

How To Enter Cash Reports

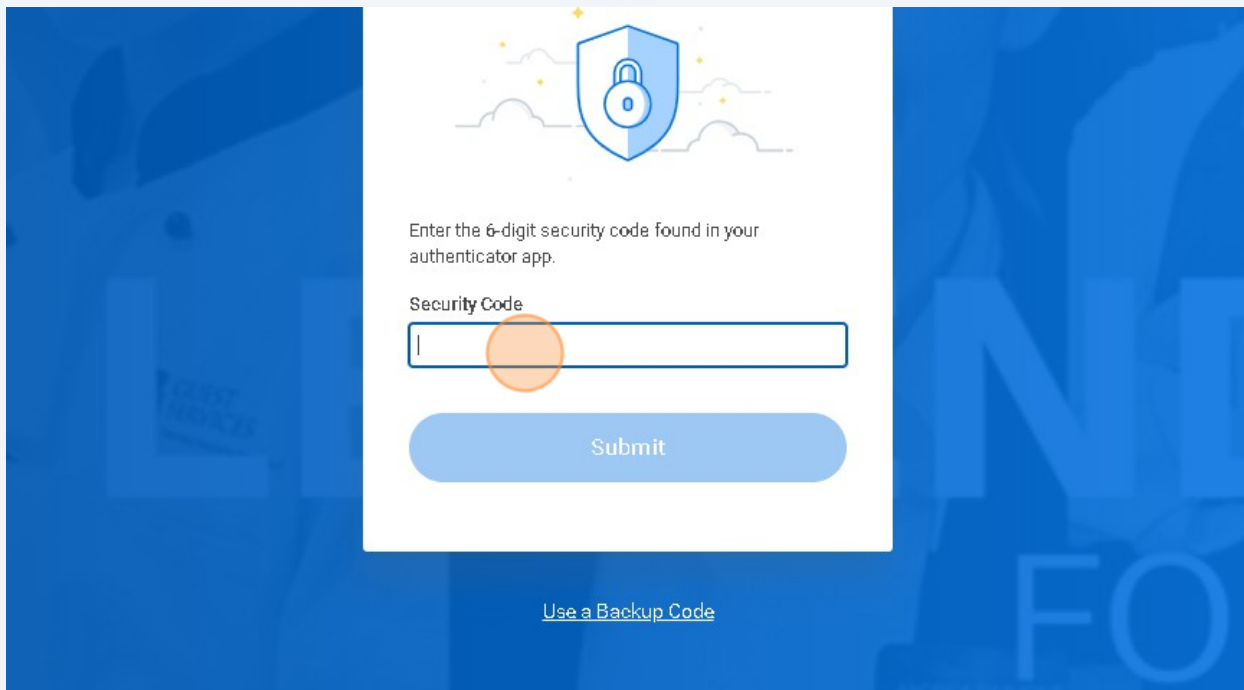
1

Navigate to

<https://wd5-impl.workday.com/wday/authgwy/guestservices3/login.html>

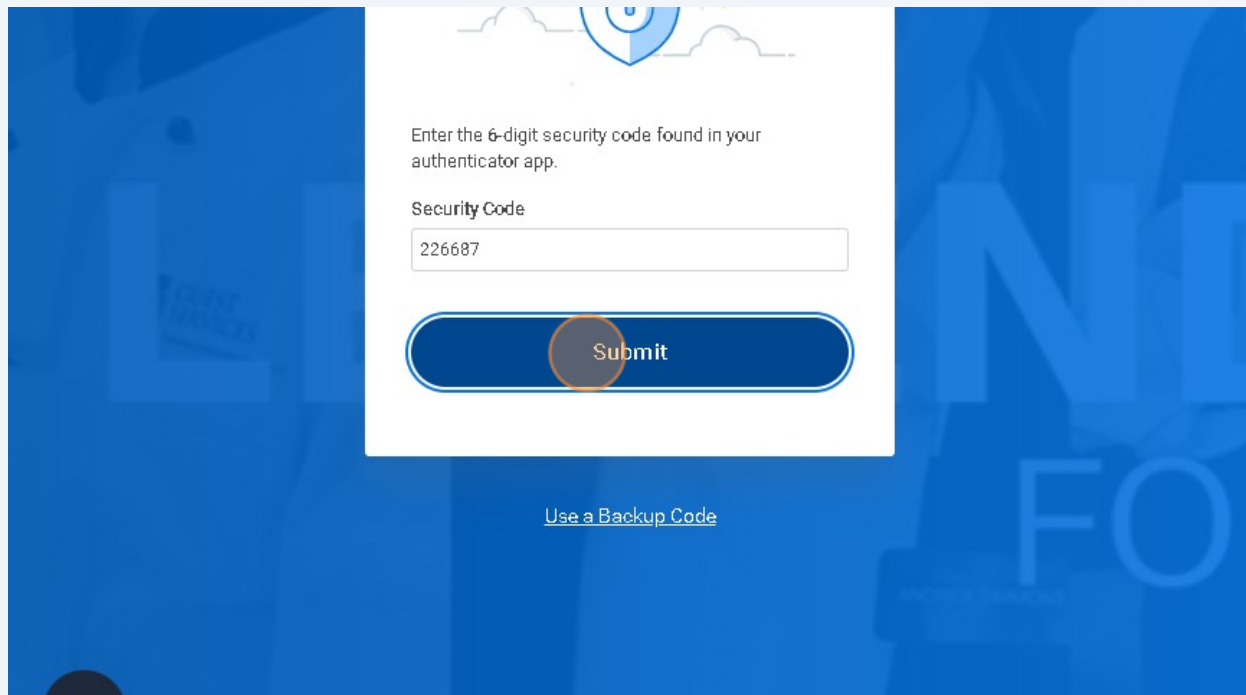
2

Click the "Security Code" field. From the Authenticator App on your phone Enter the Security Code



The screenshot shows a login interface with a blue background. At the top, there is a shield icon with a padlock. Below it, the text reads: "Enter the 6-digit security code found in your authenticator app." The "Security Code" label is positioned above a text input field. An orange circle highlights the input field. Below the input field is a blue "Submit" button. At the bottom, there is a link that says "Use a Backup Code".

3 Click "Submit"



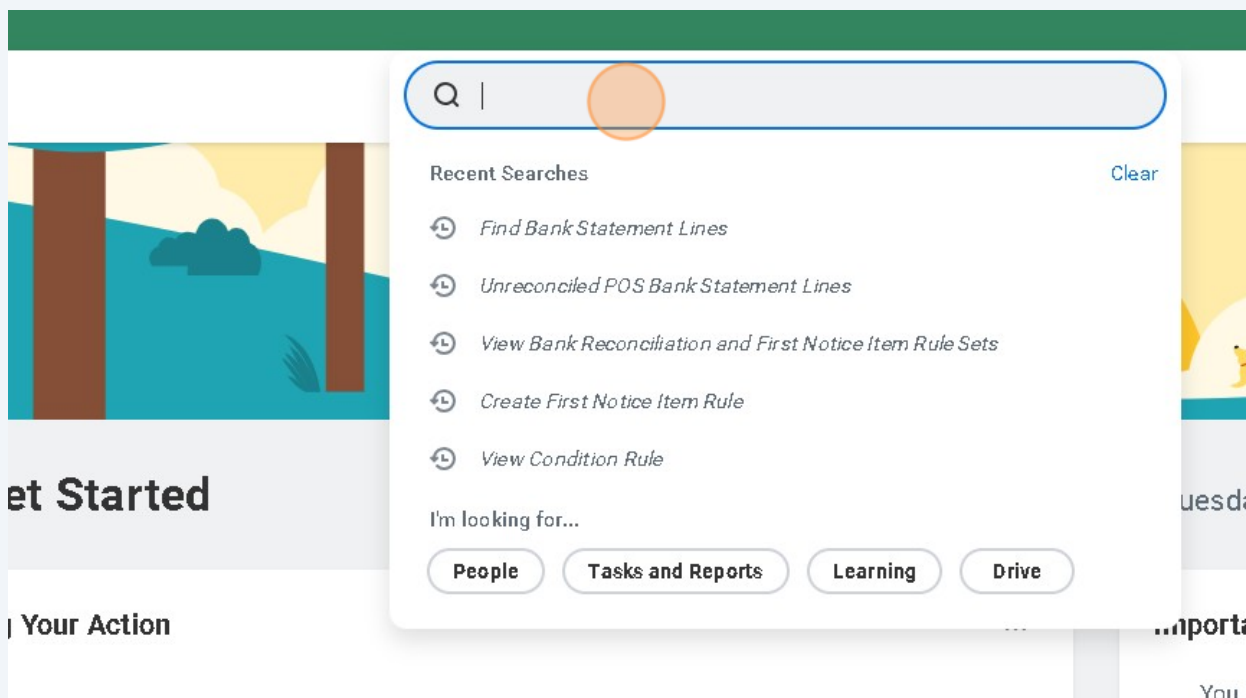
Enter the 6-digit security code found in your authenticator app.

Security Code

Submit

[Use a Backup Code](#)

4 Click the "Search" field.



Q |

Recent Searches Clear

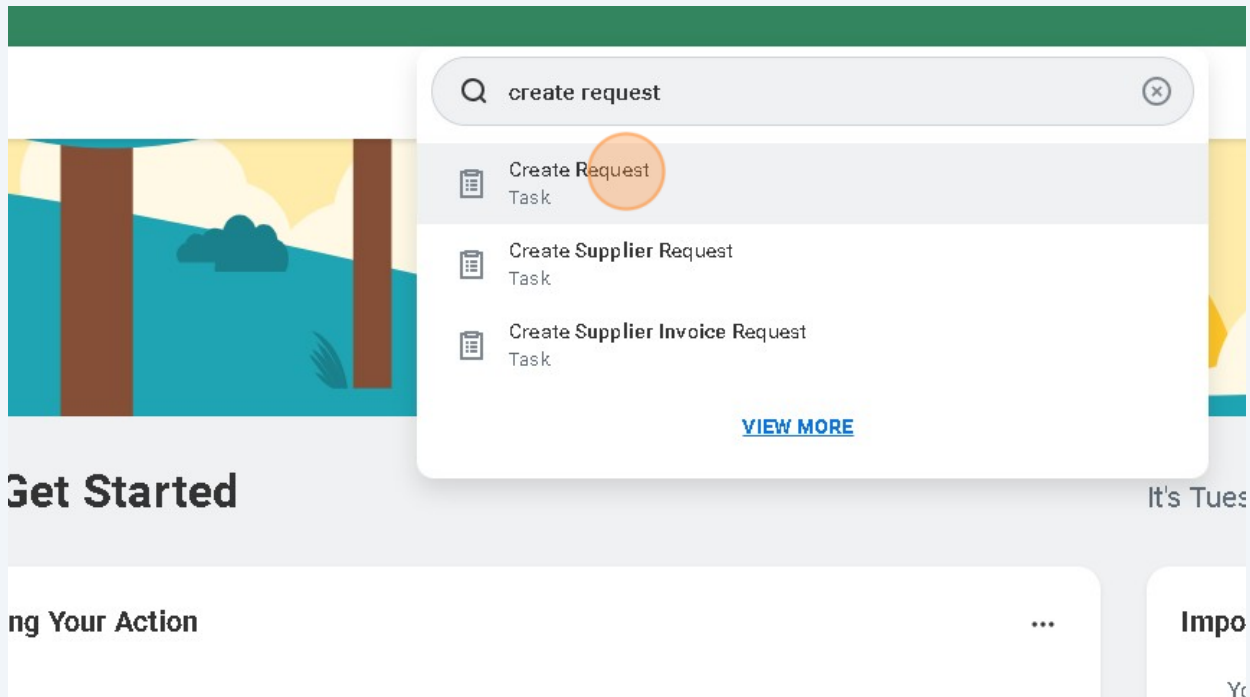
- Find Bank Statement Lines
- Unreconciled POS Bank Statement Lines
- View Bank Reconciliation and First Notice Item Rule Sets
- Create First Notice Item Rule
- View Condition Rule

I'm looking for...

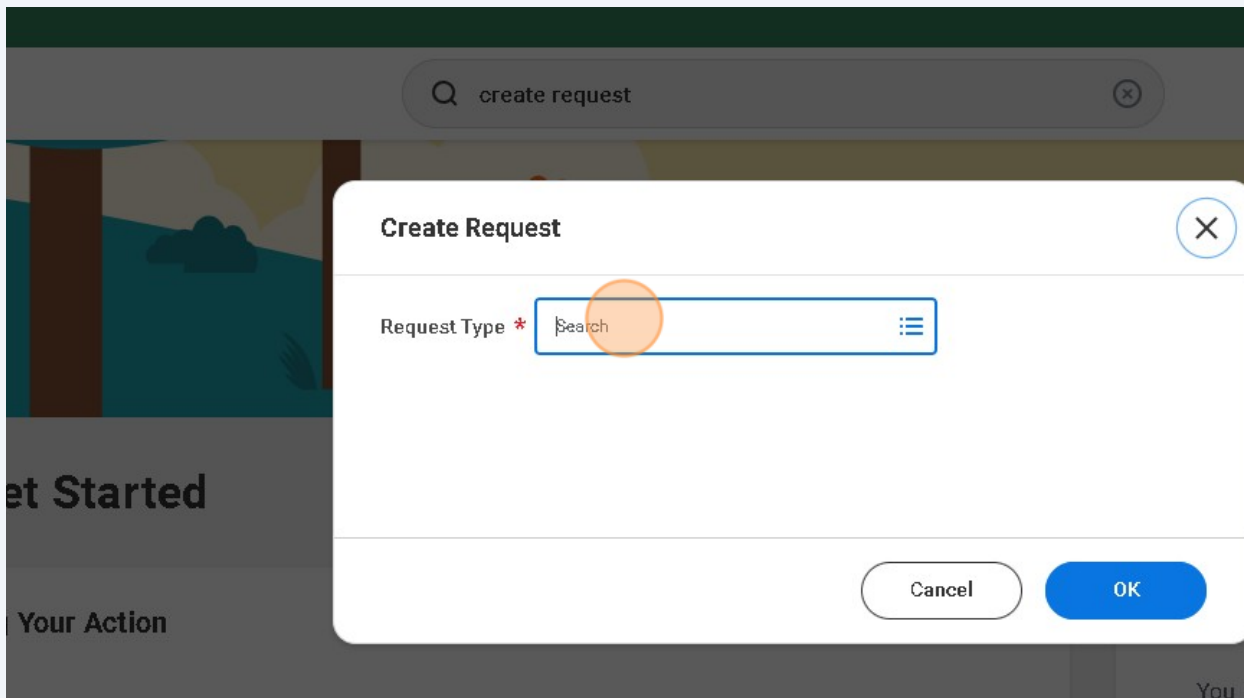
People **Tasks and Reports** **Learning** **Drive**

5 Type "create request **enter**"

6 Click "Create Request"

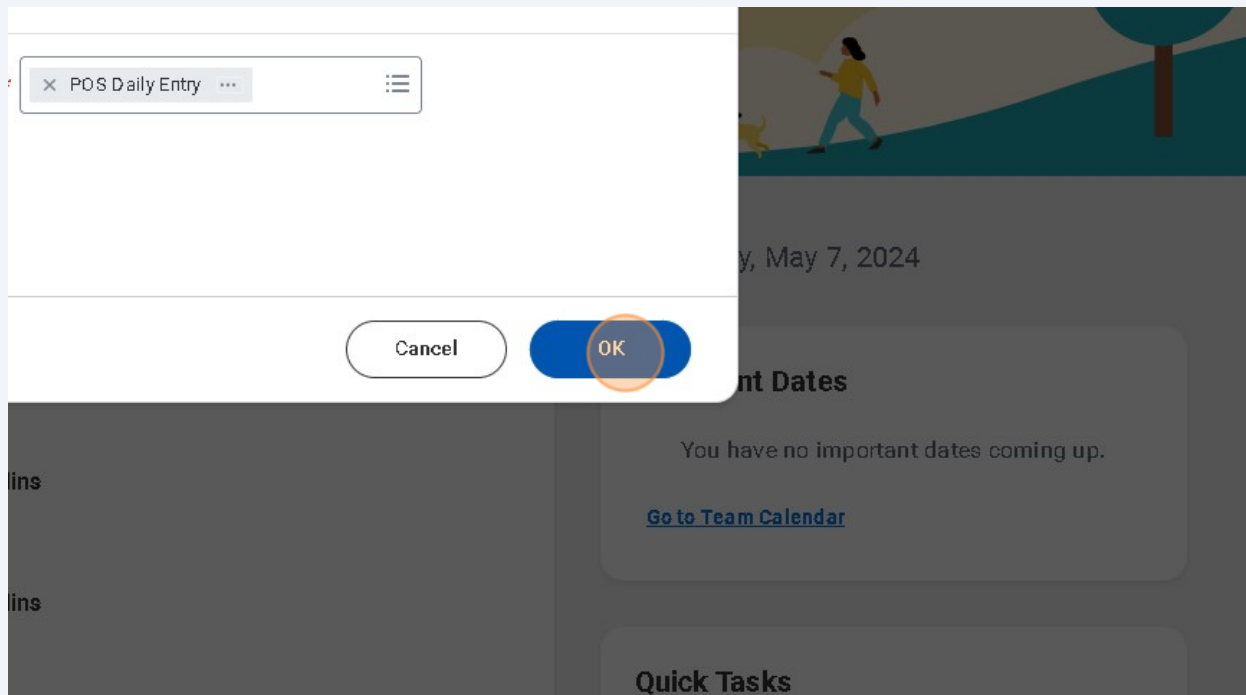


7 Click the "Request Type" field.



8 Type "pos enter"

9 POS Daily Entry will appear. Click "OK"



× POS Daily Entry ...

Cancel OK

ins

ins

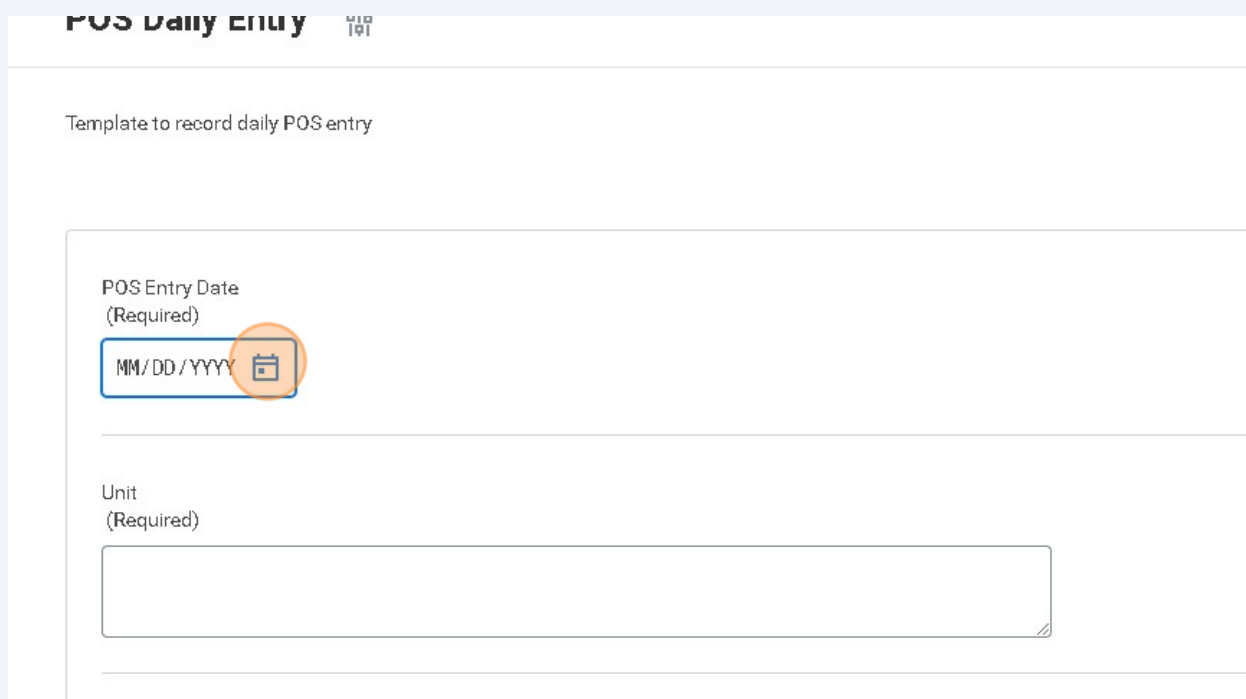
nt Dates


You have no important dates coming up.

[Go to Team Calendar](#)

Quick Tasks


10 Click in POS Entry Date and enter sale date here. You may use the calendar to select the date.



POS Daily Entry 

Template to record daily POS entry


POS Entry Date
(Required)

MM/DD/YYYY 

Unit
(Required)

11 Double-click this icon to load the calendar.

POS Entry Date (Required)

MM/DD/YYYY 


Unit (Required)

Template to record daily POS entry

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

12 Enter Cost Center (unit number) - Cost Centers begin with CC0+the 4 digit unit number

POS Entry Date (Required)


01/05/2023 

Unit (Required)

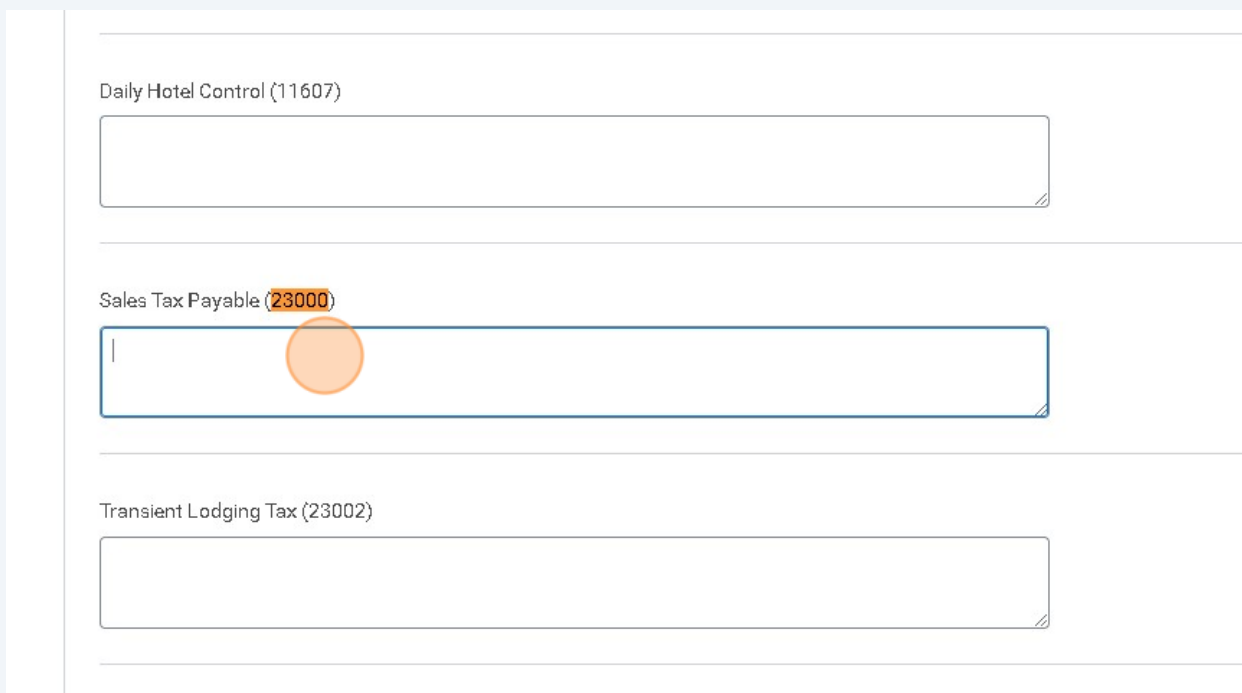
Department Operating Funds (10017)

13 Type "CC01931 **tab**"

14 Press **ctrl + f** to begin entering the sales numbers from the excel version of the cash report. Continue in this manner until all amounts have been entered.

 Tip! Use Control F (find) to find and enter the GL codes

15 Ex. Type 23000 in the Control F box. It will take you here.



Daily Hotel Control (11607)

Sales Tax Payable (23000)

Transient Lodging Tax (23002)

16 In this example, for 23000, type "65.10"

17 Use Control F to find the next GL Code (40000) and enter that amount

Gift Cards (27022)

Food & Beverage (40000)

Food & Beverage - No Fee (40001)

Food & Beverage - Nontaxable (40002)

18 In this example, for 40000, type "943.46"

19

For settlements - the settlements are bolded and highlighted in orange. For Cash settlement - type Control F - type CIT then enter cash settlement amount.

Freedom Pay Kiosk Collection (99064)

CIT

Visa/MC

20

Scroll to the next settlements until all settlement amounts are entered.

CIT

Visa/MC

American Express

Discover

21

At the bottom Click "Select files" to upload the cash report packet (please refer to Accounting Policy 203 for a detailed listing of required documents). This is required, you will be unable to submit the report without this attachment. It needs to be in .pdf form. Please use this naming convention: four digit unit number_sale date (mmddyy) ex. 1931_010523

enter your comment

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

22

The attachment will be listed next to the orange .pdf with the check mark of a successful upload. Click "Submit"

enter your comment

**Attachments**

1931_010523.pdf

✓ Successfully Uploaded!

Description

Upload

Submit

Save for Later

Cancel

23

If there is an error, there will be a notification and it must be corrected before submission. Click "View All" Make sure to do this promptly otherwise the report will sit in the "my tasks" awaiting action from you and it will not be posted.

The screenshot shows a notification box titled "Event saved. Awaiting submission" with a close button (X) in the top right corner. Below the title, it says "Up Next: Myrna Mullins | Revise Request" and includes a link "View Details". A blue button labeled "Revise" is present. Below this, a red banner indicates "Errors: 1" with a "View All" link and an upward arrow. The error message is "1. - POS Entry is not Balanced (Request Event)". The background shows a user profile for "Myrna Mullins" and a section titled "Important Dates" with the text "You have no important dates coming up." and a link "Go to Team Calendar". The date "Tuesday, May 7, 2024" is also visible.

24

The notification will describe the issue - POS Entry is not Balanced (Request Event)"

The screenshot shows a task list on the left with two entries: "Request Process : POS Daily Entry : Myrna Mullins" (4 seconds ago) and "Request Process : POS Daily Entry : Myrna Mullins" (1 month(s) ago). A notification box is overlaid on the right, identical to the one in the previous screenshot, showing the error "1. - POS Entry is not Balanced (Request Event)". The background also shows the "Important Dates" section.

25 Click "Revise"

create request

Event saved. Awaiting submission
Up Next: Myrna Mullins | Revise Request
[View Details](#)

Revise

Errors: 1 [View All](#)

1. - POS Entry is not Balanced (Request Event)

Welcome

Awaiting Your Action

Request Process : POS Daily Entry : Myrna Mullins

26 Determine the error and correct. In this example, one amount was excluded so the report did not balance. It could also be that an amount was typed in wrong.

Regular Pay (60000)

79.13

Utilities - Electricity (70001)

Cash (Over) & Short - Cashier (70200)

Submit **Save for Later** **Cancel**

27 Type in the missing amount- in this example ".20"

28 Once the error is corrected, click submit.

Regular Pay (60000)

79.13

Utilities - Electricity (70001)

Cash (Over) & Short - Cashier (70200)

.20

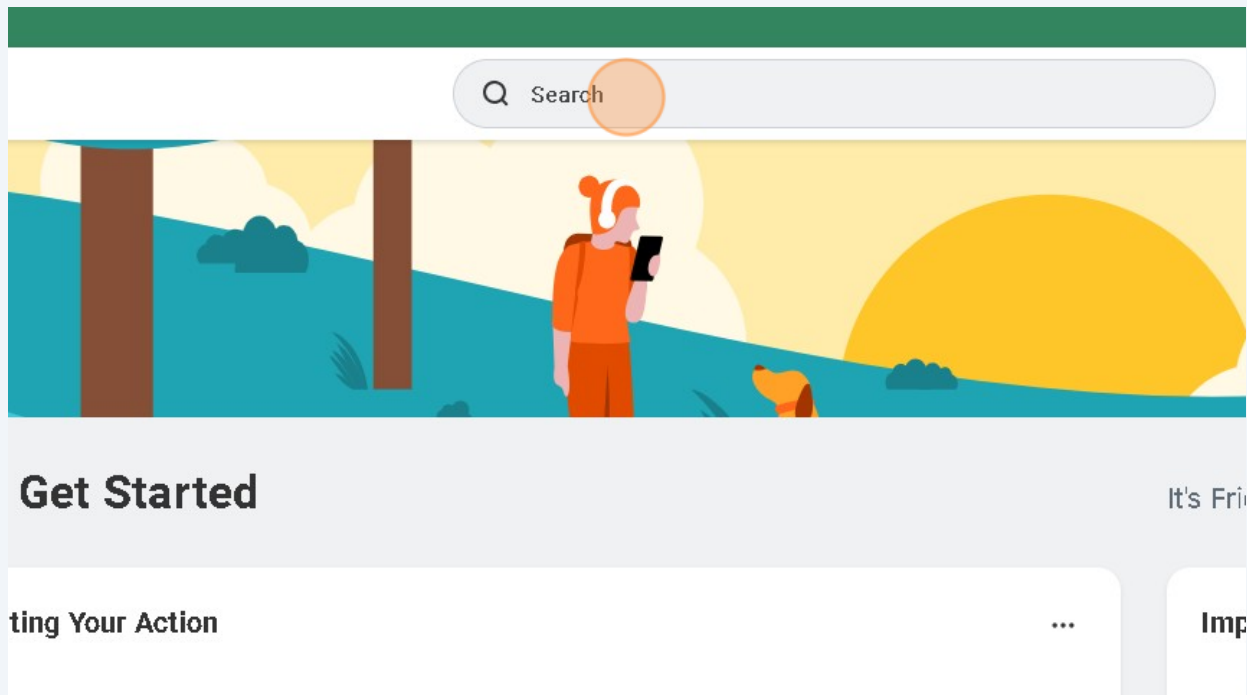


Submit

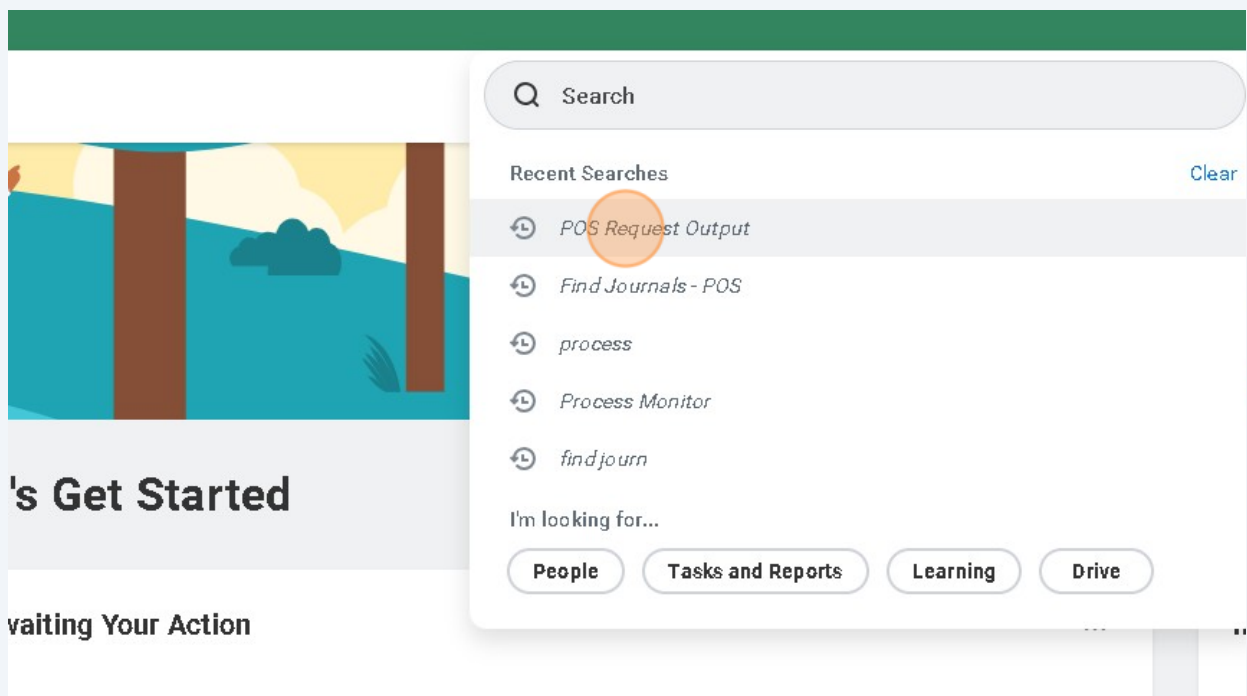
Save for Later

Cancel

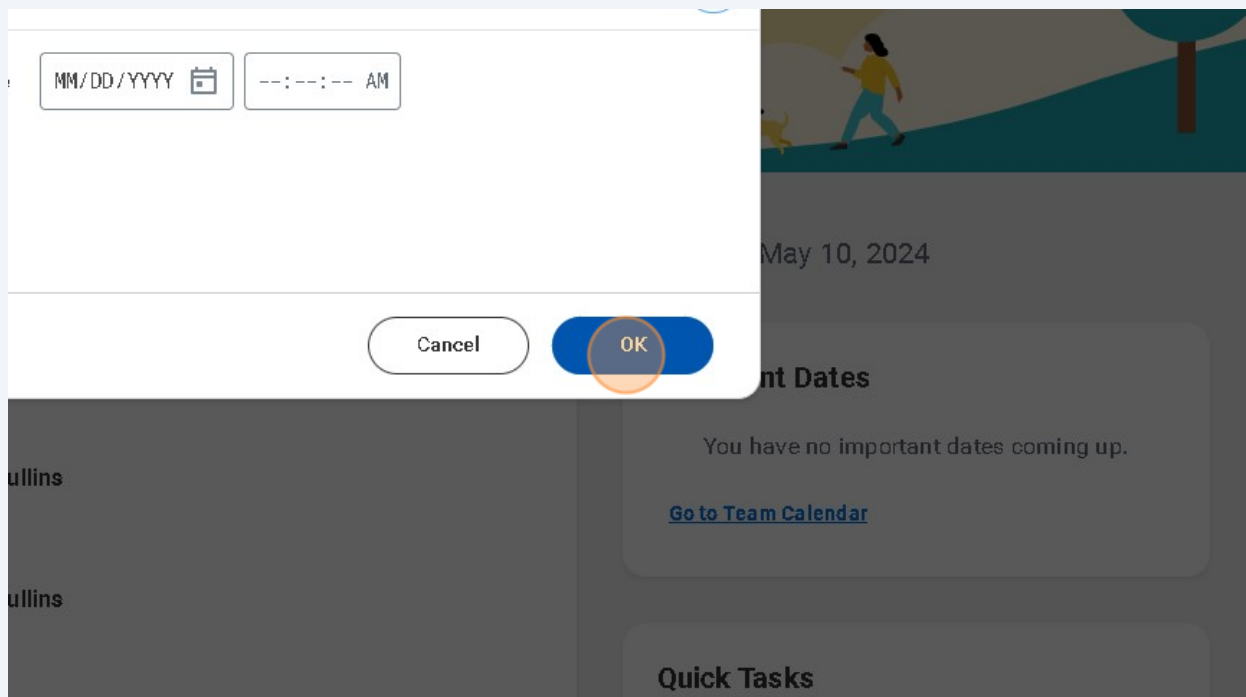
29 To view the entry Click the "Search" field.



30 Type POS Request Output - select "POS Request Output"



31 You will see this. Click "OK"



32 You may filter any column by clicking the column description. For example Click "Unit"

services3


GUEST SERVICES

POS Request Output

st Output

Request Initiator	Request Initiation Date	POS Entry Date	Unit	Questionnaire Answers		
				Question	Statistic Account	Amount
a Mullins	12/28/2023 12:05:33.423 PM	12/17/2023	cc08354	Beer (40003)	No	-146
				CIT	No	538.
				Commission On Credit Card Sales (70230)	No	120.
				Customer Count (99002)	Yes	2

33 Click the "Value" field.

	12/28/2023 12:05:33.423 PM	12/17/2023	↑ Sort Ascending ↓ Sort Descending			-148.6	
			Filter Condition *			538.47	
			is			120.85	
			Value *			220	
			Search			-283.75	
			Filter			-1435	
				Food & Beverage (40000)	No	-229.69	
				Fuel (42011)	No	-791.94	
				General Merchandise	No	-1221.93	

34 A listing of the cost centers (unit numbers) will be displayed. Click the box of the cost center you need.

				<input type="checkbox"/> CC01010			
				<input type="checkbox"/> CC01360			
				<input type="checkbox"/> CC01420			
				<input type="checkbox"/> CC01680			
				<input type="checkbox"/> CC01901			
				<input type="checkbox"/> CC01904			
				<input type="checkbox"/> CC01928			
				<input checked="" type="checkbox"/> CC01931			
				<input type="checkbox"/> CC02001			
				<input type="checkbox"/> CC02022			
				Search			
				Filter			
Request Initiator	Request Initiation Date	POS Entry Date	Unit			Answers	
						Statistic	
						Account	Amount
Mullins	12/28/2023 12:05:33.423 PM	12/17/2023					-148.6
							538.4
							120.8
							22
							-283.7
							-143
				Food & Beverage (40000)	No		-229.6

35 Click "Filter"

			Sort Descending			
			Filter Condition *			538.47
			is			120.85
			Value *			220
			x CC01931			-283.75
			Filter			-1435
			Food & Beverage (40000)	No		-229.69
			Fuel (42011)	No		-791.94
			General Merchandise (42000)	No		-1221.93
			Hotel AR Clearing (11007)	No		283.75

36 Then filter Request Initiator.

Implementation - guestservices3

MENU

GUEST SERVICES

POS Request Ou

POS Request Output

76 of 2441 items

Request	Request Initiator	Request Initiation Date	POS Entry Date	Unit	Questionnaire An	Stat Acc
	Christina Soulisak	04/09/2024 11:13:06.188 AM	03/15/2024	CC01931	American Express	No
					Beer (40003)	No
					Cash (Over) & Short - Cashier (70200)	No
					CIT	No

37 Click the "Value" field. A listing of names will be displayed.

Request	Requester	POS Entry Date	Unit	Question	Stal Acc
		15/2024	CC01931	American Express	No
				Beer (40003)	No
				Cash (Over) & Short - Cashier (70200)	No
				CIT	No
				Discover	No
				Food & Beverage - Nontaxable (40002)	No
				Food & Beverage (40000)	No
				Ice Cream (40027)	No
				Regular Pay (60000)	No

Filter Condition *

is

Value *

Search

Filter

38 Click the box by your name. You may also search your name by clicking in the search box.

POS Request Output ...

76 of 2441 items

Request	Requester	POS Entry Date	Unit	Question	Stal Acc
		15/2024	CC01931	American Express	No
				Beer (40003)	No
				Cash (Over) & Short - Cashier (70200)	No
				CIT	No
				Discover	No
				Food & Beverage - Nontaxable	No

<Blanks>

Brian Bowden

Christina Soulisak

Myrna Mullins

Paulette Lassiter

Rhonda Wilson

Shelly Neese

Vania Ninova

Search

Filter

39 Click "Filter"

↓ Sort Descending

Filter Condition *

is

Value *

× Myrna Mullins

Filter

				Beer (40003)	No
				Cash (Over) & Short - Cashier (70200)	No
				CIT	No
				Discover	No
				Food & Beverage - Nontaxable (40002)	No
				Food & Beverage (40000)	No
				Ice Cream (40027)	No
				Regular Pay (60000)	No
				Sales Tax Payable (23000)	No

40 Your cash report numbers will be displayed. Click the link to view the attachment "1931_010523.pdf"

Implementation - guestservices3

MENU GUEST SERVICES

POS Request Output

11 of 2441 items

Request	Request Initiator	Request Initiation Date	POS Entry Date	Unit	Questionnaire Answers	Statistic Account	Amount	Attachments	Content Type	File Name	Base64 Image Data
Q	Myrna Mullins	05/10/2024 08:38:04.434 AM	01/05/2023	CD01931	American Express	No	11.72	1931_010523.pdf	application/pdf	1931_010523.pdf	
					Beer (40003)	No	-22				
					Cash (Over) & Short - Cashier (70200)	No	-0.2				
					CIT	No	329.15				
					Food & Beverage - Nontaxable (40002)	No	-57.5				
					Food & Beverage (40000)	No	-943.46				
					Ice Cream (40027)	No	-19.5				
					Regular Pay (60000)	No	-79.13				
					Sales Tax Payable (23000)	No	-65.1				
					Visa/MC	No	862.02				
					Wine (40004)	No	-16				

41 Click this icon to exit out.

1931_010523.pdf 1 of 1

POS Request Output 6/6 10/

11 of 2441 items

Request	Request Initiator	Request Initiation Date	POS
Q	Myma Mullins	05/10/2024 08:38:04.434 AM	01/02

GUEST SERVICES

Opening Register Readings
Closing Register Readings
Difference from Register Sales
Less Sales Deductions - Overights & Voids
Less Sales Deductions - Discounts
Less Sales Deductions - Employee Meals
Less Discounts Reported
Less Laundry Audit
Less Board Plan Redistributions
GSD Deducted purchases
Net Sales

2,544.84
1,544.84
1,000.00
0.00
0.00
0.00
0.00
0.00
0.00
1,000.00

Control Total 1,000.00

Sales Information

Code	Description	Amount
0000	Room Service	1,000.00
0001	Room Service - Breakfast	1,000.00
0002	Room Service - Lunch	1,000.00
0003	Room Service - Dinner	1,000.00
0004	Room Service - Other	1,000.00
0005	Room Service - Total	1,000.00

Statistical Information

Code	Description	Amount
0000	Room Service	1,000.00
0001	Room Service - Breakfast	1,000.00
0002	Room Service - Lunch	1,000.00
0003	Room Service - Dinner	1,000.00
0004	Room Service - Other	1,000.00
0005	Room Service - Total	1,000.00

Settlement Information

Code	Description	Amount
0000	Room Service	1,000.00
0001	Room Service - Breakfast	1,000.00
0002	Room Service - Lunch	1,000.00
0003	Room Service - Dinner	1,000.00
0004	Room Service - Other	1,000.00
0005	Room Service - Total	1,000.00

Total Settlement 1,000.00

*Must equal amount listed on Daily Deposit Ticket