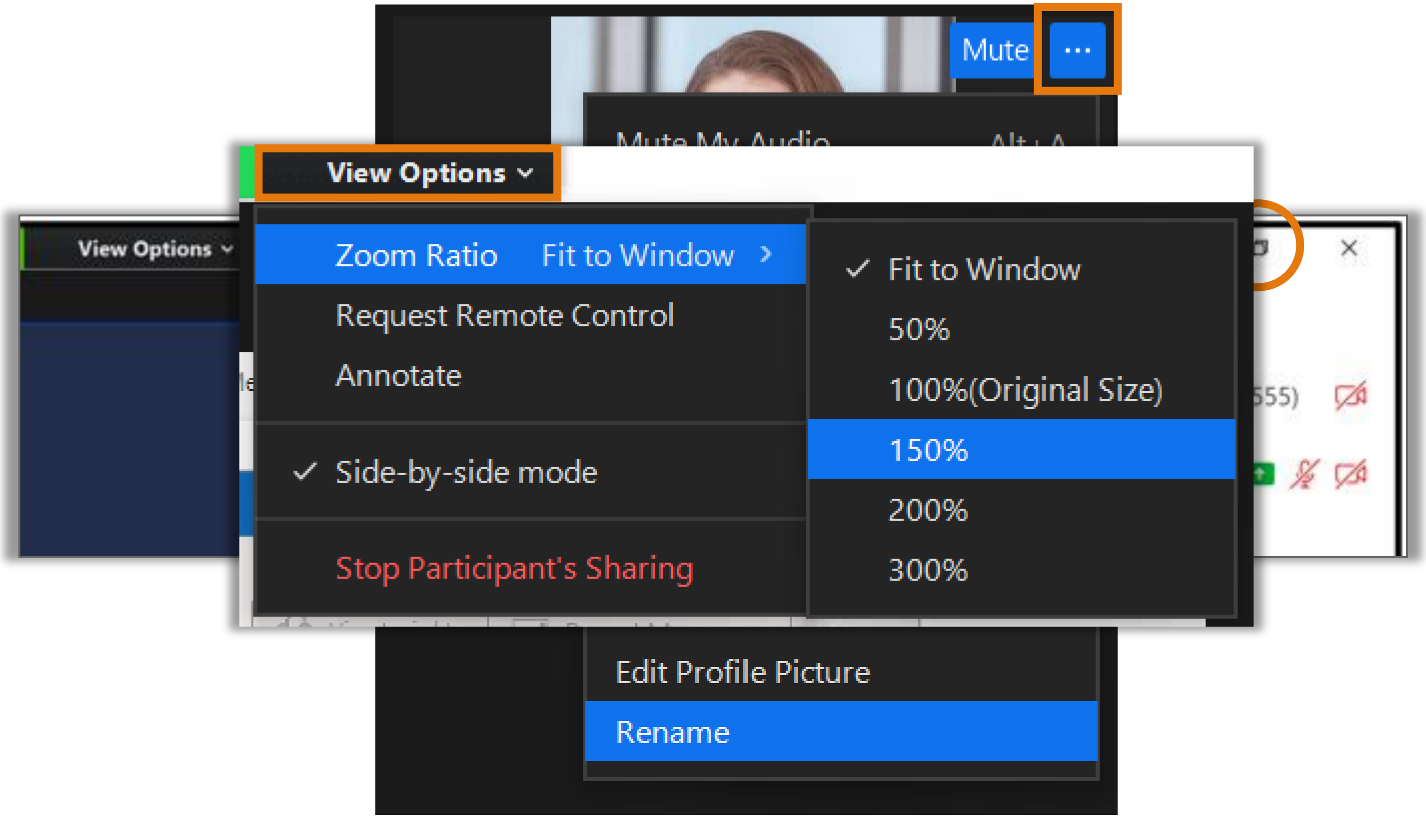
UVA FINANCE

Petty Cash Account Replenishment

University of Virginia

Introduction | Virtual Classroom Tips

- Rename yourself, if needed.
- Dual monitor set-up versus single monitor set-up
- View Options
  - Zoom ratio

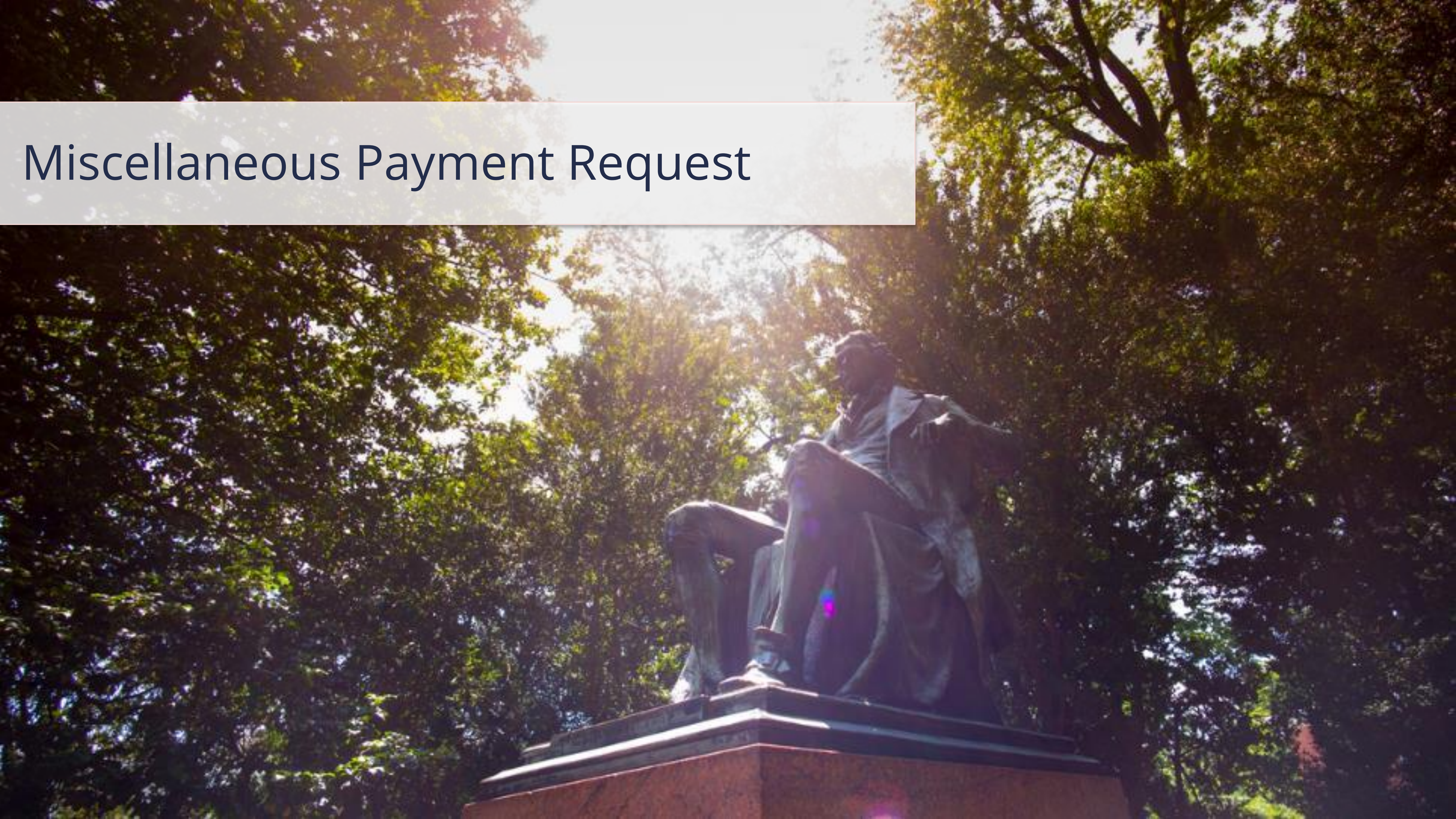


Introduction | Course Objectives

After completing this course, you will be able to:

- Create a Miscellaneous Payment Request and submit it for approval
- Change or cancel the request, if needed
- Understand the reporting capabilities for viewing petty cash requests

Miscellaneous Payment Request



Miscellaneous Payment Request | Key Terms

Term	Definition
Miscellaneous Payment Request	A Miscellaneous Payment Request is a request created by a petty custodian in Workday to **replenish funds in the petty cash account** of their department. As the departmental petty cash account begins to be depleted, the department may need to request for the funds to be replenished.
Request Status	In Workday, users can track the **status** of the request through the robust reporting functionality, using **My Miscellaneous Payment Requests** and other reports.

Create Miscellaneous Payment Request | Process Overview

Below is the high-level process flow to create miscellaneous payment requests:

1. **Initiate Create Miscellaneous Payment Request Task**
2. **Enter Information Related to the Payment Request and attach form**
3. **Submit Payment Request**
4. **Routes for Approval**

Role

Petty Custodian

Petty Custodian

Petty Custodian

Approval Roles

Create Miscellaneous Payment Request | Approval Routing

When you submit the Create Miscellaneous Payment Request, the process routes to the appropriate approver based on certain criteria:

Criteria	Routes To
Request has a Miscellaneous Payment Request Category of **Petty Replenishment**	Cost Center Manager for initial review and approval Accounts Payable Data Entry Specialist for approval

Create Miscellaneous Payment Request | Key Considerations

Field Guidance – Use the following guidance when creating a miscellaneous payment request:

- **Payee** – select **Petty Custodian**, and then choose your name from the list of options
- **Currency** – must be USD
- **Payment Type – select Check** from the list of options
- **Request Category** – select **Petty Replenish** from the list of options
- **Handling Code –** select **PMT_HNDL_HOLD FOR PICKUP** from the list of options
- **Spend Category** – select **Petty Cash**
- **Miscellaneous Field 2** section, enter the contact information (name, email address and/or phone number) of the person that will be picking up the check. You will receive an error message if this field is not populated.

Attachments – While creating a miscellaneous payment request, you must complete the [Petty Cash Replenishment Form] and attach under the **Attachments** tab. You also need to attach the receipts that show how the petty cash funds were used.

Note: You can also access this form in the QRG titled **Create Miscellaneous Payment Request**

Demonstration | Create Miscellaneous Payment Request

- In this demonstration, you will see how to create a miscellaneous payment request.

Activity | Create Miscellaneous Payment Request

- In this scenario, you will practice how to create a miscellaneous payment request in Workday.

Banking and Settlement Reports

Reports Overview | Banking and Settlement Reports

Below is a few helpful report related to **Banking and Settlement** that you can run in Workday:

Report	Description
My Miscellaneous Payment Requests	This report enables you to view your miscellaneous payments requests that you have submitted and track their status. If the Miscellaneous Payment Request is unpaid, you may Cancel or Change the request from the report by clicking on the related actions and selecting change or cancel. If you select the option to change, new approval routing will be retriggered.

Demonstration | Change Miscellaneous Payment Request

- In this demonstration, you will see how to change a miscellaneous payment request.

Course Wrap-up | Course Summary

Now that you have completed this course you will be able to:

- Create a miscellaneous payment request and submit it for approval
- Understand the reporting capabilities available for the petty cash account replenishment functionality

Course Wrap-up | Course Evaluation

Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.

Thank you!

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