Scope :

Online tracking of the petty cash expenses tracking and vouchers
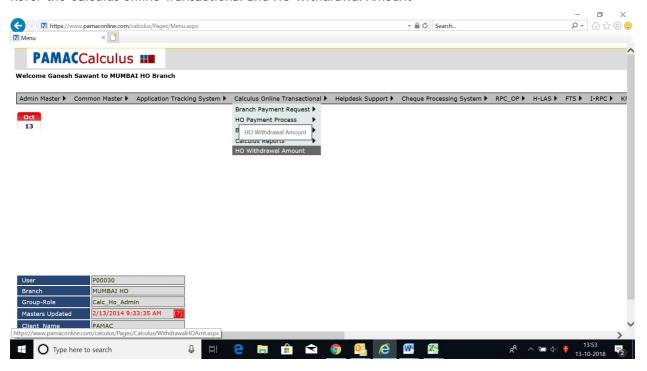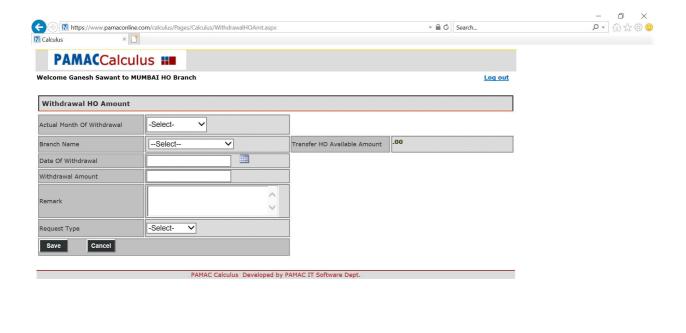
Role and Responsibility

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

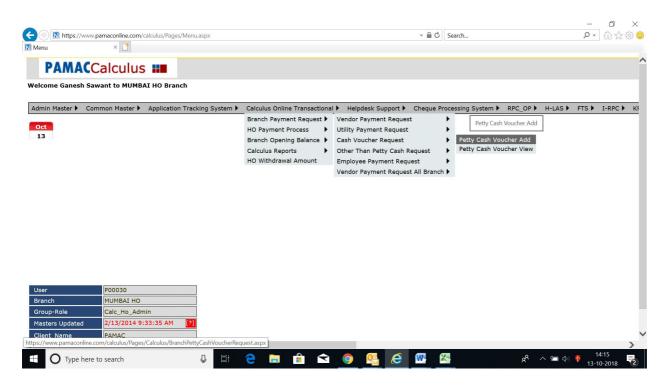Login to calculus – https://www.pamaconline.com/calculus

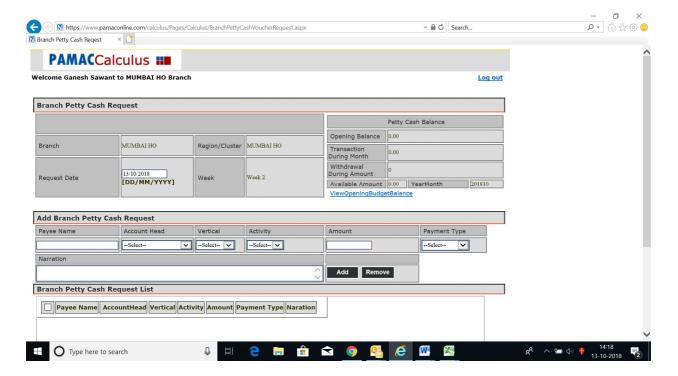Refer the Calculus online Transactional and HO Withdrawal Amount

Step 3: To update the expense incurred details against the cash withdrawn, click on Branch Payment Recquest 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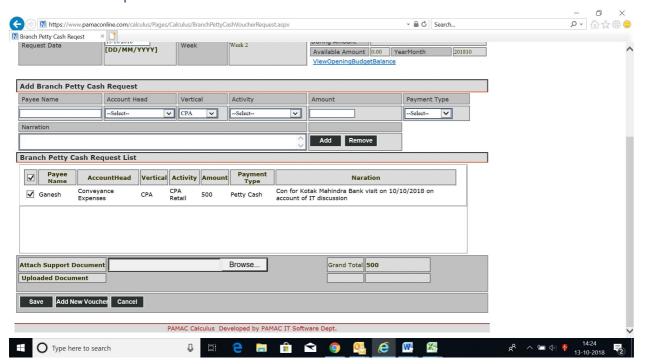

Step 3: Update the request date as voucher date, payee name, Account head, vertical, activity amount, payment mode and narration for the expense and click on the <Add> button

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.

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