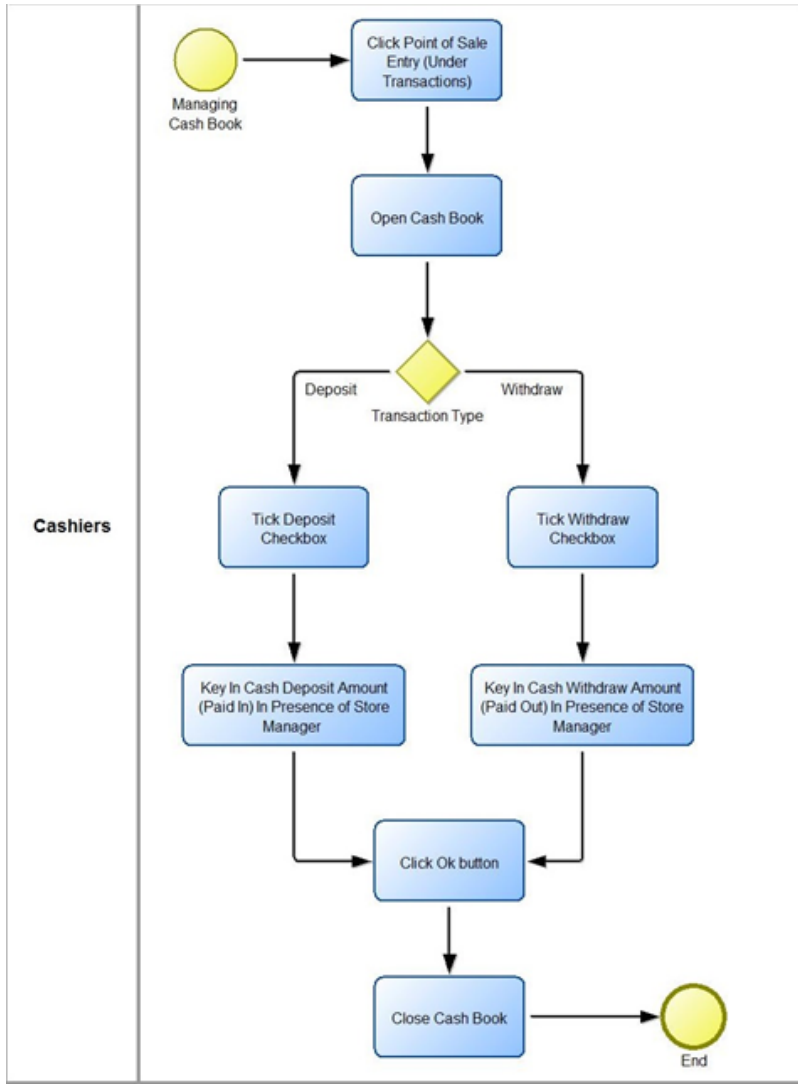


Managing Cash Book

- For any deposit of cash (opening cash balance – Paid In) or withdrawal of cash (petty cash – Paid Out)
- Click on cash book and fill in type of cash movement and amount.
- Cashier Supervisor should be present during Paid In Paid Out activities.

The screenshot shows a software window titled "Cash Book Entry" with a sub-header "Cash Book Entries". Below the header is a search bar. The main area contains a table with columns "Type", "Memo", and "Amount". Below the table are two radio buttons: "Deposit" and "Withdrawal", both of which are circled in red. Below the radio buttons are two input fields: "Amount" and "Employee". The "Employee" field is a dropdown menu currently showing "EMP003 - Elvy ee". Below these fields is a "Memo" text area. At the bottom right of the window are "OK" and "Cancel" buttons.

Process Flow



Samooha(s) PTE LTD

Video