

CashNet Cashiering Overview

November 18, 2016



CI Financial Services Team - Presenter

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 - Staff Accountant

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
- If the “other” box is used on the request to deposit form, you must specify a GL
- Deposits will only be posted to expense accounts
- 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

| Row Count | GL BU | Doc Src | Doc Date | Doc Ln Descr | Fiscal Year | Period | Jrnl ID | Acct Fdescr | Fund Fdescr | Dept Fdescr | Actuals Amt |
|-----------|--------------------|----------------------------|------------|--------------------------------|-------------|--------|------------|-----------------------------------|------------------------------------|--------------------------------|-----------------|
| 6 | CICMP | CSU - CSU Accounting Lines | 2015-08-03 | CASHNet UNKNOWN-CMP | 2,015 | 2 | CRS0747788 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | (16,726.91) |
| 6 | CICMP | CSU - CSU Accounting Lines | 2015-08-12 | CASHNet UNKNOWN-CMP | 2,015 | 2 | CRS0747890 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | (20.00) |
| 6 | CICMP | CSU - CSU Accounting Lines | 2015-08-12 | CASHNet UNKNOWN-CMP | 2,015 | 2 | CRS0747890 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | (85.24) |
| 6 | CICMP | CSU - CSU Accounting Lines | 2015-08-19 | CASHNet UNKNOWN-CMP | 2,015 | 2 | CRS0751492 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | (175.00) |
| 6 | CICMP | MJE - Manual Journal Entry | 2015-08-15 | Trans From Cashnet Uncleared U | 2,015 | 2 | 0000751925 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | 16,726.91 |
| 6 | CICMP | MJE - Manual Journal Entry | 2015-08-31 | Trans From Cashnet Uncleared | 2,015 | 2 | 0000759863 | 580090 - Other Operating Revenues | ZZ013 - TF - Uncleared Collections | 999 - Supplemental Allocations | 175.00 |
| 6 | Grand Total | | | | | | | | | | (105.24) |

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

CASHNet® Any Payment. Anytime. Anywhere.

Home Cashiering **Find Transactions** Reports System Setup Help Sign Out
 Find Transactions California State University-Channel Islands

- Home Page
- Cashiering
- Checkout
- Departmental Deposits
- Find Transactions
- Reports
- Bill Manager
- Batch Maintenance
- Online Service Manager
- Imports
- System Setup
- Operator Setup
- Store Setup
- Fulfill Orders
- Event Log Viewer
- Approve Imports
- Form 8300
- End-of-Day
- Support Library

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.

There are no matching transactions. Please enter search criteria.

SEARCH CRITERIA

| | | | | | |
|-----------------|----------------------|------------|-----------------|----------------------|--|
| Customer Code | <input type="text"/> | | Reference Type | <input type="text"/> | |
| Transaction No. | <input type="text"/> | | Reference Data | <input type="text"/> | |
| Batch Number | <input type="text"/> | | Payment Code | <input type="text"/> | |
| Operator | <input type="text"/> | | Payment Ref. | <input type="text"/> | |
| Station | <input type="text"/> | | Amount | 175 | |
| Actual Date | <input type="text"/> | | Department | <input type="text"/> | |
| Business Date | 08/19/2015 | 08/19/2015 | Credit Card No. | <input type="text"/> | |
| Effective Date | <input type="text"/> | | Bank Acct. No. | <input type="text"/> | |
| Item Code | UNKNOWN-CMP | | Routing Number | <input type="text"/> | |
| G/L Account | <input type="text"/> | | Check Number | <input type="text"/> | |
| Deposit Number | <input type="text"/> | | Term Code | <input type="text"/> | |
| | | | Merchant Code | <input type="text"/> | |

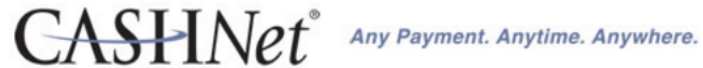
Status Open Cancelled Closed Memo No Sale Pending Voided

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

Transaction Type Sale Auto-Reversal Refund Dishonored Item eRefund



Details of Transactions



Home Cashiering Find Transactions Reports System Setup Help Sign Out

Find Transactions California State University-Channel Islands

Home Page QUERY RESULTS [Change Search Criteria](#)



| | <u>Transaction</u> | <u>Customer</u> | <u>Date</u> | <u>Status</u> | <u>Item Code</u> | <u>Payment Code</u> | <u>Amount</u> |
|-----------------------|-----------------------|-----------------|-------------|---------------|------------------|---------------------|---------------|
| Departmental Deposits | 93890 | 987654321 | 08/19/2015 | Closed | UNKNOWN-CMP | CMFNOSCAN | 175.00 |

Find Transactions (1 record(s) for \$175.00) [Display by Page](#)

Reports 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.

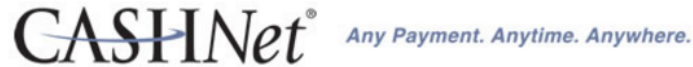
* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

SEARCH CRITERIA

Customer Code  Reference Type 



Details of Transactions



Home | Cashiering | Find Transactions | Reports | System Setup | Help | Sign Out

Cashiering California State University-Channel Islands

| | | | | | | | | | |
|--|--|--|---|---------------------------------------|---|---|--|--|---|
| New Transactions | | | Undo Actions ? | | | <input type="button" value="Email Receipt"/> <input type="button" value="Comments"/> ◀ ◁ ▷ ▶ | | | |
| <input type="button" value="Cashier"/> | <input type="button" value="Dept. Deposit"/> | <input type="button" value="No Sale"/> | <input type="button" value="Void"/> | <input type="button" value="Refund"/> | <input type="button" value="Dishonor"/> | <input type="button" value="Endorse"/> | <input type="button" value="Reprint"/> | <input type="button" value="Batch Options"/> | <input type="button" value="Checkout"/> |

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

Student ID: 987654321 - CSUCI CSUCI

| Item Code | Description | Balance Due | Min. Due | Amount |
|-----------------------------------|--|-------------|----------|---------------|
| UNKNOWN-CMP | Unknown Payment - CICMP DELETED EDIT ENDORSE | | | 175.00 |
| Name: Fashion Institute of Design | | | | |
| Check Number: 386360 | | | | |
| TOTAL | | | | 175.00 |

PAYMENTS TENDERED

| Pay Code | Description | Amount |
|-------------------|---|---------------|
| CMFNOSCAN | CMP No Scan - Checks DELETED EDIT ENDORSE | 175.00 |
| CHECK: 386360 | | |
| TOTAL | | 175.00 |
| Change Due | | 0.00 |



CASHNet Report

November 03,2015

Paid Items Report - Daily Paid Item Report for Unknown-CICMP

Page 1

10:18:02 AM

Actual Date 07/01/2015 to 12/31/2015

| Tx. No. | Item Code | Bus. Date | Status | G/L Code | Name | Check Number | Amount | |
|--------------------------------------|-------------|------------|--------|-----------------|-------|---|-------------|-----------|
| Transaction Status : C | | | | | | | | |
| 86510 | UNKNOWN-CMP | 07/08/2015 | Closed | 580090ZZ013 999 | | | 150.00 | |
| 87660 | UNKNOWN-CMP | 07/22/2015 | Closed | 580090ZZ013 999 | CICMP | | 1.89 | |
| 88507 | UNKNOWN-CMP | 08/03/2015 | Closed | 580090ZZ013 999 | CICMP | Casa Pacifica Centers for Children and Family 77218 | 16,726.91 | |
| 89600 | UNKNOWN-CMP | 08/12/2015 | Closed | 580090ZZ013 999 | CICMP | Bradley Cooper 1450 | 20.00 | |
| 89601 | UNKNOWN-CMP | 08/12/2015 | Closed | 580090ZZ013 999 | CICMP | postage usage unknown acct cash | 85.24 | |
| 93890 | UNKNOWN-CMP | 08/19/2015 | Closed | 580090ZZ013 999 | CICMP | Fashion Institue of Design 386360 | 175.00 | |
| SUB-TOTAL for Transaction Status : C | | | | | | | (Count : 6) | 17,159.04 |
| GRAND TOTAL | | | | | | | (Count : 6) | 17,159.04 |

What reports are available to me?

- Reports can be customized and downloaded to excel and saved to your personal drive
- Data in CASHNet is real time

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 – SBS ext. 8810
- JETs - Leo Cervantes ext. 3175

Thank you!