The Easy Approach to Cashnet Deposits for Departmental Cashiers

A step-by-step tool to walk you through the process of making a deposit in Cashnet

Please Note:
This procedural document is only for “Departmental Cashiers” (Those departments who take all types of payment including credit card, and who post to student accounts, C90 accounts, or 890 accounts. Those departments who do not process credit cards and only post to an index and account code are “Departmental Depositors.” For help with this process please see “The Easy Approach to Cashnet Deposits for Departmental Depositors.”

Purpose:
The purpose of this document is to help you along the way as you begin making deposits into Cashnet. Each step in the deposit process is outlined and reflected with a print shot to show you what the screen looks like at that step in the process.

1. To begin a transaction, go to https://commerce.cashnet.com/pdxcashier and login:
2. To begin the transaction click on ‘start a new batch’ or if you have already logged in for the day, click on ‘resume batch.’

3. Once you have entered a batch click on the ‘cashier’ button to begin.
4. Enter in the student ID number in the ‘customer ID’ field. If you are making a departmental deposit and not posting directly on a student account, enter in your C90 account. If you do not have a C90 account, enter in your mail code.

5. After entering in a customer ID, go ahead and click on the binoculars next to the item codes to select an item code. Select the item code you want and type the total amount you want towards that item code.
6. After entering in your item code, scroll down to the payments section and enter in the total amount of the deposit and the types of payment.

7. After all transactions have been done click on the ‘checkout’ button at the top of the page.
8. This checkout report will tell you how much money you entered into Cashnet; this is displayed under the ‘system balance’ column.

9. Under ‘Drawer Balance’ type in the totals of each payment in the appropriate fields. Once you have balanced you will see under ‘totals’ that both numbers match.
10. To checkout and close your Cashnet session, scroll down and click on ‘continue.’

11. Once you have clicked ‘continue’ Cashnet will display a final close out report showing you have closed your Cashnet session successfully.
12. This report will need to be printed out and brought up to Cashiers with your deposit. To get the report to print out correctly, go to ‘File,’ ‘Page Setup,’ and adjust all margins to 0.25 and click ‘ok.’

13. I’ve checked out….now what do I bring up to Cashiers?

- Cashnet Checkout report.
- Any checks you put into Cashnet (Please run a check tape on the checks and secure it with the checks.)
- Any cash you put into Cashnet.
- Any other forms of payment entered into Cashnet.

All deposits must be closed in Cashnet by 11 pm. They must be brought over to Cashiers by 10:00 am the following business day.

*Please wrap checkout report around deposit, seal it in an envelope and bring it up to the Departmental Cashiers window. All the accounting will already be done. Cashiers will simply make sure all monies match the totals entered into Cashnet and give you a receipt.