Petty Cash

Income Windows · https://cclearninghub.co.uk/docs/petty-cash/

Petty Cash

This guide will cover how to access and manage Petty Cash on Care Control Windows. This tool can help track outgoings from your organisation, such as grocery shopping.





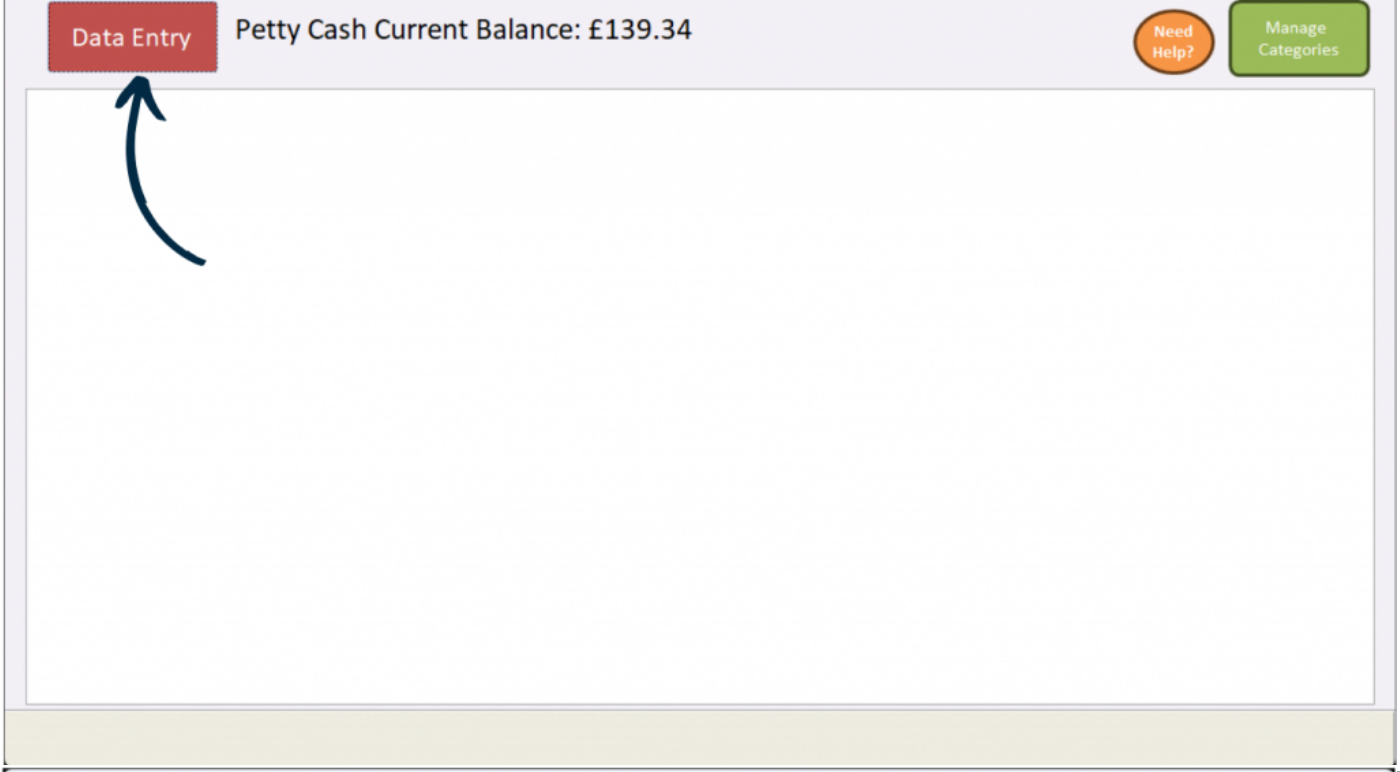
1

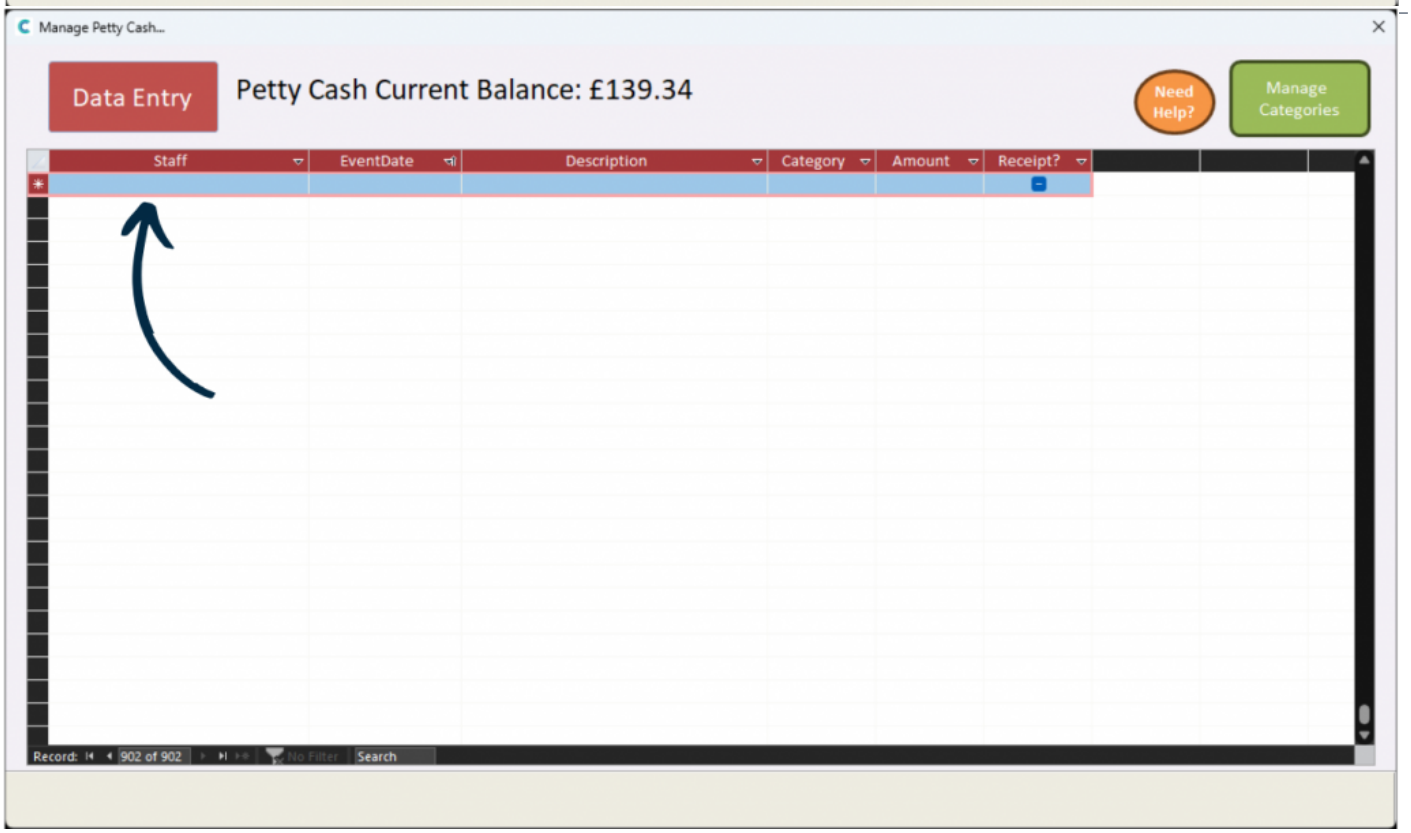
In the Administration of Care Control Windows, navigate to the **Petty Cash** tool, which can be found under the Income tab.

2

A new window will open.

Press the **Data Entry** button to record additions or deductions of your Petty Cash.





3

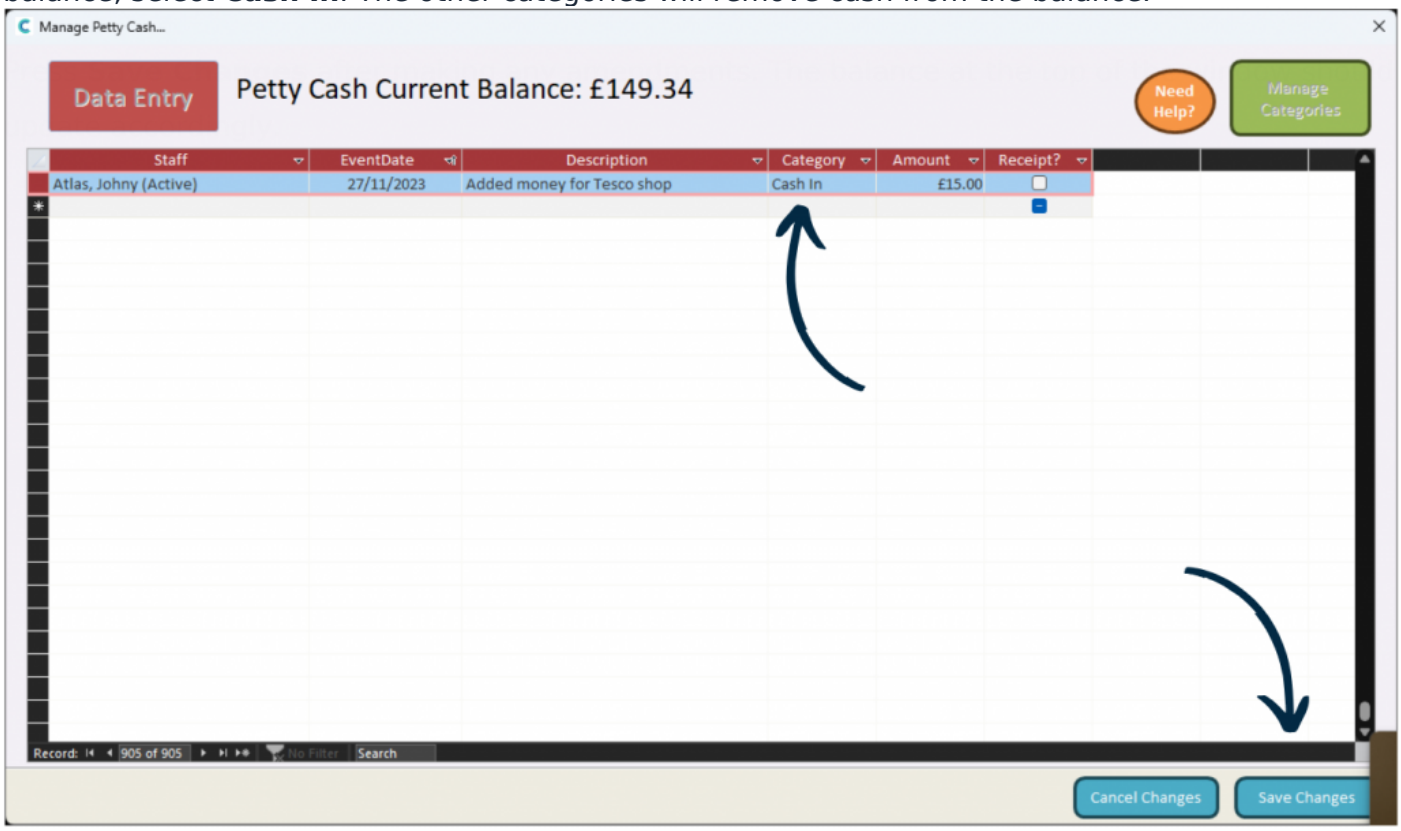
There will be a blank row at the bottom of your data entries where you can input data.

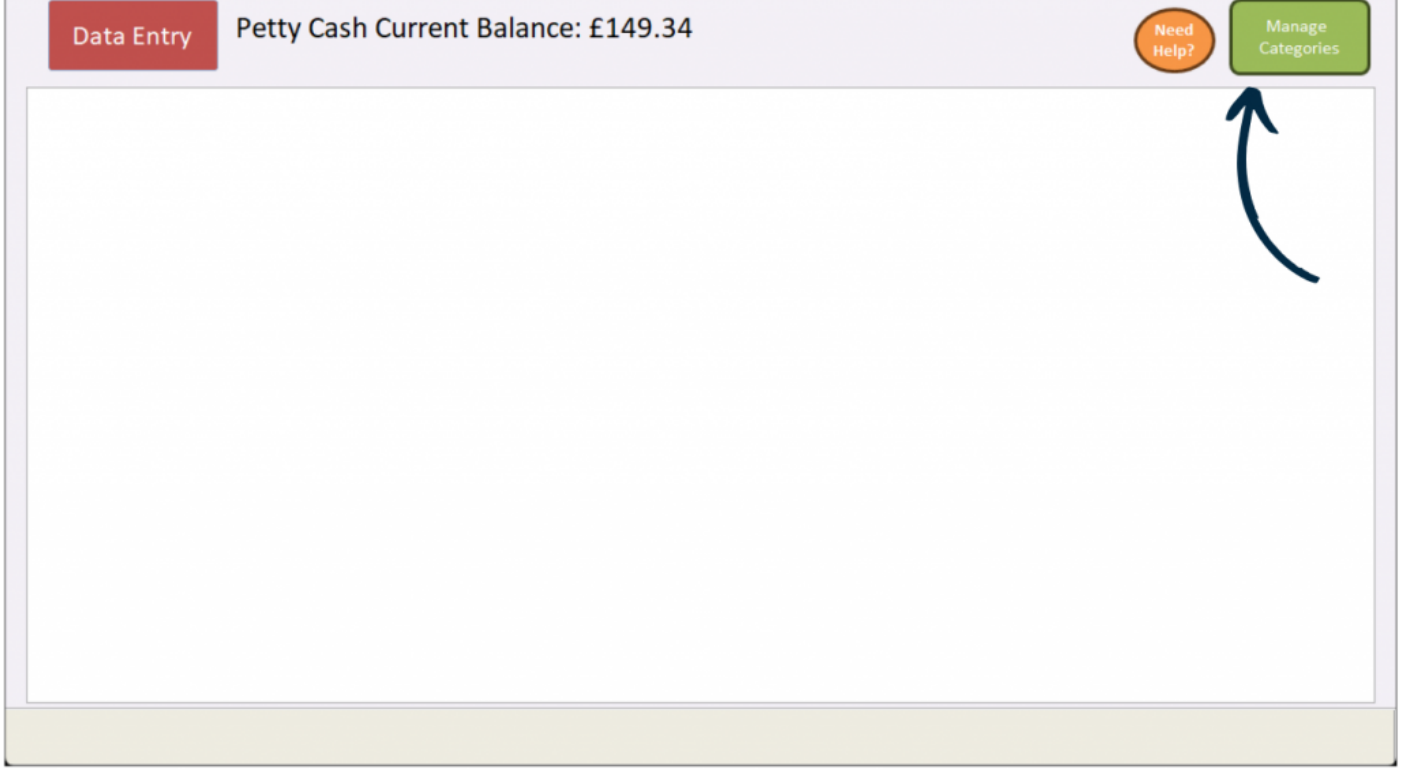
Begin by selecting a staff member to reference the entry to.

4

Next, fill out the **Date** and **Description** columns accordingly.

Finally, select a **Category** from the drop-down lists and enter an **amount**. To add cash to the balance, select **Cash In**. The other categories will remove cash from the balance.





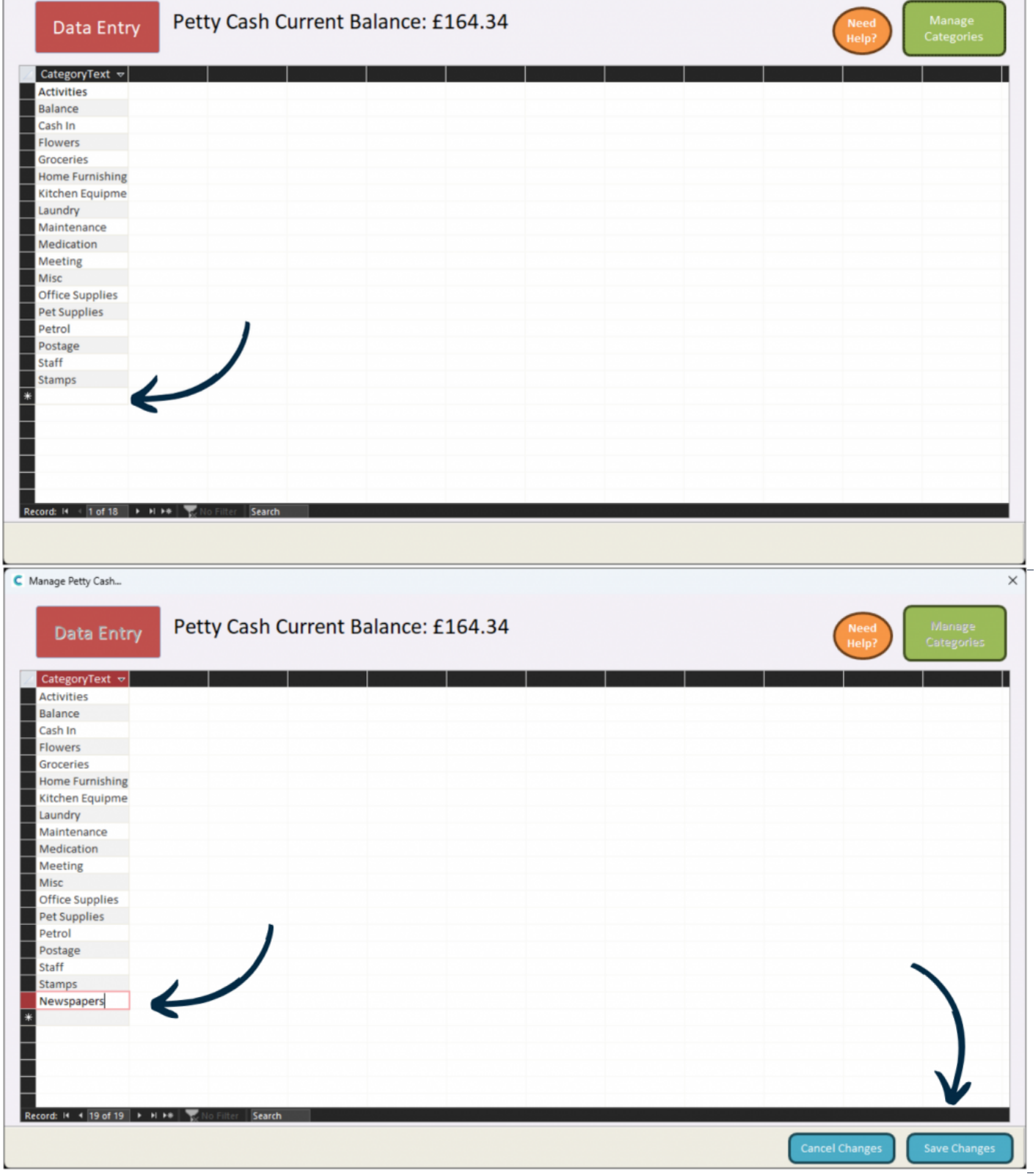
5

You can add new categories for Petty Cash outgoings via the **Manage Categories** button in the top right corner.

6

A list will be displayed.

To add a new one, simply type it in the blank row at the bottom of the list.



7

After doing so, press **Save Changes**.