



PETTY CASH

# VKC

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PETTY CASH

Scope Document Version 1.2



## PETTY CASH

### Document Information:

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Prepared by	Avinash R / Imran	Reviewed by	Rajesh N

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		Name	Signature	Date
<b>Project Manager, (Mukesh Infoserve Private Limited)</b>				
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## Login Page

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**PETTY CASH**

Database

Username

Password

User Name: Petty cash web portal user id.

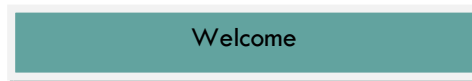
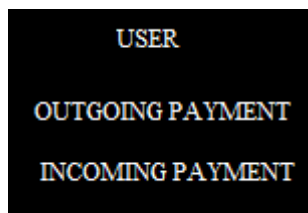
- User have to select database.
- Users have to enter user id and password.
- Portal id and password will be different for user wise.
- User and database mapping will be done in portal itself(Admin work).
- After login the portal will display the menu's are Users, Outgoing payment and Incoming payment.



PETTY CASH

## VKC Welcome Page

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## User List

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Add User

User ID	Database
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User 1	Plastomers	Edit
User 2	Fortune HO	Edit
User 3	Polymers	Edit
User 4	Caltech	Edit
User 5	Morbido	Edit
User 6	Smartak	Edit

- USER Menu, Admin user only has the rights to add, edit or remove the users and Multiple database mapping to user.
- User Menu, Other users should have permission to edit their password only.
- While clicking on “User” in menu, List of users will display first.
- Using “Edit” option Admin can able to edit Password and Database
- “Add User” tab is for creating new users.



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## User Create/Edit Page

Screen-3.1



UNIT ASSIGNMENT	Select Database
USER NAME	Type here
PASSWORD	Type here

Add/Update/Find

Inactive

- By clicking the “Add user” in menu Admin can create the user details and able to map the DB’s as shown below.

Screen-3.2

Select Unit		
Database	Allocation	Branch
Plastomers	Yes	
Caltech Polymers	No	
Fortune HO	No	
Fortune Branch	No	FB,FE
Polymers HO	No	



## PETTY CASH

- Have to select required database and branch (if branch enabled DB) for the user from the list. In that list itself we can able to create database detail.
- One user can be mapped with multiple databases also.
- By clicking the check box or Yes/No we can map the user to database.
- Option will be there to inactive already created user.
- Once the user is created, that user can able to access the mapped databases only.
- Entire details should be fetched from respective databases logged by user.
- User can able to post Account, Vendor and Customer type documents for both Outgoing and Incoming payments.



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## Outgoing/Incoming Payment

Screen-4

### OUTGOING/INCOMING PAYMENT

#### On Account Type Document

Branch	
Cost Center	

☐ Vendor  
☐ Customer  
☒ Account

No.	FE/OP/G
Posting Date	
Due Date	
Document Date	
Reference	
Doc.Currency	

G/L Account	Account Name	Doc. Remarks	Amount	BRANCH	EXPENSE ANALYSIS	MACHINE PROCESS	EMPLO YEES	Brand	Loc.	GST Applicable
										Y/N

DocRemarks	
Amount/Payment On Account	
Total Amount Due	

Remark	
Journal Remark	


ADD	CANCEL
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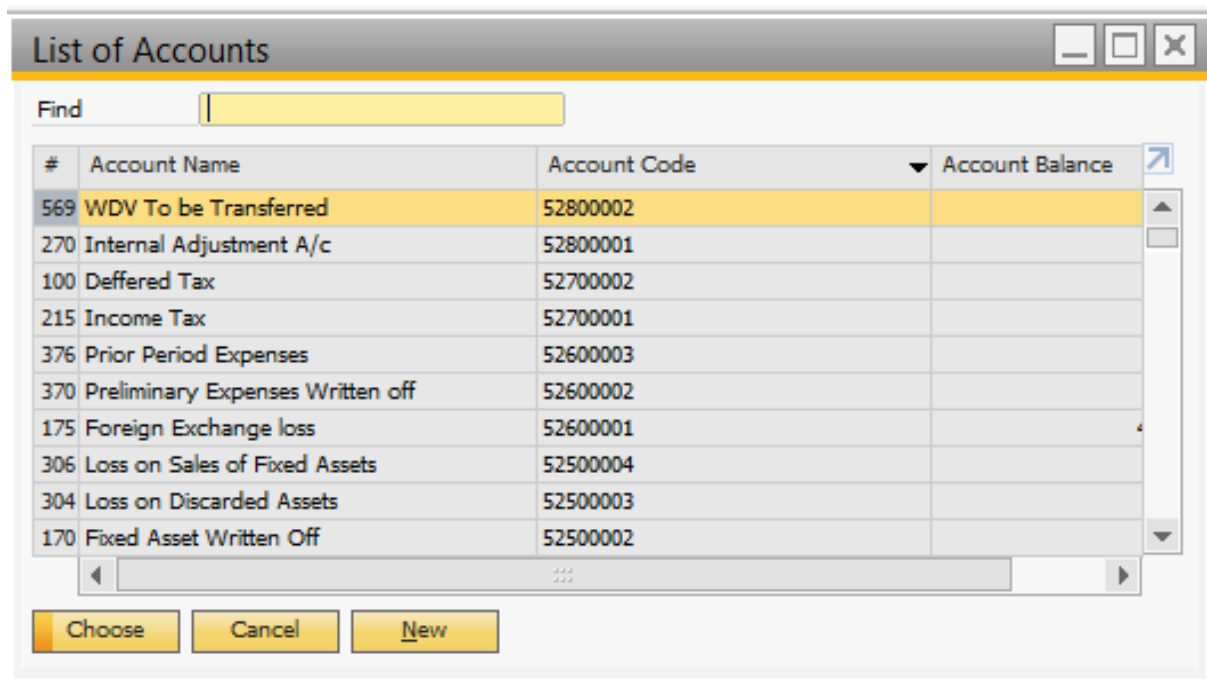
Payment Means : G/L Account	
Primary Form Item	
PAYMENT Amount	
Bank Charges	
Payment Means	





## PETTY CASH

- Document series should be automated based on the User defined Table set in corresponding database which is logged.
- Select the G/L Account from by clicking choose from list symbol . Ledger details should be retrieved from logged database only. (Sample screen only, may vary in actual design). Accounts for Expense and Assets ledger only displayed.



#	Account Name	Account Code	Account Balance
569	WDV To be Transferred	52800002	
270	Internal Adjustment A/c	52800001	
100	Deffered Tax	52700002	
215	Income Tax	52700001	
376	Prior Period Expenses	52600003	
370	Preliminary Expenses Written off	52600002	
175	Foreign Exchange loss	52600001	
306	Loss on Sales of Fixed Assets	52500004	
304	Loss on Discarded Assets	52500003	
170	Fixed Asset Written Off	52500002	

- Account name will automatically come for G/L Account selection.
- Line level document remark should be given manually.
- Line level amount should be given manually.
- Branch, Expense Analysis, Machine Process, Employees and Brand are the dimensions have to be selected manually if required. Respective choose from list should be shown for dimensions as given below.



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## Branch

**List of Distribution Rules**

Find

#	Distribution Rule	▲ Loading Factor Name
1	FB	FB-KINALOOR
2	FE	FE-HO

◀ ... ▶

### EXPENSE ANALYSIS

**List of Distribution Rules**

Find

#	Distribution Rule	▲ Loading Factor Name
1	BIKE-01	KL -11- AK- 7996 (PASSION PRO)
2	BIKE-02	KL -11- AX- 7734 (GLAMOUR)
3	BIKE-03	KL-11- BG-2647 (GLAMOUR)
4	BIKE-04	KL 11 BK 6383 -GLAMOUR DRUM S
5	CAR-01	KL- 11- BA- 5445( COROLLA)
6	CAR-02	KL -11- AV- 4636(ETIOS LIVA)
7	CAR-03	KL- 11- BA- 6904 (SWIFT VDI)
8	CAR-04	KL -11- AT- 3766(ETIOS LIVA)
9	CAR-05	KL- 11- AP- 9084(ALTO K10)
10	CAR-06	KL -11- AQ-6800(SWIFT DEZIR)

◀ ... ▶

**Choose** **Cancel** **New**

- Location will be displayed as shown below, when clicking the dropdown list and have to select.



## PETTY CASH

Loc.	GST Applicable
Delhi	
FB-FACTORY-KINALOOR	
FB-GODOWN-KOLATHARA	
FE-FACTORY-KUNDAYITHODE	
FE-GODOWN-KOLATHARA	
FF-FORTUNE BRANCH IV-FEROKE	
FL-FORTUNE BRANCH V-NALLALAM	
FN-FORTUNE BRANCH VI-NALLUR	
OU-FE-FACTORY-KUNDAYITHODE	

- Header level “Amount” field is a summary of line level “Amount” field.
- Total Amount Dues field is also a summary of line level “Amount” field.
- Payment means category will be “CASH” type as default.
- Payment means G/L Account will be “CASH ACCOUNT” as default. Option to change the account to any other cash account should be there.
- In payment means the account code will come belongs to these two layers 12400001 (Cash Account) and 12400002 (Bank Balances)
- “Primary Form Item” need to be selected manually from the list as shown below

Primary Form Item	Payments for Invoices to Suppliers
	Payments for Invoices to Suppliers
	Down Payments to Suppliers
	Sales Credit Notes Paid to Customers
	Cash Paid for Rent
	Cash Paid for Electricity
	Cash Paid for Phones
	Payments to Employees, e.g. Wages
	Other Operating Payments
	Corporate Income Tax Paid
	VAT Paid
	Interest Paid - Operating Activities
	Payments for Purchase of Fixed Assets
	Payments for Purchase of Shares/Obligations
	Payments from Sale of Fixed Assets
	Payments from Sale of Shares/Obligations
	Dividends Received - Investing Activities
	Interest Received - Investing Activities
	Payments/Receipts for Purchase of Shares/Obligations
	Payments/Receipts from Long-term Borrowings
	Payment for Finance Lease Liabilities
	Redemption of Shares
	Repayment of Loans
	Dividend Paid

Overall Amount

Balance Due



## PETTY CASH

- "Payment Amount" field will be filled with "Total Amount Due" value as default; it can be editable before adding the document.
- Remark field should be manually updated.

Screen-5 & 6

## Vendor/Customer Type Document

- Vendor and customer type are same except the selection of document type and business partners.

Branch		No.	FE/OP/G	
Cost Center		Posting Date		
		Due Date		
		Document Date		
		Reference		
		Doc.Currency		

<input checked="" type="radio"/> Vendor	Code	V-KL-0913
<input type="radio"/> Customer	Name	3G MOBILE WORLD
<input type="radio"/> Account		

DocRemarks	
Amount/Payment on Account	
Total Amount Due	

Remark	
Journal Remark	

ADD	CANCEL
-----	--------

Payment Means : G/L Account	
Primary Form Item	
PAYMENT Amount	
Bank Charges	
<b>Payment Means</b>	



## PETTY CASH

- Numbering series should be automated as per the cost center selected.
- Document/Posting/Due date need to select from calendar or able to enter in DD/MM/YYYY format.
- Line level details not display for vendor/customer doctype.
- Header level "Payment On Account" field should be filled with the required amount manually.
- Payment means category will be "CASH" type as default.
- Payment means G/L Account will be "CASH ACCOUNT" as default. Option to change the account to any other cash account should be there.
- "Primary Form Item" need to be selected manually from the list as shown below

Primary Form Item	Payments for Invoices to Suppliers
	Payments for Invoices to Suppliers
	Down Payments to Suppliers
	Sales Credit Notes Paid to Customers
	Cash Paid for Rent
	Cash Paid for Electricity
	Cash Paid for Phones
	Payments to Employees, e.g. Wages
	Other Operating Payments
	Corporate Income Tax Paid
	VAT Paid
	Interest Paid - Operating Activities
	Payments for Purchase of Fixed Assets
	Payments for Purchase of Shares/Obligations
	Payments from Sale of Fixed Assets
	Payments from Sale of Shares/Obligations
	Dividends Received - Investing Activities
	Interest Received - Investing Activities
	Payments/Receipts for Purchase of Shares/Obligations
	Payments/Receipts from Long-term Borrowings
	Payment for Finance Lease Liabilities
	Redemption of Shares
	Repayment of Loans
	Dividend Paid

Overall Amount

Balance Due

- "Payment Amount" field will be filled with "Total Amount Due" value as default; it can be editable before adding the document.
- Remark field should be manually updated.
- Current cash balance to be displayed while choosing the Cash Account code



PETTY CASH

## Report & Layout Format

### LAYOUT

CIN : U25199KL2000PTC013687

#### CASH PAYMENT VOUCHER

No : FE/OP/04717

Dated : 15/10/2019

Particulars	Amount
<b>Machinery Repairs &amp; Maintenance</b>	<b>960.00</b>
Through:	
Cash Account (H.O)	
On Account of :	
Bill 1486/ 15/10/19/ purchased greeze 4 kg @ rs 960 for machine paid on 15/10/19	
Amount(in words) :	
Indian Rupees Nine Hundred Sixty Only	<b>960.00</b>

Receiver's Signature:

Authorised Signatory :

Checked by :

Verified by:



PETTY CASH

## REPORT

### FORTUNE ELASTOMERS PRIVATE LIMITED

7/121-C, KUNDAYITHODE, NH-17,KOLATHARA POST

KOZHIKODE-673655,KERALA

Phone:0495-2491360,0495-3291400

E-mail:fortune@vkggroup.com

State Code:32

U25199KL2000PTC013687

✦ Ledger Name : Cash Account (H.O) From 15/10/2019 To 16/10/2019

Date	Voucher Type and No	Particulars	Debit	Credit
15/10/2019		To Opening Balance	31,299.20	
15/10/2019	✦ Outpmt FE/OP/04710	By Water Charges  (Bil 10806/15/10/19 / water charges for 5 nos x rs 50 paid)		250.00
15/10/2019	✦ Outpmt FE/OP/04714	By Tea & Food Expenses  (Tea and food expenses paid for mfk 20 nos x rs 23 , wco bar on 15/10/19)		508.00
15/10/2019	✦ Outpmt FE/OP/04717	By Maohinery Repairs & Maintenance  (Bil 1486/ 15/10/19/ purchased grease 4 kg @ rs 960 for machine paid on 15/10/19)		960.00
18/10/2019	✦ Outpmt FE/OP/04723	By Fuel Expenses for Vehicles - Directors  (Bil 32024/ 15/10/19/ fuel expenses paid for vehicle KL 11 AQ 8800)		2,000.00
18/10/2019	✦ Outpmt FE/OP/04724	By Tea & Food Expenses  (Tea and food expenses paid for mfk 20 nos x rs 23 , Issue paper on 18/10/19)		580.00
18/10/2019	✦ Outpmt FE/OP/04728	By Travelling Expenses  (Travelling expenses paid to 13 workers up and down 25 days & 1 worker to new quarters on 15/10/19 & 16/10/19)		424.00
18/10/2019	✦ Outpmt FE/OP/04736	By Maohinery Repairs & Maintenance  (Bil 658 /16/10/19/ purchased allen key 3/32 2nos for robot machine paid)		20.00
18/10/2019	✦ Outpmt FE/OP/04738	By Maohinery Repairs & Maintenance  (Bil 664 /16/10/19/ purchased allen key 2.5mm 2nos for robot machine paid)		24.00
Total Debit/Credit			31,299.20	4,746.00
By Closing Balance				26,553.20
Grand Total			31,299.20	31,299.20