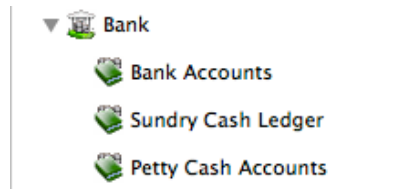


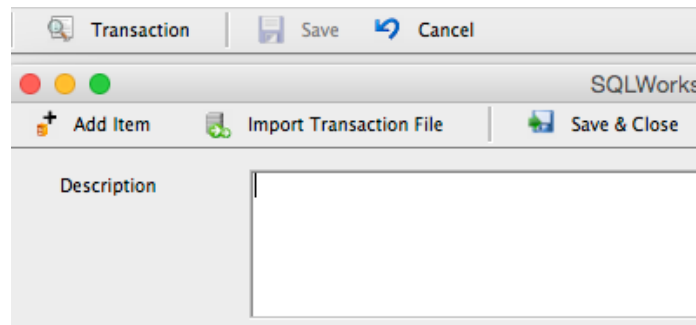
## How to enter Petty Cash transactions

### Procedure

1. On SQLWorks' look for Bank on the Accounts drop-down options. Then select Petty Cash from the Bank drop-down list.



2. Click on "Transaction" at the top of the Window to obtain the Petty Cash dialogue box.



3. The dialogue box contains sections to allow you to enter the description, change the entry date, select the Nominal and Analysis codes, change the country or currency and VAT rates.

A screenshot of the Petty Cash dialogue box. At the top, there are input fields for 'VAT Code' (6), '20.00 %', and 'Add VAT' (1) with a checked checkbox. Below this are two columns: 'Make Expense' and 'Make Income'. Each column has four rows: 'Credit Cheque', 'Credit', 'VAT', and 'Total'. The 'Make Expense' column has input fields for 'Credit Cheque', 'Credit' (0.00), 'VAT' (0.00), and 'Total' (0). The 'Make Income' column has input fields for 'Dbt Cheque', 'Debit' (0.00), 'VAT' (0.00), and 'Total' (0).

4. There are options to make your entry an Income or an Expense.
5. Once you have entered the details of the transaction click on "Add Item" at the top of the Petty Cash dialogue box, then select "Save & Close".
6. You will then see your entry appear in the "Transactions" and "Unreconciled Transactions" sections of the Petty Cash window.