**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. Payment 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 options*
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

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
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.
   a. Click on the Details and Process drop down arrow
   b. Record the Cash Sale entry number.

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**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.

   ![Search Results](image)

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.

   ![View Cash Sale](image)

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