SECTION 15: CASH
Add Petty Cash Fund

INTRODUCTION

Add Petty Cash Fund provides detailed procedures for establishing a new petty cash fund. A petty cash fund allows an agency to make small purchases with cash instead of issuing a warrant. Disbursements from petty cash should be no more than a few dollars, and are generally for the purchase of minor commodities such as postage. Petty cash should only be used when payment cannot be made with a One Card Alaska credit card. Refer to the *Alaska Administrative Manual (AAM) 50.210 – Petty Cash* for more information.

Only one petty cash fund may be established for each major office or location within a department. The amount of a petty cash fund should be no more than 1 ½ times the monthly activity. Requests to establish new petty cash funds must be approved by the Division of Finance.

AKSAS TRANSACTIONS

310-54:   Petty Cash Warrant Request
505-10:   Add Vendor
610-10:   Add Ledger Code

PROCEDURES

I. Determine the amount of the new petty cash fund to be requested.

Estimate the dollar amount of expenditures expected to be made from the new petty cash fund, and request the amount of the new petty cash fund based on the estimate. The amount of a petty cash fund may not exceed 1 ½ times the average monthly activity.

II. Request a new petty cash fund.

A. Submit an email requesting a new petty cash fund to the Division of Finance, Accounting Services, Petty Cash Accountant. The email is sent by the department's Finance Officer and must include the following:

- reason for establishing the fund,

- work location where the fund will be established,

- custodian's name, and

- dollar amount required.

B. The Division of Finance reviews the request for appropriateness and necessity. The Accounting Services, Petty Cash Accountant contacts the agency Finance Officer if the request is denied.

NOTE: Only one petty cash fund may be established in each major office or location within a department. Verify that a petty cash fund does not already exist.

III. Process a 610-10: Add Ledger Code transaction.

A. Find the next available petty cash/change fund ledger code number (LC) for your department.

1. From the AKSAS Main Menu, select **IE** (ENTITY AND/OR CC/LC INQUIRY).

2. In the COLLOCATION CODE/LEDGER CODE INQUIRY section, enter **X** next to the **CC/LC AUTOCODER**, and enter **LC** in the field.

3. In the **LIST TYPE** field, enter **C**.

4. In the **PROJECT** field of the SEARCH ENTITIES section, enter **991XX** (XX = Department Number).

5. In the SORT SEQUENCE section, enter **X** next to **CONTRACT**, and leave the field blank. Press <Enter>.

6. A list of petty cash fund/change fund ledger codes displays. Review the list and find the last ledger code number in the sequence. Add the next number in the sequence.

B. Using a structural transaction batch, access the 610-10: Add Ledger Code transaction screen to add the new ledger code. Enter data as follows:

1. **LEDGER CODE** – Enter the ledger code number.

2. **ACTIVE** – Enter **Y**.

3. **DESCRIPTION SHORT** – Enter **PCF** and the custodian's name.

4. **DESCRIPTION LONG**:

    a. On Line 1, re-enter **PCF**, the custodian's name, and **Petty Cash Custodian**.

    b. On Line 2, enter the physical location of the fund.

    c. On Line 3, enter the custodian's PVN.

5. **REPORTS TO PROJECT** – Enter the department project number **991XX**, (XX = Department Number).

C. Submit the transaction for certification and/or dual authorization according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

IV. **Process a 505-10: Add Vendor transaction.**

A. Find the next available petty cash Pay Vendor Number (PVN) for your department. Petty cash and change fund vendors are referred to as "PCF Vendors."

1. From the AKSAS Main Menu, select **IV** (VENDOR INQUIRY).

2. Enter **X** in the VENDOR SEARCH field.

3. In the **VENDOR NUMBER** field, enter **PCFXX** (XX = Department Number). Press <Enter>.

4. A list of PCF Vendors displays. Review the list and find the last PCF Vendor number in the sequence. Add the next number in the sequence.

B. Using a financial transaction batch, access the 505-10: Add Vendor transaction screen, and complete the fields as described in *Section 10: Vendors, Add Vendor*, and the following criteria:

1. **VENDOR NUMBER** – Enter **PCFXXYYY**, where XX is the department number, and YYY is the department's next PCF Vendor sequential number.

2. **VENDOR DESC SHORT** – Enter **PCF** and the custodian's name.

3. **VENDOR DESC LONG**:

    a. On Line 1, re-enter **PCF**, the custodian's name, and **Petty Cash Custodian**.

    b. On Line 2, enter the physical location of the fund.

    c. On Line 3, enter the petty cash fund ledger code.

4. **TAX ID NUMBER** – Leave blank. As of 7/1/03, Tax ID Numbers are not recorded for PCF Vendors.

C. Submit the transaction for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information. The transaction will also be dual authorized by the Division of Finance. Refer to *Section 10: Vendors, Add Vendor* for more information.

V. Process a 310-54: Petty Cash Warrant transaction.

A. Using a financial transaction batch, access the 310-xx: Add Warrant Request transaction screen. For more information on entering this transaction, refer to *Add Petty Cash* Fund procedures, *310-54: Petty Cash Warrant Request Screen* and *Field Entry Table* in this Section. Complete the fields as follows:

1. **TRANS CODE MINOR** – Enter **54**.

2. **WRT CLASS** – Enter **GN**.

3. **ADD'L AUTH RD** – Enter **195**.

4. **WARRANT AMOUNT** – Enter the amount of the petty cash fund.

5. **ROUTING CODE** – Enter **M** (to have the warrant mailed directly to the custodian), or **A** (deliver warrant to the agency person identified in the ROUTING RD CODE field).

6. **ROUTING RD CODE** – If ROUTING CODE = A, enter the AKSAS RD code of the person in the agency who should receive the warrant. If ROUTING CODE = M, leave this field blank.

7. **REF TYPE 1** – Enter **PVN**.

8. **REF NUMBER 1** – Enter the PVN of the PCF Vendor established in Step IV.

9. **REF TYPE 2** – Optional. Enter **UDR** if additional references are needed according to departmental procedures. ONLY reference type UDR may be used for additional references. Use additional reference lines as necessary.

10. **REF NUMBER 2** – Optional. Enter reference numbers and or text according to departmental procedures. Use additional reference lines as necessary.

11. **CC** – Enter **50010080** (Imprest Cash).

12. **LC** – Enter the ledger code established in Step III.

13. **ACCT** – Enter **10080** (Imprest Cash).

   NOTE: Reference types INV, IND, BIL, and STM should not be used in 310-54: Petty Cash Warrant transactions. Use only reference type UDR for any desired reference numbers and or text.

B. Submit the transaction and associated backup to the Division of Finance for dual authorization, and to appropriate departmental staff for certification. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

   1. 310-54: Petty Cash Warrant transactions require both dual authorization by Division of Finance RD code 195, and certification by departmental staff.

   2. Associated backup should include a copy of the Finance Officer's email request to establish the fund, screen prints of the transaction, and screen prints of the ledger code and PCF Vendor added in Steps III and IV.

VI. Safeguard petty cash.

Once the transaction is certified, a warrant is produced and mailed or routed to the petty cash custodian. The custodian must cash the warrant, obtaining a variety of bill denominations to facilitate cash payment for minor purchases.

A. Store the cash in a secure location, such as a locked filing cabinet, vault, or safe. Keys and/or combinations must also be secured at all times.

B. Maintain a record of personnel having knowledge of safe or vault combinations, or who possess keys to devices where cash is stored.

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 310-54: Petty Cash Warrant Request transaction. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The 90011100 collocation code (CC) in the exploded lines is a "fund-only" General Fund CC. The financial effect of each entry is indicated in parentheses ( ) after the debit or credit indicator in the first column.

A 310-xx: Add Warrant Request transaction charges the payment to the financial coding entered in the transaction by the user. AKSAS generates an offsetting entry to increase warrants outstanding in the fund associated with the user-entered collocation code.

310-54: Add Petty Cash Warrant

	Collocation Code	Account	Posting Type	Financial Source
General Warrant				
Debit (increase)	50010080 (Imprest Cash)	10080 (Imprest Cash)	01	UD
Credit (increase)	90011100 (General Fund)	22600 (Warrants Outstanding)	01	EX

310-xx: Add Warrant Request Screen (Petty Cash)

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 FDE 310-XX:  ADD WARRANT REQUEST                          B 1486303 S 0001
  TRANS CODE MINOR __                   WRT CLASS __  SCHED PRINT DATE __ __ ____
   DOCUMENT NUMBER _____     WRT NUMBER _____  PRINT DATE __ __ ____
    SOURCE RD CODE _____        ADD'L AUTH RD _____
    WARRANT AMOUNT _____  SPREAD AMT(Y/N) N  DENOMINATOR _____
         PAYEE NAME _____
       PAYEE ADDRESS _____
                     _____
               CITY _____ STATE __  ZIP _____ - ____
 FISCAL PERIOD CODE C    ROUTING CODE _   ROUTING RD CODE _____
 REF TYPE     REFERENCE NUMBER          AMOUNT       DATE    MORE REFS N
   1 ___ _____  _____  __ __ ____
       COMMENTS _____
   2 ___ _____  _____  __ __ ____
       COMMENTS _____
   3 ___ _____  _____  __ __ ____
       COMMENTS _____         MORE FINS N
                                                  -----OPEN ITEM-----
 FIN   AMOUNT      SY    CC    PGM    LC    ACCT  FY NMR  TYPE  NUM  LINE FLI
   1 _____ __ _____ _____ _____ _____ __ ___  __ _____ ___   _
   2 _____ __ _____ _____ _____ _____ __ ___  __ _____ ___   _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 UPDAT QUIT      SUBMT ERRS  BASE  FINS  REFS  REMTS PFKYS             HELP
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SCREEN ACCESS

Use the 310-xx: Add Warrant Request transaction screen to establish a new petty cash fund, or to increase an existing petty cash fund in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.

2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.

3. At the Financial Data Entry Menu, enter **WR** (Add Warrant Request) in the **SELECTION** field. Press <Enter> to display the 310-xx: Add Warrant Request transaction screen.

310-xx: Add Warrant Request Field Entry Table (Petty Cash)

Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this warrant request.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
TRANS CODE MINOR	REQUIRED Enter **54** (Petty Cash Warrant Request).	Identifies the specific type of warrant request.
WRT CLASS	REQUIRED Enter **GN** (General Warrant).	Identifies the type of warrant (payroll, general, permanent fund dividend, etc.).
SCHED PRINT DATE	REQUIRED, defaults to the current date. If the warrant should be printed at a later date, enter a future date as **MM DD CCYY**.	Identifies the date the warrant will be printed. For a current or prior date, the warrant is printed with the next financial transaction run. For a future date, the warrant transaction is processed with the next financial run, but is not printed until the date entered.
DOCUMENT NUMBER	REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank. An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
WRT NUMBER	SYSTEM-ASSIGNED	AKSAS assigns the 8-digit warrant number when the warrant request transaction is processed.
PRINT DATE	SYSTEM-ASSIGNED	AKSAS assigns the print date when the warrant is printed.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add general warrant request transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
ADD'L AUTH RD	REQUIRED Enter **195** (Div. of Finance Petty Cash Accountant).	Identifies an approval authority in the Division of Finance. This transaction requires dual authorization by the Division of Finance.
WARRANT AMOUNT	REQUIRED Enter the total dollar amount of the warrant as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The WARRANT AMOUNT must be greater than zero and must equal the sum of the financial line AMOUNT fields.
SPREAD AMT (Y/N)	REQUIRED, defaults to **N**. The default value is correct for this transaction.	Indicates whether the WARRANT AMOUNT should be entered by financial line (N), or automatically spread across all financial lines (Y). Values entered in the DENOMINATOR and NMR fields determine how the amount is distributed.

310-xx: Add Warrant Request Field Entry Table (Petty Cash)

Field Name	Field Value	Comments
DENOMINATOR	NOT USED FOR THIS TRANSACTION	With the NMR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to each financial line.
PAYEE NAME	NOT USED FOR THIS TRANSACTION	Identifies the payee name to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.
PAYEE ADDRESS	NOT USED FOR THIS TRANSACTION	Identifies the payee address to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.
CITY	NOT USED FOR THIS TRANSACTION	Identifies the city to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.
STATE	NOT USED FOR THIS TRANSACTION	Identifies the state to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.
ZIP	NOT USED FOR THIS TRANSACTION	Identifies the zip code to be printed on the warrant if a temporary vendor number is entered for reference TYPE PVN.
FISCAL PERIOD CODE	REQUIRED, defaults to **C**. **C** Current fiscal year The default value is correct for this transaction.	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
ROUTING CODE	REQUIRED **M** Mail warrant directly to payee. **A** Return warrant to the agency individual identified by the ROUTING RD CODE.	Indicates whether the warrant is mailed directly to the payee or returned to the agency for hand delivery.
ROUTING RD CODE	REQUIRED, if ROUTING CODE = A. Enter the 5-digit RD code of the agency individual to whom the warrant should be distributed.	Identifies the person to whom warrants with ROUTING CODE = A should be distributed. The ROUTING RD CODE must be for a different person than the one submitting this transaction.
Reference Line Fields - The following fields contain reporting cross-reference information. Reference fields identify the payee on the Vendor Master File and allow access to warrant information by identifiers other than the warrant number, such as vendor, invoice, or account number. For additional information about reference fields, refer to *Section 4: Financial Transactions & Batch Processing*.		
REF	DISPLAY ONLY	Reference line number.
TYPE	REQUIRED Enter a reference line for the following required reference type: **PVN** Pay Vendor Number. OPTIONAL **UDR** User Defined Reference	Identifies a reporting reference, such as pay vendor, invoice, delivery order, or account number. For transaction code 310-54, reference type PVN is required. Use reference type UDR for any desired additional references. Only reference type UDR may be used for transaction code 310-54.

310-xx: Add Warrant Request Field Entry Table (Petty Cash)

Field Name	Field Value	Comments
REFERENCE NUMBER	REQUIRED For reference type PVN, enter the 8-character (3-alpha, 5-numeric) vendor number that identifies the vendor in the Vendor Master File. For reference type UDR, enter an identifier, up to 22 alphanumeric characters.	The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.
AMOUNT	OPTIONAL Enter the dollar amount associated with the reference TYPE as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Dollar amount associated with the reference line.
DATE	OPTIONAL Enter a date associated with the reference TYPE as **MM DD CCYY**.	Date associated with the reference TYPE.
COMMENTS	OPTIONAL Enter additional descriptive information, up to 30 characters, for the reference.	Additional descriptive information for the reference such as petty cash custodian name or location.
Financial Line Fields - The following fields define the accounting structures to which the payment is recorded. For additional information about financial fields, refer to *Section 4: Financial Transactions & Batch Processing*.		
FIN	DISPLAY ONLY	Financial line number.
AMOUNT	REQUIRED Enter the dollar amount for this financial line as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The dollar amount associated with this financial line.
SY	REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. Imprest cash (AC 10080) distributions should always be accounted for in the current set-up year.	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.
CC	REQUIRED Enter **50010080** (Imprest Cash).	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for this financial line.
PGM	NOT USED FOR THIS TRANSACTION	Identifies the external program for this financial line.
LC	REQUIRED Enter the 8-digit petty cash or change fund ledger code.	Identifies the petty cash or change fund departmental project.
ACCT	REQUIRED Enter **10080** (Imprest Cash).	Identifies the account to which this financial line will be recorded.

310-xx: Add Warrant Request Field Entry Table (Petty Cash)

Field Name	Field Value	Comments
FY	REQUIRED, defaults to the current federal fiscal year if no entry is made. Imprest cash (AC 10080) distributions should always be accounted for in the current federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this financial line.
NMR	NOT USED FOR THIS TRANSACTION	With the DENOMINATOR, defines the percentage or portion of the WARRANT AMOUNT to be distributed to this financial line.
Open Item Fields – OPEN ITEM fields are not used for these transactions.		
TYPE	NOT USED FOR THIS TRANSACTION	Identifies the type of open item to be liquidated by this financial line.
NUM	NOT USED FOR THIS TRANSACTION	Identifies the specific open item to be liquidated by this financial line.
LINE	NOT USED FOR THIS TRANSACTION	Identifies the financial line number being liquidated.
FLI	NOT USED FOR THIS TRANSACTION	Fully Liquidate Indicator. If this indicator is set to Y, the open item line identified is fully liquidated (reduced to zero), regardless of the AMOUNT specified on this financial line.
LINE DESC	OPTIONAL Press <PF6> and enter additional descriptive information, up to 40 characters, for the financial line.	Additional descriptive information for the financial line.
REM MESSAGE	OPTIONAL Press <PF8> and enter descriptive information to be printed on the warrant stub. Up to 18 lines, 76 characters each.	Provides additional information about the warrant to the payee. Department procedures may require specific information for some warrant transactions.