



Petty Cash

Business Central Hungarian Localization

HRP Europe Kft.

TOC

Table of Content	2
1 Petty Cash handling in Dynamics 365 Business Central	3
2 Settings	4
2.1 Pre-settings.....	4
2.1.1 Set up Bank Account Cards.....	4
2.1.2 Create a journal template	5
2.1.3 No. Series	6
2.1.4 Set up Payment Methods.....	7
2.1.5 Cash Invoice Rounding Precision	7
2.2 Petty Cash Setup.....	9
2.3 To set up Petty Cash (cash desk).....	12
3 Cash periods	14
3.1 To open a period.....	14
3.2 Report Selection – Petty Cash	16
4 Creating Petty Cash Documents	17
4.1 Select the Cash Desk.....	17
4.2 Cash Desk History, re-printing cash documents.....	21
4.3 Posting Cash Journal entries.....	22
5 Petty Cash Title Codes	22
5.1 To add Petty Cash Title Codes	22
6 Purchase and Sales Invoices with Cash Payment Method	23

1 Petty Cash handling in Dynamics 365 Business Central

This document provides detailed insight into the functionality of managing transactions in Petty Cash in the Microsoft Dynamics 365 Business Central Hungarian Localization Package.

The Petty Cash function provides a flexible and transparent solution for businesses whose business processes play a role in cash transactions. You can use the Petty Cash feature to issue stand-alone cash receipts or issue sales or purchase invoices where payment method is cash. Petty Cash documents are automatically created and linked to invoices.

The module contains the following functions:

- **Set up Petty Cash**
- **Manage cash desks**
- **Define cash denomination**
- **Issue and print cash documents (receipt or payment)**
- **Manage cash periods and cash reports**
- **Automatic posting of cash movements**

2 Settings

To ensure that Petty Cash add-on is properly functioning you must first set up the module in accordance with the company's financial policy.

2.1 Pre-settings

2.1.1 Set up Bank Account Cards

To correctly set up Petty Cash add-on and ensure integration, you need to create **Bank Accounts**, as the cash-related automated postings are provided by Business Central Bank Account management. You need to create a Bank Account card per Petty Cash.

1. Click in the search box and type: **Bank Accounts**
2. After the menu item appears, click on the feature.
3. Press **New** button to create a new Bank Account card

← BANK ACCOUNT CARD | WORK DATE: 2020. 03. 17.

B00003 · Petty Cash - HUF

Report Bank Account Navigate More options

General [Show more](#)

Name	Petty Cash - HUF	Balance	0
Bank Branch No.		Blocked	<input type="checkbox"/>
Bank Account No.			

Communication

4. Fill the **Name** field
5. Set up the **Bank Account Posting Group**, select SPN from the list.
6. Set the **Valuation Method** to **Daily Exchange Rate**.

← BANK ACCOUNT CARD | WORK DATE: 2020. 03. 17. ✎ + 🗑

B00003 · Petty Cash - HUF

Report Bank Account Navigate | More options

General > Petty Cash - HUF 0

Communication >

Posting

Currency Code	<input type="text"/>	Balance Last Statement	<input type="text" value="0"/>
Last Check No.	<input type="text"/>	Bank Acc. Posting Group	<input type="text" value="SPN"/>
Transit No.	<input type="text"/>	Valuation Method	<input type="text" value="Daily Exchange Rate"/>
Last Statement No.	<input type="text"/>	Last Posting Date	<input type="text"/>
Last Payment Statement ...	<input type="text"/>	Average Exchange Rate	<input type="text" value="0,0"/>

2.1.2 Create a journal template

You need to create a G/L journal by cashier.

1. Click in the search box and type: **General Journal Templates**
2. On the ribbon of the list view that appears, select **New**
3. Fill the **Name** and **Description** fields.
4. Select **General** for **Type** field and select **Bank Account** for **Bal. Account Type** field.

← GENERAL JOURNAL TEMPLATES | WORK DATE: 2020. 03. 17. ✓ SAVED 📌 📄 🔗

🔍 Search + New Edit List Delete Open in Excel More options 🔎 ☰

Name ↑	Description	Type	Rec...	Bal. Account Type	Bal. Account No.	No. Series	Posting Series
→ PETTYCASH	Petty Cash	General	<input type="checkbox"/>	Bank Acco			
BEFIZ	Befizetések	Cash Receipts	<input type="checkbox"/>	G/L Account		FKV-BEV	
BESZERZÉS	Beszerezések	Purchases	<input type="checkbox"/>	G/L Account			
ELADÁS	Értékesítések	Sales	<input type="checkbox"/>	G/L Account			
FSZKÖZÖK	Befektetett eszközök fkv -i nánló	Assets	<input type="checkbox"/>	G/L Account		RF-NAPI	

5. Create a Journal Batch for Petty Cash. Click **Navigate**, then click **Template** and select **Batches**.

6. On the ribbon of the list view that appears, select **New** to create a new **Batch**
7. Enter The **Name** and **Description** freely
8. Select the previously created **Bank Account** as **Bal. Account No.**

← PETTYCASH PETTY CASH | WORK DATE: 2020. 03. 17.

General Journal Batches

Name ↑		Description	Bal. Account Type	Bal. Account No.	No. Series
→ PC-HUF	:	Petty Cash HUF	Bank Account	B00003	

2.1.3 No. Series

We need to create three new **No. Series** for Petty Cash documents.

- No. Series for Open Petty Cash documents
 - No. Series for posted Incoming Petty Cash documents
 - No. Series for posted Outgoing Petty Cash documents
1. Click in the search box and type: **No. Series**
 2. Select **New** from the menu and create three new **No. Series** with the appropriate **No. Series Lines** as well. Tick the **Default Nos.** for each new records.

← NO. SERIES | WORK DATE: 2020. 03. 17. ✓ SAVED

Code ↑	Description	Starting No.	Endi... No.	Last Date Used	Last No. Used	Default Nos.
PC-DOC-HUF	Petty Cash Documents HUF	PC-HUF-00001				<input checked="" type="checkbox"/>
PC-IN-HUF	Petty Cash Incoming Documents HUF	IN-HUF-00001				<input checked="" type="checkbox"/>
→ PC-OUT-HUF	Petty Cash Outgoing Documents HUF	OUT-HUF-00001				<input checked="" type="checkbox"/>

2.1.4 Set up Payment Methods

If you post a Purchase or Sales Invoice with Payment Method is cash then you can set up an automatic Petty Cash document creation as well. A prerequisite for that is the Cash Payment Method is set up correctly on the Payment Methods page.

How to set up Payment Methods:

1. Click in the search box and type: **Payment Methods**
2. On the ribbon of the list view that appears, select **New** to create a new **Payment Method** or **edit** the list to change an existing one
3. Enter **Code** and **Description**
4. The **Bal. Account Type** set to: **G/L Account**
5. **Check** in the **Cash** fields for billing and check in cash fields
6. For **Payment Type (Online Invoice)** field select **Cash**
7. Activate the **Petty Cash Mandatory** field

← PAYMENT METHODS ✓ SAVED

✕ You have changed Cash. Check the setting of Payment Type (Online Invoice).

Search + New Edit List Delete Translation Open in Excel More options

Code ↑	Description	Bal. Account Type	Cash	Payment Type (Online Invoice)	Petty Cash Mandatory	Bal. Account No.
BANK	Banki átutalás	G/L Account	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	
BNKCONVD...	Banki adakonverzió belföldi ba...	G/L Account	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	
BNKCONVI...	Banki adakonverzió nemzetközi...	G/L Account	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	
→ CASH	Cash	G/L Account	<input checked="" type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	
CSEFKK	Csekkes fizetés	G/L Account	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	

Note: Purchase or Sales Invoices with cash payment method has been selected can only be posted if you also select a Petty Cash code on the document. In addition, the dates (Posting Date, Document Date, Due date) must be monitored before posting, and posting is allowed only if the same dates are entered.

2.1.5 Cash Invoice Rounding Precision

To calculate the correct total for cash documents, you need to set the rounding precision for currencies (the smallest denomination for use must be specified). We have two options for setting cash rounding precision:

1. **Cash Rounding Precision by Currencies**

2. Cash Rounding Precision in LCY

Cash Rounding Precision on the selected Currency card:

1. Click in the search box and type: **Currencies**
2. On the ribbon of the list view that appears, select a currency and click **Edit**
3. Fill the **Cash Invoice Rounding Precision** field under the Rounding Fast Tab.
4. Set the **Cash Invoice Rounding Type** to "Nearest"

The screenshot shows the 'CURRENCY CARD' for EUR. The 'Rounding' section contains the following fields:

Invoice Rounding Pre...	0,01	Conv. LCY Rndg. Debi...	
Invoice Rounding Type	Nearest	Conv. LCY Rndg. Credi...	
Amount Rounding Pr...	0,01	Max. VAT Difference A...	0,00
Amount Decimal Places	2:2	VAT Rounding Type	Nearest
Unit-Amount Roundin...	0,001	Cash Invoice Roundin...	0,01
Unit-Amount Decimal...	2:5	Cash Invoice Roundin...	Nearest
Appln. Rounding Prec...	0,00		

The 'Cash Invoice Roundin...' fields are highlighted with a red box in the original image.

Cash Rounding Precision for local currency can be set on General Ledger Setup page.

1. Click in the search box and type: **General Ledger Setup**
2. Fill the **Cash Invoice Rounding Precision (LCY)** field under the General Fast Tab.
3. Set the **Cash Invoice Rounding Type (LCY)** to "Nearest"

General Ledger Setup

General | Posting | VAT | Bank | Journal Templates | More options

General Show more

Allow Posting From	<input type="text"/>	Unit-Amount Roundi...	<input type="text" value="0,00001"/>
Allow Posting To	<input type="text"/>	Unit-Amount Decima...	<input type="text" value="0:5"/>
Local Address Format	<input type="text" value="Post Code+City"/>	LCY Code	<input type="text" value="HUF"/>
Inv. Rounding Precisi...	<input type="text" value="1"/>	Local Currency Symbol	<input type="text" value="Ft"/>
Inv. Rounding Type (L...	<input type="text" value="Nearest"/>	Local Currency Descri...	<input type="text" value="Forint"/>
Cash Invoice Roundin...	<input type="text" value="5"/>	Tax Invoice Renaming...	<input type="text" value="0"/>
Cash Invoice Roundin...	<input type="text" value="Nearest"/>	VAT Rounding Type	<input type="text" value="Nearest"/>
Amount Rounding Pr...	<input type="text" value="1"/>	Bank Account Nos.	<input type="text" value="F-BANKSZLA"/>
Amount Decimal Plac...	<input type="text" value="0:2"/>		

2.2 Petty Cash Setup

On the Petty Cash Setup page, the user can set up features that affect all Petty Cash cards.

Open the Petty Cash Setup page:

1. Click in the search box and type: **Petty Cash Setup**

On the Petty Cash Setup page, you can specify the following parameters:

User Check: if activated then the Cash Desk can be closed by the assigned User. (See later at the Petty Cash User Rights function.)

Equal Account Type Mandatory: if activated then the account type and account number specified on the cash document header should be the same as on the cash document lines.

Post Journal On Close Petty Cash Doc.: Journal lines will be posted automatically when Petty Cash document turned to closed

Check Bal. Acc. No. on Gen. Jnl. Batch: Checking the setup of the General Journal assigned to the Petty Cash Account

Auto Create P.C. Doc. on Post Sal. Inv: Petty Cash document will be created automatically if the appropriate

Payment Methode was selected on the Sales Invoice.

Auto Create P.C. Doc. on Post Sal. Cr. Memo: Petty Cash document will be created automatically if the appropriate Payment Methode was selected on the Sales Credit Memo.

Auto Create P.C. Doc. on Post Purch. Inv.: Petty Cash document will be created automatically if the appropriate Payment Methode was selected on the Purchase Invoice.

Auto Create P.C. Doc. on Post Purch. Cr. Memo: Petty Cash document will be created automatically if the appropriate Payment Methode was selected on the Purchase Credit Memo.

← [edit] + [trash] ✓ SAVED [bookmark] [share] [refresh]

Petty Cash Setup

[Petty Cash User Rights](#) [Currency Denomination Units](#) | [Navigate](#) [Fewer options](#)

General

User Check Post Journal On Close...

Equal Account Type ... Check Bal. Acc. No. o...

Posting

Auto Create P.C. Doc. on Post Sal. Inv.

Auto Create P.C. Doc. on Post Sal. Cr. Memo

Auto Create P.C. Doc. on Post Purch. Inv.

Auto Create P.C. Doc. on Post Purch. Cr. Memo

In addition to the features listed above, on the Petty Cash Setup page you can set up **Petty Cash User Rights** and **Currency Denomination Units**.

Set up Petty Cash User Rights

If the **User Check** feature is turned on, only users set up for Petty Cash Desk can manage the specific Petty Cash activities.

← PETTY CASH USER RIGHT ✓ SAVED

Search + New Edit List Delete Open in Excel

User ID ↑	Petty Cash Code ↑	Currency Code	Default
→ BUD46-DEV1\BALAZS.MATE	PC-HUF		<input checked="" type="checkbox"/>

You can set up one Default cash desk per User per Currency. Later, when a purchase or sales invoice is created by the User after you select payment method, the default Petty Cash code will be filled under the Invoice Details FastTab.

Denomination units

If it is necessary to display cash by denomination during the cash desk closing then the denominations for that currency shall be determined.

In the **Denomination Units** window, you can define the following details:

← CURRENCY DENOMINATION UNITS ✓ SAVED

Search + New Edit List Delete Open in Excel

Currency Code ↑	Denomination Unit	Description	Factor ↑
→	5	5 Ft	5
	10	10 Ft	10
	20	20 Ft	20
	50	50 Ft	50
	100	100 Ft	100
	200	200 Ft	200
	500	500 Ft	500
	1000	1000 Ft	1 000
	2000	2000 Ft	2 000
	5000	5000 Ft	5 000
	10000	10000 Ft	10 000
	20000	20000 Ft	20 000

Currency code: If the denomination setting applies to the default local currency (LCY), the Currency Code field remains blank. Otherwise, you must set up the Currency code for that currency.

Denomination: Denomination unit ID.

Description: The denomination symbol that appears on the period checkout summary.

Factor: The unit that will be multiplied by the specified number of pieces during denomination.

2.3 To set up Petty Cash (cash desk)

1. Click in the search box and type: **Petty Cash** (In this case, you will open the first Petty Cash card in the Petty Cash list)
2. Click in the search box and type: **Petty Cash list** then click the code of the home office that you want to edit

← PETTY CASH ✓ SAVED

PC-HUF

New Process Report Navigate | More options

General

Code	PC-HUF	Balance	0
Name	Cash Desk HUF	Closed	<input checked="" type="checkbox"/>
Currency Code	<input type="text"/>		

Posting

Document No. Series ...	PC-DOC-HUF	Max. Balance	0
Petty Cash Receipt N...	PC-IN-HUF	Mandatory Denomin...	<input checked="" type="checkbox"/>
Petty Cash Payment ...	PC-OUT-HUF	Closing Period	Not Mandatory
Journal Template Na...	PETTYCASH	Strict Date Check	<input checked="" type="checkbox"/>
Journal Batch Name ...	PC-HUF	Check Negative Bala...	Never
Balance Limit Control ...	None		

on the Petty Cash page you can define the following details:

Code: unique identifier of the cash desk.

Name: name of the cash desk.

Currency code: the currency you have set up for the cash desk.

Closed: If activated, no additional cash document can be issued.

Document numbering Series: No. Series for open Cash documents

Petty Cash Receipt No. Series: No. Series for issued Incoming Cash documents

Petty Cash Payment No. Series: No. Series for issued Outgoing Cash documents

Journal Template Name: The ID of the journal template that you will use to create journal entries after the cash document has been closed.

Journal Batch Name: The ID of the journal batch which will be used to create journal entries after the cash document has been closed.

Balance Limit Control:

- **None** - The balance of the checkout is not checked
- **Maximum** - Checks to see if the checkout has reached the maximum balance

Max. Balance: the maximum cash pool that can be stored.

Mandatory Denomination: if the denomination of cash must be required in the periodic checkout reports, this setting must be activated.

Closing Period: the maximum number of days that can be recorded in open cash periods, which is checked before a new cash document is issued. If the number of days that exist in the open cash period reaches the value set here, it is possible to issue the cash document only if the period is closed and a new one is opened in accordance with the rules.

Optional values: **Not Mandatory, Per Day, Per Week, Per Month, Per Year**

For example, if the opening date is 01.01.2020, the closing period weekly, you can only record a cash document from 01.01.2020 to 07.01.2020. Periods are calculated in the standard BC.

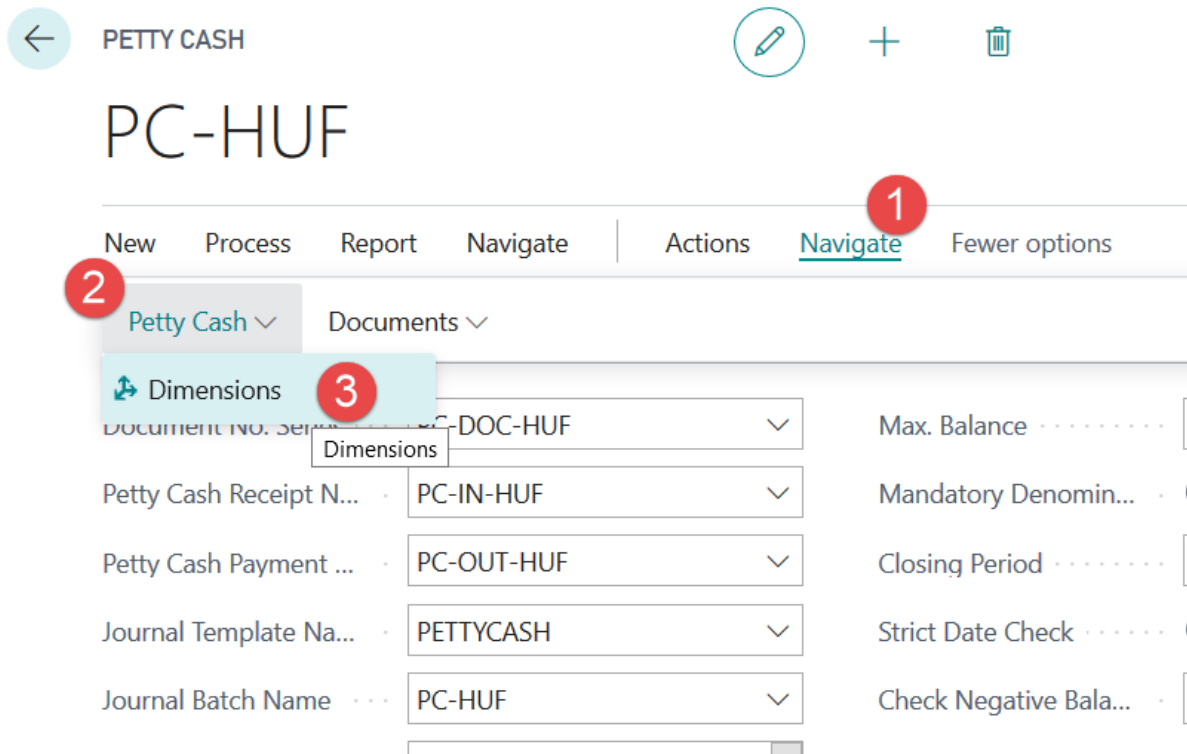
Strict date check: A cash document can only be issued with the same Document Date as today.

Check Negative Balance:

- **Never** - The balance of the cash desk is not checked.
- **Warning** - A warning message is displayed if the issued current document changes the balance of its cash desk to a negative amount.

- **Error** - Displays an error message if the issued current document changes the balance of its cash desk to a negative amount, the error message prevents the cash document from closing.

Dimensions: Default Dimensions can be assigned to the cash desk, available from the Navigation menu.



3 Cash periods

3.1 To open a period

A receipt and payment can only be recorded if the Petty Cash Desk has an open cash period. Periods are managed using the **Period Open** and **Period Closing** functions available on the Petty Cash page. You can open a period if there is no other open period for the Cash Desk and the opening date does not precede the closing date of the previous period.

Steps to open a Cash Desk period:

1. Click in the search box and type: **Petty Cash List**
2. After the menu item appears, click on the feature.
3. Select the Petty Cash desk on which you want to open the period

4. On the ribbon, click **Process**
5. Click **Open Period**
6. Enter the **Opening Date**

← PETTY CASH | WORK DATE: 2020. 03. 18. + ✓

PC-HUF

New **Process** Report Navigate | More options

Open Period Close Period

Code	PC-HUF	Balance	<input type="text"/>
Name	Cash Desk HUF	Closed	<input type="checkbox"/>
Currency Code	<input type="text"/>		

Posting

7. Open period appears on **Petty Cash** page

← PETTY CASH | WORK DATE: 2020. 03. 18. ✓ SAVED

PC-HUF

New Process Report Navigate | More options

Posting

Document No. Series ... <input type="text" value="PC-DOC-HUF"/>	Max. Balance ... <input type="text" value="0"/>
Petty Cash Receipt N... <input type="text" value="PC-IN-HUF"/>	Mandatory Denomin... <input type="checkbox"/>
Petty Cash Payment ... <input type="text" value="PC-OUT-HUF"/>	Closing Period ... <input type="text" value="Not Mandatory"/>
Journal Template Na... <input type="text" value="PETTYCASH"/>	Strict Date Check ... <input type="checkbox"/>
Journal Batch Name ... <input type="text" value="PC-HUF"/>	Check Negative Bala... <input type="text" value="Never"/>
Balance Limit Control ... <input type="text" value="None"/>	

Periods | Manage More options

Opening Date	Opening Balance	Incomes	Expenses	Closing Balance	Clos...	Closing Date
→ 2020. 03. 02. ⋮	0	0	0	0	<input type="checkbox"/>	

3.2 Report Selection – Petty Cash

1. Click in the search box and type: **Report Selection - Petty Cash**

The layout used for printing the cash document must be set up for both the Payment and the Receipt.

The code for the template (**42020102 - Petty Cash Document**) that is developed for this purpose can be selected in the Report ID.

← REPORT SELECTION - PETTY CASH

Search + New Edit List Delete Open in Excel

Usage

Sequence ↑	Report ID	Report Caption
→ 1 ⋮	42020102	Petty Cash Document

4 Creating Petty Cash Documents

4.1 Select the Cash Desk

1. Click in the search box and type: **Petty Cash List**
2. After the menu item appears, click on the feature
3. You must select the **Cash Desk** for which you want to open a cash receipt
4. On the ribbon, click **New**
5. Then select whether you want to record an **Incoming Document** or **Outgoing Document**

← PETTY CASH | WORK DATE: 2020. 03. 18. ✓ SAVED

PC-HUF

1 New Process Report Navigate More options

2 Incoming Document Outgoing Document

Code PC-HUF Balance 0

Name Cash Desk HUF Closed

Currency Code

Posting

Document No. Series ... PC-DOC-HUF Max. Balance 0

Petty Cash Receipt N... PC-IN-HUF Mandatory Denomin...

Petty Cash Payment ... PC-OUT-HUF Closing Period Not Mandatory

Journal Template Na... PETTYCASH Strict Date Check

Journal Batch Name ... PC-HUF Check Negative Bala... Never

Balance Limit Control ... None

6. Select the **Incoming Document** function.

← PETTY CASH INCOMING DOCUMENT | WORK DATE: 2020. 03. 18. ✎ + 🗑

Receipt · PC-HUF-00001

Process | Navigate | More options

General

No. PC-HUF-00001	VAT Registration No.
Petty Cash Code PC-HUF	Document Date 2020. 03. 18. 📅
Account Type G/L Account ▼	Currency Code
Account No. ▼	Department Code ▼
Name	Project Code ▼
Name 2	

Lines | Manage | More options 🔗

Petty Cash Title	Account Type	Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bu Posting
→	G/L Account						

The No. filed is automatically populated based on the Cash Desk setup.

For the **Account type**, you can choose one of the following: *Ledger Account, Customer, Vendor, Employee*. Depending on the account type you select, you can select a value in the **Account No.** field. The *Name* and *VAT Registration No.* fields are filled in automatically if they exist on the partner’s datasheet.

7. Set the **Account Type to Customer**
8. Select Customer **10000 – Balux Kft.** for the **Account No.**

← PETTY CASH INCOMING DOCUMENT | WORK DATE: 2020. 03. 18. ✎ + 🗑

Receipt · PC-HUF-00001

Process | Navigate | More options

General

No. PC-HUF-00001	VAT Registration No. 789456278
Petty Cash Code PC-HUF	Document Date 2020. 03. 18. 📅
Account Type Customer ▼	Currency Code
Account No. 10000 ▼	Department Code ÉRT ▼
Name Balux Kft.	Project Code ▼
Name 2	

Lines | Manage | More options 🔗

Petty Cash Title	Account Type	Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bu Posting
→	Customer	10000					

The **Document Date** field is automatically filled in with the *Work Date*.

You can record cash movements in the **Petty Cash Lines**:

Sorok | Kezelés | Sor | Fewer options 🔗

HÁZIPÉNZT... JOGCÍMKÓD	SZÁMLA...	SZÁMLASZ... ▼	MEGNEVEZÉS	FŐKÖNYVI KÖNYVE...	ÜGYLETKÖ... CSOPORT	TERMÉKKÖ... CSOPORT	ÁFA- ÜGYLETKÖ... CSOPORT	ÁFA- TERMÉKKÖ... CSOPORT
	Vevő	01121212						

Petty Cash Title: It is a standard code where you can define recurring type business transactions

Account type: Options are G/L Account Account, Customer, Vendor, Employee. It inherits the value from the values in the head. If a Petty Cash Title code is set up, it will be filled automatically.

Account number: The number of the specific account or contact. It inherits the value from the values in the head. If a Petty Cash Title code is set up, it will be filled automatically.

Applies-to Doc. Type and Applies-to Doc. No.: Similar to General Journals, it helps to reconcile open invoices with the cash document

Description: description of the transaction.

Amount: amount of cash received/payed

9. Fill the Description field: **Test receipt**

10. Fill the Amount field: **100000,-**

← PETTY CASH INCOMING DOCUMENT | WORK DATE: 2020. 03. 18. ✎ + 🗑️ ✓ SAVED

Receipt · PC-HUF-00001

Process | Navigate | More options

No.	PC-HUF-00001	VAT Registration No.	789456278
Petty Cash Code	PC-HUF	Document Date	2020. 03. 18.
Account Type	Customer	Currency Code	
Account No.	10000	Department Code	ÉRT
Name	Balux Kft.	Project Code	
Name 2			

Lines | Manage | More options

Petty Cash Title	Account Type	Account No.	Description	Amount	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Departm Code
→	Customer	10000	Balux Kft.	100 000						ÉRT

11. Select the **Close and Print** function from the **Process** menu for posting and printing the cash receipt.

← PETTY CASH INCOMING DOCUMENT | WORK DATE: 2020. 03. 18. ✎ +

Receipt · PC-HUF-00001

1 Process | Navigate | More options

2 🗑️ Close 🖨️ Close And Print

Petty Cash Code	PC-HUF	
Account Type	Customer	C
Account No.	10000	C
Name	Balux Kft.	P

12. The **Cash Receipt** layout for printing appears



Receipt Cash Document

CRONUS Magyarország ZRt. Rétköz utca 5. II. emelet 1118 Budapest Budapest VAT Registration No. 25997053-2-43		Document No. IN-HUF-00001 Document Date 2020-03-18 Petty Cash Code PC-HUF Currency			
Payer's Name and VAT Registration No. Balux Kft. 789456278					
Petty Cash Title	Type	No.	External Document No.	Description	Amount
	Customer	10000		Test receipt	10 000
					10 000
					Say: TENTHOUSAND FT
Drawer:		Controller:		Remitter:	
Accountant:		Cashier:		Payer's signature: Identification Document:	

4.2 Cash Desk History, re-printing cash documents

Closed and posted cash documents can be find in the following way:

1. Click in the Search box and type: **Closed Incoming Documents** or **Closed Outgoing Documents**
2. Select the **Print** function for re-printing the document.

CRONUS HUNGARY | Sales | Purchasing | Inventory | **Petty Cash** | Posted Documents | Setup & E

Closed Incoming Documents: All | Search | **Print...** | Open in Excel | More options

Document Type ↑	No. ↑	Petty Cash Code	Account Type	Account No.	Name	VAT Registration No.	Currency Code
Receipt 1	IN-HUF-00...	PC-HUF	Customer	10000	Balux Kft.	789456278	

4.3 Posting Cash Journal entries

Check the created Petty Cash record in the petty cash general journal line. (remember we do not set automatic posting on the Petty Cash Setup page)

1. Click in the Search box and type: **General Journals**
2. Select **Petty Cash journal**
3. Check the journal line and **Post** it. (The line is copied from the cash document and the Balance Account also filled automatically based on the setup)

GENERAL JOURNALS | WORK DATE: 2020. 03. 18. | SAVED | Print | Refresh

Batch Name: PC-HUF

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Account Name	Description	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Cu
2020. 03. 18.	2020. 03. 18.	Payment	IN-HUF-000...	Customer	10000	Balux Kft.	Test receipt	-10 000	-10 000	Bank Account	B00003	

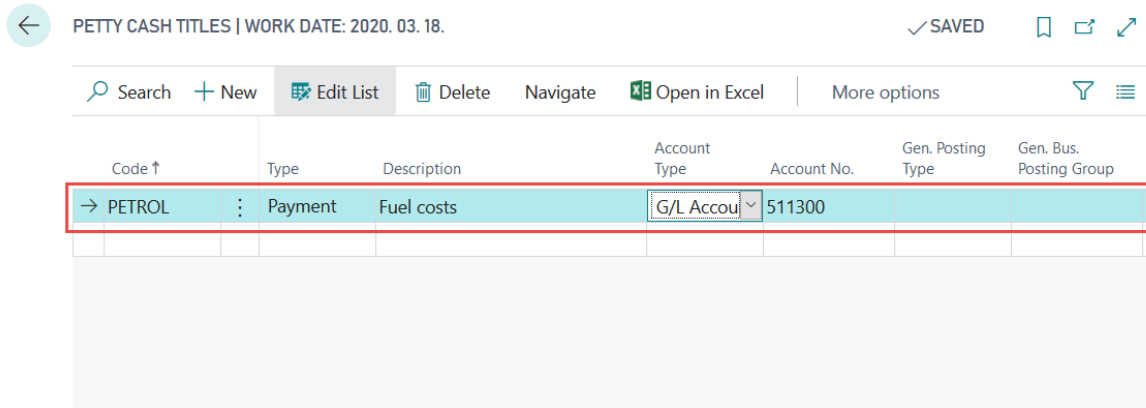
5 Petty Cash Title Codes

When you record cash transactions then you can set up pre-defined Petty Cash Title codes on the lines making it easier to record data. (Similar to Standard Sales or Purchase Codes on Sales/Purchase Invoices)

5.1 To add Petty Cash Title Codes

1. Click in the Search boks and type **Petty Cash Titles**

2. Select **New** from the menu
3. Fill the Code field and add all details too



6 Purchase and Sales Invoices with Cash Payment Method

As described in the Set up payment methods section if the Petty Cash solution is set up in a payment method then a cash document will be created after the invoice has been posted.

The following settings must be activated on the **Petty Cash Setup** page:

- Auto Create P.C. Doc. on Post Sal. Inv
- Auto Create P.C. Doc. on Post Sal. Cr. Memo
- Auto Create P.C. Doc. on Post Purch. Inv
- Auto Create P.C. Doc. on Post Purch. Cr. Memo

Users can make Sales Invoice in cash in the following way:

1. Click in the search box and type: **Sales Invoice**
2. On the ribbon of the list view that appears, select **New** to create a new **Sales Invoice**
3. Select **Customer**
4. Set the **Posting Date**, **VAT Date**, and **Due Date** to the same date (in the open cash desk period)

SALES INVOICE | WORK DATE: 2020. 03. 18. ✓ SAVED

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Posting Prepare Invoice Release Request Approval Navigate More options

General Show more

Customer Name	Balux Kft.	VAT Date	2020. 03. 18.
Contact	Adorján Tamás	Due Date	2020. 03. 18.
Posting Date	2020. 03. 18.		

5. On the **Invoice Details** FastTab in the **Payment Mode code** select the **CASH** payment method.
6. On the **Invoice Details** FastTab the **Bal. Petty Cash** field should automatically populated.

SALES INVOICE | WORK DATE: 2020. 03. 18. ✓ SAVED

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Invoice Details Show less

Currency Code		Department Code	ÉRT
Shipment Date	2020. 03. 18.	Project Code	
Prices Including VAT	<input checked="" type="checkbox"/>	Payment Discount %	2
VAT Bus. Posting Group	BELFÖLD	Pmt. Discount Date	2020. 03. 26.
Payment Terms Code	1H(8N)	Direct Debit Mandate ID	
Payment Method Code	CASH	Location Code	
Bal. Petty Cash	PC-HUF	VAT Registration No.	789456278
EU 3-Party Trade	<input checked="" type="checkbox"/>	EU VAT Registration No.	
EU 3-Party Intermediate	<input checked="" type="checkbox"/>	Group VAT ID	

7. Enter a Sales Line, Type=Item, No.=C00001 - Consultancy
8. Use the **Post** function to post the invoice.
9. The **Posted Sales Invoice** and the **Petty Cash Closed Incoming Document** are created.