

**PETTYCASH CLOUD V1.3**



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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, department, and proof of claim attachment. This helps you keep track and maintain document 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. Each user has separate account limits and cash can be released only based on the limit allocated against each petty cash user account. 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 Budget Management v3**

- Home
- Budget Departments
- Budget Upload
- Budget Balance
- Account Limits
- Administration

**Petty Cash Budget Management v3**

Budget Departments

Budget Upload

Budget Balance

# Screen 2 - Petty Cash Budget Departments

Home

**Budget Departments**

Budget Upload

Budget Balance

Account Limits

Administration

## Budget Departments

Search: All Text Columns

<input type="checkbox"/>	<input type="checkbox"/>	Department Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR
<input type="checkbox"/>	<input type="checkbox"/>	IT
<input type="checkbox"/>	<input type="checkbox"/>	FINANCE
<input type="checkbox"/>	<input type="checkbox"/>	PROCUREMENT
<input type="checkbox"/>	<input type="checkbox"/>	MARKETING

# Screen 3 - Petty Cash Budget Upload

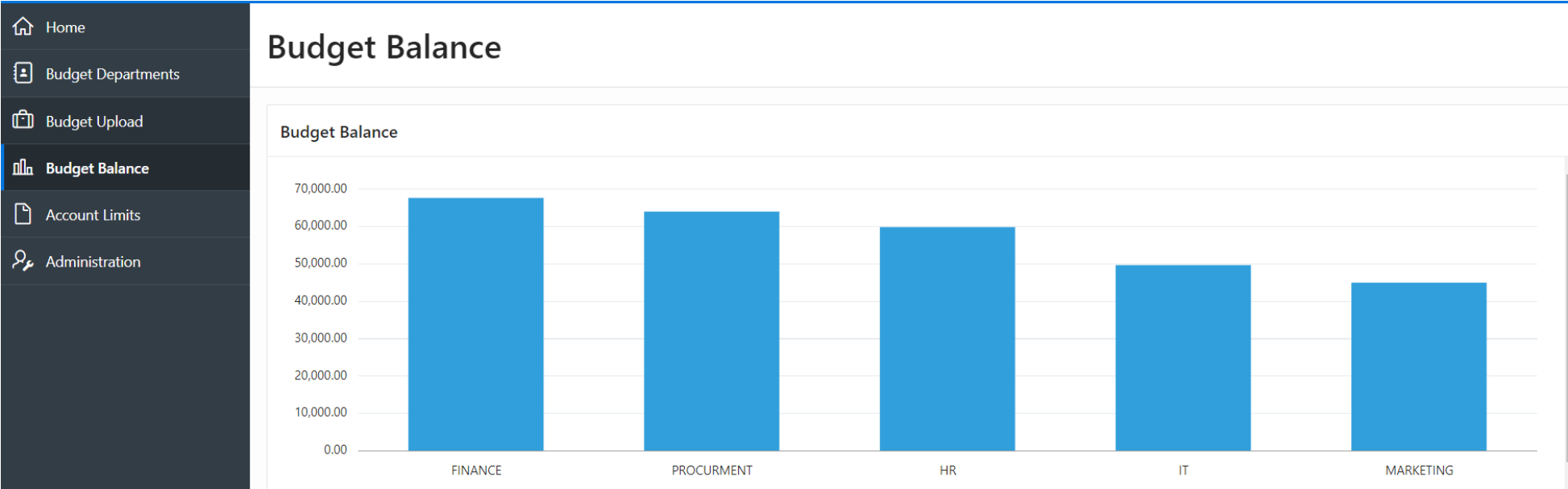
- Home
- Budget Departments
- Budget Upload**
- Budget Balance
- Account Limits
- Administration

## Budget Upload

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

<input type="checkbox"/>		Department	Budget Name	Budget
<input checked="" type="checkbox"/>		HR	BUDGET-2022	59,850
<input type="checkbox"/>		IT	BUDGET-2022	49,700
<input type="checkbox"/>		FINANCE	BUDGET-2022	67,650
<input type="checkbox"/>		PROCUREMENT	BUDGET-2022	64,000
<input type="checkbox"/>		MARKETING	BUDGET-2022	45,000

# Screen 4 - Petty Cash Budget Balance



# Screen 5 - Petty Cash User Account Limits

- Home
- Budget Departments
- Budget Upload
- Budget Balance
- Account Limits**
- Administration

Account Limits

Search: All Text Columns

<input type="checkbox"/>	<input type="checkbox"/>	User Name	Limit Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	USER01	5000
<input type="checkbox"/>	<input type="checkbox"/>	USER02	3000
<input type="checkbox"/>	<input type="checkbox"/>	USER03	2000

1 rows selected Total 3

# Screen 6 - Petty Cash Employee Management

- Home
- Budget Balance
- Employees**
- Cash Register
- Cash Transactions
- Report Parameter
- Administration

## Employees

<input type="checkbox"/>		Edept	First Name	Last Name
<input checked="" type="checkbox"/>		HR	Chitra	jacob
<input type="checkbox"/>		IT	Praveen	David jacob
<input type="checkbox"/>		IT	David	tom
<input type="checkbox"/>		IT	Larry	king
<input type="checkbox"/>		FINANCE	Den	mark
<input type="checkbox"/>		FINANCE	lorry	com
<input type="checkbox"/>		PROCUREMENT	Ahmed	Hussain
<input type="checkbox"/>		MARKETING	Khaled	Zain



# Screen 7 - Cash Register with Claim Proof Attachment's

- Home
- Budget Balance
- Employees
- Cash Register**
- Cash Transactions
- Report Parameter
- Administration

## Cash Register

Pettycash Trans V3

Budget Name  
BUDGET-2022

Pdept

Emp

Transaction Date

Amount

Reason

Claims File  
Choose file



# Screen 9 - Petty Cash Logs with Claim Proof

Budget Name	Transaction Id	Dept Name	Full Name	Amount	Created Date	Claim Attachments
BUDGET-2022	312	FINANCE	Den mark	2200	12/28/2021	<a href="#">Download</a>
BUDGET-2022	311	FINANCE	Den mark	150.25	12/22/2021	<a href="#">Download</a>
BUDGET-2022	309	HR	Chitra jacob	150	12/22/2021	<a href="#">Download</a>
BUDGET-2022	310	PROCUREMENT	Ahmed Hussain	1000.5	12/22/2021	<a href="#">Download</a>

## Product Features:

- Maintain petty cash balance against each Department or Accounts
- Petty Cash employee and department management
- Petty Cash Budget upload
- Petty Cash balance information available real time
- Register Petty Cash transactions and Proof of Claim Attachments
- Track Petty Cash logs
- Petty Cash User Account Limits
- Management interactive reports
- Mobile user-friendly screens

# Thank You



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