

Web UFS - How to Create A Petty Cash Log

QUESTION

How do I create a petty cash log in Web UFS?

ANSWER

1. Choose **Expenses → Petty Cash → Petty Cash Entry → Add**
NOTE: UFS will automatically generate the petty cash log number once the petty cash entry has been saved
2. Input the Unit number for which you are recording this petty cash entry or click on **Unit Number** and select from list, Click **OK**
NOTE: UFS will automatically display the contents of the Unit Name and the Vendor No. fields
3. Click **Insert Before** or **Insert After** to activate the detail line area
4. Click in **Paid To** and enter the name of a person or company to whom payment was made for this purchase
5. Press **Tab** to select the Account No. column. Input the account number that will be charged for the petty cash payment for this line or click on **Accounts** to select from list, click **OK**
Note: UFS will automatically display the contents of the Account Description field
6. Press **Tab** to select the Expenditure Amt. column. Input the amount paid for the purchase
7. Press **Tab** to create another detail line and repeat steps 7 through 10 until you have added all of the petty cash lines required for your petty cash entry.
Note: If you want to insert a line between two other lines, click once above the line where you want to insert your next line. Click Insert After to add a blank line to a petty cash entry. (You may also choose to click once below the line where you want to insert your next line, and then click Insert Before.) A blank line will be inserted in the browser box.
If a line is created in Error, select the incorrect line in the browser box. Click Delete to delete the selected line on a petty cash entry
8. Click **Reconcile** to display the Petty Cash Reconciliation window
9. Select the **Cash on hand** field, and then input your cash on hand amount.
Note: This is the money left in the petty cash fund after your purchases are made and before your funds in transmit or cash from other sources have been received
10. Select the **Funds in Transmit** field, input your funds in transmit amount.
Note: This data reflects a reimbursement check coming from the BSC but not yet received
11. Select the **Cash from Other Sources** field, and then input your cash from other sources amount.
Note: This is money loaned to the petty cash fund to cover expenditures pending reimbursement.
12. Click **OK** once the petty cash reconciliation has been completed
13. Click **Save**