

A guide to petty cash: the funds, the vouchers, the approval, the payment and the replenishment, the voucher and the cash book.

In plain words: A taxi, a box of paper, a courier: small expenses paid in cash from a drawer. Without a system the drawer never balances, the receipts get lost and nobody knows how much is left. **Petty Cash & Expense Vouchers** runs the **fund** in Odoo Community: a voucher per expense with its **receipts**, an **approval limit**, **payment from the fund** with the accounting entry, **replenishment** up to the float, and a **cash book** for any period.

Expense vouchers

Approval over the limit

The cash book

The expense vouchers, a voucher waiting for approval, and the cash book.

Tip: The fund is an imprest: a fixed float that you top up. The balance is always the real balance of the cash account.

2. What you get

Feature	What it does
Funds	A fund sits on a cash journal, with a custodian, a float, an alert level and an approval limit.
Expense vouchers	Several lines (account, description, amount, analytic account), the payee, the receipt number and the receipts attached.
Approval limit	A voucher up to the limit is approved when it is submitted; a larger one waits for a manager.
Payment	Pay from the fund: the entry is posted on the cash journal. A fund that does not hold enough cash refuses.
Replenish	Top the fund up to its float from a bank account, with the entry.
Balance and alert	The live balance of each fund, how much to replenish, and a Low flag.
Printable voucher	A PDF voucher with the signature boxes.
Cash book	Receipts, payments and a running balance for any period, with the opening and closing balance.
Reverse	A manager can reverse a payment: the cash comes back to the fund.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (<code>account</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_petty_cash.zip` ; unzip it to get the folder `taqnix_petty_cash` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Petty Cash & Expense Vouchers** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_petty_cash --stop-after-init
```

5. Create a fund

In plain words: In **Accounting** → **Accounting** → **Petty cash** → **Funds** click **New**. Choose a **cash journal** (create one in Accounting → Configuration → Journals if needed), the **custodian**, the **float**, the **alert level** and the **approval limit**. Then **Replenish** to put the first cash in.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

4

3

My Company

New

Petty cash funds ⚙

Q

Search...

1-2 / 2

<

>

Head office petty cash

A

\$ 1,503.75

Float \$ 2,000.00

1 to approve

Warehouse petty cash

A

\$ 776.00

Float \$ 1,000.00

The funds with their balance.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

4

3

My Company

New

Petty cash funds

Head office petty cash

Vouchers

10

Balance

\$ 1,503.75

1 / 1

<

>

Replenish

Cash book

Fund

Head office petty cash

Cash journal

Head office petty cash

Float ?

\$ 2,000.00

Cash account

101501 Head office petty cash

Alert below ?

\$ 400.00

Custodian

Administrator

Approval limit ?

\$ 150.00

To replenish

\$ 496.25

Send message

Log note

1

Today

A

Administrator

10:15 PM

Replenished with \$ 2,000.00.

A

Administrator

10:15 PM

Petty cash fund created

A fund.

Field	Meaning
Cash journal	The journal of the drawer. One journal belongs to one fund.
Float	The amount the fund is topped up to.
Alert below	The fund is flagged Low under this balance.
Approval limit	Vouchers above it need a manager. A limit of 0 means every voucher does.

6. Replenish

In plain words: **Replenish** on the fund proposes the amount that brings it back to the float, and the bank account the money comes from. The entry (debit the cash account, credit the bank) is

posted at once. A top-up above the float is refused.

7. Record an expense

In plain words: In **Petty cash** → **Expense vouchers** click **New**. Choose the fund, write who was paid and why, add a line for each expense with its **account** and amount, attach the receipt in the chatter (the **Receipts** button counts them) and click **Submit**.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

4

3

My Company

A

New

Expense vouchers

Q Search...

1-13 / 13

☐	Number	Date	Fund	Paid to	Purpose	Total	Requested by	State	
☐	PCV/2026/0105	Oct 22	Head office petty cash	Aqua Water	Water cooler refill	\$ 40.00	A Administrator	Draft	
☐	PCV/2026/0103	Oct 21	Head office petty cash	Green Petals	Flowers for reception	\$ 95.00	A Administrator	Approved	
☐	PCV/2026/0102	Oct 20	Head office petty cash	Tech Fix Workshop	Printer repair	\$ 380.00	A Administrator	To approve	
☐	PCV/2026/0104	Oct 19	Head office petty cash	Event Catering	Team dinner	\$ 520.00	A Administrator	Rejected	
☐	PCV/2026/0108	Oct 16	Warehouse petty cash	Safety First Co.	Gloves and vests	\$ 94.00	A Administrator	Paid	
☐	PCV/2026/0101	Oct 15	Head office petty cash	City Taxi	Taxi to the customs office	\$ 46.00	A Administrator	Paid	
☐	PCV/2026/0100	Oct 14	Head office petty cash	Cafe Roma	Client meeting refreshments	\$ 142.00	A Administrator	Paid	
☐	PCV/2026/0099	Oct 12	Head office petty cash	Nordic Office Supply	Courier to the bank	\$ 38.75	A Administrator	Paid	
☐	PCV/2026/0107	Oct 9	Warehouse petty cash	Gulf Gas	Forklift gas cylinder	\$ 58.00	A Administrator	Paid	
☐	PCV/2026/0098	Oct 8	Head office petty cash	Clean Pro Services	Cleaning products	\$ 64.00	A Administrator	Paid	
☐	PCV/2026/0097	Oct 6	Head office petty cash	Shell Station	Fuel for the pool car	\$ 120.00	A Administrator	Paid	
☐	PCV/2026/0106	Oct 5	Warehouse petty cash	Hardware Mart	Pallet straps and tape	\$ 72.00	A Administrator	Paid	
☐	PCV/2026/0096	Oct 3	Head office petty cash	Al Noor Stationery	Office supplies	\$ 85.50	A Administrator	Paid	
						\$ 1,755.25			

The vouchers of the funds.

8. Approval

In plain words: A voucher within the approval limit is **approved when it is submitted**. A larger one goes to **To approve**: a petty cash manager clicks **Approve** or **Refuse** (with the reason).

InvoicingDashboardCustomersVendorsAccountingReviewReportingConfiguration

NewExpense vouchersPCV/2026/0102Receipts01/1

ApprovePrintRefuseCancelDraftTo approveApprovedPaid

PCV/2026/0102

FundHead office petty cash

DateOct 20

Paid toTech Fix Workshop

Receipt numberTF-5560

Partner

Requested byAdministrator

PurposePrinter repair

Reason of the refusal

Expense account	Description	Amount
611000 Purchase of Equipments	Replacement fuser unit	\$ 310.00
611000 Purchase of Equipments	Labour	\$ 70.00
		\$ 380.00
		Total: \$ 380.00

Send messageLog noteActivity

Today

Administrator 10:15 PM

\$ 380.00 is above the approval limit of \$ 150.00: a manager has to approve it.

Administrator 10:15 PM

Petty cash voucher created

A voucher above the limit waits for a manager.

9. Pay from the fund

In plain words: On an approved voucher click **Pay from the fund**. The entry is posted on the cash journal (debit the expense accounts, credit the cash account) and the voucher is **Paid**. If the fund holds less cash than the voucher, the payment is refused and you replenish first.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

4

3

My Company

New

Expense vouchers

PCV/2026/0099

Entry

Receipts

0

1 / 1

Print

Reverse the payment

Draft

To approve

Approved

Paid

PCV/2026/0099

Fund

Head office petty cash

Date

Oct 12

Paid to

Nordic Office Supply

Receipt number

N-221

Partner

Nordic Office Supply

Requested by

Administrator

Purpose

Courier to the bank

Auto Approved

☒

Expense account	Description	Amount
622000 Travel	Courier	\$ 38.75
		\$ 38.75

Total: \$ 38.75

Send message

Log note

Activity

1

Today

A

Administrator

10:15 PM

Petty cash voucher created

A paid voucher, with its entry.

Tip: Paid by mistake? A manager clicks Reverse the payment: the entry is reversed and the cash is back in the fund.

10. Voucher and cash book

In plain words: **Print** gives the voucher with the lines, the total and the signature boxes (received by, approved by, custodian). **Cash book** on the fund asks for a period and prints the receipts, the payments and the running balance, with the opening and the closing balance.



My Company
United States

Petty cash voucher PCV/2026/0099

Paid to: Nordic Office Supply

Purpose: Courier to the bank

Receipt number: N-221

Fund: Head office petty cash

Date: 10/12/2026

Requested by: Administrator

Expense account	Description	Amount
622000 Travel	Courier	\$ 38.75
Total		\$ 38.75

Received by

Approved by

Custodian: Administrator

The voucher.



My Company
United States

Cash book

Head office petty cash - 10/01/2026 → 10/31/2026

Date	Entry	Reference	Partner	Receipts	Payments	Balance
Opening balance						\$ 0.00
10/01/2026	PCH/2026/00001	Replenishment of Head office petty cash		\$ 2,000.00		\$ 2,000.00
10/03/2026	PCH/2026/00002	PCV/2026/0096 - Al Noor Stationery			\$ 85.50	\$ 1,914.50
10/06/2026	PCH/2026/00003	PCV/2026/0097 - Shell Station			\$ 120.00	\$ 1,794.50
10/08/2026	PCH/2026/00004	PCV/2026/0098 - Clean Pro Services			\$ 64.00	\$ 1,730.50
10/12/2026	PCH/2026/00005	PCV/2026/0099 - Nordic Office Supply	Nordic Office Supply		\$ 38.75	\$ 1,691.75
10/14/2026	PCH/2026/00006	PCV/2026/0100 - Cafe Roma			\$ 142.00	\$ 1,549.75
10/15/2026	PCH/2026/00007	PCV/2026/0101 - City Taxi			\$ 46.00	\$ 1,503.75
Total of the period				\$ 2,000.00	\$ 496.25	
Closing balance						\$ 1,503.75

The cash book of a month.

11. Who can do what

Who	Can
Custodians	Create and submit vouchers, pay approved ones, print, read the funds.
Petty cash managers	Also approve, refuse and reverse, replenish, and configure the funds.
Other users	No access.

12. Arabic and right to left

My Company

القائمة لوحة البيانات العملاء الموردين المحاسبة مراجعة إعداد التقارير التنبيهات

1/1

الإيصالات 0

سجلات المصروفات PCV/2026/0102 جديد

إلغاء ارفض اطبع اعدت

مسودة للاعتماد معتمد مدفوع

التاريخ ٢٠ أكتوبر

رقم الإيصال TF-5560

مطلبه Administrator

سبب الرفض

المبلغ

الوصف

حساب المصروف

\$ 310.00	Replacement fuser unit	Purchase of Equipments 611000
\$ 70.00	Labour	Purchase of Equipments 611000

\$ 380.00

الإجمالي: \$ 380.00

النشاط ملاحظة إرسال رسالة

اليوم

Administrator ١٠:٢٥
is above the approval limit of \$ 150.00: a manager has to approve it 380.00 \$

Administrator ١٠:٢٥
Petty cash voucher created

A voucher in an Arabic interface.

13. Limits

Limit	Detail
Company currency	The vouchers are in the currency of the company.
No taxes	A voucher posts the amounts as they are, without tax lines.
One approval level	A single limit per fund: above it, a manager.
Cash counts	A cash count against the balance is done on the cash journal as usual.

14. For developers

In plain words: Skip this chapter if you only use the module.

```
v = env['taqnix.petty.voucher'].create({'fund_id': fund.id, 'payee': 'City Taxi',
    'line_ids': [(0, 0, {'account_id': travel.id, 'name': 'Taxi', 'amount': 46.0})]})
v.action_submit()    # approved at once if within the limit
v.action_pay()       # posts the entry on the fund journal
fund.invalidate_recordset(); fund.balance
```

15. Troubleshooting

Problem	What to do
The cash journal is not offered	Create a journal of type Cash first.
Not enough cash in the fund	Replenish the fund, then pay.
Replenish is refused	It would take the fund above its float: lower the amount.
I cannot approve	Your user needs the group Petty cash: Manager.

16. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_petty_cash` . Your funds, vouchers and entries are kept.

17. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Petty cash funds on cash journals with custodian, float, alert level and approval limit
- Expense vouchers with several lines, analytic accounts and receipts
- Approval above the limit, refusal, payment with the accounting entry and the cash check, reversal
- Replenishment up to the float
- Printable voucher and cash book
- Arabic translation, automated tests