

Manage Petty Cash Transactions

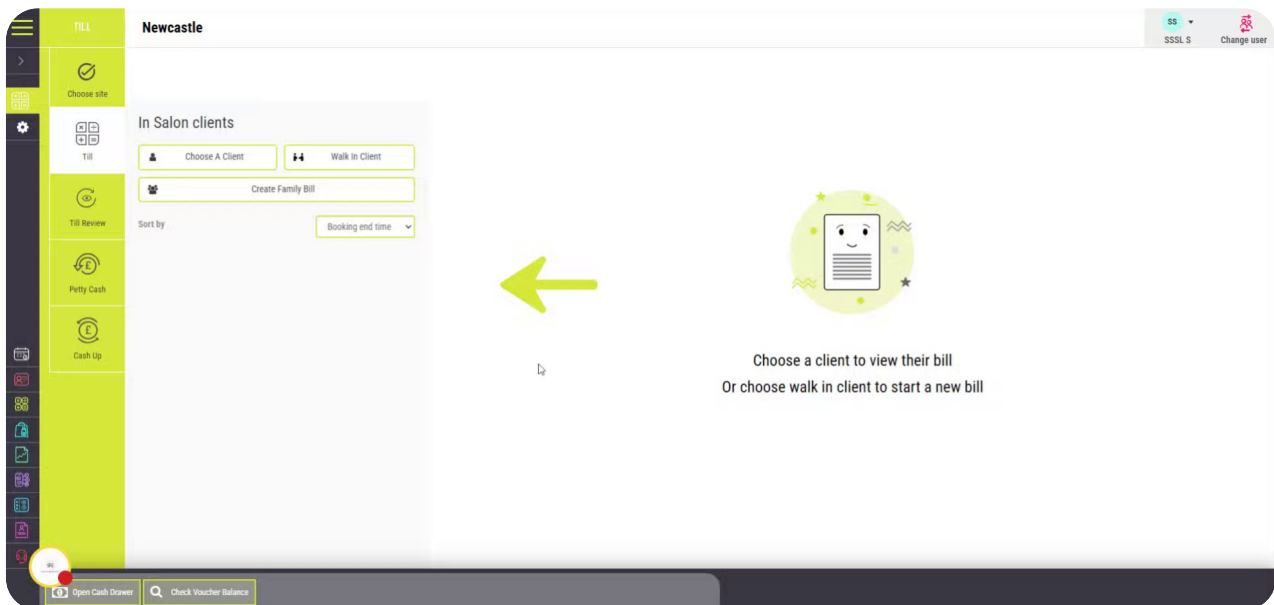
Powered by [guidde](#)



SALON MANAGER

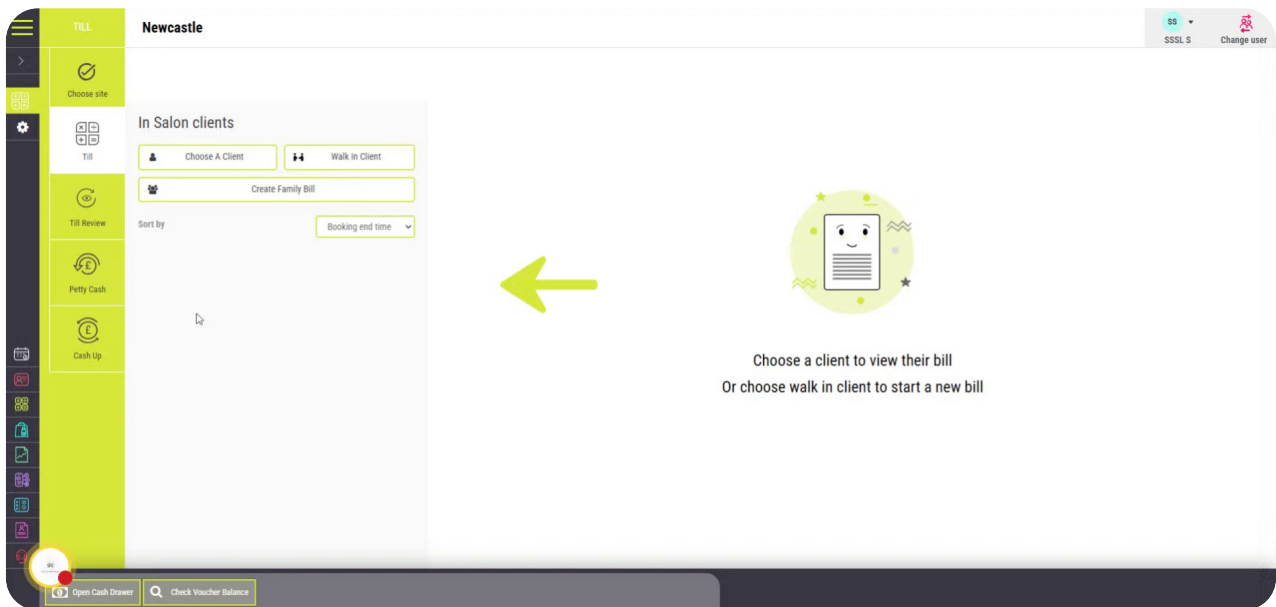
01 Introduction To Petty Cash

Hello, today I'm going to show you how to manage petty cash in Salon Manager.



02 Open Petty Cash Menu

From the left hand side menu, click petty cash. This will take us to a new page.



03 Select Reason And Amount

Here we're able to select the reason for the petty cash as well as the amount.

The screenshot shows a web application interface for the 'Newcastle' system. On the left is a vertical sidebar with a green header 'TILL' and several icons: 'Choose site', 'Till', 'Till Review', 'Petty Cash', and 'Cash Up'. The main area is titled 'Petty Cash' and contains the following form fields:

- Reason for petty cash:** A dropdown menu with the placeholder text 'Select or type the reason'.
- Amount:** A text input field with the placeholder text '£0'.
- Tax paid:** A dropdown menu with the placeholder text 'Select the tax rate'.
- Are you putting money into the till or taking it out:** Two buttons, 'Cash out' (highlighted in green) and 'Cash in'.

At the bottom of the screen, there is a dark grey bar with three buttons: 'Open Cash Drawer' (with a cash drawer icon), 'Back to Till' (with a left arrow), and 'Save Petty Cash' (with a right arrow).

04 Set Tax Rate And Cash Direction

Lastly, the tax rate that applies to this, and we're able to decide if it's cash out or cash into the till. Once you've selected the appropriate reason, click Save Petty Cash at the bottom right. A confirmation screen will appear; you just need to click Confirm.

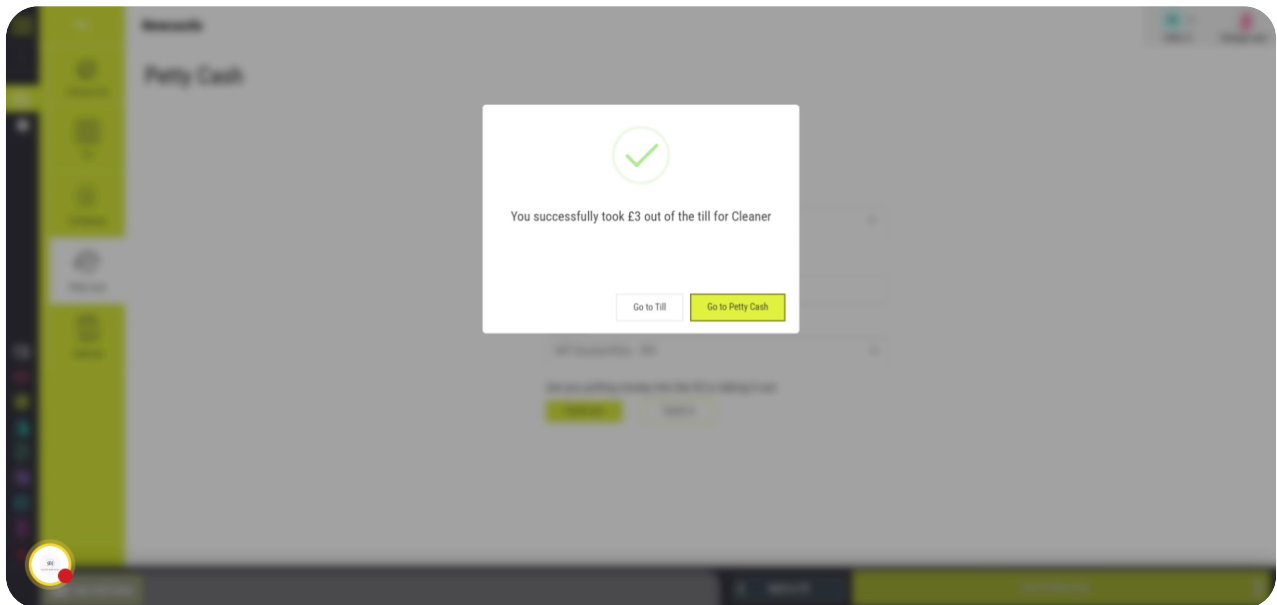
The screenshot shows the 'Petty Cash' form within the 'TILL' application. The interface includes a sidebar with navigation options: 'Choose site', 'Till', 'Till Review', 'Petty Cash', and 'Cash Up'. The main content area is titled 'Petty Cash' and contains the following fields and controls:

- Reason for petty cash:** A dropdown menu with 'Cleaner' selected.
- 99 left:** A text input field containing '£3'.
- Tax paid:** A dropdown menu with 'Select the tax rate' selected.
- Are you putting money into the till or taking it out:** Two buttons, 'Cash out' (highlighted in green) and 'Cash in'.

At the bottom of the form, there is a navigation bar with three buttons: 'Open Cash Drawer' (with a red notification badge), 'Back to Till', and 'Save Petty Cash' (highlighted in green).

05 Confirm Or Return To Till

You will have an option to go back to the till or continue to use the petty cash function.



Powered by [guidde](#)