PETTY CASH TRANSFORMATION TRAINING

Presenters:
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Marva Slaughter, AP and Disbursements Manager

AGENDA

- New Changes – why and how
- Policy review – custodian responsibility
- Petty Cash Processing
- Looking up the check status
- Q&A

New Changes – why and how

OLD WAY: SUBMITTING JOURNALS FOR PETTY CASH REPLENISHMENT

CUMBERSOME, i.e., send-backs, cancellations by Controller's Office, etc.
LENGTHY APPROVAL PROCESS
NO CHECK STATUS VISIBILITY

NEW WAY: SUPPLIER INVOICE for replenishment, new fund, and increase of fund.

MORE EFFICIENT

LESS TIME AND EFFORT

STATUS OF THE "SUPPLIER INVOICE" IMMEDIATELY, e.g. in progress/approved/sent back

CHECK STATUS LOOK UP AVAILABLE IMMEDIATELY,e.g., paid/paid not printed, reconciled/unreconciled

Effective Dates

- Official Effective Date for the new Supplier Invoice Process: **02/01/24.**

Note: You may begin using the new process immediately if you don't have any journals currently in progress awaiting approval.

- Journals currently in progress must be in the Disbursements Manager queue for <u>final approval</u> by 1/31/24.

- Journals received after 01/31/24 will be denied and a Supplier Invoice must be created and submitted instead.

Petty Cash Custodian Responsibilities

Custodians are responsible for the prudent handling and management of the funds in accordance with University policy.

Policy: **https://umiami.policystat.com/policy/6580262/latest/?z=eyJpIjogMjJ9**

Responsibilities include:

1. **Replenish funds frequently**

2. **Transfer when leaving the department**

3. **Close petty cash when the study has ended**

4. **Increase/decrease (see policy, and petty cash fund request form for instructions)**

See form to transfer:

https://controller.miami.edu/_assets/pdf/documents/petty_cash_fund_request_form_old.pdf

See the form to close:

https://controller.miami.edu/_assets/pdf/documents/close_petty_cash_fund_form.pdf

Petty Cash Replenishment/New Fund Request

To request a payment for Petty Cash Replenishment or to obtain a New Petty Cash Advance:

1. In the Workday Search field, type "create supplier invoice"

2. Click Create Supplier Invoice

Tipsheet: https://my.it.miami.edu/wda/erpsec/tipsheets/Payment-Request-Create-Supplier-Request-Invoice-for-Petty-Cash.pdf

DEMO CREATE SUPPLIER INVOICE HERE

Create Supplier Invoice for Replenishment

Create New Custodian:
Enter task Create Supplier Request

Create Supplier Invoice for New Fund

HANDLING CODES ON SUPPLIER INVOICE

SELECT THE APPROPRIATE OPTION FOR PICKING UP CHECKS:

❑ **MESSENGER** – FOR PICKUP AT MEDICAL FINANCE ON THE MEDICAL CAMPUS

CRB Bldg. Room #310 Mon-Wed-Thur. 8:30am – 5pm. Contact Martha Gonzalez 305-243-9190

❑ **HOLD** – FOR PICKUP ON THE CORAL GABLES CAMPUS

Students Service Building – Pick up only Tuesday / Thursday from 8:30 am to 3:30 pm.
1307 Stanford Drive | Harold Long Jr. and H.T. Smith Student Services Building, 1st Floor | Coral Gables, FL 33146

IF A HANDLING CODE IS NOT SELECTED, THE CHECK WILL BE MAILED VIA US-MAIL TO THE ADDRESS SHOWING FOR THAT CUSTODIAN (may or may not be the current address).

To update the address: contact supplychain.supplierapp@miami.edu with an updated W9 of the custodian showing the new address.

Looking up the Check Status

FIND INVOICE STATUS

FIN-P2P-Supplier Invoice Lines by Organization

Organization	*	
Supplier as Worktag		
Supplier Invoice		
Supplier Invoice Status		
Payment Status		
Transaction Date on or After	MM / DD / YYYY	
Transaction Date on or Before	MM / DD / YYYY	
Spend Category		
Is On Hold		

Helpful Links

- Accounts Payable | Petty Cash Funds

- Petty Cash Policy

- https://my.it.miami.edu/wda/erpsec/tipsheets/Payment-Request-Create-Supplier-Request-Invoice-for-Petty-Cash.pdf