

# Policies & PROCEDURES



## ENTERING A PETTY CASH DOCUMENT

First you will want to make sure that you have filled out your Petty Cash Expenditures Request Form which can be found here- <http://icobb/resources/forms/n-r>

Make sure that you fill in all the fields at the top:

Department Name - Employee Name -Check Payable To

Select your handling: Interdepartmental or Pick Up. \*Mail is not an option for petty cash.

COBB COUNTY PETTY CASH DOCUMENT Last Revised March 7, 2014

PETTY CASH EXPENDITURES REQUEST FORM		
FORM REQUEST INFORMATION		
DEPARTMENT NAME	EMPLOYEE NAME	CHECK PAYABLE TO:
Water Protection/Northwest	Sharon Scoggins	Steve McCullers
<input checked="" type="radio"/> Interdepartmental	<input type="radio"/> Pick-Up	

Next you need to fill in your receipts. Please make sure to start with the oldest receipt and end with the newest **\*remember only one receipt per line\***

Fill in each of the boxes below for each receipt:

Petty Cash Receipt #  
Date  
Department  
Sub-Unit  
Object  
Amount  
Description

Make sure you are using the most appropriate object codes which can be found here-

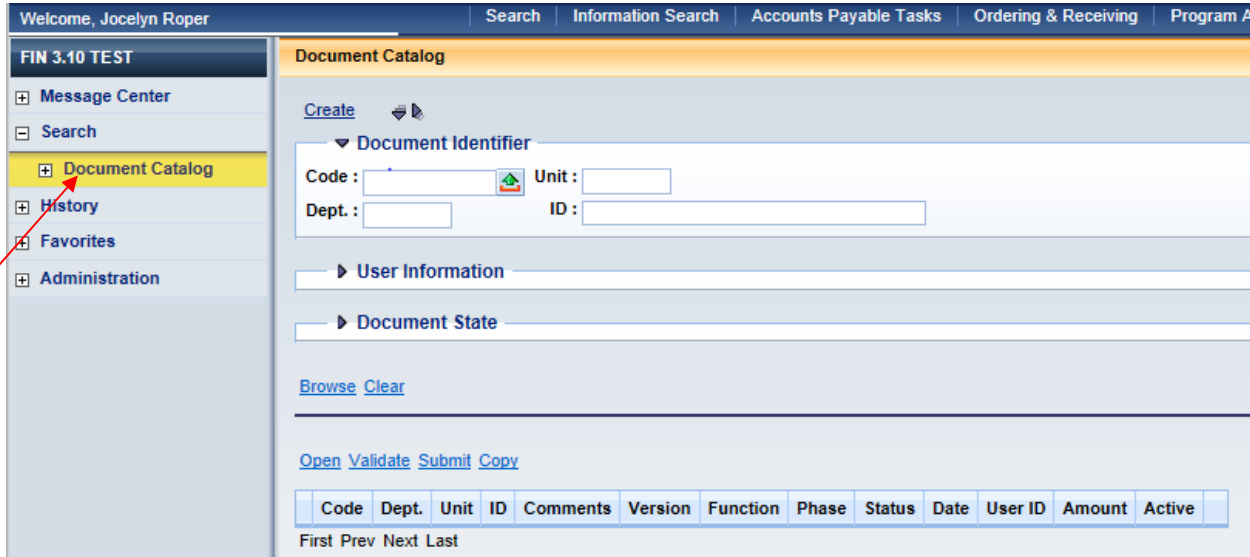
<http://cobbweb:8088/Department/budget%20pdfs/Account%20Dictionary.pdf>

RCPT #	DATE	DEPT	SUB-UNIT	OBJECT	AMOUNT	DESCRIPTION
221	Mar 17, 2015	500	5251	6162	\$10.59	bulb
222	Apr 15, 2015	500	5251	6182	\$13.77	saw blade
223	May 20, 2015	500	5251	6577	\$9.82	shipping
224	Jul 1, 2015	500	5251	6186	\$11.64	bulb
225	Jul 1, 2015	500	5251	6116	\$13.23	lock
226	Jul 7, 2015	500	5251	6116	\$16.95	calendar

# Policies & PROCEDURES

## ENTERING YOUR GAXPC INTO AMS

Go to your document catalog



Welcome, Jocelyn Roper

Search Information Search Accounts Payable Tasks Ordering & Receiving Program A

FIN 3.10 TEST

Message Center

Search

Document Catalog

History

Favorites

Administration

Document Catalog

Create

Document Identifier

Code : Unit :  
Dept. : ID :

User Information

Document State

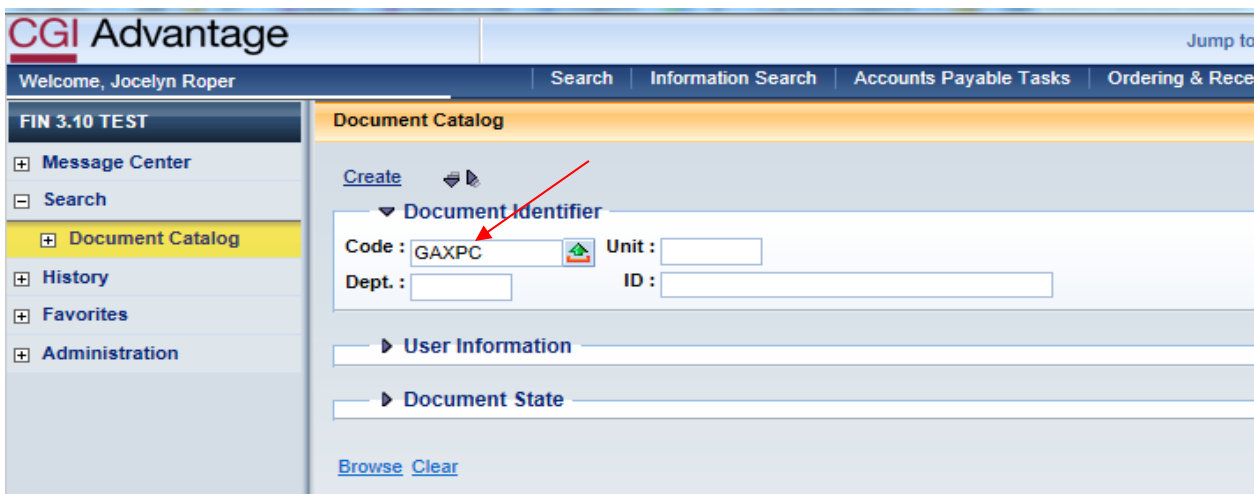
Browse Clear

Open Validate Submit Copy

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
------	-------	------	----	----------	---------	----------	-------	--------	------	---------	--------	--------

First Prev Next Last

Now enter your document code which will be GAXPC for petty cash



CGI Advantage

Welcome, Jocelyn Roper

Search Information Search Accounts Payable Tasks Ordering & Rece

FIN 3.10 TEST

Message Center

Search

Document Catalog

History

Favorites

Administration

Document Catalog

Create

Document Identifier

Code : GAXPC Unit :  
Dept. : ID :

User Information

Document State

Browse Clear

# Policies & PROCEDURES

Enter your department (**NOT 055**)

The screenshot shows a web application interface for document creation. The top navigation bar includes 'Welcome, Jocelyn Roper', 'Search', 'Information Search', 'Accounts Payable Tasks', and 'Ordering & Rece'. The left sidebar contains a menu with 'FIN 3.10 TEST', 'Message Center', 'Search', 'Document Catalog' (highlighted), 'History', 'Favorites', and 'Administration'. The main content area is titled 'Document Catalog' and features a 'Create' button. Below it, the 'Document Identifier' section contains input fields for 'Code : GAXPC', 'Unit :', 'Dept. : 055' (circled in red), and 'ID :'. There are also expandable sections for 'User Information' and 'Document State'. At the bottom, there are 'Browse' and 'Clear' links.

Next you will enter your document id.

DOCUMENT ID- DEPT#- DATE SUBMITTED\*date on Petty Cash Form\* (MMDDYY) -3 LETTER ACRONYM FOR YOUR DEPARTMENT.

\*Please use the same acronym **every time**\*

For Example- for Finance submitted for payment on September 29, 2015

Document ID would be- **055092915FIN**

**\*\*Please note that if your department has multiple petty cash buckets then you will have to use an acronym for each different location\*\*\***

For Example:

Single Petty Cash Fund: for Communications submitted for payment on September 29, 2015

Document ID would be-021092915COM

Multiple Petty Cash Funds: for Water submitted for payment on September 29, 2015

Document IDs would be-

Northwest Plant-500092915NWP

Noonday Plant-500092915NDP

# Policies & PROCEDURES

Click - Create

Welcome, Jocelyn Roper | Search | Information Search | Accounts Payable Tasks

FIN 3.10 PROD

Document Catalog

Create

Document Identifier

Code : GAXPC Unit :

Dept. : 055 ID : 500090115NWP

User Information

Document State

Verify the information entered is correct and click on create again.

Welcome, Jocelyn Roper | Search | Information Search | Accounts Payable Tasks | Ordering & Receiving

FIN 3.10 TEST

Document Catalog

Search

Document Identifier

Code : GAXPC Unit :

Dept. : 055 ID : 500090115NWP

Other Options

Auto Numbering :

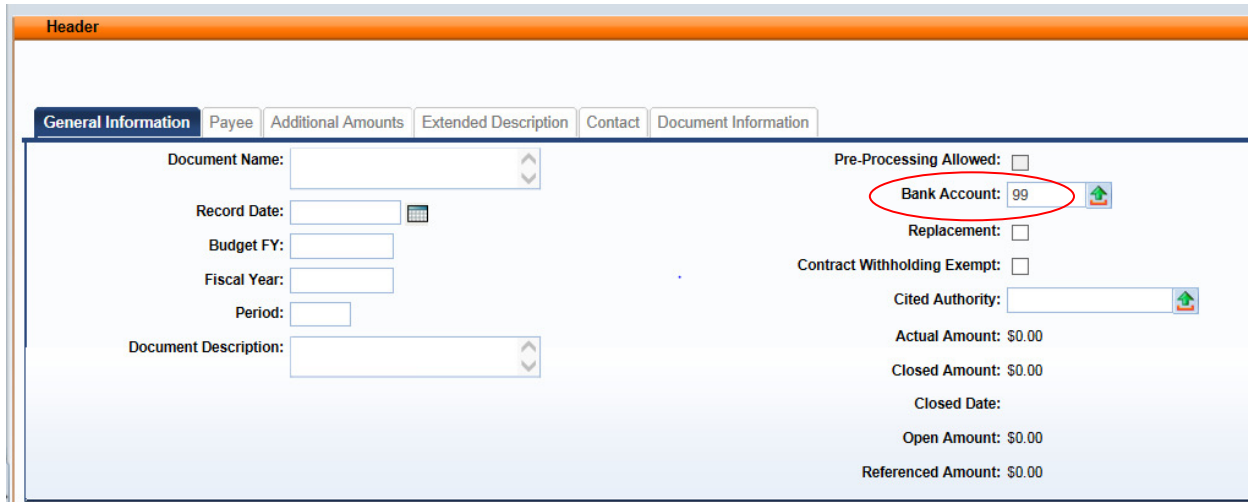
Create Template :

Create

Menu

# Policies & PROCEDURES


On your Header page in the bank account spot you will enter 99



Header

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name:

Record Date:  


Budget FY:

Fiscal Year:

Period:


Document Description:

Pre-Processing Allowed:

**Bank Account: 99** 

Replacement:

Contract Withholding Exempt:

Cited Authority:  

Actual Amount: \$0.00

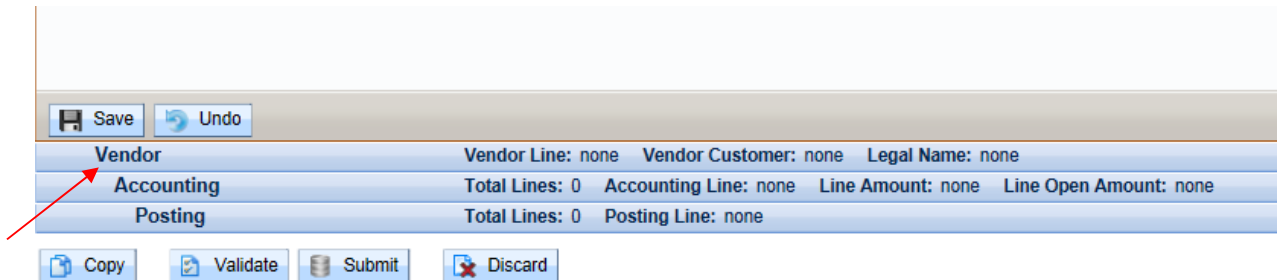
Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

At the bottom of your page click on the Vendor tab

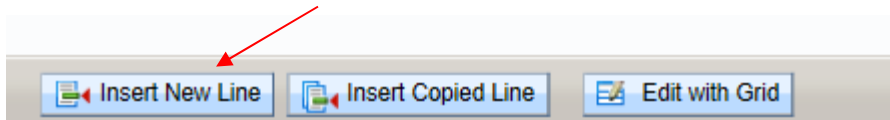


Save Undo

<b>Vendor</b>	Vendor Line: none	Vendor Customer: none	Legal Name: none	
Accounting	Total Lines: 0	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	Total Lines: 0	Posting Line: none		

Copy Validate Submit Discard

Click on insert new line at the bottom of the vendor page





Insert New Line Insert Copied Line Edit with Grid

Vendor Customer (Vendor Number) enter PETTYCASH (one word)

Legal name will be who the check needs to be made out to (LAST NAME, FIRST NAME) **\*Must match what is on the Petty Cash Expenditure Form\***

And for your Alias/ DBA enter PETTYCASH (one word)

# Policies & PROCEDURES


General Information	Disbursement Options	Discount Terms
Vendor Customer:	<input type="text" value="PETTYCASH"/>	
Legal Name:	<input type="text" value="MCCULLERS, STEVE"/>	
Alias/DBA:	<input type="text" value="PETTYCASH"/>	
Address Code:	<input type="text"/>	
Address Line 1:	<input type="text"/>	

Address line 1 enter

% THEN YOUR DEPARTMENT and the location if your department has multiple locations

Address line 2 -will be the physical address

Then enter your city, state, and zip code

Address Line 1:	<input type="text" value="%WATER-NORTHWEST"/>
Address Line 2:	<input type="text" value="660 SOUTH COBB DRIV"/>
City:	<input type="text" value="MARIETTA"/>
State:	<input type="text" value="Georgia"/> 
Zip:	<input type="text" value="30060"/>
Country:	<input type="text"/>

Then click on the Disbursement Options tab

# Policies & PROCEDURES

General Information | **Disbursement Options** | Discount Terms

Vendor Customer: PETTYCASH

Legal Name: MCCULLERS, STEVE

Alias/DBA: PETTYCASH

Address Code: [empty]

On the Disbursement Option tab

Enter the schedule payment date which should ALWAYS BE A WEDNESDAY.

Then enter your handling code - only options are ID or PU (we do not ML Pettycash)

\*DO NOT enter a disbursement category\*

General Information | **Disbursement Options** | Discount Terms

Disbursement Category: [empty]

Schedule Payment Date: 9/16/2015

Disbursement Priority: [empty]

Disbursement Type: [empty]

Disbursement Format: [empty]

Single Payment:

FET Status: [empty]

Handling Code: ID

On Line Disbursement Rqst:

Taxpayer Id: [empty]

Taxpayer Id Type: [empty]

Pay Third Party:

At the bottom of the page click on the Accounting page

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

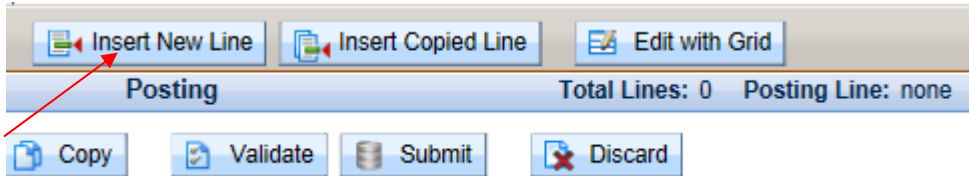
**Accounting** | Total Lines: 0 | Accounting Line: none | Line Am

**Posting** | Total Lines: 0 | Posting Line: none

Copy | Validate | Submit | Discard

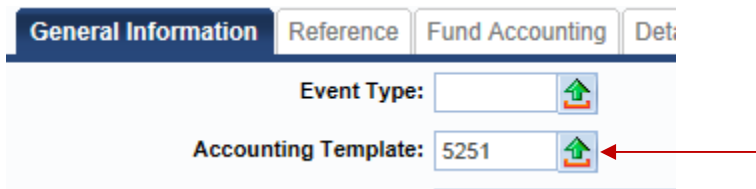
# Policies & PROCEDURES

1.) Click on insert new line at the bottom



2.) Enter the subunit in the accounting template

RCPT #	DATE	DEPT	SUB-UNIT	OBJECT	AMOUNT	DESCRIPTION
221	Mar 17, 2015	500	5251	6162	\$10.59	bulb



3.) In the line amount enter the amount of the receipt.

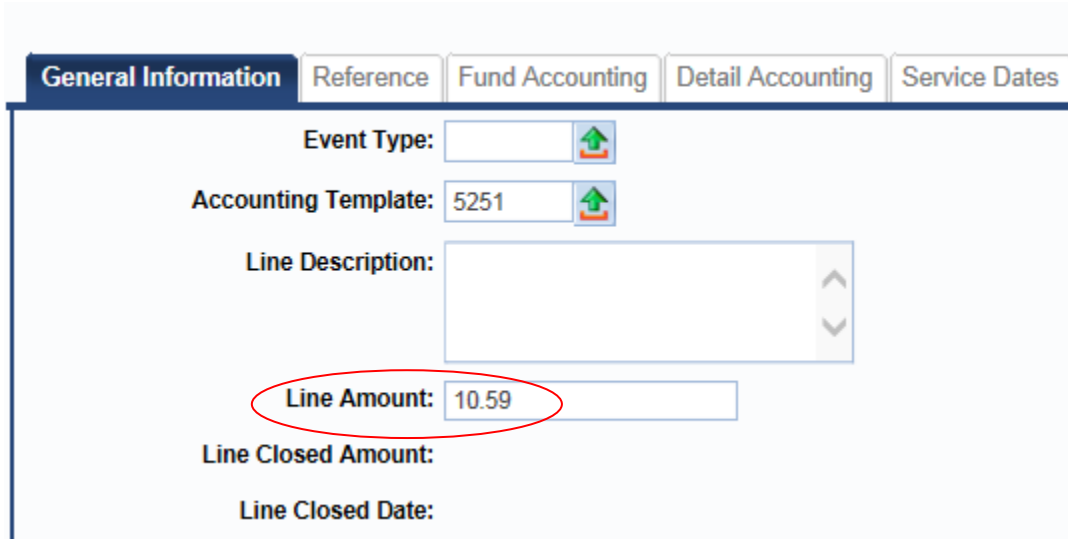
**\*\*PLEASE REMEMBER ONE ACCOUNTING LINE PER ONE RECEIPT.**

**\*\*YOU CAN NOT COMBINE MULTIPLE RECEIPTS ON ONE LINE.**


RCPT #	DATE	DEPT	SUB-UNIT	OBJECT	AMOUNT	DESCRIPTION
221	Mar 17, 2015	500	5251	6162	\$10.59	bulb




# Policies & PROCEDURES



General Information | Reference | Fund Accounting | Detail Accounting | Service Dates

Event Type:  

Accounting Template: 5251 

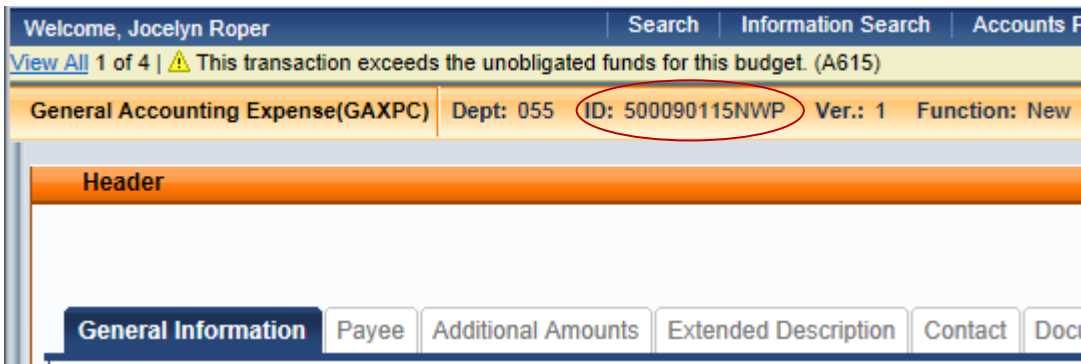
Line Description:

Line Amount: 10.59

Line Closed Amount:

Line Closed Date:

- 4.) Enter the vendor INVOICE NUMBER- this will be your DOCUMENT ID- which can be found at the top of your screen above the current page header as shown below.



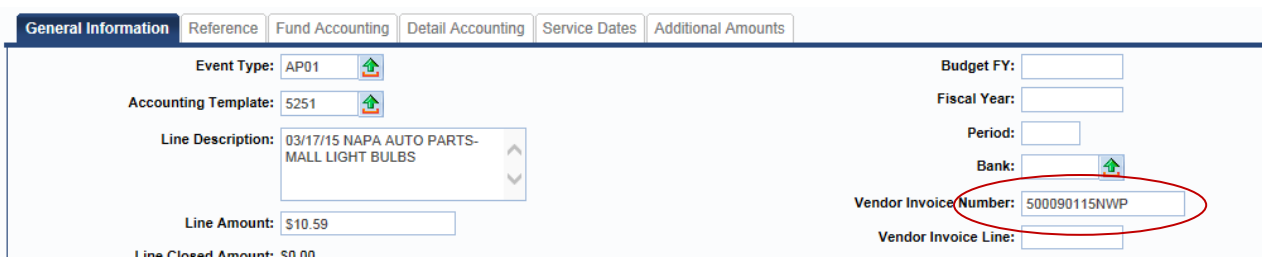
Welcome, Jocelyn Roper | Search | Information Search | Accounts P

View All 1 of 4 | ⚠ This transaction exceeds the unobligated funds for this budget. (A615)


General Accounting Expense(GAXPC) | Dept: 055 | ID: 500090115NWP | Ver.: 1 | Function: New


Header

General Information | Payee | Additional Amounts | Extended Description | Contact | Doc



General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: AP01 

Accounting Template: 5251 


Line Description: 03/17/15 NAPA AUTO PARTS-  
MALL LIGHT BULBS

Line Amount: \$10.59

Budget FY:

Fiscal Year:

Period:


Bank:  

Vendor Invoice Number: 500090115NWP

Vendor Invoice Line:


- 5.) Fill in the Vendor invoice line- which for the first line will be 1

# Policies & PROCEDURES

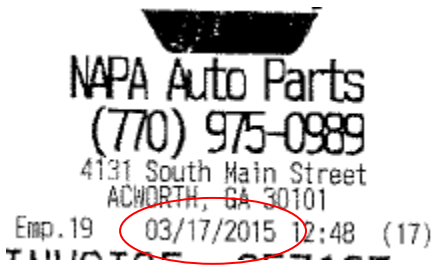
Bank:  

Vendor Invoice Number:

Vendor Invoice Line:  ←


Vendor Invoice Date:  

- 6.) Insert the Vendor Invoice date- this is the date of the transaction on your receipt by typing it in or using the calendar located next to the field.




Vendor Invoice Number:


Vendor Invoice Line:

Vendor Invoice Date:   ←

- 7.) Fill in the Tracking date- this will be the date you are entering your document. Again you can either type it in or use the calendar next to the field.

Vendor Invoice Line:

Vendor Invoice Date:  

Tracking Date:   ←

- 8.) Check description: please enter the date of the transaction first. Then if it was a physical store enter the name of that store with a description of the item or items that were purchased.

# Policies & PROCEDURES



NW  
221

NAPA Auto Parts  
(770) 975-0989

4131 South Main Street  
ACWORTH, GA 30101

Emp. 19 03/17/2015 12:48 (17)

INVOICE 257137

CASH SALE - THANK YOU  
MAKE YOUR CAR  
NAPA BRAND, GA 99999-0000

description	Qty	Net	Total
MALL LIGHT BUL LMP BP894	1	9.99	9.99 T
Subtotal		9.99	
SALES TAX 6.0000%		0.60	
%		0.00	

TOTAL DUE 10.59

Check Description: 03/17/15 NAPA AUTO PARTS-  
MALL LIGHT BULBS

Please see all this filled in below

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Special Instructions Code:

Disbursement Category:

Extension Reason:

9.) Now click on Fund Accounting

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type:

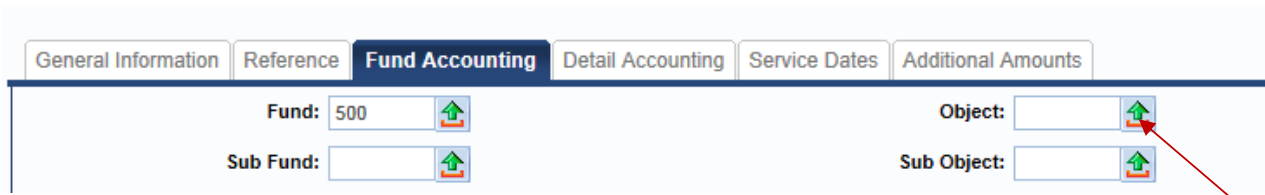
Accounting Template:

# Policies & PROCEDURES



10.) Enter your correct object code from the account dictionary. If you do not have a copy please use the link below to search for your item.



<http://cobbweb:8088/Department/budget%20pdfs/Account%20Dictionary.pdf>

Or you can click on the green arrow next to the field and search for you object code.

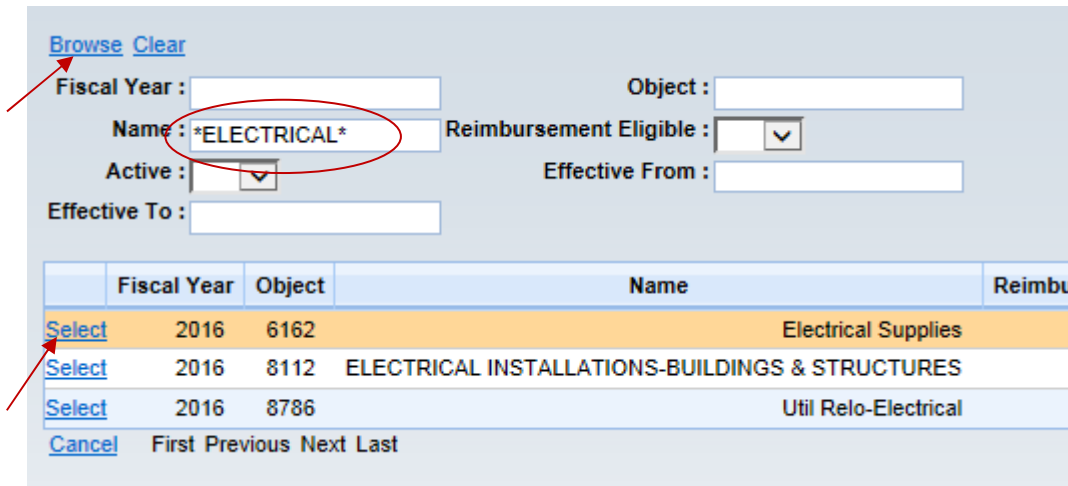


General Information Reference **Fund Accounting** Detail Accounting Service Dates Additional Amounts

Fund: 500  Object:  

Sub Fund:   Sub Object:  

You can then enter the name of definition and hit browse.



[Browse](#) [Clear](#)

Fiscal Year :  Object :

Name : \*ELECTRICAL\* Reimbursement Eligible :

Active :  Effective From :

Effective To :

	Fiscal Year	Object	Name	Reimbu
<a href="#">Select</a>	2016	6162	Electrical Supplies	
<a href="#">Select</a>	2016	8112	ELECTRICAL INSTALLATIONS-BUILDINGS & STRUCTURES	
<a href="#">Select</a>	2016	8786	Util Relo-Electrical	

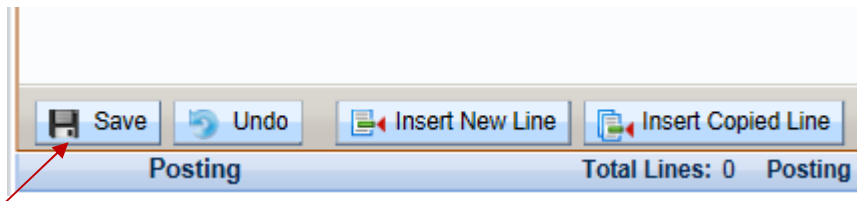
[Cancel](#) First Previous Next Last

When the one you need appears, click on select next to object code and it will populate in the box for you.

# Policies & PROCEDURES

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	<input type="text"/>			Object:	6162
Sub Fund:	<input type="text"/>			Sub Object:	<input type="text"/>
Department:	<input type="text"/>			Revenue:	<input type="text"/>
Unit:	<input type="text"/>			Sub Revenue:	<input type="text"/>
Sub Unit:	<input type="text"/>			BSA:	<input type="text"/>
Appr Unit:	<input type="text"/>			Sub BSA:	<input type="text"/>

11.) Hit Save



Save Undo Insert New Line Insert Copied Line

Posting Total Lines: 0 Posting

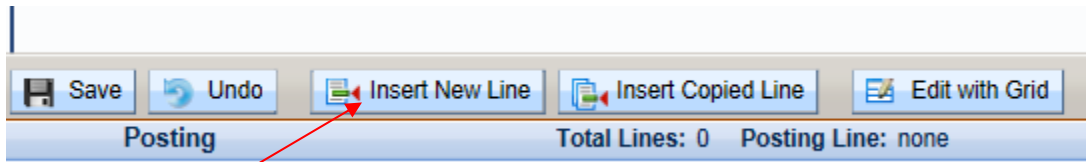
12.) Click on the General Information tab again

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	500			Object:	6162

# Policies & PROCEDURES

We are now going to repeat steps 1 through 10.

- 1.) At the bottom of the page hit Insert New Line.

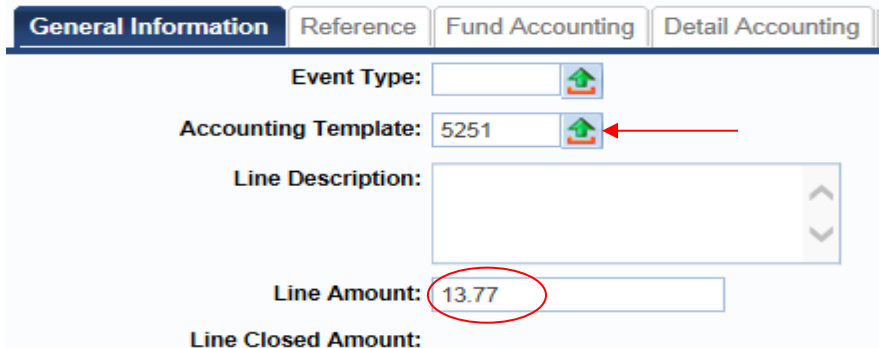


- 2.) On your next accounting line you will enter the subunit of the next transaction receipt from your petty cash expenditure request form.

- 3.) Then the amount of your next receipt in the line amount

222	Apr 15, 2015	500	5251	6182	\$13.77	saw blade
-----	--------------	-----	------	------	---------	-----------

A red arrow points to the '5251' cell, and a red circle highlights the '\$13.77' cell.

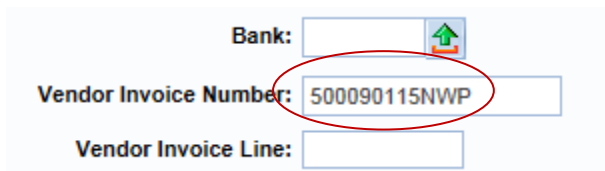


The screenshot shows a software form with several tabs: 'General Information', 'Reference', 'Fund Accounting', and 'Detail Accounting'. The 'General Information' tab is selected. The form contains the following fields:

- Event Type: [ ]
- Accounting Template: 5251
- Line Description: [ ]
- Line Amount: 13.77
- Line Closed Amount: [ ]

A red arrow points to the 'Accounting Template' field, and a red circle highlights the 'Line Amount' field.

- 4.) Enter the vendor INVOICE NUMBER- this will be your DOCUMENT ID again

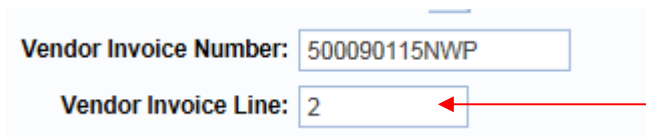


The screenshot shows a software form with the following fields:

- Bank: [ ]
- Vendor Invoice Number: 500090115NWP
- Vendor Invoice Line: [ ]

A red circle highlights the 'Vendor Invoice Number' field.

- 5.) Fill in the Vendor invoice line- But this time Vendor Invoice line **WILL BE 2**



The screenshot shows a software form with the following fields:

- Vendor Invoice Number: 500090115NWP
- Vendor Invoice Line: 2

A red arrow points to the 'Vendor Invoice Line' field.

# Policies & PROCEDURES




- 6.) Use the receipt date as your Vendor Invoice Date- you can either type it in or use the calendar next to the field

INVOICE 09275      IMA:              0.70  
TOTAL:              13.77  
DEBIT:              13.77


DEFID:XXXXXXXXXXXX9604 AMOUNT:13.77 AUTHID:269401  
SWIPEID REFID:115388165100 04/15/15 12:29:46  
TRACE:00061256


Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:  

- 7.) Fill in the Tracking date- this will be the date you are entering your document. Again you can either type it in or use the calendar next to the field.

Vendor Invoice Date:  

Tracking Date:  

- 8.) Check description: please enter the date of the transaction first. Then if it was a physical store enter the name of that store with a description of the item or items that were purchased.

# Policies & PROCEDURES



NEVER STOP IMPROVING

LOVE'S HOME CENTERS, LLC  
3250 COBB PKWY NW  
KENNESAW, GA 30152 (770) 975-4300

NW  
222

- SALE -

SALESM: S1651T81 2010905 TRANS#: 9115362 04-15-15

508177 ROCKWELL CIRCULAR SAW 24T 12.99  
SUBTOTAL: 12.99  
TAX: 0.78  
INVOICE 09275 TOTAL: 13.77  
DEBIT: 13.77

DEBIT:XXXXXXXXXXXX9604 AMOUNT:13.77 AUTHID:269401  
SWIPE# REFID:115388165109 04/15/15 12:29:46  
TRACE:00061256  
PURCHASE CASH BACK TOTAL DEBIT  
13.77 0.00 13.77

Check Description: 04/15/15 LOWES-CIRCULAR SAW BLADE

See below for how it is all filled in: Remember the Vendor Invoice Line number will change for each petty cash receipt you have.

Budget FY:   
Fiscal Year:   
Period:   
Bank:

Vendor Invoice Number:   
Vendor Invoice Line:   
Vendor Invoice Date:    
Tracking Date:    
Check Description:   
Special Instructions Code:



# Policies & PROCEDURES



9.) Click on Fund Accounting

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
---------------------	-----------	-----------------	-------------------	---------------	--------------------

10.) Enter your correct object code from the account dictionary. If you do not have a copy please use the link below to search for your item.

<http://cobbweb:8088/Department/budget%20pdfs/Account%20Dictionary.pdf>

Or you can click on the green arrow next to the field and search for you object code.

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	<input type="text"/>		Object:	6182	
Sub Fund:	<input type="text"/>		Sub Object:	<input type="text"/>	
Department:	<input type="text"/>		Revenue:	<input type="text"/>	
Unit:	<input type="text"/>		Sub Revenue:	<input type="text"/>	
Sub Unit:	<input type="text"/>		BSA:	<input type="text"/>	
Appr Unit:	<input type="text"/>		Sub BSA:	<input type="text"/>	

Continue these steps for each petty cash receipt on the form

Then verify your information: subunits, amounts, and dates.

Click on Header Screen page

Header			
Vendor		Vendor Line: 1	Vendor Customer: PETTYCASH
Accounting		Total Lines: 6	Accounting Line: 1
Accounting Line	Line Amount	Line Closed Amo	
1	\$10.59		

# Policies & PROCEDURES

Make sure that the amount on your petty cash expenditure form matches the actual amount on the header screen

EXPENDITURES: \$76.00

General Information	Payee	Additional Amounts	Extended Description	Contact	Document Information
Document Name:					Pre-Processing Allowed: <input type="checkbox"/>
Record Date:	09/09/2015				Bank Account: 99
Budget FY:	2015				Replacement: <input type="checkbox"/>
Fiscal Year:	2015				Contract Withholding Exempt: <input type="checkbox"/>
Period:	12				Cited Authority:
Document Description:					Actual Amount: \$76.00

Hit Validate then Submit.

Posting Total Lines: 0

Copy Validate Submit Discard

Now attach your back up to the Petty Cash Receipt Expenditure Form- please see the video below if you need help



ATTACHING Backup to Adobe.mp4

**\*\*Make sure that the receipts are in the same order as the form and your document in AMS. The backup should be scanned vertically and be sure not to cut off sections of the receipt that are needed such as date, payment, store, etc. \*\***

# *Policies &* **PROCEDURES**



In the event any (but not limited to) of these items are incorrect they are subject to being rejected”

DOCID

DATES

INVOICE NUMBER

OBJECT CODES

VENDOR NAME/ ALIAS

MISSING BACKUP

OUT OF ORDER RECEIPTS ON FORM AND/OR BACKUP

OTHER

Once your backup is attached you can send the form for the approval signatures then send to the GAX1 email.

Please contact Jocelyn Roper at ext 1588 with any questions.