

Caltech



Petty Cash Replenishment Request

Petty Cash Replenishment Request

Purpose:

- Treasury Policy and Procedure
- How to complete a PTA Petty Cash Replenishment Request
- Workflows and Financial Approvals

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

The Petty Cash Policy and Procedure is written and maintained by Treasury Services. We will continue to use the Petty Cash Replenishment form and refund slips. The policy and documents can be found on the Treasury Services website.

http://www.finance.caltech.edu/TreasuryServices/Petty_Cash

With the P2P implementation, you begin submitting your requests for replenishment through TechMart on a form request.

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

The PTA Petty Cash Replenishment Request is located on the Shopping Home Page in TechMart. Scroll to the bottom right where you will see Payment Services Forms.

The screenshot displays the TechMart website interface. On the left is a vertical navigation menu with icons and labels for Home, Shop, Documents, and Contracts. The main content area features the TechMart logo with 'TEST' above it, and a 'Shop' header. Below the header are sections for 'Shopping' (containing 'My Carts and Orders') and 'Admin'. A 'Go To' section is visible with 'Shopping Home' highlighted by a red box. On the right side, there is a 'Payment Services Forms' section with a refresh and help icon. A list of forms is displayed below, with 'PTA Petty Cash Replenishment Request' highlighted by a red box. Other forms listed include PTA Payment Request, PTA Wire Transfer Request, GL & Mixed GL/PTA Payment Request, JPL Wire Request, Employee Reimbursement Request, Design & Construction Retention Request, and Request to Add or Update Supplier.

**Custodian based form*

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

The first page contains the instructions and a link to the Treasury Services website.

PTA Petty Cash Replenis...	Instructions ?
<p>Form Number 125105</p> <p>Purpose Check Request</p> <p>Status Preview</p>	<p>Caltech</p> <p>Please attach a completed Petty Cash Replenishment Form and supporting documentation on the Attachments page before submitting this request. The Petty Cash Replenishment Form can be found on the Treasury Services website.</p> <p>If you are requesting a new account or increasing/decreasing funds, please complete a PTA Payment Request Form and select the usage category of Petty Cash Set Up.</p> <p>For security reasons, do not include documents with social security numbers. If documents contain a social security number, please redact the number prior to submission.</p> <p style="text-align: right;">Next ></p>
<p>Instructions</p> <p>Details ✓</p> <p>Supplier ✗</p> <p>Questions ✗</p> <p>Attachments ✓</p> <p>Review and Submit</p>	
<p>Form Approvals</p>	

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Details: Enter your name in the Payee/Supplier field. This is free form field that helps with labeling and sorting requests in Payment Services.

PTA Petty Cash Replenis...		Details	
Form Number	125234	Payee/Supplier name *	Joseph Janssen PTA Petty Cash X
Purpose	Check Request	Purpose	Check Request
Status	Preview	Template Title	PTA Petty Cash Replenishment Request
Instructions		Form Type	Petty Cash
Details ✓			
Supplier	✓		
Questions	✓		
Attachments	✓		
Review and Submit			

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Supplier: Enter your name in the supplier field to locate your petty cash supplier record. If you find more than one supplier under your name, use the record with a remit site that states “Petty Cash”

Supplier

Supplier ★

Remit-To Address

Remit-To Address ★

PETTY CASH
United States

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Questions: Enter the Invoice Details. Use PCMMDDYY for invoice number.

Questions - Petty Cash Replenishment Information ?


★ Response Is Required

▼ Invoice Details

Petty cash invoice numbers should start PC followed by the date the form is submitted (MMDDYY). Example: PC020718.

Invoice Number ★ ?

Invoice Date

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Questions:

For Description, enter Petty Cash and the date range of the activity.

Ex. Petty Cash 3/1/18-3/31/18

Enter total amount to be replenished and any special note to the processor if necessary.

Description ★ ⓘ

2000 characters remaining

Currency

USD



Amount ★

Special instructions/note to processor

2000 characters remaining

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Codes: Select the PTA to charge. If you have a default PTA in your profile, it will show here. Multiple PTA's can be added to your profile to quickly select the code. Click edit to change or split the PTA.

Codes

[Form Request Actions](#) ▾ | [History](#) | [?](#)

Accounting Codes

LINE

Project	Task	Award	Expenditure	Organization
FIN.00006	1.1	GB.000007	Supplies - Allocable	Caltech
PURCHASING&PAYMENT SERVICES	1.1	AVP/CONTROLLER	Supplies - Allocable	Caltech

edit

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Codes: Select Add Split to split PTA's. For best results, use % of Qty. To assist with percentages, use show monetary calculations to see amounts.

Accounting Codes						
LINE	Project	Task	Award	Expense		
					<input type="text" value="21"/>	remove
	<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocat..."/> <small>Select from p... Select from...</small>	(525.00 USD)	
	<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="1.1 [PURCHASING]"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocat..."/> <small>Select from p... Select from...</small>	<input type="text" value="79"/>	remove
					(1,975.00 USD)	
					Split Total 100%	add split
					(2,500.00 USD)	
					<input type="text" value="show monetary calculations"/>	

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Codes: Splitting by Amount of Price can also be chosen by using the dropdown. When using this method, it's best if you have a default PTA in your profile for Check Requests. If you do not have a default PTA, the system will require coding for other invoice fields such as discounts, tax, shipping, handling, etc.

Codes Request Actions ▾ | History | ?

Accounting Codes

LINE

Project	Task	Award	Expenditure	Organization	% of Qty	edit
FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	
FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	50%	

DISCOUNT

Project	Task	Award	Expenditure	Organization	edit
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

TAX1

Project	Task	Award	Expenditure	Organization	edit
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

TAX2

Project	Task	Award	Expenditure	Organization	edit
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Codes: To add a split using Amount of price, select edit and use the dropdown for Amount of price. Adjust amounts as necessary. If your profile has default PTA, the other invoice fields will not appear and require entries.

Codes Request Actions ▾ | History | ?

Accounting Codes

LINE

Project	Task	Award	Expenditure	Organization	<input type="button" value="edit"/>
FIN.00006 PURCHASING&PAYMENT SERVICES	4.2 [SMALL BUSINESS PROGR] SMALL BUSINESS PROGR	GB.000007 AVP/CONTROLLER	Supplies - Allocable Supplies - Allocable	Caltech Caltech	

Add alternate distribution for

Organization

<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<input type="button" value="add split"/>
<small>ues... :S...</small>	<small>Select from profile values... Select from all values...</small>	<input type="button" value="remove"/>
<input type="text" value="Caltech"/>	<input type="text" value="50.00"/>	<input type="button" value="remove"/>
<small>ues... :S...</small>	<small>Select from profile values... Select from all values...</small>	
Document subtotal: 100.00 USD Split Total		100.00 USD <input type="button" value="add split"/>
<small>recalculate / validate values</small>		

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Codes: If you do not have a default PTA, choose % of Qty, enter percentages, then click save. Then use the dropdown to select Amount of price, and enter your amounts from there. This will also bypass the need to enter amounts for other invoice fields.

Accounting Codes ? X

LINE

Select from your code favorites

Project	Task	Award	Expenditure	Organization	% of Qty	
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	4.2 [SMALL BUSINESS PROGR] <small>Select from profile values... Select from all values...</small>	<input type="text" value="GB.000007"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Supplies - Allocable"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50"/>	add split remove
<input type="text" value="FIN.00006"/> <small>Select from profile values... Select from all values...</small>	4.2 [SMALL BUSINESS PROGR] <small>Select fr Select</small>	<input type="text" value="GB.000007"/>	<input type="text" value="Supplies - Allocable"/>	<input type="text" value="Caltech"/>	<input type="text" value="50"/> <input type="text" value="x"/>	remove
Organization						
<input type="text"/>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50.00"/>	add split remove			
<input type="text"/>	<input type="text" value="Caltech"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="50.00"/>	remove			
Document subtotal: 100.00 USD		Split Total	100.00 USD	add split		
recalculate / validate values						

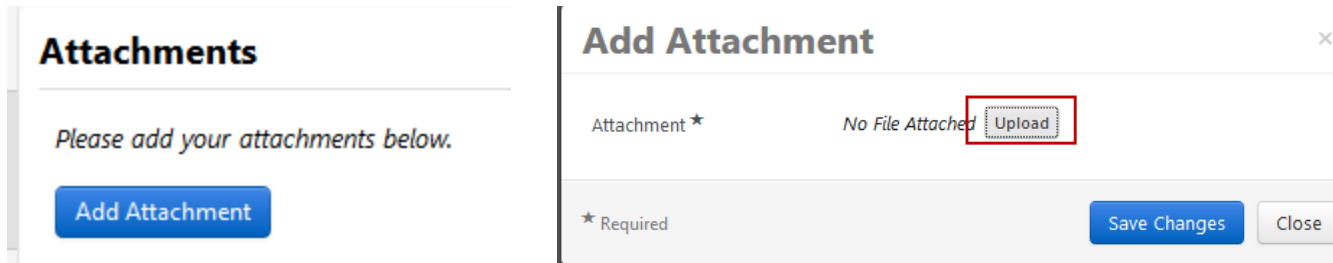
Amount of Price [add split](#)
[remove](#)

% of Qty [add split](#)
[remove](#)

Petty Cash Replenishment Request

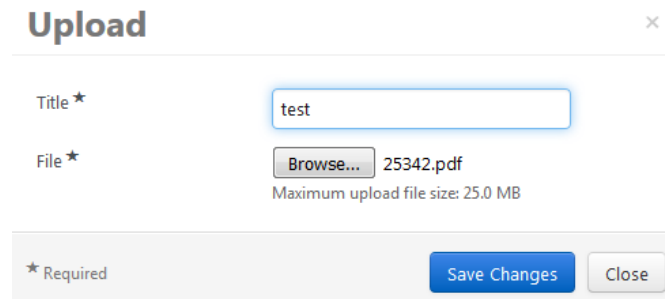
PTA Petty Cash Replenishment Request:

Attachments: add the replenishment form and receipts for the request. Click Add Attachment and upload the documents from your computer.



The image shows two parts of a web interface. On the left is the 'Attachments' section with the heading 'Attachments' and the instruction 'Please add your attachments below.' Below this is a blue 'Add Attachment' button. On the right is a modal dialog box titled 'Add Attachment' with a close button (x) in the top right corner. Inside the dialog, there is a label 'Attachment *' followed by the text 'No File Attached' and a red-bordered 'Upload' button. At the bottom of the dialog, there is a grey bar containing the text '* Required' on the left, and two buttons: a blue 'Save Changes' button and a grey 'Close' button.

Enter a name for the attachment and click browse. Click Save Changes when you are done.



The image shows a modal dialog box titled 'Upload' with a close button (x) in the top right corner. Inside the dialog, there is a 'Title *' label followed by a text input field containing the word 'test'. Below that is a 'File *' label followed by a 'Browse...' button and the text '25342.pdf'. Underneath the file name, it says 'Maximum upload file size: 25.0 MB'. At the bottom of the dialog, there is a grey bar containing the text '* Required' on the left, and two buttons: a blue 'Save Changes' button and a grey 'Close' button.

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Review and Submit: Review to see if all required fields have been completed. Go back to the incomplete sections if needed. Once you have completed everything, click Submit. You can also click Add to Favorites to save a template version for future requests.

Review and Submit

Form Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Codes	✓ Required Fields Complete
Additional Information	✓ Required Fields Complete
Attachments	✓ Required Fields Complete

◀ Previous Add to Favorites Submit

Petty Cash Replenishment Request

Add Favorite:

If you choose Add to Favorites, enter necessary information and click Save Changes. You may need to add a new folder if you do not already have one. This is helpful for recurring payments. The form can be used as a template for future requests. Favorites can be located in the Shopping menu.

Add Favorite ✕

Step 1: Edit Item Details

Item Nickname *

Description 455 characters remaining

Step 2: Select Destination Folder Add New ▲

- ▲ **Personal**
 - Testing
- ▲ **Shared**

You have no shared favorites.

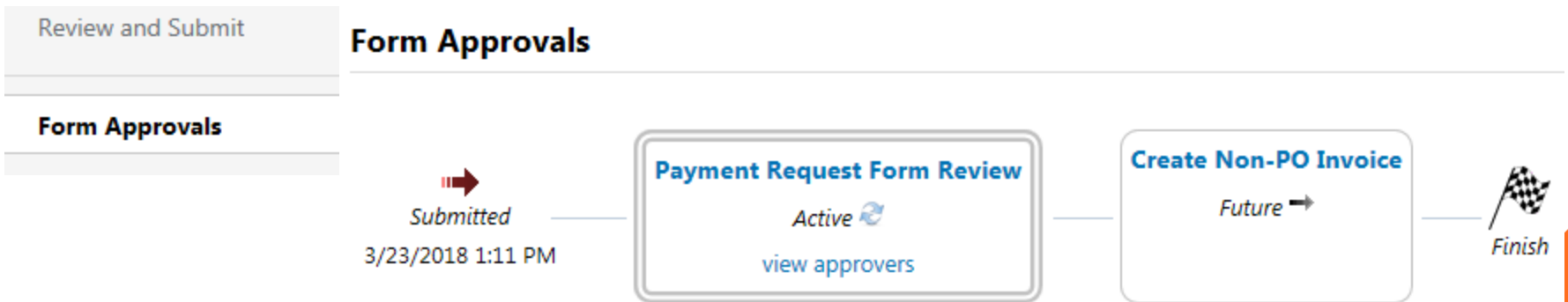
* Required Save Changes Close

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Once you have submitted your request, the form status will change to Under Review. Click Form Approvals to see status of your request. Payment Services will review the form for accuracy and completion and then approve it in Form Request Workflow. After form approval, a voucher is created for Invoice Workflow.

PTA Payment Request v3	
Form Number	112112
Purpose	Check Request
Status	Under Review



Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Invoice workflow: The invoice stops with Payment Services for completion and then with a Invoice Financial Approver. After approved, it will export to Oracle for payment. To review invoice workflow, click the approvals tab on the voucher.

The screenshot displays the Oracle Accounts Payable interface for a voucher. The breadcrumb trail is: Accounts Payable > Vouchers and Receipts > Search for Vouchers > Summary - Supplier Invoice No. PR032318 (Doc. No. V2660). A navigation bar includes a 'Back to Approvals' link and '1 of 51 Results'. The folder is 'Payment Request Invoice Review'. Key fields include: Invoice Number V2660, Supplier Account No., Supplier Invoice No. PR032318, and Supplier Name New Supplier. A tabbed interface shows 'Buyer Invoice' selected, with 'Approvals' highlighted by a red box. Other tabs include Matching, Comments, Supplier Messages, Attachments, and History. Below the tabs are sections for 'Summary' (General, Discount, Tax, Shipping & Handling, Codes) and a warning: 'The voucher contains one or more non-PO voucher lines. They are e'. A table at the bottom shows details for 'General' and 'Addresses'.

General		?	Addresses	
Invoice Type	Invoice	<input type="button" value="edit"/>	Remit To	
Pay Status	In Process			no value
Invoice Number	V2660			

Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

Invoice workflow: In the Approvals tab, you will see the status of the voucher (invoice). Payment Request Invoice Review is a workflow step for Payment Services. Form Financial Approval is for the Invoice Financial Approver. The Invoice Financial Approver must be set up in your profile as a default approver. Once it completes all steps, it will export to Oracle.

The screenshot shows the Oracle interface for a Petty Cash Replenishment Request. At the top, there is a navigation bar with tabs: Buyer Invoice, Approvals (selected), Matching, Comments, Supplier Messages, Attachments, and History. Below the navigation bar, there are two settings: "Show skipped steps" with an unchecked checkbox, and "Orientation" set to "Horizontal" with a dropdown arrow. The main workflow is displayed as a sequence of steps connected by lines:

- Submitted** (with a right arrow icon): Requisitioner 1, 3/23/2018 11:18 AM
- Payment Request Invoice Review** (highlighted with a double border): Active (with a refresh icon), view approvers
- Form Financial Approval**: Future (with a right arrow icon), view approvers, Expedite (button)
- OK to Pay**: Future (with a right arrow icon), Expedite (button)
- Auto-Close PO**: Future (with a right arrow icon), Expedite (button)
- Finish** (with a checkered flag icon): Expedite (button)

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