



Reporting Instructions

POS Request Output

wor

POS Request Output Report: This report provides in-depth information regarding the Daily Sales (previously referred to as *Daily Cash Reports* or *Daily Sales Entries* in PeopleSoft) and allows team members to review previously entered Daily Sales for accuracy.

1. Start by Navigating to your Workday Home Page

2. In the Search Bar at the top of your screen, search for “POS Request Output”

The screenshot shows the top navigation bar of the Workday interface. On the left is a 'MENU' button with a hamburger icon. Next to it is the 'GUEST SERVICES' logo. To the right is a search bar containing the text 'POS Request Output'. Further right are notification and mail icons.

3. This will open a criteria menu where you can enter you cost center and date range that you'd like to view the daily cash report submissions for

- **Cost Center** should be the cost center you would like to see the daily cash report submissions for.
 - It is not necessary to enter the “CC0” prefix in the Cost Center field, for this report (e.g. You can enter “1234” to search for all entries related to Cost Center “CC01234”)
- **Start Date** is the first day of the date range for which you want to view the daily cash report submissions for.
- **End Date** is the last day of the date range for which you want to view the daily cash report submissions for.
- After entering the required information, click “OK” to generate the report.

The screenshot shows a modal window titled 'POS Request Output' with a close button (X) in the top right corner. Inside the window, there are three input fields: 'Cost Center' with a text box containing the letter 'I'; 'Start Date' with a date picker showing 'MM/DD/YYYY' and a calendar icon; and 'End Date' with a date picker showing 'MM/DD/YYYY' and a calendar icon. At the bottom right of the window are two buttons: 'Cancel' and 'OK'.

4. The POS Request Output report with the selected criteria will generate and automatically open. Keep in mind that the report you generate will have multiple lines/rows for each date because each Journal Account or Payment Type will have its own separate line.

- **Request Initiator:** The team member who submitted the Daily Sales Report.
- **Request Initiation Date:** The date and time when the submission process began, such as when the team member started entering data for the Daily Sales Report.
- **Request Completion Date:** The date and time when the submission was completed, meaning when the team member finished entering the data for the Daily Sales Report.
- **POS Entry Date:** The date for which the Daily Sales were reported.
- **Unit:** The unit or cost center that the Daily Sales Report is associated with.
- **Question:** Refers to a Journal Account or Payment type.
- **Amount:** The amount related to the Journal Account or Payment Type.
- **Attachments:** Links directly to the supporting documentation that was submitted; you can click to view them.

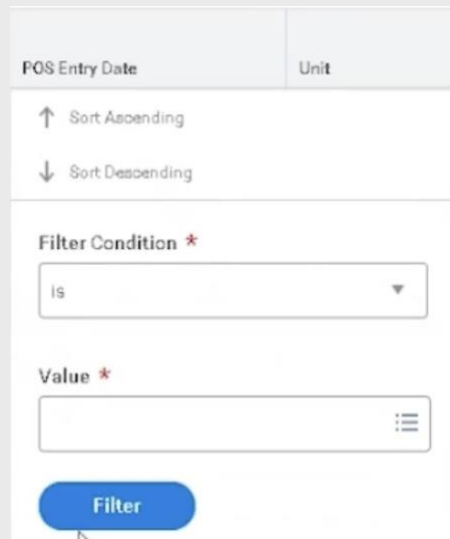
POS Request Output 01/18/2024

Cost Center: CC01931 End Date: 07/18/2024
Start Date: 07/01/2024

129 items

Request	Request Initiator	Request Initiation Date	Request Completion Date	POS Entry Date	Unit	Question	Statistical Account	Amount	Attachments
(1)	Anita Moseley	07/08/2024 01:49:14.346 PM	07/08/2024 01:51:23.694 PM	07/01/2024	CC01931	Sales Tax Payable (28000)	No	-187.61	1991_070124.pdf
						Food & Beverage (40000)	No	-2777.59	
						Food & Beverage - Nontaxable (40002)	No	-96.96	
						Beer (40003)	No	-44.00	
						Ice Cream (40027)	No	-51.00	
						Regular Pay (50000)	No	-238.65	
						CIT	No	481.69	
						Visa/MC	No	2690.72	
						American Express	No	148.76	
						Discover	No	74.64	
						Customer Count (99002)	Yes	134	

5. Within the report, you can also sort and filter information to organize the POS entry dates, or only view specific dates within the date range by clicking on the **POS Entry Date** header and using either Sorting by Ascending/Descending or specifying dates in the *value* field.



The screenshot shows a user interface for filtering and sorting data. At the top, there are two columns: "POS Entry Date" and "Unit". Below these, there are two options for sorting: "Sort Ascending" (indicated by an upward arrow) and "Sort Descending" (indicated by a downward arrow). Below the sorting options, there is a section for filtering. It starts with a label "Filter Condition *" followed by a dropdown menu currently showing "is". Below this, there is a label "Value *" followed by a text input field. At the bottom of the filter section, there is a blue button labeled "Filter".

**Note: If you have any questions or issues with this report, please feel free to contact GSI's Treasury team and copy workday@guestservices.com*