

<b>Task:</b>	<b>Petty Cash</b>		
<b>Sub-Process:</b>			
<b>Preceding task:</b>			
<b>Revision Date:</b>	Oct 9, 2008	<b>SOP Reference #</b>	
<b>Description:</b>	The preferred purchasing method for small business expenses is by procurement card. When using a procurement card is not possible, however, units may use funds from petty cash. Use petty cash to pay only for small-dollar expenses or reimbursements, typically not exceeding \$25.00 per transaction. These expenses may include out of pocket costs for day trips, such as tolls, parking, mileage, etc.		
<b>Responsibility:</b>	Faculty/Staff/Student: Dept/Unit Petty Cash Custodian: ASC Transaction Team		
<b>Frequency:</b>		<b>Timing:</b>	
<b>Process Steps:</b>	<p><b><u>Faculty/Staff/Student</u></b></p> <p><b>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</b></p> <ul style="list-style-type: none"> <li>• Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense.</li> <li>• Present receipt to the Department/Unit Petty Cash Custodian for reimbursement.</li> </ul> <p><b><u>Department/Unit Petty Cash Custodian</u></b></p> <p><b>Step 2: Manage petty cash/Reimburse purchases</b></p> <ul style="list-style-type: none"> <li>• Keep petty cash funds in a cash box locked in a secure area, and never leave the funds in an unlocked desk drawer or cabinet.</li> <li>• Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted.</li> <li>• Reimburse purchaser up to \$25.00 per transaction.</li> <li>• File the original receipt and petty cash transmittal awaiting reimbursement.</li> <li>• Complete reconciliations monthly and each time the fund is replenished.</li> <li>• Submit the Cornell University Petty Cash reconciliation sheet (Addendum A) to the ASC to request reimbursement. Attach original receipts with the request. It is recommended that each receipt be affixed to an 8 1/2" x 11" sheet of paper for document control purposes (Addendum B).</li> <li>• Report overages or shortages to your supervisor, and adjust funds accordingly.</li> <li>• Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval.</li> <li>• Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention).</li> <li>• Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly).</li> <li>• Receive and cash check to replenish petty cash.</li> </ul> <p><b><u>ASC Transaction Team</u></b></p> <p><b>Step 3: Process A/P Voucher</b></p> <ul style="list-style-type: none"> <li>• Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs.</li> <li>• File completed transaction.</li> </ul>		

# Payroll Processing Manual Template

**Jim Crum, BOSS Corporation**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

## **Payroll Processing Manual Template:**

*Managing Recruitment and Onboarding* Richard Skiba, 2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization The book also covers the management of probationary employees the provision of feedback and the collection of participant and stakeholder feedback on the onboarding process Finally readers are equipped with strategies for updating onboarding policies and procedures based on feedback ensuring continuous improvement and alignment with organizational goals This book is an invaluable tool for HR professionals seeking to optimize their recruitment and onboarding practices and contribute to the overall success of their organization

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Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17 Cancellling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4 Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12 Printing Lists 13 Renaming and Merging List Items 14 Creating and Using Tags 15 Creating and Applying Customer Types Setting Up Sales Tax 1 Enabling Sales Tax and Sales Tax Settings 2 Adding Editing and Deactivating Sales Tax Rates and Agencies 3 Setting a Default Sales Tax 4 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Enabling Purchase Orders and Custom Fields 4 Creating a Purchase Order 5 Applying Purchase Orders to Vendor Transactions 6 Adjusting Inventory Setting Up Other Items 1 Creating a Non inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and Customer Charges 2 Automatic Late Fees 3 Creating Customer Statements Payment Processing 1 Recording Customer Payments 2 Entering Overpayments 3 Entering Down Payments or Prepayments 4 Applying Customer Credits 5 Making Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4 Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1

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*Handbook of Research on Securing Cloud-Based Databases with Biometric Applications* Deka, Ganesh Chandra,2014-10-31 Cloud technologies have revolutionized the way we store information and perform various computing tasks With the rise of this new technology the ability to secure information stored on the cloud becomes a concern The Handbook of Research on Securing Cloud Based Databases with Biometric Applications explores the latest innovations in promoting cloud security through human authentication techniques Exploring methods of access by identification including the analysis of facial features fingerprints DNA dental characteristics and voice patterns this publication is designed especially for IT professionals academicians and upper level students seeking current research surrounding cloud security

**Navigating Enterprise Resource Planning: Streamlining Operations for Success** Satish Jawale,2023-05-27 In this insightful book Satish Jawale delves into the world of Enterprise Resource Planning ERP and its significance in today s business landscape Drawing from his extensive expertise Satish provides valuable insights and practical guidance on how businesses can streamline their operations and achieve success through effective ERP implementation Covering key topics such as ERP selection implementation strategies data management and the benefits of ERP integration this book serves as a comprehensive resource for business owners and executives looking to harness the power of ERP systems Satish Jawale s

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dozen white papers at OAUG conferences participated in the vendor exhibit hall identified key words for white paper classification and edited articles that are included in OAUG publications      QuickBooks 2013: The Missing Manual Bonnie Biafore, 2012-10-29 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

## Whispering the Secrets of Language: An Psychological Journey through **Payroll Processing Manual Template**

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