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102 – MANAGING CASH

How to Manage the Petty Cash Log Sheet and Balance the Cash in Bag:

NOTE: Use calculator if necessary

- Look at the BR#'s on the Cash Log Sheet, make sure these payments have been entered into FileMaker
- Balance the Cash Log Sheet in the Bag.
- Count the Cash in the bag.
- Make sure that the last balance recorded plus all the transactions on log equal the cash amount in bag.
- If not, decide Theft or Tip?, Speak with Chance about it. He should know this type of information.
- Make a Cash Deposit.
- On the Cash Log Sheet, Note the Deposit and the amount taken out of the bag.
- Place a line under the next space after you entered the amount you took out to deposit.

Possible Situations:

If transaction on cash log does not equal paid invoice amounts received, then the difference will have to be offset to make a deposit.

If the amount in bag does not equal the amount you need to deposit from paid invoices, you will need to still note/enter the BR#'s on the QB deposit and the Deposit Slip for acknowledgment of the invoice that was paid.

Do as you would in Quickbooks for a cash deposit however, in Memo section of QB Deposit: Write the BR#, last name, amt of cash. Proceed by entering 0 for the amount.

Same on Deposit Slip, 1.Name 2. BR#, strike a line through in amount.

Balance tip vs. regular tip

- In the Cash Log Sheet, Write in the amount received for the invoice paid first.
- Next line, Date, TIP, Last name of Client, Amount to be added in.
- Balance it out.
- Be sure that there is about \$25 worth of change in the bag. 1's 5's, quarters, dimes, nickels and pennies.
- If change is needed, please go to the bank and get change for a large bill so there are no inconveniences where a client can't pay a bill because we don't have change.