

# PETTY CASH CLOUD – Version 1.1

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## About Petty Cash System

Petty Cash remains an area of company finance that receives a small amount for running their daily expenses and therefore receives minimal attention, due to this it makes petty cash a high potential risk. An improperly managed petty cash could make the workplace susceptible to fraud and compliance breaches. Therefore, a system in place could help the business proactively manage risk and keep track of its small finances for daily business operations.

One of the major advantages about using petty cash system is the option to not count or touch physical money to know it's balance availability at any time or even avoid the usage of cash counting machines. Petty cash can be released based on the balance availability in the system which at the end of the day should reconcile with your physical money present inside counter. Whenever cash is released in the system, balances are automatically updated on real time and the transaction is recorded against the user whoever has released cash along with the receiver's name and department. This helps you keep track and maintain record for future management reporting and company audits. Also, when cash balances run low, system gives you the option to top up petty cash balances against each department in your organization so you can continue to disperse money based on the daily needs.

Petty cash management security access control is in place so that only authorized users are given privilege for maintaining cash register, dispersing cash and uploading cash balances. This cloud-based management approach allows any number of petty cash accounts to be centrally managed and tracked on real time.

# Screen 1 – Home Page

Home

Petty Cash Balance

Petty Cash Transactions

Petty Cash Register

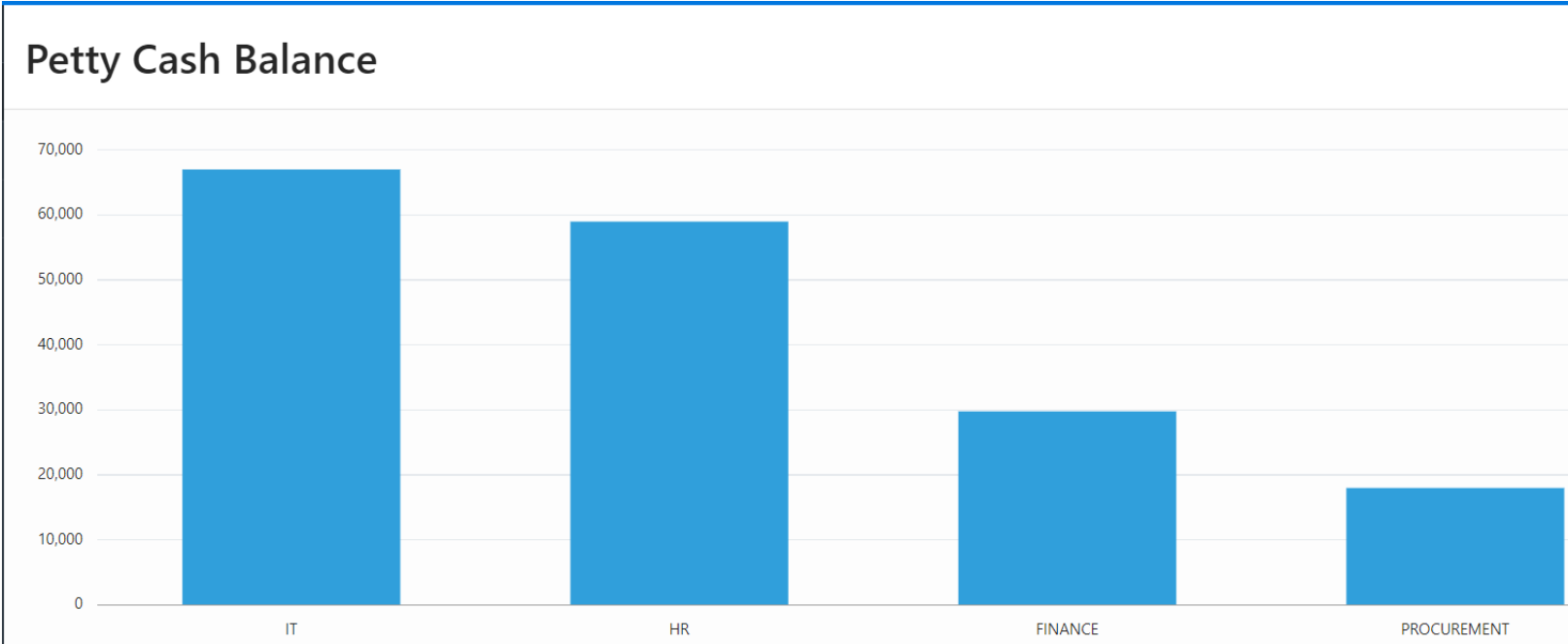
## Petty Cash Management

Petty Cash Balance

Petty Cash Transactions

Petty Cash Register

# Screen 2 - Petty Cash Balance



# Screen 3 - Petty Cash Transactions

## Petty Cash Transactions

Dept Number ↑⇅	First Name	Last Name	Transaction Date	Amount	Reason
FINANCE	Young	Ferry	9/2/2021	2,000	Expense for office supplies
FINANCE	Ferry	Der	9/17/2021	2,000	Expense for office supplies
FINANCE	Kame	Ken	9/14/2021	200	Expense for office supplies
HR	som	sam	9/23/2021	1,000	Expense for food
HR	Chitra	Praveen	9/25/2021	3,000	Expense for food
HR	Henry	path	9/22/2021	345	supply pencils
IT	Den	Den	9/20/2021	101	leaflet purchase
IT	Larry	King	9/21/2021	1,000	Personal expense for transport
IT	Derick	james	9/20/2021	2,000	Expense for office supplies
IT	Nihil	Tom	9/13/2021	3,000	Expense for food
IT	Praveen	Jacob	9/20/2021	2,000	Expense for food
IT	Dam	Dam	-	10,000	-
PROCUREMENT	Raj	Sam	9/22/2021	2,000	Expense for food

## Screen 4 - Petty Cash Register

Pettycash Register

Department Name

First Name

Last Name

Transaction Date  

Amount

Reason

# Screen 5 - Petty Cash Load

## Petty Cash Load

<input type="checkbox"/>		Search: All Text Columns		Go	Actions	Edit	Save	Add Row	Reset
<input type="checkbox"/>	☰	Dept Name							Budget
<input checked="" type="checkbox"/>	☰	HR							59,000
<input type="checkbox"/>	☰	IT							67,000
<input type="checkbox"/>	☰	FINANCE							29,800
<input type="checkbox"/>	☰	PROCUREMENT							18,000
1 rows selected									Total 4

## Product Features:

- Maintain petty cash balance against each department
- Petty cash balance real time
- Create petty cash transaction
- Track petty cash transactions
- Petty cash upload for management
- Management reports



# Thank You



*Enquires please contact [praveen@learnmystuff.com](mailto:praveen@learnmystuff.com)*

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