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
⊙ Interdepartmental ○ 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

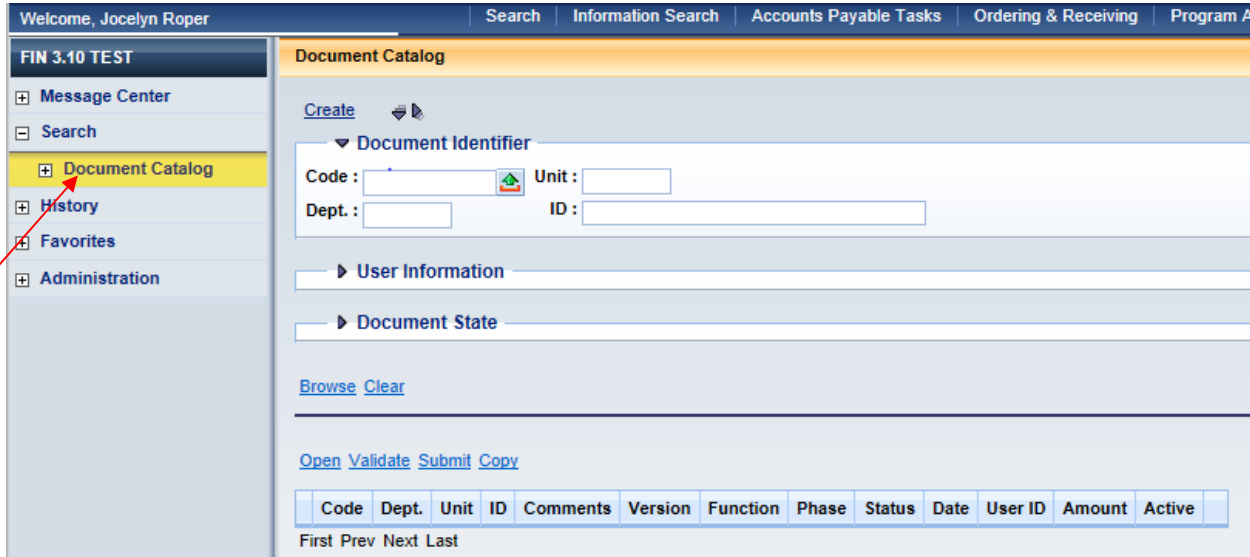Make sure you are using the most appropriate object codes which can be found here-

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

ENTERING YOUR GAXPC INTO AMS

Go to your document catalog

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

Enter your department **(NOT 055)**

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 <u>multiple petty cash buckets</u> 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

Click – Create

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

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

At the bottom of your page click on the Vendor tab

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

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)

| General Information | Disbursement Options | Discount Terms |

Vendor Customer: PETTYCASH

Legal Name: MCCULLERS, STEVE

Alias/DBA: PETTYCASH

Address Code:

Address Line 1:

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: %WATER-NORTHWEST

Address Line 2: 660 SOUTH COBB DRIV

City: MARIETTA

State: Georgia

Zip: 30060

Country:

Then click on the Disbursement Options tab

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

At the bottom of the page click on the Accounting page

1.) Click on insert new line at the bottom

Insert New Line	Insert Copied Line	Edit with Grid
Posting		**Total Lines: 0 Posting Line: none**
Copy Validate Submit		Discard
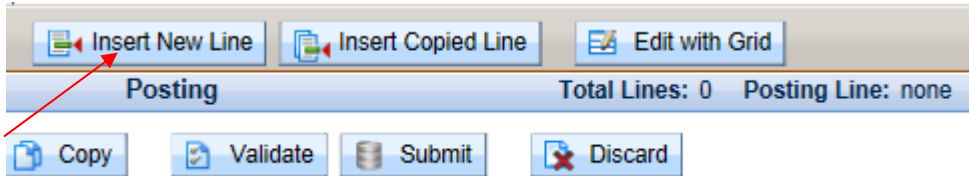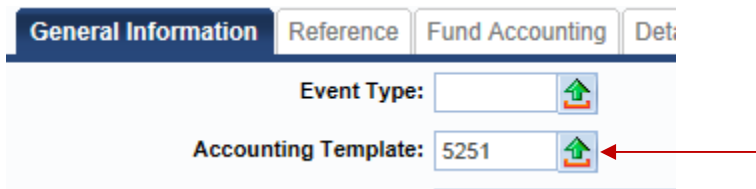
2.) Enter the subunit in the accounting template

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

General Information	Reference	Fund Accounting	Det

Event Type: _____

Accounting Template: 5251

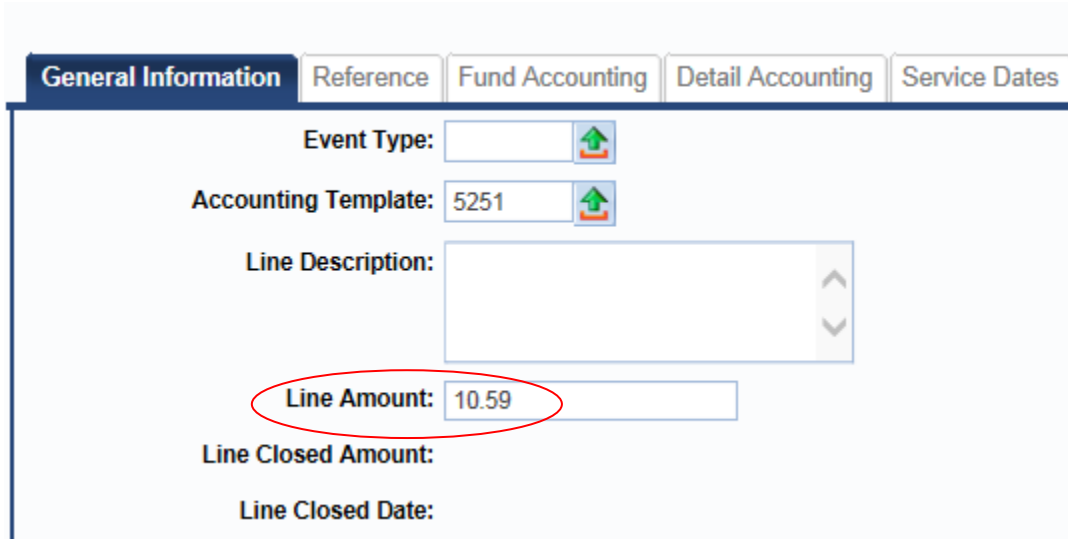3.) In the line amount enter the amount of the receipt.

**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

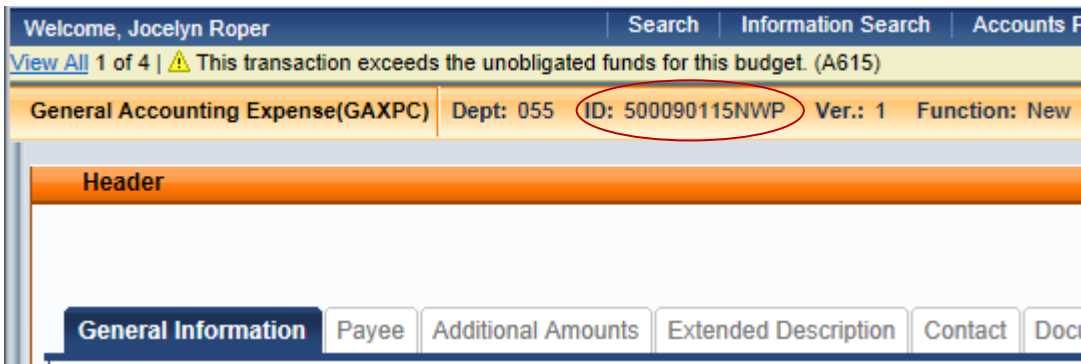| General Information	Reference	Fund Accounting	Detail Accounting	Service Dates

Event Type: ▢ ⬆

Accounting Template: 5251 ⬆

Line Description: [ ]

Line Amount: 10.59

Line Closed Amount:

Line Closed Date:

4.) Enter the vendor INImageNUMBER- this will be your DOCUMENT ID- which can be found at the top of your screen above the current page header as shown below.
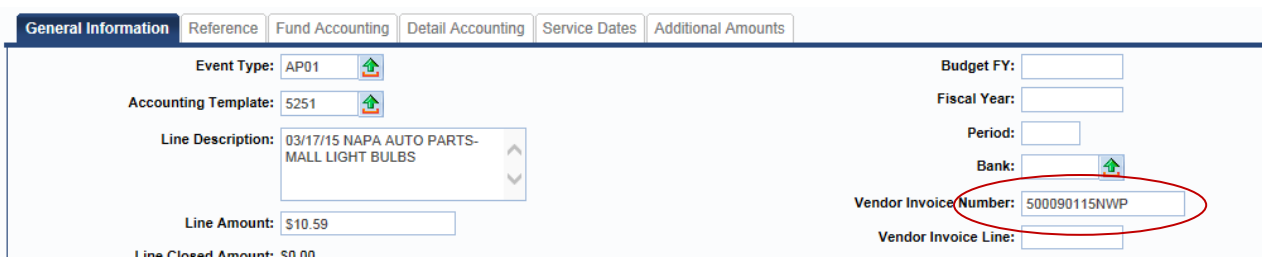
Welcome, Jocelyn Roper   Search   Information Search   Accounts P

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	Docu

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

Line Closed Amount: $0.00

Budget FY: [ ]

Fiscal Year: [ ]

Period: [ ]

Bank: [ ] ⬆

Vendor Invoice Number: 500090115NWP

Vendor Invoice Line: [ ]

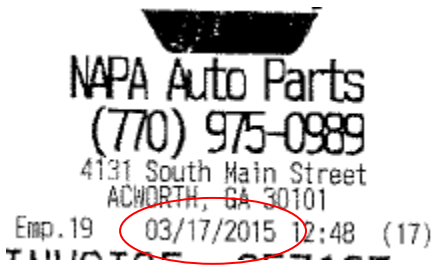5.) Fill in the Vendor invoice line- which for the first line will be 1

Bank:

Vendor Invoice Number: 500090115NWP

Vendor Invoice Line: 1

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.

NAPA Auto Parts
(770) 975-0989
4131 South Main Street
ACWORTH, GA 30101
Emp.19   03/17/2015 12:48   (17)

Vendor Invoice Number: 500090115NWP

Vendor Invoice Line: 1

Vendor Invoice Date: 03/17/2015

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: 1

Vendor Invoice Date:

Tracking Date: 09/03/2015

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.

NW
221

NAPA

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

escription	Qty	Net	Total
MALL LIGHT BUL	1	9.99	9.99 T
LMP BP894			
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: 500090115NWP

Vendor Invoice Line: 1

Vendor Invoice Date: 03/17/2015

Tracking Date: 09/14/2015

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

Special Instructions Code:

Disbursement Category:

Extension Reason:

9.) Now click on Fund Accounting

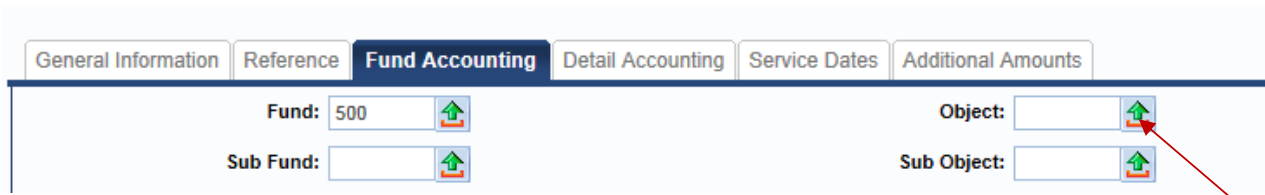| General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts

Event Type:

Accounting Template: 5251

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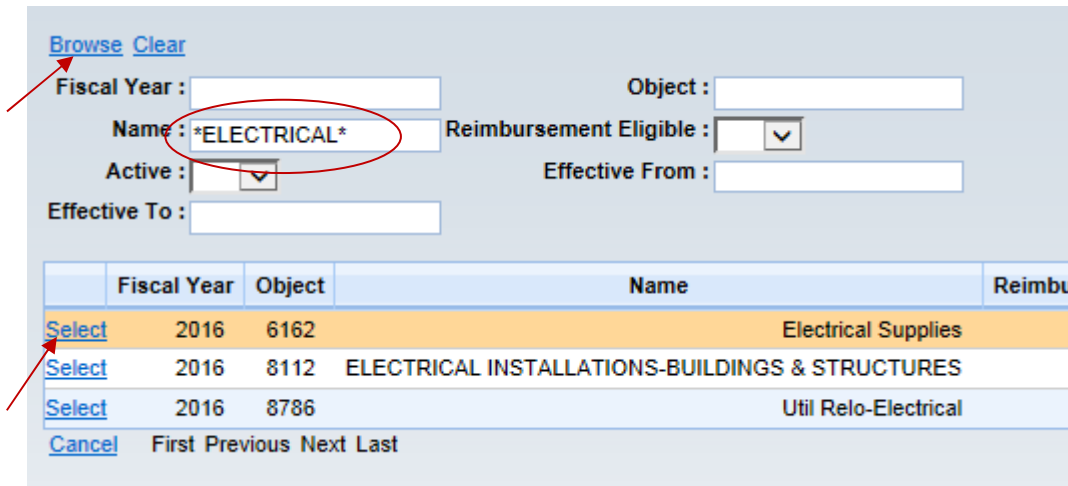
You can then enter the name of definition and hit browse.
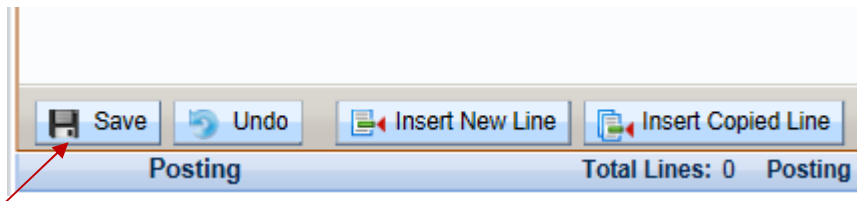

When the one you need appears, click on select next to object code and it will populate in the box for you.

11.) Hit Save

12.) Click on the General Information tab again

We are now going to repeat steps 1 through 10.
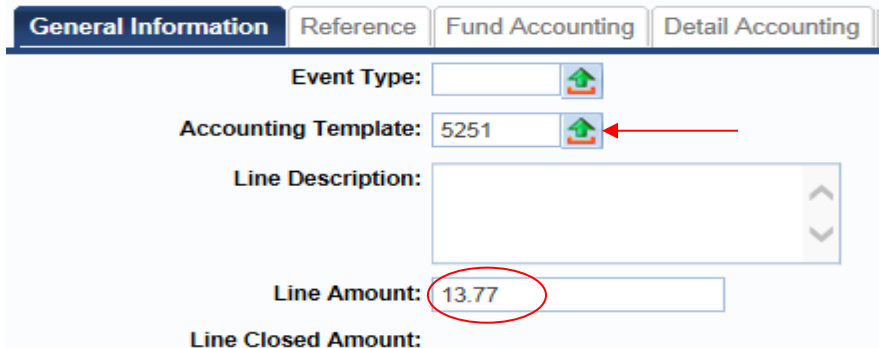
1.) At the bottom of the page hit Insert New Line.
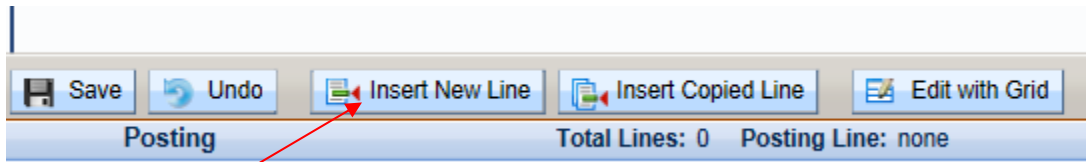
2.) On your next accounting line you will enter the subunit of the next transaction receipt from your petty cash expenditure request form.

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

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

4.) Enter the vendor INVOICE NUMBER- this will be your DOCUMENT ID again
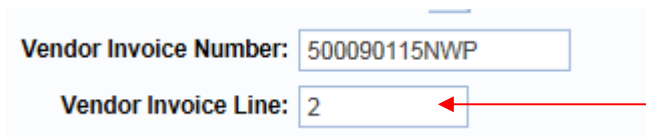
5.) Fill in the Vendor invoice line- But this time Vendor Invoice line **WILL BE 2**

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

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.

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.

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

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: [ ]   **Object:** 6182
Sub Fund: [ ]   **Sub Object:** [ ]
Department: [ ]   **Revenue:** [ ]
Unit: [ ]   **Sub Revenue:** [ ]
Sub Unit: [ ]   **BSA:** [ ]
Appr Unit: [ ]   **Sub BSA:** [ ]

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 | Line Amou |

	Accounting Line	Line Amount	Line Closed Amo
1		$10.59	

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

Hit Validate then Submit.

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. **

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.