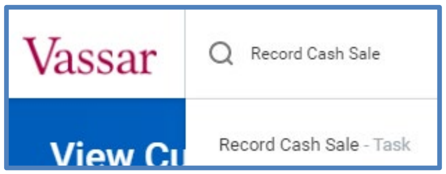
Record Cash Sale for a Supplier Refund

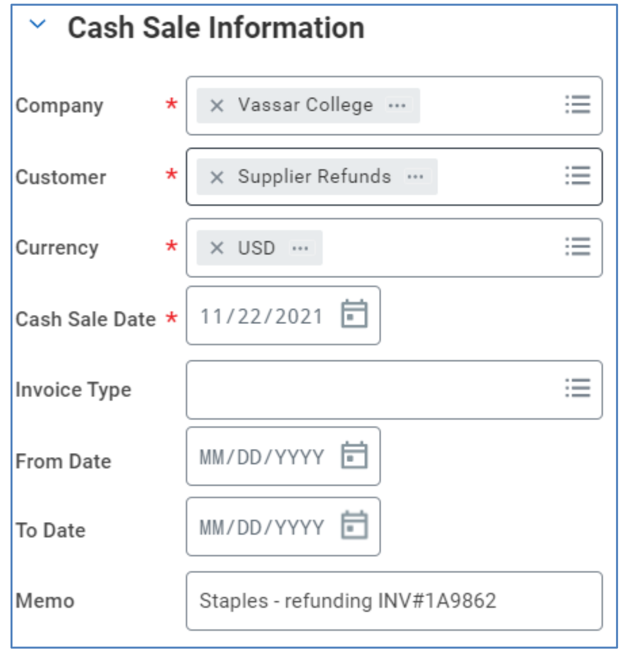
All Employees

Record Cash Sale

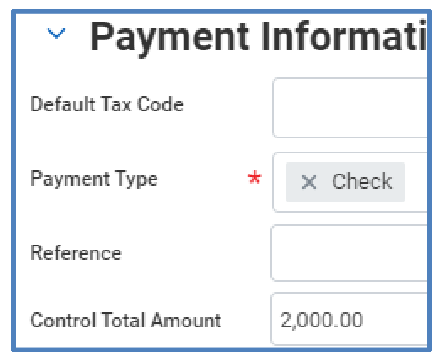
Ensure that there is a Supplier Invoice Adjustment (credit memo) in Workday for the Supplier before creating the Supplier Refund Cash Sale.

1. In Workday search field, type in **Record Cash Sale**.





3. The **Cash Sale Date** should be the date you are bringing the check/cash to the Cashier's office.
4. In the **Memo** line enter the Supplier for the refund, the invoice number be refunding and/or the supplier invoice adjustment number from Workday.
5. For **Payment Type** select from the drop-down menu.
6. Enter the amount of the cash/check in the **Control Total Amount** field.



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7. At the bottom under **Invoice Lines** select ***Supplier Refund* Sales Item** from the drop-down menu.

8. You can change the description in the **Line Description** Box if you want to add more detail.

9. **Quantity** select 1, and **Unit of Measure** select **Each,** some sales items will auto-populate this information.

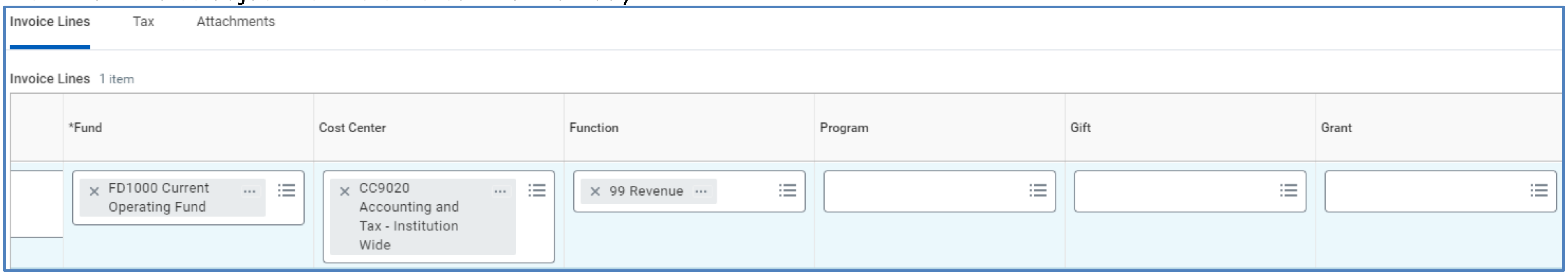
Invoice Lines | Tax | Attachments

Invoice Lines 1 item

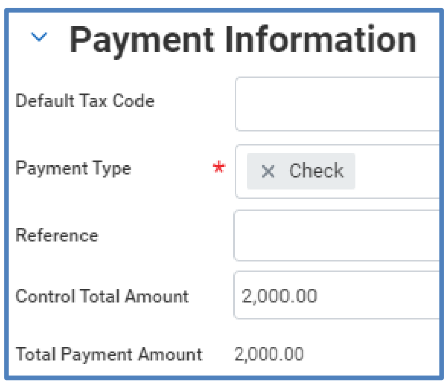
	Line	Order	*Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure
			Vassar College	Supplier Refund	Supplier Refund Clearing Account (RC7077)	To record refunds fro	1	Each

Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit Price	Extended Amount	Analytical Amount
1	Each	0	select one	2,000.00	2,000.00	0.00

11. Scroll all the way to the right until you get the budget information Fund, Cost Center, Function etc. The sales item will auto-populate the correct budget string and there is no need to make any changes. The department receives credit for the item when the initial invoice adjustment is entered into Workday.



12. If the dollar amounts have been entered correctly, you will see Control Total Amount and Total Payment amount are the same amount**.**



14. Click **Submit**.

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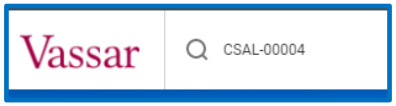
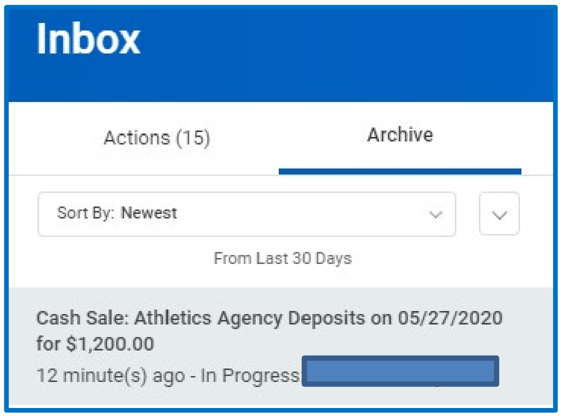
Change Cash Sale

A Cash Sale can only be changed before it has been approved by the Cashier

1. In the WD search bar enter the **Cash Sale** number to pull it up**.**



2. You can also pull up a Cash Sale by locating it in the **Archive** tab of your inbox and clicking **Revise**.



3. Off the actions button select **Change.**