To: FMS Users

From: Lillian Nash, University Controller

Date: 11/6/19

Re: Cash Receipts

The *Cash Receipt Transmittal Form* will be replaced in Workday through the Cash Sale business process, an electronic process.  The Cash Sale business process is used to record revenue that is not attached to an invoice or used to record refund payments.  It is only used for payments for non-grants.  Payments for grants will continue to be handled by the Grants Accounting Department.

In addition, in preparation for Workday please submit a **separate** *Cash Receipt Transmittal form* in December **for each payment type** (cash, checks, credit cards) and submit all cash receipt transmittal forms by December 19th for any activity prior to such date.    Any activity after December 19th will need to be entered into Workday starting January 6th as a Cash Sale as stated in the Cut Over memo sent out on October 10th and also included on the Workday 2020 Project website.

Stay tuned for more information about training coming soon! For ongoing news and updates visit the [Workday 2020](https://www.montclair.edu/information-technology/workday-2020-project/) website.