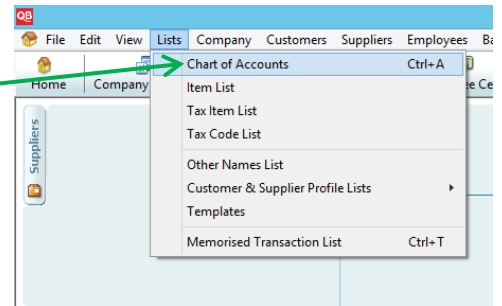


Create Petty Cash Account in QuickBooks

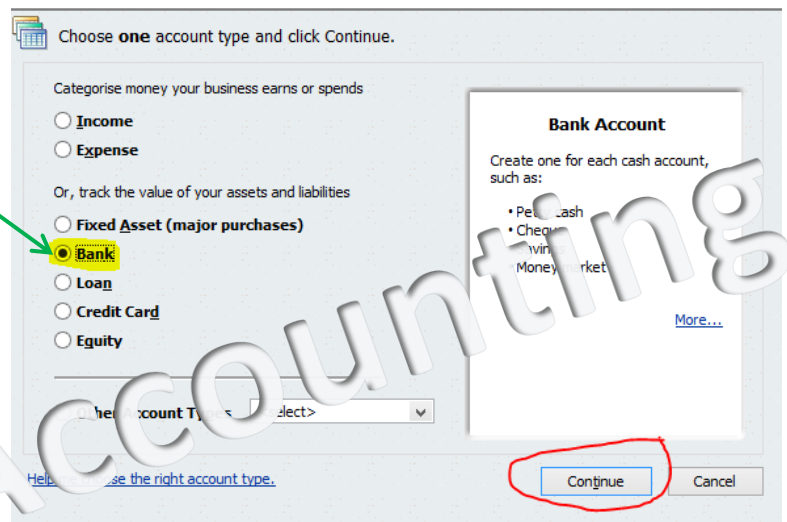
1. Go into the “**Lists**” menu in the top tool bar of your QuickBooks file. The select **Chart of Accounts** option from the list that will appear.



2. Click “**Accounts**” button on the bottom left hand corner of the Chart of Accounts screen that you just opened.
3. Select “**New**” from the next set of options that will appear

4. The Add New Account screen will then open.

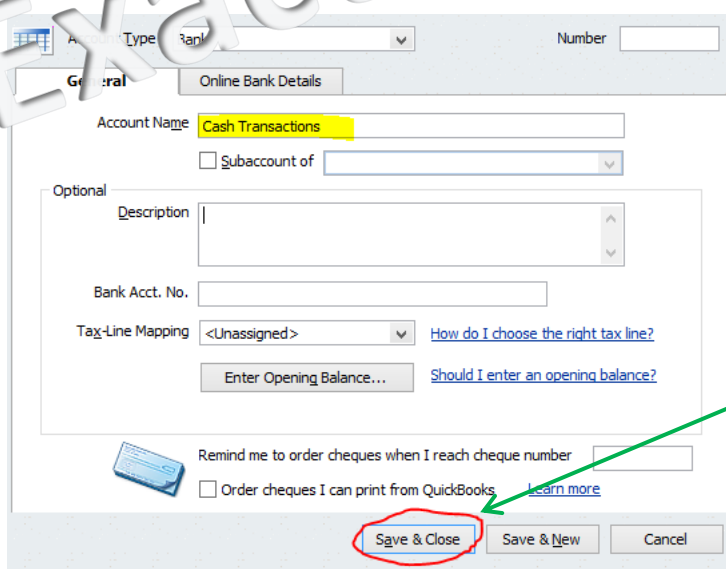
Select that you want a Bank type of account, then click “**Continue**”.



5. Complete the “**Account Name**” box of the details screen .

Use whatever account name suits you – Petty cash, cash transactions etc.

Then click “**Save & Close**”



You now have your QuickBooks Cash account set up – which you can use to write cheques to enter into your accounts any business expenses you have paid for outside of your business cheque or credit card accounts.

When you need to make an entry just make sure that you change the bank account in the “Write Cheques” window to your cash account.

Account	Tax	Gross	Tax Amt	Memo
370 - Fuel and oil	NCG	56.20	5.11	Caltex

HINT: your petty cash type transactions are usually from once time only or infrequent suppliers – set up generic Suppliers Names , such as “Fuel”, and use the Memo fields to records more details of the purchase. That way you won’t end up lots of suppliers cluttering up your QuickBooks,

Cheers,

Kerry Casanova

Exact Accounting

Reckon Partner