

Petty Cash System – McLarens Group Management LDT

Here's a structured guide on how to log in to the system and apply for a Petty Cash Settlement and IOU Settlement:

How to Log in to the System

1. Go to the Login Page:

👉 URL: <https://pettycash.mclarens.lk/>

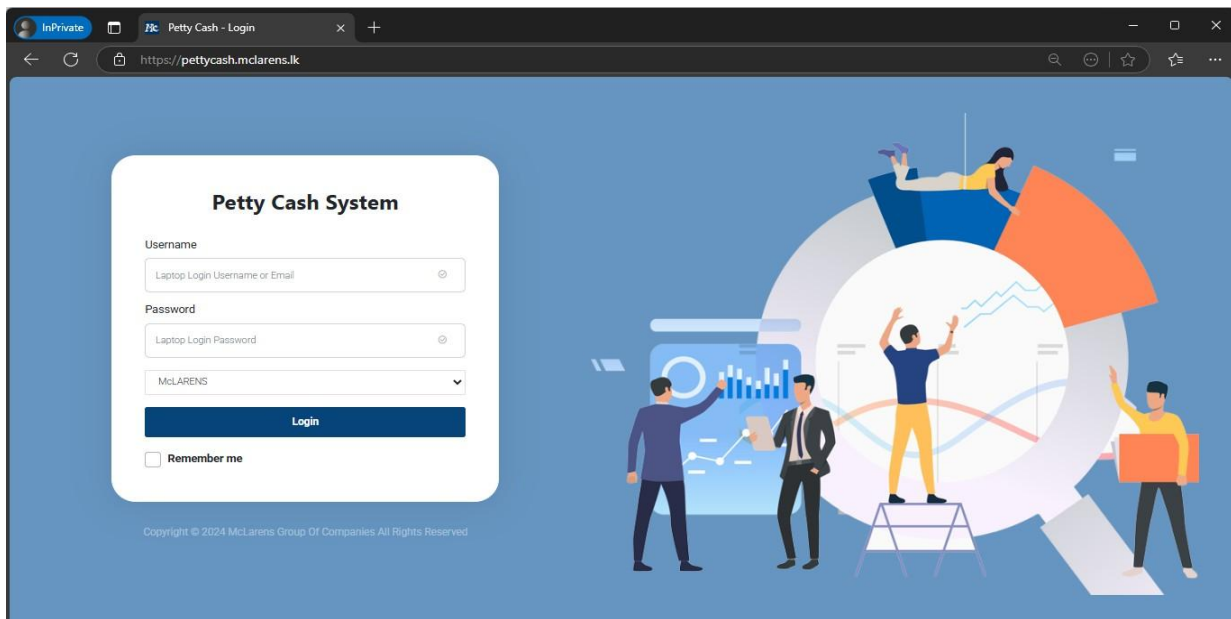
2. Enter Your Credentials:

- Username: Use your laptop login username or your email.
- Password: Use your laptop login password.

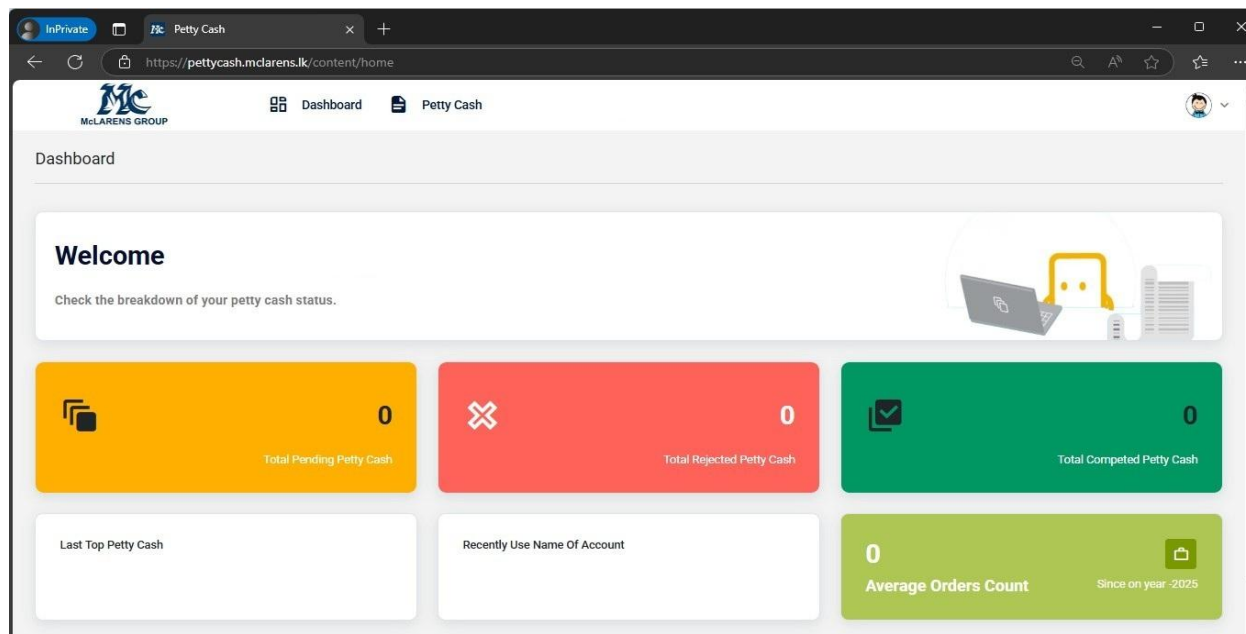
3. Select Your Company:

- Choose your working company from the dropdown menu.

4. Click "Login" to access the system.



If the Login credential is ok automatically redirect home Page look like below.



Dashboard Overview

- The **Dashboard** displays an overview of your **Petty Cash and IOU Settlement requests**, including:
 - **Total Pending Petty Settlements**
 - **Total Pending IOU Settlements**
 - **Rejected Requests Count**
 - **Completed Requests Count**
- This helps you track the status of your previous requests easily

How to Apply for Petty Cash Settlement or IOU Settlement

1. **Go to the "Petty Cash" menu** at the top of the system.
2. A new window will appear where you can apply for settlements.

The screenshot shows a web browser window with the URL <https://pettycash.mclarens.lk/content/pettyCash>. The page title is 'Petty Cash' and the breadcrumb is 'Dashboard | SETTINGS | Petty Cash'. The main content area is a 'Petty Cash Form' with the following fields and options:


- Company:** A dropdown menu with the text '--Select Company--'.
- Date:** A text field containing '2025-03-27'.
- Category:** A dropdown menu with 'Petty Cash Settlement' selected.
- Account Type:** Two radio buttons: 'Medical Name of Account' (selected) and 'Vehicle Name of Account'.
- Invoice Details:**
 - Name of Account *:** A dropdown menu.
 - Invoice No *:** A text field with placeholder 'Enter Invoice no'.
 - Details of Payment *:** A text field with placeholder 'Enter details of payment'.
 - Amount *:** A text field with placeholder 'Enter amount'.
 - Invoice file *:** A file upload button labeled 'Choose File' with the text 'No file chosen' below it. A note below says 'Preferably upload as PDF or image'.
- Buttons:** A green 'Add and Next' button and a purple 'Submit' button.
- Table:** A table with 7 columns: 'No', 'Name of Account', 'Invoice No', 'Details of Payment', 'Amount', 'Company name', and 'DELETE'.

Step 1: Fill in Basic Details

- **Company:**
 - Select **MGML** from the dropdown.
 - *(Currently, only MGML is allowed in the 1st phase.)*
 - **Date:**
 - The system will automatically pick the **current date** (this cannot be changed).
 - **Category:**
 - Select either **Petty Cash Settlement** or **IOU Settlement** from the dropdown.
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Step 2: Invoice Details Selection

1. **Name of the Account:**
 - The dropdown loads options based on the selected company (**MGML**).
 - Select the appropriate **expense type** (e.g., **Medical, Vehicle, etc.**).
 - *Note: If you select **Medical** or **Vehicle**, the approval will first go to the Admin.*
2. **Invoice No:**
 - Enter the **invoice number**.
3. **Details of Payment:**
 - Provide a **description** of the payment.
4. **Amount:**
 - Enter the **amount** in the correct format:

-  **Correct formats:** 1000.00, 1000, 1000.56

5. **Invoice File Upload:**

- Upload a **scanned copy** of the invoice.
 - Only **PDF or image files** (JPG, PNG) are allowed.
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Step 3: Submit the Request

- Click "**Add and Next**" to add more invoices.
- If no additional invoices are needed, click "**Submit**" to finalize the request.

Step 4: Collecting Cash from the Cashier

1. **Approval Completion:** Once your **Petty Cash** or **IOU request** has been approved, proceed to the next step.
2. **Print the Request Form:**
 - Navigate to the **Petty Cash Page** in the system.
 - Click the "**Print**" button to generate a printout of your request.
3. **Prepare Supporting Documents:**
 - Gather your **original uploaded invoices** and any necessary supporting documents.
4. **Submit to the Cashier:**
 - Hand over the **printout** along with the **original invoices** to the cashier.
 - The cashier will verify the documents and release the approved cash amount to you.

IF YOU HAVE ANY LOGIN ISSUE KINLY SENT An EMAIL TO HELPDESK@MCLARENS.LK
