Columbia University Finance Training
Job Aid: Submitting a Petty Cash Establishment Voucher in the CU Marketplace

This Job Aid details how to create and submit a Petty Cash Establishment Vouchers in the CU Marketplace.

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

Submitting a Petty Cash Establishment Voucher

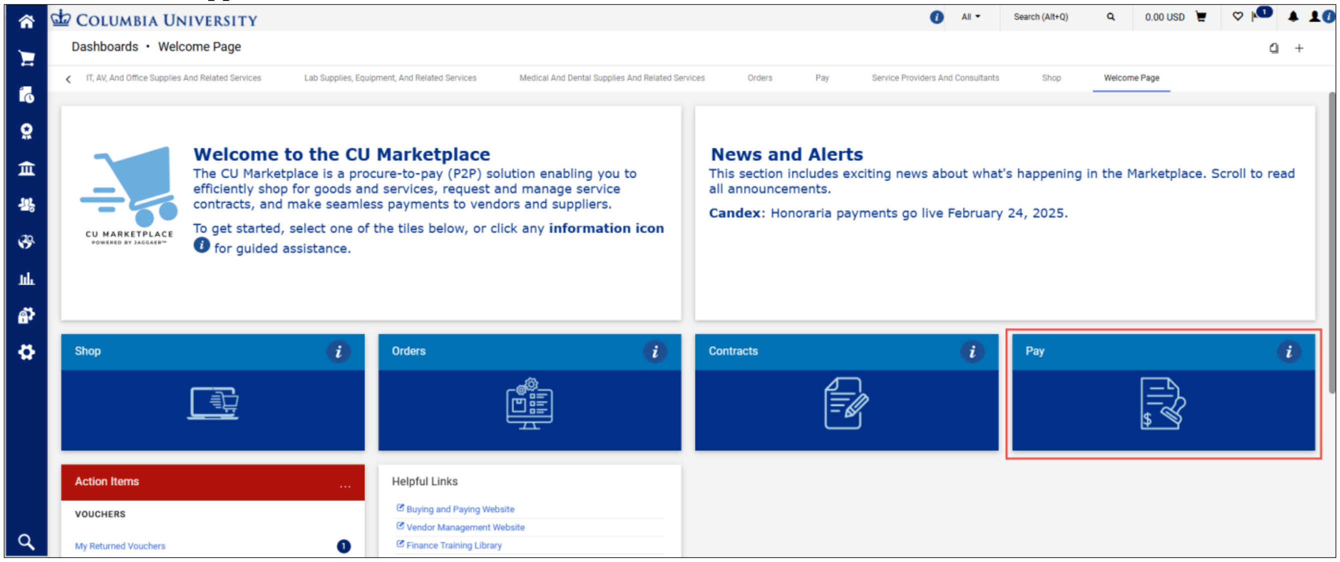
When completing your Voucher for your new Petty Cash fund, please take note of the following:

- You must use **Account 11990** for the Natural Account.
- You must use the same **Project** and **Department** approved by the Office of the Controllers.
- You must also upload all the documentation from ServiceNow.

Creating a Non-PO Voucher

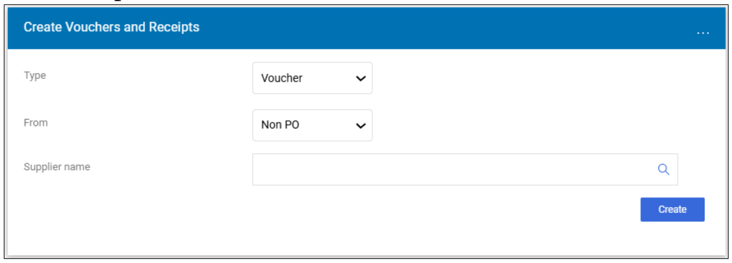
1. Navigate to the Procurement Paying website, click the **CU Marketplace** logo, and log in using your Single Sign On.

   The JAGGAER application launches.

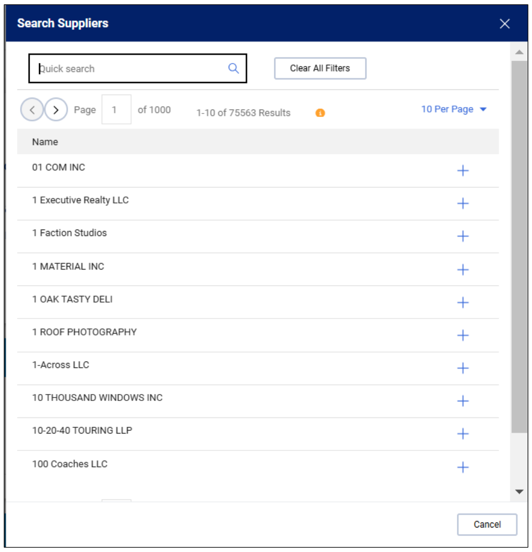


   Note: *The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.*

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.

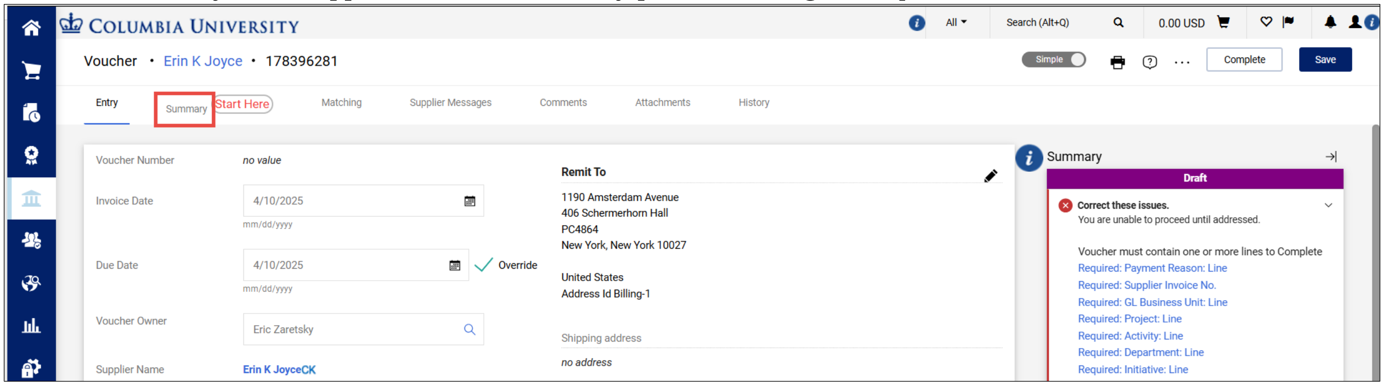


Type your criteria in the **Quick Search** field, press **Enter**, and click the **Add** + icon for the matching Supplier.

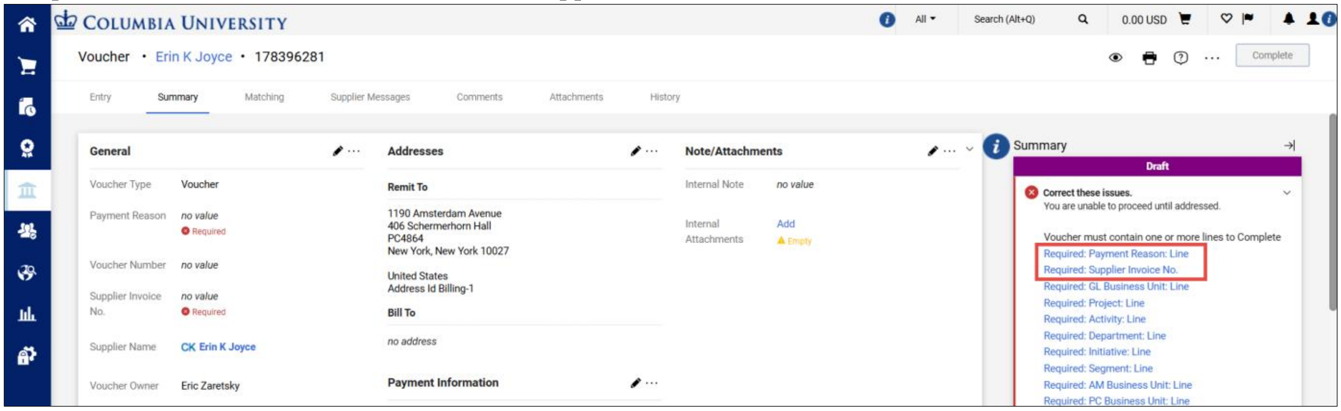
5. Click the **Create** button. The Voucher form appears.

Completing the Voucher Form

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

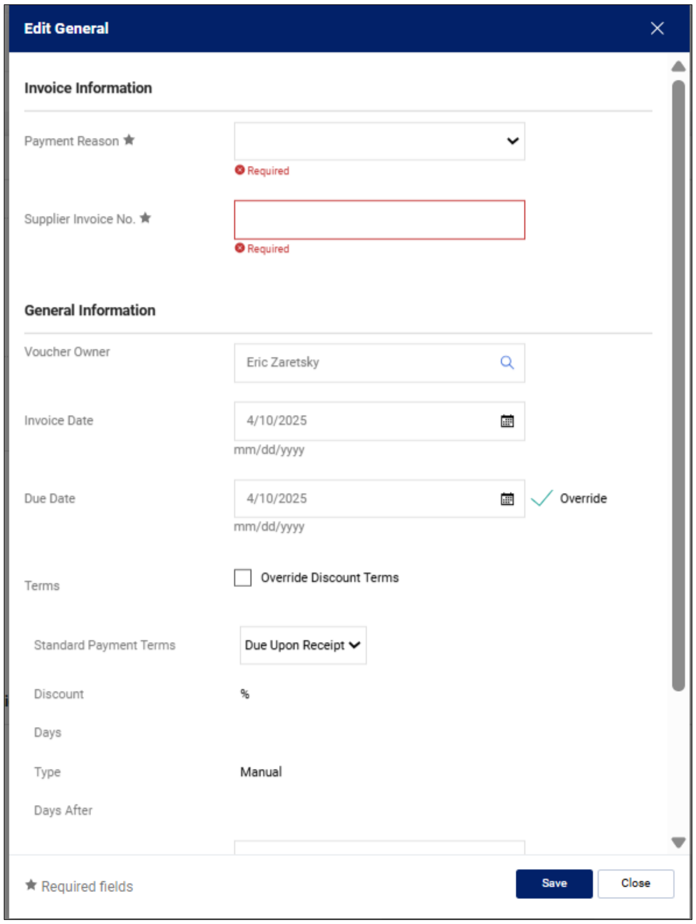


1. Navigate to the **Summary** tab to begin completing the required information. All required information must be completed for the voucher to be validated and approved.

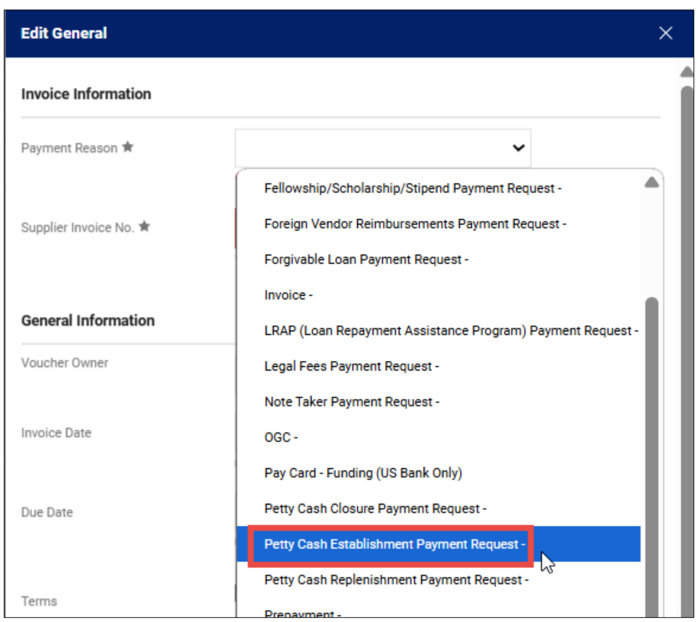


Note: *If you previously created a default ChartString in your Profile, the links for Accounting Codes will not appear as required information. You must ensure that you use the correct ChartString information. See the* Adding or Editing Accounting Codes (ChartStrings) *section of this job aid.*

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 Establishment Payment Request** from the **Payment Reason** from the dropdown.

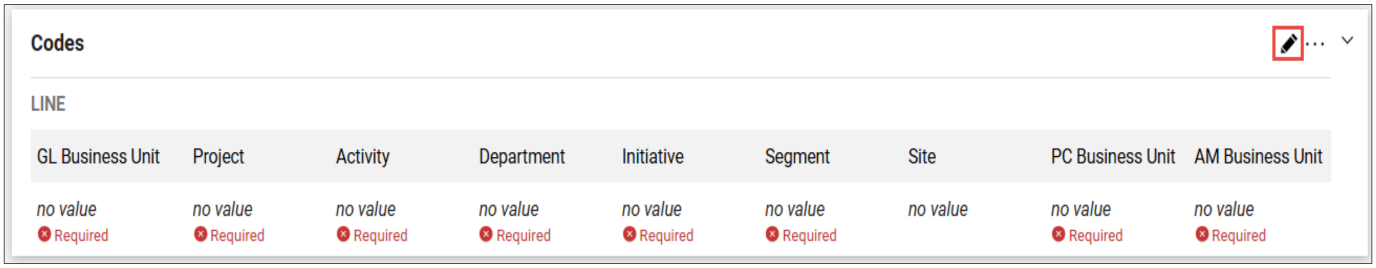


4 For the **Supplier Invoice No.**, enter the current day's date and the actual amount indicated in the Voucher (MMDDYYAMOUNT). For example, if today is 07/01/2025 and the Voucher amount is $350, the Invoice No. should be entered as "070125350".

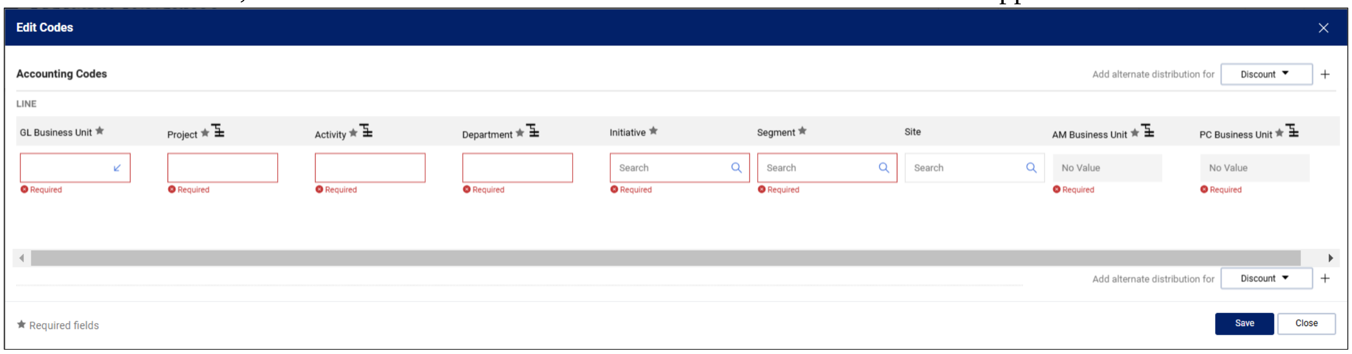
5. Click the **Save** button.

Adding or Editing Accounting Codes (ChartStrings)

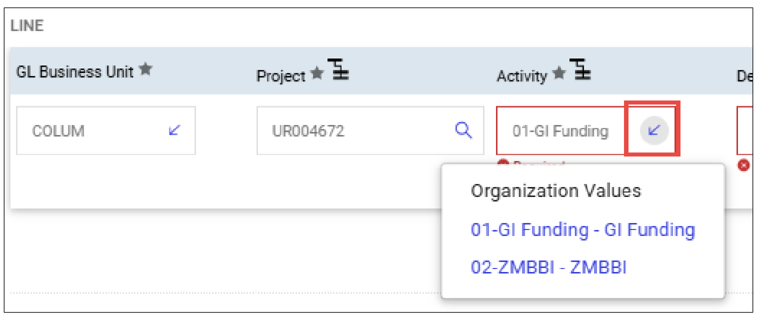
Ensure that you have the correct ChartString information populated in the Accounting Codes section. If you previously set up a Default Accounting Code (ChartString) in your Profile, that ChartString information will be populated here. If so, edit to enter the correct ChartString for your Petty Cash fund. You must use the same **Project** and **Department** approved by the Office of the Controllers.



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.

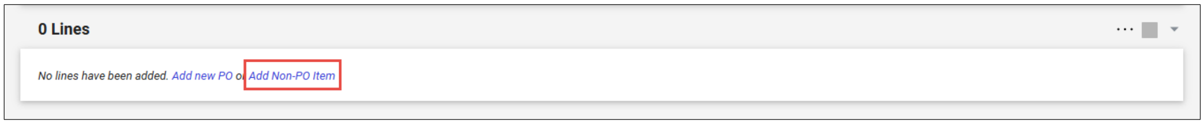


3. Click the **Validate** icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required, click the Validate icon again.
4. Click the **Save** button.

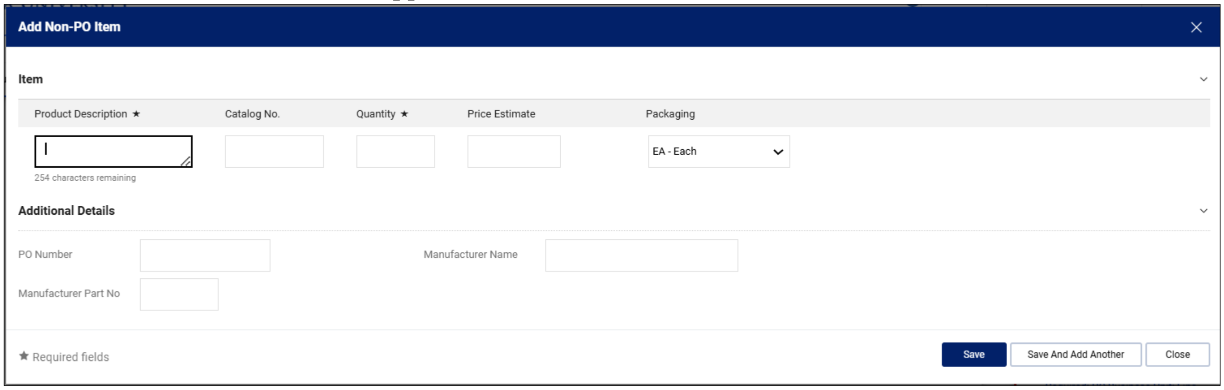
Adding a Line

You must enter a Line to describe the petty cash payment, the price, and the quantity.

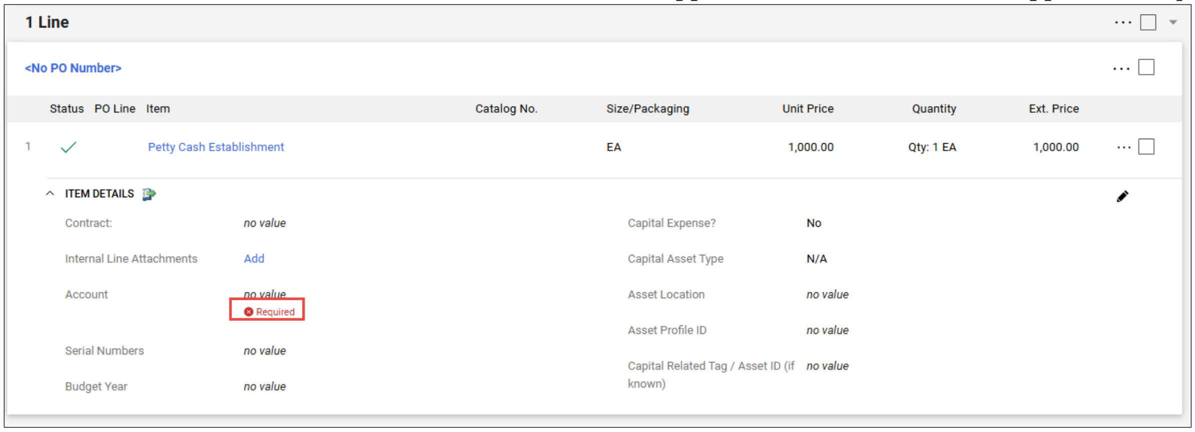
1. In the Lines section, click the **Add Non-PO Item** link.



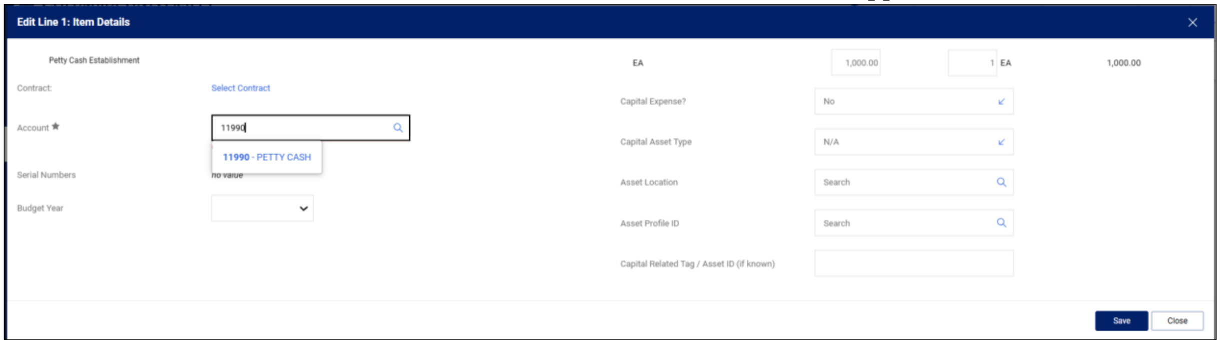
The Add Non-PO Item window appears.



2. In the **Product Description** field, type "Petty Cash Establishment".
3. In the **Quantity** field, enter "1" and enter the amount approved 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.

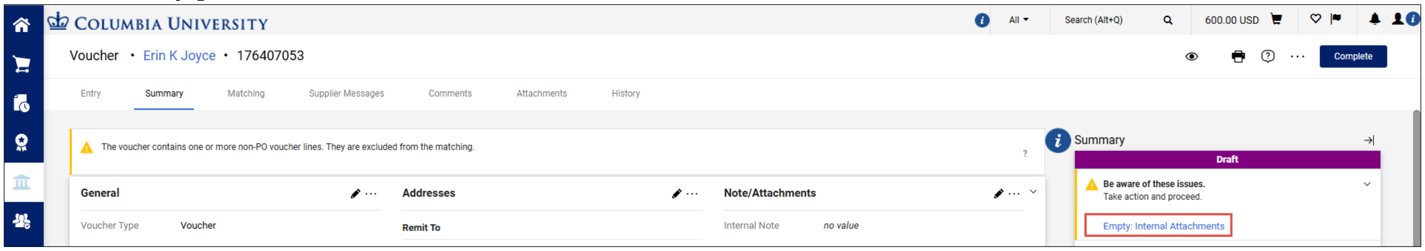


6. In the **Account** field, enter the Natural Account **11990**.
7. Click the **Save** button.

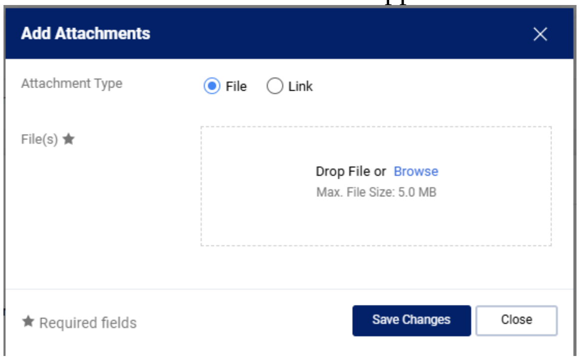
Attaching Documentation

Attach all supporting documentation provided on the ServiceNow request.

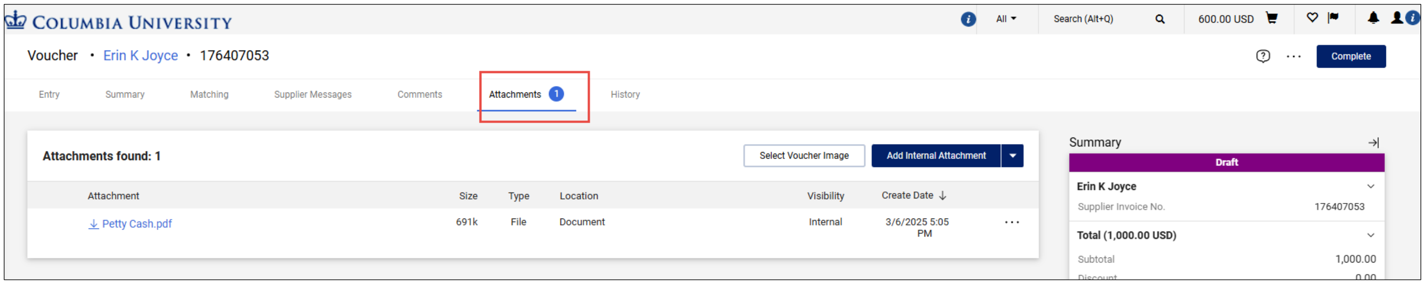
1. In the Summary pane, click the **Empty Internal Attachments** link.



The Add Attachments window appears.

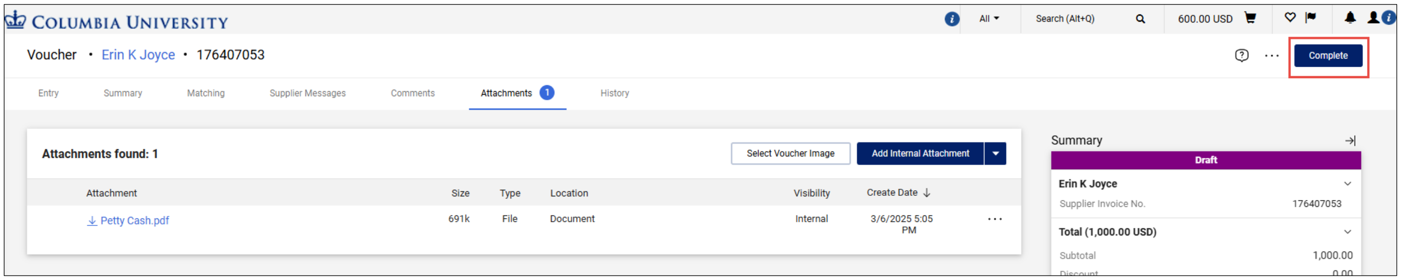


2. Drag and drop your file to the **Drop File** section or click the **Browse** link to search and select your file. You can add additional documentation to this window, if needed.
3. Click the **Save Changes** button.
   You can view and attach additional documents via the **Attachments** tab.

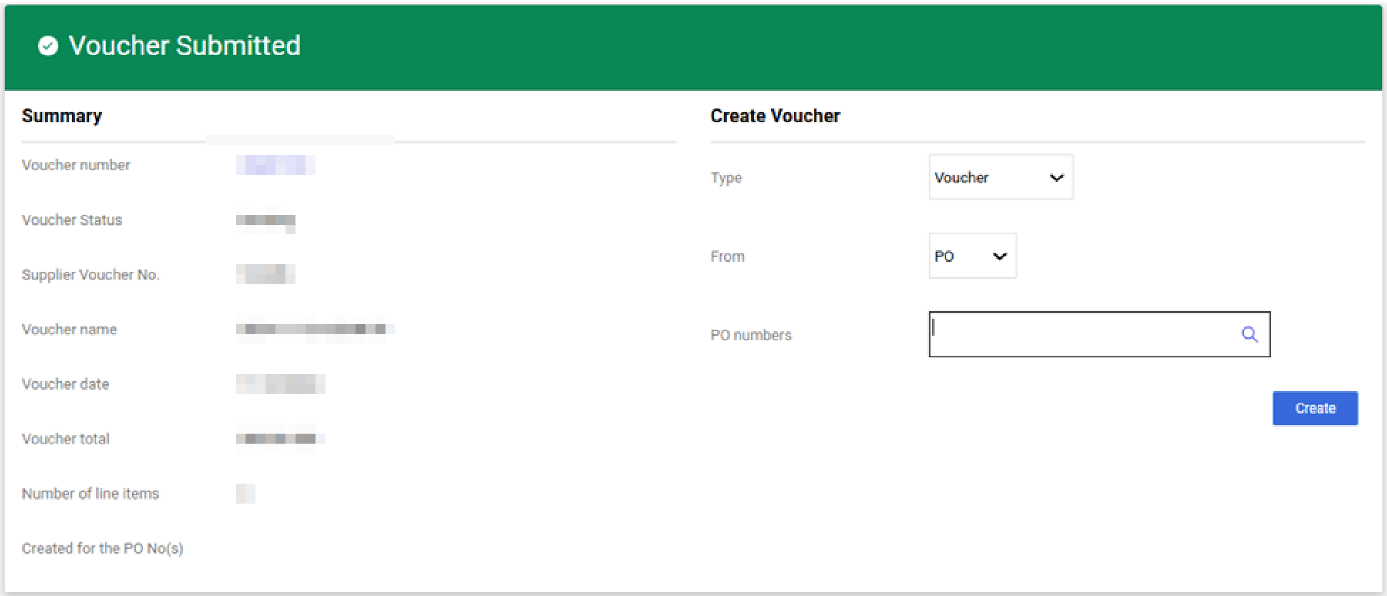


Submitting the Voucher

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



The Voucher Submitted confirmation screen appears.



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

Additionally, you can create a new Voucher from the right side of this screen under the Create Voucher heading.

Additional Resources:

[Petty Cash Policy]
[Petty Cash Finance Website]
[Submitting Petty Cash Requests via ServiceNow]
[Submitting a Petty Cash Replenishment Voucher in the CU Marketplace]
[Submitting a Petty Cash Closure 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