

# STUDENT FISCAL SERVICES:

## Record Cash Sale

This document explains how to record a Cash Sale in Workday.

- The purpose of this procedure is to record deposits from University departments, the Athletic Association, and Student Activity accounts.
- A separate Cash Sale must be submitted for each different Payment Type (Cash, Check, Credit Card - Amex, or Credit Card - Non-Amex).

*\*Add the Cash Sales (Deposits) worklet to your Workday Homepage for quick access to the cash sale tasks, required documents, and additional resources.*

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact FHSU Student Fiscal Services, Picken Hall 317, at 785-628-5251 or visit [www.fhsu.edu/sfs/](http://www.fhsu.edu/sfs/).

### Steps:

1. Go to <https://www.myworkday.com/fhsu> and **sign in** to Workday using your TigerNetID username and password.
2. Prepare your Cash/Check Balancing Worksheet or generate your Credit Card sales report for the day you are depositing funds.
  - a. The Cash/Check Balancing Worksheet template is available within the *Cash Sales (Deposits)* worklet or on the Student Fiscal Services (SFS) website: <http://www.fhsu.edu/sfs/departments/>
  - b. Record your total cash denominations or checks that are included in this deposit of funds. Save this document on your computer as you will be attaching it in a later step.

	A	B	C
1	Cash Denominations		
2			
3	Currency		Amount
4	\$ 100.00		
5	\$ 50.00		
6	\$ 20.00		
7	\$ 10.00		
8	\$ 5.00		
9	\$ 2.00		
10	\$ 1.00		
11	Sub-total	\$	-
12			
13			
14	Coin		Amount
15	\$ 1.00		
16	\$ 0.50		
17	\$ 0.25		
18	\$ 0.10		
19	\$ 0.05		
20	\$ 0.01		
21	Sub-Total	\$	-
22			
23			
24	Control Total	\$	-

	A	B	C
1	Check Listing		
2			
3	Check #		Check Amt
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24	Control Total		0
25			

- **NOTE:** If you will only be depositing **ONE** check, you are not required to complete the balancing worksheet. You will only need to record the single check # in the Memo field as outlined below on the Cash Sale.

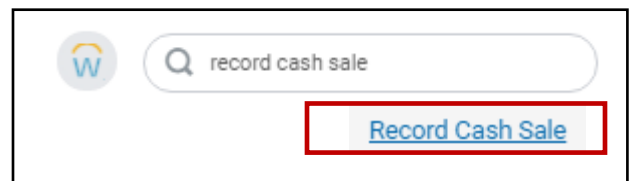
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3. **IF DESTINATION SALES TRANSACTION**, complete the **Destination Sales Log Sheet**. Required if taxable sales are made or shipped outside of Hays city limits but within the State of Kansas. **If not a destination sales transaction, skip to Step 4.**
  - a. The Destination Sales Log Sheet and instructions for completing the form can be found within the *Cash Sales (Deposits)* worklet or on the SFS website: <http://www.fhsu.edu/sfs/departments/>
  - b. Determining the tax rate for the sale must be done by entering the shipping address at the following website: <https://www.kssst.kdor.ks.gov/lookup.cfm>
  - c. Save this document on your computer as you will be attaching it in a later step.

4. Search for and then click on the **Record Cash Sale** task.

- **NOTE: A separate Cash Sale must be submitted for each different Payment Type (Cash, Check, Credit Card - Amex, or Credit Card - Non-Amex).**




5. Using the options  prompts where available, **enter the following required fields** in the *Cash Sale Information* and *Payment Information* sections of the header:

- a. **Company** = FH (Fort Hays State University), SA (Student Activities), or AT (Athletic Association)
- b. **Customer** = 999 Customer for Cash Sales [**TIP:** type in **999** and press **Enter**]
- c. **Currency** = Defaults to USD (do not change)
- d. **Cash Sale Date** = Defaults to Current Date (do not change)
- e. **Memo** = Check # or See Attachment
- f. **Default Tax Code** = Defaults to Hays
- g. **Payment Type** = Cash, Check, Credit Card - Amex, or Credit Card - Non-Amex
- h. **Reference** = Security Bag Serial Number (If credit card cash sale, put "Credit Card")
- i. **Control Total Amount** = The total amount of Cash, Check, Credit Card - Amex, or Credit Card - Non-Amex figured from the Cash/Check Balancing Worksheet or Credit Card sales report
- j. **THE CREATE DEPOSIT BUTTON MUST NOT BE SELECTED.**

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6. Scroll down to the *Invoice Lines* section (click on the **Invoice Lines** tab if needed) and enter the following: [Can type in text to search for an entry or make a selection using the options  prompts.]
- Company** = Will default to the same as selected in the header
  - Revenue Category** = Select a Revenue Category (previously Object Code). **[TIP: Always use a Revenue Category with an R# in parenthesis (Example *Registration Fees (R00029)-R*). Only use a Revenue Category with a 5# in parenthesis when depositing funds that are refunds from a supplier or reimbursement for a non-allowable State expense (Example *Equipment Rental (523300)-R*.)]**
  - Line Item Description** = Detailed description of transaction
  - Extended Amount** =
    - If “**non-taxable sales**”, enter the total amount of the transaction in the **Extended Amount** field
    - If “**taxable sales**”, enter the net sales amount in the **Extended Amount** field in one of the following ways:
      - To calculate net sales amount for **Hays Sales**, open the Extended Amount Worksheet from the *Cash Sales (Deposits)* worklet or the SFS website <http://www.fhsu.edu/sfs/departments/>. In the *Taxable Sales* area on the worksheet (**Cell D3**) enter the total amount of sales for this transaction. The worksheet will calculate the net sales amount (**Cell D7**) you are to enter in the **Extended Amount** field on the Cash Sale.

	A	B	C	D	E
1	Net Amount				
2					
3	Taxable Sales			25	
4	Hays Rate			8.75%	
5	Sales Tax			2.01	
6					
7	Extended Amount			22.99	
8					
9					

- To calculate net sales amount for **Destination Sales**, use the Taxable Amount that was calculated on the Destination Sales Log Sheet in Step 3. Enter that amount into the **Extended Amount** field on the Cash Sale.

Tax Rate	Jurisdiction Code	Total Sale Amount	Tax Amount	Taxable Amount
7.5000%	SEDCO	50.00	3.49	46.51
			0.00	0.00


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- e. **Tax Applicability** = Will default based on the Revenue Category, Do not change unless:
  - Taxable sales are made or shipped outside of Hays city limits but within the State of Kansas. Change to **Taxable Sales (Destination)**.
  - Taxable sales are received from a Tax Exempt entity. Change to **Non-Taxable (Entity)**. A tax-exempt certificate must be attached to the cash sale or already on file with SFS in order for the deposit to be approved and processed.
  - Taxable sales are for items shipped outside the State of Kansas. Change to **Non-Taxable (Out of State)**.
  - Taxable sales are for resale. Change to **Non-Taxable (Resale)**.
  - **Do not change Tax Applicability from Taxable Sales to Non-Taxable Item.**
- f. **Tax Code** = Defaults to Hays (If Destination Sales, change to the appropriate Tax Code identified when completing the Destination Sales Log Sheet in Step 3.)
- g. **Cost Center** = Account Number and Name of your department or organization (*Fund and Program* will autofill when a Cost Center is entered)

The screenshot shows the 'Invoice Lines' interface in Workday. A single line item is visible with the following details:

- Company:** FH Fort Hays State University (highlighted in a black box)
- Revenue Category:** Medication Sales (R00082)-R (highlighted in a red box)
- Line Item Description:** Medication Sales (highlighted in a red box)
- Quantity:** 0
- Unit Price:** 0.00
- Extended Amount:** 50.00 (highlighted in a red box)
- Tax Applicability:** Non-Taxable Item (highlighted in a black box)
- Tax Code:** Hays (HAYEL) (effective 07/01/2016) (8.75%) (highlighted in a red box)
- Cost Center:** 10544 Student Health Center (highlighted in a red box)
- Fund:** 5000 Health Fees Fund (highlighted in a black box)
- Program:** 91 Student Health (highlighted in a black box)

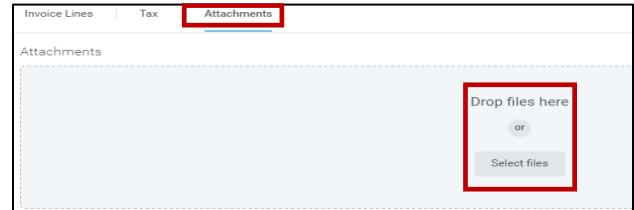
7. **To add multiple transactions** of the same Payment Type to one Cash Sale, click the **plus sign**  under *Invoice Lines* and repeat Steps 6.a - g.
8. When all invoice lines have been completed, verify that your *Control Total Amount* and *Total Payment Amount* match at the header level.
  - **NOTE:** If you are experiencing a rounding issue due to Sales Tax calculation, you will need to add an additional line item to correct it. For example, if your taxable sales are \$10.00, the extended amount will be \$9.20, and your workday sales tax will calculate as \$.81. Your Control Total Amount and Total Payment Amount are off by \$.01. To correct this, you will create an additional line item of (negative) **-\$0.01** using the Revenue Category **Long Fund (R00153)-R** in order to balance your Cash Sale.


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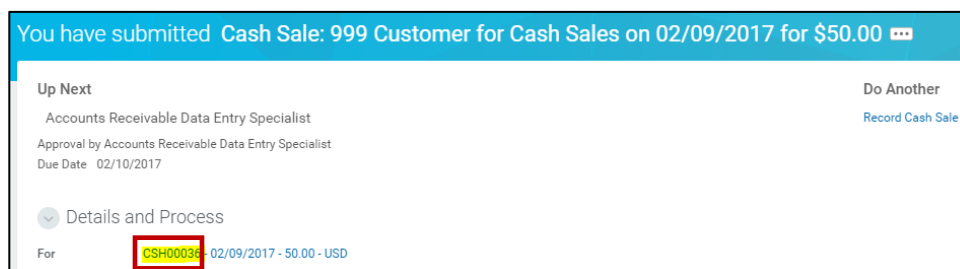
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9. **Attach the Cash/Check Balancing Worksheet OR Credit Card sales report** as documentation for SFS to verify the Cash Sale transaction. Also attach the **Destination Sales Log Sheet**, if applicable.
- a. **Reminder: If Non-Taxable (Entity)**, a tax-exempt certificate must be attached to the cash sale or already on file with SFS in order for the deposit to be approved and processed.

- b. To attach your documentation, select the **Attachments** tab. You can either drag and drop the file(s) or click on **Select Files** and choose the file(s) from your computer.



10. Click **Submit**  at the bottom of the page (or *Save for Later* to complete at another time). The Cash Sale will be routed to SFS for verification and approval. (If Cash Sale is for credit card sales, no further action is necessary, skip to Step 14.)
11. Place cash and/or checks in the Security Bag that matches the serial number recorded in the *Reference* field. All checks must be properly completed and endorsed. Checks should be made payable to FHSU. Both the written amount and the numerical amount must match. Do not endorse checks with personal names. If the check is not properly endorsed, the bank is not allowed to accept the check.
12. On the Security Bag complete the following fields: **Company**: [FH, SA, or AT], **Location #**: [Cash Sale Number that is assigned by Workday when you have submitted it], **Date**: [date cash sale created], **Prepared By**: [your name & phone number], and **Total**: \$ [amount of the cash sale].

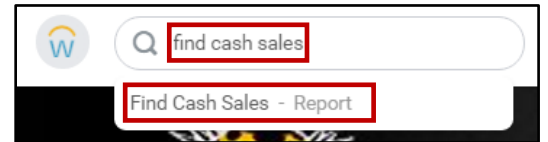


13. Hand-deliver the Security Bag to 317 Picken Hall. The Cash Sale will not be verified or approved in Workday until the Security Bag has been received by SFS.
- **NOTE:** Only one Company per Security Bag (i.e. If you have both Departmental and Student Activity cash sales, you will need to hand-deliver them in separate bags).
14. Cash Sales with any errors or corrections will be routed back to the initiator through Workday in order to correct and re-submit.

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15. You can view the Cash Sales that you have submitted in Workday, or continue one you clicked as *Save for Later*, in several ways:

- In your Workday Inbox, click on the *Archive* tab to view Cash Sales you have previously submitted.
- Search for specific **Cash Sale Number**.
- Search for and then click on the **Find Cash Sales** report. Run the report based on Company and date range to find your Cash Sale(s). You will need to know the Cash Sale Number(s) to easily find the cash sale(s) among all others on the report.
- Cash Sales in *Draft Payment Status* can be opened, edited if necessary, and submitted.



### 16. Cash Sale Refunds

- a. Transactions originally deposited as cash or check → See *Request Cash Sale Refund* procedure.
- b. Transactions originally deposited as credit card → Process refund through credit card system, which will then be included in the day's net credit card cash sale transaction. (Note: If net credit card sales is negative, hold off and add to following day's net credit card cash sale)