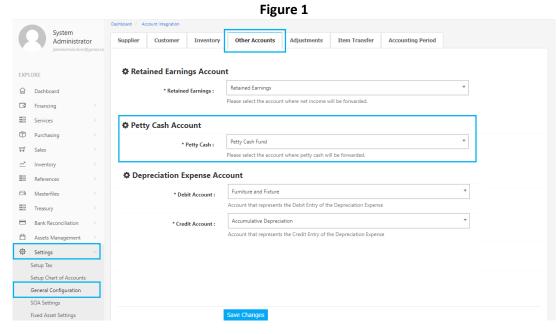
PETTY CASH JOURNAL

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)



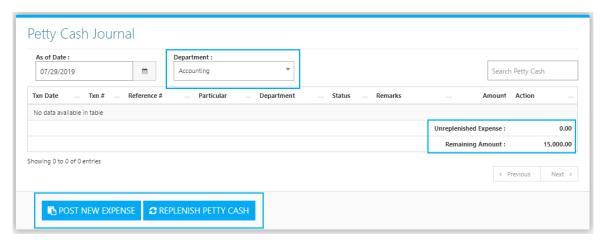
Then *Establish*, *Add*, or *Deduct* Petty Cash by creating a **Cash Disbursement Journal** in the Cash Disbursement Module located in **Financing Menu** -> **Cash Disbursement** (*Figure 2*)

Cash Disbursement Journal Browse Recurring Template * Txn # : * Date : * Method of Payment : ◆ TXN-YYYYMMDD-XXX Apply 2307 Form 07/29/2019 ATC: CV 01 **(**)> Please Select Bank Supplier : Check Date: Check #: Owners × T m * Department : Amount: × * Accounting **■** Journal Entries Account Memo Cr Action Petty Cash Fund 15,000.00 0.00 0 0 O Cash on Hand 0.00 15,000.00 Total 15,000.00 15,000.00 Establish Petty Cash Fund for Accounting Department Save as Template Save And Post Cancel

Figure 2

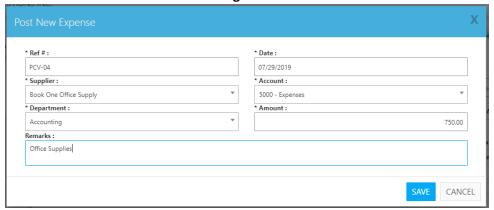
Then Go to **Financing-> Petty Cash Journal** to check the Remaining Amount of the petty cash which can be used for transactions (*Figure 3*). Choose Appropriate *as of date* and *department*.

Figure 3



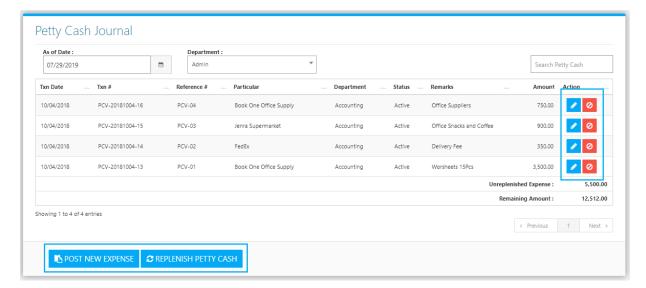
Click the **Post New Expense Button** to create new. Fill the form (Figure 4) then click the **Save Button** to save the transaction.

Figure 4



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 **Search** Button will cancel the transaction. Click the **Pencil Button** to edit the transaction.

Figure 5



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 Figure 7

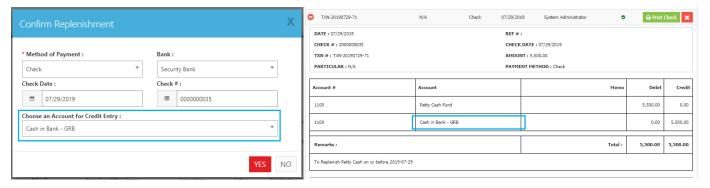


Figure 8

