

# Creating a petty cash reimbursement

All departments in the University will have at least one petty cash float to be used for small purchase and payments for the department and to reimburse staff members for payments made on behalf of the department. When a department's petty cash float is almost expended, reimbursement of funds should be made. Petty cash reimbursements are processed in Themis via the Accounts Payable module.

## Creating a petty cash reimbursement

- 1 Complete the Petty Cash Reimbursement form and have it signed by your approver.

**PETTY CASH REIMBURSEMENT FORM**

KEY: XXX - enter your "training" budget unit

Note: Original Tax Invoice/Receipts MUST be attached.  
No individual receipt may be greater than \$100 when claiming through Petty Cash.  
Please attach FST declarations where required.

THEMIS INVOICE REFERENCE NUMBER  
X X X - 0 7 0 9 0 5 0 1  
Dept No: D D M M Y Y Seq No

Dept No or Budget Unit: X X X Dept Name: <enter name of dept corresponding to the budget unit> Float Name / Description: GENERAL Invoice Voucher No: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

DETAILS OF ITEMS TO BE REIMBURSED				ACCOUNT DISTRIBUTION										Page 1 of 1
Date	Description	Receipt Amt (incl GST)	GST Amount	Section	Account	Project	Group	Activity	Location	Signature of person being reimbursed		Line		
01/07/05	Carried forward from previous page (if applicable)													
01/07/05	chocolates for stress relief	6.30	0.57	00	5555	00000	GEN	14	01	Mickey A Mouse		1		
12/05/05	bus ticket to get to training	14.40	1.31	00	5661	00000	GEN	12	01	Daffy Duck		2		

You can obtain a copy of the petty cash form from the Financial Operations Forms Library (navigate to the Themis home page and select **Community > Themis Forms > Financial Operations**).

- 2 Log in to Themis and navigate to **Document Production > Payables**.

If you are using the UOM Manager responsibility navigate to **Payables > Payables**.

The Invoice Entry screen will display (**note**: if the Find Invoices screen displays, close it to access the Invoice Entry screen).

- 3 Complete the invoice details.

Field	Action	Comment
Type	This field will default to <i>Standard</i> and should not be altered.	
Supplier	Select <i>PETTY CASH</i> from the list of values (LOV).	Alternatively, type <i>PETTY</i> and click <b>Tab</b> .
Supplier Number	This field will default to 300001 based on the Supplier selected above.	
Site	Select the appropriate site from the LOV.	If you are located in Parkville you should select <i>Parkville</i> . If you are located off campus you should select the appropriate site. A message will display advising that holds will be applied. Click <b>OK</b> to close this message.
Invoice Date	Enter <i>today's</i> date.	
Invoice No	Enter the reference number from the Petty Cash Reconciliation form.	This number will be in the format: <i>Dept No Date Sequence No</i> (e.g.: 837060420081)
Invoice Amount	Enter the total amount of the petty cash reimbursement.	This will be the total of all the receipts.
Description	Enter an appropriate description.	e.g.: <i>Reimbursement for Dept_837 for May.</i>

- Click on the **Save** icon on the toolbar, then click on the **Distributions** button.  
The Distributions screen will display.
- Enter each receipt as a separate distribution line with the appropriate details.

Field	Action	Comment
Amount	Enter the cost of the item.	
Account	Click on the LOV and enter the account information.	
Tax Code	Select the tax code from the LOV.	
Description	This field will default from the information entered in the Invoice, but may be modified.	
GL Date	This field will default to the details entered in the Invoice screen.	
Inc Tax	This checkbox will default based on the tax code selected. <b>Do not change.</b>	

- Once you have entered all the receipts, click on the **Calculate Tax** button.  
This will automatically save your work and calculate the appropriate tax line.
- Ensure that the Invoice Total (petty cash receipts and batch totals) matches the Distribution Total (actual totals you have entered) displayed in the top right corner of the screen, then close the Distributions screen.

Invoice Total	97.50
Distribution Total	97.50

Themis will automatically generate an invoice voucher number once you save your petty cash entry (displayed in the Vchr No field on the right of the Invoice Entry screen).

**Important:** you must record this voucher number on your Petty Cash Reimbursement form (top right of the form) as the number will be used by the cashier to locate your entry in Themis.

- Click on the **Actions One** button, select **Validate** then click the **OK** button.  
This will apply 2 holds which must be released by the cashier in order to provide your reimbursement.
- Attach all your receipts to A4 paper and take them, with the signed Petty Cash Reconciliation Form, to the cashier for reimbursement of your float.  
The cashier is location on the Ground Floor, Melbourne Credit Union, Old Geology South building, Parkville Campus.