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**PLEASE NOTE:**

All university departments are required to receipt funds in the cashiering system, CASHNet. Once a department has received the appropriate training and access, Banner Finance H-Docs and paper University Deposit Tickets should no longer be used. No paper University Deposit Tickets or Banner Finance H-Docs will be accepted by the Office of the University Bursar after January 1, 2016.

Training is available on Scholar (scholar.vt.edu). Instructions to enroll in the course can be found on the Bursar’s website (www.bursar.vt.edu). CASHNet Access Request Forms, a current listing of item codes, and CASHNet Item Code Request Forms can be found on the training site under “Resources”.

After the certification quiz has been correctly completed (unlimited submission attempts), a CASHNet Access Request Form must be completed and signed by the requestor and approved by the Dean/Director/Department Head. Completed forms should be forwarded to the Office of the University Bursar (MC 0143) for processing. Incomplete forms will be returned to the requestor.

If assistance is needed after completing the online training, please contact the University Funds Handling Compliance Accountant by calling the University Bursar’s Office at 540-231-6277.
Entering deposits in the University Cashier System: CASHNet

- Using **Internet Explorer**, go to University’s Homepage. (IE is the preferred browser for this system. Other browsers may not present optimally on your screen.)
- Access the drop down menu under QUICKLINKS and select HokieSpa (or visit www.hokiespa.vt.edu).
- After clicking on HokieSpa or visiting the direct URL, you will be taken to the following screen:

![Image of the Virginia Tech Information System](image)

**Welcome to the Virginia Tech Student, Faculty, Employee and Alumni**

*Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When finished, agree to abide by the terms and conditions of the Virginia Tech Policy: [Acceptable Use of Information Systems](image).*

If you need to create a PID, please use the [PID Generation Tool](image).

Once logged in, you will see a menu corresponding to your role as a student, faculty, employee or alumnus.

When you are finished, please Exit and close your browser to protect your privacy.

**Login to HokieSpa >>>

- Click on the Login to HokieSpa link, which will bring you to the University’s Central Authentication Service page.

![Image of Virginia Tech Central Authentication Service](image)

**Security Notice**

For security reasons, please close your web browser when you have finished accessing services that require authentication.
• Enter **your** PID and password information and select Login

• Then, click on the tab Hokie Team near the top of the screen

**Virgina Tech Information System**

Hokie Team

[Image of Hokie Team interface]

- Benefits and Deductions
- Most Recent Pay Stub
- Pay Information
- Graduate Students on an Assistantship: Enroll in Payroll Deduction
- Tax Forms
- Current and Past Jobs
- Hire Dates and Leave Balances
- Direct Deposit
- Veterans Classification
- Update Ethnicity and Race
- Update Voluntary Self-Identification of Disability Information
- Labor Redistribution
- Performance Planning and Evaluation Tool
- TEM Application

University Cashiering System

[Image of University Cashiering System]

- Connects to the CASHNet cashiering system

• Then, at the bottom of the page, click on University Cashiering System

**Congratulations!**

You are now ready to enter your deposit information in CASHNet.
To enter deposit information in CASHNet:

- In Change Station you will always enter: **DEPTDEP**
- Click OK and the screen will change to the following:

Be sure that the Station shows: **DEPTDEP**

If another station is showing, click on the blue link and change it to DEPTDEP.

**Note:** The Operator ID is your PID. Please remember to never share your PID and password. When an entry is made, your PID and password certify that you are responsible for the deposit.
• On the left side menu, select Departmental Deposits.
• Then click on ADD NEW RECORD.

If you know the item code you would like to use, enter it in the item code box and select RETRIEVE. If you do not know the item code you would like to use, click on the Binoculars icon (beside of RETRIEVE).
The following pop-up will show. Click on the desired item code.

In pop-up menu, a list of valid item code(s) that you have been given authorization to use will display. There is GL (fund, account, and optional activity code) information established behind these item codes for the most frequently used combinations. If you do not have an item code established for a GL combination that you need to use, you may use the DEPTMISC item code and enter the GL (ONLY enter the fund, account, and optional activity code). If it is a frequently used combination, please complete a CASHNet Item Code Request Form and submit it to the Bursar’s Office to have a code established.

If an item will be paid from Virginia Tech Related Corporations fund source (such as from the VT Foundation), please use item code DEPTVTRC and enter the GL (ONLY enter the fund, account, and optional activity code). This is a new process that captures all payments from the related corporations for financial reporting purposes.

Please note, if you do not have authorization on the CASHNet Access Request Form (on file with the Bursar’s Office) to deposit to your organization’s fund(s), you are not authorized to do the deposit and will not be able to complete the transaction(s).
- Enter the amount being paid towards this item.
- Press tab or click in the Description box and enter the description that will be recorded in the Banner Finance system.
- Press tab or click in the Deposit Number box (see more below).

- Enter the bank deposit slip number (eight digits from the bank deposit slip location code and bank deposit slip number) if applicable.
- For bankcards, enter the last eight digits of your Merchant Number.
- For deposits you plan to take to the Bursar’s Customer Service Window, enter the PID of the Depositor and the date of deposit.
- For items paid by VTF bank transfer, enter “VTFWIRE” in the Deposit Number.
- Click on the Add Item button.

If you have additional entries for the same deposit, continue as before by clicking on the binoculars (or entering the desired item code), selecting the desired item code, and entering the information (amount, description, and deposit number).

Continue to do this until all items have been entered as above and the total is the same as what you have to deposit (deposit to Bursar, amount on the deposit slip or bankcard, or anticipated bank transfer amount). To facilitate prompt identification of your funds and completion of the transaction, it is important to identify separate Deposit Numbers for funds that will be directly sent to the Bursar’s office and/or the university’s bank.
<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Deposit Number</th>
<th>Amount To Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>D82009FCCASH</td>
<td>Food Court Cash</td>
<td>00809001</td>
<td>139.09</td>
</tr>
<tr>
<td>D82008HGFCCA</td>
<td>Food Court Cash Hokie Grill</td>
<td>00809001</td>
<td>70.15</td>
</tr>
<tr>
<td>D82008HGFDTX</td>
<td>Food Ser Tax Collect Hokie Grill</td>
<td>00809001</td>
<td>11.09</td>
</tr>
<tr>
<td></td>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>220.33</strong></td>
</tr>
</tbody>
</table>
• Enter the amount of the deposit in the applicable categories.
  o If the deposit is for funds you are bringing to the Bursar’s Office or depositing at the bank, enter the amounts in the appropriate cash or check fields.
  o If the deposit ticket is to record credit card funds collected, put the total in the credit card field.
  o To record bank transfers or ACH deposits enter the amount in the pre deposits field.
• Press tab or click outside of the entry box. Your Total Items & Total Payments should be the same number and the Difference should be ZERO. If there is a difference you will be able to scroll back into the entries to either edit or delete to correct. You should do this before clicking on Save.
• Then click SAVE.
• The CASHNet deposit number will pop up.
• Write the CASHNet deposit number on your bank deposit slip, printed Merchant Connect printout, or with your deposit records (for cash and check brought to OUB) and click OK. This number will be used later.
If you have more deposits, click on ADD NEW RECORD and use the previous steps.

If you need to make any changes to the deposit, as long as it still listed on the screen above, you can either VOID it or SELECT it and make changes.

Once you have entered all of your deposits, you should double check the amounts to make sure that you have all the CASHNet deposit numbers recorded from the above screen. Remember to check the bank deposit slip (or other documentation) for the deposit number that you wrote down previously from CASHNet, as well as the amount, to ensure the information recorded is correct.

You can then print each of your CASHNet entries to maintain with daily work and for reconciliation to the Banner Finance Reports (monthly balancing).

- Click on the PRINT button beside your entry(s).
- From this screen, you may click PRINT DEPOSIT for your copy of the deposit. You can retain this copy for reference and monthly balancing to Banner Finance Reports. Once finished, use the ‘X’ on the window to close this screen.
Your deposit information is now recorded in CASHNet. **A paper copy is no longer submitted to the bank with the bank deposit ticket or the Bursar's Office.** If you are requesting payment from the Virginia Tech Foundation, print the deposit and send it along with your request documents to the VTF.

**REMEMBER:** For every bank deposit you send to the bank or separate settlement for bankcards (reference Merchant Connect for your daily summary of deposits), you must make an entry in the CASHNet. The Deposit Report should be maintained with daily records for reconciliation, review, and audit purposes. Send to the bank only the funds and bank deposit slips.