Petty Cash Reimbursements
Training guide

Revised on: 19th January 2011
This training manual is for petty cash custodians who use the TechnologyOne Financials (T1) system. It covers the following topics:

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For help with petty cash please contact: finance.payables@utas.edu.au
Reimbursing someone from petty cash

Petty cash custodians can enter the details of reimbursements into T1, rather than use an Excel spreadsheet.

The business process for reimbursing someone from petty cash is:

- view receipt(s)
- give cash to the purchaser
- get the purchaser to sign for receipt of cash
- scan the receipt(s) and the signed document
- reconcile petty cash and enter into T1 for reimbursement.

**Exercise – Reconcile petty cash and enter for reimbursement**

1. Workplace: **UTAS Admin Officer**
2. Workplace tab: **Transaction Processing**
3. Click **Petty Cash**

The Petty Cash screen will be displayed.

**Header**

**Supplier number:** Type in or search for a Supplier number your trainer has provided

Each petty cash custodian will have a unique Supplier number to use each time they complete their reimbursement

**Amount:** Enter the total amount to be reimbursed for this period $333.55

Your name, budget centre and float limit will appear greyed out

**Narrative:** The first field will default to ‘Petty Cash Float Reimbursement for’ – use the next two narrative fields to describe this reimbursement

**Activity:** Optional field
Dissections

Enter a line for each of the attached receipts. Please use projects that are familiar to you and natural accounts that are relevant to the purchase.

**Ldg:** Enter the Ledger Code – **OP** or **RT**

**Account Number:** Click the magnifying glass to build the account number.

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**The Account number is made up of three components: a project, a natural account and an internal/external indicator XXXXXX.XXXXX.X**

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In the Account Components window, either type in or search for the numbers for the Project, Natural Account and Internal/External indicators.

To search for each of these components click on the magnifying glass icon next to each, then click **Retrieve** to display all options – select an option by clicking the blue underlined number and it will appear in the Accounts Component window.

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**The Int/Ext indicator for Petty Cash reconciliations must be zero.**

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**Project Description:** When you’ve built the Account number click **OK**

This is a Display field and cannot be changed. Review the description to ensure you selected the correct Project.

**Natural Account Description:** This is a Display field and cannot be changed. Review the description to ensure you selected the correct Natural Account.

**GST Code:** Determine the tax status and select appropriate codes

**Tax codes can be found at the end of this document.**

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**Inclusive Amount:** Enter amount for this line item

Ensure that you have rounded the amounts the same way you have reimbursed the cash ie: 6.57 = 6.55

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**Narrative:** Narrative 1 defaults from header (but you can overwrite it if you...
wish)

Narrative 2 please enter the description for this expense that you’d like to see listed on your accounts

Narrative 3 will always be the supplier name and can’t be changed.

**Activity:** Leave this field blank

This is not a mandatory field – your faculty or institute/division will tell you if you need to enter this information

4. When you’ve added all the required lines to this screen check that the inclusive amount total at the bottom of the screen equals zero

Attach your scanned receipts – your trainer will show you how to do this using the **Attachments** tab

You can save your document to work on at a later date by clicking **save document**.

5. Click **Submit for approval**

6. Enter the training login of the person sitting beside you (you’ll approve their petty cash reconciliation in the next step and they’ll approve yours)

Each custodian needs to maintain paperwork for at least two years – however if paperwork is scanned and attached in T1 you don’t need to keep hard copies.
Exercise – Approve petty cash reconciliation

Your supervisor would usually do this step; however, for training purposes we’re showing you what happens. Note: all workflow approvals go through a similar process to this one.

1. Workflow tab: My Workflow
2. Click on the Inbox
3. Highlight the transaction for the petty cash reconciliation (click on the line, not on the underlined description)
4. Click Open
5. Click Approve

Exercise – Check status of petty cash reimbursement

Petty cash cheques will be processed on Tuesdays.

1. Workplace: UTAS Admin Officer
2. Workplace tab: Transaction Processing
3. Click on My Petty Cash Custodian Reimbursement Document Files

This screen will show your petty cash reimbursements that are in Draft only and have not yet been submitted for approval.

To show your petty cash reimbursements that have been submitted for approval and are in process:

1. Change the search from My Document Files to All Document Files
2. Open up the Criteria Selection by pressing the arrow key next to the word Search. This opens up the extended search criteria.

3. As this is a document file enquiry, select Created By on the drop down menu. Hit <tab> and select the = (equals sign) in the next box.

4. Enter your Userid (Pop-id), or select the magnifying glass to search for a user id, click Retrieve.

A grid populates with the data requested – in this example, it will display the User id selected (T_ROWELL) petty cash documents created.

### Document Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspended</td>
<td>Document has not been finalised and is awaiting processing. Review the workflow item history of the document to determine whom the document is with for processing.</td>
</tr>
<tr>
<td>Posted</td>
<td>This document has been finalised and has been posted to the ledger. Review the supplier transactions to determine if and when it has been paid.</td>
</tr>
</tbody>
</table>
To review the workflow status on a suspended document file:

1. Open the document file by selecting the blue line or double-clicking on the document

2. Select **Workflow Details** which can be found under **Document File Actions**

This will bring up the workflow details screen

1. Review the last line of the workflow details. This indicates it is sitting with Assigned User JIMF for approval (Task: Approve).
Workflow Status

<table>
<thead>
<tr>
<th>Workflow Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Document File</td>
<td>This document is sitting in your “Draft” box waiting to be finalised and Submitted for Approval.</td>
</tr>
<tr>
<td>Approve</td>
<td>Document is awaiting approval. Once approved it will go to Finance for review, posting and payment.</td>
</tr>
<tr>
<td>Posted</td>
<td>If your document is sitting in a workflow pool such as “APPCPOST” or “APINVCHECK”. This document is sitting with Finance for review and posting. Once finalised, it will be posted and picked up in the next Petty Cash payment run.</td>
</tr>
</tbody>
</table>

Tax Codes

<table>
<thead>
<tr>
<th>Description</th>
<th>Tax Code for Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable goods and services / supplies</td>
<td>T</td>
</tr>
<tr>
<td>GST-Free goods and services /supplies</td>
<td>Z</td>
</tr>
<tr>
<td>GST only / GST on Customs 100%</td>
<td>G</td>
</tr>
<tr>
<td>(To be used only with account number: OP 000003.39517)</td>
<td></td>
</tr>
</tbody>
</table>