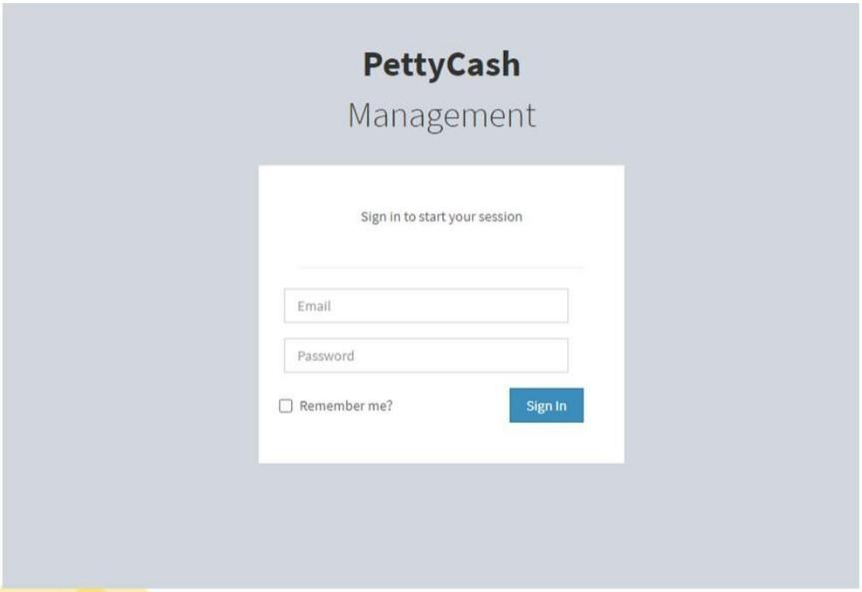
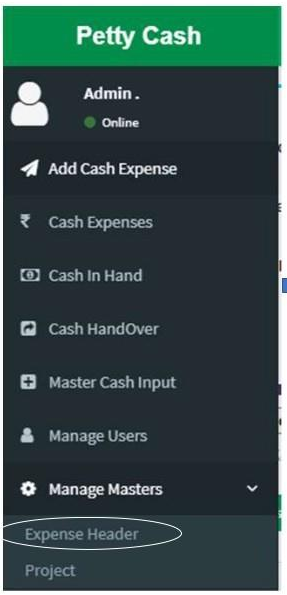


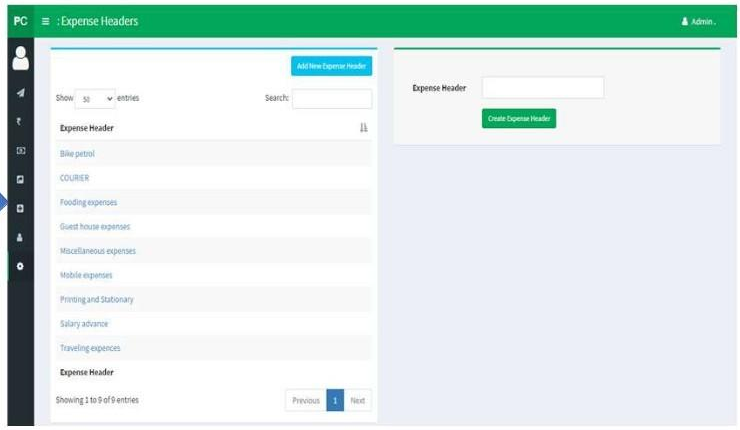

**Login Page**

1

# ADMIN/CASHIER LOGIN

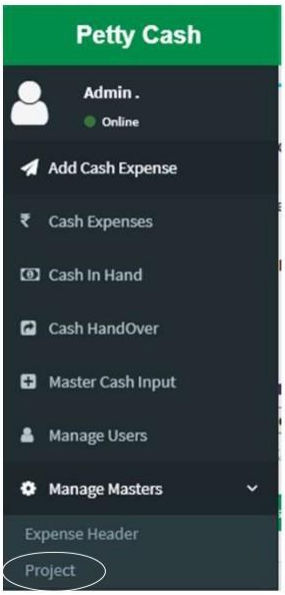
2

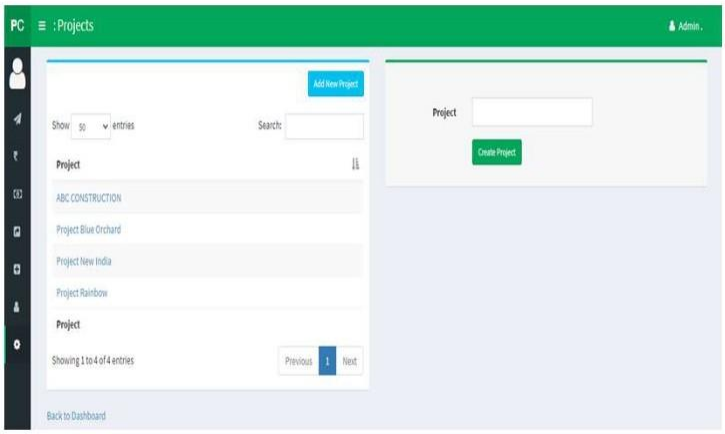



**Expenses Type Master** **Add Expenses Type**

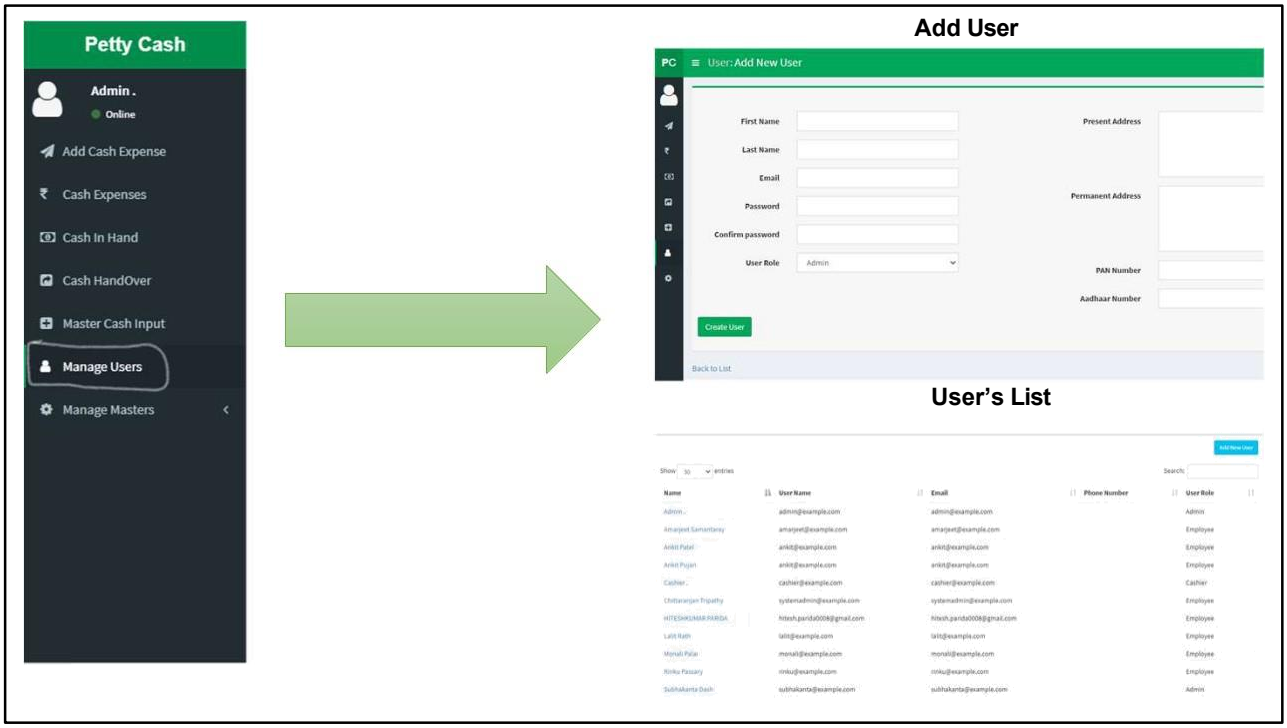
3



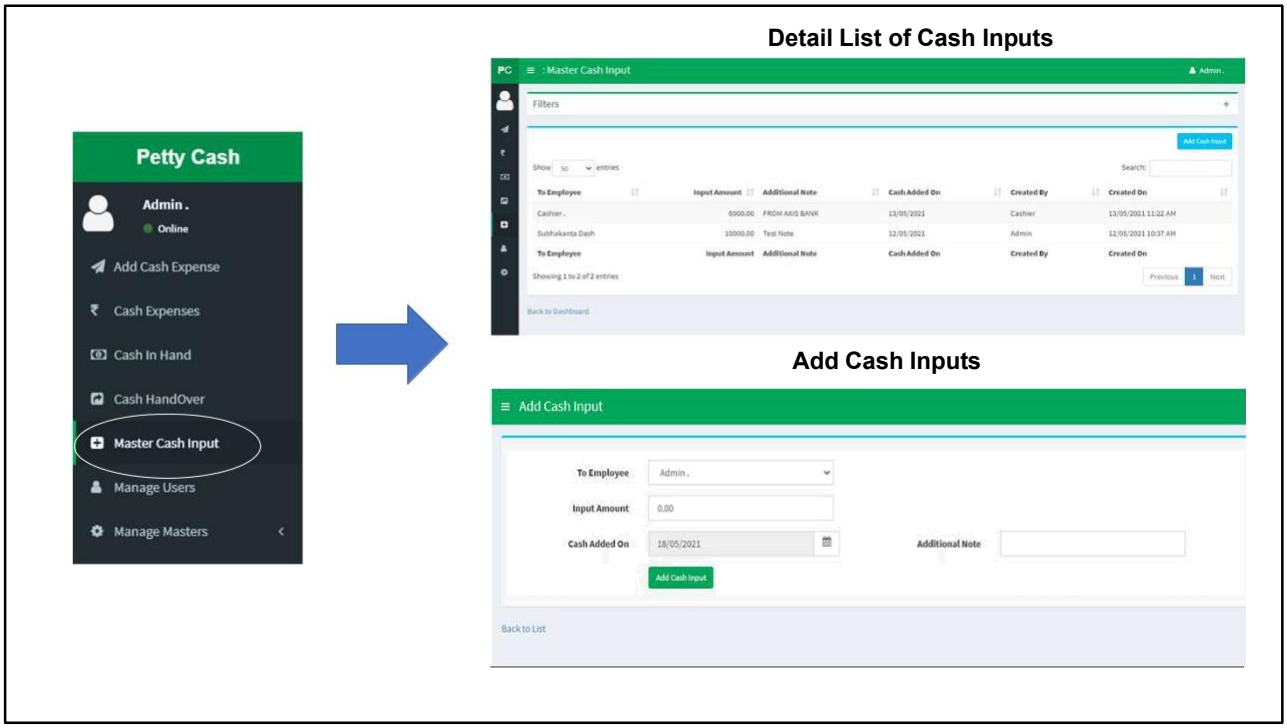




**List of Projects** **Add of Projects**

4

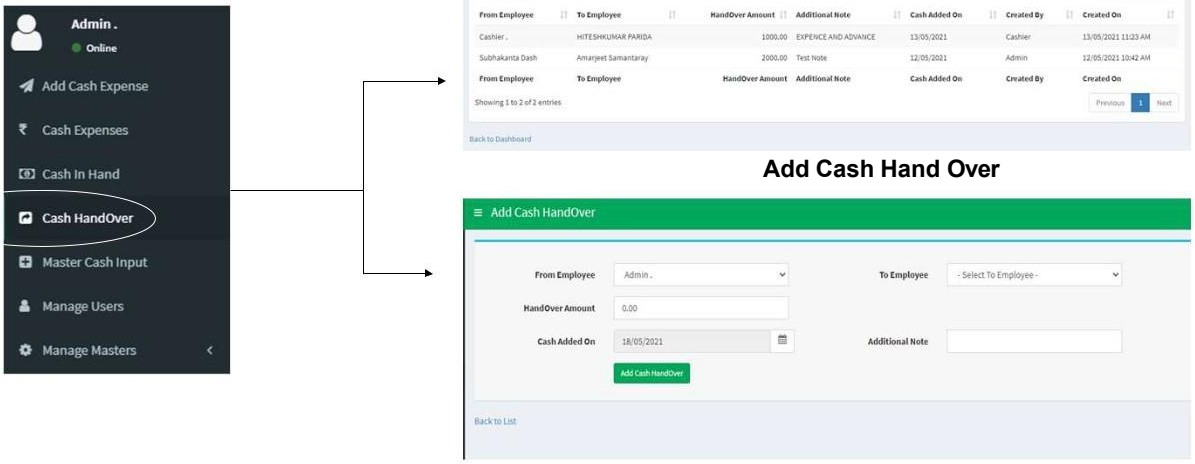

Petty Cash
Admin .
Online
Add Cash Expense
Cash Expenses
Cash In Hand
Cash HandOver
Master Cash Input
Manage Users
Manage Masters
Add User
PC
User: Add New User
First Name
Last Name
Email
Password
Confirm password
User Role
Admin
Present Address
Permanent Address
PAN Number
Aadhaar Number
Create User
Back to List
User's List

5


Petty Cash
Admin .
Online
Add Cash Expense
Cash Expenses
Cash In Hand
Cash HandOver
Master Cash Input
Manage Users
Manage Masters
Detail List of Cash Inputs
PC
: Master Cash Input
Admin .
Filters
Add Cash Input
Show 50 entries
Search:
To Employee
Input Amount
Additional Note
Cash Added On
Created By
Created On
Cashier .
6000.00
FROM AXIS BANK
13/05/2021
Cashier
13/05/2021 11:22 AM
Subhakanta Dash
10000.00
Test Note
12/05/2021
Admin
12/05/2021 10:37 AM
Showing 1 to 2 of 2 entries
Previous
1
Next
Back to Dashboard
Add Cash Inputs
Add Cash Input
To Employee
Admin .
Input Amount
0.00
Cash Added On
18/05/2021
Additional Note
Add Cash Input
Back to List

6

## Cash Hand Over Details List

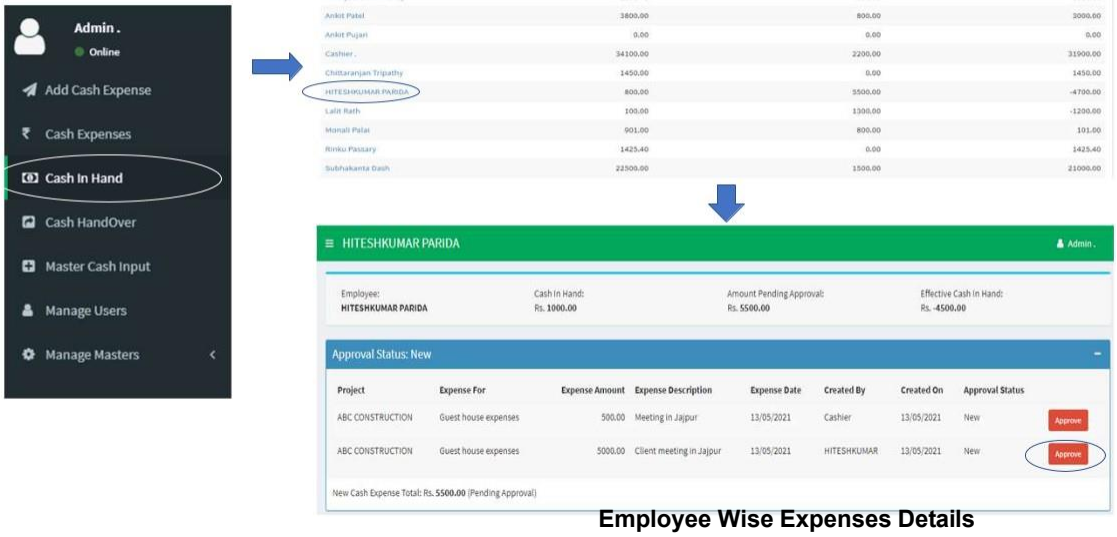



## Add Cash Hand Over




7

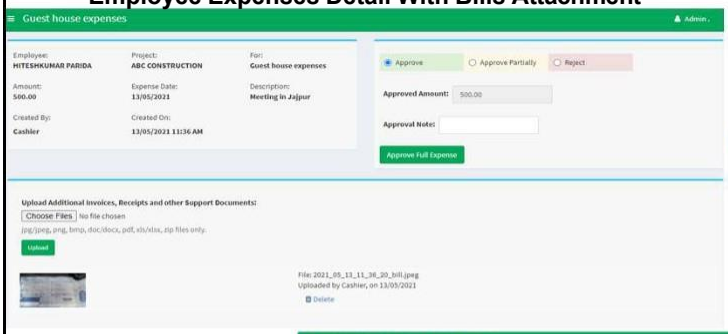
## User Cash In Hand List




## Employee Wise Expenses Details

8

## Employee Expenses Detail With Bills Attachment



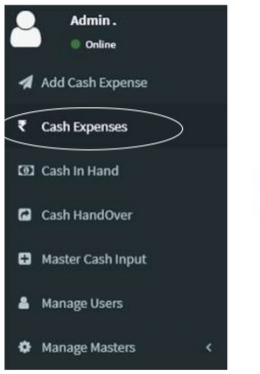

### Approval types

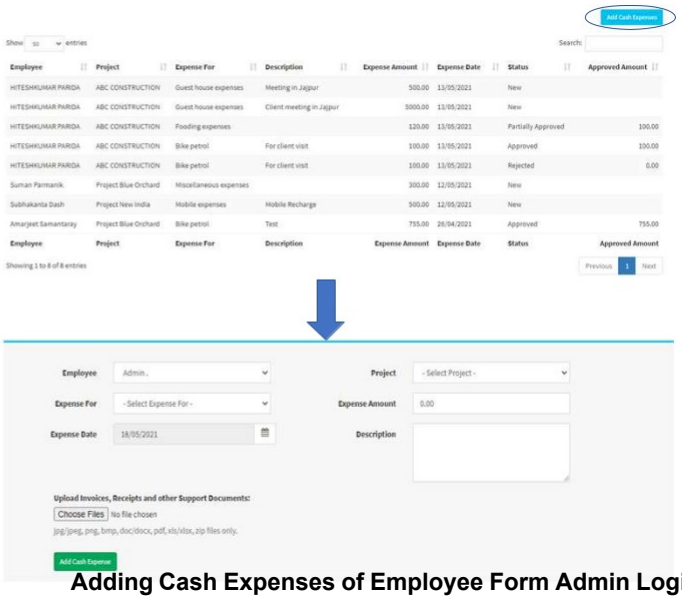
### Employee Transaction History Passbook

### Rejected Expenses

9

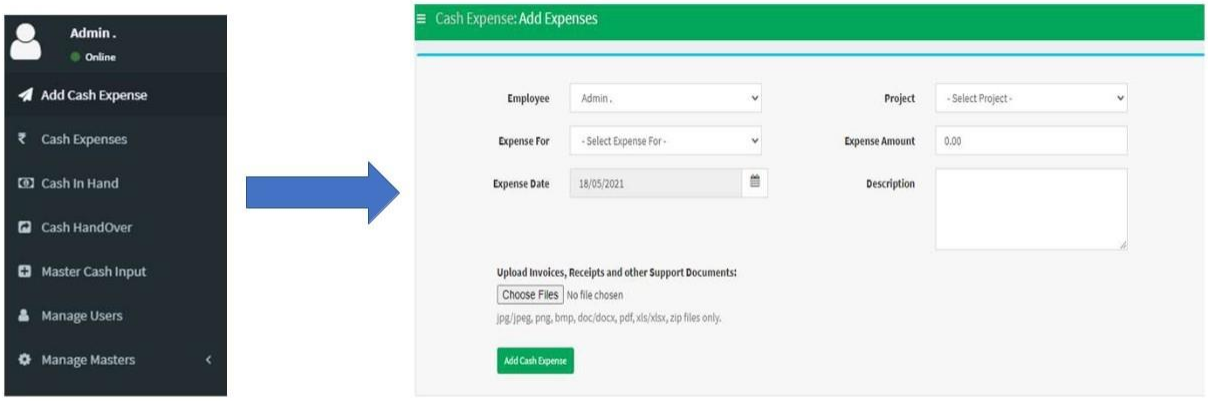
## List of Employee And Their Expenses




### Adding Cash Expenses of Employee Form Admin Login

10

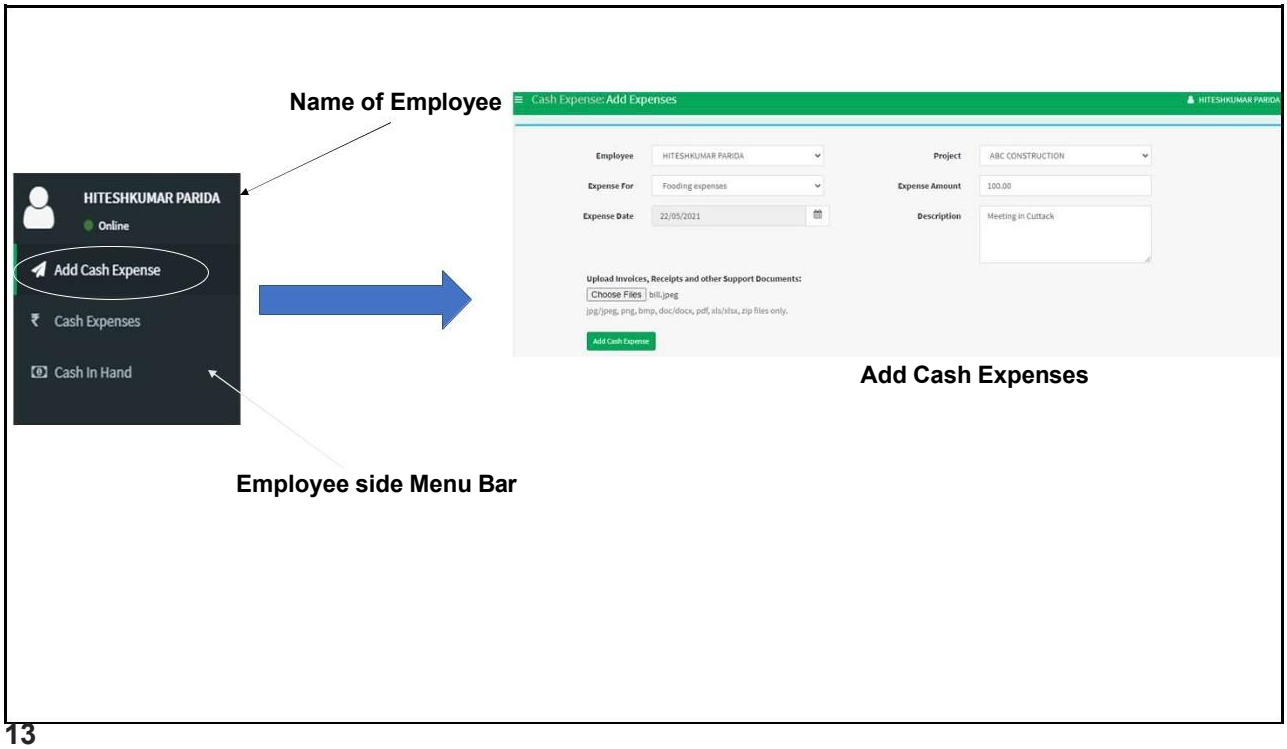



**Add Cash Expenses**

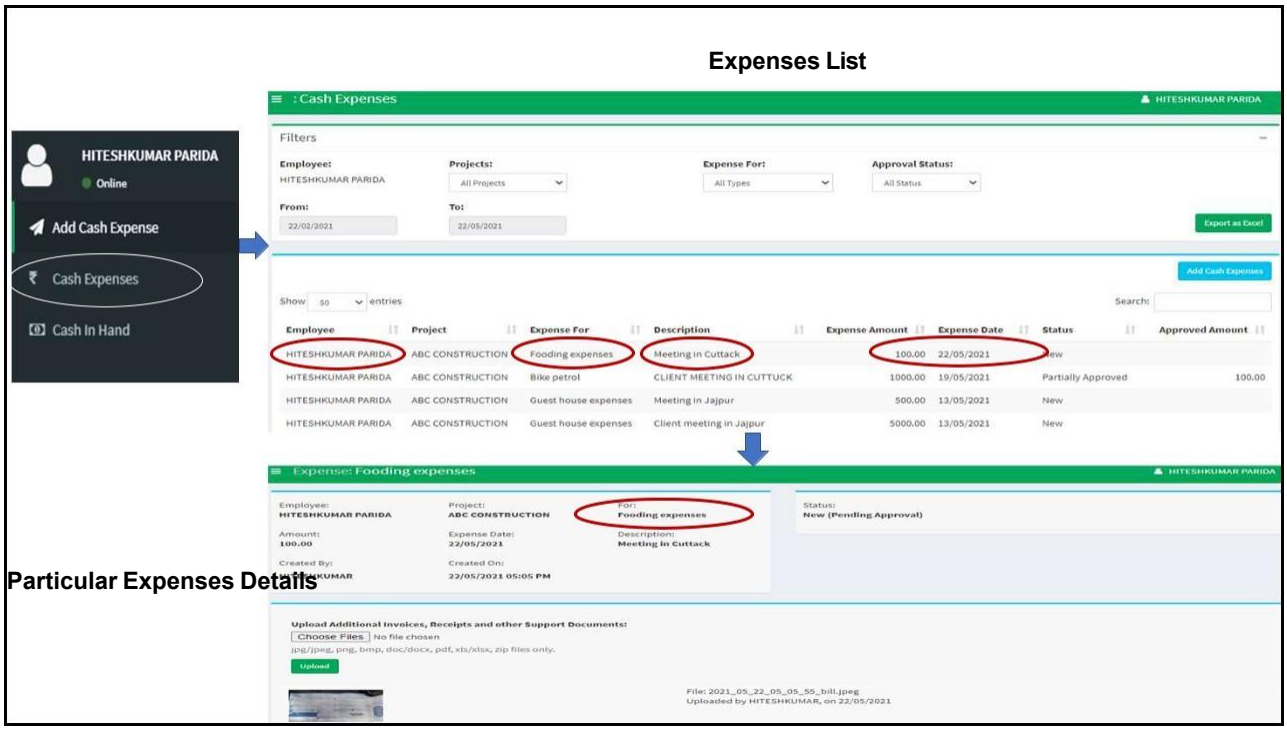
11

# EMPLOYEE LOGIN

12

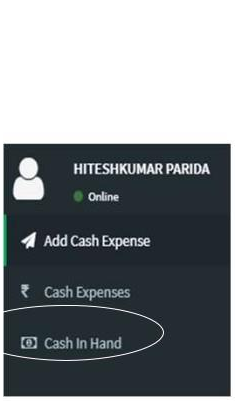



13




Particular Expenses Details

14




: Cash In Hand — HITESHKUMAR PARIDA

Show 50 entries — Search:

| Employee | Cash In Hand | New Cash Expense Total | Effective Cash In Hand |
|---|---|---|---|
| HITESHKUMAR PARIDA | 1000.00 | 5600.00 | -4600.00 |
| Employee | Cash In Hand | New Cash Expense Total | Effective Cash In Hand |

Showing 1 to 1 of 1 entries — Previous 1 Next

**After clicking on the name this page will open**

HITESHKUMAR PARIDA — HITESHKUMAR PARIDA

| Employee: | Cash In Hand: | Amount Pending Approval: | Effective Cash In Hand: |
|---|---|---|---|
| HITESHKUMAR PARIDA | Rs. 1000.00 | Rs. 5600.00 | Rs. -4600.00 |

**Approval Status: New**

Approval Status: New

| Project | Expense For | Expense Amount | Expense Description | Expense Date | Created By | Created On | Approval Status | |
|---|---|---|---|---|---|---|---|---|
| ABC CONSTRUCTION | Fooding expenses | 100.00 | Meeting in Cuttack | 22/05/2021 | HITESHKUMAR | 22/05/2021 | New | Details |
| ABC CONSTRUCTION | Guest house expenses | 500.00 | Meeting in Jajpur | 13/05/2021 | Cashier | 13/05/2021 | New | Details |
| ABC CONSTRUCTION | Guest house expenses | 5000.00 | Client meeting in Jajpur | 13/05/2021 | HITESHKUMAR | 13/05/2021 | New | Details |

New Cash Expense Total: Rs. **5600.00** (Pending Approval)

15

**Transaction History: Passbook**

Transacation History: Passbook

Export as Excel

Show 50 entries — Search:

| Transaction On | Transaction Type | Description | Incoming Amount | Outgoing Amount | Balance Amount |
|---|---|---|---|---|---|
| 19/05/2021 03:32 PM | Cash Handover | From Cashier to HITESHKUMAR (EXPENCE AND ADVANCE ). | 300.00 | | 1000.00 |
| 19/05/2021 03:32 PM | Cash Expense | Partially Approved (100.00/1000.00). Bike petrol (CLIENT MEETING IN CUTTUCK ). ABC CONSTRUCTION. | | 100.00 | 700.00 |

**Approval Status: Rejected**

Approval Status: Rejected

Show 50 entries — Search:

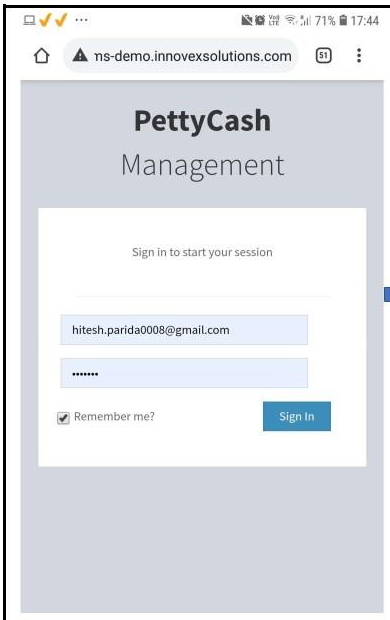
| Project | Expense For | Expense Amount | Expense Description | Expense Date | Created By | Created On | Approval Status | Rejected By | Rejected On |
|---|---|---|---|---|---|---|---|---|---|
| ABC CONSTRUCTION | Bike petrol | 100.00 | For client visit | 13/05/2021 | HITESHKUMAR | 13/05/2021 | Rejected | Cashier | 13/05/2021 |

Showing 1 to 1 of 1 entries — Previous 1 Next

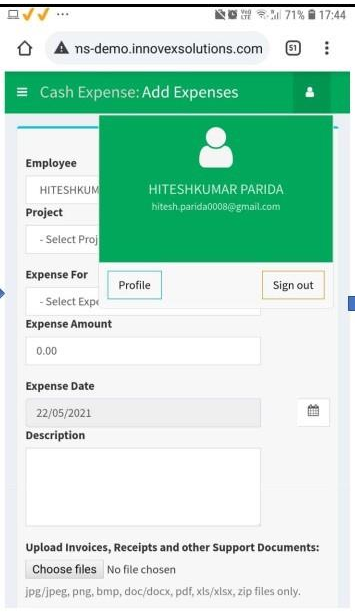
16

# MOBILE VIEW OF EMPLOYEE

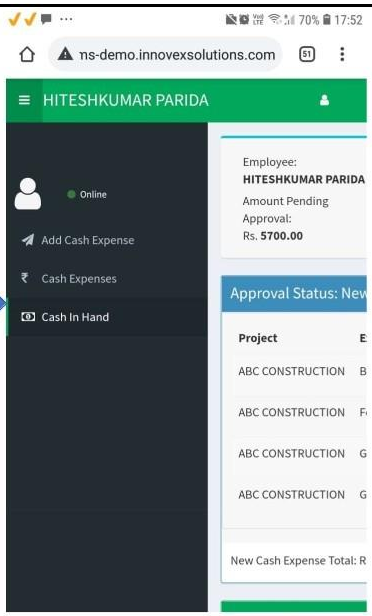




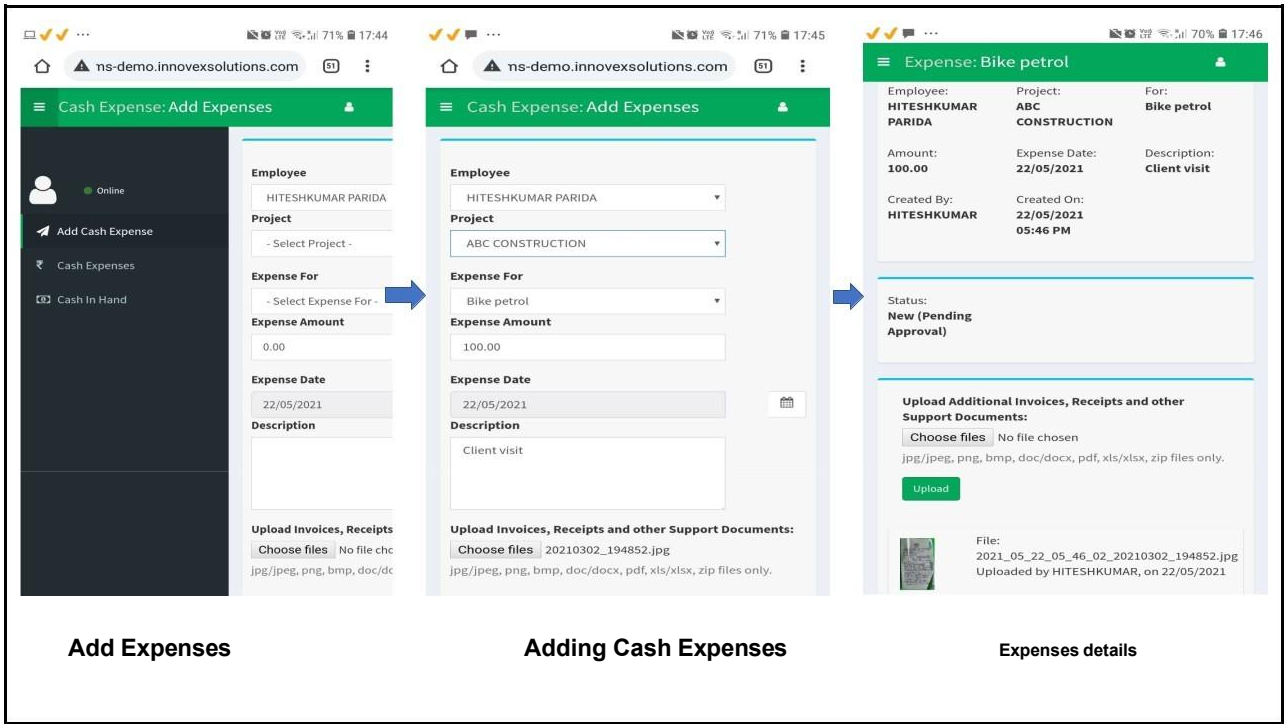

Employee Login Mobile View




Home Page

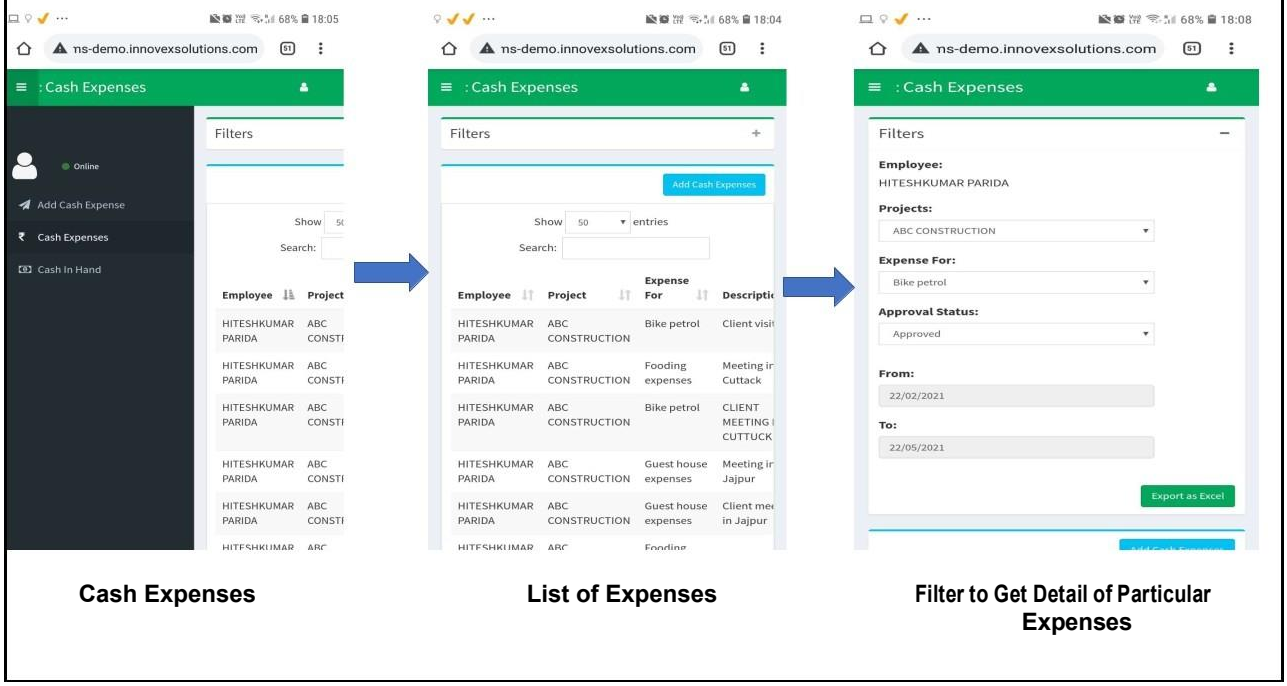



Menu Bar



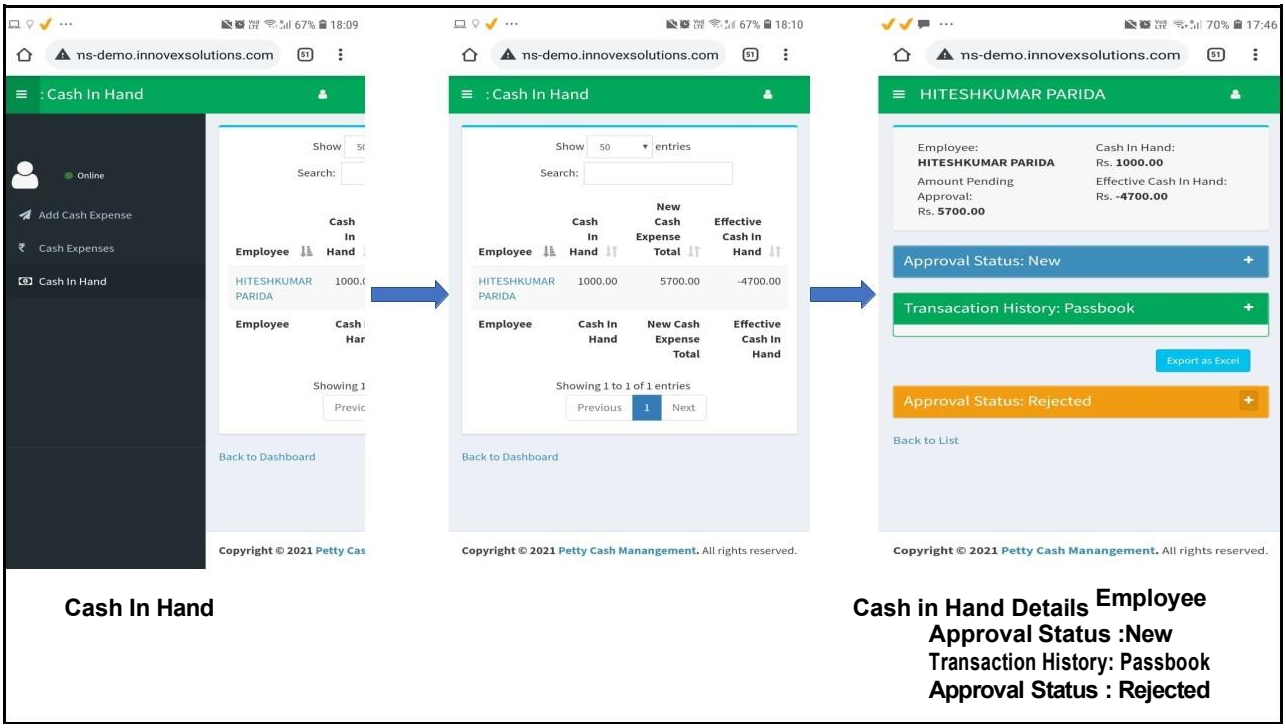

**Add Expenses** **Adding Cash Expenses** **Expenses details**

**19**




**Cash Expenses** **List of Expenses** **Filter to Get Detail of Particular Expenses**

**20**




**Cash In Hand**

**Cash in Hand Details** **Employee**
**Approval Status :New**
**Transaction History: Passbook**
**Approval Status : Rejected**

21

**POWERED BY,**

INNOVEX SOLUTIONS

# THANK YOU

**SUBHAKANTA DASH**
**9040185899**

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