

Scope :

Online tracking of the petty cash expenses tracking and vouchers

Role and Responsibility

Sr #	Role	Responsibility
1	Central Accounts	Import HO transfer details Generate Petty cash Transaction Report
2	User	Updation of cash withdrawal details Expense tracking in Petty cash module

Steps to be followed by User

Login to calculus - <https://www.pamaonline.com/calculus>

Refer the Calculus online Transactional and HO Withdrawal Amount

https://www.pamaonline.com/calculus/Pages/Menu.aspx

Menu

PAMAC Calculus

Welcome Ganesh Sawant to MUMBAI HO Branch

Admin Master ▶ Common Master ▶ Application Tracking System ▶ Calculus Online Transactional ▶ Helpdesk Support ▶ Cheque Processing System ▶ RPC_OP ▶ H-LAS ▶ FTS ▶ I-RPC ▶ KI

Oct 13

Branch Payment Request ▶
HO Payment Process ▶
HO Withdrawal Amount ▶
Calculus Reports ▶
HO Withdrawal Amount

User: P00030
Branch: MUMBAI HO
Group-Role: Calc_Ho_Admin
Masters Updated: 2/13/2014 9:33:35 AM
Client Name: PAMAC

https://www.pamaonline.com/calculus/Pages/Calculus/WithdrawalHOAmt.aspx

Type here to search

13:53
13-10-2018

https://www.pamaonline.com/calculus/Pages/Calculus/WithdrawalHOAmt.aspx

PAMACCalculus

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Withdrawal HO Amount

Actual Month Of Withdrawal	--Select--	Transfer HO Available Amount	.00
Branch Name	--Select--		
Date Of Withdrawal			
Withdrawal Amount			
Remark			
Request Type	--Select--		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

PAMAC Calculus Developed by PAMAC IT Software Dept.



Step 3: To update the expense incurred details against the cash withdrawn, click on Branch Payment Recquest >Cash Voucher Reuquest>Petty cash Voucher Add. It will open the menu for the detail expense tracking.

https://www.pamaonline.com/calculus/Pages/Menu.aspx

PAMACCalculus

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- Admin Master
- Common Master
- Application Tracking System
- Calculus Online Transactional
 - Branch Payment Request
 - HO Payment Process
 - Branch Opening Balance
 - Calculus Reports
 - HO Withdrawal Amount
- Helpdesk Support
- Cheque Processing System
- RPC_OP
- H-LAS
- FTS
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Oct 13

- Petty Cash Voucher Add
- Petty Cash Voucher Add
- Petty Cash Voucher View

User	P00030
Branch	MUMBAI HO
Group-Role	Calc_Ho_Admin
Masters Updated	2/13/2014 9:33:35 AM
Client Name	PAMAC

https://www.pamaonline.com/calculus/Pages/Calculus/BranchPettyCashVoucherRequest.aspx

Step 3: Update the request date as voucher date, payee name, Account head, vertical, activity amount, payment mode and narration for the expense and click on the <Add> button

https://www.pamaconline.com/calculus/Pages/Calculus/BranchPettyCashVoucherRequest.aspx

Branch Petty Cash Request

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Branch Petty Cash Request				Petty Cash Balance	
Branch	MUMBAI HO	Region/Cluster	MUMBAI HO	Opening Balance	0.00
Request Date	13/10/2018 [DD/MM/YYYY]	Week	Week 2	Transaction During Month	0.00
				Withdrawal During Month	0
				Available Amount	0.00 YearMonth 201810

[ViewOpeningBudgetBalance](#)

Add Branch Petty Cash Request					
Payee Name	Account Head	Vertical	Activity	Amount	Payment Type
	--Select--	--Select--	--Select--		--Select--
Narration					
				Add Remove	

Branch Petty Cash Request List							
<input type="checkbox"/>	Payee Name	AccountHead	Vertical	Activity	Amount	Payment Type	Naration

Upload the attachment if any by using the Browser button

To save the record please click in the tick box and the click on the save button.

https://www.pamaconline.com/calculus/Pages/Calculus/BranchPettyCashVoucherRequest.aspx

Branch Petty Cash Request

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Branch Petty Cash Request				Petty Cash Balance	
Branch	MUMBAI HO	Region/Cluster	MUMBAI HO	Opening Balance	0.00
Request Date	13/10/2018 [DD/MM/YYYY]	Week	Week 2	Transaction During Month	0.00
				Withdrawal During Month	0
				Available Amount	0.00 YearMonth 201810

[ViewOpeningBudgetBalance](#)

Add Branch Petty Cash Request					
Payee Name	Account Head	Vertical	Activity	Amount	Payment Type
	--Select--	CPA	--Select--		--Select--
Narration					
				Add Remove	

Branch Petty Cash Request List							
<input checked="" type="checkbox"/>	Payee Name	AccountHead	Vertical	Activity	Amount	Payment Type	Naration
<input checked="" type="checkbox"/>	Ganesh	Conveyance Expenses	CPA	CPA Retail	500	Petty Cash	Con for Kotak Mahindra Bank visit on 10/10/2018 on account of IT discussion

Attach Support Document	Browse...	Grand Total	500
Uploaded Document			

Save Add New Voucher Cancel

PAMAC Calculus - Developed by PAMAC IT Software Dept.

Once the transaction saved in the calculus it will show the transaction ID on the top of the page as similar with Vendor payout module.

Point of contact

In case of any technical issue please contact with Software Support Unit @ software.support@pamac.com