

Summary

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 | <p>Choose from:</p> <ul style="list-style-type: none">• 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) <p>Ensure that your till has the correct <u>Float Value</u> set up</p> |
| Till | <p>Select a till from the list</p> <p>This will impact <u>End of Day</u> and <u>Till Discrepancies</u></p> |
| Amount | <p>Enter a numerical amount</p> |
| Reference | <p>Enter a reference for reporting purposes</p> |

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