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

   ![](Start a New Batch.png)

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

   ![](Cashier.png)

   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.

   ![](CASHNet eJournal.png)

   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.
   b. OACT = “On Account Current Term” is for general student account payments to the current term
8. Enter the dollar amount in the Amount field.

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.

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.