

Petty Cash

Client can use system to record company's petty cash expense, payment and confirm receive payment by staff.

New payment request at Finance > Payment register > New Request

System default staff as login staff, application date as today, but also allow to change manually.

New payment request

Staff: All | HKB2B Support (beauty)

Request date: 19 / Oct / 2021

Input new sequence number, press [Enter] to update the sequence.

Select date and shop

Select item type and details, details field also allow input content manually.

Input item amount, press [Enter] to display next line.

Item

Sequence: 1, 2

Date (Must input): 19 / Oct / 2021

Shop (Must input): HKB2B

Type (Must input): Stationery (Stationery) [New], Transportation (Transport) [New]

Details: Office Supplies-Pen, Taxi Claim

Amount (Must input): \$ 100.0, \$ 200.0

Buttons: Save, Submit

Press <Save> to save payment request, and the status will update to prepared.

Press <Submit> to submit payment request to company for approval.

Summary part, system display payment request amount by type.

Summary

Type	Total
Stationery (Stationery)	\$ 100.0
Transportation (Transport)	\$ 200.0
	\$ 300.0

Press <New> to create new item type

Type list

Code	Name	Display at	Updated by	Action
Stationery	Stationery	Payment and payment request	HKB2B Support (beauty) 4-Nov-2021 12:21 pm	Select Edit
Transport	Transportation	Payment and payment request	HKB2B Support (beauty) 4-Nov-2021 11:57 am	Select Edit

New type

Code:

Name:

Display at:

Input code and name, select "Display at", press <Submit> to create new item type.

Press <Details> to create new item details

Details list

Name	Updated by	Action
Office supplies	HKB2B Support (beauty) 4-Nov-2021 12:00 pm	Select Edit Delete
Taxi Claim	HKB2B Support (beauty) 4-Nov-2021 12:01 pm	Select Edit Delete

New details

Name:

Buttons: Submit, Reset, Close

Input name, press <Submit> to create new item details.

Search payment request at Finance > Payment register > Search

Search payment request

Request date	From <input type="text" value="1"/> / <input type="text" value="Oct"/> / <input type="text" value="2021"/> to <input type="text" value="31"/> / <input type="text" value="Oct"/> / <input type="text" value="2021"/> <input type="text" value="Last month"/>										
Request no	From <input type="text"/> to <input type="text"/> or <input type="text"/>										
Request staff	<table border="1"> <tr><td>All</td><td>All</td></tr> <tr><td>HKB2B</td><td>Amy Wong (ST01)</td></tr> <tr><td>New</td><td>Betty Chan (ST02)</td></tr> <tr><td></td><td>Carol Chu (ST03)</td></tr> <tr><td></td><td>HKB2B Support (beauty)</td></tr> </table>	All	All	HKB2B	Amy Wong (ST01)	New	Betty Chan (ST02)		Carol Chu (ST03)		HKB2B Support (beauty)
All	All										
HKB2B	Amy Wong (ST01)										
New	Betty Chan (ST02)										
	Carol Chu (ST03)										
	HKB2B Support (beauty)										
Status	<table border="1"> <tr><td>All</td></tr> <tr><td>Prepared</td></tr> <tr><td>Submitted</td></tr> <tr><td>Approved</td></tr> <tr><td>Paid</td></tr> <tr><td>Signed</td></tr> <tr><td>Deleted</td></tr> </table>	All	Prepared	Submitted	Approved	Paid	Signed	Deleted			
All											
Prepared											
Submitted											
Approved											
Paid											
Signed											
Deleted											

System allow search payment request by request date, request number, request staff and request status.



Search payment request list

Request no	Request date	Request staff	Status	Last updated staff, date	Total amount	Action
PRV2021100005	19-Oct-2021	HKB2B Support (beauty)	Prepared	HKB2B Support (beauty), 4-Nov-2021	\$ 300.00	<input type="button" value="Print"/> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Press payment request record to view detail and upload document.

Allow Print/Submit/Edit/Delete payment request

View payment request

View payment request

Request no	PRV2021100005
Staff	HKB2B Support (beauty)
Request date	19-Oct-2021
Total amount	\$ 300.0
Status	Prepared

Item

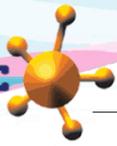
Sorting	Date	Shop	Type	Details	Amount	Upload document (pdf, jpg, jpeg, gif, png)
1	19-Oct-2021	HKB2B	Stationery (Stationery)	Office Supplies-Pen	\$ 100.0	receipt_stationary.jpg
2	19-Oct-2021	HKB2B	Transportation (Transport)	Taxi Claim	\$ 200.0	<input type="button" value="Upload"/> <input type="button" value="Clear selection"/> <input type="button" value="Browse..."/>

Summary

Type	Total
Stationery	\$ 100.0
Transportation	\$ 200.0
	<u>\$ 300.0</u>

Press <Browse> to select document, and then press <Upload> to upload document to related record.

After submit the payment request, staff with approve access right will be able to approve it.



Approve payment request

With related access right, staff allow search and approve submitted payment request.

Search payment request list						
Request no	Request date	Request staff	Status	Last updated staff. date	Total amount	Action
PRV2021100005	19-Oct-2021	HKB2B Support (beauty)	Submitted	HKB2B Support (beauty), 4-Nov-2021	\$ 300.00	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>

Issue payment after approved payment request

With related access right, staff allow undo approve the payment request.

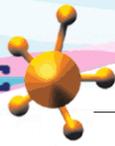
Search payment request list						
Request no	Request date	Request staff	Status	Last updated staff. date	Total amount	Action
PRV2021100005	19-Oct-2021	HKB2B Support (beauty)	Approved	HKB2B Support (beauty), 4-Nov-2021	\$ 300.00	<input type="button" value="Print"/> <input type="button" value="Undo approve"/> <input type="button" value="Pay"/>

Press <Pay> to record the payment of approved payment request.

Pay	
Payment reference number	<input type="text"/>
Pay through	Bank Transfer (transfer) ▼
Bank	DBS (DBS) ▼
Pay date	21 / Oct / 2021

 Submit

 Reset



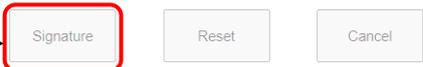
After payment issued, staff can sign to confirm the receipt of payment on mobile system.



Select application date to check the payment record and sign to confirm the payment receipt.

Confirm received payment						
Request no	Payment reference number	Request staff	Status	Last updated staff, date	Total amount	Action
PRV2021100005		HKB2B Support (beauty)	Paid	HKB2B Support (beauty), 4-Nov-2021	\$ 300.00	Print Sign

Press <Signature> button after staff signed, system will save the payment request as PDF.



Press <Sign> to sign

Payment request

Request no: PRV2021100005
Request date: 19-Oct-2021

Sequence	Date	Shop	Type	Remark	Amount
1	19-Oct-2021	HKB2B	Stationery	Office Supplies-Pen	\$ 100.0
2	19-Oct-2021	HKB2B	Transportation	Taxi Claim	\$ 200.0
					<u>\$ 300.0</u>
Summary					
Type					Total
Stationery					\$ 100.0
Transportation					\$ 200.0
					<u>\$ 300.0</u>

Payment reference number: (DBS)

Prepared by: HKB2B Support (beauty) 19-Oct-2021 Approved by: HKB2B Support (beauty) 4-Nov-2021

Date: 4-Nov-2021 Acknowledgereceipt :

After Signed

Press <PDF> to check signed payment request.

Confirm received payment						
Request no	Payment reference number	Request staff	Status	Last updated staff, date	Total amount	Action
PRV2021100005		HKB2B Support (beauty)	Sign	HKB2B Support (beauty), 4-Nov-2021	\$ 300.00	Print Re-sign PDF