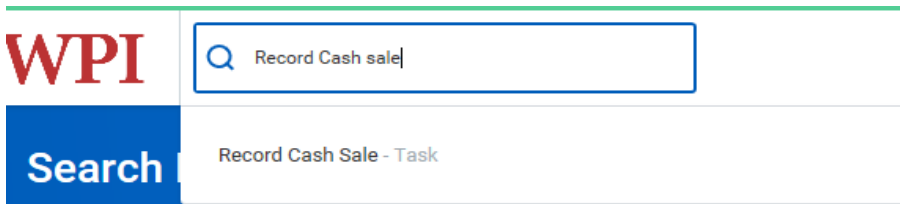


Record Cash Sale

Cash Sale event is a business process that replaces the Cash Receipt Deposit. These are Departmental Deposits that are NOT previously recorded in Workday. This is a paperless transaction and all detail will need to be uploaded/attached to the transaction in Workday.

To Record a Cash Sale

1. Click in Workday search field and type Record Cash Sale and Select Record Cash Sale from the task results.



2. The Record Cash Sale window opens.
 - a. NOTE THE HELP TEXT AT THE TOP OF THE PAGE
 - b. * = Required Fields - Company (always WPI), Customer, Currency
 - c. Cash Sale Date = date you are entering in workday
 - d. Memo = description you would like to see in Workday
 - e. Payment Type = Cash or Check ONLY
 - f. Reference = Check Number (for multiple checks please upload/attach a list of the checks)
 - g. Control Total Amount = amount of cash or check
 - i. If you are have cash and check payments to record you will need to enter separate transactions in Workday for each monetary total.

*We recommend attaching the backup for this cash sale.
If you are attaching a check copy, account numbers must be blocked out.
PII states bank account information is prohibited from being copied.*

Please do not check the Create Deposit Box unless you are a Cash Specialist or Cash Manager. This will cause a delay in processing your cash sale.

Enter WPI for correct customer

Enter WPI for correct customer options

STOP!
See help text above!

The screenshot shows the 'Record Cash Sale' form in Workday. The form is divided into two main sections: 'Cash Sale Information' and 'Payment Information'.
Cash Sale Information:

- Company: * X Worcester Polytechnic Institute - WPI
- Customer: * X WPI Cash Sale
- Currency: * X USD
- Cash Sale Date: * 08 / 20 / 2018
- Invoice Type: [dropdown]
- From Date: 08 / 20 / 2018
- To Date: MM / DD / YYYY
- Memo: Music Lesson

Payment Information:

- Default Tax Code: [dropdown]
- Payment Type: * X Check
- Reference: 1234
- Control Total Amount: 50.00
- Total Payment Amount: 0.00
- Tax Amount: 0.00
- Create Deposit:
- Bank Account: [dropdown]
- Deposit Reference: [dropdown]
- Currency Rate Type: (empty)
- Deposit to Bank Rate: 0

Red boxes highlight the 'Company', 'Customer', 'Currency', 'Cash Sale Date', 'Payment Type', 'Reference', and 'Control Total Amount' fields. A green callout bubble points to the 'Company' field, and another points to the 'Payment Type' field.

3. Enter the Invoice Lines.

* Company = always WPI

Revenue Category (*n/a for Student Organizations/clubs*)

Enter the extended Amount

Transaction Date = date entering the cash sale in Workday

Memo – add description here

Enter the Cost Center (*n/a for Student Organizations/Clubs*)

Additional Worktags - Student Organizations/Clubs enter name or number

Invoice Lines Tax Attachments

Invoice Lines 1 item

+	Line	Order	*Company	Revenue Category	Extended Amount	Transaction Date	Memo
+ -			X Worcester Polytechnic Institute - WPI	X Other Income - General	10.00	09 / 25 / 2018	Dues

Cost Center	*Fund	*Program	Additional Worktags	Billable Project
X 1125-CC Student Activities	X 810-FD Agency	X 920 Agencies	X Student Organization: 112-AG Sigma Gamma Tau	

4. Attach Documents – It is required you attach your documentation here. This is a paperless transaction and a receipt will not be provided. Review the help text at the top of the page, if you attach a copy of a check you must block the account number when copying/scanning.

- a. Click on Attachments
- b. Attach documents

Invoice Lines Tax **Attachments**

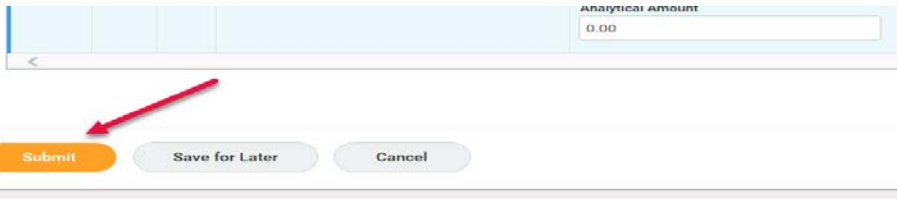
Attachments

Drop files here

or

Select files

5. Submit your transaction – Click Submit



6. Document your Cash Sale Record number. You need this number when you deliver the funds to the Bursars Office.
- Click on the Details and Process drop down arrow
 - Record the Cash Sale entry number.

You have submitted

Cash Sale: Pickett Fencing on 08/22/2018 for \$50.00 [Actions](#)

Up Next

Cash Specialist
Review Cash Sale
Due Date 08/24/2018

Do Another

[Record Cash Sale](#)

Details and Process

For 18080007-CASH - 08/22/2018 - 50.00 - USD
Overall Process Cash Sale: Pickett Fencing on 08/22/2018 for \$50.00
Overall Status In Progress

Due Date 08/23/2018

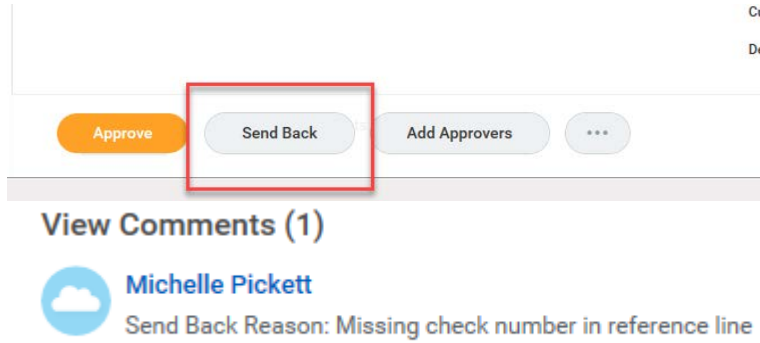
Your Transaction Requires Approval. Funds must be delivered to the Bursar's Office for deposit.

Depositing your funds for credit to the Departments Cost Center.

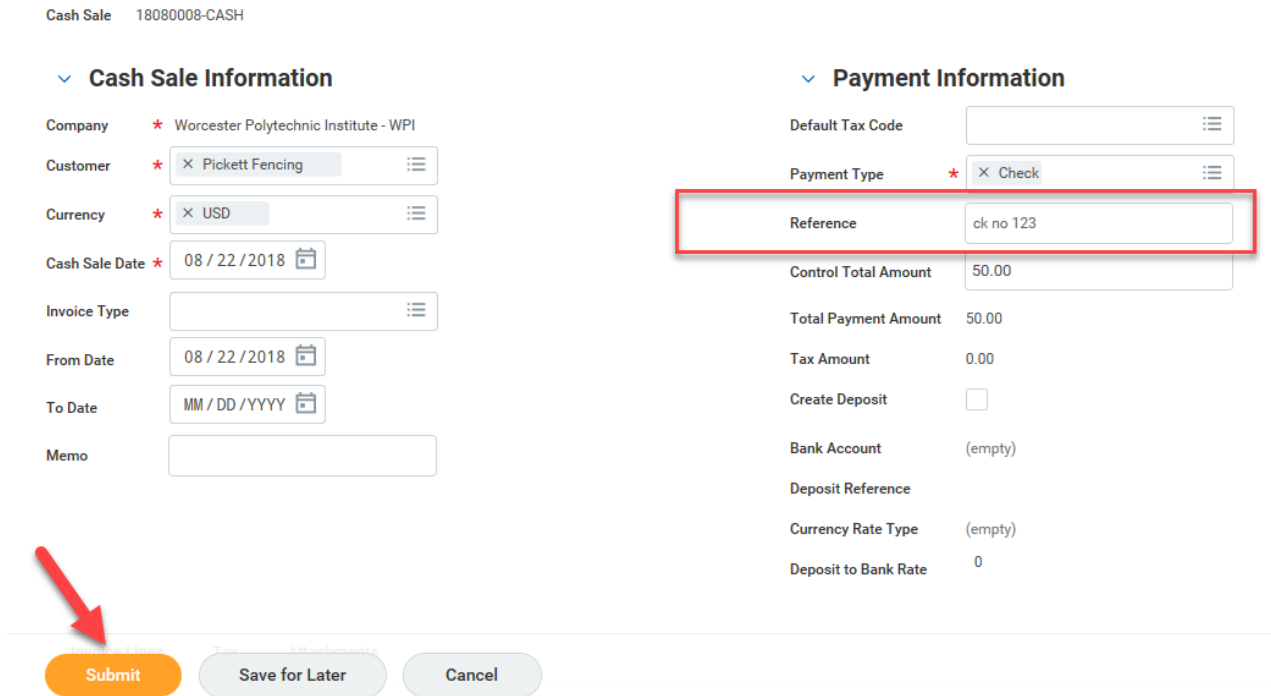
****Cash and checks must be delivered by WPI Employees. Students or other community members are prohibited from handling cash and checks on behalf of WPI.**

7. When the cash / check is presented to the Bursars office the funds will be verified against the Cash Sale transaction in Workday. Once the funds are verified the transaction will be approved. At that time you will see the revenue available to you in your departments cost center.

If there is a discrepancy in the transaction the Cash Manager will select "Send Back". The originator will make the changes in Workday.

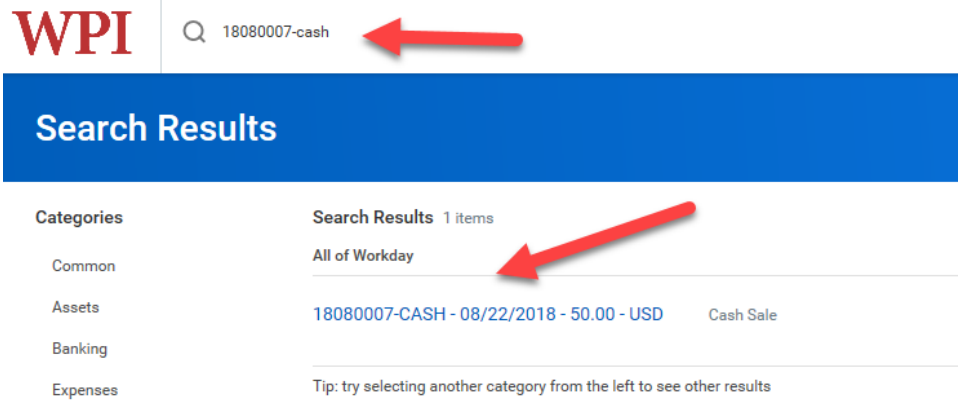


The originator will find the transaction in their inbox, make changes and resubmit the transaction for approval.



View Cash Sale Status

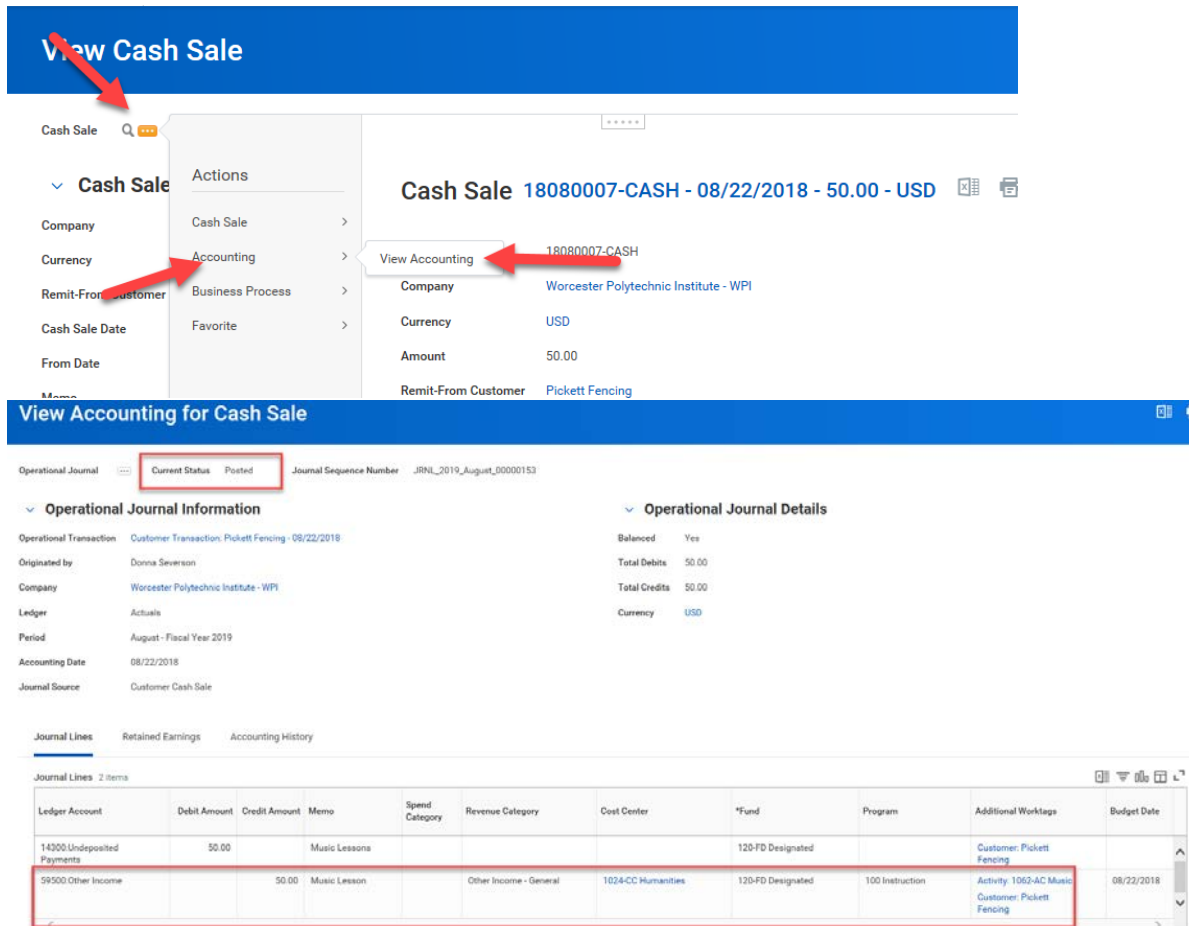
1. Type the CS number in the Workday Search Field, be sure your search preferences are set to All of Workday. Select the CS Line in the Search Results.



The screenshot shows the Workday search interface. At the top left is the WPI logo. A search bar contains the text "18080007-cash" with a magnifying glass icon to its left. Below the search bar is a blue header with the text "Search Results". On the left side, there is a "Categories" list with options: Common, Assets, Banking, and Expenses. On the right side, under "Search Results 1 items", the option "All of Workday" is selected. Below this, a search result is displayed: "18080007-CASH - 08/22/2018 - 50.00 - USD" with "Cash Sale" to its right. A tip at the bottom reads: "Tip: try selecting another category from the left to see other results".

2. Click on the orb next to the magnifier, hover over Accounting, click on View Accounting. Here you will see the transaction posting to your departments cost center.

Note: only after the funds are delivered to the Bursar's office for deposit will you see the completed transaction.



The screenshot shows the "View Accounting for Cash Sale" page. At the top is a blue header with the text "View Accounting for Cash Sale". Below this is a search bar with "Cash Sale" and a magnifying glass icon. A dropdown menu is open, showing "Cash Sale" selected. To the right, the search results for "Cash Sale 18080007-CASH - 08/22/2018 - 50.00 - USD" are displayed. The "View Accounting" link is highlighted. Below this, the "Operational Journal Information" and "Operational Journal Details" sections are visible. The "Operational Journal Information" section includes fields for Operational Transaction, Originated by, Company, Ledger, Period, Accounting Date, and Journal Source. The "Operational Journal Details" section includes fields for Balanced, Total Debits, Total Credits, and Currency. At the bottom, the "Journal Lines" table is shown with columns for Ledger Account, Debit Amount, Credit Amount, Memo, Spend Category, Revenue Category, Cost Center, *Fund, Program, Additional Worktags, and Budget Date. The table contains two rows: "14300 Undeposited Payments" and "59500 Other Income".

Ledger Account	Debit Amount	Credit Amount	Memo	Spend Category	Revenue Category	Cost Center	*Fund	Program	Additional Worktags	Budget Date
14300 Undeposited Payments	50.00		Music Lessons				120-FD Designated		Customer: Pickett Fencing	
59500 Other Income		50.00	Music Lesson		Other Income - General	1024-CC Humanities	120-FD Designated	100 Instruction	Activity: 1062-AC Music Customer: Pickett Fencing	08/22/2018