

The Easy Approach to Cashnet Deposits for Departmental Depositors

A step-by-step tool to walk you through the process of making a deposit in Cashnet

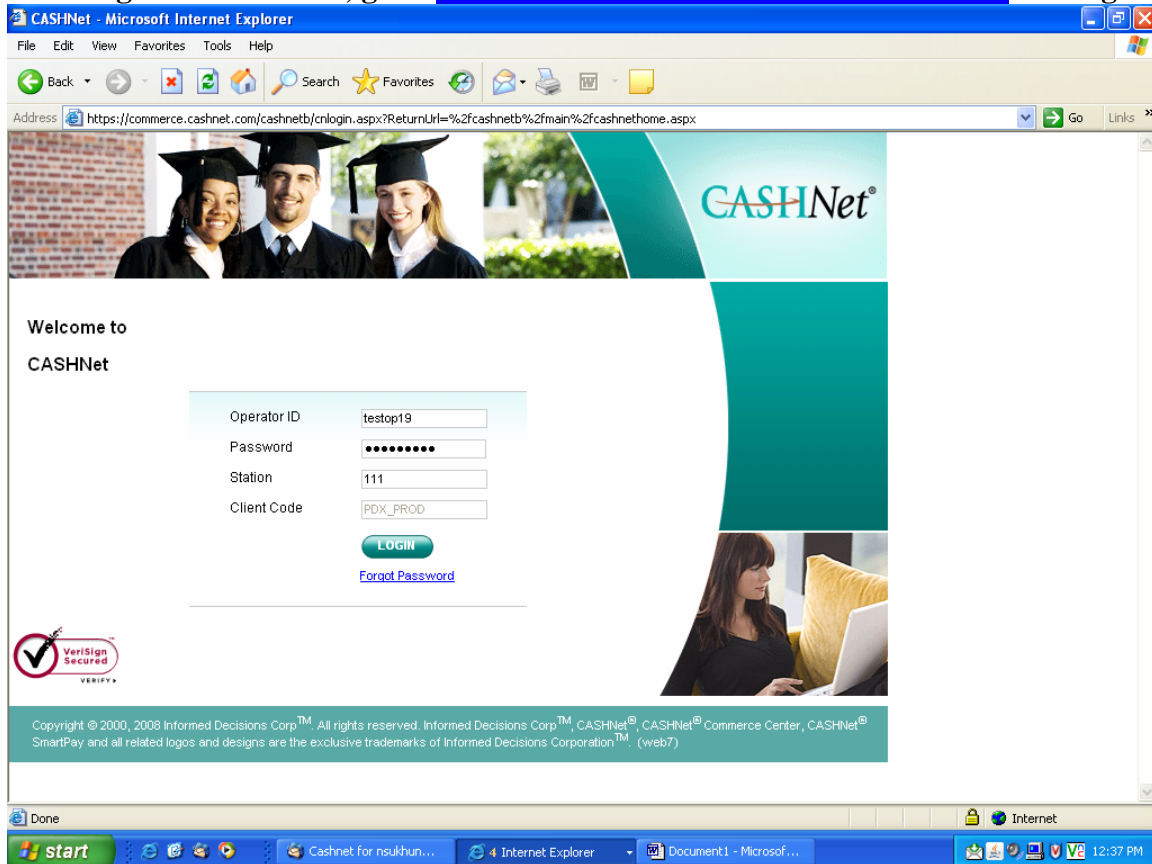
Please Note:

This procedural document is only for “Departmental Depositors” (Those departments who do not process credit cards and only post to an index and account code) Those departments who take all types of payment including credit card, and who post to student accounts, C90 accounts, or 890 accounts are “Departmental Cashiers.” For help with this process please see “The Easy Approach to Cashnet Deposits for Departmental Cashiers.”

Purpose:

The purpose of this document is to help you along the way as you begin making deposits into Cashnet. Each step in the deposit process is outlined and reflected with a print shot to show you what the screen looks like at that step in the process.

1. To begin a transaction, go to <https://commerce.cashnet.com/pdxcashier> and login:



The screenshot shows a Microsoft Internet Explorer browser window displaying the CashNet login page. The address bar shows the URL: <https://commerce.cashnet.com/cashnet/cnlogin.aspx?ReturnUrl=%2fcashnetb%2fmain%2fcashnethome.aspx>. The page features a header with a photo of three graduates and the CashNet logo. Below the header, the text "Welcome to CASHNet" is displayed. A login form contains the following fields and values:

Operator ID	testop19
Password	••••••••
Station	111
Client Code	PDX_PROD

Below the form is a green "LOGIN" button and a blue link for "Forgot Password". A VeriSign Secured logo is visible in the bottom left corner. The footer contains copyright information: "Copyright © 2000, 2008 Informed Decisions Corp™. All rights reserved. Informed Decisions Corp™, CASHNet®, CASHNet®, Commerce Center, CASHNet® SmartPlay and all related logos and designs are the exclusive trademarks of Informed Decisions Corporation™. (web7)". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 12:37 PM.

2. To begin the deposit click on the 'Deposits' tab at the top of the page.

CASHNet - Microsoft Internet Explorer

Address: <https://commerce.cashnet.com/cashnetb/main/cashnethome.aspx>

CASHNet Home Help Sign Out

Deposits Find Transactions

Home Page

Quick Find

Operator: TESTOP19 Department: UPL Station: 111 Client: PDX_PROD

- Your last login was on Monday, September 15, 2008 at 12:34:40 PM.
- Your password expires in 90 days. Click [here](#) to change it.
- To change your secret question click [here](#).

Actual Date: Mon., Sep. 15, 2008

Business Date: **Wed., Sep. 3, 2008**

Messages

Your Batches

Batch No.	Bus. Date	Count	Total Amount
Start a New Batch			

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https://commerce.cashnet.com/cashnetb/Deposits/DepositsList.aspx

3. At this point to begin a new deposit, click on the 'Add new record' button.

CASHNet - Microsoft Internet Explorer

Address: <https://commerce.cashnet.com/cashnetb/Deposits/DepositsList.aspx>

CASHNet Home Help Sign Out

Deposits Find Transactions

Departmental Deposits

Department: UPL

View Open Deposits

View Cashiered Deposits from 8/15/2008 to 9/15/2008

View Voided Deposits from 8/15/2008 to 9/15/2008

Refresh

Deposit#	Operator	Date	Status	Amount	ADD NEW RECORD
(0 record(s))					
Display All					

1

https://commerce.cashnet.com/cashnetb/Deposits/DepositsList.aspx

4. Now you can begin your deposit. Click on the binoculars icon under 'Item Code' and select which item code you would like to make a deposit to.

Departmental Deposits

Department Code: UPL - University Place Hotel

Operator: TESTOP19 Date Entered: 9/15/2008 Total Items: 0.00
 Status: Open Date Cashiered: Total Payments: 0.00
 Transaction No: Difference: 0.00

Item Code	Description	Amount To Pay
TOTALS		0.00

To add an item, enter an Item Code or click an Easy Key.

RETRIEVE

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Credit Cards	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	OUTD	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vouchers	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Other		<input type="text" value="0.00"/>		
Coins				

5. Once you click on the item code enter in the total amount for this item and a description if you would like. After you have done this, click on the 'Add Items' button.

Departmental Deposits

Department Code: UPL - University Place Hotel

Operator: TESTOP19 Date Entered: 9/15/2008 Total Items: 0.00
 Status: Open Date Cashiered: Total Payments: 0.00
 Transaction No: Difference: 0.00

Item Code	Description	Amount To Pay
TOTALS		0.00
UPL002	Aux390/06998 Daily Deposit-TFAMISC	100

Description:

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Credit Cards	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	OUTD	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vouchers	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Other		<input type="text" value="0.00"/>		
Coins				

6. After you have finished selecting your item codes and putting in the amount to deposit, scroll down and enter in all types of money received for the deposit.

The screenshot shows the 'DepositsMain.aspx' page in Microsoft Internet Explorer. The address bar shows the URL: https://commerce.cashnet.com/cashnetb/Deposits/DepositsMain.aspx?2=X&IPOD=UPL%20%20%20%20%20%20%20%20%20%20%20%20%20&CNN=Y&BBC=N&TNT=N&CB5=8/15/2008&TBS=...

At the top, there are two buttons: UPL002 and UPL001.

The main form is divided into three columns:

- Bills:** 100's, 50's, 20's, 10's, 5's, 1's, Other. Each has a 'Count' and 'Amount' field.
- Coins:** Dollars, Halves, Quarters, Dimes, Nickels, Pennies, Rolled, Total Cash. Each has a 'Count' and 'Amount' field.
- Payment Type:** Checks, Credit Cards, OUTD, Vouchers, Wire. Each has an 'Amount' field.

Summary fields on the right:

- Total Items: 100.00
- Total Payments: 100.00
- Difference: 0.00

Buttons: SAVE, CANCEL

7. Once you have entered in all fields and you see a total of 0.00 in the 'Difference' field shown above, click on the 'Save' button. A message will pop up that you deposit has been saved successfully.

The screenshot shows the 'DepositsList.aspx' page in Microsoft Internet Explorer. The address bar shows the URL: https://commerce.cashnet.com/cashnetb/Deposits/DepositsList.aspx?LSD=15&IPOD=UPL%20%20%20%20%20%20%20%20%20%20%20%20%20&CNN=Y&BBC=N&TNT=N&CB5=8/15/2008&TBS=...

The page header includes the CASHNet logo and navigation links: Home, Help, Sign Out.

Navigation tabs: Deposits, Find Transactions

Section: Departmental Deposits

Department: UPL

Options:

- View Open Deposits
- View Cashiered Deposits from
- View Voided Deposits from

Buttons: Refresh

Message Box: Deposit # 15 saved successfully. OK

Deposit#	Operator	Date	Status	Amount	
15	TESTOP19	09/15/2008	Open	100.00	Select Void Print

(1 record(s))
1

Buttons: ADD NEW RECORD, Display All

8. You will then be prompted to this screen. Click on the 'Print' button next to the deposit to print out a report for Cashiers.

Departmental Deposits

Department: UPL

View Open Deposits

View Cashiered Deposits from 8/15/2008 to 9/15/2008

View Voided Deposits from 8/15/2008 to 9/15/2008

Refresh

Deposit#	Operator	Date	Status	Amount	
15	TESTOP19	09/15/2008	Open	100.00	Select Void Print

(1 record(s))
1 [Display All](#)

9. Click on the 'Print Deposit' link shown below to print this report.

CASHNet Deposit Report

Print Deposit Close Window

Deposit # 15 Printed by: TESTOP19

Department Code: UPL - University Place Hotel

Operator: TESTOP19 Date Entered: 9/15/2008 Total Items: 100.00

Status: Open Date Cashiered: Total Payments: 100.00

Transaction No: Difference: 0.00

Item Code	Description	Amount To Pay
UPL002	Aux390/06998 Daily Deposit-TFAMISC	100.00
Description: daily deposit-smith		
TOTALS		100.00

Bills	Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	100.00
50's	0	0.00	Credit Cards	0.00
20's	0	0.00	OUTD	0.00
10's	0	0.00	Vouchers	0.00
5's	0	0.00	Wire	0.00
1's	0	0.00		
Other		0.00		
Coins				
Dollars	0	0.00		
Halves	0	0.00		
Quarters	0	0.00		
Dimes	0	0.00		

10. I've checked out....now what do I bring up to Cashiers?

- Cashnet Checkout report.
- Any checks you put into Cashnet (Please run a check tape on the checks and secure it with the checks.)
- Any cash you put into Cashnet.
- Any other forms of payment entered into Cashnet.

All deposits must be closed in Cashnet by 11 pm. They must be brought over to Cashiers by 10:00 am the following business day.

***Please wrap checkout report around deposit, seal it in an envelope and bring it up to the Departmental Cashiers window. All the accounting will already be done. Cashiers will simply make sure all monies match the totals entered into Cashnet and give you a receipt.**