

How do I Set up Petty Cash?

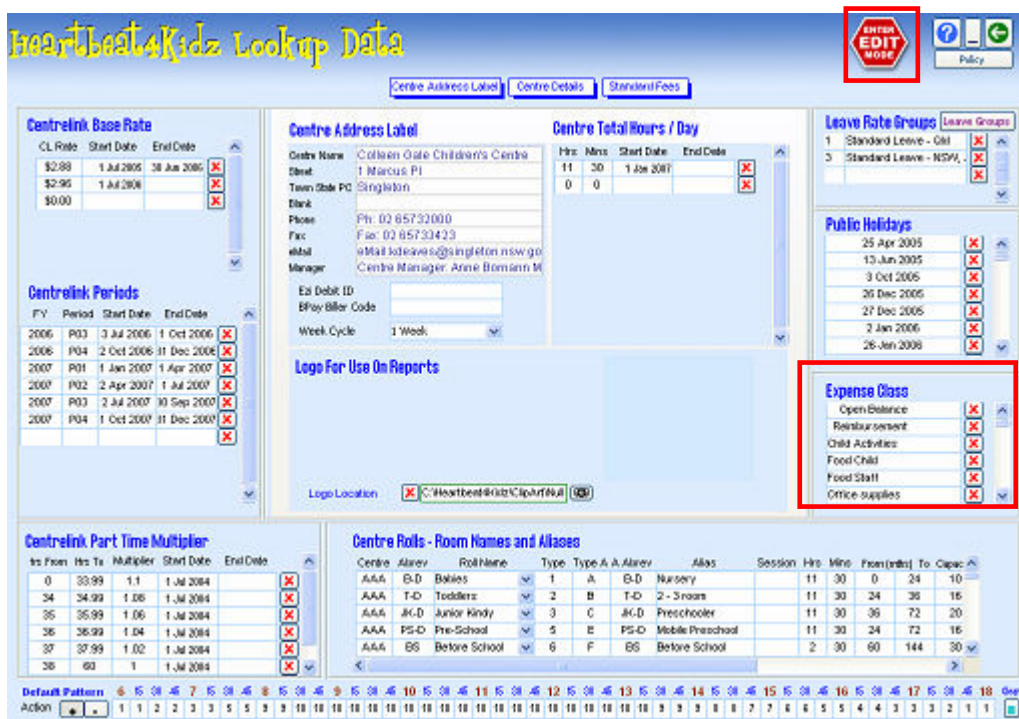
Petty Cash is used to collect child care expenses for a child care centre. As part of this process expense accounts are setup in the initial setup screen. There are expense accounts setup for you initially, but you can add your own expense accounts to this list.

The expense account list


1. Click on the **Purple Set Up** balloon.

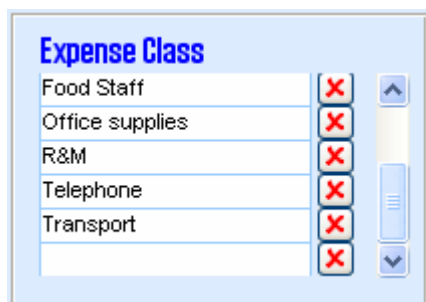


2. The Expense accounts or Class are outlined on the right hand side of the page. **Enter Edit Mode** if you want to edit the list.



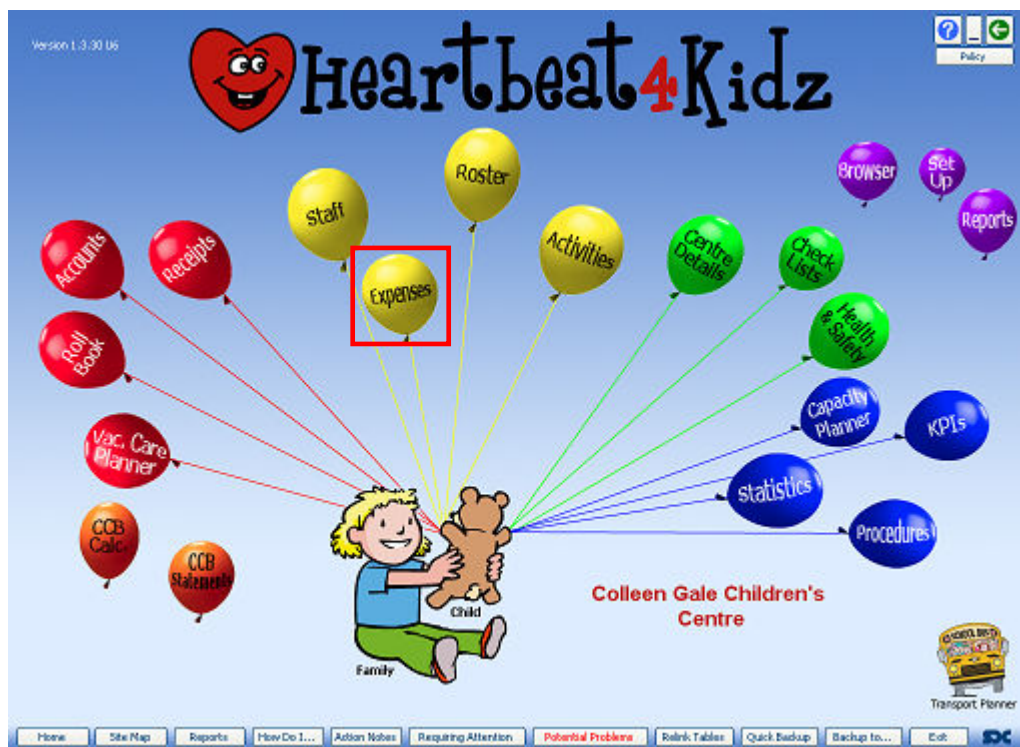
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3. In the list already are *Open Balance*, *Reimbursement*, *Child Activities*, *Food Child*, *Food Staff*, *Office Supplies*, *R&M*, *Telephone*, and *Transport*. Use the red  button to delete an expense class. Scroll to the bottom of the list to add your own expense class.



Entering Petty Cash Information

1. Now that the Expense Class / Accounts are set up we can start entering Petty Cash information. Click on the **Yellow** balloon called **Expenses**.



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2. Enter Edit mode to edit Child Care Expenses.

Child Care Expenses

Clear Filters

Date	Supplier	Exp Description	Petty Cash	Employee	Exp Acct	Total	Reimburse
2 Jul 06			<input checked="" type="checkbox"/>		Open Balance		\$12.00
5 Jul 06	Woolworths	Milk, coffee, sugar	<input checked="" type="checkbox"/>	Carla Brown	Food Staff	\$9.50	\$0.00
9 Jul 06	Office Works	3 reams A4 paper	<input type="checkbox"/>	Monique Rankine	Office supplies	\$12.00	\$0.00
12 Jul 06	Office Works	Box pens	<input type="checkbox"/>	DonnaLee Aldous	Office supplies	\$6.00	\$0.00
17 Jul 06	Ink Supplies	Refilled printer ink cartridge	<input type="checkbox"/>	Mary Stokes	Office supplies	\$21.00	\$0.00
23 Jul 06		Reimbursement petty cash	<input checked="" type="checkbox"/>		Reimbursement		\$50.00
			<input type="checkbox"/>				\$0.00

Totals: \$48.50 \$62.00

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3. Clicking on the blue labels at the top of the columns will perform a sort of that column. Also using the dropdown beside the **Supplier** label will filter the form by the supplier selected. The Totals on the bottom of the screen will also adjust based on the selected supplier. Clicking on the **Clear Filters** button will show all expenses again.

Child Care Expenses

Clear Filters

Date	Supplier	Exp Description	Petty Cash	Employee	Exp Acct	Total	Reimburse
9 Jul 06	Office Works	3 reams A4 paper	<input type="checkbox"/>	Monique Rankine	Office supplies	\$12.00	\$0.00
12 Jul 06	Office Works	Box pens	<input type="checkbox"/>	DonnaLee Aldous	Office supplies	\$6.00	\$0.00
			<input type="checkbox"/>				\$0.00

Totals: \$18.00 \$0.00

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4. Enter the *Petty Cash Opening Balance* to begin with. Any future addition of funds to Petty cash will be an expense account of **Reimbursement**. Begin an expense entry by entering the **Date** for the expense. Use the dropdown selector under **Supplier** to select an already entered supplier, or if not listed in the dropdown then enter the new supplier in the field and the dropdown will be populated with this supplier for future expense entries. The same applies to the dropdown selector for Exp. Description.

Date	Supplier	Exp Description	Petty Cash	Employee	Exp Acct	EX GST	Total	Reimburse
2 Jul 06			<input checked="" type="checkbox"/>		Open Balance	<input checked="" type="checkbox"/>		\$12.00
5 Jul 06	Woolworths	Milk, coffee, sugar	<input checked="" type="checkbox"/>	Carla Brown	Food Staff	<input checked="" type="checkbox"/>	\$9.50	\$0.00
9 Jul 06	Office Works	3 reams A4 paper	<input checked="" type="checkbox"/>	Monique Rankine	Office supplies	<input checked="" type="checkbox"/>	\$12.00	\$0.00
12 Jul 06	Office Works	Box pens	<input checked="" type="checkbox"/>	DonnaLee Aldous	Office supplies	<input checked="" type="checkbox"/>	\$6.00	\$0.00
17 Jul 06	Ink Supplies	Refilled printer ink cartridge	<input checked="" type="checkbox"/>	Mary Stokes	Office supplies	<input checked="" type="checkbox"/>	\$21.00	\$0.00
23 Jul 06		Reimbursement petty cash	<input checked="" type="checkbox"/>		Reimbursement	<input checked="" type="checkbox"/>		\$50.00
2 May 07			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		\$0.00
			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		\$0.00

5. Click on the **Petty Cash** tick box to exclude GST. Use the dropdown selector to enter an **Employee** name if you wish, also select an **Expense Account** using the dropdown selector and enter the **Total** for a cost, or **Reimbursement** amount if it is a reimbursement being added.

Date	Supplier	Exp Description	Petty Cash	Employee	Exp Acct	EX GST	Total	Reimburse
2 Jul 06			<input checked="" type="checkbox"/>		Open Balance	<input checked="" type="checkbox"/>		\$12.00
5 Jul 06	Woolworths	Milk, coffee, sugar	<input checked="" type="checkbox"/>	Carla Brown	Food Staff	<input checked="" type="checkbox"/>	\$9.50	\$0.00
9 Jul 06	Office Works	3 reams A4 paper	<input checked="" type="checkbox"/>	Monique Rankine	Office supplies	<input checked="" type="checkbox"/>	\$12.00	\$0.00
12 Jul 06	Office Works	Box pens	<input checked="" type="checkbox"/>	DonnaLee Aldous	Office supplies	<input checked="" type="checkbox"/>	\$6.00	\$0.00
17 Jul 06	Ink Supplies	Refilled printer ink cartridge	<input checked="" type="checkbox"/>	Mary Stokes	Office supplies	<input checked="" type="checkbox"/>	\$21.00	\$0.00
23 Jul 06		Reimbursement petty cash	<input checked="" type="checkbox"/>		Reimbursement	<input checked="" type="checkbox"/>		\$50.00
2 May 07	Surfside Buses	Travel to Seaworld	<input checked="" type="checkbox"/>	Karen Williamson	Transport	<input checked="" type="checkbox"/>	\$380.00	\$0.00
			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		\$0.00
Totals							\$398.50	\$62.00

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6. Clicking on the **Summary** button will ask you to enter a **Start date** for the report, followed by an **End date** and generate a **Petty Cash Summary** report between these dates.

<i>Petty Cash Summary</i>		XYZ - Happy Kids	
<i>Date From :</i> 2 May 2006			
<i>Date To :</i> 2 May 2007			
	<i>Expenditure</i>	<i>Reimbursement</i>	
Opening Balance		\$12.00	
Reimbursement		\$50.00	
Food Staff	\$9.50		
Office supplies	\$39.00		
Transport	\$350.00		
	<hr/>	<hr/>	
	\$398.50	\$62.00	
	<hr/>	<hr/>	
<i>Closing Balance</i>		(\$336.50)	



7. Clicking on the **Cash Details** button will prompt for a **Start date** and **End date** for the report and generate a **Petty Cash Details** report.

<i>Petty Cash Details</i>			XYZ - Happy Kids	
<i>Date From :</i> 2 May 2006				
<i>Date To :</i> 2 May 2007				
<i>Date</i>	<i>Account</i>	<i>Description</i>	<i>Expenditure</i>	<i>Reimbursement</i>
	Opening Balance			\$12.00
5/07/2006	Food Staff	Milk, coffee, sugar	\$9.50	
9/07/2006	Office supplies	3 reams A4 paper	\$12.00	
12/07/2006	Office supplies	Box pens	\$6.00	
17/07/2006	Office supplies	Refilled printer ink cartridge	\$21.00	
23/07/2006	Reimbursement	Reimbursement petty cash		\$50.00
2/05/2007	Transport	Travel to Seaworld	\$350.00	
			<hr/>	<hr/>
			\$398.50	\$62.00
			<hr/>	<hr/>
	<i>Closing Balance</i>			(\$336.50)

9. The **Expense Accounts** button takes you to another screen where you can allocate amounts to be spent on an expense Category for a year but does not have any direct impact on the expense accounts screen data.

<i>Expense categories</i>												EXIT			
												EDIT MODE	Policy		
Account Classification	<i>Petty Cash</i>	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014				
Stationary	<input checked="" type="checkbox"/>		\$500.00	\$750.00	\$750.00										X
Food Staff	<input type="checkbox"/>		\$500.00	\$800.00	\$600.00										X
	<input type="checkbox"/>														X