



University of
Connecticut

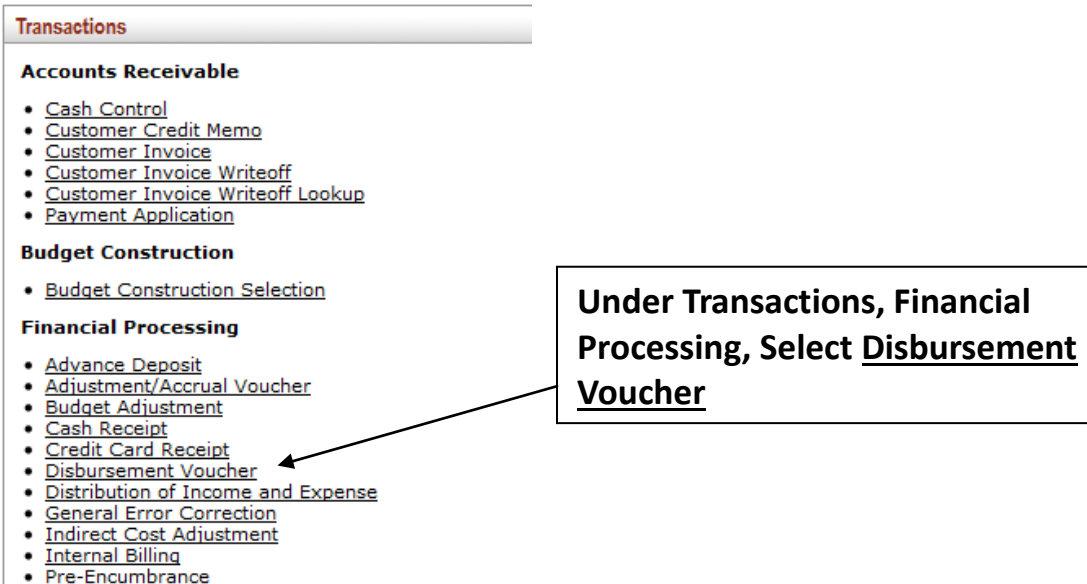
KFS Petty Cash Replenishment Guide

Kuali Implementation Team

13

This is a step-by-step guide to process replenishments of Petty Cash funds. The steps below begin after signing into UConn's [Kuali Financial System](#). For more information about KFS, please visit this website: [UConn Kuali Systems](#). The Petty Cash Request Form is required for processing and can be found on the [Accounts Payable form website](#).

On the **Main Menu** tab:



Transactions

- Accounts Receivable**
 - [Cash Control](#)
 - [Customer Credit Memo](#)
 - [Customer Invoice](#)
 - [Customer Invoice Writeoff](#)
 - [Customer Invoice Writeoff Lookup](#)
 - [Payment Application](#)
- Budget Construction**
 - [Budget Construction Selection](#)
- Financial Processing**
 - [Advance Deposit](#)
 - [Adjustment/Accrual Voucher](#)
 - [Budget Adjustment](#)
 - [Cash Receipt](#)
 - [Credit Card Receipt](#)
 - [Disbursement Voucher](#)
 - [Distribution of Income and Expense](#)
 - [General Error Correction](#)
 - [Indirect Cost Adjustment](#)
 - [Internal Billing](#)
 - [Pre-Encumbrance](#)

Under Transactions, Financial Processing, Select Disbursement Voucher


1. On the **Document Overview** tab:

- Enter the following in the **Description** field.
 - H – Petty Cash
 - H – RS Petty Cash
- Use the **Explanation** box to describe what was purchased and the business need this purchase facilitated.
- The **Organization Document Number** is for departmental use.

* Description:	H- Petty Cash	Explanation:	Stamps for Departmental Mailings
Organization Document Number:			

Document Detail

2. On the **Payment Information** tab:

- Click on the lookup icon next to **Payee ID** . Petty Cash transactions are done with a **Vendor** profile for the Petty Cash account. The vendor name in the lookup will be "UConn > Revolving Petty Cash" and the address field will include your department name and U-Box number. If you do not see your department in the lookup results, contact the Accounts Payable office to request setup. **Do not select the Custodian's Payee ID.**

- Select **return value** for the Vendor and all address information will populate. Enter information as specified below. If the Vendor is not found, the Vendor will need to be created and finalized to submit the DV.

Payment Information hide

Payment Information

* Payment Reason Code:	H - Cash & Travel Advances & Petty Cash	Petty Cash Vendor Profile must be selected. Contact Travel Services for help.	
* Payee ID:	19540-1	Vendor Hold Code:	
Payee Type:	Vendor	* Payee Name:	Revolving Petty Cash
* Address 1:	UCONN Dramatics Arts U-1127 Summer	Address 2:	Susan Tolis, Summer Costume Shop
* City:	Storrs	State:	CT
Country:	United States	Postal Code:	06269-1127
* Check Amount:	44.00	* Due Date:	08/11/2012
Payment Type:	Is this a foreign Is this payee an Is this an employ	Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached
Invoice Number:	STAMPS	Invoice Date:	08/06/2012
Usage:		* Documentation Location Code:	F - 01
* Payment Method:	P - Check/ACH		

Check Amount- Must match accounting line total.

Invoice Number- Type of expense(s). Abbreviate if necessary.

Invoice Date- Enter the last date that the documented expenses were incurred.

3. **Accounting Lines** tab fill out the four required fields; **Chart, Account Number, Object, and Amount**.

Use the lookup icons as needed; .


Accounting Lines hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
Line Description									
1	UC	3146290		6235				44.00	delete bal inquiry
Line Description									
								Total: 44.00	

4. Attach the scanned receipts on the **Notes and Attachments** tab, and remember to click "add." Click the Submit button on the bottom of the Disbursement Voucher.

Notes and Attachments (1) ▼ hide

Note Text-Required field. Open format for departmental use.

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>
1	08/10/2012 11:35 AM	Glenn P Harzewski- Burl	USPS Receipt	 Stamp Receipt.docx (10 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)	<input type="button" value="CANCEL"/>

- When the document is successfully submitted, a link to a PDF cover sheet will become available above the **Document Overview** tab. Print the cover sheet and mail with all original receipts to [Travel Services](#). Disbursement Vouchers with **eAudit** have no original receipts connected to the reimbursement. These will be processed without mailing any paper documents to Travel Services. Any DV requiring an original receipt will be reviewed upon receipt of the Cover Sheet with original receipts.