

Steps on how to Petty Cash:

Petty Cash: There is only two reasons why you should be using petty cash. 1. James the Bean Sprout Man 2. Dollar Store

1. **Petty Cash Button:** On the main screen click on the “More” button. Then you’ll see the “Petty Cash” button. After pressing the button, it should be open to a new window.



2. **Type in Amount:** Type in the correct amount that needs to be given or that has been taken out of the till.
3. **Cash:** Give the correct cash out to the Customer. ****Reminder that if you give the wrong cash to the customer that it effects your tips****
4. **Receipts:** A receipt will print out for the Petty Cash transaction. If you have a receipt of purchase, please staple both copies together.
5. **Petty Cash:** Now that you have finished all the steps you’ll have to put the petty cash receipt in the envelop labelled “Petty Cash”. Please ask If you do not know where it is located. Do not put the petty cash receipt with the other Debit receipts, it needs to be kept separate.