

# Departmental Deposits



CASHNet®

## User Guide

# Departmental Deposits: Stanford CASHNet User Guide

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## Important Requirements and Guidelines

Stanford Schools and Departments are encouraged to consult with the [Office of the Treasurer](#) regarding options for accepting payments. Important information and resources are available at [Overview: Selling Goods and Services](#).

Stanford Schools and Departments which receive cash and/or checks are expected to use Stanford CASHNet for convenient and accurate online preparation of departmental receipts for deposit.

Stanford Departments and Schools are expected to review and follow all of the guidelines outlined in the [Cash Handling and Deposits](#) section of the Gateway to Financial Activities, including but not limited to:

- the internal controls, payment guidelines, and proper processing of various types of University receipts found at [Overview: Processing University Receipts](#).  
*\*Consult with Student Financial Services if receiving revenue for a student charge; consult with the Office of Development if receiving gift revenue; consult with the Office of Sponsored Research if receiving award monies.*
- the deposit process outlined at [How to: Process and Deposit Department Receipts](#).
- the post-deposit requirements which include:
  - retain financial records as instructed in Administrative Guide Policy 3.1.5: Retention of Financial Records.
  - review the completed deposit transaction form to ensure that all departmental accounts and any object codes/expenditure types noted are correct and the amount of funds going for deposit equals the amount entered.
  - reconcile the data on the transmittal form and the deposit receipt with financial statements to ensure the correct amounts are credited to the correct accounts.
  - report any cash deposit in excess of \$10,000 to the University's Tax Department using IRS Form 8300.

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## I – About Stanford CASHNet

Stanford CASHNet is the University's web-based cashiering application used to process cash and check payments to the University. Stanford Schools and Departments which accept cash and/or checks are expected to use Stanford CASHNet for convenient and accurate online recording of departmental receipts for deposit.

For more about Stanford CASHNet, visit [Overview: Online Preparation of Departmental Deposits Using Stanford CASHNet](#) on the Gateway to Financial Activities web site.

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## II – Logging in to Stanford CASHNet (4 steps)

1. Type <https://cashnet.stanford.edu> in your browser to access Stanford CASHNet.
2. Enter your SUNet ID and password.
3. Enter the two-step authentication code.
4. Click **OK**.

### More than One Username

If you have more than one username, please log in via [CASHNet.com](https://cashnet.com).

-  [Watch Logging in to CASHNet.com \(for users with multiple IDs\) Demo \(1:53\)](#)
- Passwords expire every 90 days. You can manage your password using the links available at the top of the CASHNet home page. See [Changing Your Password](#) section.
- Upon your first log-in to CASHNet, you will be prompted to change your password. Follow the screen instructions to do so.
- Use the link at the top of the home page to establish your secret question. The secret question will help you reset your password if you forget the current one.
- After 5 failed log-in attempts within the same day, you will be locked out of CASHNet.com. If this occurs, [submit a Help Request](#) or call a Student Financial Account Associate at (650)498-7526.

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 [Watch Demo Video for Preparing Deposits \(2:58\)](#)

## III – Entering a Departmental Deposit (16 steps)

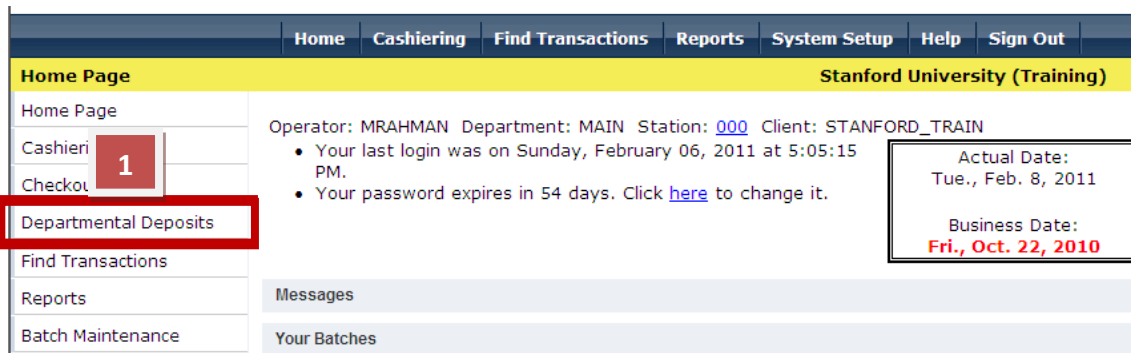
To enter a deposit, you need three pieces of information:

- Department user information – person who makes the deposit
- Deposit types / item codes
- Deposit amount

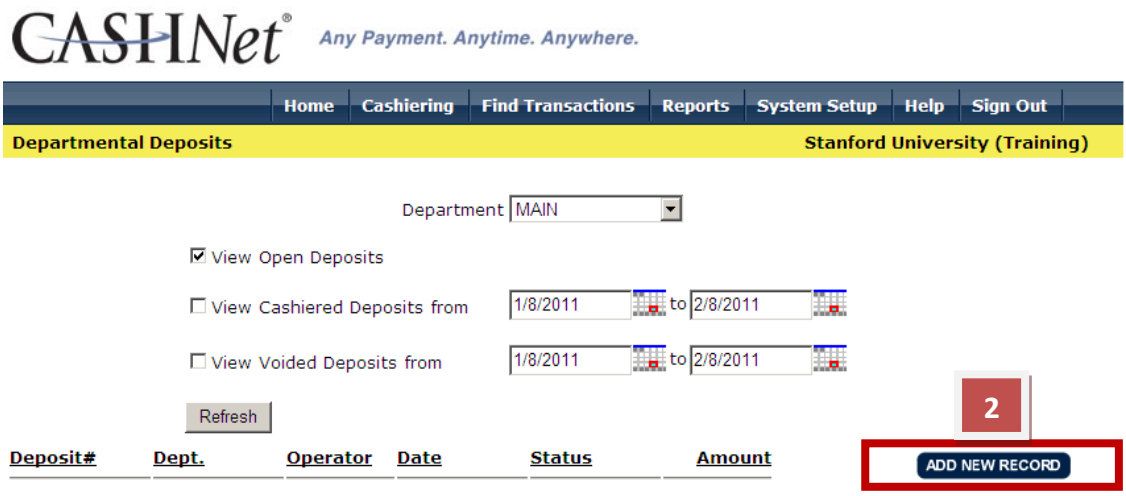
### Notes:

- Plan in advance the deposit type and amount if you have multiple deposits to multiple types / item codes.
- Each deposit type is entered as a record.

1. Once you log into CASHNet, click **Departmental Deposits** on the **Home Page**.



2. The **Departmental Deposits** screen with your designated **Department** code (organization code) appears. To enter a new deposit, click on the **ADD NEW RECORD** button.



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- Always start the deposit entry by entering the required department user information. Click **DEPTINFO** button.

Department Code: **MAIN - Main Campus Cashier Dept**

Operator: JDSAMPLE	Date Entered: 2/18/2011	Total Items:	0.00
Status: Open	Date Cashiered:	Total Payments:	0.00
	Transaction No:	Difference:	0.00

Item Code	Description	Amount To Pay
<b>TOTALS</b>		<b>0.00</b>
To add an item, enter an Item Code or click an Easy Key.		
<input type="text"/>	<b>3</b> RETRIEVE	
UB	<b>DEPTINFO</b>	MISC
	GENERAL INC	STUDENTLOA
		SCP

- Enter your name, telephone number and email address. The information allows Student Financial Services to contact you if needed. When you are finished, click **Add Item**.

Item Code	Description	Amount To Pay
<b>TOTALS</b>		<b>0.00</b>
DEPTINFO	<b>Departmental User Information</b>	0.00
*Name:	<input type="text"/>	
Telephone No:	<input type="text"/>	
*Enter Email Address:	<input type="text"/>	
	<b>4</b>	
	Add Item	Reset

- Enter your deposit type. You may:
  - enter an item code and click the **RETRIEVE** button, or
  - click on the binocular icon to select an item code from a list of your department's valid item codes, or
  - click on one of the "Easy Keys" / buttons from the row of buttons in the **TOTALS** section.

**Note:** The "Easy Keys" were created when you requested access to Stanford CASHNet based upon the types of deposits you frequently make. Each Easy Key is associated with pre-defined deposit PTAE/O codes and descriptions.

Item Code	Description	Amount To Pay
DEPTINFO	<b>Departmental User Information</b>	0.00
	DELETE EDIT ENDORSE	
Name:	John D Sample	
Telephone No:	650.388.2898	
Enter Email Address:	jdsample@sample.edu	
<b>TOTALS</b>		<b>0.00</b>
To add an item, enter an Item Code or click an Easy Key.		
<input type="text"/>	<b>5</b> RETRIEVE	
UB	DEPTINFO	MISC
	GENERAL INC	<b>STUDENTLOA</b>
		SCP

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- If you choose the 'MISC' Easy Key, enter the **Description** and PTAE/O information.
- Enter the deposit amount. In this case, \$12,000.
- Click **Add Item**.

Item Code	Description	Amount To Pay
DEPTINFO	Departmental User Information <input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	0.00
Name: John D Sample Telephone No: 650.388.2898 Enter Email Address: jdsample@sample.edu		
<b>TOTALS</b>		0.00
<input type="button" value="STUDENTLOAN"/>	Student Loan Payment	0.00
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>		

- Enter the count of the cash according to denomination of bills, coins, and/or the amount of other payment types. (BE SURE TO TAB OVER to populate amounts) The difference of your total item amount and total payment must be zero.

- Click **SAVE**.

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="50"/>	<input type="text" value="5000.00"/>	PSTPAY	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="7000.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Traveler Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Foreign	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Loans	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Credit Cards	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>	Wire Transfers	<input type="text" value="0.00"/>
<b>Coins</b>			Bank Deposit	<input type="text" value="0.00"/>
Dollars	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Halves	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Quarters	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Dimes	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Nickels	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Pennies	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Rolled				
Total Cash	<input type="text" value="5"/>			
			<b>Total Items:</b>	<b>12000.00</b>
			<b>Total Payments:</b>	<b>12000.00</b>
			<b>Difference:</b>	<b>0.00</b>

- Click **OK** in the popup window.
- To add additional deposit types and amounts, click the **Select** button. Repeat Step 5 to 11.

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13. To check if your deposit information is stored in Stanford CASHNet, click **Select**.

Department:

View Open Deposits

View Cashiered Deposits from  to

View Voided Deposits from  to

Dep: 11 ed successfully.

Deposit#	Operator	Date	Status	Amount	12	ADD NEW RECORD
42	JDSAMPLE	02/18/2011	Open	12000.00	Select	Void Print

14. Notice that Deposit No **42** is highlighted in blue. Click on the blue link. You will see the deposit information you entered.

Item Code	Description	Amount To Pay
DEPTINFO	Departmental User Information <input type="button" value="DELETE"/> <input type="button" value="EDIT"/>	0.00
Name: John D Sample Telephone No: 650.388.2898 Enter Email Address: jdsample@sample.edu Deposit No: <a href="#">42</a>		
STUDENTLOAN	Student Loan Payment <input type="button" value="DELETE"/> <input type="button" value="EDIT"/>	12000.00
Deposit No: <input type="text" value="42"/>		
<b>TOTALS</b>		<b>12000.00</b>

15. You will need to bring a print-out of the deposit to the Wells Fargo bank. Click the **Print** button.

16. Click **Print Deposit** link.

## Note:

- To change operators, PTAE/O and description of the Easy Keys, [submit a Help Request](#).

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## IV – Editing a Departmental Deposit (6 steps)

1. Click the **Departmental Deposits** on the left navigation or **Deposits** tab on the top on the Home Page.
2. Click the **Select** button next to the appropriate deposit.
3. Enter or locate the item code or click one of the Easy Keys. If you select the **MISC** key, you need to enter the **PTAE/O** information, **description** and the **amount**.
4. Click on the **Add Item** button.
5. Adjust the amount in the Bills, Coins and Payment Type section at the bottom of the screen.

**Note:** The difference of the Total Items and Total Payments must be zero.

6. Click **Save**.

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## V – Finding a Deposit (5 steps)

You may find a previously entered deposit that has a status of open, cashiered or voided.

1. Select **Departmental Deposits**.
2. By default, the **View Open Deposits** box is selected so the system will automatically display all open deposits on this page.
3. To view *only* cashiered deposit, make sure the only box checked is **View Cashiered Deposits**.
4. Click the calendar icon next to the **from** and **to** fields to set a date range.
5. Click on the **Refresh** button. All cashiered deposits are listed.

**Note:** Depending on your level of permissions, you may view all cashiered deposits for your department or only your own.

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## VI – Finding a Transaction (3 steps)

1. Click on the **Finding Transactions** at the top of the page.
2. You may find specific transactions by entering search criteria, for example, Operator, Item Code, Department, etc.
3. Click the **Find** button. Transactions meeting the search criteria will be listed on the page.

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## VII – Generating Reports (6 steps)

1. Click **Reports** at the top of the page to generate a report.
2. Click on the desired report type: transaction, paid item, payment, batch, extract, credit card distribution or note code.
3. Select the report output format by clicking the drop down box next to the **Select Format** field.
4. Enter the date range, or select a preset date range by clicking the drop down box before the **Date** field.
5. Click the **Customize** button to add / remove elements to your report, and change the report format and charting styles.
6. Click on the **Export to File** button to save the report to your computer, or the **Email** button to email the report to yourself or others.

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## VIII – Delivering Deposits to Wells Fargo Bank at Tresidder

After printing a copy of your deposit recorded in Stanford CASHNet, you need to complete a pre-printed triplicate deposit slip. Deposit slips are available at the Student Financial Services will call window. Deliver the following to **Wells Fargo bank, 2nd floor, Tresidder Memorial Union**:

- a print-out of your deposit recorded in Stanford CASHNet
- a completed triplicate deposit slip
- accompanying funds

For details, visit [Quick Steps: Process and Deposit Department Receipts](#) (starting from **Step 3**) in the Gateway to Financial Activities web site.

For any assistance with using Stanford CASHNet or depositing checks or cash, [submit a Help Request](#) to Student Financial Services.

For guidance regarding options for taking payment, consult with the [Office of the Treasurer](#).


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**For Users with More Than One User IDs** (access via CASHNet.com)

## IX – Changing Your Password (6 steps)

CASHNet.com provides a reminder on your Home Page to update your password every 90 days. First time users are prompted to change their temporary password upon login.

1. Log into [CASHNet.com](https://cashnet.com).
  - o  [Watch Logging in to CASHNet.com \(for users with multiple IDs\) Demo \(1:53\)](#)
2. On the Home Page, find the password reminder message, “**Your password expires in XX days. Click [here to change it.](#)**” Click on the **here** link to access the **Change Password** page.
3. Enter your old password.
4. Enter your new password.
5. Re-enter your new password.

**Note:** Passwords are case-sensitive. They must be at least 8 characters long, include at least two alpha and two numeric characters, and may not have been used in the last 360 days.
6. Click on the **Change Password** button (or **Continue** button for the first time users) to save the changes and return to the Home Page.

### Note:

- If you forget your password, click ‘Forgot Password’ and answer your secret question. If you had not set up your secret question or have other password trouble, [submit a Help Request](#) or call a Student Financial Account Associate at (650)498-7526.

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