GENERAL LEDGER
PETTY CASH VOUCHER

WELCOME TO

GENERAL LEDGER MODULE
NAYSA Financials V10

Preparation of Petty Cash Voucher transaction

Only authorized process owner can access this module to prepare Petty Cash Voucher to record details of cash purchases

1. You cannot proceed with the saving of transaction if required data in the transaction is not provided.
2. You cannot save an unbalanced Debit and Credit amounts.

1. Have you created the Cycle Period or Cut-off period to be used as reference in the transaction based on the Transaction Date?
2. Have you created the Petty Cash Custodian as Payee in the transaction and details were correctly setup in the Vendor Master File?
3. Have you created the GL Account to be used in the transaction and details were correctly setup in the Chart of Accounts File?
4. Have you created the Responsibility Center to be used in the transaction as correct entry of RC Required-GL Account?
5. Have you created the Subsidiary Ledger crossed matched to the SL Required-GL Account to be used in the transaction?
6. Have you created the valid VAT details to be used in the transaction?
7. Have you created the valid EWT details to be used in the transaction?
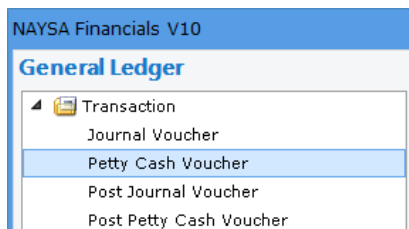
How to navigate NAYSA?

Let's start by creating a Petty Cash Voucher transaction.

By navigating from menu, select **General Ledger>Transaction**

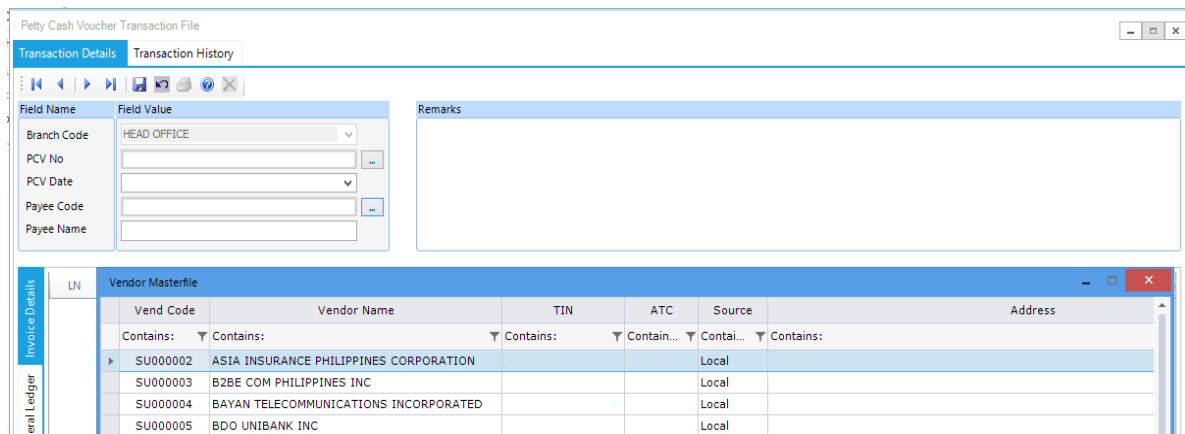1. Click General Ledger to view the menu below.

2. Select Transaction to view Petty Cash Voucher Transaction submenu.

3. Select Petty Cash Voucher to start encoding the transaction. A screen below is displayed.
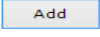
4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.

5. The PCV Number is system generated upon saving the transaction. NAYSA assigns the next PCV Number in the series. Editing of system generated PCV Number is disabled.

6. The default PCV Date is the server date. NAYSA automatically assigns the accounting period setup of the transaction, based on the transaction date. This is a pre-defined information of a FROM and TO date range of a specific Cut-off Period in the Cycle Period reference file.

7. View a valid Payee. By clicking the ⌄ button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.


8. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

9. Double click to select a Payee or the Petty Cash Custodian.

10. NAYSA displays the Payee Name upon selection of a Payee.

11. The Remarks field can cater a long explanation of the transaction. If the explanation is long the stroll bar will be enabled to allow continuous encoding of details.

12. Click the Add button to start the encoding of Invoice Details of the cash purchase.

13. The LN or Line Number is automatically assigned as you add a new line.

14. Encode reference OR Number.

15. Encode the OR Amount.

16. Double click VAT Code to view a valid VAT, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

17. Upon selecting a valid VAT Code, VAT Description is automatically displayed.

18. The VAT Amount is automatically computed based on the VAT Rate applied for the OR Amount entered.

19. Double click EWT Code to view a valid EWT, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

20. Upon selecting a valid EWT Code, EWT Description is automatically displayed.

21. The EWT Amount is automatically computed based on the ATC Rate applied for the OR Amount entered.

22. The Net Amount is automatically computed based on the difference of OR Amount and automatically computed EWT Amount.

23. Double click Charged-To field to view a valid GL Account to generate, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character on any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

24. Double click Payee-Code field to view a valid Payee of the cash purchase, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character on any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

25. Upon selecting a valid Payee Code, Payee Name is automatically displayed.

26. The following information is automatically displayed upon selecting a valid Payee Code since this information is generated in the Purchase Journal:
    - Address 1
    - Address 2
    - Address 3
    - TIN

27. Encode an explanation of each transaction if any.

28. The Payee Code is not a mandatory field. NAYSA also allows encoding of Payee Name only for one time vendor of cash purchases. The Process Owners has a flexibility to identify Payees that are not required to be encoded in the Payee Master Data to be used in the PCV Transaction.

29. The following information shall be encoded upon encoding a Payee Name since this information is generated in the Purchase Journal:
    - Address 1
    - Address 2
    - Address 3
    - TIN

30. Encode an explanation of each transaction if any.

31. To add a new record, click the button.

32. In case of incorrect encoding of Invoice details before saving the current PCV Transaction, click the `Delete` button to delete the highlighted OR details.

33. Double click the `Generate GL Entries` button to view the following system generated accounting entries as shown below:

LN	Acct Code	RC Code	SL Code	Particular	VAT Code	VAT Desc	EWT Code	EWT Desc	Debit	Credit
001	70003	730-02		S-FUEL AND OIL / 730-02					10,714.29	0.00
002	10035		SU000001	INPUT TAX / AQUATIC FOOD MANUFACTURING CORP...	PC	CAPITAL GOODS			1,285.71	0.00
003	20011		SU000001	WITHHOLDING TAXES - EXPANDED / AQUATIC FOOD...			GC	SUPPLIER OF GOODS...	0.00	107.14
004	10001	730-02		PETTY CASH FUND / 730-02					0.00	11,892.86

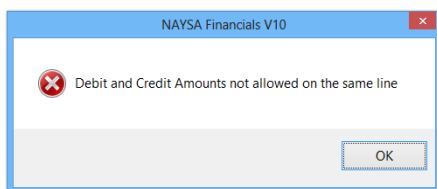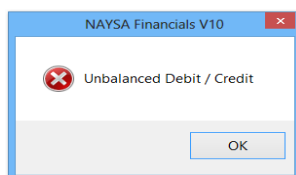|	12,000.00	12,000.00
	Debit	Credit

Add   Delete   Generate GL Entries

- GL Account/s of the Charged-To field setup, as encoded in the Invoice details. Amount computed is a Debit Entry
- Default VAT Input GL Account, per applied VAT Code of OR reference setup, as encoded in the Invoice details. Amount computed is a Debit Entry
- Default EWT GL Account, based on Account Classification setup, per applied ATC per OR reference setup, as encoded in the Invoice details. Amount computed is a Credit Entry
- Default Petty Cash Fund GL Account, based on Account Classification setup. Total Petty Cash Fund Amount computed is a Credit Entry

34. If system generated GL Account requires a Responsibility Center, a default value REQ_RC is displayed.

35. Double click RC Code to view a valid Responsibility Center, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

36. SL Required-GL Accounts display the correct subsidiary ledger based on Vendor Code setup in the Invoice Details.

37. To update system generated Subsidiary Ledger if needed, double click SL Code to view a valid Subsidiary Ledger, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

38. The Particulars is the description of Account, Responsibility Center and Subsidiary Ledger.

39. If selected GL Account requires VAT, NAYSA displays the VAT Code applied in the Invoice Details setup. The VAT Description is also displayed.

40. If selected GL Account requires EWT, NAYSA displays the ATC applied in the Invoice Details setup. The EWT Description is also displayed.

41. The Debit Amount is system generated. NAYSA allows editing of system generated value, it also validates negative amount and deletes the amount upon pressing enter.

42. The Credit Amount is system generated. NAYSA allows editing of system generated value, it also validates negative amount and deletes the amount upon pressing enter.

43. NAYSA displays a message alert below if both Debit and Credit Amounts have value upon editing the system generated GL accounting entries.
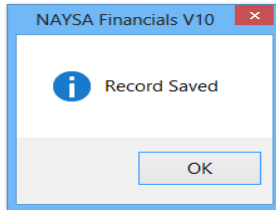

44. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.
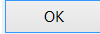
45. Click the [OK] button to correct the accounting entries.

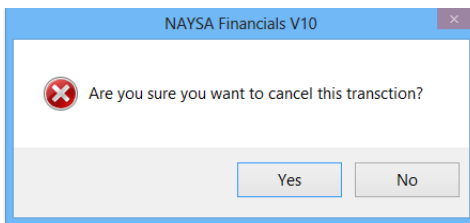46. Click the 💾 button to save the transaction. A screen below is displayed.

Click the [OK] button to confirm. NAYSA clears the screen to allow creation of another transaction.
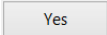
47. To print the Petty Cash Voucher Form, click the 🖨 button.

48. To exit, click the ↩ button to clear the details of the current transaction and proceed with the encoding of another transaction.

49. To cancel a transaction, click the ✖ button. A screen below is displayed.

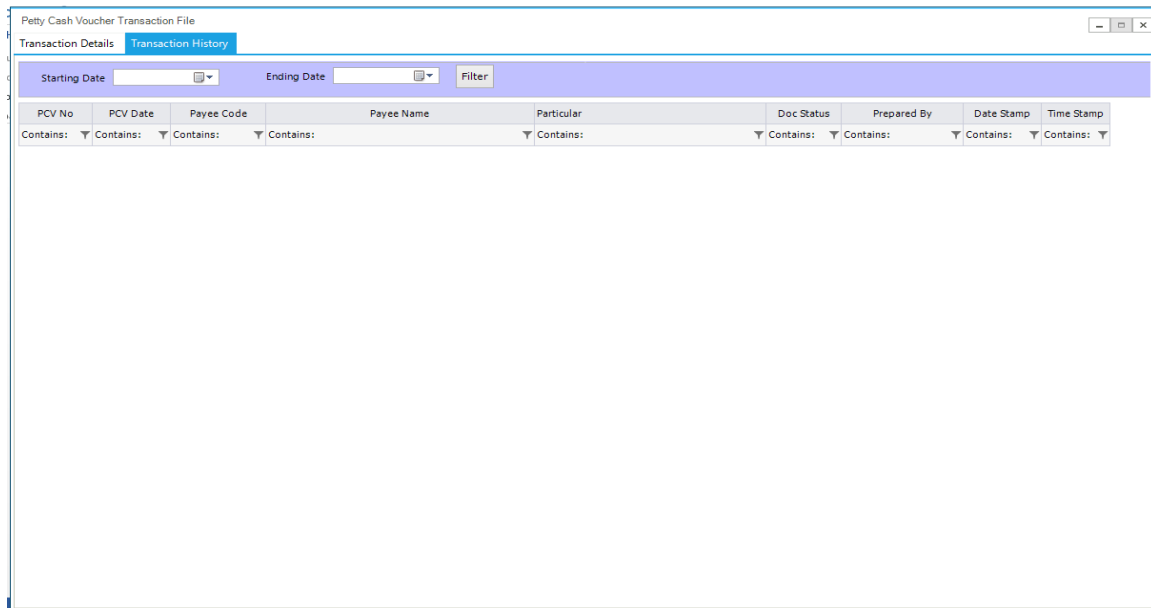50. To cancel the cancellation of a transaction, click the [No] button.

51. To proceed with the cancellation of transaction, click the [Yes] button.

52. To view the details of an existing transaction, the following buttons are options:
    - Click the ⏮ button to move to the first record.
    - Click the ◀ button to go back to the previous the record.
    - Click the ▶ button to move to the next record.
    - Click the ⏭ button to move to the last record.

53. To view and select transaction to edit, the system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

54. Click the ⬚ button or click Transaction History tab to view the PCV history as shown below:
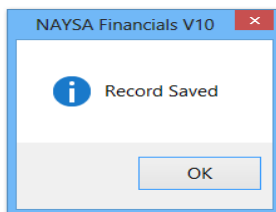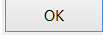

55. Enter the Starting Date of the transaction to filter.

56. Enter the Ending Date of the transaction filter. NAYSA defaults three months date range to view, but it can be edited.

57. Click the **Filter** button to filter. The system provides a powerful engine to search and filter a transaction in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

58. Double click to select a transaction to edit.

59. Click the 💾 button to save the transaction. A screen below is displayed.

Click the **OK** button to confirm. NAYSA clears the screen to allow creation of another transaction.

60. To exit from the transaction, click the ✕ button at the upper rightmost part of the screen.