The Easy Approach to Cashnet Deposits for Departmental Depositors

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

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 deposit click on the ‘Deposits’ tab at the top of the page.

3. At this point to begin a new deposit, click on the ‘Add new record’ button.
4. Now you can begin your deposit. Click on the binoculars icon under ‘Item Code’ and select which item code you would like to make a deposit to.

5. Once you click on the item code enter in the total amount for this item and a description if you would like. After you have done this, click on the ‘Add Items’ button.
6. After you have finished selecting your item codes and putting in the amount to deposit, scroll down and enter in all types of money received for the deposit.

7. Once you have entered in all fields and you see a total of 0.00 in the ‘Difference’ field shown above, click on the ‘Save’ button. A message will pop up that you deposit has been saved successfully.
8. You will then be prompted to this screen. Click on the ‘Print’ button next to the deposit to print out a report for Cashiers.

9. Click on the ‘Print Deposit’ link shown below to print this report.
10. 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.