Cash Payment

Module Guide: Cash Payment

Module Location

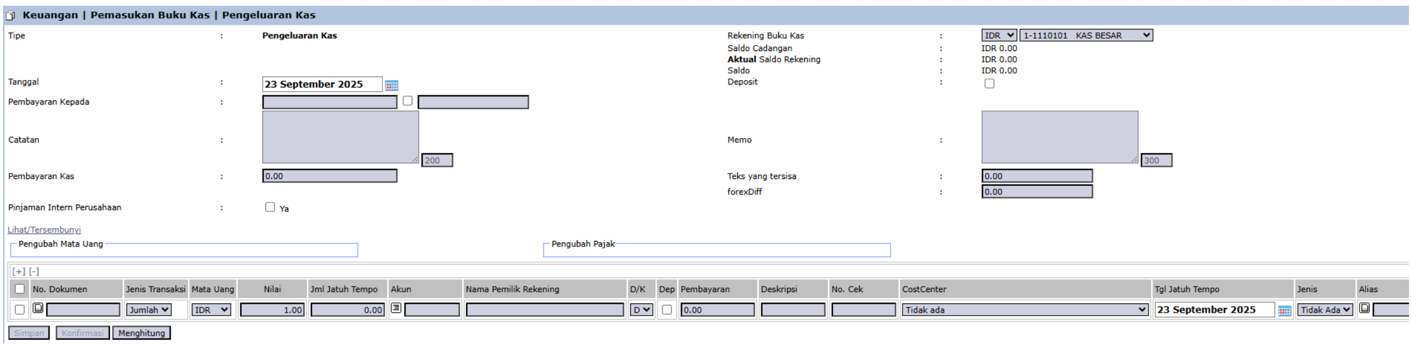
Finance > Cash Book Entry > Cash payment

Module Objective

The **Cash Disbursement/Payment** module is a transactional module specifically used to record all expenditures of money in the form of **physical cash**. Its main functions are to pay bills from suppliers (vendors) in cash or to record other direct cash expenditures (for example, for petty cash).

1. Main View (Cash Disbursement Entry Form)

The main page of this module is a form for inputting the details of a cash disbursement. The process begins by creating a new document which will then be displayed in the **Cash/Bank Outflow List** module.



2. Steps to Record a Cash Disbursement

Step 1: Fill in Header Information

At the top of the form, fill in the main details of the cash payment:

- **Type**: Select the type of expenditure, in this case, **Cash Disbursement**.
- **Date**: Enter the date the cash was paid out (e.g., September 23, 2025).
- **Cash Payment**: Enter the total amount of cash disbursed.
- **Cash Book Account**: **Important!** Select the company's cash account that is being used for the payment from the dropdown (e.g., MAIN CASHIER).
- **Notes / Memo**: Provide any relevant descriptions or notes.

Step 2: Allocate the Payment

In the detail table at the bottom, you will detail the purpose of this cash expenditure:

1. Click the **[+]** icon to add a new row.
2. **To Pay an Invoice**: In the **Document No.** column, find and select one or more purchase invoice numbers being settled by this payment.
3. **For a Direct Expense**: Leave the **Document No.** blank. Directly select the appropriate expense **Account** (e.g., 'Travel Expense' or 'Office Supplies Expense') and allocate it to the relevant **CostCenter**.

Step 3: Verify and Confirm

After all data is filled in and the allocation is correct, use the buttons in the bottom-left section:

- **Save**: To save the transaction as a draft.
- **Confirm**: To finalize and post the cash disbursement transaction.

Workflow & Integrated Business Process

- This transaction can settle accounts payable originating from **Purchase Invoices**.
- After being **Confirmed**, this document will appear in the **Cash/Bank Outflow List** and will automatically create an accounting journal entry (e.g., a **Debit** to the Accounts Payable/Expense account and a **Credit** to the Cash account).

Tips & Important Notes

- This module is functionally very similar to the **Bank Disbursement** module, but is specifically used for **cash transactions**.
- This is the primary module for managing expenditures from **Petty Cash**.
- To maintain the accuracy of the company's physical cash records, ensure you always select the correct **Cash Book Account**.

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