



Account	Description	Nett	GST	Amount
201	Consumables Purchased	20.00	2.50	22.50
313	General Expenses	30.00	3.75	33.75
103	Office Supplies	10.00	1.25	11.25
System ID		60.00	7.50	67.50

2. Note: Remember to change the Bank A/c to the Petty Cash Control A/c and remember to account for GST correctly on each item entered as per the expense receipt.
3. Reconcile petty cash on a weekly basis (daily if necessary).  
For example:
  - A. Count money in petty cash tin (\$32.50)
  - B. Tally petty cash receipts. (67.50)
  - C. A + B should equal \$100.00.
4. Using the above example our petty cash float will now be reduced from \$100 to \$32.50. The amount of \$67.50 will need to be reimbursed to the petty cash float to keep it at \$100.00.

### ***Reimbursing the Petty Cash Float***

1. Cash another cheque for \$67.50, bringing petty cash up to \$100.00 again.
2. In VisionVPM prepare a Cashbook Payment to the Petty Cash General Ledger code.

Account	Description	Nett	GST	Amount
449	Petty Cash Control	67.50	67.50	
System ID		67.50	67.50	

Your Petty Cash Float should now be back to \$100.00 and your General Ledger account for the Petty Cash Control should also be back at \$100.00.

Please contact us if you have any questions.