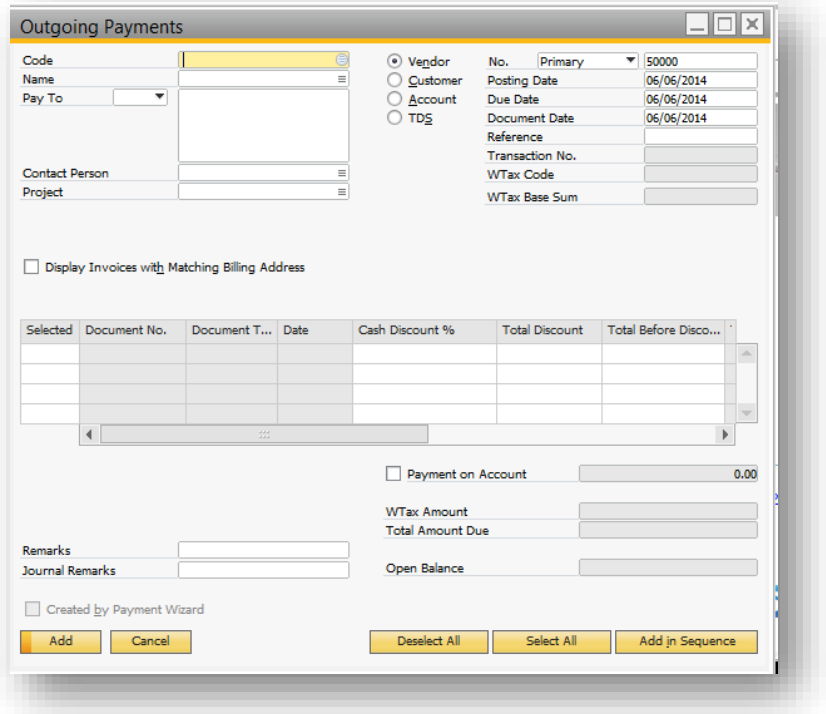
Petty Cash

Petty cash is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to make any disbursement by cheque, because of the inconvenience and costs of writing, signing and then cashing the cheque.

Below steps should be followed in updating petty cash in SAP system.

Main menu → Banking → Outgoing payments → Outgoing payments

Then it will lead to appear the below window.



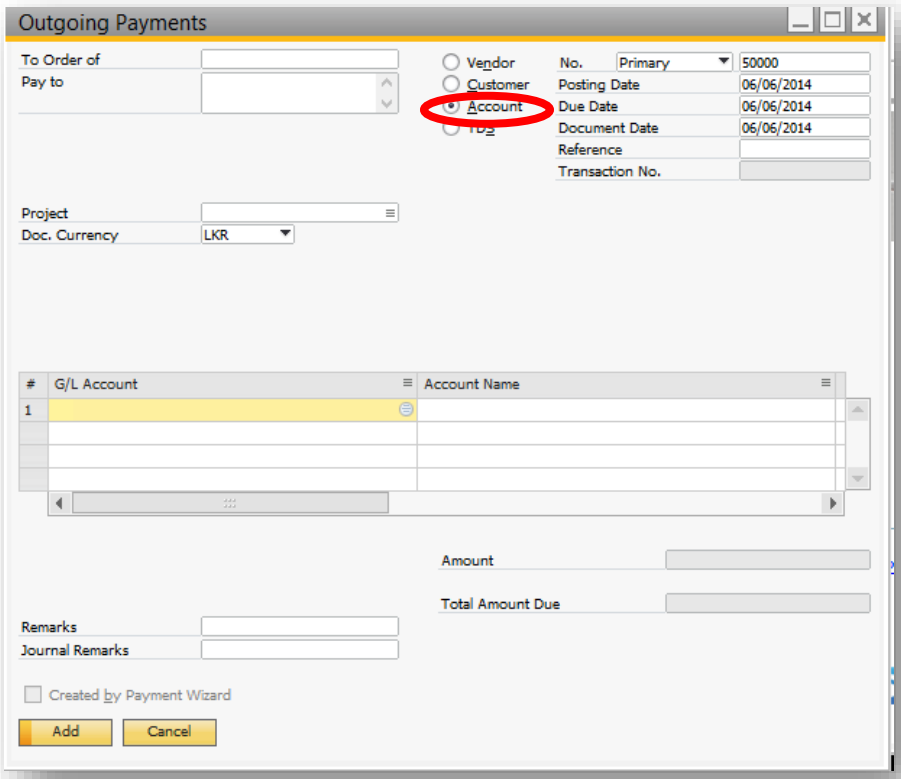
First you have to tick on the circle relevant to “Account”. Then the interface will be changed as shown below.

There you should update the date fields as required to the transaction.

Then enter the Bill number or relevant document number in “Reference” box.

Select the project if required and check the currency.

Then select the correct G/L account in the G/L account field and the Account name will be updated automatically.

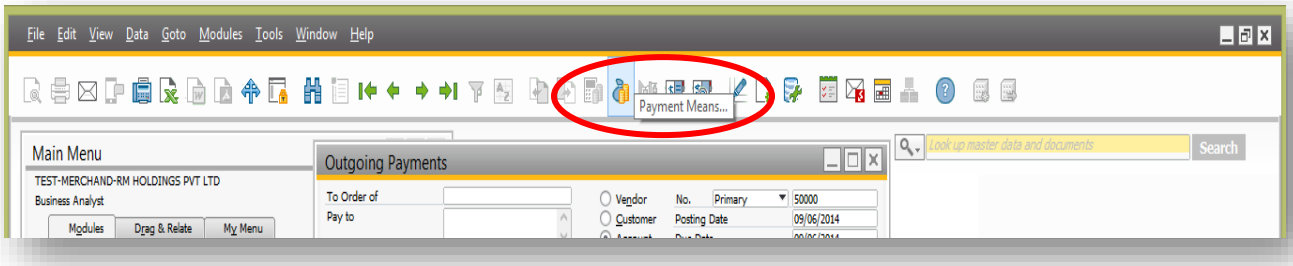


Then type the transaction details in the Doc.Remarks box.

(Eg. Vehicle maintenance –vehicle no.)

Then type the required amount in the Amount column.

The details you have typed in the Doc.Remarks, copy and paste to the remarks box.



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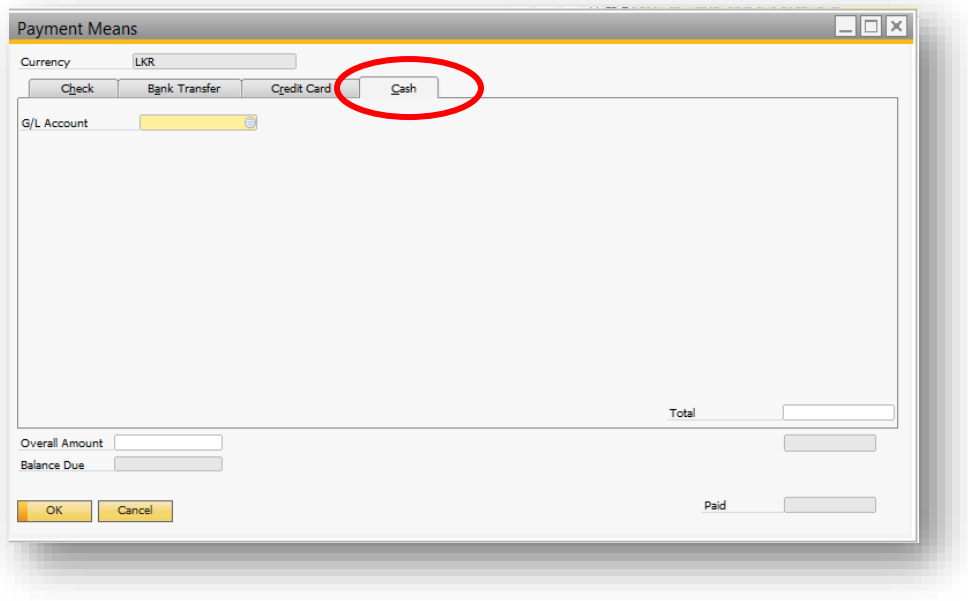
Then move to the Payment Means as shown above and it will appear bellow window.



Then select “Cash” which is circled in above picture and select the relevant G/L Account.

Then go to the total box and press “Ctrl+B” which will lead to appear the total amount in the box.

Click “OK” then “Add” the payment.

Double Entry will be;

	Dr	Cr
Expense Account	xxx	
Bank		xxx