

# Monthly Departmental Reconciliations Using CASHNet

*Office of the University Bursar*

10/14/15

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As a part of the University's Fiscal Responsibility Policy No. 3100, departments are requested to have a procedure in place to ensure the monthly reports received from the University's Finance System reflect the revenues collected by the department have been deposited. CASHNet allows the departmental cash handler to print each CASHNet deposit report at the time of entry. However, CASHNet also allows departments to print reports which can be utilized in the reconciliation process to the finance system. These reports may be used instead of printing each deposit report.

Two reports should be utilized in the monthly reconciliation process:

- Departmental Deposits Open (*still open and created in date range but not yet tendered for the department*)
- Departmental Reconciler Report (*tendered in date range for the department*)

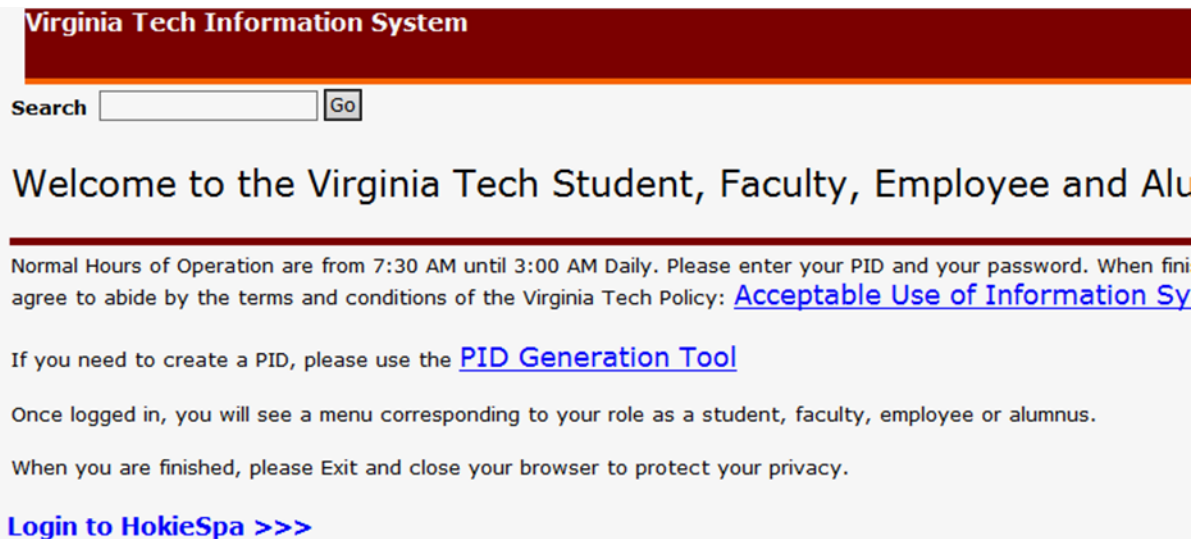
Cash Handlers who currently have access to CASHNet may print the above reports.

Access may also be granted to the reconciler who wishes to use the CASHNet reports in the reconciliation process. Reconcilers may request [inquiry access](#). 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, please contact the University Funds Handling Compliance Accountant by calling the University Bursar's Office at 540-231-6277.

## Access to 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](http://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 text "Search" and a "Go" button. The main content area has a heading "Welcome to the Virginia Tech Student, Faculty, Employee and Alu" (partially cut off). Below the heading is a paragraph of text: "Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When fini" (partially cut off). Below this is a link: "agree to abide by the terms and conditions of the Virginia Tech Policy: [Acceptable Use of Information Sy](#)" (partially cut off). Below the link is another link: "If you need to create a PID, please use the [PID Generation Tool](#)". Below that is a paragraph: "Once logged in, you will see a menu corresponding to your role as a student, faculty, employee or alumnus." Below that is another paragraph: "When you are finished, please Exit and close your browser to protect your privacy." At the bottom is a link: "[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. At the top is a red header with the Virginia Tech logo and the text "Central Authentication Service". Below the header is a navigation bar with links: "Help", "Terms of Use", and "About CAS". Below the navigation bar is a yellow box with the text "PID or Guest ID". Below the yellow box is a login form with fields for "Username" and "Password". Below the "Password" field is a link: "Forgot username or password?". Below the link is a checkbox with the text "Warn before logging into other sites." Below the checkbox are two buttons: "Login" and "Clear". Below the login form is a link: "Switch to high security [PDC login](#)." At the bottom is a section titled "Security Notice" with the text: "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   [MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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## Hokie TEAM (Tech Employee Access Menu)

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[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 period.


[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 fees, and other charges.

[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

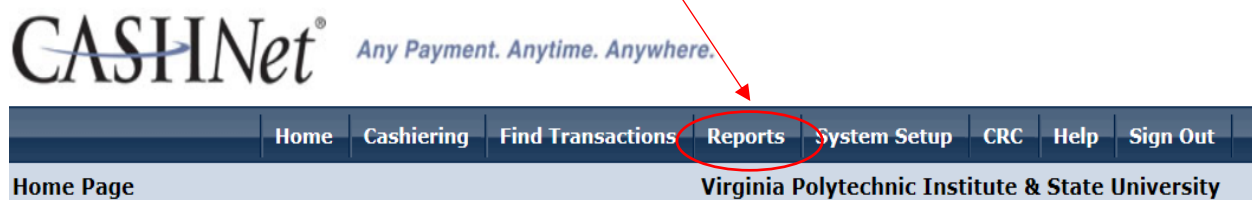
[TEM Application](#)  
Travel and Expense system used for travel authorizations and travel reimbursements

 [University Cashiering System](#)  
Connects to the CASHNet cashiering system

## Pulling reports from the University Cashier System: CASHNet

### 1. Departmental Deposits OPEN

- Click on the top button link 'Reports'



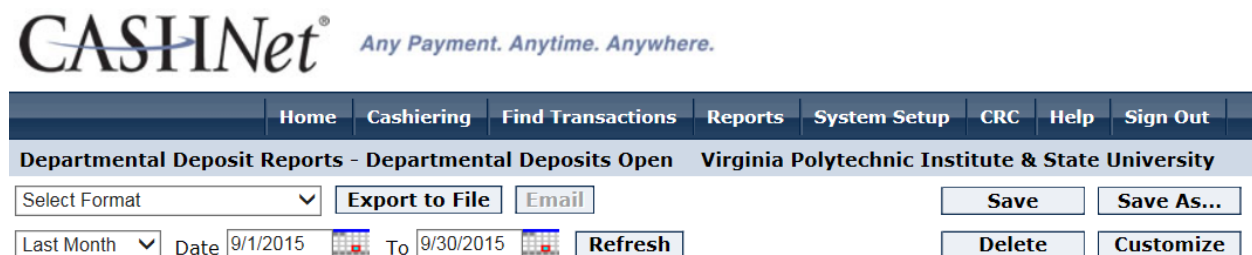
Under the Departmental Reports category

- Click on 'Departmental Deposits Open'

#### Departmental Deposits Reports

- Departmental Deposits Open
- Departmental Reconciler Report

- The report will default to the last month. If another month is needed, enter the date range and click on refresh



A report of all open deposits (*not yet tendered*) will show in date range that have not yet been receipted for your department. For reconciliation purposes print this report.

October 14, 2015

Departmental Deposit Reports - Departmental Deposits Open

Page 1

11:26:37 AM

Date Created 10/1/2015 to 10/14/2015

Printed By: Lauren Lawson

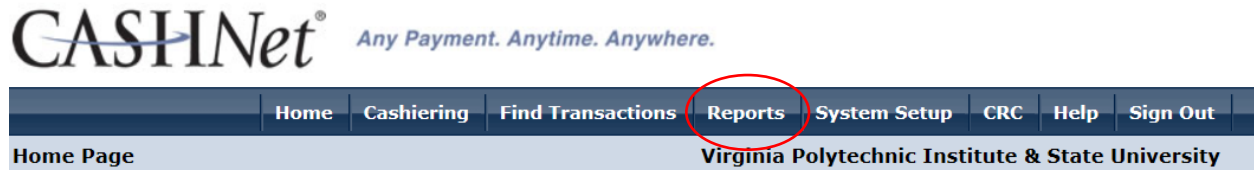
Department	Item Code	G/L Code	Description	Created Operator	Created Date	Amount
Deposit Number : 3770						
072300	D72300NSTPRK	150001 0680	FS PERMITS	MELISA	10/09/2015	1,672.00
072300	D72300STUPRK	150001 0530	STUDENT PERMITS	MELISA	10/09/2015	623.00
072300	D72300AXTRAF	150001 0677	CITATIONS	MELISA	10/09/2015	175.00
072300	D72300SMTWAY	155161 12980	SBP	MELISA	10/09/2015	90.00
SUB-TOTAL for Deposit Number : 3770						(Count: 4) 2,560.00
Deposit Number : 3771						
072300	D72300NSTPRK	150001 0680	FS PERMITS	MELISA	10/09/2015	757.37
072300	D72300STUPRK	150001 0530	STUDENT PERMITS	MELISA	10/09/2015	115.00
072300	D72300AXTRAF	150001 0677	CITATIONS	MELISA	10/09/2015	65.00
SUB-TOTAL for Deposit Number : 3771						(Count: 3) 937.37
Deposit Number : 3775						
072300	D72300NECTR	150001 0895	CC BATCH FRM 10-9-15	ECONLEY	10/12/2015	80.00
SUB-TOTAL for Deposit Number : 3775						(Count: 1) 80.00
Deposit Number : 3821						
072300	D72300AXTRAF	150001 0677	CITATIONS MAILED	MELISA	10/12/2015	320.00
SUB-TOTAL for Deposit Number : 3821						(Count: 1) 320.00
Deposit Number : 3822						
072300	D72300NSTPRK	150001 0680	REFUND-FS PERMITS	MELISA	10/12/2015	-51.32
SUB-TOTAL for Deposit Number : 3822						(Count: 1) -51.32
Deposit Number : 3827						
072300	D72300NSTPRK	150001 0680	FS PERMITS	MELISA	10/12/2015	274.00
072300	D72300STUPRK	150001 0530	STUDENT PERMITS	MELISA	10/12/2015	735.00
072300	D72300AXTRAF	150001 0677	CITATIONS	MELISA	10/12/2015	145.00
SUB-TOTAL for Deposit Number : 3827						(Count: 3) 1,154.00
Deposit Number : 3828						
072300	D72300NSTPRK	150001 0680	FS PERMITS	MELISA	10/12/2015	1,235.00
072300	D72300STUPRK	150001 0530	STUDENT PERMITS	MELISA	10/12/2015	110.00

Any items showing in the report 'Departmental Deposits Open' would be considered as outstanding reconciling items because they have not yet been entered on the finance system. These reconciling items should clear the following month and would appear on the CASHNet report titled 'Departmental Reconciler Report' as well as the monthly finance report.

## 2. Departmental Reconciler Report

- Click on the top button link 'Reports'

Or if you are navigating from the report titled 'Departmental Deposits Open' you only need to go back to the top button link and click on 'Reports'



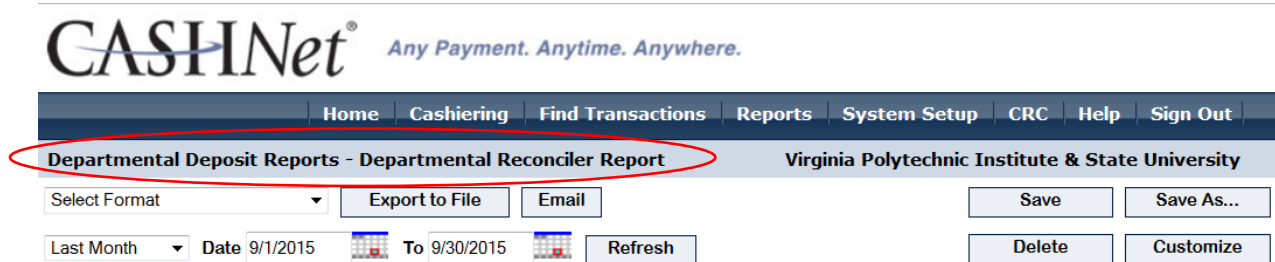
Under the Departmental Reports category

- Click on Departmental Reconciler Report

### Departmental Deposits Reports

- [Departmental Deposits Open](#)
- [Departmental Reconciler Report](#)

- The report will default to the last month. If another month is needed, enter the date range and click on refresh





A report of all deposits (*tendered*) will show in date range that have been receipted for your department. For reconciliation purposes print this report.

October 14, 2015

Departmental Deposit Reports - Departmental Reconciler Report

Page 1

11:24:15 AM

Date Created 9/1/2015 to 9/30/2015

Printed By: Lauren Lawson

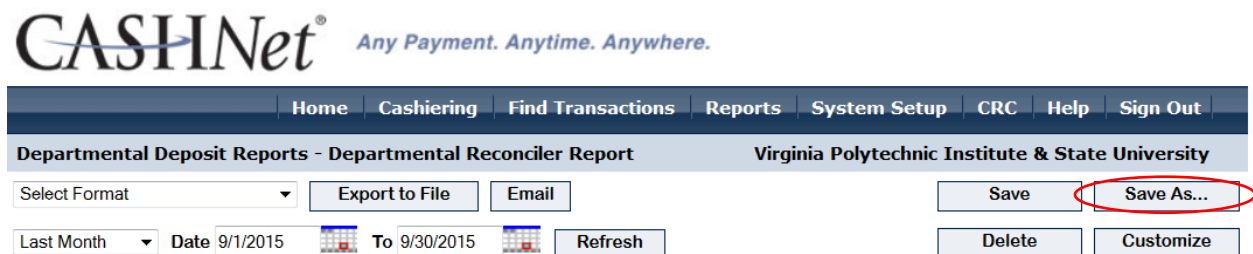
Deposit No.	Tx. No.	Item Code	G/L Code	Description	Deposit Number	Amount
Department : 072300						
Deposit Number : 2544						
2544	42615	D72300NECTR	150001 0895	NORTH END COLLECTION	00723535	56.00
SUB-TOTAL for Deposit Number : 2544						(Count: 1) 56.00
Deposit Number : 2545						
2545	43921	D72300NECTR	150001 0895	BATCH CC FRM 8-31-15	00060078	65.00
SUB-TOTAL for Deposit Number : 2545						(Count: 1) 65.00
Deposit Number : 2585						
2585	43929	D72300AXTRAF	150001 0677	CITATIONS MAILED	00723375	215.00
SUB-TOTAL for Deposit Number : 2585						(Count: 1) 215.00
Deposit Number : 2587						
2587	43919	D72300NSTPRK	150001 0680	FS PERMITS	00008569	552.00
2587	43919	D72300STUPRK	150001 0530	STUDENT PERMITS	00008569	6,511.50
2587	43919	D72300AXTRAF	150001 0677	CITATIONS	00008569	680.00
2587	43919	D72300SMTWAY	155161 12980	SBP	00008569	270.00
SUB-TOTAL for Deposit Number : 2587						(Count: 4) 8,013.50
Deposit Number : 2588						
2588	43916	D72300NSTPRK	150001 0680	FS PERMITS	00008569	1,949.00
2588	43916	D72300STUPRK	150001 0530	STUDENT PERMITS	00008569	7,223.00
2588	43916	D72300AXTRAF	150001 0677	CITATIONS	00008569	280.00
2588	43916	D72300SMTWAY	155161 12980	SBP	00008569	360.00
SUB-TOTAL for Deposit Number : 2588						(Count: 4) 9,812.00
Deposit Number : 2589						
2589	43931	D72300NSTPRK	150001 0680	FS PERMITS	00723401	703.00
2589	43931	D72300STUPRK	150001 0530	STUDENT PERMITS	00723401	1,251.50
2589	43931	D72300AXTRAF	150001 0677	CITATIONS	00723401	135.00
SUB-TOTAL for Deposit Number : 2589						(Count: 3) 2,089.50

Each item shown on the 'Departmental Reconciler Report' should be matched to entries on monthly finance reports for each G/L fund which you are reconciling. Should there be a discrepancy, it will be necessary for you to make the correction through the University Controller's Office.

## Saving Report Parameters

Because departments may wish utilize these reports monthly, the reconciler may save these settings.

- Click on Save As



CASHNet® Any Payment. Anytime. Anywhere.

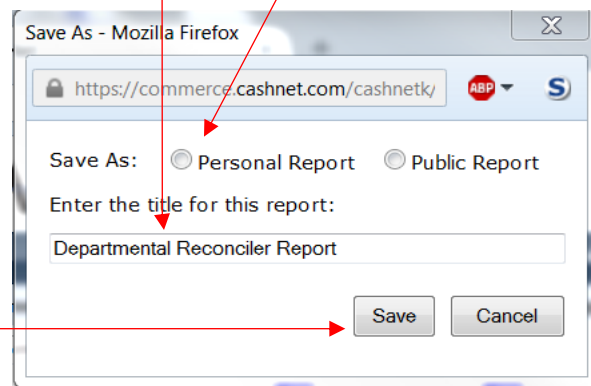
Home | Cashiering | Find Transactions | Reports | System Setup | CRC | Help | Sign Out

Departmental Deposit Reports - Departmental Reconciler Report Virginia Polytechnic Institute & State University

Select Format [v] Export to File Email Save **Save As...** Delete Customize

Last Month [v] Date 9/1/2015 [calendar] To 9/30/2015 [calendar] Refresh

- Click in the Personal Report Radio button
- Enter a title for the report
- Click on Save



Save As - Mozilla Firefox

https://commerce.cashnet.com/cashnetky

Save As: ☒ Personal Report ☐ Public Report

Enter the title for this report:

Departmental Reconciler Report

Save Cancel

Monthly report settings are now saved under 'My Personal Reports'.

### My Personal Reports

- [Monthly Reconciliation Reports](#)

By doing these steps, this allows the reconciler to customize report parameters and save them for easy access.

## Optional Parameters

Departments wishing to reconcile by fund, can pull by created operator (deposit creator), item codes, or by General Ledger (GL) code. To use the GL code field enter the fund number followed by the wildcard character \* (i.e. 659314\*)

Duration	Last Month	
Date Range	9/1/2015	to 9/30/2015
Date Type	<input checked="" type="radio"/> Date Created <input type="radio"/> Date Updated <input type="radio"/> Date Voided <input type="radio"/> Date Cashiered	
Deposit Status	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Cashiered <input type="checkbox"/> Voided	
Department		Item Code
Deposit Number		Reference Type
Deposit Amount		Reference Value
Created Operator		Term Code
Updated Operator		G/L Code
Voided Operator		Transaction Number
Cashiered Operator		