PETTY CASH

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The petty cash is small accounting application that can be used effectively to handle petty cash transactions in any organization. It is simple to use, designed to save time and prevent errors (or misuse).

In CS application, petty cash module is developed. The petty cash module consists of the following.

* Create petty cash voucher
* Petty cash approval for payment
* Creation of petty cash voucher for posting

# Step 1 - Create Voucher

The create voucher module is used to create the petty cash voucher can be either advance or reimbursement.

## Step 1.1 - Grid view

The grid of view of creation of petty cash voucher. The grid view is in the form of cards and add button. The grid view card consists of the entries made by the user. The grid view card consists of the following fields.

* View button
* Edit button
* Petty cash ID
* Employee name
* Expense - Amount
* Status

|  |  |
| --- | --- |
| Field | Description  |
| View button | The view button is visible in the card where the view page consists of all the information of the particular record |
| Edit button  | The edit button is visible in the card where the user can edit the data based on the conditions |
| Petty cash ID | The petty cash ID is displayed  |
| Employee name | The entry made by self or by for others. The name of the employee is displayed  |
| Expense - Amount | The expense and amount together is displayed  |
| Status  | The status whether the voucher is approved or rejected or pending or re-raised  |

Note : The recently added are displayed first.

## Step 1.2 - Add

The add button to add the petty cash details. The add module consists of the following.

* Petty cash ID
* Date
* Employee name
* Type

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Petty cash ID | Auto | Mandatory | The unique petty cash ID is automatically generated. |
| Date  | Auto  | Mandatory  | By default, today’s date (current date) is generated  |
| Employee name | Auto  | Mandatory | The employee name whose login it is displayed by default. The employee can edit the field if required. The employee name to be selected from the drop down. The drop down options are fetched from the employee master (in connect us >> masters >> general master >> employee master) |
| Type  | Radio button | Mandatory | The type of payment is selected whether it is advance or reimbursement. The radio button consists of the following.* Advance
* Reimbursement

Advance is when the advance is given to the employee.Reimbursement is when the reimbursement is made for the payments made by the employee.  |

Based on the type (either advance or reimbursement) selected, the following data is displayed.

* Expense
* Amount
* Attachment
* Add more
* Submit
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Expense | Drop down | Mandatory | The expense is selected from the drop down. The expense is fetched from the expense master. It is displayed as “main head - child”  |
| Amount | Int  | Mandatory | The amount is entered. Only amount to be entered. |
| Attachment | File upload | Optional  | The attachments are uploaded. Multiple attachments can be uploaded. |
| Add more | Button  | Optional  | The add more button to add more expenses and amount for the expense. There can be multiple expenses which are added in cards one by one. After adding, the card can be deleted if required. |
| Submit  | Button  | Optional  | The submit button to add the data. The request is sent for the approval. In employee master, against the user, the leave approver or petty cash approver will get the request for the approval. |
| Cancel  | Button | Optional  | The cancel button to cancel the data |

Note : The user can add only upto Rs.10000 only per day either it can be multiple expenses or single expense.

## Step 1.3 - View

The view button to view the record. The view data consists of the following fields.

* Petty cash ID
* Date
* Employee name
* Type
* Expense
* Amount
* Attachments
* Status

|  |  |
| --- | --- |
| Field | Description  |
| Petty cash ID | The petty cash ID is displayed  |
| Date  | The date on which the entry is made is displayed  |
| Employee name | The entry made by self or by for others. The name of the employee is displayed  |
| Type  | The type whether it is advance or the reimbursement is displayed  |
| Expense | The expense is displayed  |
| Amount | The amount is displayed  |
| Attachments  | The attachments are displayed and can be viewed by clicking on it.  |
| Status  | The status whether the voucher is approved or rejected or pending or re-raised  |

Note : If there are multiple expenses, displayed one by one in order.

## Step 1.4 - Edit

The edit button to edit the data. The edit works based on the status. The following are the types when the data can be edited.

* Pending
* Approved
* Rejected

|  |  |
| --- | --- |
| Field | Description  |
| Pending | When the status is still pending |
| Approved | When the request is approved, the status changes to approved. When the status is approved but payment not received. The user can edit up-to 5 days after the approval. |
| Rejected | When the request is rejected, the status is changed to rejected. When the status is rejected, the user can edit up-to 30 days after the rejection. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **PENDING** | **APPROVED** | **REJECTED** |
| Petty cash ID | No | No | No |
| Date  | No | No | No |
| Employee name | No | No | No |
| Type  | No | No | No |
| Expense | Yes | No | Yes |
| Amount | Yes | No | Yes |
| Attachments  | Yes | No | Yes |
| Add more | Yes | No | Yes |
| Delete  | Yes | No | Yes |
| Status  | No | No | No |
| Conditions | - | Step 1.4.1 | Step 1.4.2 |

### Step 1.4.1 - Edit - Approved

When the request is approved, the user can edit the request up-to 5 days. The user can raise request by clicking on “Raise issue” button in edit page. In app notification (to the approver) and mail is sent to the users with the details (petty cash ID, date, employee name, type, expense, amount (multiple expenses if multiple), status) for the non-payment.

### Step 1.4.2 - Edit - Rejected

When the request is rejected, the user can edit the request up-to 30 days. The user can re-raise the request by clicking on “Re-raise” button in edit page. When the button is clicked, new field to select the employee is displayed. Once selected, the request is sent to the person selected.

# Step 2 - Approvals

The approvals to be made are displayed in the module in cards format. The approvals consists of the following.

* Add balance
* Balance
* Cards

|  |  |
| --- | --- |
| Field | Description  |
| Add balance | The add balance button to add the balance into the system |
| Balance  | The balance of the approver is displayed automatically |
| Cards  | The cards are displayed |

## Step 2.1 - Add balance & Balance

The add balance and balance consists of the following fields.

* Withdrawn from ATM
* Others

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Withdrawn from ATM | Button | Optional | The withdrawn from ATM is selected when the amount is withdrawn from the ATM |
| Others | Button | Optional | The others is selected when other than withdrawn from ATM |

After selecting the option, the following fields are displayed.

* Enter amount
* Upload attachments
* Submit
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Enter amount | Int  | Mandatory | The amount to be added is entered |
| Upload attachments | Upload files | Mandatory | The attachments to be uploaded which supports the amount is attached |
| Submit | Button  | Optional | The submit button to submit the data |
| Cancel | Button  | Optional | The cancel button to cancel the data |

Note:

* The balance is updated automatically
* When the request is approved, the amount from the balance is reduced accordingly.
* Without sufficient balance, the approver cannot approve any requests either advance or reimbursement.

## Step 2.2 - Card view

The card view consists of the following fields.

* View
* Petty cash ID
* Date
* Employee name
* Type
* Expense
* Amount
* Attachment
* Status

|  |  |
| --- | --- |
| Field | Description  |
| View | The view button to view the data in the card |
| Petty cash ID | The petty cash ID is displayed |
| Date | The date on which the entry is made is displayed  |
| Employee name | The entry made by self or by for others. The name of the employee is displayed  |
| Type | The type whether it is advance or the reimbursement is displayed  |
| Expense | The expense is displayed  |
| Amount | The amount is displayed  |
| Attachment | The attachments are displayed and can be viewed by clicking on it.  |
| Status | The status button consists of 2 fields to approve or reject the request.* Approve
* Reject
 |

### Step 2.2.1 - View

* Petty cash ID
* Date
* Employee name
* Type
* Expense
* Amount
* Attachments

|  |  |
| --- | --- |
| Field | Description  |
| Petty cash ID | The petty cash ID is displayed  |
| Date  | The date on which the entry is made is displayed  |
| Employee name | The entry made by self or by for others. The name of the employee is displayed  |
| Type  | The type whether it is advance or the reimbursement is displayed  |
| Expense | The expense is displayed  |
| Amount | The amount is displayed  |
| Attachments  | The attachments are displayed and can be viewed by clicking on it.  |

Note : If there are multiple expenses, displayed one by one in order.

# Step 3 - Approval for posting

The approved reimbursement requests are posted automatically in bill checking and Padm. The entries to be auto posted irrespective of dates selection for every 10 days.

The following are the fields to be auto-filled in Padm.

* Date
* Location
* Our GST No
* Series
* Doc no
* Department
* Type
* Account
* Amount

|  |  |
| --- | --- |
| Field | Description  |
| Date | The date will be current date when it is generated |
| Location | The location will be branch location where there are operating |
| Our GST No | The GST No is static - 27AADCC0012C1ZL |
| Series | The series is static - OJ7A |
| Doc no | The doc no is auto generated |
| Department | The department is static - Accounts & Finance |
| Type  | The type will be static - cr |
| Account  | The account will be the petty cash type, the expenses selected at the time of entry |
| Amount  | The amount is auto mentioned, the same amount (advance-bill amount) |

The following are the fields to be auto-filled in connect us bill checking.

* Bill type
* Assign to
* Vendor name
* Branch name
* Exhibition/ mohtsav
* Vendor bill no
* Bill date
* Advance
* Taxable amount
* GST
* Attachment

|  |  |
| --- | --- |
| Field | Description  |
| Bill type | The bill type is selected petty cash |
| Assign to  | The assign to is based on the bill type mapping made in bill type mapping (in connect us >> bill checking >> bill checking masters >> bill type mapping). |
| Vendor name | The vendor name is selected to whom the payment to be made. The employee who raised the point, their branch is selected.  |
| Branch name | The branch to which that employee belongs to is assigned from the branch master (in connect us >> masters >> general masters >> branch master) |
| Exhibition/ mohtsav | The exhibition/ mohtsav is selected NA static |
| Vendor bill no | The vendor bill no petty cash ID’s |
| Bill date | The bill date will be generated date (current date) when it is generated |
| Advance | If any advance given earlier, it is displayed |
| Taxable amount | The taxable amount is calculated based on (advance-bill amount) |
| GST | The GST, will be “0” static |
| Attachment | The attachments added in the entries are attached |

At the time of posting in bill checking, there should be excel file to be uploaded in the following format.

* Date
* Employee name
* Expenses
* Amount

|  |  |
| --- | --- |
| Field | Description  |
| Date  | The date on which the payment is approved |
| Employee name | The employee name is displayed |
| Expenses | The expenses list |
| Amount | The amount paid for that expense including the advance |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **employee name** | **expense** | **amount** |
| 03.03.2023 | Mounika Annamneedi | Bus ticket | 500 |

# Step 4 - Expense master (in connect us)

The expense master is used at the time of selection of expenses at the time of creation of petty cash voucher.

## Step 4.1 - Grid view

The grid view of expense master consists of the following

* Add data
* Sr
* Main expense
* Sub-expense
* A/c head in Padm
* Status
* Updated by
* Updated at
* Action

|  |  |
| --- | --- |
| Field | Description  |
| Add button | To add a new expense in the master |
| Sr  | The serial count is displayed  |
| Main expense | The main expense is displayed  |
| Sub-expense | The sub-expense is displayed  |
| A/c head in Padm | The a/c head in Padm is displayed  |
| Status | Whether the expense is active or not is displayed  |
| Updated by | Last updated by is mentioned  |
| Updated at | The time on which it is updated last is displayed  |
| Action  | The action field consists of the edit button to edit the existing expense master |

## Step 4.2 - Add data

The add page consists of the following fields.

* Main expense
* Sub-expense
* A/c head in padm
* Remark
* Status
* Add
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Main expense | Text  | Mandatory  | The main expense name is entered. |
| Sub-expense | Text  | Mandatory | The sub-expense name is entered. |
| A/c head in padm | Text  | Mandatory | The expense mentioned in Padm is entered  |
| Remark  | Text  | optional | The remark if any is mentioned  |
| Select status | Radio button | Mandatory  | The radio button consists of active and de-active. By default, active is selected. Active is selected if the expense is active or else deactive is selected. |
| Add | Button  | Optional  | To create the expense |
| cancel | Button  | Optional  | To navigate to the expense master main page |

## Step 4.3 - Edit page

The edit page consists of the following and all fields can be edited if required.

* Main expense
* Sub-expense
* A/c head in padm
* Remark
* Status
* Update
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **EDITABLE/ NO** | **DESCRIPTION** |
| Main expense | Text  | Yes | The main expense name is entered. |
| Sub-expense | Text  | Yes | The sub-expense name is entered. |
| A/c head in padm | Text | Yes | The expense mentioned in Padm is to be entered  |
| Remark  | Text  | Yes | The remark if any is mentioned  |
| Select status | Radio button | Yes | The radio button consists of active and de-active. By default, active is selected. Active is selected if the expense is active or else deactive is selected. |
| Update | Button  | No | To update the changes |
| cancel | Button  | No | To navigate to the expense master main page |