ABSTRACT

The system development project was designed to improve the existing operation. The emphasis is on computerization of petty cash payment and cash/cheque advance controlling. The functions of the system covers the petty cash payment, petty cash reimbursement, cash/cheque advance transactions, clearing advance transactions and also includes generating the reports of petty cash and advance payment flow to the management team.

The study of this project begins with problems definitions and analyze the existing system by using such tools as data flow diagrams to describe the information flow, then the required system is designed and developed the application program. When the designed systems are fully implemented, all users can get timely and meaningful information to serve their requirements which finally enhance them to better controlling, planning, evaluating and decision making.