How To Enter Cash Reports
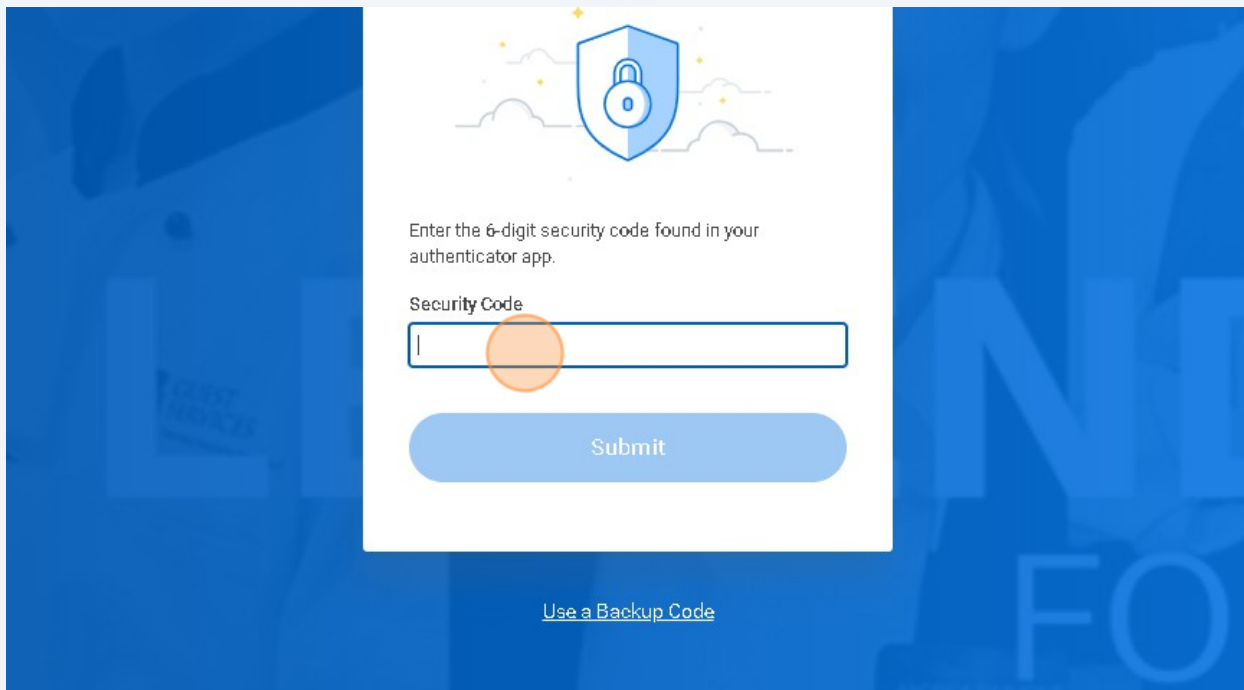
1 Navigate to
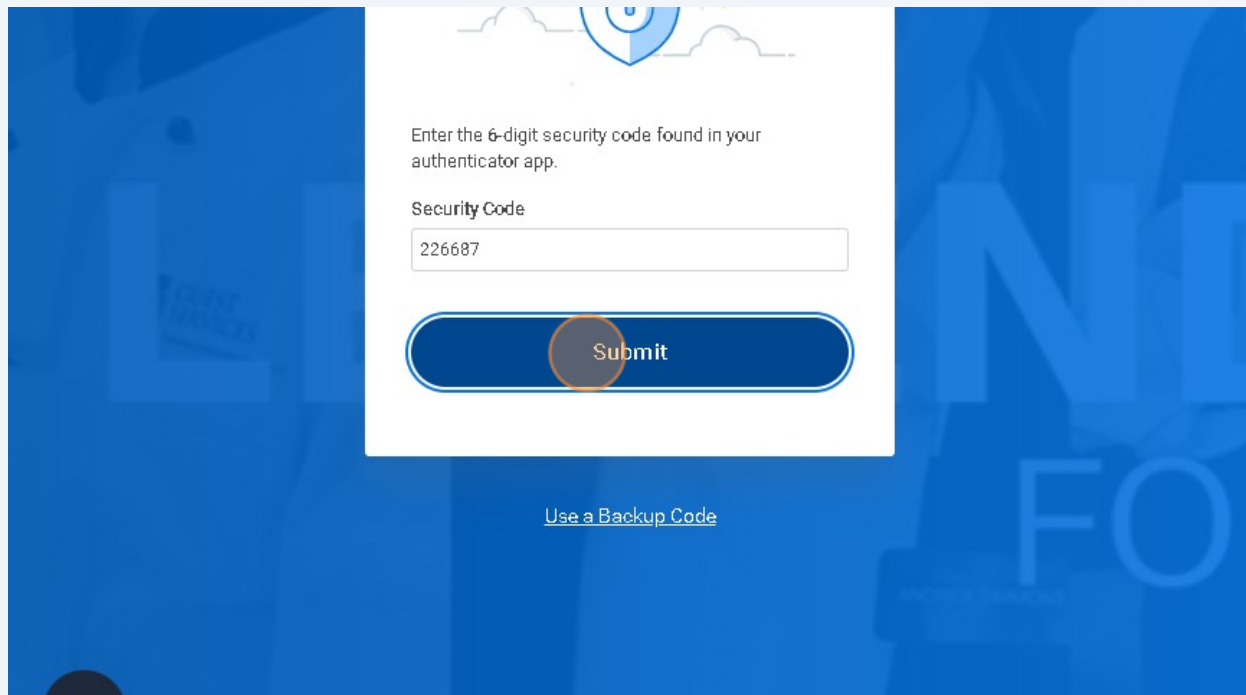**https://wd5-impl.workday.com/wday/authgwy/guestservices3/login.htmld**

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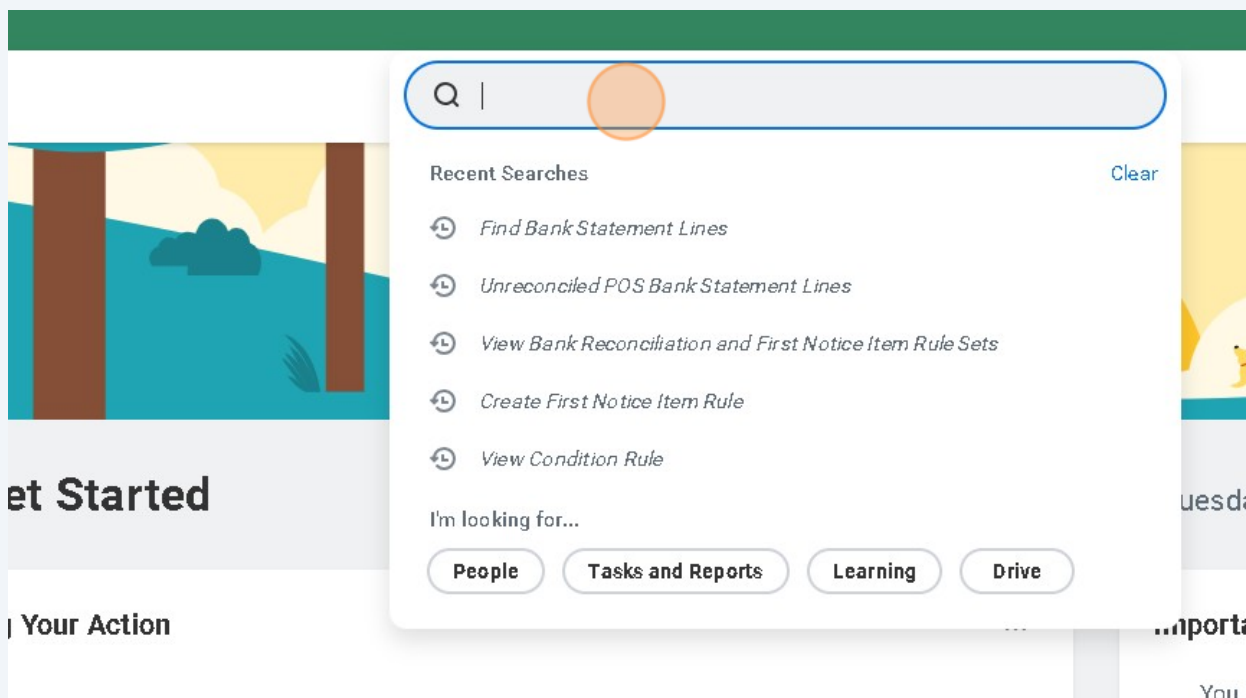
3 Click "Submit"

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

Security Code

226687

Submit

Use a Backup Code

4 Click the "Search" field.

Q |

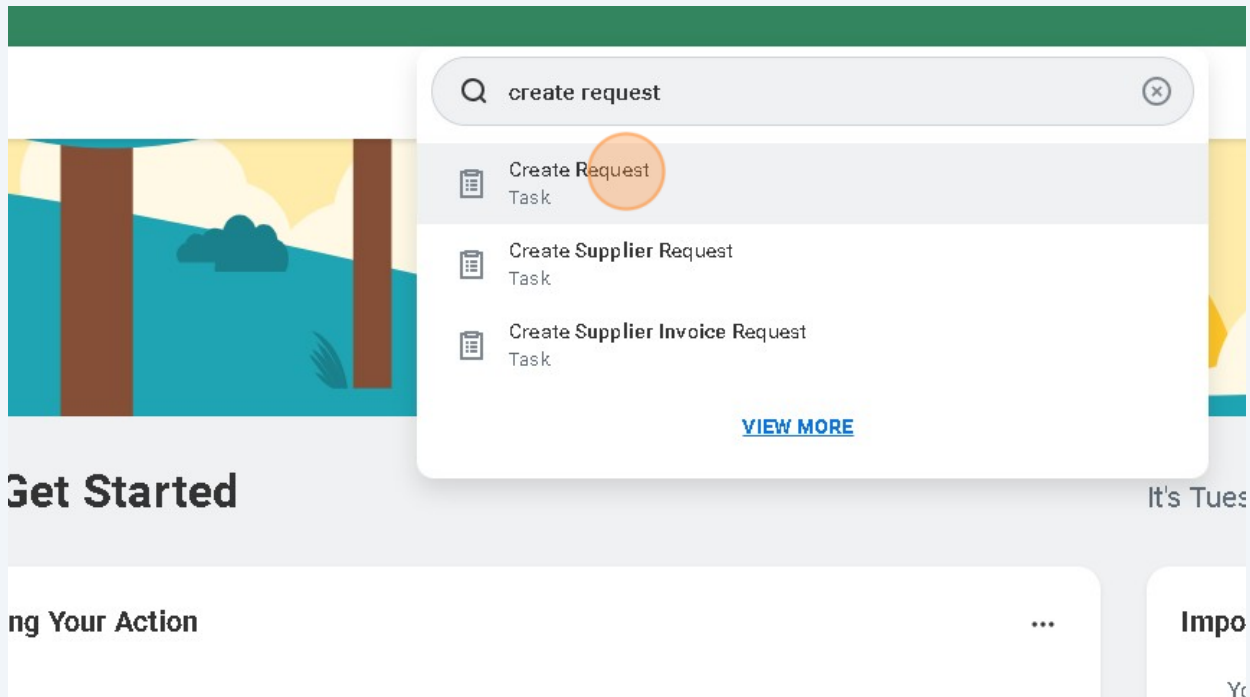Recent Searches   Clear

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

et Started

g Your Action

5 Type "create request **enter**"

6 Click "Create Request"
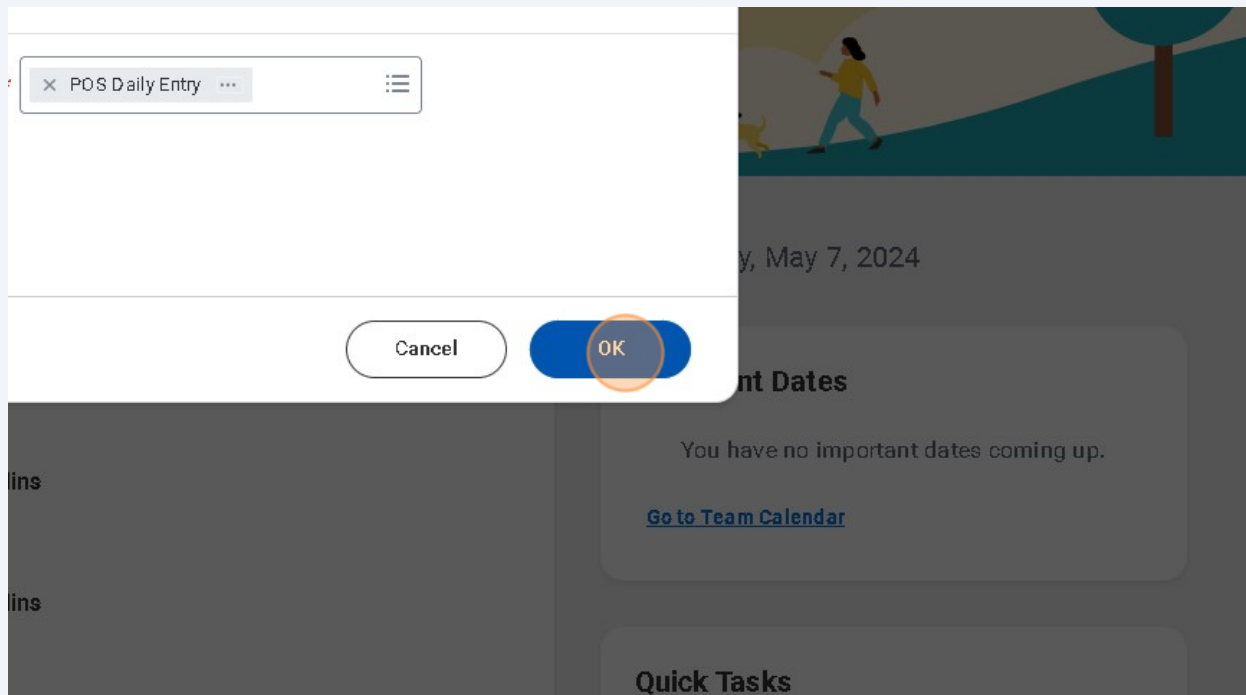
7 Click the "Request Type" field.

Create Request

Request Type * Search

Cancel   OK

et Started

Your Action

You
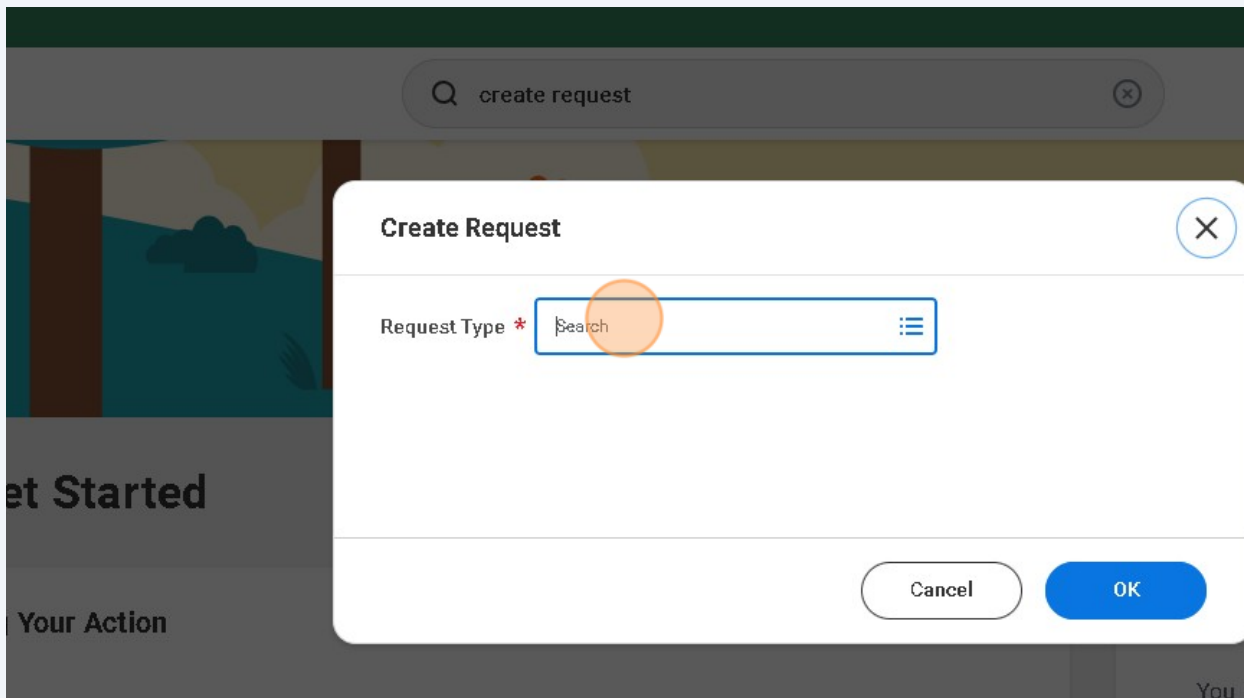
8 Type "pos **enter**"

9   POS Daily Entry will appear. Click "OK"

× POS Daily Entry ···
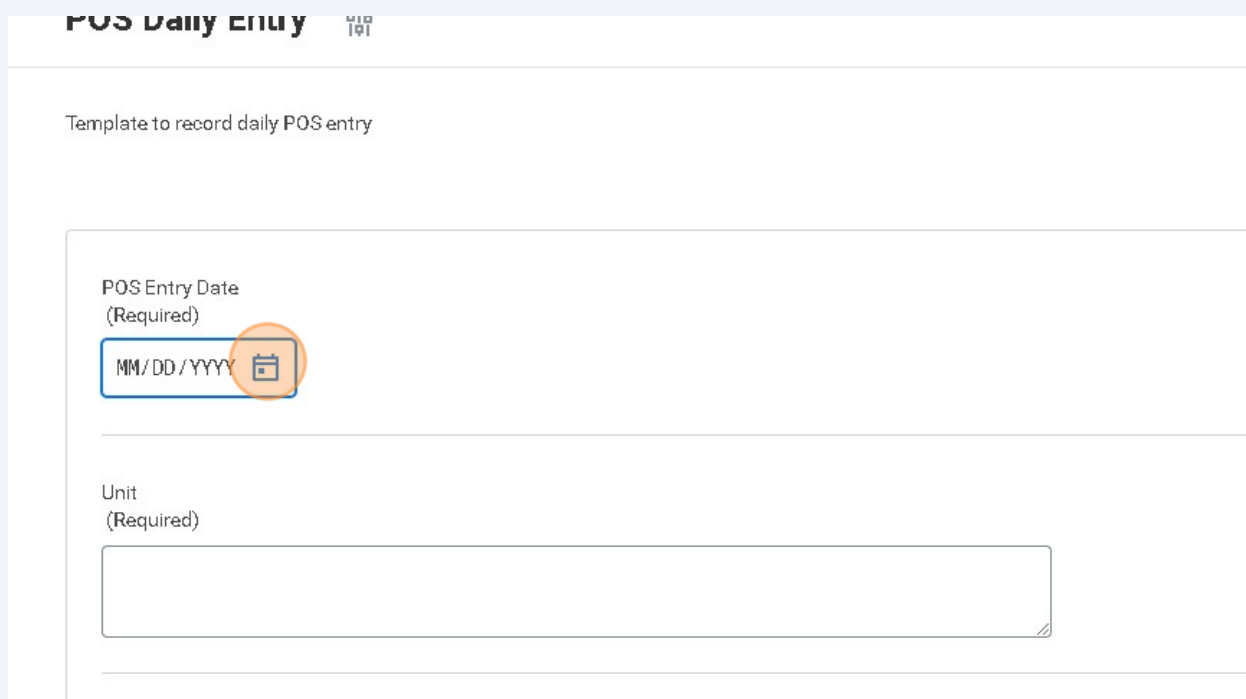
y, May 7, 2024

Cancel   OK

nt Dates

You have no important dates coming up.

Go to Team Calendar

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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 Daily Entry

Template to record daily POS entry

POS Entry Date
(Required)

MM/DD/YYYY 📅

	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

Unit
(Required)

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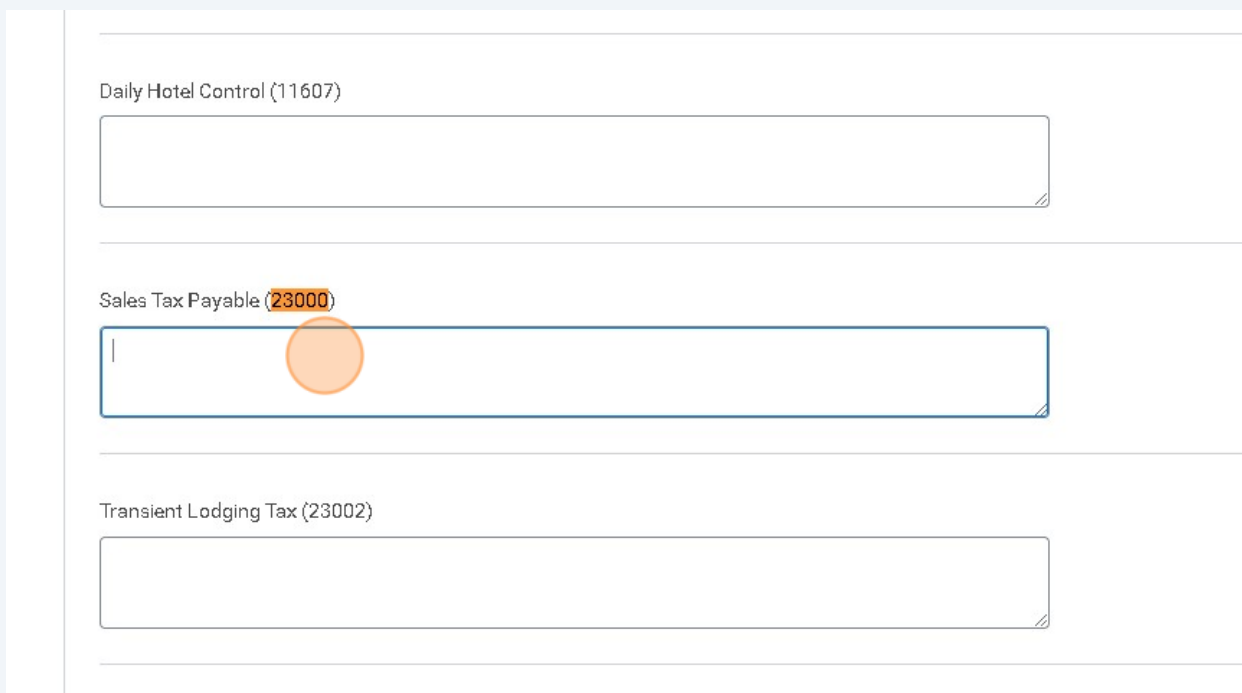
14 Press **ctrl + f to begin entering the sales numbers from the excel version of the cash report. Continue in this manner until all amounts have been entered.**

(i) 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

.achments

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

PDF   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.

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)

...

rna Mullins

Important Dates

You have no important dates coming up.

Go to Team Calendar

uesday, May 7, 2024

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

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)

ur Action   ...

equest Process : POS Daily Entry : Myrna Mullins

y Tasks - 4 second(s) ago

equest Process : POS Daily Entry : Myrna Mullins

y Tasks - 1 month(s) ago

Important

You hav

Go to Team C

uesday,

25 Click "Revise"

Q 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

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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)
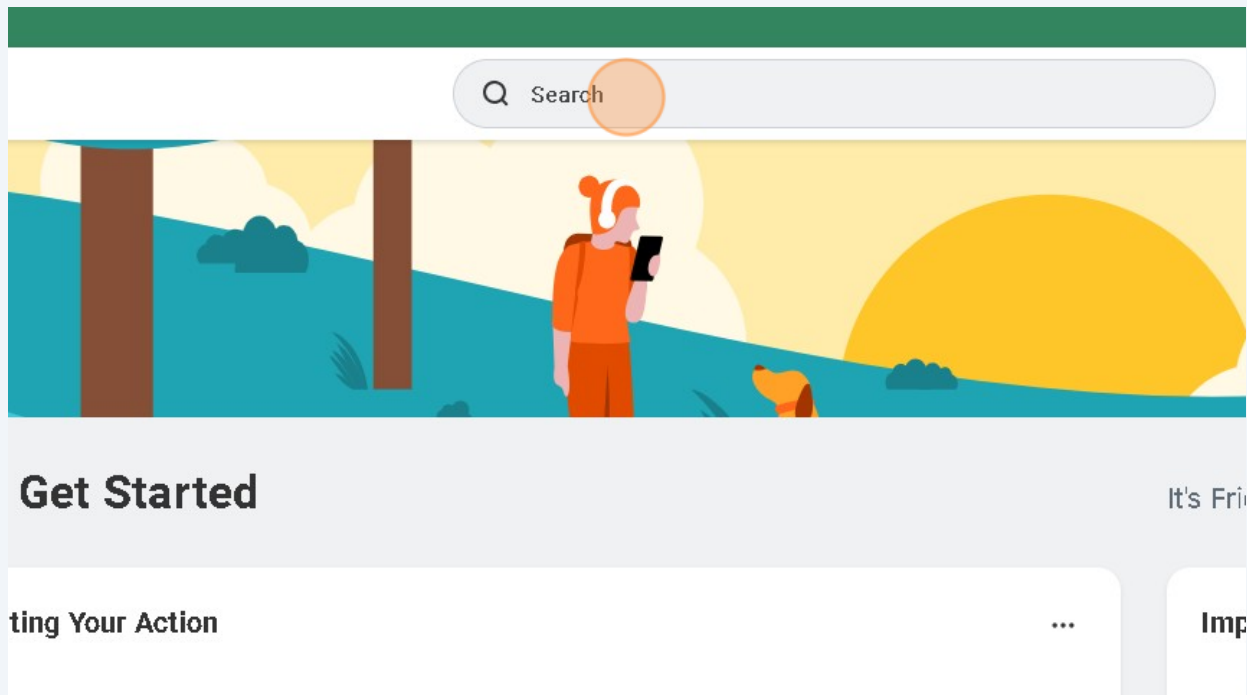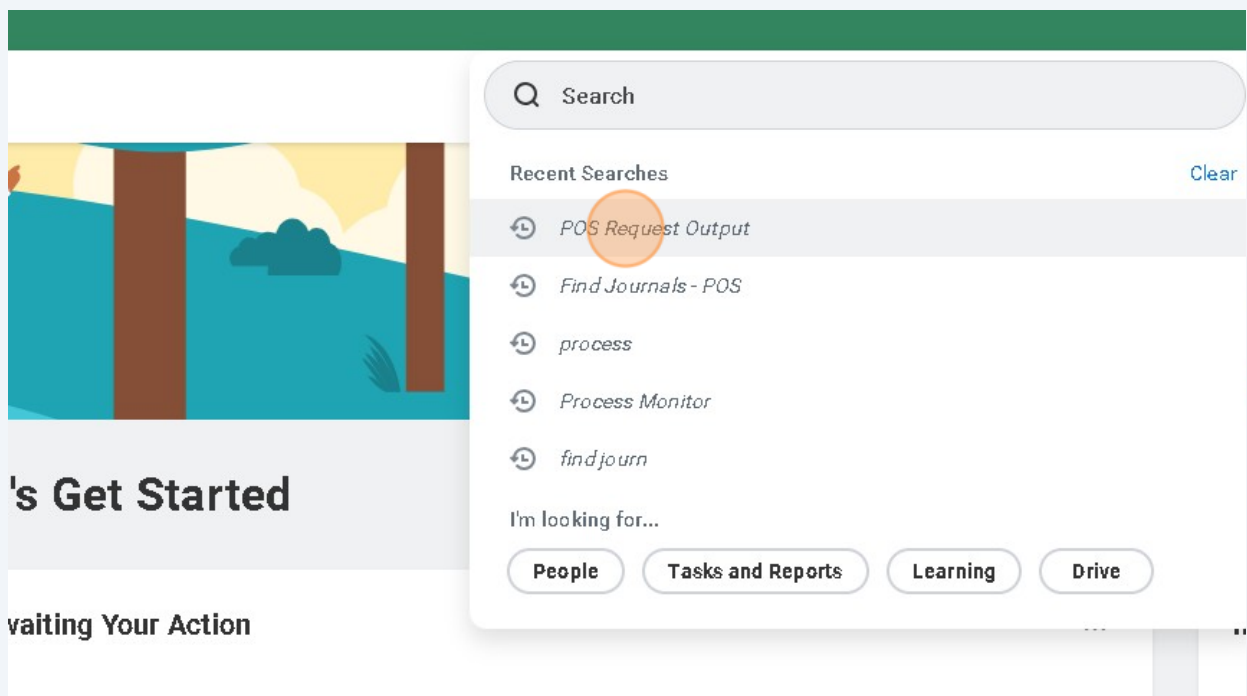
Cash (Over) & Short - Cashier (70200)

.20

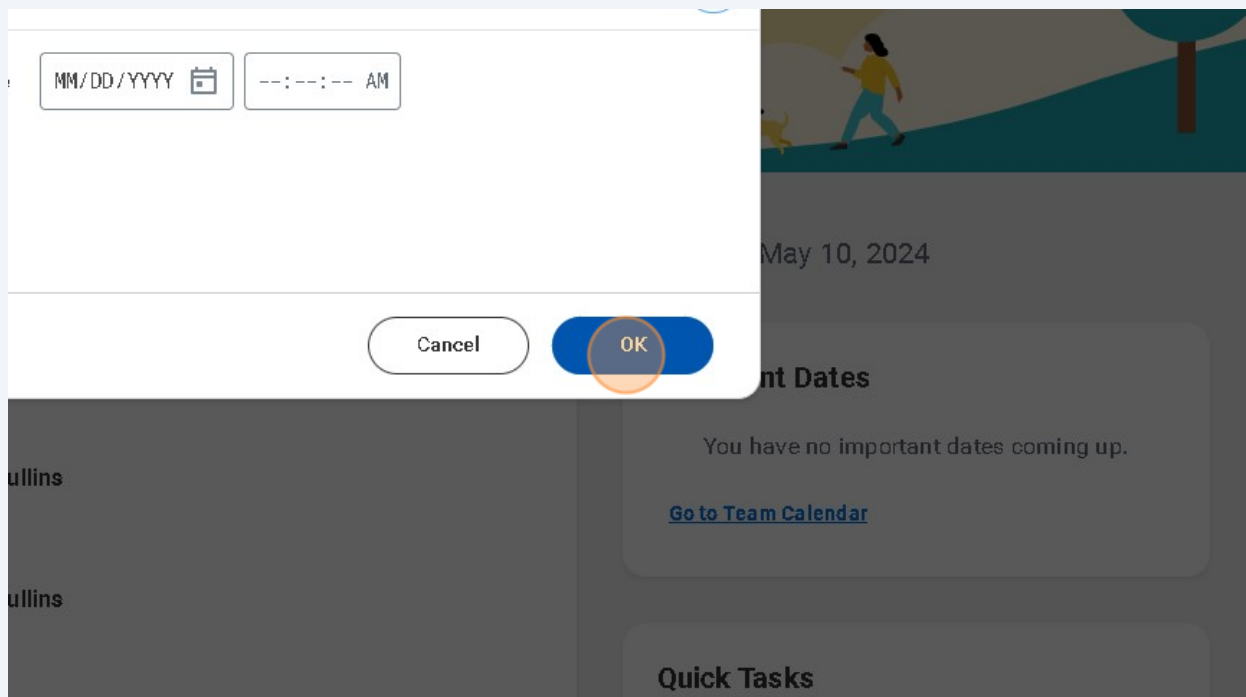Submit   Save for Later   Cancel

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"

MM/DD/YYYY 📅   --:--:-- AM

May 10, 2024

Cancel   OK

nt Dates

You have no important dates coming up.

Go to Team Calendar

ullins

ullins

Quick Tasks

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

ervices3

🌲 GUEST
SERVICES

🔍 POS Request Output

st Output ⋯ ⚙

est Initiator	Request Initiation Date	POS Entry Date	Unit	Questionnaire Answers		
				Question	Statistic Account	Amou
a Mullins	12/28/2023 12:05:33.423 PM	12/17/2023	cc08354	Beer (40003)	No	-148
				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		-148.6	PDF
			↓ Sort Descending			
					538.47	
			Filter Condition *			
			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.

st Initiator	Request Initiation Date	POS Entry Date	Ur	CC01010	re Answers Statistic Account	Amou
				☐ CC01010		
Mullins	12/28/2023 12:05:33.423 PM	12/17/2023		☐ CC01360		-148.
				☐ CC01420		
				☐ CC01680		538.4
				☐ CC01901		
				☐ CC01904		120.8
				☐ CC01928		
				☐ CC01931		
				☐ CC02001		22
				☐ CC02022		
				Search ☰		-283.7
						-143
				Filter		
				Food & Beverage (40000)	No	-229.6

35 Click "Filter"

					538.47
					120.85
					220
					-283.75
					-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

Filter Condition *

is ▼

Value *

× CC01931

Filter

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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	
					Question	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.

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

39 Click "Filter"

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

41 Click this icon to exit out.