

Petty Cash Management Application

Overview

The **Petty Cash Management** Application is an in-house developed project that helps organizations track daily expenses through a structured, month-wise book system. It enables expense recording, cash replenishment management, and transparent workflows between Managers and Cashiers, improving financial control and accountability.

Business Problem

Organizations handling petty cash manually often face:

- Lack of visibility into daily expenses
- Mismanagement of opening and closing balances
- Delays in cash replenishment approvals
- Missing or untracked expense receipts
- Limited accountability between cashier and manager

A centralized digital solution was required to ensure accurate tracking and streamlined approvals.

Objectives

The application was developed to:

- Maintain petty cash records month-wise
- Record opening balances for each month
- Track daily expenses systematically
- Enable structured cash replenishment workflows
- Provide separate dashboards for Manager and Cashier
- Allow receipt uploads for expense verification

System Structure & Workflow

Step 1: Monthly Book Creation

- User creates a **monthly petty cash book**.
- Opening balance is entered at the beginning of the month.

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Step 2: Daily Expense Entry

- Cashier records daily expenses.
- Each entry includes amount, description, and receipt upload.
- Running balance updates automatically.

Step 3: Cash Replenishment Process

- When funds run low, Cashier raises a replenishment request.
- Manager reviews and approves/rejects the request.
- Approved amount updates the balance.

Step 4: Dashboard Management

- Cashier Dashboard:
- Manager Dashboard:

Key Features

- Month-wise book management
- Opening balance setup
- Real-time balance tracking
- Receipt upload for expense validation
- Role-based dashboards
- Cash replenishment approval workflow
- Transparent expense visibility

Conclusion

The Petty Cash Management Application transforms traditional petty cash handling into a structured, transparent, and accountable digital process. By organizing expenses month-wise, enabling real-time tracking, and integrating role-based dashboards with approval workflows, the system ensures efficient cash control and better financial governance within organizations.

Petty Cash Management Application

TerraNerve Cashier Dashboard 🔔 🏠 PD

Home

Lookups

Category

User Accounts

Role & Permissions

Monthly Closing

📅 12

Total Petty Cash Books

₹ 240

Total Cash in Circulation

🕒 8

Inactive Books

🚫 3

Books with Low Balance

📅 5

Overdue Month Closures

Petty Cash Book Management 🔍 Search [+ Create New Book](#)

#	BOOK NAME	MONTH	OPENING BALANCE	CURRENT BALANCE	EXPENSES	STATUS	ACTIONS
1	Marketing Petty Cash	January 2024	₹5,000.00	₹4,250.00	₹750.00	Active	⋮
2	Operations Petty Cash	January 2025	₹3,000.00	₹450.00	₹2,550.00	Low Balance	<ul style="list-style-type: none"> ✎ Edit 📄 Open ➕ Add Expense 🔄 Request Replenishment ✕ Close Book 📅 Open Next Month Book
3	HR Petty Cash	December 2025	₹4,000.00	₹3,800.00	₹200.00	Active	⋮
4	Marketing Petty Cash	January 2024	₹5,000.00	₹5,200.00	₹4,800.00	Active	⋮
5	Marketing Petty Cash	January 2025	₹5,000.00	₹5,200.00	₹4,800.00	Closed	⋮
6	Operations Petty Cash	January 2026	₹3,000.00	₹3,100.00	₹2,900.00	Closed	⋮

Raised Requests 🔍 Search

🔍 Search by Request ID, Book Name, Cashier, or Reason...

#	BOOK NAME	MONTH	REQUEST TYPE	REQUESTED AMOUNT	REASON	REQUESTED BY	REQUEST DATE	PRIORITY	REMARK	STATUS	ACTION
1	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Pending	⋮
2	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Accepted	⋮
3	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Rejected	⋮
4	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Pending	⋮
5	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Accepted	⋮
6	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Rejected	⋮
7	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Rejected	<ul style="list-style-type: none"> ✎ Edit 📄 Raised Request

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Monthly Closing

Petty Cash Book 📅 2026

2026

January [📄 Open Book](#)

OPENING ₹ 18125.00

RECEIVED ₹ 2900.00

SPENT ₹ 1970.00

CLOSING ₹ 19055.00

February [📄 Open Book](#)

OPENING ₹ 14000.00

RECEIVED ₹ 2500.00

SPENT ₹ 1770.00

CLOSING

2025

January [📄 Open Book](#)

OPENING ₹ 12550.00

RECEIVED ₹ 3500.00

SPENT ₹ 2050.00

CLOSING -

February [📄 Open Book](#)

OPENING ₹ 14000.00

RECEIVED ₹ 2500.00

SPENT ₹ 1770.00

CLOSING -

March [📄 Open Book](#)

OPENING ₹ 14730.00

RECEIVED ₹ 3000.00

SPENT ₹ 2210.00

CLOSING ₹ 15520.00

April [📄 Open Book](#)

OPENING ₹ 15520.00

RECEIVED ₹ 2300.00

SPENT ₹ 1585.00

CLOSING ₹ 16135.00

May [📄 Open Book](#)

OPENING ₹ 16135.00

RECEIVED ₹ 1800.00

SPENT ₹ 1740.00

CLOSING ₹ 16195.00

May [📄 Open Book](#)

OPENING ₹ 16195.00

RECEIVED ₹ 1800.00

SPENT ₹ 1740.00

CLOSING ₹ 16195.00

June [📄 Open Book](#)

OPENING ₹ 16195.00

RECEIVED ₹ 2600.00

SPENT ₹ 2130.00

CLOSING ₹ 16665.00

July [📄 Open Book](#)

OPENING ₹ 16665.00

RECEIVED ₹ 2800.00

SPENT ₹ 2190.00

CLOSING ₹ 17275.00

August [📄 Open Book](#)

OPENING ₹ 17275.00

RECEIVED ₹ 2300.00

SPENT ₹ 1740.00

CLOSING ₹ 17835.00

September [📄 Open Book](#)

OPENING ₹ 17835.00

RECEIVED ₹ 2100.00

SPENT ₹ 1810.00

CLOSING ₹ 18125.00

October [📄 Open Book](#)

OPENING ₹ 18125.00

RECEIVED ₹ 2900.00

SPENT ₹ 1970.00

CLOSING ₹ 19055.00

November [📄 Open Book](#)

OPENING ₹ 18125.00

RECEIVED ₹ 2900.00

SPENT ₹ 1970.00

CLOSING ₹ 19055.00

December [📄 Open Book](#)

OPENING ₹ 18125.00

RECEIVED ₹ 2900.00

SPENT ₹ 1970.00

CLOSING ₹ 19055.00

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Cashier Dashboard
🔔 🏠 PD

- 🏠 Home
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- 📅 Monthly Closing

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Add Expense - Book Name

Expense Category *

Expense Date *

Amount *

Paid To *

Description / Purpose *

Receipt & Proof *

Drop your receipt here, or browse
Supports: JPG, PNG, PDF (Max 5MB)

No Receipt Available

Receipt Photo

Open Camera
Or drop an image file here

Please fill all required fields to submit

6	Marketing Petty Cash	Jan 2025	Replenishment	₹5,000	Low balance	Prajakta	5-Jan-2026	Urgent	Balance below safety limit.	Rejected	
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