

## Processing a Payment in CASHNet

CASHNet transactions have two parts, the item code and the pay code. The item code associates the payment with the appropriate index/fund/account or student account. The pay code records the type of payment tendered for the transaction. There are various elements that are customizable for your deposit. Contact the Cashier's Office to discuss this extra setup.

1. Log on to CASHNet at <https://commerce.cashnet.com/kentcashier>.
  - a. Operator ID
  - b. Password
  - c. Station
  - d. ClientCode should read KENT\_PROD
  
2. Your screen will look similar to below, with fewer options on the left-hand menu.

## CASHNet Payment Solutions

Home   Cashiering   Find Transactions   Reports   System Setup   Help   Sign Out																																	
<b>Home Page</b> <span style="float: right;">Kent State University</span>																																	
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Cashiering	Operator:                      Department:                      Station:                      Client: KENTPROD																																
Checkout	<ul style="list-style-type: none"> <li>Your last login was on Wednesday, September 14, 2016 at 7:55:42 AM.</li> <li>There was 1 failed attempt to access this account since your last login. This was on Wednesday, September 14, 2016 at 10:55:05 AM.</li> <li>Your password expires in 53 days. Click <a href="#">here</a> to change it.</li> <li>To change your secret question click <a href="#">here</a>.</li> </ul>																																
Departmental Deposits	<table border="1" style="float: right;"> <tr> <td>Actual Date:</td> <td>Wed., Sep. 14, 2016</td> </tr> <tr> <td>Business Date:</td> <td>Wed., Sep. 14, 2016</td> </tr> </table>	Actual Date:	Wed., Sep. 14, 2016	Business Date:	Wed., Sep. 14, 2016																												
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Find Transactions																																	
Reports																																	
Bill Manager	Messages																																
Batch Maintenance	<b>For processing requests, such as refunds for storefronts, or general questions about CASHNet please send us an email at <a href="mailto:cashier@kent.edu">cashier@kent.edu</a></b>																																
Online Service Manager	<b>If you need assistance with CASHNet, please contact one of the following people:</b>																																
Imports	Penny Wimmer at 20861 or <a href="mailto:pwimmer@kent.edu">pwimmer@kent.edu</a>																																
System Setup	Betsy Tierney at 20858 or <a href="mailto:btierney@kent.edu">btierney@kent.edu</a>																																
Operator Setup	Your Batches																																
Store Setup																																	
Fulfill Orders	<table border="1"> <thead> <tr> <th>Batch No.</th> <th>Bus. Date</th> <th>Count</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4"><a href="#">Start a New Batch</a></td> </tr> <tr> <td colspan="2"><b>Today's Activity</b></td> <td colspan="2"><b>Yesterday's Activity</b></td> </tr> <tr> <td colspan="2">Transaction Count: 274</td> <td colspan="2">Transaction Count: 555</td> </tr> <tr> <td colspan="2">Amount Received: <a href="#">\$172,108.60</a></td> <td colspan="2">Amount Received: <a href="#">\$493,432.67</a></td> </tr> <tr> <td colspan="4"><b>Online Interfaces</b></td> </tr> <tr> <td colspan="2"></td> <td>BNRCHG</td> <td>Started</td> </tr> <tr> <td colspan="2"></td> <td>BNRPOST</td> <td>Started</td> </tr> </tbody> </table>	Batch No.	Bus. Date	Count	Total Amount	<a href="#">Start a New Batch</a>				<b>Today's Activity</b>		<b>Yesterday's Activity</b>		Transaction Count: 274		Transaction Count: 555		Amount Received: <a href="#">\$172,108.60</a>		Amount Received: <a href="#">\$493,432.67</a>		<b>Online Interfaces</b>						BNRCHG	Started			BNRPOST	Started
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Approve Imports																																	
Approve Transactions	All Open Batches <input type="checkbox"/>																																
Form 8300	Open Deposits <input type="checkbox"/>																																
End-of-Day																																	
Support Library																																	

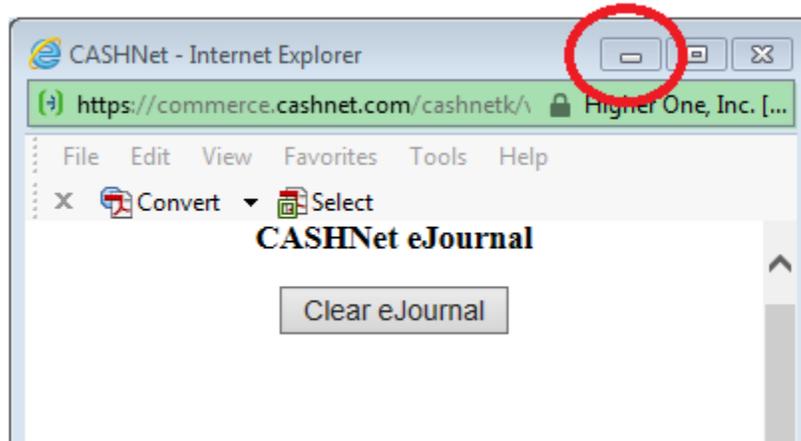
3. Select **Start a New Batch**.

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

4. Select **Cashier** to start a new transaction.

New Transactions			Undo Actions <span>?</span>			Email Receipt		Comments		◀   ◀   ▶   ▶	
<b>Cashier</b>	Dept. Deposit	No Sale	Void	Refund	Dishonor	Endorse	Reprint	Batch Options		Checkout	

- a. Minimize the CASHNet eJournal when it opens in another window. If you close the window, it will continue to pop up each time you start a new transaction.



- b. Before you have entered any information on the payment, the following information has been created in CASHNet when selecting **Cashier**.
- i. Transaction Number – are assigned sequentially to all CASHNet transactions, whether completed or cancelled
  - ii. Cashier Batch Number – your batch number will continue until you checkout at the end of your processing
  - iii. Operator ID
  - iv. Station Number
  - v. Actual Date – date you are processing the payment
  - vi. Time
  - vii. Business Date – Date of activity that will correspond to upload to Banner, weekends are on the following Monday Business Date
  - viii. Effective Date

- ix. Status
    - 1. Open – transaction has not been saved and will not contain any transaction data beyond items i – x listed here.
    - 2. Closed – transaction is complete and saved.
    - 3. Cancelled – transaction was cancelled before being saved and will not contain any transaction data beyond items i – x listed here.
  - x. Module – should always be listed as **Cashiering**, if it reads anything else, contact the Cashier’s Office to review.
5. Enter the **Banner ID** number.
    - a. If for a student transaction, enter their student ID number.
    - b. If for a department deposit, contact the Cashier’s Office for your assigned ID number used for CASHNet.
  6. Select Retrieve or hit Enter.
  7. Under Item Code, enter the appropriate item code in the box, or use one of the “hot key” buttons previously assigned for your department.
    - a. DD = “Department Deposit”
      - i. A generic item code to process payment to an Index/Fund/Account.
      - ii. You can arrange specific item codes to be set up for your department, contact the Cashier’s Office.

Item Code	Description	Balance Due	Min. Due	Amount to Pay	Tax
<b>TOTAL</b>		0	0	0.00	
DD	Department Deposit			10.00	
* Department Name:		<input type="text" value="Bursar"/>			
* Check Source:		<input type="text" value="Subway"/>			
Misc Ref:		<input type="text"/>			
	Index Fund Account				
G/L	<input type="text"/> 110118 53085				
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>					

- b. OACT = “On Account Current Term” is for general student account payments to the current term

Item Code	Description	Balance Due	Min. Due	Amount to Pay
<b>TOTAL</b>				
0.00				
To add an item, enter an Item Code or click an Easy Key.				
OACT	x	<input type="button" value="RETRIEVE"/>		
OACT	OAGOLD	OA-AGY	OASK	COLLW
				OASTP

8. Enter the dollar amount in the Amount field.

Item Code	Description	Balance Due	Min. Due	Amount
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0.00</b>
OACT	On Account - Current Term			10.00
*Term Code:		201680	▼	
		Add Item	Reset	

9. Complete any reference fields associated with the item code, in the example above the reference field is "Term Code." References marked with an \* are required.

10. Select **Add Item** to continue.

11. Continue entering Item codes as needed for the payment you are processing.

12. Under PAYMENTS TENDERED, enter the Pay Code, or use one of the "hot key" buttons previously assigned for your department.

- a. CA = cash
- b. CK = check
- c. OC = official check/cashier check
- d. GOLDOA = Flashcard affecting student account
- e. GOLDCACK = payment made to Flashcard by cash/check
- f. CGBB = Visa & MasterCard card transactions
- g. DSBB = Discover card transactions

13. Enter the dollar amount.

PAYMENTS TENDERED		
Pay Code	Description	Amount
<b>TOTAL</b>		<b>0.00</b>
<b>Balance Due</b>		<b>10.00</b>
CA	Cash Payment	10.00 x
		Add Payment    Reset

14. Complete any reference fields associated with the Pay Code selected (check number is most common).

15. Select **Add Payment**.

16. Select "SAVE TRANSACTION" to complete the transaction.