

## PeopleSoft 8.9 Quick Reference Guide: Petty Cash Disbursement

www.case.edu/erp/fin

1. Click **Case Petty Cash Management**.
2. Select **Cash Disbursement Entry**.

*The Petty Cash Disbursement Entry search screen appears.*

**Petty Cash Disbursement Entry**

[Find an Existing Value](#) | [Add a New Value](#)

Disbursement ID: NEXT  
 Petty Cash Transaction Type:  
 User ID: abc123

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. Click [Add](#) to create a new petty cash voucher.

*The Petty Cash Voucher Entry screen will appear.*

**Petty Cash Voucher Entry**

Business Unit: CASE1    User ID: abc123    Tran Type:  Void  
 Disbursement ID: NEXT    Disbursement Status: Pending  
 Disbursement Date: 04/21/2008    Posted Status: Not Posted

\*Payee Name:

**Cash Disbursement Total**

Amount:     Descr:

**Disbursement Distribution Detail**    Find    First  1 of 1  Last

Distribution Line: 1

\*Description:

*Amount	*SpeedType	*Account	Event	DeptID	Fund	Class	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

[Save](#)    [Notify](#)    [Add](#)    [Update/Display](#)

4. In the **Payee Name** field, enter the name of the person receiving the disbursement.



This is the only person who will be able to pick-up payment at the Cashiers Office with a photo ID.

5. In the **Descr** field, enter the description for the Petty Cash Voucher.

Cash Disbursement Total	
Amount:	Descr: <input type="text"/>

6. In the Disbursement Distribution Detail section, write a **Description** for the amount being distributed on Distribution Line 1.



This is the description that will appear on Financial Reports.

7. In the **Amount** field, enter the dollar amount being distributed.

8. Enter the **SpeedType**.

9. Enter the **Account**.

10. If applicable, enter **Event**.

Petty Cash Voucher Entry

Business Unit: CASE1    User ID: abc123    Tran Type:  Void  
Disbursement ID: NEXT    Disbursement Status: Pending  
Disbursement Date: 04/22/2008    Posted Status: Not Posted

\*Payee Name:

Cash Disbursement Total	
Amount: 7.00	Descr: <input type="text" value="supplies needed for the office"/>

Disbursement Distribution Detail Find First 1 of 1 Last

Distribution Line: 1 + -

\*Description:

*Amount	*SpeedType	*Account	Event	DeptID	Fund	Class	Project
<input type="text" value="7.00"/>	<input type="text" value="0FR261221"/>	<input type="text" value="531100"/>	<input type="text"/>	261221	97600	10	



If you need to distribute to more than one SpeedType, click the  to add another row. You may distribute to as many SpeedTypes as needed.

Disbursement Distribution Detail Find First 1 of 1 Last

Distribution Line: 1 + -

\*Description:

*Amount	*SpeedType	*Account	Event	DeptID	Fund	Class	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

11. Click .

12. Click the blue underlined hyperlink in the top of the screen [Printer Friendly Deposit](#).

Petty Cash Voucher Entry

[Printer Friendly Disbursement](#)

Business Unit:	CASE1	User ID:	abc123	Tran Type:	<input type="checkbox"/> Void
Disbursement ID:	1000000026	Disbursement Status:	Pending		
Disbursement Date:	04/22/2008	Posted Status:	Not Posted		

\*Payee Name:



After printing, the Payee must hand deliver the printed and signed Petty Cash Voucher slip to the Cashier's Office with a Photo ID to receive payment.



You can review the status of your Petty Cash Voucher Entry by looking in the column labeled "Disbursement Status." One of four values will appear:

- **Pending:** The Cashier's Office is waiting to receive the Petty Cash Voucher.
- **Approved:** The Cashier's Office has approved/processed the deposit.
- **Denied:** The Cashier's Office has denied the voucher.
- **Void:** The Petty Cash Voucher has been voided.
  - The originator can void the voucher by clicking the box to the left of "Void" on the Petty Cash screen. Please note: the cashiers cannot void a voucher.
  - The voucher will become "Void" if no action is taken within 90 days of creation.

Petty Cash Voucher Entry

[Printer Friendly Disbursement](#)

Business Unit:	CASE1	User ID:	sam57	Tran Type:	<input type="checkbox"/> Void
Disbursement ID:	1000000026	Disbursement Status:	Pending		
Disbursement Date:	04/22/2008	Posted Status:	Not Posted		

\*Payee Name:



Once the voucher has been approved or denied, the requester will receive an email update.