CASHNet - Departmental Deposits
Instructions for Departments

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Updated: November, 2014
Getting Started

Logging in to CASHNet

Web Site:  https://commerce.cashnet.com/unlcashier

- Use “Bookmark This Page” to save this login page to your favorites.
- Recommended Browsers:
  - Microsoft Windows:
    - Microsoft Internet Explorer version 6.0, 7.0 or 8.0
    - Firefox version 1.0.7, 1.5 or 3.5
  - Macintosh:
    - Safari version 3.2.3
    - Firefox version 3.5
- Login with your unique Operator ID and password. You will need to change your password once you log in for the first time. You will need to enter Station “000” the first time you log in, but your system should then remember that for future logins. If your browsing history is lost, this field will need to be populated again with the “000” for Station.

Home Page Menu / Accessing Departmental Deposits Module

The following illustration is a typical homepage for CASHNet:
To access the Departmental Deposits module, click on either the Departmental Deposits link in the menu on the left-hand side of the screen or the DEPOSITS link at the top of the page. A screen similar to the following will display:

![CASHNet Deposits Screen](image)

From this screen you may add a new deposit or find, modify or void an existing deposit.

**Department**  This field will default to the department code that is attached to your operator ID. Typically, Departmental Depositors are restricted to only viewing and editing deposits in their own department code and operator ID. This depends on the permissions assigned in your setup.

**View Open Deposits**  The system will default to displaying open deposits for your department code. Depending on your permissions, you may view all open deposits, open deposits for your entire department, or only your own open deposits. An Open Deposit is one entered by the Departmental Depositor but not yet cashiered by the Bursar’s Office.

**View Cashiered Deposits**  Click on this box to view all cashiered deposits within the date range you specify. Depending on your permissions, you may view all cashiered deposits, cashiered deposits for your entire department, or only your own cashiered deposits. A Cashiered Deposit is a departmental deposit that has been cashiered by the Bursar’s Office. Once a deposit is cashiered, no changes can be made to the deposit in CASHNet.

**View Voided Deposits**  Click on this box to view all voided deposits within the date range you specify. Depending on your permissions, you may view all voided deposits, voided deposits for your entire department, or only your own voided deposits.

If you change any of the default parameters, click on the Refresh button below the check boxes to display the new list of deposits.
**Deposit #**  The system-assigned deposit number of the deposit.

**Operator**  The operator ID of the user who created the deposit.

**Date**  The entry date of the deposit.

**Status**  The status of the deposit – open, cashiered or voided.

**Amount**  The amount of the deposit.

**TIP:** You may change the order in which the deposits display by clicking on a column heading. The deposits will then use that heading value as the primary sort order. Clicking again on the same heading will reverse the order of the sort.

**Adding a New Deposit**

To create a new deposit, click on the ADD NEW RECORD button and the screen below will display. The Departmental Deposits screen is a three-part screen, divided into the Header, Item Distribution and Cash Count Distribution Sections.
HEADER SECTION - Contains fields that are automatically filled in by the system and may not be edited. The Department Code will display at the top of the header information.

Operator  The operator ID of the user creating the deposit.

Status  The status of this deposit: open, cashiered or voided.

Date Entered  The actual date this deposit was first created.

Date Cashiered  The actual date this deposit was cashiered.

Transaction No.  The system assigns this number to the deposit after the record is cashiered. Also referred to as the receipt number.

Total Items  The system will automatically add up all the amounts entered in the Item Distribution (or center) section of the screen and reflect the total in this field.

Total Payments  The system will automatically add up the amounts entered in the Cash Count Distribution (or bottom) section of the screen and reflect the total in this field.

Difference  The system will automatically calculate the difference between the Total Items and Total Payments and reflect the amount in this field. The deposit must be in balance before you can save the record by clicking on the Save button at the bottom of the screen.

ITEM DISTRIBUTION SECTION - This is where you indicate where your deposit item should be posted in SAP. You will select the Item Codes (general ledger account information) and fill in the amount of the items being deposited. Each different Item Code (cost object/ gl account combination) should have its own entry line.

Item Code  Item Codes are used as a shortcut to code the detailed SAP distribution information on a specific item, service, charge, etc. being paid. Enter the Item Code for the item, and press [Tab] or click on the Retrieve button. You may also click on the binoculars to access a list of available codes. Select a code from the list of Item Codes by clicking on the code. A listing of your Department’s Item Codes will be provided to you by your Administrator in the Bursar’s Office.

The codes are table-driven and have been set up in CASHNet by your administrator in the Bursar’s Office. These codes associate specific general ledger codes to this entry, as well as requiring specific data entry from a depositor through the use of reference fields and prompts.
TIP: You may enter just a portion of the Item Code and then click on the binoculars. The system will assume the wildcard “*” at the end of the text string and return any possible matches with that string.

**Easy Keys**
Most locations have access to Easy Keys which represent Item Codes that are used on a regular basis at that location. The Easy Keys will display as a button under the item code text field. Simply click on the button for the Item Code appropriate for your deposit.

**Quick Code**
Used as a shortcut to a grouping of Item Codes. For example, a Department may have included in each deposit ticket sales, rental fees, and concessions sales. Entering the Quick Code for the Department will automatically populate these Item Codes. To use a Quick Code, simply type it in the Item Code field or click on the binoculars and select the appropriate item.

**NOTE:** Any Item Codes within the Quick Code that are not used should be deleted. An Item Code should NOT be left with a $0 balance because a $0 item creates problems when extracted to SAP.

TIP: Item Codes, Easy Keys, and Quick Codes can be changed at any time by your administrator in the Bursar’s Office. Request changes at anytime to customize CASHNet to best meet your Department’s needs.

**Amount to Pay**
Enter the amount associated with this Item Code. If the amount is a whole dollar amount, there is no need to add the decimal point and trailing zeros; the system will supply them automatically. Click on the Add Item button to add this charge to the list of items included in this deposit.

If you wish to delete or make changes to an item already entered, click on the Delete or Edit button below that item.

CASHNet allows you to enter more than one Item Code in the same deposit. After processing an item as detailed above, simply select your next Item Code and proceed again as detailed above. You may enter as many lines as necessary and the system will calculate a total for you.

**TIP:** You must click the “Add Item” after entering each Item Code. It functions like a submit button and will retain the data you have just entered.

*Failing to “Add Item” is the issue we see as most problematic to Departmental Depositors.*
Reference Fields
If there are any fields to be filled in with the associated Item Code, the system will automatically display the fields to prompt data entry. Enter the required information and then press [Tab]. The system will store the information. Proceed with the deposit as normal.

Your Department has been set up with a Description reference field available for each Item Code. This is an optional field. Use this field to enter information that is helpful to your Department in further identifying deposit information.

TIP: The data entered into the Reference Field “Description” is carried forward to SAP so you can put more descriptive information in your deposit which will go directly into the “Name”/”Text” column of SAP.

General Ledger Codes
The General Ledger Code (GL Code) in CASHNet is what tells CASHNet where to post the cash receipt in SAP. This code consists of two segments: Cost Object (either a 10-digit cost center or a 13-digit WBS element) and 6-digit GL account. These are set up for each of your Item Codes so your postings are shown as desired in SAP. The Cost Object and GL Account for these codes generally cannot be changed.

At times, you may need to post a payment to a Cost Object / GL Account combination which is not set up for your Department. A separate miscellaneous Item Code has been established for this purpose. When you use this Item Code, you must enter either a 10-digit cost center or 13-digit WBS and the 6-digit GL Account. The Item Code set up for this purpose in your Department is generally your Department Code and then 99 i.e. Bursar 99, Lied 99. It will be provided to you by your Administrator in the Bursar’s Office.

If you select an Item Code where the GL Code is not populated and you need to enter a cost object and GL account, the system will not allow you to complete the transaction without entering a valid cost object and GL account. The item will display the GL Code field broken down by segments. Enter a valid GL Code as well as a description (if desired) and the dollar amount and click Add Item.

NOTE: If you receive an error message that the G/L Code is invalid but you know that the code does exist, contact the Bursar’s Office.
CASH COUNT DISTRIBUTION SECTION - This is where you indicate what types of funds are included in your deposit. The Cash Count Distribution section is used to balance the cash, coin and other payment types accepted to the amount entered in the Item Distribution section. The left half contains the denomination of paper currency and coin and the right half contains the other types of payments accepted. When you have finished entering the account information in the Item Distribution section, either tab through the fields or use your mouse to move to the Cash Count Distribution section.

Entering Payment Information
For both the coin and currency, you have the option of entering either the total count of each denomination (and the system will calculate the amount) or the amount of the denomination (and the system will calculate the count). Enter the amounts of each denomination of currency, coin and other payment types accepted. For checks, you enter just the total of the checks included in your deposit. Be sure to include a calculator tape with your checks unless you have only one check in your deposit. Use the [Tab] key and arrow keys to move the cursor through the fields. The system will automatically total the amounts entered.

The deposit must be in balance (the Total Items must equal the Total Payments) before you can save the record by clicking on the Save button at the bottom of the screen. The “Difference” field will show any discrepancies in totals.

You may modify or delete this record as needed as long as it has not been cashiered in the Bursar’s Office. A deposit is considered cashiered if the payments have been delivered to and processed by the Bursar’s Office (or in some circumstances, coin deposited with bank and notice given to the Bursar’s Office). The cashier will then close the deposit, making the record unavailable for modification or deletion by the Departmental user.

Submitting Your Deposit to the Bursar’s Office
A Departmental Deposit Form (see example below) was provided to you by your Administrator in the Bursar’s Office. It is a half-sheet that should be pre-populated with your personal information. Upon saving your Deposit in CASHNet, complete the last four items at the bottom of the form. Only the completed half-sheet Departmental Deposit Form should be submitted with your funds to the Bursar’s Office.

<table>
<thead>
<tr>
<th>UNL Bursar’s Office</th>
<th>Departmental Deposit Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>Preparer’s Name</td>
<td>Jennifer Hiltjes</td>
</tr>
<tr>
<td>Campus Phone</td>
<td>20004</td>
</tr>
</tbody>
</table>

Send Receipt To: 121 Cardwell Admin Bldg 0412
Deposit Number
Deposit Date
Deposit Total
Signature of Preparer

This sheet should be verified along with your deposit to:
UNL Bursar, 121 Cardwell Admin Bldg, Lincoln, NE 68588-0412
Finding & Modifying a Deposit Transaction

As long as the deposit has not been cashiered in the Bursar’s Office, a deposit may be modified. To modify a previously entered deposit, click on the Departmental Deposits link in the menu. The system will default to display the open deposits in the Department assigned to your operator ID. Select the desired deposit by clicking on the Select button to the right of the deposit. Make any needed modifications, then click on the SAVE button. The Deposit # does not change if a modification is made.

Voiding a Deposit Record

As long as a deposit has not been cashiered in the Bursar’s Office, a deposit may be voided. To void a previously entered deposit, find the deposit as explained in the previous section. Once the correct deposit is displayed in the list, click on the Void button to the right of the deposit. A message box will display prompting validation: “Are you sure you want to void deposit #xx?” Click on the OK button or press [Enter] to confirm.

Viewing Cashiered and Voided Deposits

Cashiered and voided deposits may also be viewed from the Departmental Deposits module. To view a cashiered or voided deposit, click on the Departmental Deposits link in the menu. The system will default to display the open items in the department assigned to your Operator ID.

To view a cashiered or voided deposit, click on the “View Open Deposits” checkbox to remove the check mark. Select “View Cashiered Deposits from” and/or “View Voided Deposits from” by clicking on the appropriate checkbox(es). Select the date or date range you would like to view, then click on the Refresh button.

Printing a Deposit Record

Deposit records, whether or not they have been cashiered, may be printed in a printer-friendly format from the Departmental Deposit screen. Once you have identified the record you would like to print, click on the Print button to the right of the deposit. Another window will open displaying the record, as illustrated here to the left. Click on the Print Deposit link at the top right to print the record.
Receipting a Departmental Deposit by the Bursar’s Office

Once a Departmental Deposit transaction has been saved in CASHNet, it may be closed and receipted by the Bursar’s Office. In most cases, the deposit is brought to the Bursar’s office either as is or in a locked bag with a completed Departmental Deposit Form. The Bursar’s Office will receipt the transaction and return a receipt to the indicated address on your Departmental Deposit Form. If any changes are necessary to a deposit, the Bursar’s Office will contact the Departmental preparer to modify the deposit as needed. The Departmental Deposit transaction cannot be modified by the cashier in the Bursar’s Office.

Security

The Bursar’s Office creates and maintains the security structure within CASHNet. Security levels are designed to restrict access to activities to only essential personnel. Departmental Users will be established during the initial setup of the Department.

All changes in personnel and job responsibilities must be forwarded to the Bursar’s Office immediately upon occurring. This must be done via an email to: bursar@unl.edu Requests should only come from an individual authorized to do so for that department. A review of users will also be done on a monthly basis to ensure ALL users are valid.

Additional Information

The Bursar’s Office has additional Policies and Procedures and CASHNet Departmental Deposit information available on their website available at:

http://bursar.unl.edu/