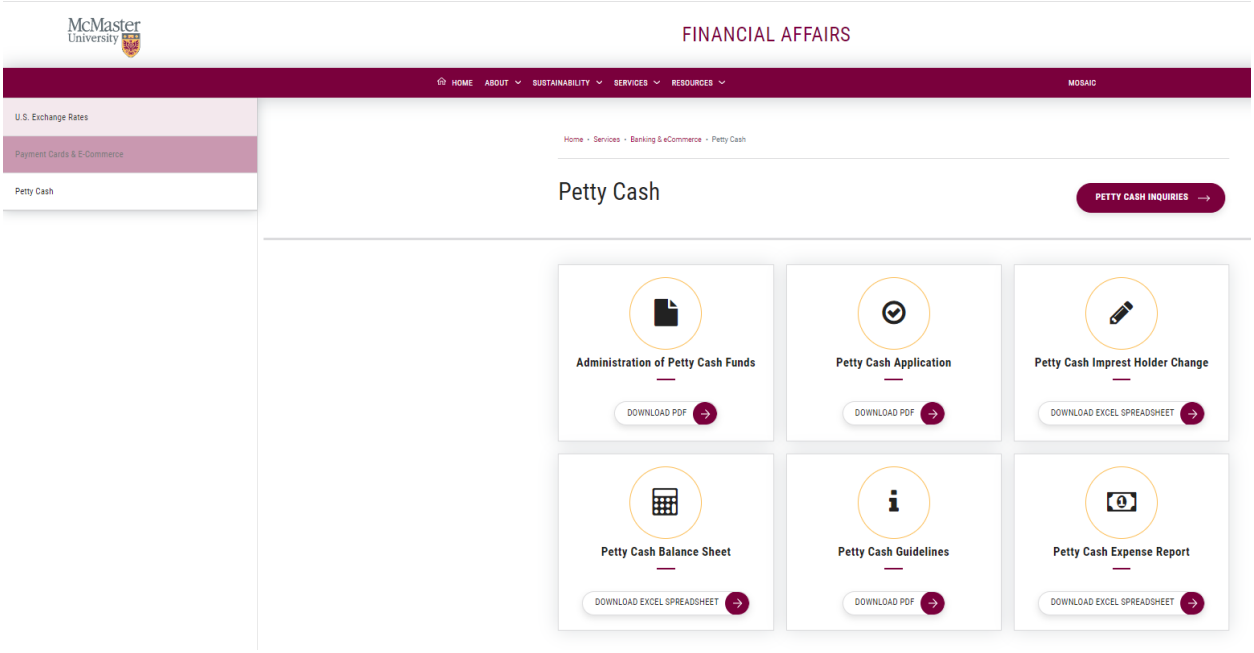
How to Replenish Petty Cash

Petty Cash must have an Imprest Holder (person responsible for managing the cash, receipts, and replenishments) established through Central Finance.

Please go to the Financial Affairs website for more information. https://financial-affairs.mcmaster.ca/financial-affairs-faqs/#Petty-Cash or search Petty Cash in FAQ's.



There are many resources on the Financial Affairs website about Petty Cash.

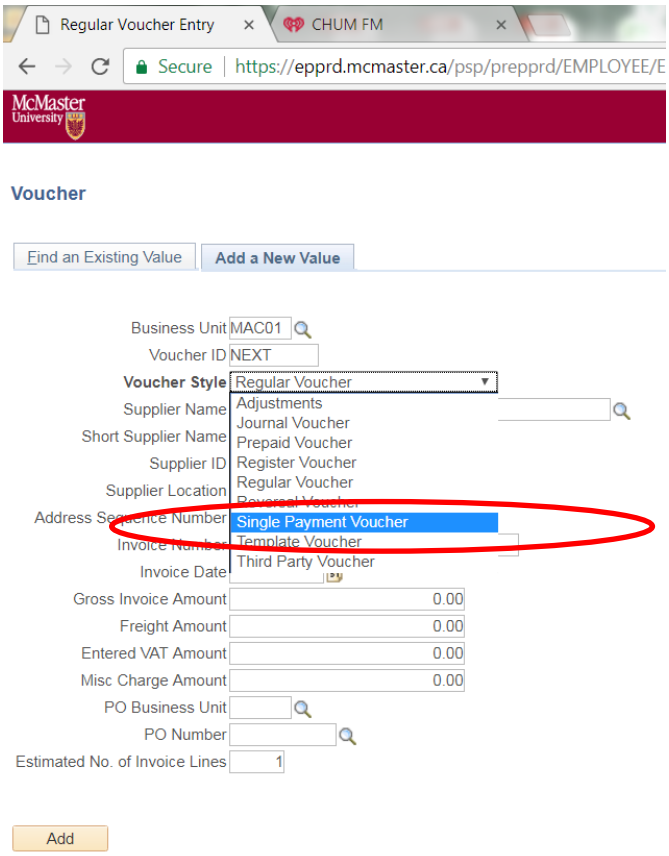
NOTE: Petty Cash must be kept in a locked drawer in a locked room.

Once the initial Petty Cash has been reduced, it should be replenished or closed out.

On campus Imprest Holders pick up cash from the Cashiers Office.

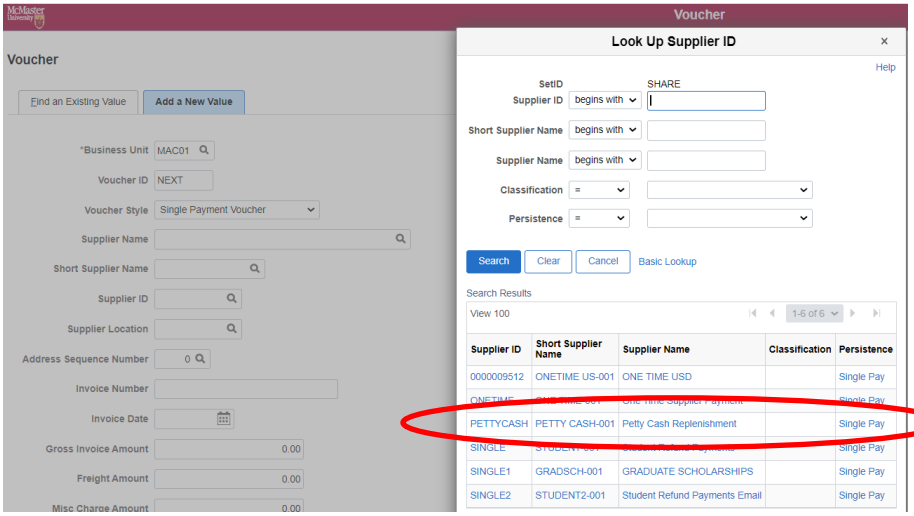
Off campus Imprest Holders have a cheque sent to their office or home to be cashed.

Compass>Navigator>Finance>Accounts Payable>Vouchers>Add/Update>Regular Entry



Do not enter a Voucher ID – Mosaic assigns this. The Voucher must be deleted if this happens.

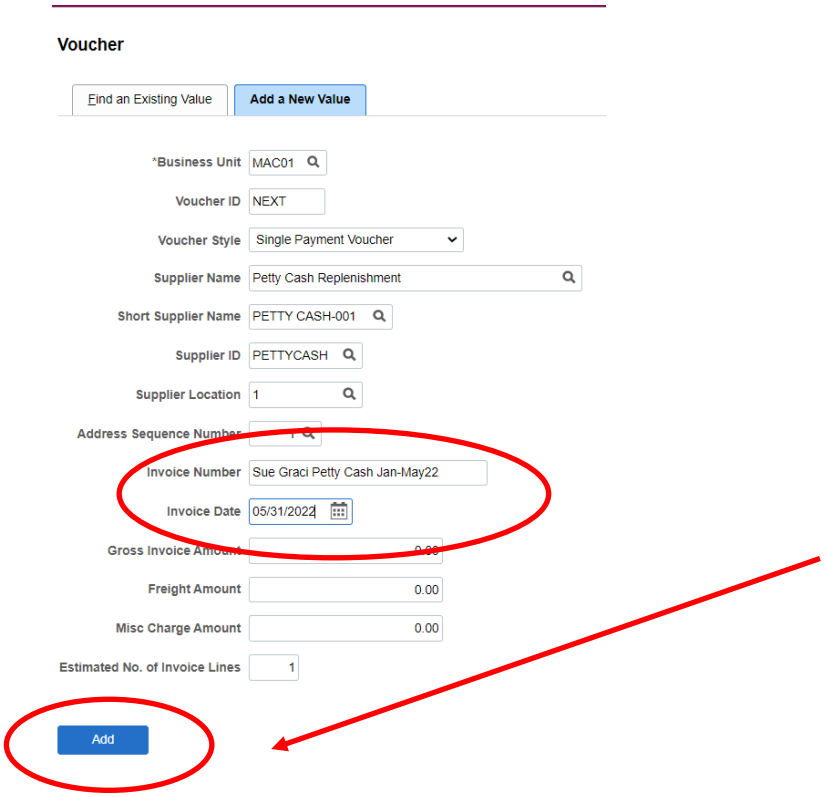
Select Single Payment Voucher



Select PETTY CASH by clicking on the magnifying glass beside Supplier ID field.

Do NOT use Supplier ID's SINGLE, SINGLE1, or SINGLE2.

Refunds refer to tuition and not expense reimbursements.

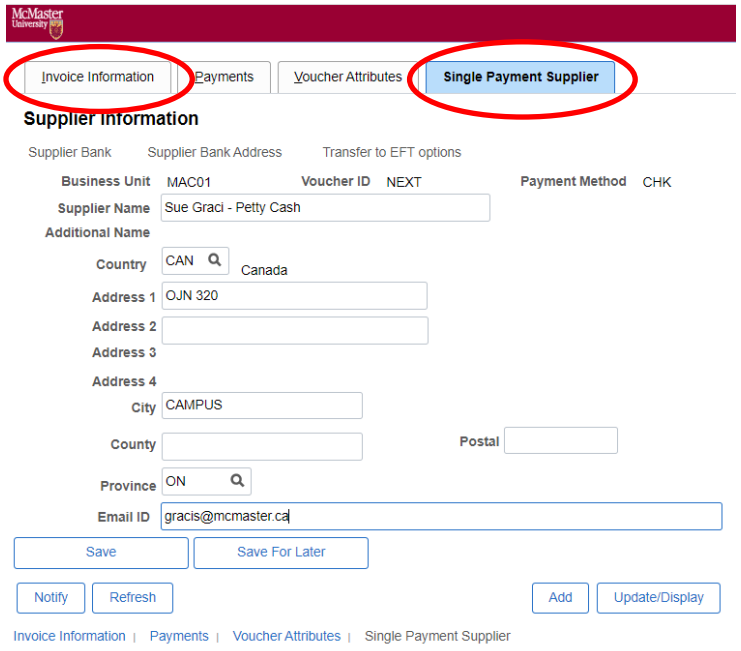


Invoice Number: Name of Imprest Holder and date range of receipts submitted to deplete Petty Cash

Date: Select a date and be consistent – i.e., date of first or last receipt on Petty Cash report is fine

Do not enter Gross Amount.

ADD

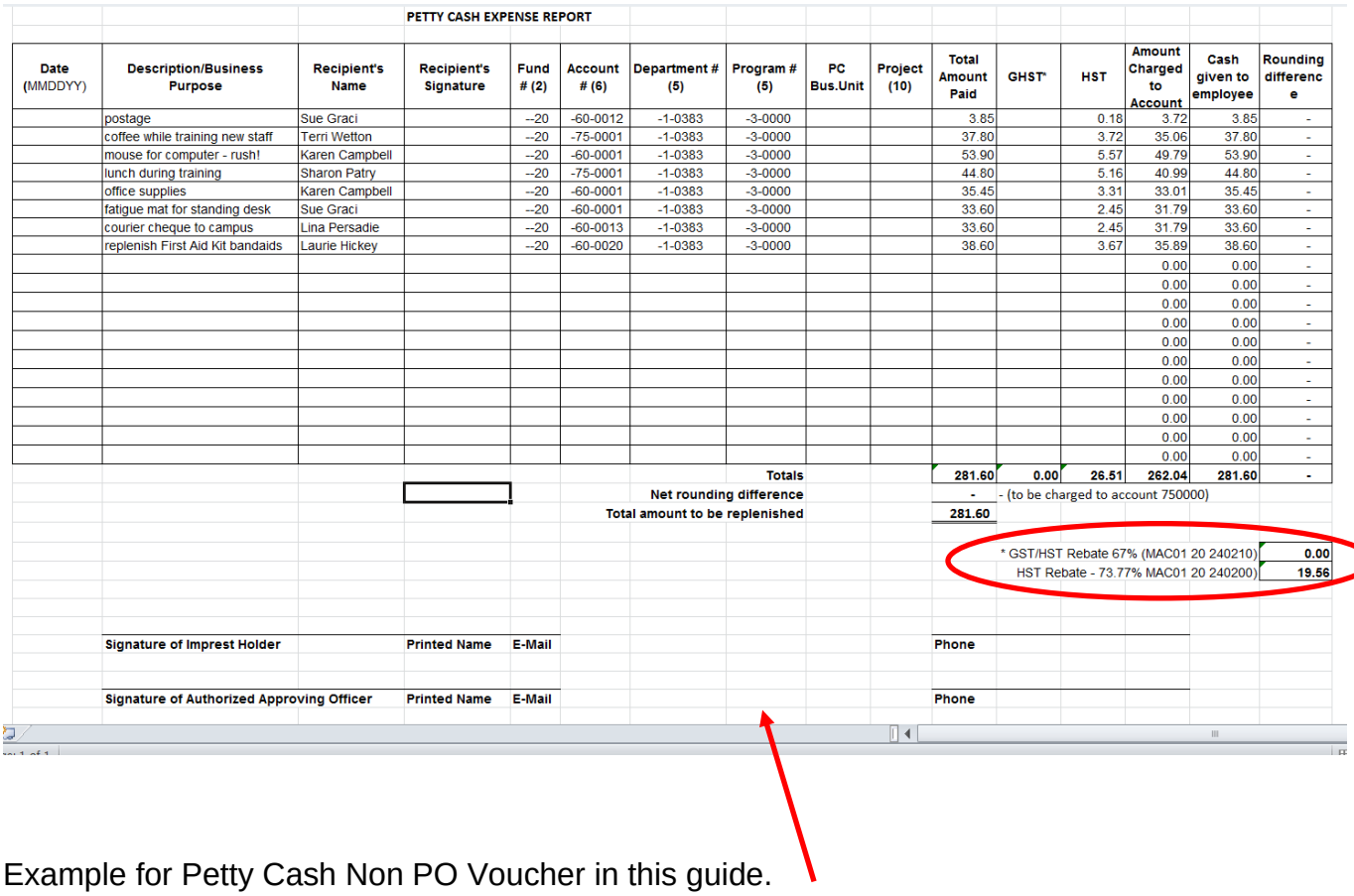


Mosaic goes to **Single Payment Supplier Information** screen next.

Complete this screen <u>BEFORE</u> moving on to the Invoice Information screen – Mosaic uses the address for its tax parameters.

<u>NOTE:</u> Shown is Address for someone on Campus (City is CAMPUS, no postal code).

Once completed, click the Invoice Information tab.



PETTY CASH EXPENSE REPORT

Date (MMDDYY)	Description/Business Purpose	Recipient's Name	Recipient's Signature	Fund # (2)	Account # (6)	Department # (5)	Program # (5)	PC Bus.Unit	Project (10)	Total Amount Paid	GHST*	HST	Amount Charged to Account	Cash given to employee	Rounding difference
	postage	Sue Graci		--20	-60-0012	-1-0383	-3-0000			3.85		0.18	3.72	3.85	-
	coffee while training new staff	Terri Wetton		--20	-75-0001	-1-0383	-3-0000			37.80		3.72	35.06	37.80	-
	mouse for computer - rush!	Karen Campbell		--20	-60-0001	-1-0383	-3-0000			53.90		5.57	49.79	53.90	-
	lunch during training	Sharon Patry		--20	-75-0001	-1-0383	-3-0000			44.80		5.16	40.99	44.80	-
	office supplies	Karen Campbell		--20	-60-0001	-1-0383	-3-0000			35.45		3.31	33.01	35.45	-
	fatigue mat for standing desk	Sue Graci		--20	-60-0001	-1-0383	-3-0000			33.60		2.45	31.79	33.60	-
	courier cheque to campus	Lina Persadie		--20	-60-0013	-1-0383	-3-0000			33.60		2.45	31.79	33.60	-
	replenish First Aid Kit bandaids	Laurie Hickey		--20	-60-0020	-1-0383	-3-0000			38.60		3.67	35.89	38.60	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
													0.00	0.00	-
							Totals			281.60	0.00	26.51	262.04	281.60	-
							Net rounding difference			-	- (to be charged to account 750000)				
							Total amount to be replenished			281.60					
											* GST/HST Rebate 67% (MAC01 20 240210)				0.00
											HST Rebate - 73.77% MAC01 20 240200)				19.56
	Signature of Imprest Holder		Printed Name	E-Mail						Phone					
	Signature of Authorized Approving Officer		Printed Name	E-Mail						Phone					

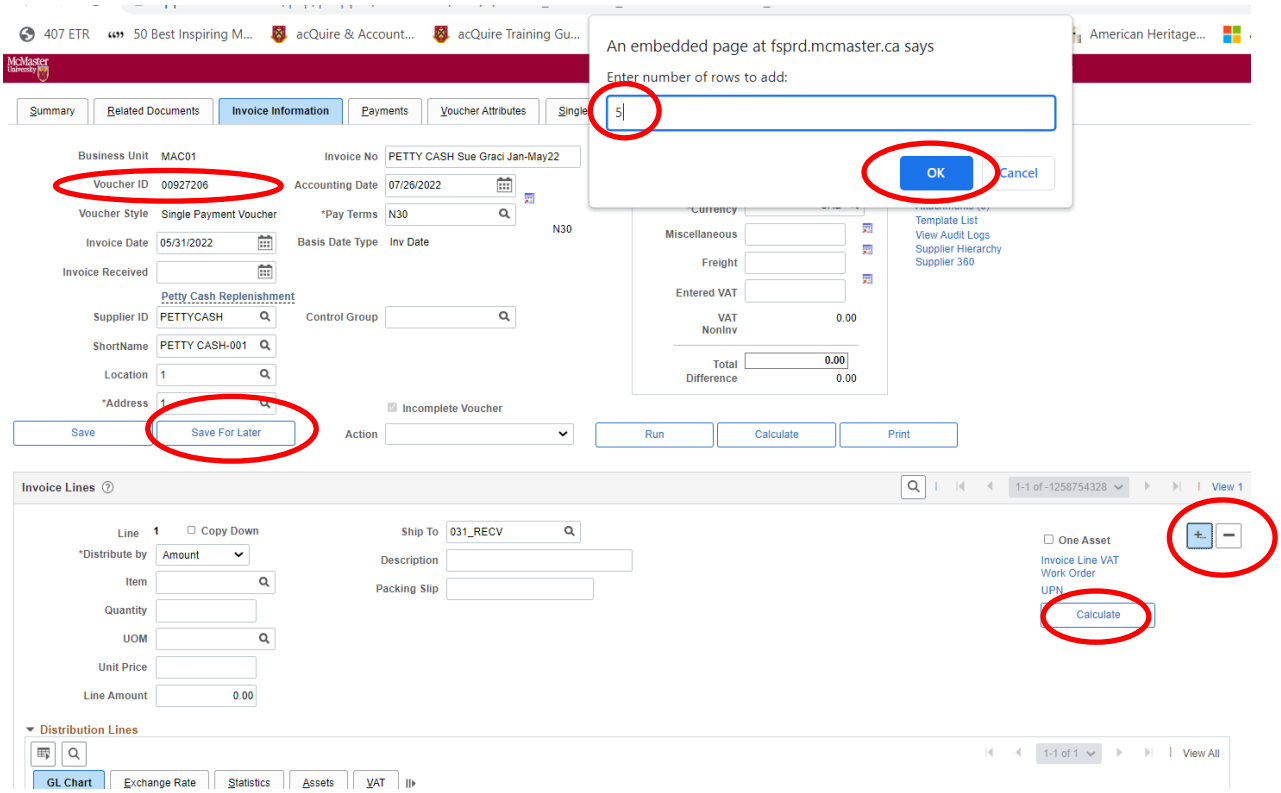
Example for Petty Cash Non PO Voucher in this guide.

Lines 3, 5 and 6 all have the same chart field string. They will be entered on the Non-PO Voucher as one combined invoice line – the receipts will be attached to the voucher so any approver or auditor will be able to see what the separate charges were.

Lines 2 and 4 have the same chart field string. They will be entered on the Non-PO Voucher as one combined invoice line – the receipts will be attached to the voucher so any approver or auditor will be able to see what the separate charges were.

Note: The spreadsheet calculates the HST and GST rebate (if any) on all purchases and removes that portion from each line. The department/program/project is charged the total amount reimbursed LESS the rebate on any taxes.

When entering the HST and/or GST rebates (calculated by the spreadsheet), only the fund and account are in the chartfield string. This looks very odd – but it is correct. Do not add department and program.



Use the **Save for Later** button to generate the Voucher ID# and write this on the Petty Cash register.

The **Petty Cash** spreadsheet must already be completed, then signed by the Imprest Holder and Authorized Approver.

A total of 6 lines is required for this voucher so select the “+” button on Invoice Line 1 upper right corner and add 5 lines (do not add 6, as there is already a line on the voucher!).

HINT: Select “View All” when working with multiple lines to scroll through and ensure all lines are complete.

An additional line is added for the VAT rebate. There can be either HST rebate only, GST rebate only or a combination. If more than just HST or GST, a second Distribution Line will be added to the Invoice Line, rather than creating an additional Invoice Line.

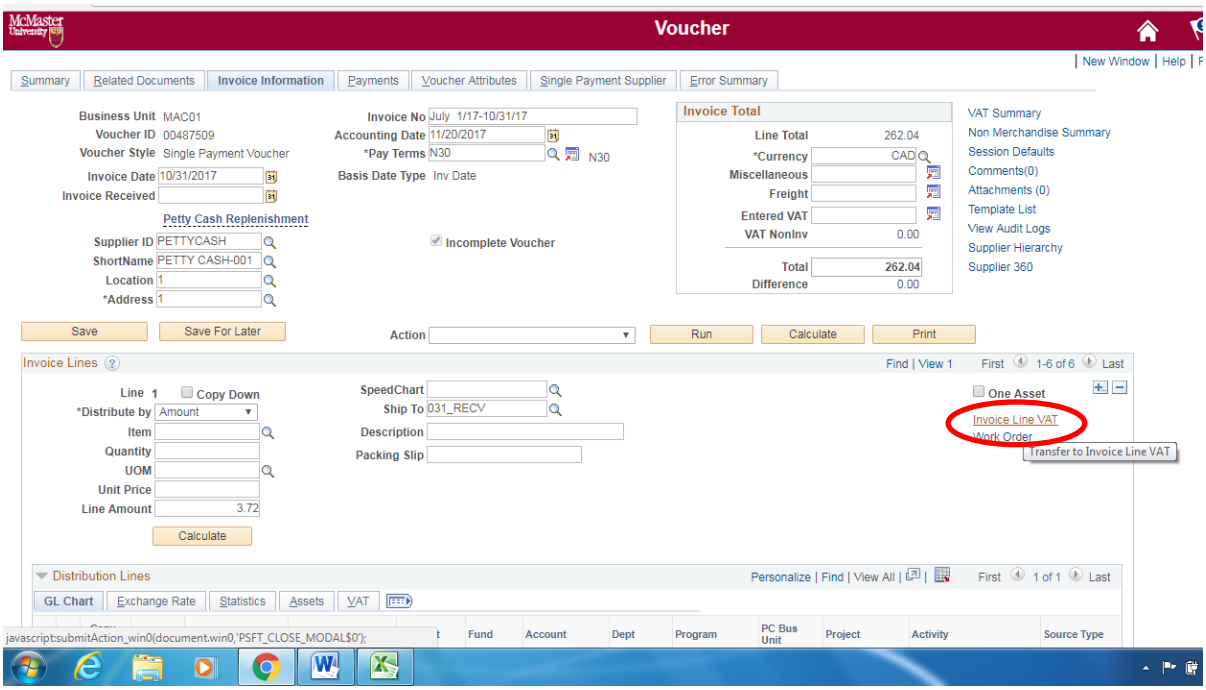
If there had been a figure in the rounding column on the spreadsheet, it would be charged to the department chart field string, using Account 750000.

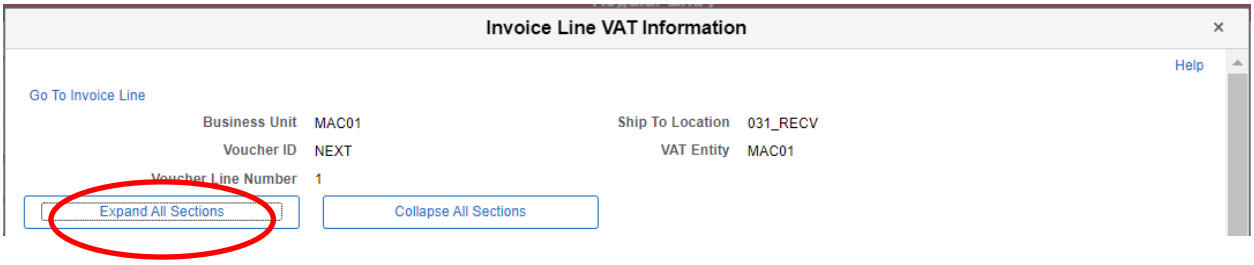
Enter all 6 Invoice Lines.

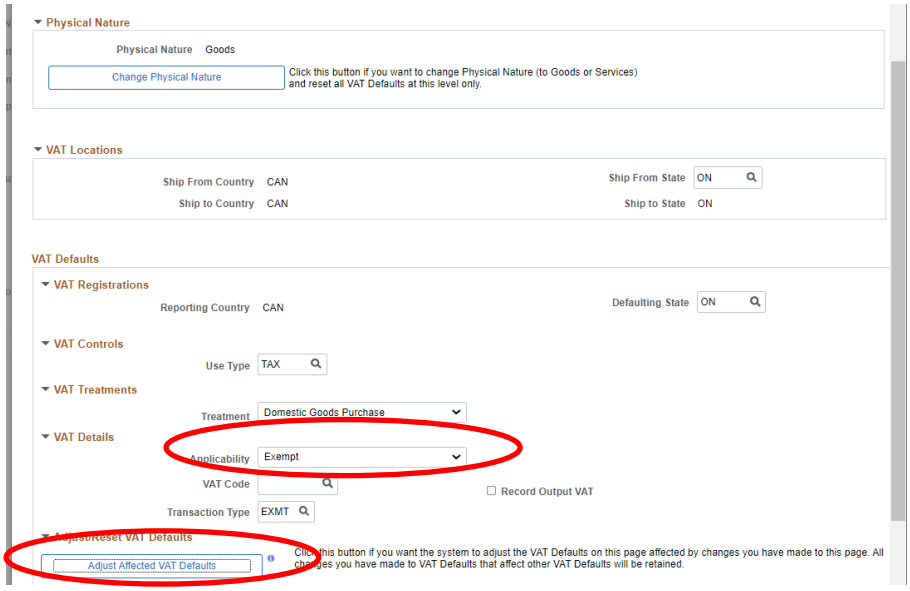
Use the **Calculate** button to drop line entries to the Distribution Line.

HINT: VAT Rebate Distribution Line will look very odd, with only fund and account. No department or program is required, as this is a Central Finance process. When the rebate is received, the two cancel each other out. There is **never** more than fund and account for this part of the process.

Because the Petty Cash spreadsheet calculates the rebate portion for each expense, and separates this out to be charged directly to the HST or GST rebate account, all lines in the Non-PO Voucher must be exempted for VAT. The system does not do any calculating when the spreadsheet has already done it.







For Every line in the voucher: Invoice Line VAT – Expand All Sections (only required on the first line) – VAT Details – Applicability – change to Exempt – Adjust Affected VAT Defaults – no other fields need to change as Mosaic will adjust them automatically

Scroll to top of screen and use "Go to Invoice Line" to return to Invoice Information screen.

HINT: Do **not** use the **"X"** at the top right or any changes you have made will not be saved, even if "**Adjust Affected VAT Defaults**" has been clicked.

Attach all documentation, with receipts in same order they appear on the Petty Cash Excel Sheet, in ONE document to attach.

TIP: Petty Cash Excel spreadsheet plus receipts will be the supporting documentation.

Open the attachment to ensure it can be viewed.

Review the entire Non-PO Voucher for accuracy.

Save.

Budget Check.

Submit for Approval.

Confirm Non-PO Voucher is submitted by clicking on Summary Tab – Approval History hyper link will be in the centre of the screen and the Budget Status will be Valid.