CashNet Cashiering
Overview

November 20, 2015
CI Financial Services Team - Presenters

- Theresa Olivo
  - Staff Accountant
- Rachel Linares
  - Manager, Student Business Services
What is CashNet Cashiering?

- A cashiering solution that enables the Student Business Services office and campus departments to:
  - streamline the cashiering function
  - ensure the security of campus funds
  - improve processing time
  - simplify the end of day balancing and reconciliation process
Deposits in SBS

- The cashiers will continue to process payments at the SBS window
  - A “deposit request” form must be provided with your deposit

- The cashiers will email a receipt to those listed on the deposit request form
Departmental Deposits

- If approved, your department may be eligible to process departmental deposits.

- This will allow you to record deposits in CASHNet and post to item codes tied to specific GL strings.

- Provide you a report of what you deposit with SBS.
How does this affect me?

- Deposits are posted to the General Ledger in a more timely manner

- Less information will be on your financial reports so you will need to reference CASHNet for details
What are item codes?

- Most item codes are linked directly to a specific GL account

- Generic item codes are blank and the GL on the “deposit request” form will be used

- Can I request an item code?
### Data Warehouse Report

**Business Unit = CICMP, Fiscal Year = 2015, Period = 2**

**Time run: 11/10/2015 3:52:16 PM**

<table>
<thead>
<tr>
<th>Row Count</th>
<th>GL BU</th>
<th>Doc Src</th>
<th>Doc Date</th>
<th>Doc Ln Descr</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Jnl ID</th>
<th>Acct Dscrp</th>
<th>Fund Dscrp</th>
<th>Dept Dscrp</th>
<th>Actuall Amt</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>CICMP</td>
<td>CSU - CSU Accounting Lines</td>
<td>2015-08-03</td>
<td>CASHNet UNKNOWN-CMP</td>
<td>2,015</td>
<td>2</td>
<td>CRS0747788</td>
<td>580090 - Other Operating Revenues</td>
<td>ZZ013 - TF - Undleared Collections</td>
<td>999 - Supplemental Allocations</td>
<td>(16,726.91)</td>
</tr>
<tr>
<td>6</td>
<td>CICMP</td>
<td>CSU - CSU Accounting Lines</td>
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<td>CASHNet UNKNOWN-CMP</td>
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<td>CRS0747890</td>
<td>580090 - Other Operating Revenues</td>
<td>ZZ013 - TF - Undleared Collections</td>
<td>999 - Supplemental Allocations</td>
<td>(20.00)</td>
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<tr>
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<td>CICMP</td>
<td>CSU - CSU Accounting Lines</td>
<td>2015-08-12</td>
<td>CASHNet UNKNOWN-CMP</td>
<td>2,015</td>
<td>2</td>
<td>CRS0747890</td>
<td>580090 - Other Operating Revenues</td>
<td>ZZ013 - TF - Undleared Collections</td>
<td>999 - Supplemental Allocations</td>
<td>(85.24)</td>
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<td>CICMP</td>
<td>CSU - CSU Accounting Lines</td>
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<td>MIE - Manual Journal Entry</td>
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<td>Trans From Cashnet Undleared</td>
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<td>ZZ013 - TF - Undleared Collections</td>
<td>999 - Supplemental Allocations</td>
<td>175.00</td>
</tr>
</tbody>
</table>

**Approximate Row Count: 6**
How to get details from CASHNet

- Run your data warehouse report
  - CASHNet UNKNOWN-CMP = item code

- Login to CASHNet
  https://commerce.cashnet.com/csucicashier

- Click on Find Transactions
Finding Transactions

SEARCH CRITERIA

Customer Code
Transaction Date
Batch Number
Operator
Station
Actual Date
Business Date
Effective Date
Item Code
GL Account
Deposit Number

Reference Type
Reference Date
Payment Code
Payment Ref.
Amount
Department
Credit Card No.
Bank Acct. No.
Routing Number
Check Number
Term Code
Merchant Code

Status
Open  Cancelled  Closed  Memo  No Sale  Pending  Voided

Source
Cashiering  eMarket  Gateway  Import  IVR  Refund  SmartPay  Web  eRefund  eAuto Payment

Transaction Type
Sale  Auto-Reversal  Refund  Dishonored Item  eRefund
Details of Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Customer</th>
<th>Date</th>
<th>Status</th>
<th>Item Code</th>
<th>Payment Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>93890</td>
<td>987654321</td>
<td>06/19/2015</td>
<td>Closed</td>
<td>UNKNOWN-CMP</td>
<td>CMPOSCAN</td>
<td>175.00</td>
</tr>
</tbody>
</table>

(1 record(s) for $175.00)

Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click here to view a list of valid wildcard characters.

* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

**SEARCH CRITERIA**

- **Customer Code**: 
- **Reference Type**: 

Change Search Criteria

Display by Page
Details of Transactions

CASHNet®

Cashiering

Details of Transactions

Trans. No: 93890
Operator: CPECKHAM
Date: 8/19/2015
Batch No: 20129
Station: M01
Time: 3:03 PM
Business: 8/19/2015
Effective: 8/19/2015
Status: Closed
Module: Cashiering

Student ID: 987654321 - CSUCI
CSUCI

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Balance Due</th>
<th>Min. Due</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>UNKNOWN-CMP</td>
<td>Unknown Payment - CICMP</td>
<td></td>
<td></td>
<td>175.00</td>
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</tbody>
</table>

Name: Fashion Institute of Design
Check Number: 386360

TOTAL 175.00

PAYMENTS TENDERED

Pay Code    | Description                  | Amount |
-------------|------------------------------|--------|
CMPNO SCAN  | CMP No Scan - Checks         | 175.00 |
CHECK:386360 |                              |        |

TOTAL 175.00
Change Due 0.00
<table>
<thead>
<tr>
<th>Tx. No.</th>
<th>Item Code</th>
<th>Bus. Date</th>
<th>Status</th>
<th>G/L Code</th>
<th>Name</th>
<th>Check Number</th>
<th>Amount</th>
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<tbody>
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<td>53880</td>
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<td>580090ZZ013 999</td>
<td>CICMP</td>
<td>386360</td>
<td>175.00</td>
</tr>
</tbody>
</table>

SUB-TOTAL for Transaction Status : C

(Count : 6)

GRAND TOTAL

(Count : 6)
What reports are available to me?

• Once access is approved, you will go into CASHNet to download the report quick guide 2015-05-29.pdf from the support library.

• Reports can be customized and downloaded to excel and saved to your personal drive.
How do I gain access?

- Email Cashnet@csuci.edu and include your full name, department name and a business justification as to why you should have access.

- Approved requests are processed within 48 business hours.
Correcting Deposit Issues

- Complete a JET to move the transaction

- This will not correct the original transaction in CASHNet so reports will not display the change
Questions?

- System navigation - cashnet@csuci.edu
- Cash Handling – Rachel Linares ext. 3536
- JETs - Leo Cervantes ext. 3175

Thank you!