

## PETTY CASH JOURNAL

The **Petty Cash** is the master journal to where all the minor expenses are recorded such as *Office Supplies, Postage and Handling, Stationery, Daily Wages, and other small expenses*. To begin, Choose the Appropriate Petty Cash Account Title from the **Settings -> General Configuration-> Other Accounts** (Figure 1)

Figure 1

System Administrator  
jdevtechsolution@gmail.co

Dashboard / Account Integration

Supplier Customer Inventory **Other Accounts** Adjustments Item Transfer Accounting Period

EXPLORE

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**Retained Earnings Account**

\* Retained Earnings : Retained Earnings  
Please select the account where net income will be forwarded.

**Petty Cash Account**

\* Petty Cash : Petty Cash Fund  
Please select the account where petty cash will be forwarded.

**Depreciation Expense Account**

\* Debit Account : Furniture and Fixture  
Account that represents the Debit Entry of the Depreciation Expense

\* Credit Account : Accumulative Depreciation  
Account that represents the Credit Entry of the Depreciation Expense

Save Changes

Then *Establish, Add, or Deduct* Petty Cash by creating a **Cash Disbursement Journal** in the Cash Disbursement Module located in **Financing Menu -> Cash Disbursement** (Figure 2)

Figure 2

Cash Disbursement Journal

Browse Recurring Template

\* Txn # : TXN-YYYYMMDD-XXX

\* Date : 07/29/2019

\* Method of Payment : Cash

\* Reference type : CV

\* Reference # : 01

\* Supplier : Owners

\* Department : Accounting

\* Bank : Please Select Bank

\* Check Date :

\* Check # :

\* Amount :

ATC :

Remarks :

Apply 2307 Form

Journal Entries

Account	Memo	Dr	Cr	Action
Petty Cash Fund		15,000.00	0.00	<span>+</span> <span>-</span>
Cash on Hand		0.00	15,000.00	<span>+</span> <span>-</span>
Total		15,000.00	15,000.00	

Remarks :  
Establish Petty Cash Fund for Accounting Department

Save as Template

Save And Post Cancel

Then Go to **Financing-> Petty Cash Journal** to check the Remaining Amount of the petty cash which can be used for transactions (Figure 3). Choose Appropriate *as of date* and *department*.

**Figure 3**

**Petty Cash Journal**

As of Date : 07/29/2019

Department : Accounting

Txn Date	Txn #	Reference #	Particular	Department	Status	Remarks	Amount	Action
No data available in table								

Showing 0 to 0 of 0 entries

Unreplenished Expense : 0.00  
Remaining Amount : 15,000.00

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POST NEW EXPENSE    REPLENISH PETTY CASH

Click the **Post New Expense Button** to create new. Fill the form (Figure 4) then click the **Save Button** to save the transaction.

**Figure 4**

**Post New Expense**

\* Ref # : PCV-04

\* Date : 07/29/2019

\* Supplier : Book One Office Supply

\* Account : 5000 - Expenses

\* Department : Accounting

\* Amount : 750.00

Remarks : Office Supplies

Change the **Date** (as of date) and the **Department** to your preference to filter the shown *Transactions*, *Unreplenished Expense*, and *Remaining Amount* (Figure 5). Use the **Search Field** to search for the information from inside the table. Clicking the **Button** will cancel the transaction. Click the **Pencil Button** to edit the transaction.

**Figure 5**

**Petty Cash Journal**

As of Date : 07/29/2019

Department : Admin

Txn Date	Txn #	Reference #	Particular	Department	Status	Remarks	Amount	Action
10/04/2018	PCV-20181004-16	PCV-04	Book One Office Supply	Accounting	Active	Office Suppliers	750.00	
10/04/2018	PCV-20181004-15	PCV-03	Jenra Supermarket	Accounting	Active	Office Snacks and Coffee	900.00	
10/04/2018	PCV-20181004-14	PCV-02	FedEx	Accounting	Active	Delivery Fee	350.00	
10/04/2018	PCV-20181004-13	PCV-01	Book One Office Supply	Accounting	Active	Worshheets 15Pcs	3,500.00	

Showing 1 to 4 of 4 entries

Unreplenished Expense : 5,500.00  
Remaining Amount : 12,512.00

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POST NEW EXPENSE    REPLENISH PETTY CASH

Click **Replenish Petty Cash Button** to replenish, confirm replenishment by choosing *Mode of Payment* and an *Account for Credit Entry* (Figure 6), then the system will generate a Cash Disbursement Journal to replenish the expense amount which is **5,500.00** (Figure 7). The Unreplenished Amount will go back to its original amount which is **15,000.00** (Figure 8).

Figure 6

Confirm Replenishment

Method of Payment :

Check

Bank :

Security Bank

Check Date :

07/29/2019

Check # :

0000000035

Choose an Account for Credit Entry :

Cash in Bank - GRB

YES

NO

Figure 7

TXN-20190729-71

N/A

Check

07/29/2019

System Administrator

Print Check

DATE : 07/29/2019

REF # :

CHECK # : 0000000035

CHECK DATE : 07/29/2019

TXN # : TXN-20190729-71

AMOUNT : 5,500.00

PARTICULAR : N/A

PAYMENT METHOD : Check

Account #	Account	Hemo	Debit	Credit
1100	Petty Cash Fund		5,500.00	0.00
1100	Cash in Bank - GRB		0.00	5,500.00
Remarks :			Total :	5,500.00
To Replenish Petty Cash on or before 2019-07-29				

Figure 8

Petty Cash Journal

As of Date :

07/29/2019

Department :

Accounting

Search Petty Cash

Txn Date	Txn #	Reference #	Particular	Department	Status	Remarks	Amount	Action
No data available in table								
							Unreplenished Expense :	0.00
							Remaining Amount :	15,000.00

Showing 0 to 0 of 0 entries

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POST NEW EXPENSE

REPLENISH PETTY CASH