

Departmental Deposits

CASHNet

Office of the University Bursar

UPDATED: 08/12/2015

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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.

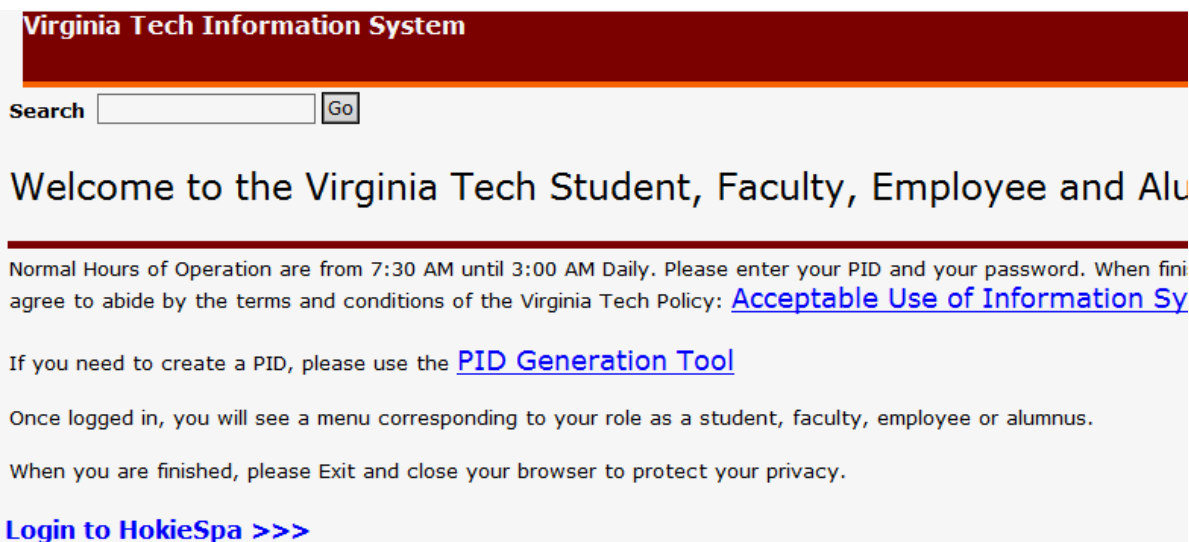
Training is available on Scholar (scholar.vt.edu). Instructions to enroll in the course can be found on the Bursar's website (www.bursar.vt.edu). CASHNet Access Request Forms, a current listing of item codes, and CASHNet Item Code Request Forms can be found on the training site under "Resources".

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.

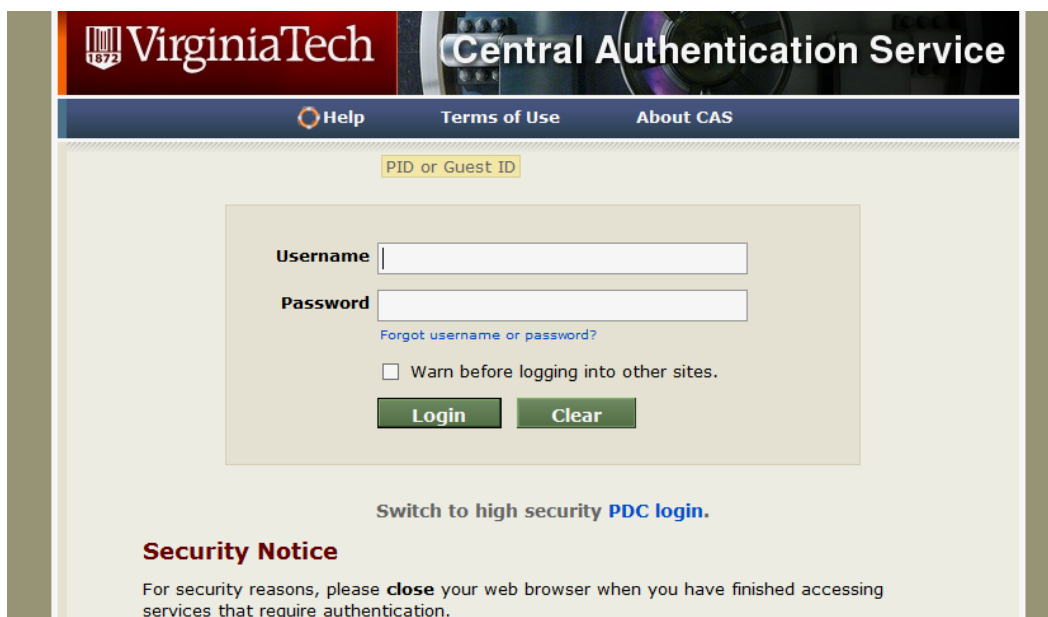
Entering deposits in the University Cashier System: CASHNet

- 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:



The screenshot shows the Virginia Tech Information System login page. At the top is a red header with the text "Virginia Tech Information System". Below the header is a search bar with the word "Search" on the left, a text input field in the middle, and a "Go" button on the right. The main heading reads "Welcome to the Virginia Tech Student, Faculty, Employee and Alumni". Below this, a paragraph states: "Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When finished, please agree to abide by the terms and conditions of the Virginia Tech Policy: [Acceptable Use of Information System](#)". Another paragraph says: "If you need to create a PID, please use the [PID Generation Tool](#)". A third paragraph states: "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." At the bottom, there is a blue link that says "Login to HokieSpa >>>".

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



The screenshot shows the Virginia Tech Central Authentication Service login page. The header features the Virginia Tech logo on the left and the text "Central Authentication Service" on the right. Below the header is a navigation bar with links for "Help", "Terms of Use", and "About CAS". The main content area has a yellow box at the top that says "PID or Guest ID". Below this is a login form with fields for "Username" and "Password". A link "Forgot username or password?" is located below the password field. There is a checkbox labeled "Warn before logging into other sites." and two buttons, "Login" and "Clear", at the bottom of the form. Below the login form, there is a link "Switch to high security PDC login." and a "Security Notice" section. The security notice states: "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

Virginia Tech Information System

Hokie Plus **Hokie Team** Hokie Spa

Search Go [MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Hokie TEAM (Tech Employee Access Menu)

- [Benefits and Deductions](#)
View your retirement plans, Health insurance information, miscellaneous deductions.
- [Most Recent Pay Stub](#)
Displays your most recent pay stub or the pay stub selection page if you have more than one paycheck in the most recent pay cycle.
- [Pay Information](#)
View your Payroll Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Change your Direct Deposit information.
- [Graduate Students on an Assistantship: Enroll in Payroll Deduction](#)
Allows graduate students on an assistantship to enroll in payroll deduction for payment of their comprehensive fee, technical fee, and health insurance.
- [Tax Forms](#)
View and update your W-4 and VA-4 information; View your W-2 Form and/or 1042S Form (if applicable).
- [Current and Past Jobs](#)
View current and past jobs.
- [Hire Dates and Leave Balances](#)
View your hire dates and leave balances for salaried employees.
-  [Direct Deposit](#)
Update your Direct Deposit bank information. Payroll, Student Refunds and other University reimbursements can be authorized to be deposited directly to your bank account.
- [Veterans Classification](#)
Attention Veterans - please update your discharge date and Veteran Classifications
- [Update Ethnicity and Race](#)
View and update your ethnicity and race information.
- [Update Voluntary Self-Identification of Disability Information](#)
View and update your disability information.
- [Labor Redistribution](#)
Initiate and approve retroactive employee payroll funding changes.
- [Performance Planning and Evaluation Tool](#)
Performance Planning and Evaluation Tool
- [TEM Application](#)
Travel and Expense system used for travel authorizations and travel reimbursements
-  [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:

CASHNet® Any Payment. Anytime. Anywhere.

Home Deposits Find Transactions Reports Help Sign Out

Station Virginia Polytechnic Institute & State University

Home Page
Departmental Deposits
Find Transactions
Reports
Support Library

Current Station: 000

Change to Station

OK CANCEL

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

CASHNet® Any Payment. Anytime. Anywhere.

Home Deposits Find Transactions Reports Help Sign Out

Home Page Virginia Polytechnic Institute & State University

Home Page
Departmental Deposits
Find Transactions
Reports
Support Library

Operator: Department: 074001 Station: **DEPTDEP** Client: VT_PROD

- Your last login was on Wednesday, March 18, 2015 at 9:02:37 AM.
- To configure your SMS settings click [here](#).

Actual Date: Wed., Mar. 18, 2015
Business Date: Wed., Mar. 18, 2015

Messages

Please note this is PRODUCTION

Today's Activity Yesterday's Activity

Transaction Count: 0
Amount Received: [\\$0.00](#)

Open Deposits

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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.

CASHNet® Any Payment. Anytime. Anywhere.

Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits Virginia Polytechnic Institute & State University

Department: 074001

☒ View Open Deposits

☐ View Cashiered Deposits from 2/19/2015 to 3/19/2015

☐ View Voided Deposits from 2/19/2015 to 3/19/2015

Refresh

Deposit#	Operator	Date	Status	Amount				
430		03/18/2015	Open	-2055.00	Select	Void	Print	
431		03/18/2015	Open	9339.00	Select	Void	Print	
432		03/18/2015	Open	-9339.00	Select	Void	Print	

(3 record(s))

1

Display All

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).

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Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits Virginia Polytechnic Institute & State University

Department Code: 074001 - Bursar Schol/Agency/Other (074001 & 074003)

Operator: Date Entered: 3/19/2015 Total Items: 0.00

Status: Open Date Cashiered: Total Payments: 0.00

Transaction No: Difference: 0.00

Item Code	Description	Amount To Pay
TOTALS		0.00

To add an item, enter an Item Code or click an Easy Key.

RETRIEVE

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text"/> 0	<input type="text"/> 0.00	Checks	<input type="text"/> 0.00
50's	<input type="text"/> 0	<input type="text"/> 0.00	Credit Cards	<input type="text"/> 0.00
			Pre Deposits	<input type="text"/> 0.00

- The following pop-up will show. Click on the desired item code.

CASHNet Any Payment. Anytime. Anywhere.

Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits Virginia Polytechnic Institute & State University

Department Code: 074001 - Bursar Schol/Agency/Other (074001 & 074003)

Operator: Date Entered: 3/19/2011

Status: Open Date Cashiered:

Transaction No:

Item Code Description

RETRIEVE

Item Code	Description
D74001BROOK	Brookings Loan Fund (acct 6300)
D74001CWTOM	CW Thomas Loan Fund (acct 6300)
D74001HBROOK	Horizons Brookings Loan Fund (acct 6300)
D74001HPSL	HPSL Loan Fund (acct 6300)
D74001IASG	Federal Iraq and Afghanistan Service Grants
D74001MILKS	Milks Loan Fund (acct 6300)
D74001PELL	Federal Pell Grant
D74001PERK	Perkins Loan Fund (acct 6300)
D74001PLUS	Federal PLUS/Parent Loan
D74001SEOG	Federal Suppl Econ Opport Grant
D74001SUB	Federal Stafford
D74001TEACH	Federal Teacher Grant
D74001UNSUB	Federal Unsubsidized Stafford
D74001VTCOM	VTCOM Research Cert Loan (acct 6300)
D74003SOMPLS	Federal Grad Plus Loan - VTCOM
D74003SOMUNS	Fed Direct Unsub Loan - VTCOM
DEPTMISC	Dept Entered Transactions Without an Item Code
DEPTVTRC	VTRC DEPTMISC

Total Items: 0.00

Total Payments: 0.00

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).

Department Code: MAIN - Main (Admins Only)

Operator: VTTRAIN1 Date Entered: 5/8/2015 Total Items: 139.09
 Status: Open Date Cashiered: Total Payments: 0.00
 Transaction No: Difference: 139.09

Item Code	Description	Amount To Pay
D82009FCCASH	Food Court Cash	139.09
<div> <input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/> </div>		
Description: cash 4/30/15		
Deposit Number: 00809001		
TOTALS		139.09
D82008HGFCCA	Food Court Cash Hokie Grill	0.00
Description: <input type="text"/>		
*Deposit Number: <input type="text"/>		
<div> <input type="button" value="Add Item"/> <input type="button" value="Reset"/> </div>		

- 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).

DEPOSIT TICKET

WELLS FARGO

DATE: Apr 129, 2015

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	COIN	CHECKS LIST EACH SEPARATELY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	TOTAL
131 00	09	89 24																		

2280137 DS4-4T

VA TECH LOCAL FUNDS DEPOSITORY ACCOUNT OWENS FOOD COURT LOC 0809

TOTAL ITEMS

220.33

220.33


Prepared By VTTRAIN1

Verified By

#0000809001#

- 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.


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Home
Deposits
Find Transactions
Reports
Help
Sign Out

Departmental Deposits
Virginia Polytechnic Institute & State U TRAINING

Department Code: MAIN - Main (Admins Only)

Operator: VTTRAIN1	Date Entered: 4/29/2015	Total Items: 219.72
Status: Open	Date Cashiered:	Total Payments: 0.00
	Transaction No:	Difference: 219.72

Item Code	Description	Amount To Pay
D82009FCCASH	Food Court Cash	208.66
<div style="display: flex; justify-content: space-around;"> DELETE EDIT ENDORSE </div>		
Description: 4/28/28 cash FC Deposit Number: 00809001		
D82009FCFTX	Food Ser Tax Collect Food Court	11.06
<div style="display: flex; justify-content: space-around;"> DELETE EDIT ENDORSE </div>		
Description: 04/28/28 cash FC Deposit Number: 00809001		
TOTALS		219.72

To add an item, enter an Item Code or click an Easy Key.

RETRIEVE

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.

DEPOSIT TICKET
Wells Fargo Bank, N.A.

DATE: Apr 19 2015

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	COIN	CHECKS LIST EACH SEPARATELY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	TOTAL
131.00																				220.33

2280137
DS4-4T

VA TECH
LOCAL FUNDS DEPOSITORY ACCOUNT
OWENS FOOD COURT LOC 0809

TOTAL ITEMS: 49

220.33

Prepared By: VTTRAIN1
Verified By: _____

110000809001

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Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits

Virginia Polytechnic Institute & State U TRAINING

Department Code: **MAIN - Main (Admins Only)**

Operator: VTTRAIN1 Date Entered: 5/8/2015 Total Items: 220.33
Status: Open Date Cashiered: Total Payments: 0.00
Transaction No: Difference: 220.33

Item Code	Description	Amount To Pay
D82009FCCASH	Food Court Cash	139.09
	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	
	Description: cash 4/30/15	
	Deposit Number: 00809001	
D82008HGFCCA	Food Court Cash Hokie Grill	70.15
	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	
	Description: HG cash 4/30/15	
	Deposit Number: 00809001	
D82008HGFDTX	Food Ser Tax Collect Hokie Grill	11.09
	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	
	Description: Tax 4/30/15	
	Deposit Number: 00809001	
TOTALS		220.33

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="89.24"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Credit Cards	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Pre Deposits	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Other		<input type="text" value="131.09"/>		
Coins				
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		<input type="text" value="0.00"/>		
Total Cash		<input type="text" value="131.09"/>		
			Total Items:	220.33
			Total Payments:	220.33
			Difference:	0.00

- Enter the amount of the deposit in the applicable categories.
 - 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.
 - If the deposit ticket is to record credit card funds collected, put the total in the credit card field.
 - 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.

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Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits Virginia Polytechnic Institute & State U TRAINING

Department: **MAIN**

☒ View Open Deposits


☐ View Cashiered Deposits from 4/8/2015 to 5/8/2015

☐ View Voided Deposits from

Refresh

Deposit#	Operator	Date	Status
471		04/29/2015	Open
472	VTTRAIN1	05/08/2015	Open

Message from webpage

 Deposit # 472 saved successfully.

OK

- 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.

DEPOSIT TICKET

DATE: April 29, 2015

CURRENCY: 131 00

COIN: 09

CHECKS: 89 24

VA TECH LOCAL FUNDS DEPOSITORY ACCOUNT

472

TOTAL: 220.33

Prepared By: VTTRAIN1

Verified By:

220.33

CASHNet® *Any Payment. Anytime. Anywhere.*

Home Deposits Find Transactions Reports Help Sign Out

Departmental Deposits **Virginia Polytechnic Institute & State U TRAINING**

Department:

☒ View Open Deposits

☐ View Cashiered Deposits from to

☐ View Voided Deposits from to

<u>Deposit#</u>	<u>Operator</u>	<u>Date</u>	<u>Status</u>	<u>Amount</u>			
471		04/29/2015	Open	0.55	Select	Void	Print
472	VTTRAIN1	05/08/2015	Open	220.33	Select	Void	Print

(2 record(s)) [Display All](#)

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.

CASHNet Deposit Report

[Print Deposit](#) [Close Window](#)

Deposit # 472 Printed by: VTTRAIN1
Department Code: MAIN - Main (Admins Only)
 Operator: VTTRAIN1 Date Entered: 5/8/2015 Total Items: 220.33
 Status: Open Date Cashiered: 5/8/2015 Total Payments: 220.33
 Transaction No: 00809001 Difference: 0.00

Item Code	Description	Amount To Pay
D82009FCCASH	Food Court Cash	139.09
Description: cash 4/30/15 Deposit Number: 00809001		
D82008HGFCCA	Food Court Cash Hokie Grill	70.15
Description: HG cash 4/30/15 Deposit Number: 00809001		
D82008HGFDTX	Food Ser Tax Collect Hokie Grill	11.09
Description: Tax 4/30/15 Deposit Number: 00809001		
TOTALS		220.33

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.