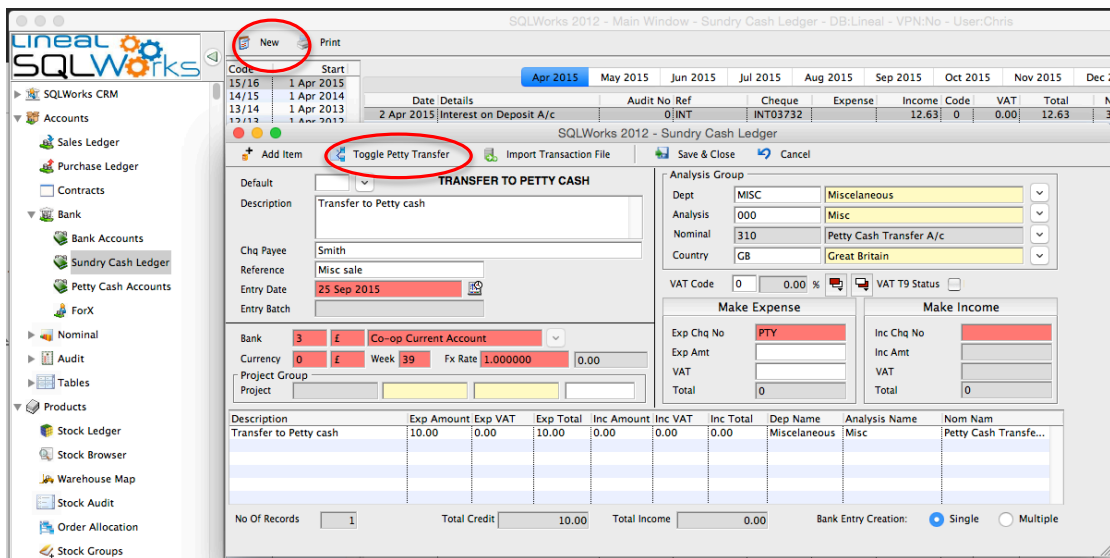


How to transfer cash to the Petty Cash ledger

Procedure

1. When petty cash has been taken out of the bank for petty cash, it will need to be transferred to the Petty Cash Ledger
2. To do this, expand “Accounts” and “Bank” in the Navigation Bar on the left. Then select “Sundry Cash Ledger”
3. Select the relevant Bank Account Name and click on “New”. Select “Toggle Petty Transfer” at the top of the new dialog box



4. Enter details of the transaction, such as reference, cheque number and amount, making it an expense from the bank
5. Click on “Add Item” to the left of “Toggle Petty Transfer”
6. Click on “Save & Close” to complete the cash transfer to the Petty Cash Ledger
7. You will see that the amount has been taken as an expense from the selected bank account and transferred into your Petty Cash Account.