Oracle Application Express

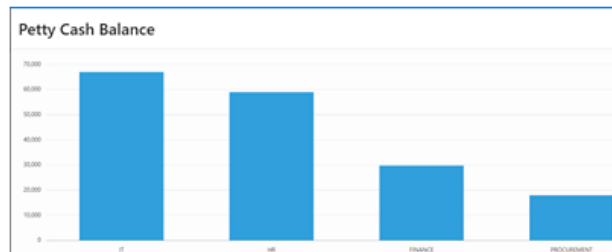Petty Cash Balance

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Petty Cash Cloud v 1.2

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

Petty Cash Management V2

- Home
- Petty Cash Balance
- Petty Cash Logs
- Petty Cash Register
- Report Page
- Petty Cash Employees
- Administration

Petty Cash Balance

Petty Cash Logs

Petty Cash Register

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Screen 2 - Petty Cash Balance

Petty Cash Balance

70,000	
60,000	
50,000	
40,000	
30,000	
20,000	
10,000	
0	IT HR FINANCE PROCUREMENT
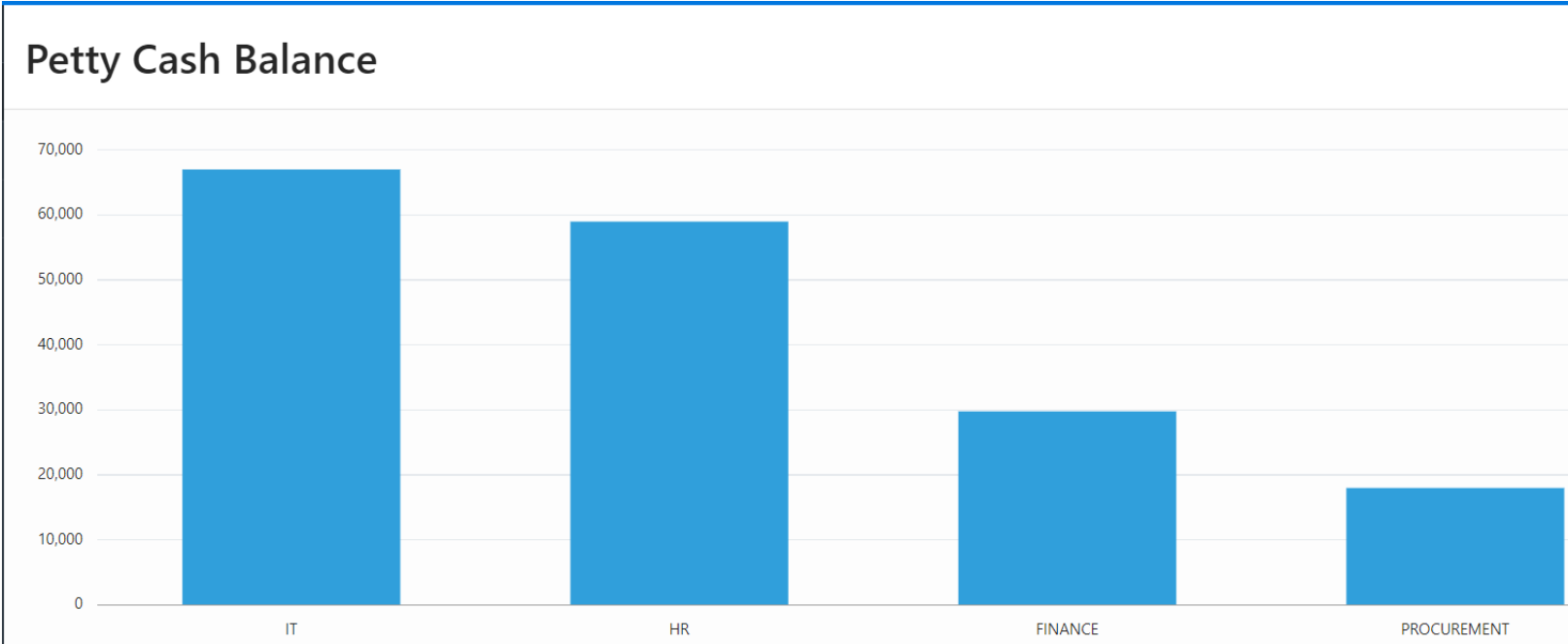
Screen 3 - Petty Cash Logs with Interactive Reports

Petty Cash Logs

🔍 ▾		Go	Actions ▾			↩ Reset

Department Name ↑≡	First Name	Last Name	Transaction Date	Amount	Reason
FINANCE	Praveen	Jacob	9/27/2021	3,000.50	-
FINANCE	Cathy	Sam	9/22/2021	300.00	Support for tarvel
HR	Chitra	jacob	9/20/2021	3,000.00	Supply stationary
HR	leeth	lah	9/17/2021	1,000.00	Feeder cash for kids
IT	Jacob	jacob	9/15/2021	1,500.00	Support for expenses
IT	Tom	sam	9/28/2021	100.00	Salik bills

1 - 6

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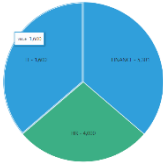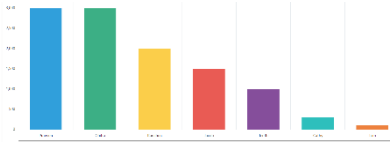
Screen 4 - Petty Cash Register

Pettycash Register

Department Name ⌄

First Name

Last Name

Transaction Date 🗓

Amount

Reason

Cancel   **Create**

Screen 5 - Petty Cash Load

Petty Cash Load

		Dept Name		Budget
☐	☰			
☑	☰	HR		59,000
☐	☰	IT		67,000
☐	☰	FINANCE		29,800
☐	☰	PROCUREMENT		18,000

Search: All Text Columns   Go   Actions ⌄   Edit   Save   Add Row   ⟵ Reset

1 rows selected   Total 4

Screen 6 - Petty Cash Employee Management

Petty Cash Employees

		Department Name	First Name	Last Name
☑	≡	IT	Tom	Gert
☐	≡	IT	Selvey	Sam
☐	≡	PROCUREMENT	Jennifer	Jain
☐	≡	PROCUREMENT	Lorence	Den
☐	≡	FINANCE	Praveen	Jacob
☐	≡	FINANCE	Chitra	Praveen
☐	≡	FINANCE	Sara	Jacob

Search: All Text Columns   Go   Actions   Edit   **Save**   Add Row   Reset

Screen 7 - Petty Cash Reports

Parameters

From Date		To Date	

Department	⌄

Submit   Clear

Report

Receipt Number ↑≡	First Name	Last Name	Transaction Date	Amount	Reason	Department Name
1000	Praveen	Jacob	9/27/2021	3000.5	-	FINANCE
1001	Chitra	jacob	9/20/2021	3000	Supply stationary	HR
1002	Cathy	Sam	9/22/2021	300	Support for tarvel	FINANCE
1003	Jacob	jacob	9/15/2021	1500	Support for expenses	IT
1004	Tom	sam	9/28/2021	100	Salik bills	IT
1005	leeth	lah	9/17/2021	1000	Feeder cash for kids	HR

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Product Features:

- Maintain petty cash balance against each department
- Petty Cash balance information available real time
- Create Petty Cash transactions
- Track Petty Cash transactions
- Petty Cash upload management
- Petty Cash employee management
- Petty Cash reports
- Management interactive reports
- Mobile user-friendly screens

Thank You

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