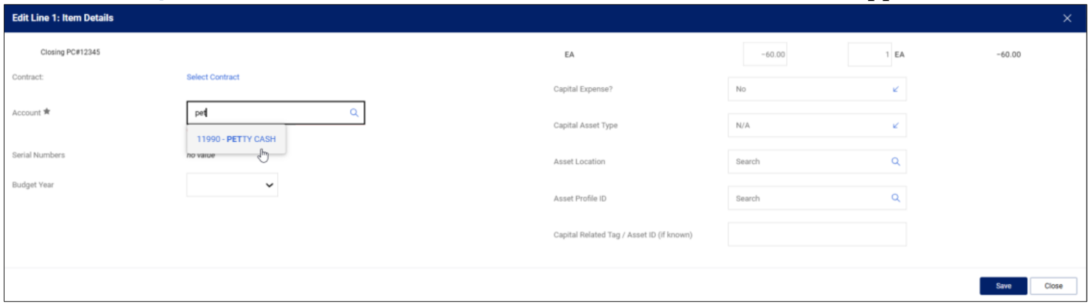
The Add Non-PO Item window appears.



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 <u>negative</u> 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.



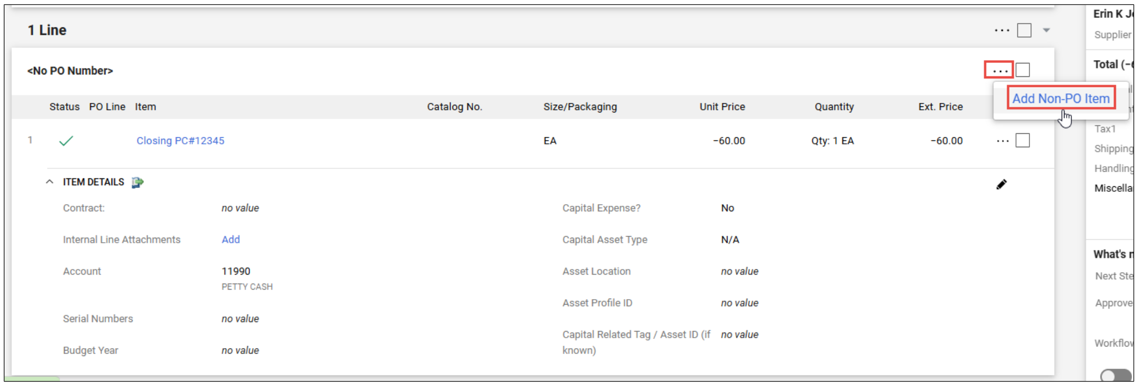
5. Click the **Required** link for the **Account** value. The Item Details screen appears.



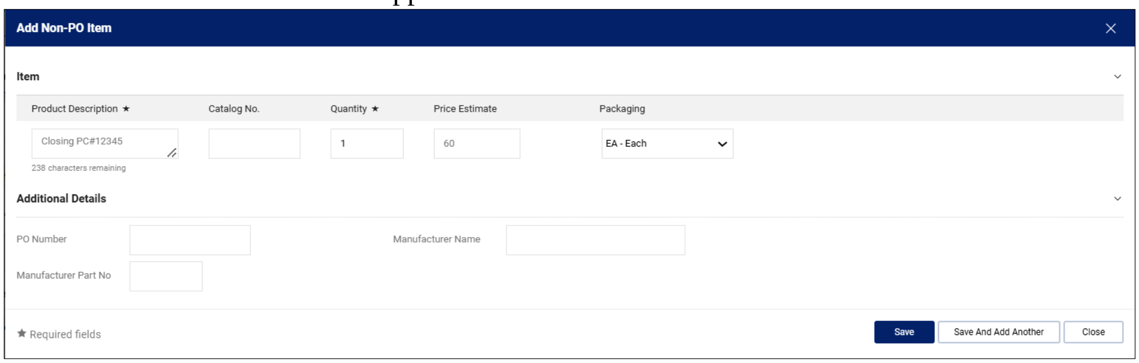
6. In the **Account** field, enter the Natural Account **11990**.
7. Click the **Save** button.

Entering the Second Line:

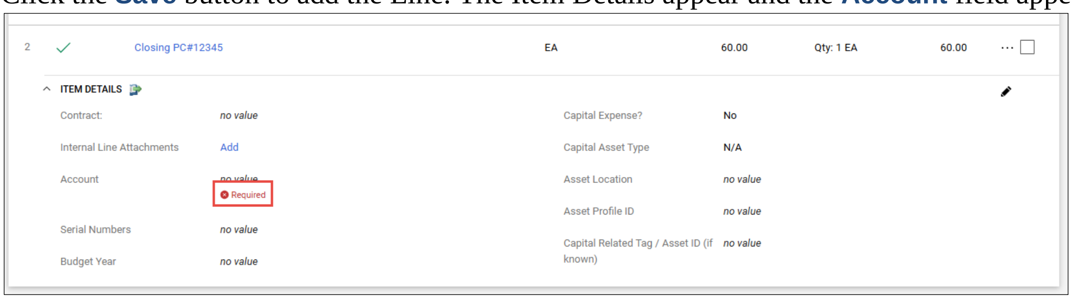
1. Click the **Actions** ··· link at the top right of the Line section and select **Add Non-PO Item**.



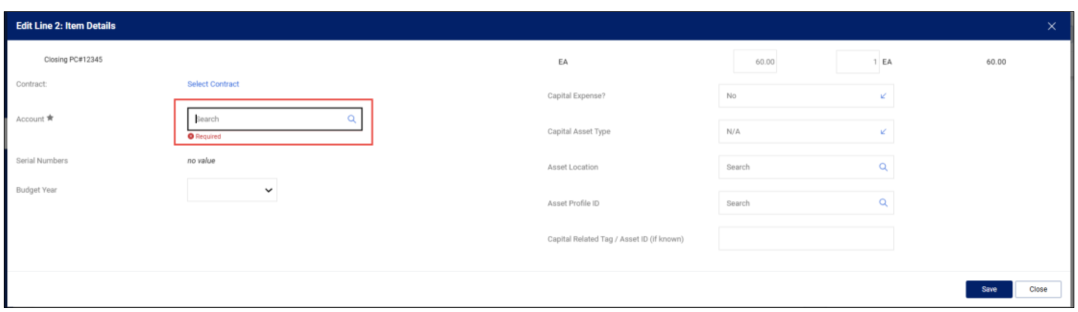
The Add Non-PO Item window appears.



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 amount of the fund as <u>positive</u> 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.



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

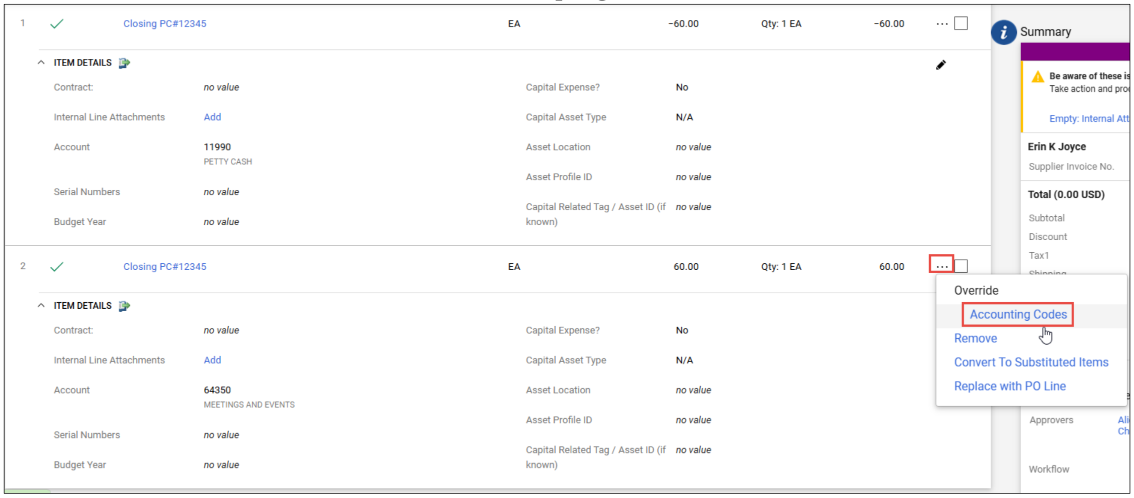


6. In the **Account** field, enter the Expense Natural Account to be debited.
7. Click the **Save** button.

Editing Accounting Codes (ChartString) for the Second Line

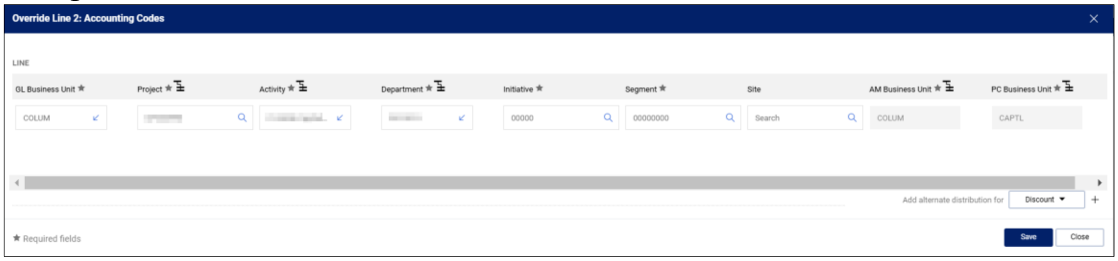
The ChartString that you entered in the main Accounting Codes section carried down to both Lines you added. Edit the ChartString for the second Line to indicate the ChartString you are debiting.

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



The Override Line 2: Accounting Codes window appears.

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



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

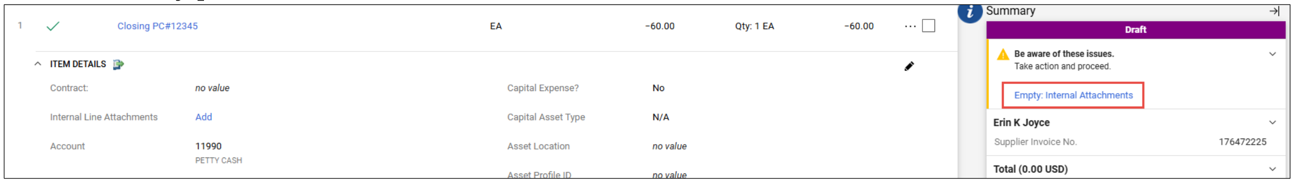
Validating Zero Voucher Amount

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

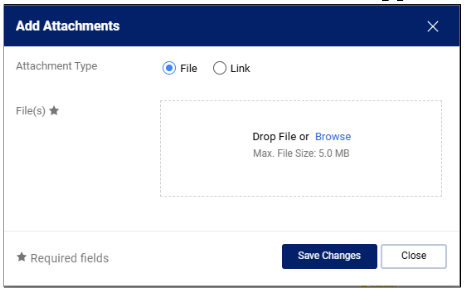
Attaching Documentation

You must upload all the documentation from ServiceNow

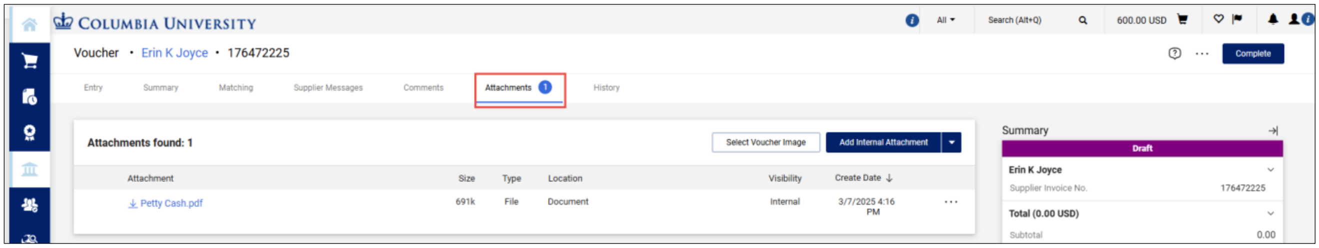
1. In the Summary pane, click the **Empty Internal Attachments** link.



The Add Attachments window appears.

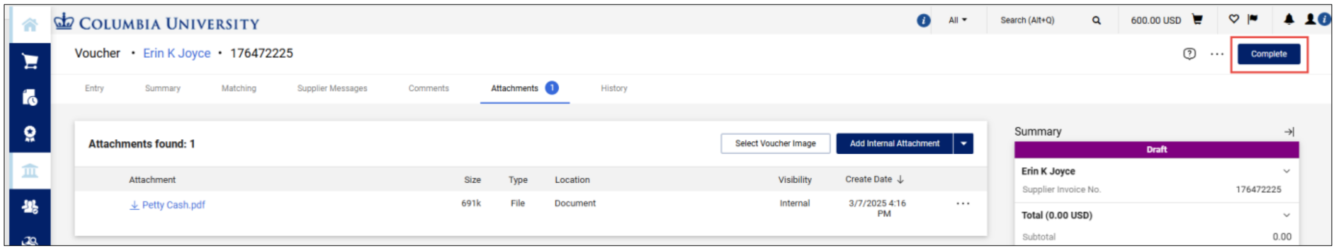


2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button.
You can view and attach additional documents via the **Attachments** tab.

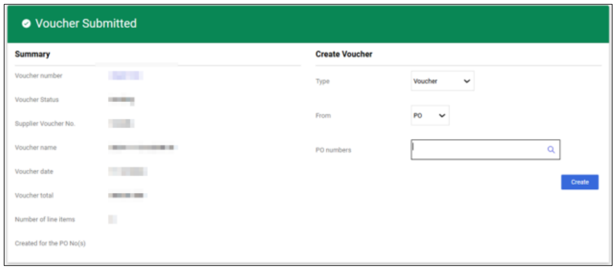


Submitting the Voucher

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