

Inventory, Journal Entries, and Transfers Guide

INVENTORY

- Submitted via Workday: Create Request → Monthly Inventory Ending Balance
 - Detailed steps on submitting inventory can be found on the Intranet
 - <https://gsiemployees.com/workday/>
 - “How Cost Center (Units) Will Submit Month-End Inventory”
- **Deadline** to submit inventory is **3pm Est. on the 2nd Working Day of the Month.**
- If a **duplicate inventory balance is entered**, please email inventoryreports@guestservices.com to correct.
 - Include the following information:
 - Cost Center(s)
 - Spend Categories(s)
 - Amount(s)
- For **Inventory Corrections**, please email inventoryreports@guestservices.com to correct.
 - Include the following information:
 - Cost Center(s)
 - Spend Categories(s)
 - Amount(s)
 - Attach support to verify balance adjustments/corrections
- For all Inventory inquiries please email inventoryreports@guestservices.com.

Journal Entries & Transfers

- Updated Work Day templates & instructions for can be found on the intranet.
 - <https://gsiemployees.com/workday/>
- To submit Journal Entries and Transfers, email accountingentries@guestservices.com
 - Include the following:
 - JE or Transfer Template (in excel format).
 - Additional support, if needed (can be in Excel or PDF format).
- **Deadline** to submit is **3pm Est. on the 3rd Working Day of the Month.**
- For questions on Journal Entries or Transfers, please email accountingentries@guestservices.com