Petty Cash

Record Petty Cash expenditure.

- Summary

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This screen allows you to enter new Petty Cash payments, and view historical ones.

Petty Cash include all cash movements, e.g. float top ups, payments and safe drops.

> Entries on this page will have an impact on *End of Day* and Till Discrepancies

Adding a Petty Cash payment

Field	Purpose
Type	*Choose from:* • *Petty Cash (this is taken as money leaving the business and will remove cash from the till, which will be reflected when cashing up)* • *Safe Drop (this will remove cash from the till, which will be reflected when cashing up)* • *Float Top-Up (this will increase the size of the float in the till, which will be reflected when cashing up)* > *Ensure that your till has the correct Float Value set up*
Till	*Select a till from the list* > *This will impact End of Day and Till Discrepancies*
Amount	*Enter a numerical amount*
Reference	*Enter a reference for reporting purposes*