


PETTY CASH TRANSFORMATION TRAINING

Presenters:

Elsa Liauwapau, AP and Disbursements Director
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 final approval 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=eyJpJjogMjJ9>

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

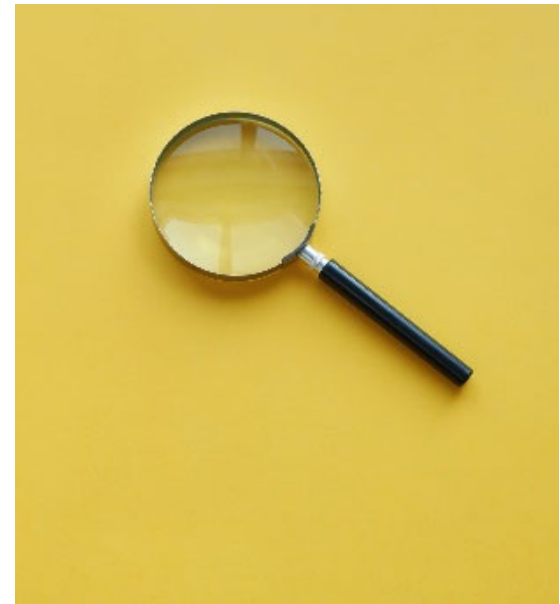
Petty Cash Replenishment/New Fund Request

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

Edit Supplier Invoice

Supplier Invoice Invoice Number IV-0002092693 **Payment Status** Unpaid ⚠

Invoice Information

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Invoice Date *

Invoice Received Date

Accounting Date Override

Control Total Amount *

Total Invoice Amount 500.00

Freight Amount

Other Charges

Worktag Split Template

Tax-Only

Terms and Taxes

Payment Terms *

Discount Date (empty)

Due Date 01/15/2024

Due Date Override

Default Payment Type * Petty Cash

Override Payment Type

Reference Type

Default Tax Option

Default Tax Code

Default Withholding Tax Code

Tax Amount 0.00

Withholding Tax Amount 0.00

Invoice Reference Information

Ship-To Address *

Handling Code

On Hold

Supplier Document Received

Supplier's Invoice Number *

External PO Number

Referenced Invoices

Statutory Invoice Type

Supplier Contract

Total Contract Amount 0.00

Memo *

Approver

Create New Custodian: Enter task Create Supplier Request

Supplier Request

Worker * Elsa Liauwapau

Supplier Name

Restricted to Companies

DUNS Number

Unique Entity Identifier

Supplier Category

Parent

Tax Authority Form Type

TIN Type

Tax ID

Justification

Contact Information Classification Attachments Supplier Contact

Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County *

Usage

Type * Business

Primary

Use For

Visibility

Comments

OK Save for Later Cancel

Create Supplier Invoice for New Fund

Supplier Invoice Invoice Number IV-0002107556 Status Draft Payment Status Unpaid

Invoice Information

Company 200 Academy
 Supplier John Doe
 Currency USD
 Invoice Date 01/16/2024
 Invoice Received Date (empty)
 Total Invoice Amount 1,000.00
 Amount Due 1,000.00

Terms and Taxes

Payment Terms NET 0
 Discount Date (empty)
 Due Date 01/16/2024
 Default Payment Type Petty Cash

Invoice Reference Information

Ship-To Address [®] UM Accounts Payable P.O. Box 248066 Coral Gables
 33124 United States of America
 Handling Code HOLD
 On Hold No
 Supplier Document Received No
 Supplier's Invoice Number NEW PETTY CASH FUND
 External PO Number (empty)
 Referenced Invoices (empty)
 Supplier Contract (empty)
 Total Contract Amount 0.00
 Memo NEW PETTY CASH

Invoice Lines Attachments Work Queue Information

Invoice Lines 1 item

Quantity	Unit of Measure	Unit Cost	Extended Amount	Memo	Grant	Spend Category	Program	Gift	Project	*Cost Center	Legacy Value	*Additional Worktags	Worktag Split Template
1		1,000.00	1,000.00	ESTABLISH NEW PETTY CASH FUND		SC09757 - Payment - Petty Cash	PG000119 Petty Cash Funds Regular			CO02487 Petty Cash	011121 PETTY CASH FUNDS REG	Financial Class: FC000 Default Fund: FD010 Unrestricted - General	

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

View Supplier Invoice

Supplier Invoice 🔍 Invoice Number IV-0002048326 Status Approved Payment Status **Paid**

Invoice Information

Company 500 Miller School of Medicine
 Supplier XXXXXXXXXX
 Currency USD
 Invoice Date 11/16/2023
 Invoice Received Date (empty)
 Total Invoice Amount 900.00
 Amount Due 0.00

Terms and Taxes

Payment Terms NET 0
 Discount Date (empty)
 Due Date 11/16/2023
 Default Payment Type Petty Cash

Invoice Reference Information

Ship-To Address [UM Account 33124 United S](#)
 Settlement Runs [ST-2023112853](#)
 Handling Code MESSENGER
 On Hold No
 Supplier Document Received No
 Supplier's Invoice Number 11/06/2023-11,
 External PO Number (empty)
 Referenced Invoices (empty)
 Supplier Contract (empty)
 Total Contract Amount 0.00
 Memo Petty Cash Rep

Invoice Lines Attachments **Activity** Work Queue Information Process History

Payments 1 item

Supplier Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payme
🔍	11/28/2023	Complete	Reconciled	500 Miller School of Medicine	1910011	

FIND INVOICE STATUS



Q FIN-P2P-SUPPLIER INVOICE LINES

FIN-P2P-Supplier Invoice Lines by Organization

Organization	*	<input type="text"/>	☰
Supplier as Worktag		<input type="text"/>	☰
Supplier Invoice		<input type="text"/>	☰
Supplier Invoice Status		<input type="text"/>	☰
Payment Status		<input type="text"/>	☰
Transaction Date on or After		<input type="text" value="MM / DD / YYYY"/>	📅
Transaction Date on or Before		<input type="text" value="MM / DD / YYYY"/>	📅
Spend Category		<input type="text"/>	☰
Is On Hold		<input type="checkbox"/>	



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>

