



Get the most out of



# Petty Cash & Cash Up User Guide

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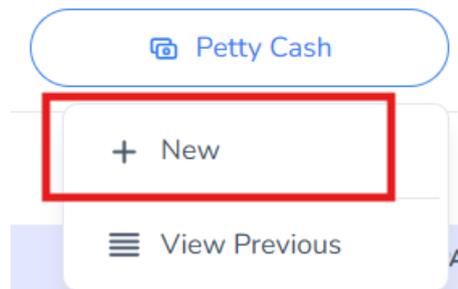
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# Petty Cash

To enter **Petty Cash** go **Transactions** menu and select **Petty Cash** from the options across the top.



Select this at any point during the day, it doesn't have to be done at cash up.



Click on **New**

To add an item of petty cash click on the circle with the cross.



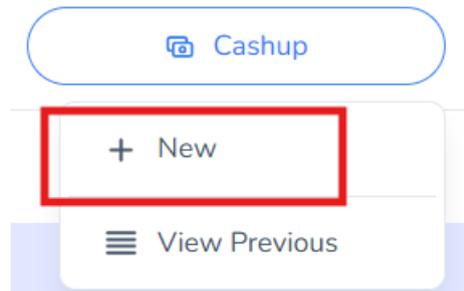
A list of employee's will be available, click on the person who has spent the money, enter a description of the item/service the money has paid for, then select the category which the purchase falls into from the drop down list and then the VAT will be calculated. Click **Save** to add. IF an item is entered in error then the red circle with trash can will delete the entry.

# Cash Up

Cash up is accessed via the **Transactions** menu item. Across the top of that page will be:



Then select **New** to begin the current cashup.



Selecting the **Cashup** option the first time will ask for a **Float** amount. This will remain as the float until money is taken out of the till for petty cash as an example.

The **View Previous** will allow access to previously completed cashup's.

A **new** cashup will give you two options to enter the cash in the till. The first option is to put in the denominations of all the cash within the till including the petty cash.

A screenshot of the 'New Cashup' form. At the top, it says 'New Cashup - 25/11/2024 (Brownbury)' and 'Previous Cashup: 13/09/2024 - 16:49'. There are buttons for 'Close', 'Abandon', and 'Next'. A checkbox 'Enter Denominations' is checked. The form is divided into 'Coins: (£0.00)' and 'Notes: (£0.00)'. The 'Coins' section has input fields for £2, £1, 50p, 20p, 10p, 5p, 2p, and 1p. The 'Notes' section has input fields for £50, £20, £10, and £5. Below this is a table with 'PAYMENT METHOD' and 'TOTAL COUNTED' columns. The 'Cash' method is selected, and the total counted is £0.00. There is a 'Notes' text area at the bottom.

However, if the denominations are required, the tick can be take out of the **Enter Denominations** field. This will give the following:

Simply enter the total amount of cash in the til.

If there have been any other payment types taken in Nova, such as Card payments, then the total amount will need to be entered here as well. Click **Next**.

Close Abandon New Cashup - 25/11/2024 (Moorefurt) Previous Cashup: 12/11/2024 - 11:10 Next

Enter Denominations

PAYMENT METHOD	TOTAL COUNTED
Cash	£ 0
Card	£ 0

Notes

At the top of the following window will show any opening float entered, an **additional** float can be added here too so if there is a need to increase that float it can be done here. **Petty cash** entered will show as a total and any cash that is being banked can be entered.

Back New Cashup - 25/11/2024 (Moorefurt) Previous Cashup: 12/11/2024 - 11:10 Save & Lock Save

Opening Float Additional Float Sales Petty Cash To Be Banked Closing Float

£ 0.00 £ 0.00 £ 0 £ £ 0 £ 0

PAYMENT METHOD	TOTAL COUNTED	TOTAL CALCULATED	DIFFERENCE
Cash	£0.00	£0.00	£0.00
Card	£35.53	£35.53	£0.00

Notes

Enter the amounts for cash and card entered on the previous page will enable Nova to calculate if the computed amounts are the same as the amounts entered within cash up. Any difference will be highlighted on the right. This cash shows the **Total Counted** and the **Total Calculated** within Nova has no difference, therefore the cash up has balanced.

If there is a difference, then it would have to be found before the cash up can be completed and the end of day done. This can be done by running transactions reports within Nova.\*

On the top right of the window there are two buttons, **Save & Lock** and **Save**. **Save** means that the cash up can be temporarily saved. This doesn't end the day. This will simply enable the cash up to be finished later. **Save & Lock** will end the days trading and close the till for the day. This action **CANNOT** be reversed.

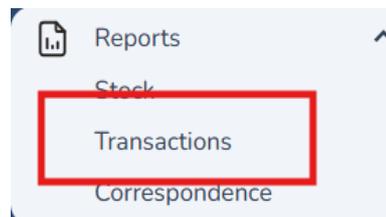
## NOTE

If there is a requirement to abandon a cash up and start again, this can be done by clicking on the **Abandon** Button.



## Difference

\*If there is a difference a good report to run would be the **Transaction** report, **Payments Detailed**).



### Transactions Reports

REPORT	
Sales By Group	Select
Sales By Item	Select
Sales (Detailed)	Select
Payments By Group	Select
Payments By Method	Select
Payments (Detailed)	Select
Balances	Select
Discounts	Select
Credits	Select
Refunds	Select

This report will show a list of payments from patients, the amount paid and the payment method. This will help to identify which payment may have been put through on an incorrect payment method.