

Petty Cash

Working with Petty Cash is now as easy as one click of your mouse. Go to the Cards tab and click on the new yellow icon called Petty Cash.



Kitomba Series 5.0 comes with the Petty Cash customer already loaded.

Customer Search

Name

Phone (any)

E-mail

Hide Deactivated

Search Results

-

An invoice will open when you click on the Petty Cash tab.

Customer: Petty Cash Document No: 0001175

Date: 15-Apr-09

Reference:

This customer owes 4.50

Code	Description	Staff	Qty	Price	Disc%	Total

Designated Sales Person: Hayley

Comment: Milk

Payments

Date	Payment	Amount
X 15-Apr-09		-4.50

Total Payments: -4.50

Amount Owed: **\$4.50**

Sub Total: \$0.00

Discount(%):

Includes GST of: \$0.00

Total: \$0.00

Session: 15-Apr-09, Term 1, 1

You'll need to add a description of the purchased item to the Comment box and negative values for the petty cash items then commit the invoice.

Designated Sales Person:

Comment

Milk

Payments

Date	Payment	Amount
X 15-Apr-09		-\$4.50
Total Payments:		-\$4.50
Amount Owed:		\$4.50

Session: 15-Apr-09, Term1, 1

To report on Petty Cash transactions go to the reports tab and click on the Petty Cash Report. Select a single day or date range and click on execute. The report will show the date, invoice number, staff person, comment (from the comment box in the bottom left hand corner of an invoice) and the amount.

Petty Cash Report Tuesday, 17 Feb 2009 to Monday, 23 Feb 2009 Body Salon				
Petty Cash Summary				
Date	Inv#	Staff Person	Comment	Amount
23 Feb 09	INV2618	Clark	Milk	-\$4.50
				-\$4.50
23 Feb 09	INV2617	Clark	Tissues	-\$4.50
				-\$4.50
Overall total				-\$9.00

Petty Cash transactions will also appear in the Transaction Summary report.

Transaction Summary Thursday, 26 Feb 2009 to Thursday, 26 Feb 2009 Hundy Hair						
This report shows all transactions for the defined date period. Both uncommitted and committed transactions are shown. Uncommitted transactions are shown with an * Transactions can be sorted by date,time or by staff member and date,time						
Name	Doc. No.	Date	Customer	Payment Type	Payment Received	Sale Total
Amber	INV28750	26-Feb-09 03:40 PM	Petty Cash			-4.50
		26-Feb-09 03:41 PM	Petty Cash		-4.50	
Payment Breakdown					-4.50	
Totals					-\$4.50	-\$4.50