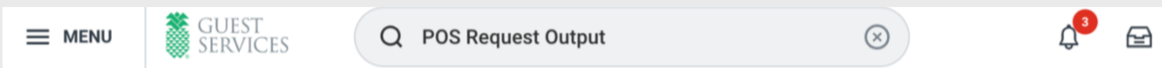
Reporting Instructions
POS Request Output

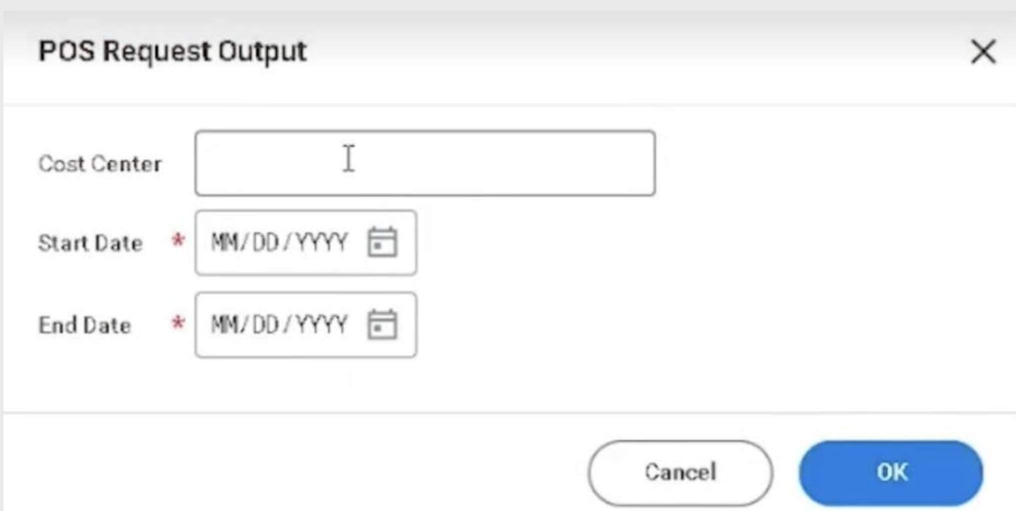
POS Request Output Report: This report provides in-depth information regarding the Daily Sales (previously referred to as *Daily Cash Reports or Daily Sales Entries* in PeopleSoft) and allows team members to review previously entered Daily Sales for accuracy.

1. Start by Navigating to your Workday Home Page

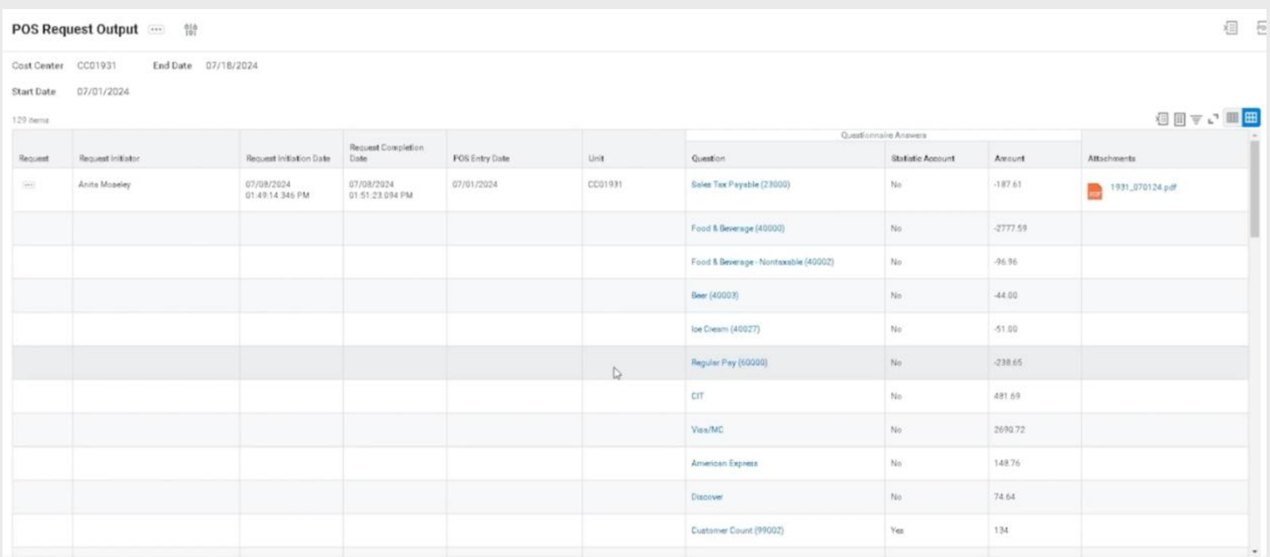
2. In the Search Bar at the top of your screen, search for “POS Request Output”



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.



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

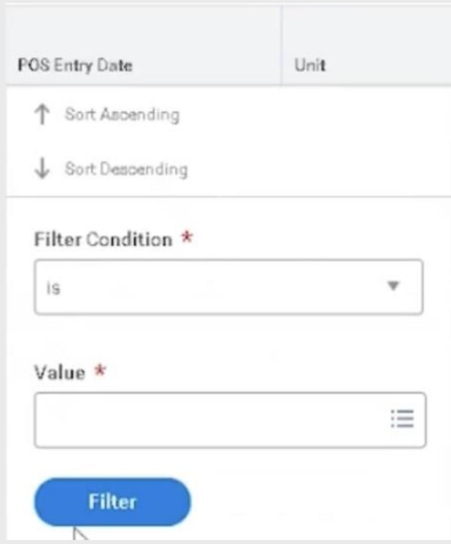
Cost Center CC01931 End Date 07/18/2024

Start Date 07/01/2024

129 items

						Questionnaire Answers			
Request	Request Initiator	Request Initiation Date	Request Completion Date	POS Entry Date	Unit	Question	Statistic Account	Amount	Attachments
···	Anita Moseley	07/08/2024 01:49:14.346 PM	07/08/2024 01:51:23.094 PM	07/01/2024	CC01931	Sales Tax Payable (23000)	No	-187.61	1931_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 (60000)	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.



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