

Series 6.5 Tasty Titbits'

Petty Cash

Petty Cash has been revisited in Series 6.5 making the day to day transactions for your Petty cash simplistic and fast.

In the "Cards" tab you will notice the new petty cash icon



Click on this and a new box will open for you

What are you doing?

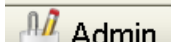
Taking Cash out or putting it in?


Amount you are taking or putting in the cash drawer

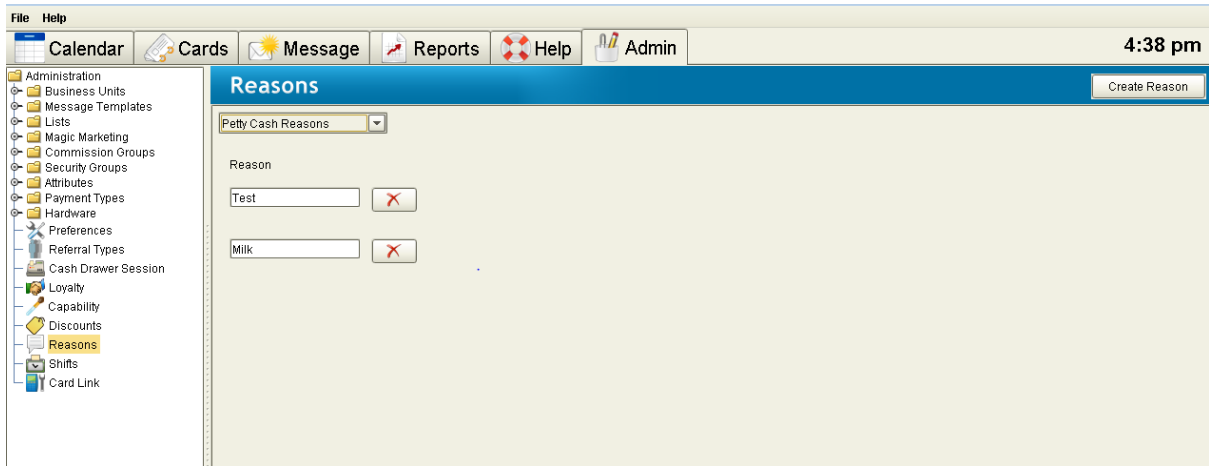
Why are you taking the money?

Who is taking the money?

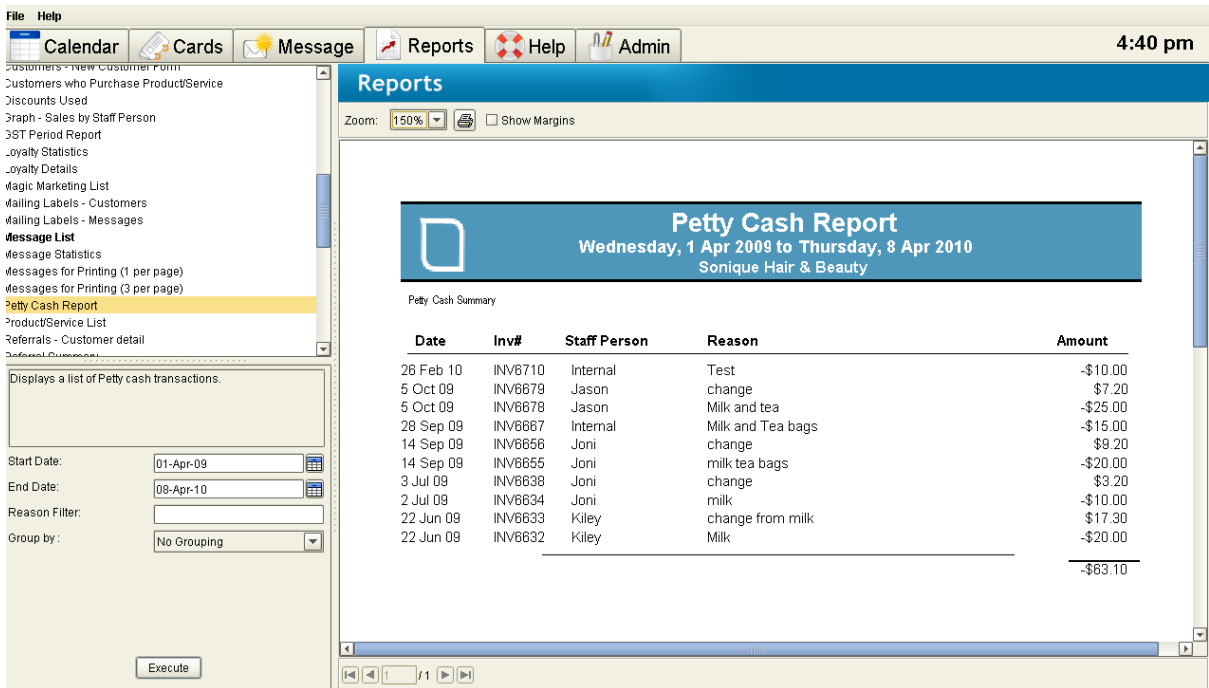
Save or cancel

You will see that there is now "pre-defined" reasons you can have for your Petty Cash transactions. To create these go to the  Admin Tab, and go to

 Reasons from here you will be able to create as many different reasons for your Petty cash reports



With this you will now have the ability to run a separate report in Kitomba for all of your petty cash reasons



Once you run you petty cash like this your end of day your reconciliation will include this deduction



Cash Drawer Reconciliation

Monday, 28 Sep 2009

Sonique Hair & Beauty



This report can be used to balance the expected takings against the actual takings. It shows all committed payments for the period. The net sales figure is all committed invoices for the period less all committed Credit Notes. Invoices edited for corrections record sales against the cash drawer session valid at the time the original invoice was created.

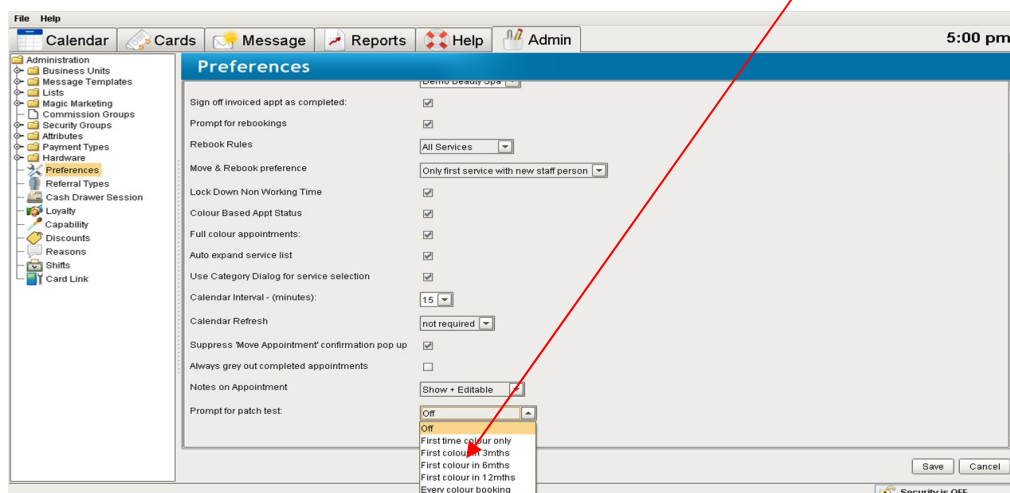
Session Name: 2009-09-28, Term1, 1

Net Sales:	901.00
Net Payments:	901.00
Petty Cash:	-15.00
Expected Till Total:	886.00


	Expected	Actual
Eft-Pos	139.00	_____
MasterCard	182.00	_____
Visa	182.00	_____
amex	182.00	_____
Subtotal Cadmus	685.00	_____
Cash	159.00	_____
Cheque	42.00	_____
Subtotal	201.00	_____
Subtotal Bank	886.00	_____
TOTAL:	886.00	
Float:	_____	
TOTAL EXPECTED:	=====	

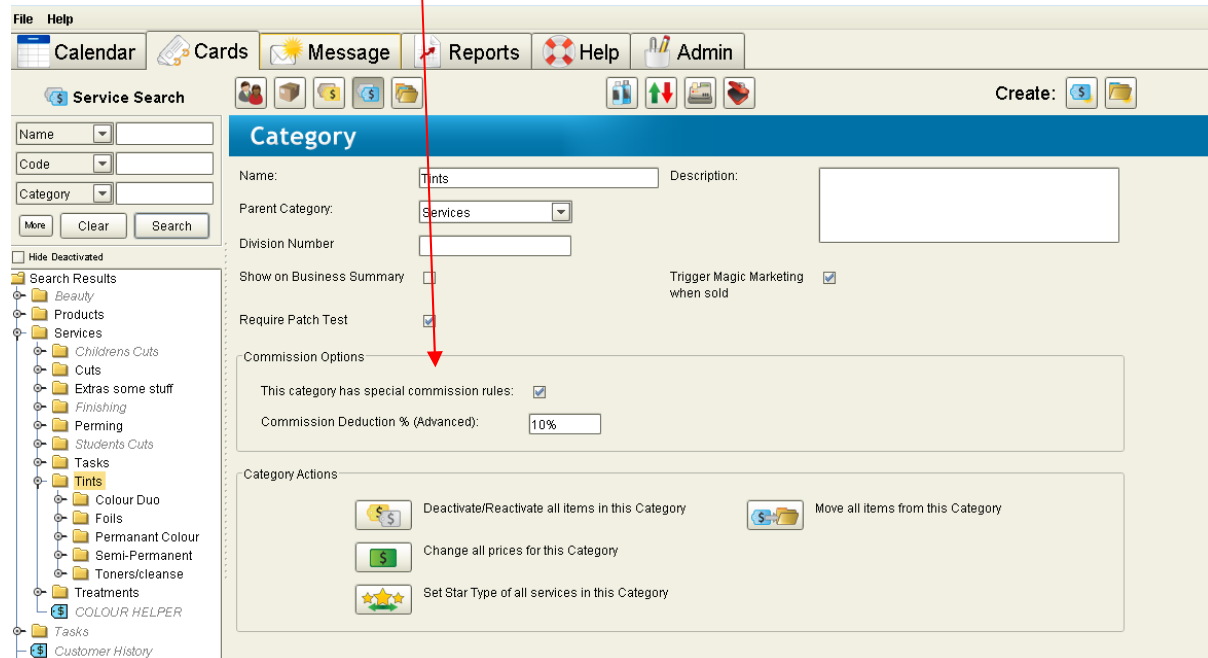
Patch Testing

In Kitomba Series 6.5 we have given you the ability to create patch testing for you chemical services, and have Kitomba remind you of when YOU want it done. If you want Kitomba to remind you to patch test go to the  Admin Tab and go to  Preferences at the bottom of the Calendar preference you will see "Prompt for patch test"


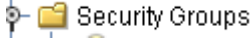
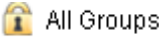


Once this is done you can now go to the  Cards Tab and go into your services

 once here you can go to your chemical services and tell Kitomba which of the service categories require a patch test Now Kitomba will tell you when you need to Patch Test



Security

We have made using security easier for you in 6.5 by putting all the security groups you have made in one place. To begin go to  Admin Tab and go to  Security Groups and into  All Groups once here all your different security groups will come up for you to amend what they can or cannot do



Don't forget there must always be a minimum of 2 groups – and 1 who can do everything!