

## Start using Easy pettycash in ten minutes!

### Making pettycash entries

1. Press the 'Add pettycash entry' button.
2. Enter pettycash transaction details.
  - a. If you are filling pettycash box with funds, use 'cash transfer to PC' type.
  - b. If you are reimbursing the cash to an employee for an expense incurred, and if there was no advance amount given to the employee, then use 'Reimbursed from pettycash' transaction type.
  - c. If you are giving advance amount to an employee in anticipation of an expense, then use 'Advance Issued from PC' type
  - d. If an employee spends from the advance amount he has taken from pettycash, then the expenditure should be entered as 'Spent from advance' type.
  - e. If an employee takes advance and spends less money than the advance he has taken, he has to return the extra amount remaining with him. You have to enter this as 'Cash received for settlement'
  - f. If an employee takes advance and spends more money than the advance he has taken, then you have to give him the extra amount that he spent from his own pocket. You have to enter this as 'Cash given for settlement'
3. Scan the bill directly and attach it for an expense transaction, if required. If the transaction is to be tallied (settled) against an advance already received by the employee, then select the voucher number of the that advance from a list of advance-transaction entries.
4. Save the transaction by pressing 'Save' button. Running balance gets updated automatically. System will also check whether the entry has to be tallied (settled) against an advance and then proceed to tally the transactions. Voucher number is automatically generated – user cannot change it.

Deleting records entered while practicing: You can use 'delete all' button in 'manage pettycash' tab to delete all the entries you made, any number of times. This button cannot be used after trial period.

### Quick examples of pettycash entries

- a. ***Your new week/month starts and you fill 100 USD into pettycash :***

Entry : Cash in = 100 USD, type 'cash transfer to PC'.

- b. ***Employee spends 5 USD for lunch, from his pocket. He has not taken advance. He submits the bill and claims 5 USD :***

Entry : Cash out = 5 USD, type = 'Reimbursed from pettycash'.

You have to enter the expense head as lunch, food etc. You can create expense heads.

- c. ***Employee takes 50 USD as advance, before he goes out to meet a customer:***

Entry: Cashout = 50, type = 'Advance Issued from PC'

- d. ***Employee takes 50 USD as advance, before he goes out to meet a customer. He spends 50 USD on gasoline. Comes back and submits the bill:***

Entry 1: Cash out = 50 , type = 'Advance Issued from PC'

Entry 2 : Expense from advance = 50, type = 'Spent from advance'

You have to enter the expense head as fuel or something for the second transaction. System would automatically tally these two entries and mark the transactions as settled. When you enter the second transaction, you will also be asked to select the transaction number of the first transaction ie: advance amount transaction. This is for tallying.

- e. ***Employee takes 50 USD as advance, before he goes out to meet a customer. He spends 40 USD on gasoline. Comes back and submits the bill. Returns 10 USD:***

Entry 1 : Cash out = 50, type = 'Advance Issued from PC'

Entry 2 : Expense from advance = 40, type = 'Spent from advance'

Entry 3: Cash in = 10, type = 'Cash received for settlement'

System would automatically tally these three entries and mark the transactions as settled. Note that, entries are to be made as and when they happen in real-time.

- f. ***Employee takes 50 USD as advance, before he goes out to meet a customer. He spends 60 USD on gasoline. Comes back and submits the bill. Claims 10 USD since he spent it from his pocket:***

Entry 1 : Cash out = 50, type = 'Advance Issued from PC'

Entry 2 : Expense from advance = 60, type = 'Spent from advance'

Entry 3 : Cash out = 10, type = 'Cash given for settlement'

System would automatically tally these three entries and mark the transactions as settled.

Note: When a pettycash receiver spends the money from advance, that expenditure will not affect **running balance**, since no money moves out (or in) of pettycash book. If the amount spent is more than the advance or less than the advance, then another pettycash entry is made to settle the advance, and this entry will cause the running balance to change, since cash has to be given or taken from the pettycash box to settle the difference.

### **Editing / adjusting existing entries**

1. **Editing an already saved record:** Once you enter and save a pettycash record, you cannot edit it using the normal log-in. The only way to edit it is by logging in as a super-user (second user name and password mentioned in the first paragraph) who can edit a pettycash entry. When you log-in as super user, 'Edit' button becomes visible on the screen, and 'Add' button

gets disabled. If a pettycash entry is edited, then the 'entered by' column will change to the name of the user who edited it. Changes made to the record are also logged. This way, it is possible to modify the pettycash entry, but edit operation will be logged. Also, note that if a pettycash entry belongs to a closed period, it cannot be edited at all. I.e.: After you close a pettycash period, you cannot edit vouchers in that period.

2. **Adjustment entries:** As mentioned, another way to adjust errors is to make another entry that can cancel the previous entry (recommended) or adjust the previous entry. If you enter 20 against 10 for lunch expense by mistake, you can make a correction by entering a new pettycash record with Lunch expense = -10 Also, note that if a pettycash entry belongs to a closed period, you cannot correct any vouchers by adding another adjustment entry.

### **Closing pettycash period and starting a new period (week/month)**

After certain period (most people use one week or one month as pettycash period), last period's (last week's or last month's) pettycash records are closed, and balance (if any) is carried over to the new period. Entries belonging to the closed pettycash period cannot be edited. If you have given advance to a pettycash receiver and if that advance is not settled, then you cannot close the pettycash period. To close the pettycash period and start a new period, just click on 'Close pettycash' period button. System will automatically close the period and move the balance amount to new period as 'Carryover from last pettycash period'. Data belonging to previous pettycash periods can be viewed any time using 'search' button or through pettycash reports.

### **Settling advances**

This is valid only if you configure the software to support issuing advances (some companies do not allow advances to be issued to pettycash receivers). If an employee takes pettycash amount in advance anticipating an expense, then he/she has to settle the amount by declaring the expense details against the advance amount. If the expenses equal the advance then the advance is marked as settled. If the expenses are higher, then the difference in the amount is given to the employee to settle the advance. If the expenses are lower than the advance, then the difference amount is returned to the pettycash to settle the account. Settlement is managed by the application. Unsettled advances can be traced and reported. As mentioned, it is not possible to do a weekly/monthly closing of pettycash period if there are unsettled transactions.

### **Excel export of data:**

1. On the first tab of pettycash screen, there is a button for excel csv export of data belonging to any pettycash period. You can select the pettycash period which has to be exported to excel format. Output format is csv.
2. In pettycash reports module, you have an option to take data export to excel in csv format.

## **Logging in - User names and passwords**

Easy pettycash application and database are password protected. During 30 days trial period, you can log in using 'trial' as password and then create two login passwords using configuration option. Two user names cannot be same.

1. First log-in password is for normal operation. This user can enter pettycash records, search for records and generate reports. This user can also close a pettycash term to start a new one.
2. Super-user log-in password is only for making corrections. If a user logs in with this user name and password, he/she can correct pettycash entries. Corrected entry will have 'entered by' column changed to his/her name. This is used to make sure that the person who enters the data cannot make corrections after the record is saved. This user cannot create entries and can only make corrections to existing entries (another way to correct an entry or adjust errors is to make another entry with a negative amount that can cancel the previous entry).

## **Installing the application**

1. If the setup is a zip file, then unzip the contents into a temporary folder using any unzip utility like 7zip (right-click on the file, use 'extract to' option). Four files would be extracted.
2. Execute the setup.exe as an administrator, especially in windows 7 and above (Right click on the exe icon, click on 'run as' and then select 'administrator' option).
3. When setup completes, links would be created in programs section of start button. It is recommended to run the pettycash executable file (easypettycash.exe) as administrator onwards (Right-click on the link/short cut and click on 'run as administrator'), especially in Windows 7. You can permanently enable 'run as administrator' option for the exe file by right-clicking on the Pettycash exe file and the setting the option.

## **Networking - Accessing the program from PCs in the network.**

4. To access the application installed in the main PC (ie server) from network clients, share the folder in the server. Install the setup in each client PC as described in steps 1 and 2.
  - 4.1 Delete the folder into which program was installed, to avoid confusion since the program files are required to be only in the server. Client machine requires only the system files.
  - 4.2 Delete the links from start button to avoid confusion.
  - 4.3 Now, find easypettycash.exe in the server folder, and insert a link in the client PC.
  - 4.4 Make sure that the client has sufficient permissions/rights for the server folder and the files inside it.
  - 4.5 Double-click the link in the client PC to run pettycash from client.

Note: Linux based file server shared in the network can also be used to install server software.

## **Trial period**

During trial period, you can delete all data (fully flush) using a single button any number of times. This is useful if you want to play around with the software entering dummy records and generating reports. After the checking this software out, before you are ready to begin, you can simply delete all the dummy records you created by using the 'delete all' button. Once you enter the license key in the license key column, Easy pettycash will no longer be in trial mode, and you will no longer be able to delete old records!

## **Backing up data and application**

Backup your pettycash software folder everyday before you go home. Just copy the folder to a flash drive or/and disk / network drive. It only needs less than 50 MB space. You can also export pettycash data in Excel format. Data retrieving is as simple as copying the folder back. Mail us if you need any help in retrieving the data.