

BALL STATE UNIVERSITY

OFFICE OF BURSAR & LOAN ADMINISTRATION

CASHNET – DEPARTMENTAL DEPOSITS

All departmental deposits are now entered into CASHNet. Instead of using a Cash Receipts Voucher form (CRV), you will enter your deposit information directly into the system. The web address for CASHNet is: <https://prodapps.bsu.edu/BSUCashNet>

1 ENTERING A DEPARTMENTAL DEPOSIT

1. Log into CASHNet with your BSU username and password.
2. Click on the **Departmental Deposits** link in the left-hand, side menu. Your department should be listed at the top of the screen. If you have any open deposits, they will be listed on this screen as well.
3. To enter a NEW deposit, click on the **Add New Record** button.
4. Enter **GL** for the item code and click **Retrieve**.
5. Enter the dollar amount for your 1st FOAPAL.
6. Enter a Description in the **DESC** box. Please keep the description short as there is a maximum number of characters. Example: Housing Deposit 2013-14
7. Enter the FOAPAL. *Be very careful when entering this information. The system will accept the FOAPAL even if it's incorrect!!!*
8. Click **Add Item**.
9. If you have another FOAPAL and dollar amount to enter, repeat Steps 3-7.
10. When finished entering the deposit information, you must then enter your tender information. Scroll down to the **Cash Count** section. Enter your Cash and Check totals in the appropriate fields. They must equal your total deposit in order for you to complete the transaction.
11. Print a copy of the Departmental Deposit form.
12. Click **Save** to complete the transaction. A verification box will be displayed; click on the **Ok** button or hit Enter. This will send the information to the Bursar's Office.
13. Obtain the two signatures for your deposit: preparer signature and approval signature (including date).
14. Drop your bag in the Bursar Express Drop Slot (outside of LU B32), where the deposit(s) will be processed by Bursar Operations, and receipts and bag will be available for pickup next day between 3-4:00 pm (2-3:00 pm summer hrs). If you should need the deposit bag and receipt sooner, please go to CASHNet to determine if your deposit has been cashiered and ready for pickup. Please see instructions below (Finding a Deposit or Determining if a Deposit has been Cashiered).

2 POSSIBLE SCENARIO: WHAT IF YOU RECEIVE MORE MONEY BEFORE YOU BRING YOUR DEPOSIT TO THE BURSAR'S OFFICE?

1. Log back into CASHNet and select **Departmental Deposits**.
2. Click the **Select** button next to your **Open** deposit.

<u>Deposit#</u>	<u>Operator</u>	<u>Date</u>	<u>Status</u>	<u>Amount</u>	ADD NEW RECORD		
6	1RONDA	05/15/2012	Open	848.25	Select	Void	Print

3. You can then enter the new information as you did previously (enter GL, amount, description, and FOAPAL)
OR

You can adjust the amount entered previously by highlighting the amount and typing over with the new total (if the money is being deposited under the same FOAPAL).

4. Don't forget to adjust the amounts accordingly in the Cash Count section too.
5. Print.
6. Save.

3 FINDING A DEPOSIT OR DETERMINING IF DEPOSIT HAS BEEN CASHIERED

Sometimes you may have a need to find a deposit. You now have that capability through CASHNet. You are able to locate deposits that have been cashiered as well as open deposits.

1. Log into CASHNet and click on the **Departmental Deposits** link in the left-hand, side menu. Your department should be listed at the top of the screen.
 - a. The system will automatically display all open deposits for your department.
2. If you need to view a deposit that has been cashiered, check **View Cashiered Deposits from** and select your date range. The system will default to a one month date range. Be sure to uncheck **View Open Deposits** to remove those deposits from your search criteria.
3. Click on the **Refresh** button to view your results.