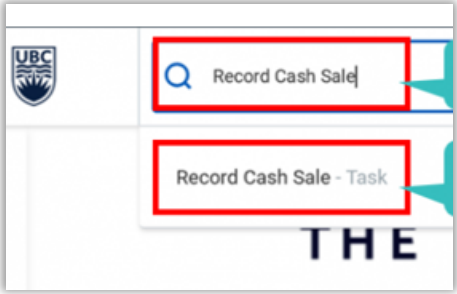
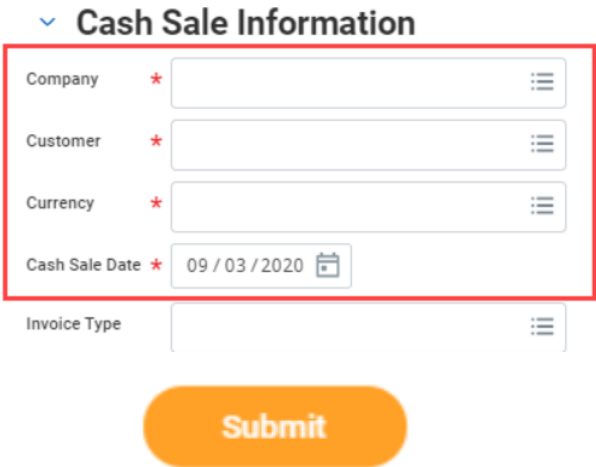
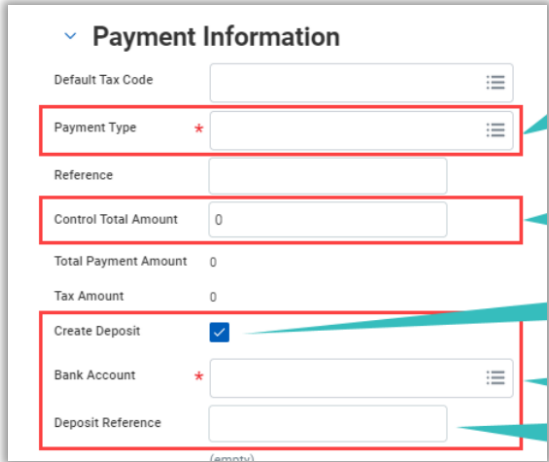
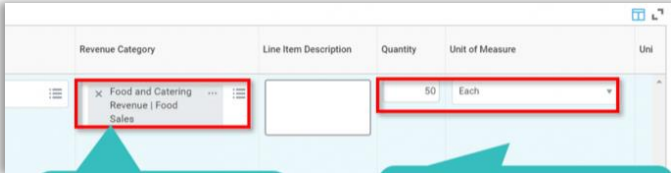




# Workday Quick Guide: How to Create Cash Deposits

## (1 of 2)

S/N	Step Instruction	Screenshot
1	<ul style="list-style-type: none"><li>Enter “<b>Record Cash Sale</b>” in the Search Bar</li><li>Click on the <b>Record Cash Sale</b> task</li><li>Review the instructions provided for important information and links.</li></ul>	
2	<ul style="list-style-type: none"><li>Populate the <b>Company</b> with <b>UBC The University of British Columbia</b></li><li>Ensure that the Customer field is under “<b>Miscellaneous Cash Receipts</b>”.</li><li>Select the <b>type of Currency</b> – either Canadian Dollar (CAD) or US Dollar (USD)</li><li>Click <b>Submit</b></li></ul>	
3	<ul style="list-style-type: none"><li>Select the <b>Payment Type</b> (Cheque or Cash).</li><li>Enter the <b>Total Control Amount</b> (Total of complete deposit).</li><li>Check “<b>the Create Deposit</b>” box</li><li>Enter <b>Account 18001</b> for CAD Deposit and <b>18070</b> for USD Deposit</li></ul>	
4	<ul style="list-style-type: none"><li>Select an appropriate <b>Revenue Category</b>.</li><li>Select the <b>Sales Item, Revenue Category, Quantity, and Unit of Measure</b></li></ul>	



# Workday Quick Guide: How to Create Cash Deposits

## (2 of 2)

S/N	Step Instruction	Screenshot
1	<ul style="list-style-type: none"><li>• Enter the Extended Amount.</li><li>• Select the Tax Applicability and Tax Code.</li><li>• Enter the Payer and Cheque Number (When the cash receipt is a cheque deposit)</li></ul>	<p>1</p> <p>2</p> <p>3</p>
2	<ul style="list-style-type: none"><li>• Enter the appropriate Worktag.</li><li>• (Cost center and Additional Worktag information will be auto-populated.)</li><li>• Click Submit to submit for approval</li></ul>	<p>Submit</p>
3	<ul style="list-style-type: none"><li>• Navigate to your Inbox and click on the Deposit Slip link</li><li>• Click Submit to complete the step.</li></ul>	<p>Review Documents</p> <p>Review Documents for Cash Sale: Miscellaneous Cash Receipts of 2020 for \$100.00 <a href="#">Actions</a></p> <p>7 minute(s) ago - Due 2020-05-10; Effective 2020-05-08</p> <p>Documents</p> <p>Document  COM-RPT-2002 Cash Sale Deposit Slip 2020-05-08 04_49 PDT.pdf</p> <p>Instructions <a href="#">Please download and print the pdf file for the deposit slip.</a></p> <p>Click the Download icon</p> <p>Submit</p>