Accounting for PCF

1. AP non-PO Voucher for initial funding and subsequent replenishment for PCF:

Debit GL Account:	16105 - Petty Cash Fund_PCF
Credit GL Account	11005 - Cash
Operating Unit:	CO's operating unit
Fund Code:	**00001 for GL acct 16105 always**
Department:	Respective department
Project ID:	(management project, if applicable)
Impl. Agent:	As appropriate
Donor:	As appropriate
Open Item Key:	Custodian's Staff Index ID or Vendor ID

2. APJV for PCF disbursements at each month end or prior to request PCF replenishment *whichever comes first* and for the year-end closure:

Debit GL Account:	7XXXX – relevant expense accounts
Credit GL Account:	16105 – Petty Cash Fund_PCF
Operating Unit:	CO's operating unit
Fund Code:	**00001 for GL acct 16105 always**
Department:	Respective department
Project ID:	(management project, if applicable)
Impl. Agent:	As appropriate
Donor:	As appropriate
Open Item Key:	Custodian's Staff Index ID or Vendor ID
Related Voucher	Voucher ID of initial issued advance

3. AR Direct Journal for year-end deposit of PCF cash balance into CO's bank account:

Debit GL Account:	11005 - Cash
Credit GL Account:	16105 – Petty Cash Fund_PCF
Operating Unit:	CO's operating unit
Fund Code:	**00001 for GL acct 16105 always**
Department:	Respective department
Project ID:	(management project, if applicable)
Impl. Agent:	As appropriate
Donor:	As appropriate
Open Item Key:	Custodian's Staff Index ID or Vendor ID
Journal Line Description	Voucher ID of initial issued advance

Caution: All transactions in PCF (AP non-PO Vouchers, AP Journal Vouchers, and AP Direct Journals) must be recorded in the currency code in Atlas that matches the actual currency in which the PCF is held. Using incorrect currency code in Atlas will lead to inaccurate valuation of the PCF in the financial statements.

Caution: COs must never use any GLJEs to record PCF transactions and should never record any FX gain/loss. HQ runs the revaluation process to recognize the FX gain/loss in conjunction with the preparation of the annual financial statements.