



# Finance: Record Cash Sale

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## Record Cash Sale

Use the **Record Cash Sale** task to record revenue not associated with a customer invoice, i.e. to deposit cash or check received by the department or to deposit a supplier refund.

The Record Cash Sale task is also used to repay an employee’s overage of a cash advance and/or personal expense incurred on the travel or procurement card. Provide the Cash Sale ID when making payment at the University Cashier Office.

The role of Cost Center Finance Specialist will be able to complete this process. The revenue categories for Cash Sale, Customer Invoice and Manual Journals is [here](#).

**Note:** For any money received related to grants, forward payments to the Grants Accounting Department.

## How to Record a Cash Sale

- 1) In the *Search* field enter **Record Cash Sale** and select the appropriate action from the search results.

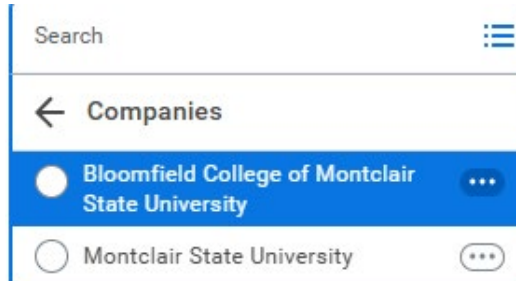
Record Cash Sale  
Task

[VIEW MORE](#)

**Note:** Only **one** cash sale **per payment type** can be submitted at a time. For example, Check and Cash payments should be on separate cash sales.

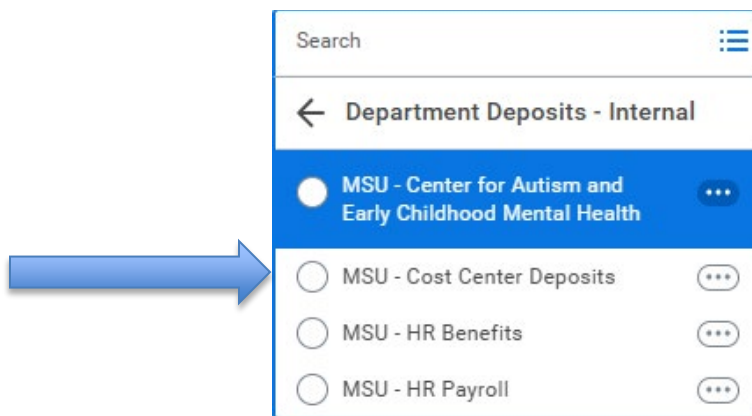
2) Under the *Cash Sale Information* section complete the **Company**, **Customer**, **Currency**, and **Cash Sale Date** fields.

a. **Company:** Select a Company.



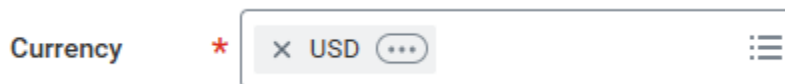
A screenshot of a dropdown menu for selecting a company. At the top is a search bar with the text "Search" and a hamburger menu icon. Below the search bar is a header bar with a back arrow and the text "Companies". The dropdown list contains two items: "Bloomfield College of Montclair State University" (selected, highlighted in blue) and "Montclair State University". Each item has a radio button and a three-dot menu icon to its right.

b. **Customer:** Select *Customers by Customer Group > Department Deposits – Internal > MSU - Cost Center Deposits*



A screenshot of a dropdown menu for selecting a customer. At the top is a search bar with the text "Search" and a hamburger menu icon. Below the search bar is a header bar with a back arrow and the text "Department Deposits - Internal". The dropdown list contains four items: "MSU - Center for Autism and Early Childhood Mental Health" (selected, highlighted in blue), "MSU - Cost Center Deposits", "MSU - HR Benefits", and "MSU - HR Payroll". Each item has a radio button and a three-dot menu icon to its right. A large blue arrow points from the left towards the selected option.

c. **Currency:** Defaults to USD.



A screenshot of the "Currency" field. The label "Currency" is followed by a red asterisk. The field contains a dropdown menu with "USD" selected and a three-dot menu icon to its right.

d. **Cash Sale Date:** Enter the current date.



A screenshot of the "Cash Sale Date" field. The label "Cash Sale Date" is followed by a red asterisk. The field contains a text input with the date "03/12/2025" and a calendar icon to its right.

e. **Invoice Type:** Leave this field blank.

f. **From Date/To Date:** These optional fields can be used to identify the time period related to the revenue.



A screenshot of the "From Date" and "To Date" fields. The "From Date" label is followed by a text input containing "MM/DD/YYYY" and a calendar icon. The "To Date" label is followed by a text input containing "MM/DD/YYYY" and a calendar icon.

- g. **Memo:** Enter a relevant description of the cash sale for your cost center's reference. This information will be available for reference on the Find Customer Payments Report.
- For employee cash advance repayment please enter the Spend Authorization number associated with this repayment.
  - For employee personal expense repayments please enter the Expense Report associated with the repayment.

\*\*This is a required field and if not completed an error message will trigger to enter a reference. \*\*

Memo

3) Under the *Payment Information* section, complete the following:

▼ **Payment Information**

Default Tax Code

- a. **Default Tax Code:** Leave this field blank.
- b. **Payment Type:** Select the deposit tender type, Cash or Check.

The image shows a dropdown menu for selecting a payment type. The menu is titled 'x Check' and has a search bar. Below the search bar, there is a list of payment types with radio buttons next to them. The 'Check' option is selected, indicated by a blue circle. The other options are: ACH, Cash, Check Inhouse, Credit Card, Direct Deposit, Letter of Credit Drawdown, Manual, Vendor Initiated Debit (Manual), and Wire. Each option has a three-dot menu icon to its right.

- c. **Reference:** Type a deposit reference, for example the check number, into this optional field.

Reference

- d. **Control Total Amount:** Enter the total amount being deposited.

- e. **Create Deposit:** This box does not need to be checked if your payment type is Cash or Check and which requires you to deposit the funds at the Cashiers Office.

For Cost Center Finance Specialists using the payment type **ACH or EFT** the deposit box should be checked and the correct bank selected. The Deposit reference added. If you are unsure of the correct bank contact General Accounting office.

- 4) Scroll down to the **Invoice Lines** tab, and complete the following fields (scroll right as needed). The system defaults to one invoice line. To add a line, select the **plus** icon. To remove a line select the **minus** icon next to the line to be deleted.

Line	Order	*Company	Sales Item
+			

**Note:** Each invoice line represents one individual payment or it can be entered on multiple lines for multiple revenue categories or multiple cost centers for one payment. For example, if five checks are being deposited, there can be five individual invoice line items with identifying information on each line or the five checks can consist of more than 5 invoice lines due to different cost centers or different revenue categories. The total sum of all invoice lines needs to sum up to the control total amount.

## Cash Sale for Employees Returning University Funds

For employees returning funds due to personal use of the travel card, or cash advance repayment follow these steps in the **Invoice Lines** section:

- a. **Company:** The Company field defaults from the Header Company selected.

Line	Order	*Company	Sales Item
+			
+		Montclair State University	

- b. **Sales Item:** Select *Sales Item by Item Group > Employee Repayment > Select either: - Employee Advance Repayment or Employee Personal Expense Repayment. Or Select All Sales Items >*

Invoice Lines   Tax   Attachments

Invoice Lines 1 Item

Line	Order	*Company	Sales Item
+	-		

← Employee Repayment

- ☒ Employee Advance Repayment
- ☐ Employee Personal Expense Repayment

Search

- c. **Revenue Category and Line Description:** The revenue category and line description will default in depending on which sales item is selected:

Sales Item	Revenue Category	Line Item Description
Employee × Advance Repayment	RC0224 Employee Advance Repay ment	Cash Advance balance returned by

Sales Item	Revenue Category	Line Item Description
Employee × Personal Expense Repayment	RC0225 Employee Personal Exp ense Repayment	Employee repayment for personal

- d. **Extended Amount:** Enter the line item amount in this field.

Extended  
Amount

235.00

- e. **Worktags:** Enter the required worktags. Cost Center worktag is the driver for the related worktags of the Cost Center (i.e. Division, Fund and Program) and for Gifts, Grants and Projects the driver for the related worktags is the Gift, Grant or Project worktag.

- f. **The employee name is required** to be entered in the **Additional Worktag** field for repayment of University funds. **\*\*This is a required field and if not included an error message will trigger to add an employee.**

*Cost Center	*Division	*Additional Worktags
<div> <div>×</div> <div>CC10243 Web Services</div> <div>...</div> <div>≡</div> </div>	<div> <div>×</div> <div>D32 University Communications and Marketing</div> <div>...</div> <div>≡</div> </div>	<div> <div>×</div> <div>Employee: Alexis Jones</div> <div>...</div> <div>≡</div> </div> <div> <div>×</div> <div>Fund: F10 Unrestricted Operating Fund</div> <div>...</div> <div>≡</div> </div> <div> <div>×</div> <div>Program: N15 Institutional Support</div> <div>...</div> <div>≡</div> </div>



## Cash Sale to record revenue (not related to Customer Invoice)

- a. **Company:** The Company field defaults from the Header Company selected.

Invoice Lines		Tax	Attachments
Invoice Lines 1 item			
+	Line	Order	*Company
+	-	▼	<div> <div>×</div> <div>Montclair State University</div> <div>...</div> <div>≡</div> </div>

- b. **Sales Item:** Leave this field blank.
- c. **Revenue Category:** Enter a term related to the type of revenue received, i.e.: rental will bring up the categories related to rental, or click the **prompt** icon to search Revenue Category by Hierarchy or by name. Revenue Categories available for cash sales can be found at Revenue Category Reference for Cash Sales, Customer Invoice and Manual Journals available at: <https://www.montclair.edu/finance-and-treasury/workday-resources/finance-job-aids/>

←

RC0061 Educational Sales

RC0062 Educational Services

RC0063 Continuing and Professional Education

RC0064 Career Fairs

RC0065 Child Care Center Tuition

RC0066 Demonstration Program

RC0067 Early Intervention Sales

RC0068 Music Camps

RC0069 Non-Credit Tuition

RC0070 Clinic Fee

RC0126 Early Intervention

Search

≡

- d. **Line Item Description:** Enter additional information for the invoice line to help identify the individual payments within a deposit. If there are multiple checks, enter the check number or payee, etc.

Line Item Description
<input type="text"/>

- e. **Extended Amount:** Enter the line item amount in this field.

Extended Amount
235.00

- f. **Worktags:** Enter the required worktags. The Cost Center worktag is the driver for the related worktags of the Cost Center (i.e. Division, Fund and Program). Enter the Cost Center worktag into the **Cost Center** field.
- g. **Gifts, Grants and Projects** is the driver for the related worktags (i.e. Cost Center, Division, Fund, Program). Enter the Gift, Grant or Project worktag into the **Additional Worktags** field.

*Cost Center	*Division	*Additional Worktags
<input type="text"/>	<input type="text"/>	<input type="text"/>

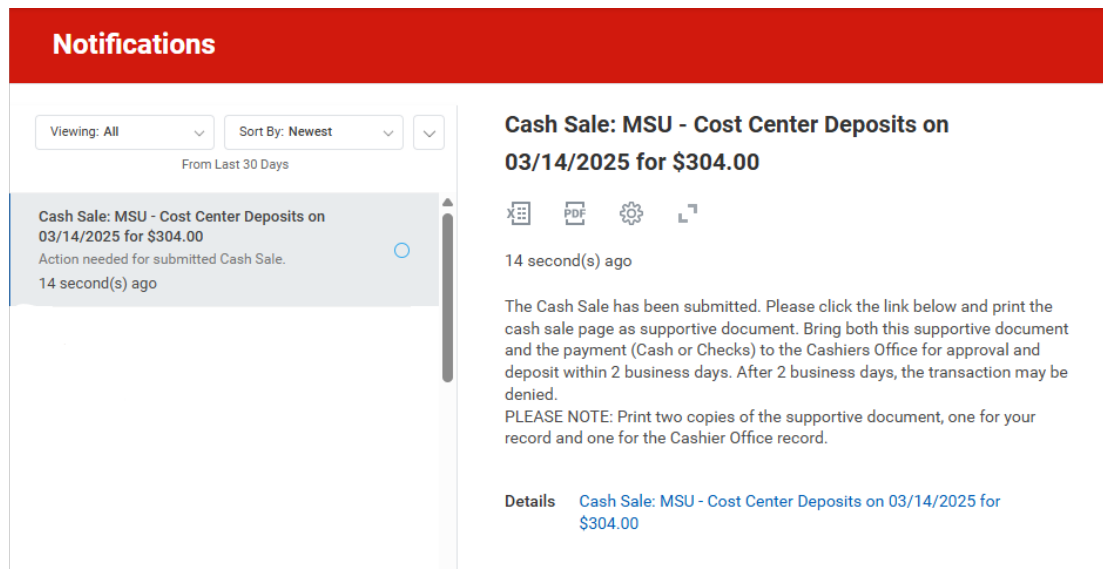
## Attachments.

- 1) Attachments are optional and allow you to include supporting documentation for the deposit. **DO NOT** attach copies of any checks or other items with personal identifiable information. Select the **Attachment** tab and click **Select Files** to add the attachment.

Invoice Lines	Tax	Attachments
<div>Attachments</div> <div><div>Drop files here</div><div>or</div><div>Select files</div></div>		

## Submit and notification.

- 1) Click **Submit**. A notification will be sent to the Requester, indicating the cash sale has been submitted and the payment must be brought to the Cashier's office within two business days.



- 2) Click the **Details** link to view and print a copy of the Cash Sale Event. This must be brought to the Cashier's office within 2 business days with payment for further processing.

**Note** - If payment is remitted to the Cashier's office later than 2 business days, the transaction may be denied, making the Requester re-start the cash sale process.

## Approval Process

- 1) If the Worktags include a Grant, Gift or Project the Cash Sale will route for Gift Manager, Grant Manager or Project Manager approval.
- 2) If there is a grant worktag the cash sale will route to the Grant Accounting team for approval.
- 3) The Deposit Specialist in the Cashier's Office will ultimately approve this request once they receive the funds for deposit.

## Save for Later

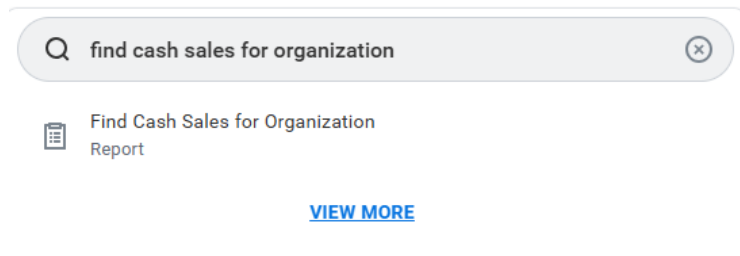


- 1) **Save for Later** provides the opportunity to save the document in your Inbox for later. For Review steps this will save any data that may have been changed.
- 2) **Cancel** closes the document and asks if you want to **Discard the Changes?** If there are no changes made the document closes and remains in your Inbox for later. This option may be more relevant for Review steps where changes may be made.

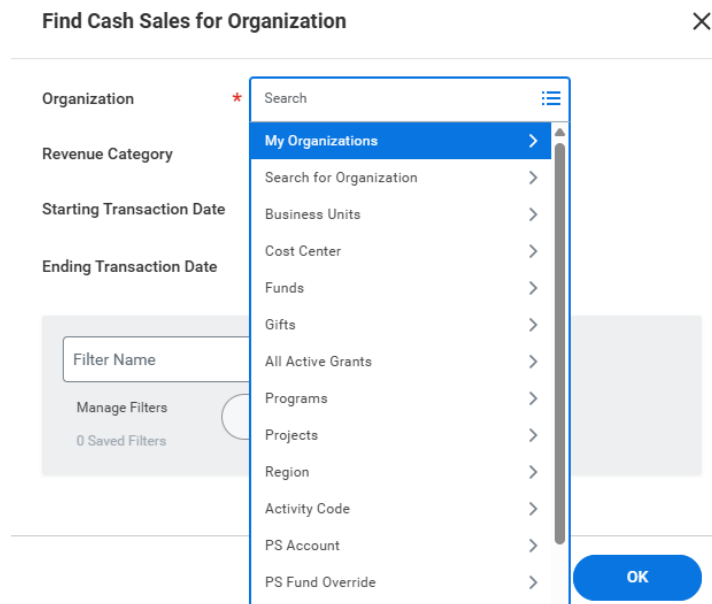


## Find Cash Sale

- 1) In the Global Search field enter Find Cash Sales for Organization.



- 2) In the Organization field, click the prompt icon and My Organizations to select the cost center for which to view all cash sales.



## Discount Revenue Categories

- 1) If using a revenue category hierarchy of “Discount”, the discount amount needs to be entered as a negative number. For example, a department issues discount tickets for the theater, which they collect in the form of check or cash. The retail cost is \$200 and the discount amount is \$50. For the cash sale process, they would enter \$200 in the appropriate revenue category and -\$50 for the **Discount** revenue category which would total to \$150.

## Refund Revenue Categories

- 1) The refund revenue categories relate to refunds received from suppliers. The refund revenue category decreases the expense account the original expense was recorded in.