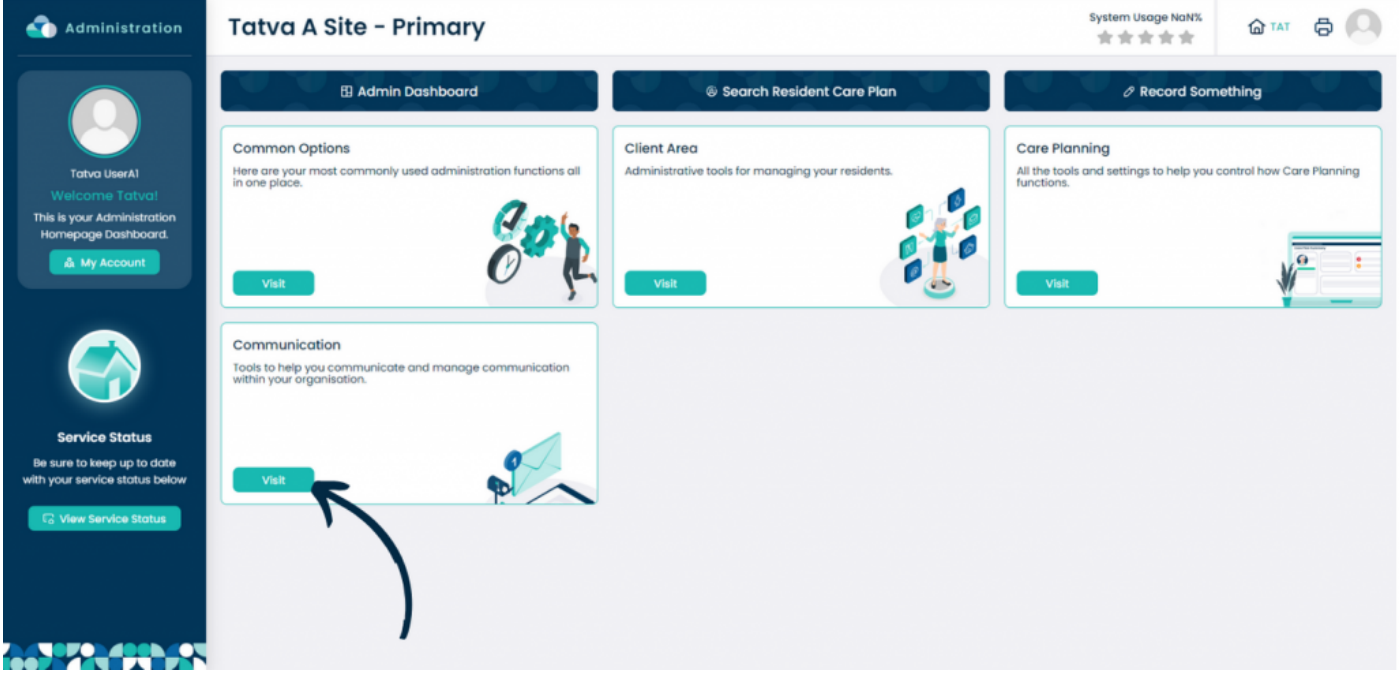
Petty Cash on Cloud

Communication · https://cclearninghub.co.uk/docs/petty-cash-on-cloud/

Petty Cash on Cloud

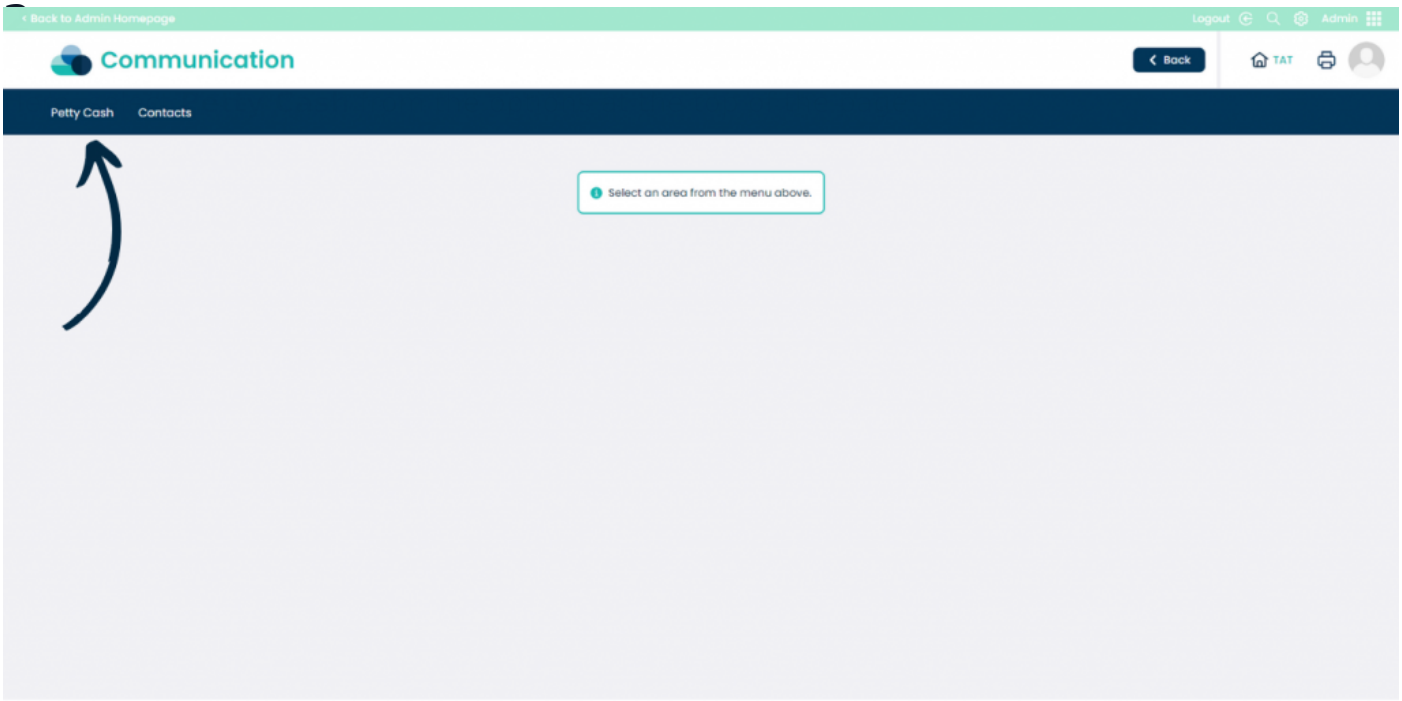
This guide will cover how to access, amend and record Petty Cash information within Care Control Cloud. This includes creating categories, recording expenditure and deposits.

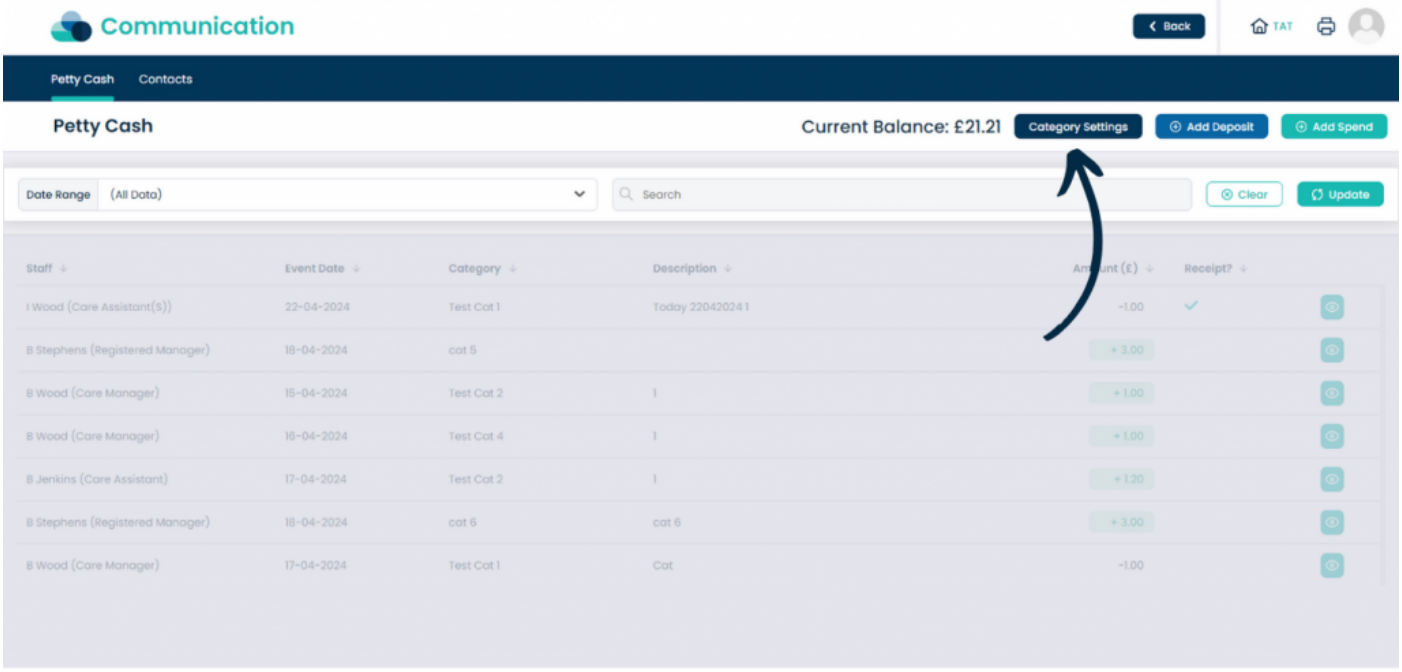




1

In the **Admin** application within Care Control Cloud, navigate to the **Communication** section.





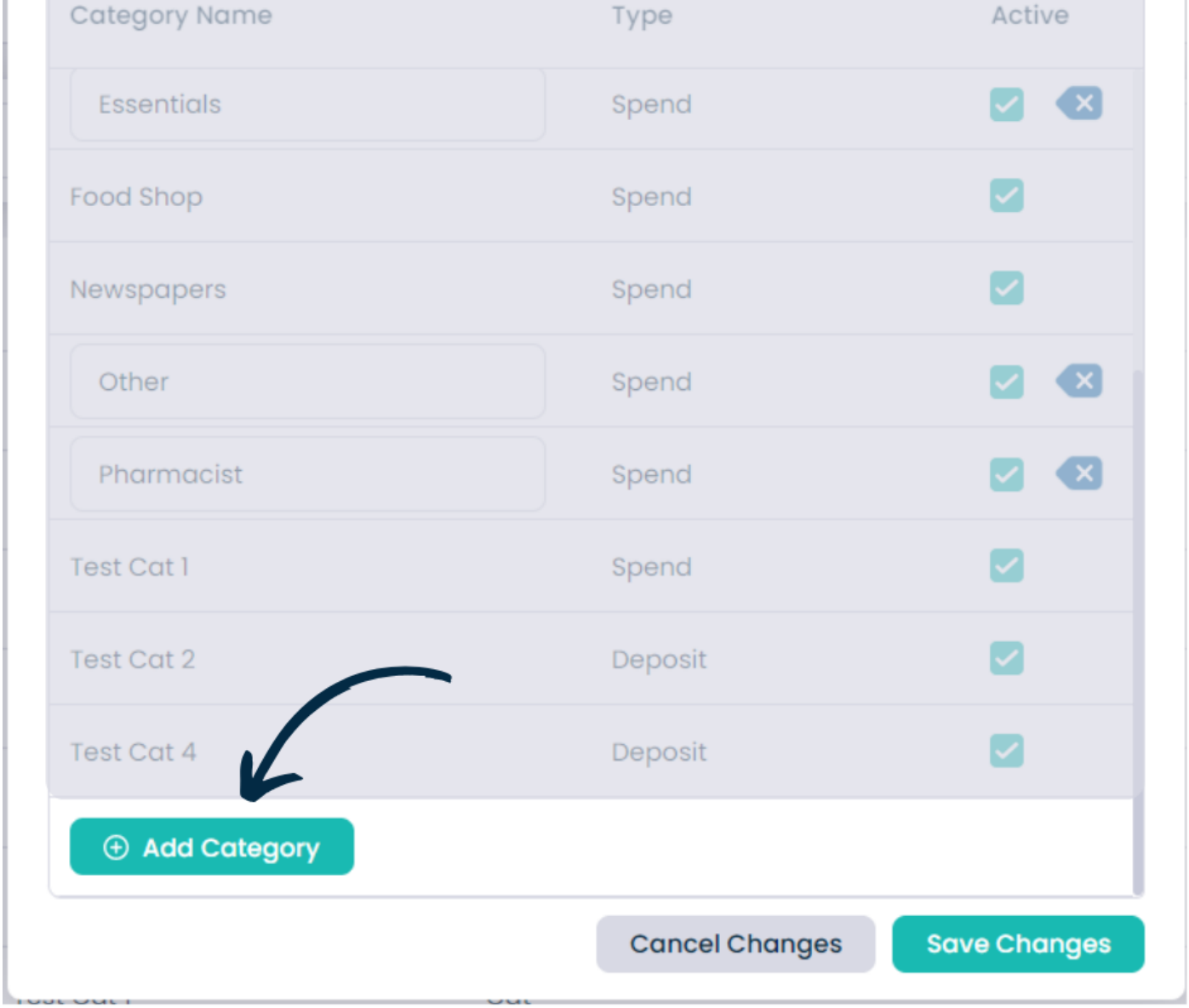
3

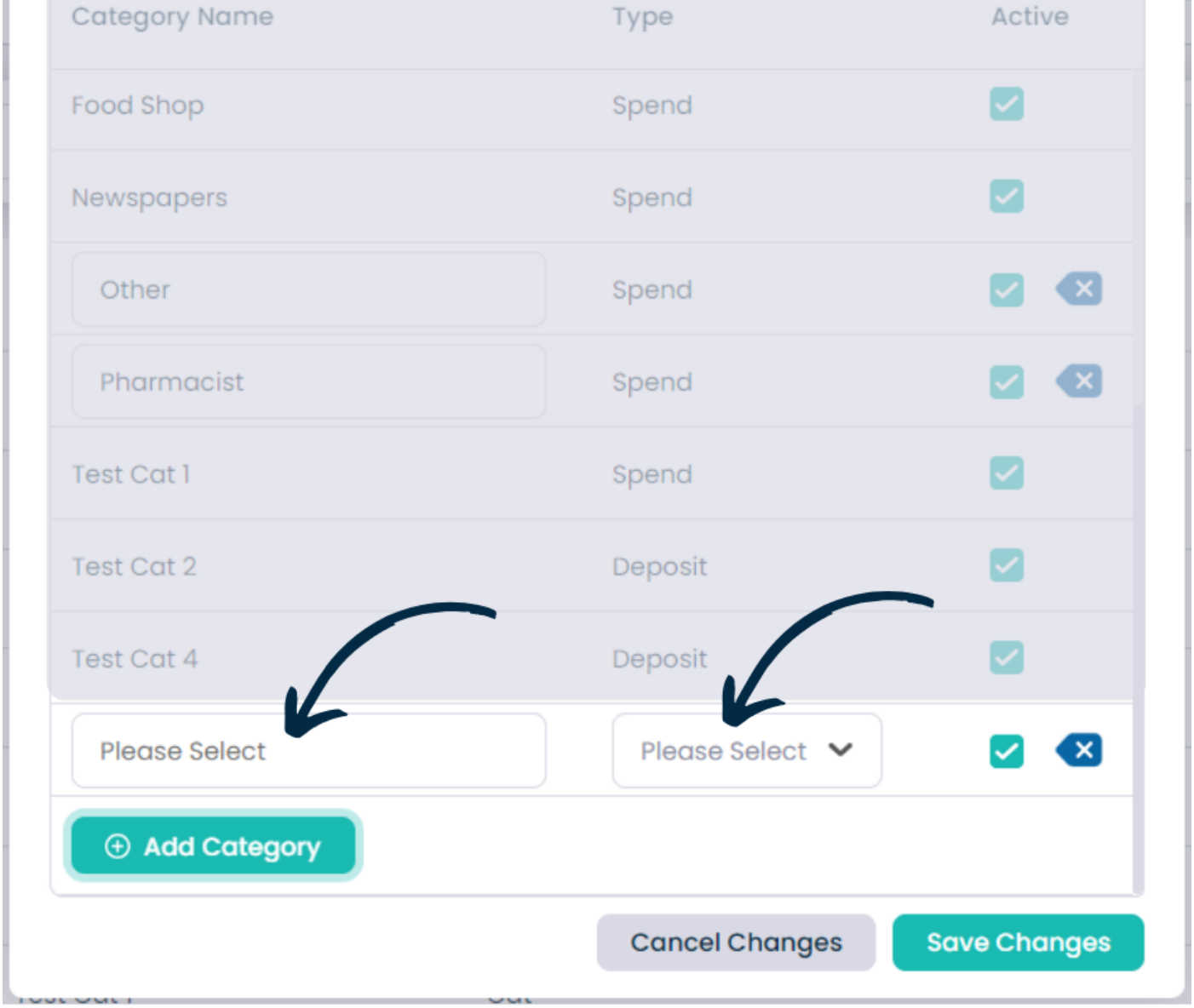
Your sites Petty Cash overview will open. The **Current Balance** will be displayed at the top.

We will begin by creating some categories for spending and depositing. Press **Category Settings**.

4

A small settings box will appear. Here, a list of the categories within your site will be displayed. To create a new one, scroll to the bottom of the list and press **Add Category**.


Category Name
Type
Active
Essentials
Spend
Food Shop
Spend
Newspapers
Spend
Other
Spend
Pharmacist
Spend
Test Cat 1
Spend
Test Cat 2
Deposit
Test Cat 4
Deposit
Add Category
Cancel Changes
Save Changes



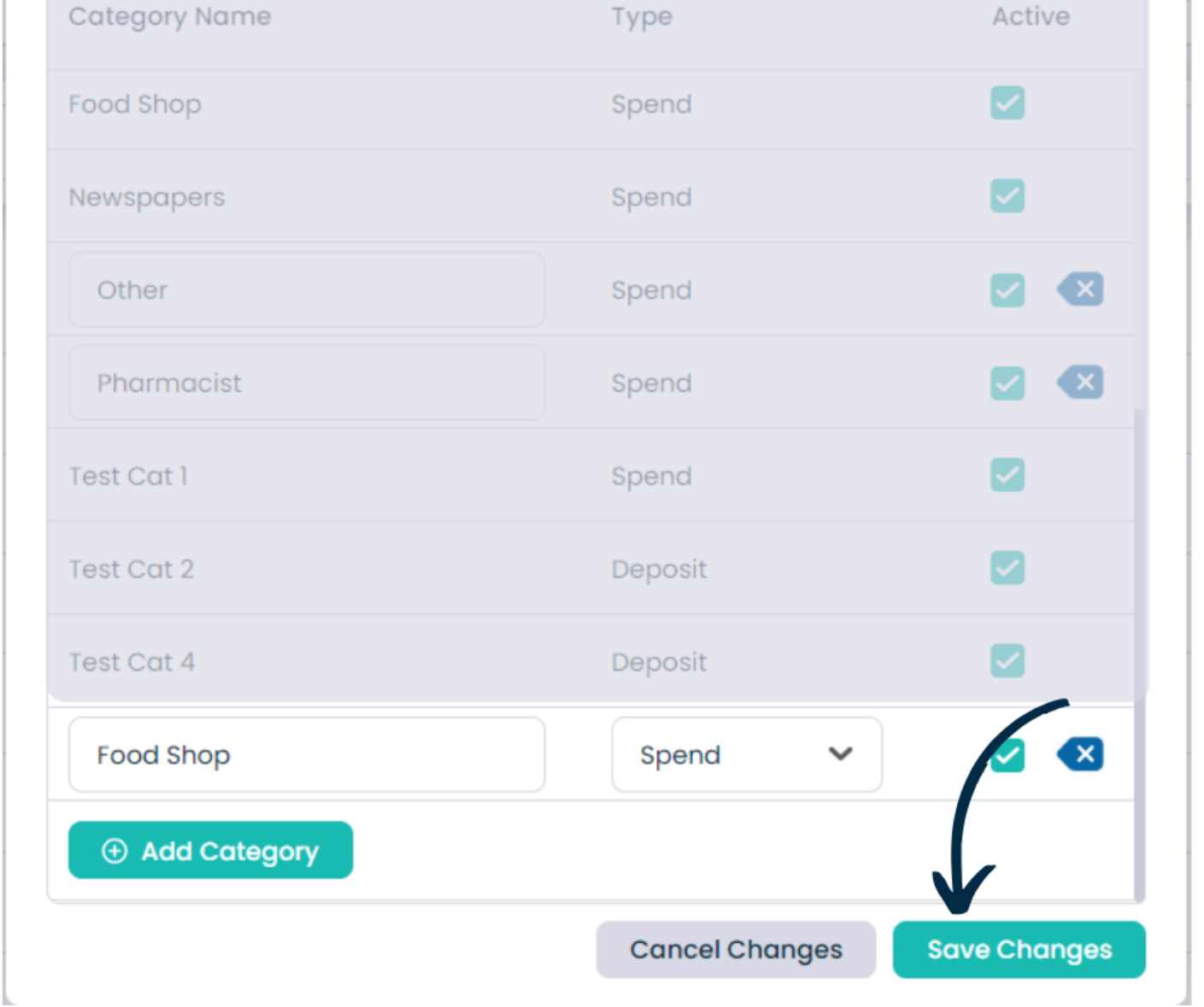
5

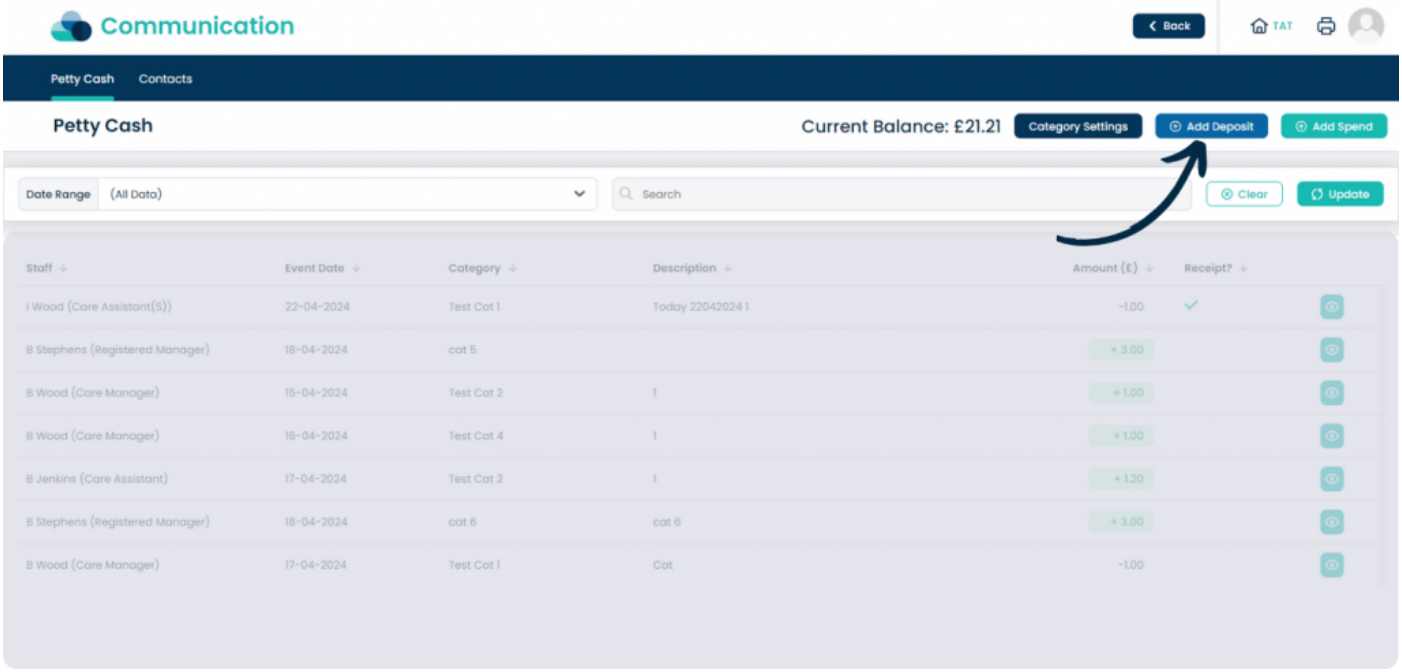
First, enter the **name** for the new category, then, select a **type**.

6

In this example, we are creating a new spending category called '*Food Shop*'.

After adding the new category or categories, press **Save Changes**.


Category Name
Type
Active
Food Shop
Spend
Newspapers
Spend
Other
Spend
Pharmacist
Spend
Test Cat 1
Spend
Test Cat 2
Deposit
Test Cat 4
Deposit
Food Shop
Spend
Add Category
Cancel Changes
Save Changes



7

We will now record a Petty Cash Deposit. This is any cash being added to the Petty Cash Balance.

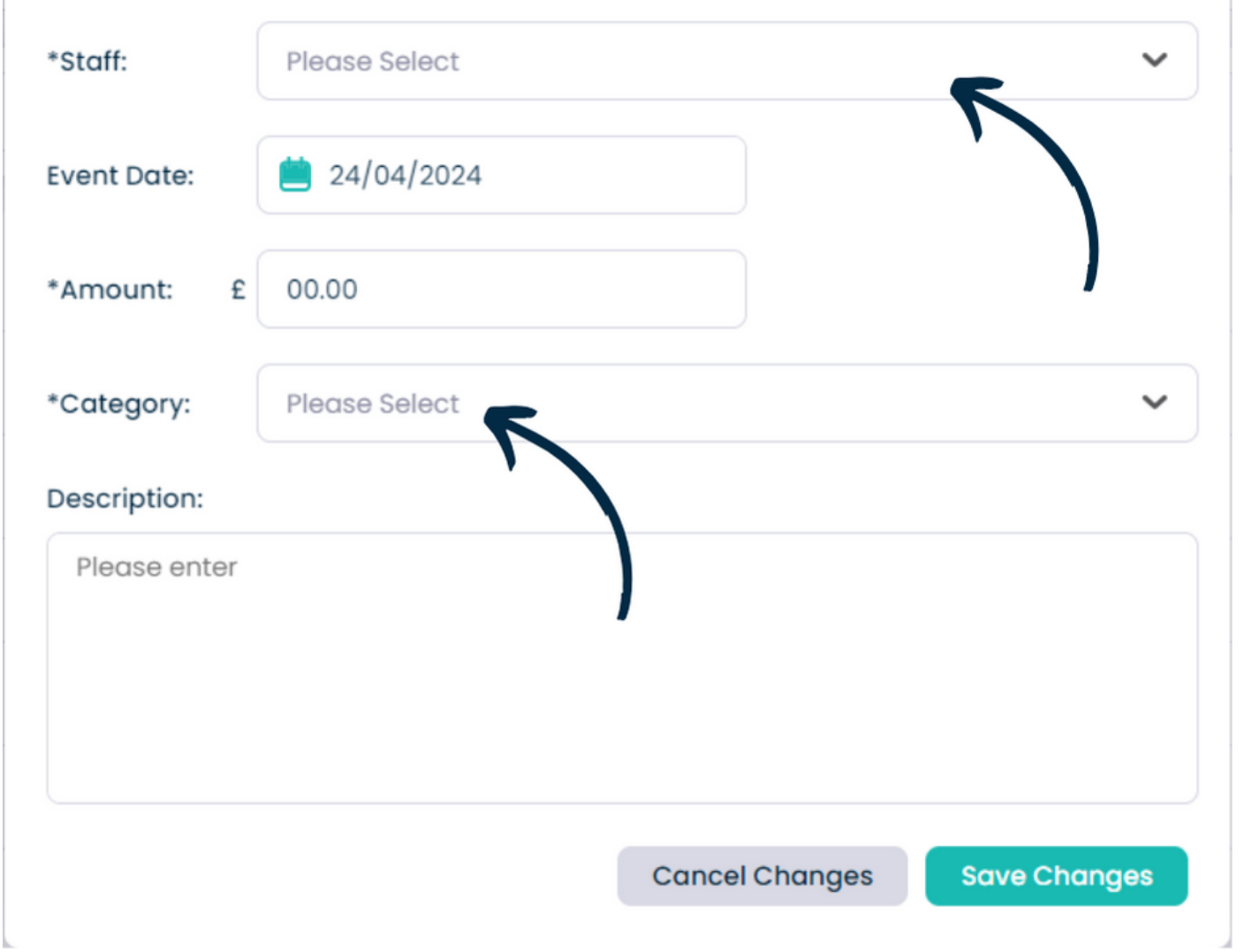
Press **Add Deposit**.

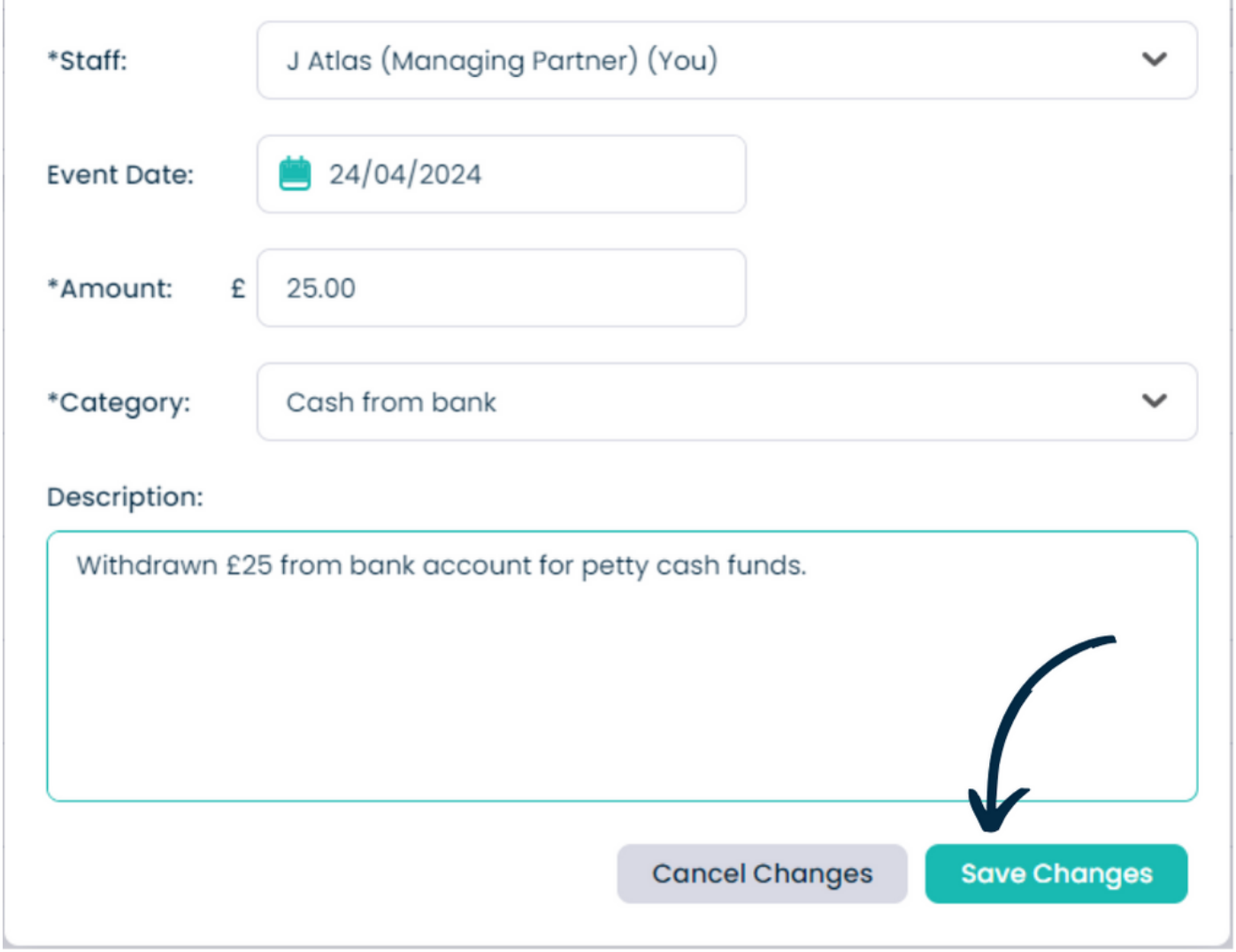
8

A blank form will open.

Begin by selecting the **Staff Member** who has made this deposit.

Then, choose a **date**, the **amount**, a **category** for the deposit and a **description** for the deposit.


*Staff:
Please Select
Event Date:
24/04/2024
*Amount:
£
00.00
*Category:
Please Select
Description:
Please enter
Cancel Changes
Save Changes



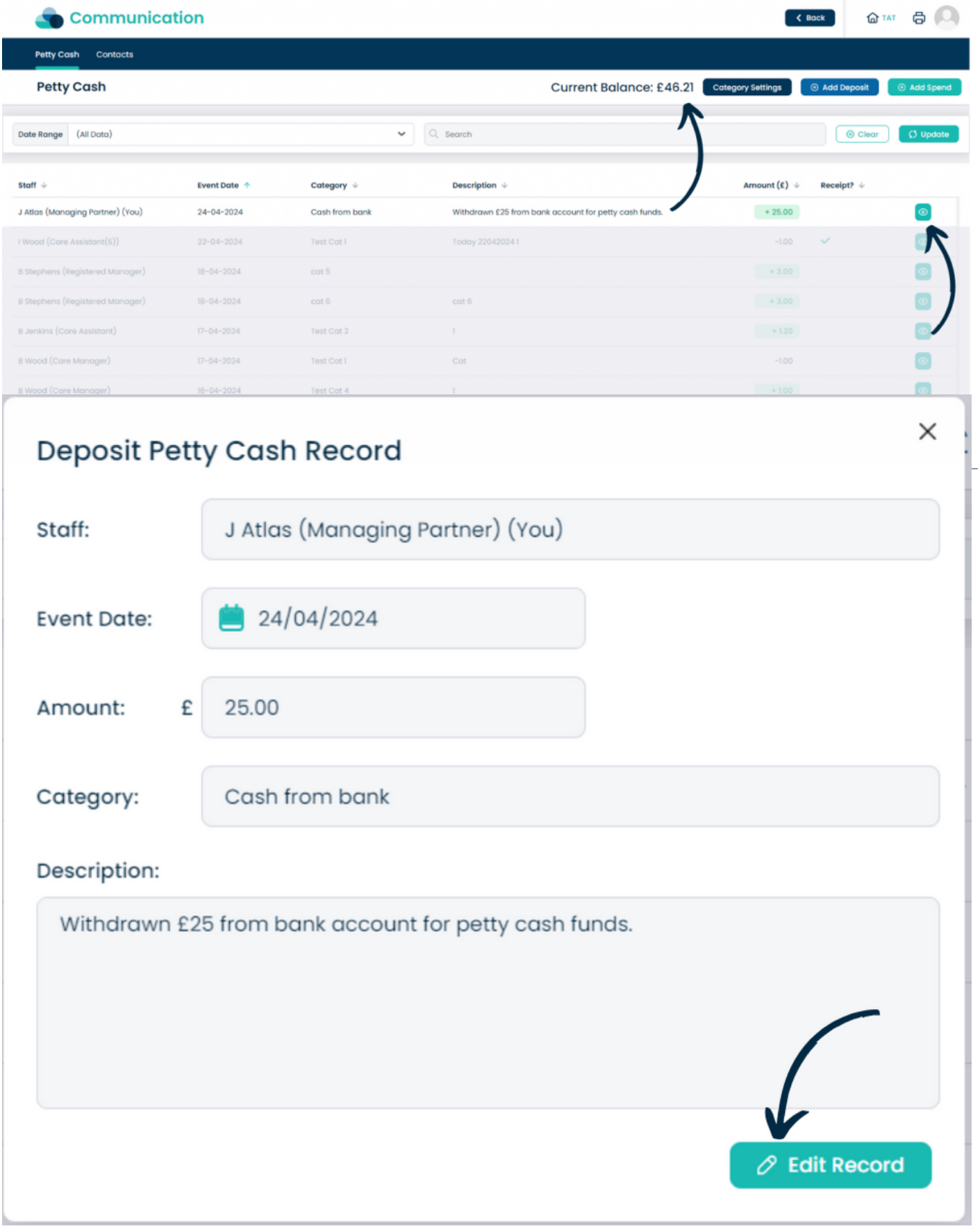
9

After completing the form with the necessary information, press **Save Changes**.

10

Our new cash deposit will be added to the **Current Balance**. It will also appear in the list of changes below.

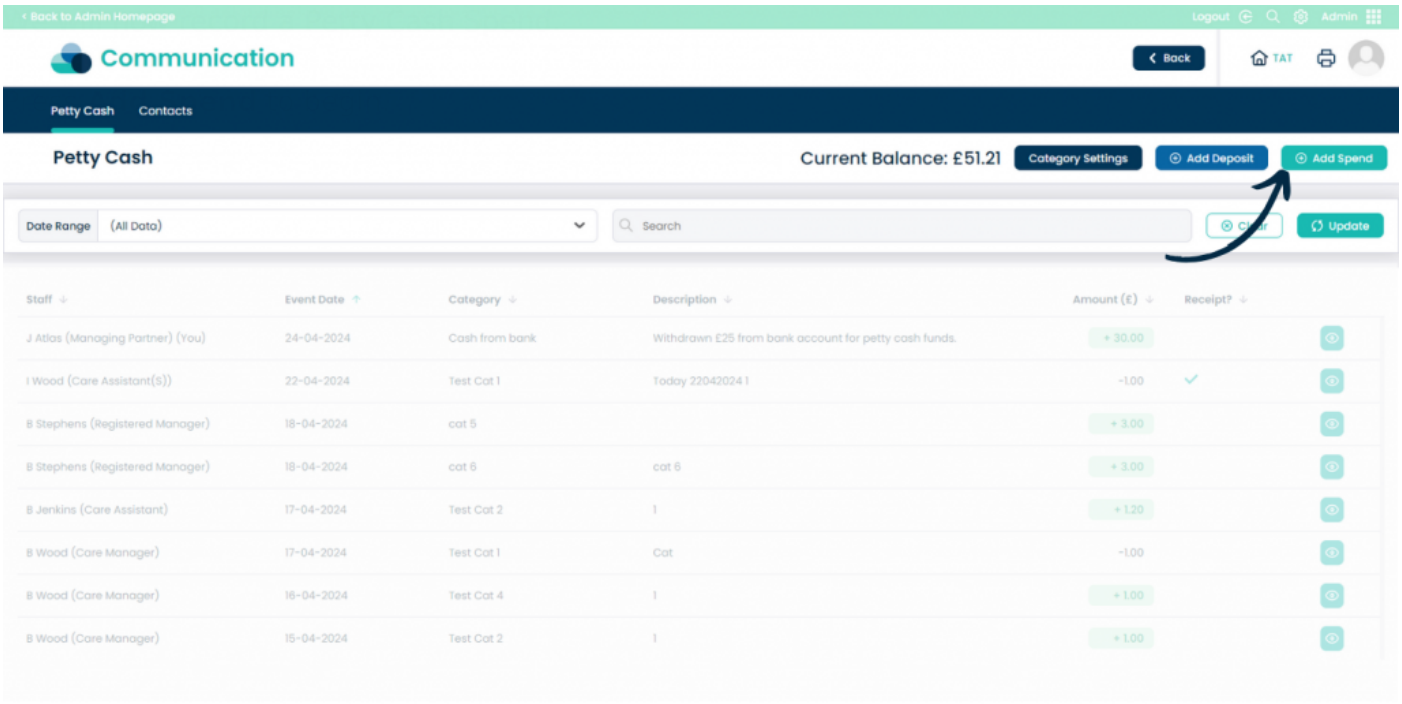
We can view and edit the recent entry by pressing the **eye icon** next to the item.

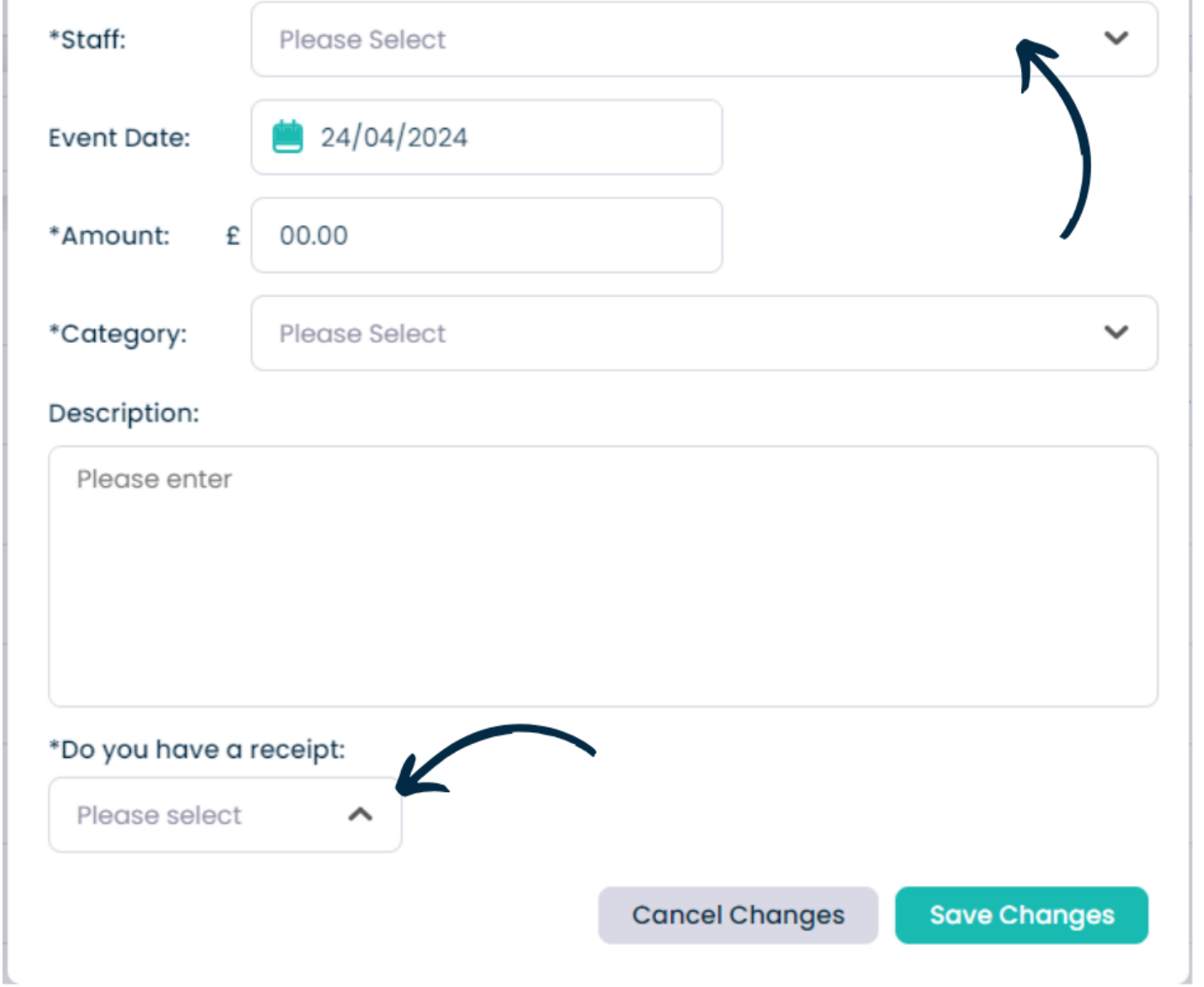

Communication
Back
TAT
Petty Cash
Contacts
Petty Cash
Current Balance: £46.21
Category Settings
Add Deposit
Add Spend
Date Range
(All Data)
Search
Clear
Update
Staff
Event Date
Category
Description
Amount (£)
Receipt?
J Atlas (Managing Partner) (You)
24-04-2024
Cash from bank
Withdrawn £25 from bank account for petty cash funds.
+ 25.00
Deposit Petty Cash Record
Staff:
J Atlas (Managing Partner) (You)
Event Date:
24/04/2024
Amount:
£
25.00
Category:
Cash from bank
Description:
Withdrawn £25 from bank account for petty cash funds.
Edit Record

11

The entry will open. Press **Edit Record** to make any changes.

12





13

Select the **staff member** who made the spend, the **date**, the **amount**, choose a **category** and enter a **description**.

Finally, choose whether there is a **receipt** for this spend.

14

If there is a receipt for the spend, select **yes** and upload a **photo** of it as evidence.

After completing the form, and attaching any relevant photos, press **Save Changes**.

Event Date: 24/04/2024

*Amount: £ 10

*Category: Newspapers

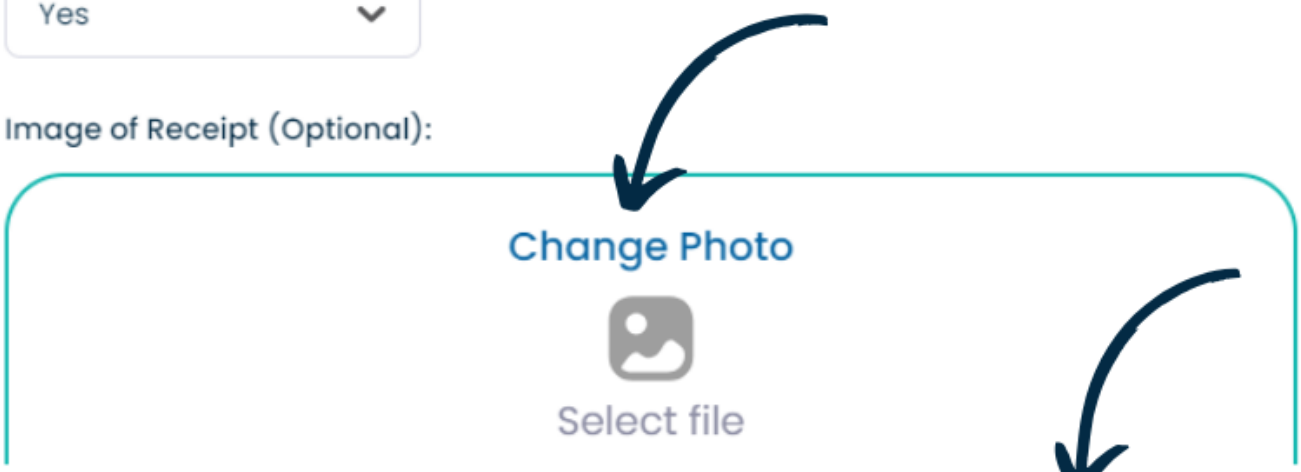
Description:

Bought some newspapers and magazines for the resident lounge.

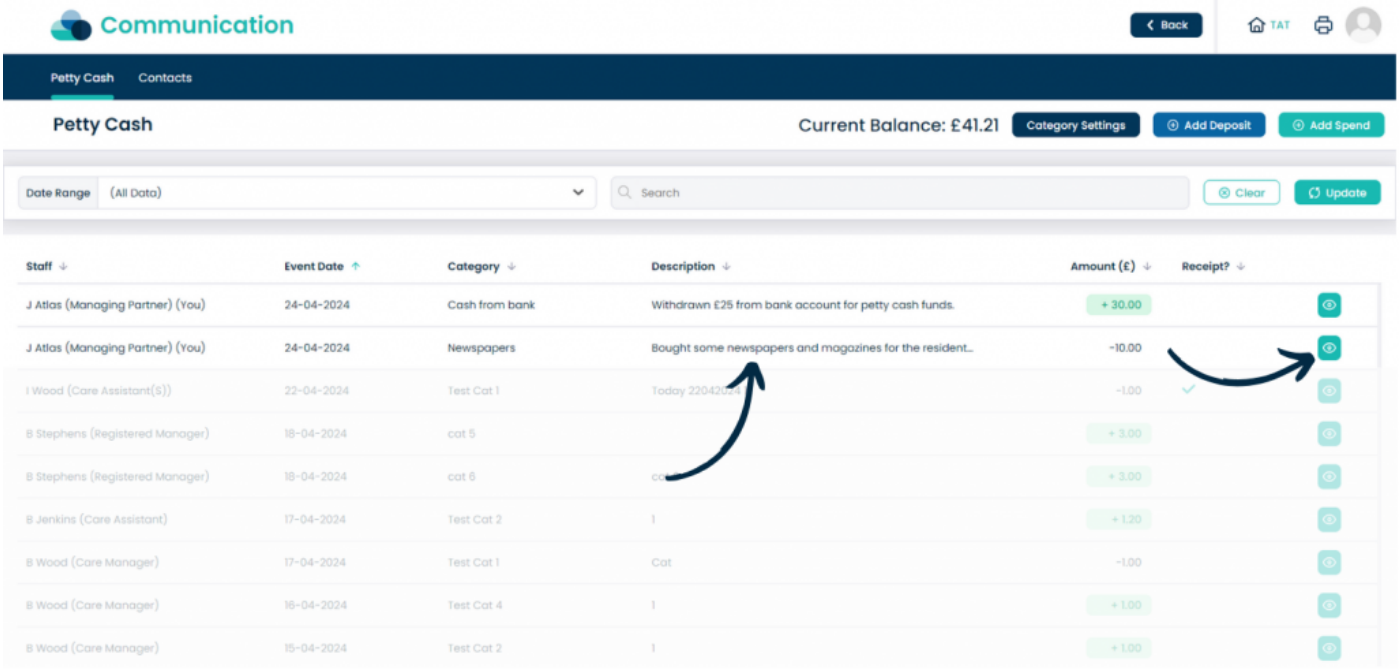
*Do you have a receipt:

Yes

Image of Receipt (Optional):



Cancel Changes Save Changes



15

Your **Current Balance** will be reduced by the recorded amount and your spend record will display in the list below.