



DEPARTMENTAL DEPOSIT MODULE

Training Guide

Overview of the Department Deposit Module:

- Distinguish between when to use the sundry remittance form and the department deposit module.
- Accessing the department deposit module.
- Creating a departmental deposit record.
- Preparing the departmental deposit record for a bank deposit.
- Features of the departmental deposit module: finding a transaction, voiding a transaction, report viewing.
- Supplies that are needed.



1. Acceptable Forms of Payments

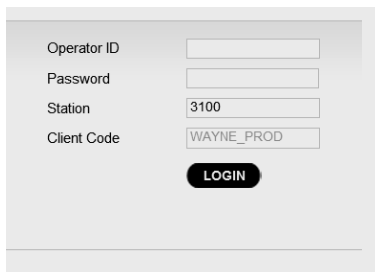
- Cash – US Currency Only!
- Checks and Money Orders
 - The check has a **pre-printed name** (No Starter Checks).
 - The check is **payable to Wayne State University**.
 - The **numerical and written amount is the same**.
 - The check is **signed**.
 - The check has the **current date** checks cannot be post-dated.
 - The check is in **U.S. funds**; all foreign checks must state U.S. funds.
 - The check is not **stale dated**; checks are valid for 6 months unless otherwise notated on check.
- When accepting Credit Card payments the following information needs to be collected.
 - Name
 - Address
 - Credit Card Number
 - Expiration Date

2. Sundry Remittance form vs. Department Deposit Module

1. Sundry Remittance form is used only for credit card transactions that need to be processed.
2. Department Deposit Module is used for all cash, check, money orders, wire payments and credit card transactions that have been processed and have a settlement batch.

3. The Departmental Deposit Module

- Accessing the Department Deposit Module



The screenshot shows a login form with the following fields and values:

Operator ID	<input type="text"/>
Password	<input type="password"/>
Station	3100
Client Code	WAYNE_PROD

Below the fields is a black button with the text "LOGIN" in white.

Login into CASHNet: <https://commerce.cashnet.com/waynecashier>



- This will bring you to the home page. From the home page click on Departmental Deposits located in the left hand column.



Home	Deposits	Find Transactions	Reports	Help	Sign Out
Home Page		Wayne State University (Training)			
Home Page	Operator: 1PTAK Department: MAIN Station: 1100 Client: WAYNE_TRAIN				
Departmental Deposits	<ul style="list-style-type: none"> Your last login was on Monday, May 02, 2011 at 1:48:48 PM. There was 1 failed attempt to access this account since your last login. This was on Wednesday, May 04, 2011 at 11:29:01 AM. Your password expires in 22 days. Click here to change it. 				
Find Transactions	Actual Date: Wed., May. 4, 2011 Business Date: Tue., Oct. 12, 2010				
Reports	Messages				
Support Library	Today's Activity		Yesterday's Activity		
	Transaction Count: 2 Amount Received: \$22,880.56		Transaction Count: 5 Amount Received: \$25,226.00		

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- There are three parts to the Department Deposit Module:
 - View Open Deposits – Deposits created by the department which have not been cashiered by the Cashier’s Office
 - View Cashiered Deposits – Deposits that have been cashiered by the Cashier’s Office. By clicking on the select button you will be able to find the date, time and transaction of the deposit.
 - View Voided Deposits – Deposits that have been voided.

Departmental Deposits					Wayne State University (Training)
Department <input type="text" value="MAIN"/>					
<input checked="" type="checkbox"/> View Open Deposits					
<input type="checkbox"/> View Cashiered Deposits from <input type="text" value="1/25/2011"/> to <input type="text" value="2/25/2011"/>					
<input type="checkbox"/> View Voided Deposits from <input type="text" value="1/25/2011"/> to <input type="text" value="2/25/2011"/>					
<input type="button" value="Refresh"/>					
<u>Deposit#</u>	<u>Operator</u>	<u>Date</u>	<u>Status</u>	<u>Amount</u>	<input type="button" value="ADD NEW RECORD"/>
(0 record(s))					Display All
1					



4. Creating a New Departmental Deposit Record

- To create a new departmental deposit record, click on the Add New Record button and screen similar to below will appear: The Departmental Deposit screen is made up of a three-part screen: reference fields, item distribution, and cash count distribution.

Departmental Deposits Wayne State University (T

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1PTAK Date Entered: 2/25/2011 Total Items: 0.00

Status: Open Date Cashiered: Total Payments: 0.00

Transaction No: Difference: 0.00

Item Code	Description	Amount To Pa
TOTALS		
		0.0

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" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>	Transaction	<input type="text" value="0.00"/>
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="0.00"/>		
Total Items:				0.00
Total Payments:				0.00
Difference:				0.00

Reference Fields

Item Distribution

Cash Count Distribution



Departmental Deposits **Wayne State University (Training)**

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1PTAK	Date Entered: 2/25/2011	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
DP	Department Misc Deposit	0.00
* Payor: <input type="text"/>		
* Description: <input type="text"/>		
Check Number: <input type="text"/>		
Term Code: <input type="text" value="200709"/>		
Chart	Ind/Des	Fund
Org	Account	Program
Activity	Location	
G/L	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>		

This Information will appear in Banner!

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>	Transaction	<input type="text" value="0.00"/>
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="0.00"/>		
Total Items:				0.00
Total Payments:				0.00
Difference:				0.00

- Click on the item code of DP.
- Enter the amount to be applied to a particular FOPAL string.
- Then enter the payor information, description, and check number. (Note: the Tab key may be used to navigate through the fields).
- Enter the FOPAL String: Fund – Org- Account- Program
- Click on Add Item



- Continue to repeat the above steps if you have more than one FOPAL string or line item to feed to Banner.
- When you have finished entering the Item Distribution information, the system will automatically calculate a total and place the amount in the total items field located in Cash Count Distribution section.
- The payment types need to be entered. The system will automatically total the payment amounts. When the total item amounts equals to the total payment amounts, click on the SAVE button to save your departmental deposit record.

Departmental Deposits **Wayne State University (Training)**

Department Code: **MAIN - Main Campus Cashier Dept**

Operator: 1PTAK	Date Entered: 2/25/2011	Total Items:	1200.00
Status: Open	Date Cashiered:	Total Payments:	1200.00
	Transaction No:	Difference:	0.00

Item Code	Description	Amount To Pay
DP	Department Misc Deposit <input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	1200.00
Payor: State of Michigan Description: Reimbursement Check Number: 1023657 Term Code: 200709 *G/L Code: --130GU -82A31 -57011 -62 - -		
TOTALS		1200.00
To add an item, enter an Item Code or click an Easy Key. <input type="text"/> <input type="button" value="RETRIEVE"/>		
<input type="button" value="DP"/>		

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="1200.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault Transaction	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>		
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="0.00"/>		
			Total Items:	1200.00
			Total Payments:	1200.00
			Difference:	0.00



- A pop-up window will notify you of the deposit number and that the deposit has saved successfully. Click on the OK button and this will automatically take you to the Departmental Deposit main page. If the deposit is out of balance and the save button is clicked a warning will appear.

- Once the deposit is saved and you are at the Departmental Deposits main page; click on print button and the departmental deposit record will pop up in a printer friendly formatted window, click on the Print deposit link and print two copies of the deposit.

5. Preparing the departmental deposit as a bank deposit

- Using a calculator tape, separately add up all of the cash, checks, and credit card payments.
- A spreadsheet must be attached with a list of all checks included in your deposit when using Various in the Payor section. The spreadsheet must include the customer name, amount of the check, check number and deposit number. All checks must be stamped with their department endorsement stamp.
- Prepare a separate bank deposit slip for each type of deposit: cash or checks. Write the deposit bag number or the deposit number on the bank deposit slip.
- Using the clear bank deposit bags for checks, insert the first (2) copies of the check deposit slip, the check calculator tape, along with the checks in the check bank deposit bag and seal.
- Using the solid bank deposit bags for cash, insert the first (2) copies of the cash deposit slip, cash calculator tape, along with the cash in the cash bank deposit bag and seal.
- Fill out the deposit bags with the following information:
 - From:
 - Wayne State University
 - Department Name
 - Date
 - Dollar amount of the deposit
 - Signature of the deposit preparer
 - To:
 - Fifth Third Bank
 - Toledo Vault
- Place a rubber band around the cash and check bank deposit bags and attach the department deposit module deposit record, your check deposit spreadsheet, a copy of the cash and check bank deposit slip and any credit card documentation to the bags and send over to the Cashier's Office for processing.
- All deposits entered through the CASHNet Departmental Deposit module must be delivered to the Cashier's Office within 24 hours. This is required for all departments to stay within the AAPM guidelines of prompt deposits. If a deposit is not received within 48 hours a reminder email will be sent by the Cashier's Office.



6. Finding a transaction

- Once a deposit has been cashiered; it becomes a completed transaction and can be found using the Departmental Deposit module or the Find Transactions function.
 - Using the Departmental Deposit module click on the View Cashiered Deposits from and enter the date range in which you would like to search. A similar screen will appear below:

Departmental Deposits **Wayne State University (Training)**

Department

View Open Deposits

View Cashiered Deposits from to

View Voided Deposits from to

Deposit#	Dept.	Operator	Date	Status	Amount	
7	UP	1LAMAR	11/08/2010	Cashiered	25029.00	<input type="button" value="Select"/> <input type="button" value="Void"/> <input type="button" value="Print"/>

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

1

- Using the Find Transaction function, from the main menu click on Find Transactions and enter the deposit number in the deposit number field and click on the find button.

Home Cashingier Find Transactions Reports System Setup Help Sign Out

Find Transactions **Wayne State University (Training)**

QUERY RESULTS [Change Search Criteria](#)

Transaction	Customer	Date	Status	Item Code	Payment Code	Amount
988889	UP	11/08/2010	Closed	DP	11	25029.00

(1 record(s) for \$25,029.00) [Display by Page](#)

Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click [here](#) to view a list of valid wildcard characters.

* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

SEARCH CRITERIA

Customer Code	<input type="text"/>	Reference Type	<input type="text"/>
Transaction No.	<input type="text"/>	Reference Date	<input type="text"/>
Batch Number	<input type="text"/>	Payment Code	<input type="text"/>
Operator	<input type="text"/>	Payment Ref.	<input type="text"/>
Station	<input type="text"/>	Amount	<input type="text"/>
Actual Date	<input type="text"/>	Department	<input type="text"/>
Business Date	<input type="text"/>	Credit Card No.	<input type="text"/>
Effective Date	<input type="text"/>	Bank Acct. No.	<input type="text"/>
Item Code	<input type="text"/>	Routing Number	<input type="text"/>
G/L Account	<input type="text"/>	Check Number	<input type="text"/>
Deposit Number	<input type="text" value="7"/>	Term Code	<input type="text"/>
		Merchant Code	<input type="text"/>

Status Open Cancelled Closed Memo No Sale Pending Voided

Source Cashiering eMarket Gateway Import IVR

Refund SmartPay Web eRefund Auto Payment

Transaction Type Sale Auto-Reversal Refund Dishonored Item eRefund

SmartPay Yes No



7. Voiding a transaction

- If a departmental deposit record has not been cashiered the record can be voided in the Departmental Deposits module by finding the deposit number and clicking on void.

Departmental Deposits Wayne State University (Training)

Department: MAIN

View Open Deposits
 View Cashiered Deposits from 2/1/2010 to 3/1/2011
 View Voided Deposits from 2/1/2011 to

Deposit#	Dept.	Operator	Date	Status
8	MAIN	1PTAK	02/25/2011	Open

(1 record(s))
1

[Display All](#)

Message from webpage

Are you sure you want to void deposit # 8?

- If the Department Deposit record has already been cashiered the record cannot be voided. Please contact the Cashier's Office (313) 577-3650 for assistance.



8. Report Viewing

- A report has been created for all departmental deposit users. To view this report you must follow the below steps:
 - From the Main Menu click on Reports
 - Scroll down to Paid Item Reports and click on Department Deposit Users

The screenshot shows the 'Reports' menu for Wayne State University (Training). The menu is organized into several sections:

- Home Page**
- Cashiering**
- Checkout**
- Departmental Deposits**
- Find Transactions**
- Reports** (This section is expanded to show sub-menus)
 - Transactions Reports**
 - [Daily Transaction Detail Report](#)
 - [Daily Tx. Amount Summary by Source with Bar Chart](#)
 - [Daily Tx. Count Summary by Type with Pie Chart](#)
 - [Void Transaction Report](#)
 - Batches Reports**
 - [Batch Status Report](#)
 - [Batch Summary](#)
 - [Deposit Slip Reconciliation Report](#)
 - Extract Reports**
 - [BackdateFAS2ExtractReport](#)
 - [BNPOSTReport](#)
 - [Extract Status Report](#)
 - [Extract Summary Report](#)
 - [Failed Posting Report](#)
 - [FAS2BNPOSTPYMTreport](#)
 - [FAS2ExtractReport](#)
 - Credit Card Distribution Reports**
 - [Amount by Card Group & GL](#)
 - [Amount by Card Group & Item Code](#)
 - Paid Items Reports**
 - [CADJ Report](#)
 - [CallCentergifts](#)
 - [CELEBRATEDETROITBOOKS](#)
 - [CollectionFee](#)
 - [Daily Paid Item Report](#)
 - [Department Deposit Users](#) (highlighted)
 - [Donor Summary Report replacement \(CashNet\)](#)
 - [ENGINEERINGBLASTTEST](#)
 - [GraduateAdmissiononlinepayments](#)
 - [ItemCodesnot](#)
 - [Extractedattachwithfas2bnpostreport](#)
 - [Marshas Report](#)
 - [Marshas Report modified by LMS no headers](#)
 - [MLKPROGRAMREPORT](#)
 - [OnlinegivingasofMarch2010](#)
 - [OnlineGivinoIMOIHODetailReport](#)
- Batch Maintenance**
- Online Service Manager**
- Imports**
- System Setup**
- Operator Setup**
- Store Setup**
- Fulfill Orders**
- Assisted Payments**
- Event Log Viewer**
- AutoPay Customer Summary**
- Approve Imports**

- Next click on Customize
- Then select your date range and enter your department customer code and click on OK

Criteria	
Duration	Custom
Date Range:	3/1/2010 to 3/1/2011
Date Type:	<input type="radio"/> Actual Dates <input checked="" type="radio"/> Business Dates <input type="radio"/> Effective Dates
Transaction Status:	<input checked="" type="checkbox"/> Closed <input type="checkbox"/> Voided <input type="checkbox"/> Open <input type="checkbox"/> Cancelled <input type="checkbox"/> Pending <input type="checkbox"/> No Sale <input type="checkbox"/> Memo
Source:	<input checked="" type="checkbox"/> Cashiering <input checked="" type="checkbox"/> eMarket <input checked="" type="checkbox"/> Gateway <input checked="" type="checkbox"/> Imports <input checked="" type="checkbox"/> IVR <input checked="" type="checkbox"/> Refund <input checked="" type="checkbox"/> SmartPay <input checked="" type="checkbox"/> Web <input type="checkbox"/> eRefund <input type="checkbox"/> Auto Payment
Transaction Type:	<input checked="" type="checkbox"/> Sale <input checked="" type="checkbox"/> Auto-Reversal <input checked="" type="checkbox"/> Refund <input checked="" type="checkbox"/> Dishonored Item <input type="checkbox"/> eRefund
Include Convenience Fee:	<input checked="" type="checkbox"/>
Show Client Paid Fee:	<input type="checkbox"/>
Show User Paid Fee:	<input type="checkbox"/>
Transaction Number	<input type="text"/>
Batch Number	<input type="text"/>
Operator	<input type="text"/>
Department	<input type="text"/>
Station	<input type="text"/>
Location	<input type="text"/>
Customer Code	MAIN
Item Code	<input type="text"/>
Bill Number	<input type="text"/>
Bill Description	<input type="text"/>
Merchant Code	<input type="text"/>
Term Code	<input type="text"/>
Item Amount	<input type="text"/>
SmartPay	<input type="checkbox"/> Yes <input type="checkbox"/> No
Item Group	<input type="text"/>
G/L Code	<input type="text"/>
No of Ret Checks	<input type="text"/>
Credit Limit	<input type="text"/>
Customer Attribute 3	<input type="text"/>
Customer Attribute 4	<input type="text"/>
Reference Type	<input type="text"/>
Reference Value	<input type="text"/>
Item Attribute 1	<input type="text"/>
Item Attribute 2	<input type="text"/>
Item Attribute 3	<input type="text"/>
Item Attribute 4	<input type="text"/>
Payment Code	<input type="text"/>
Email Address	<input type="text"/>



- Your report will appear. This report can be printed, emailed or exported.

Home Deposits Find Transactions Reports Help Sign Out

Paid Items Report - Department Deposit Users Wayne State University (Training)

Select Format **Export to File** **Email**

Custom Date 3/1/2010 To 3/1/2011 **Refresh** **Customize**

1 / 1 99.9% Find

May. 04, 2011 10:37:26 am

Paid Items Report - Department Deposit Users
Business Date 3/1/2010 to 3/1/2011

Page 1
Printed By: Nicole Ptak

Tx. No.	Act. Date	Cust. Code	Item Code	Payor	Amount
G/L Code:	130GU 82A31 57011 62				
989046	03/01/2011	MAIN	DP	State of Michigan	1,200.00
SUB-TOTAL for G/L Code:					(Count: 1) 1,200.00
GRAND TOTAL					(Count: 1) 1,200.00

SELECTION CRITERIA

Department: MAIN
Customer Code: MAIN
Transaction Status: C
Source: CR|EM|GW|IMP|IVR|RF|SM|WEB
Transaction Type: S|A|R|C
Include Convenience Fee: Y

Trusted sites | Protected Mode: Off 100%



9. Supplies Needed

- Temper Evident Deposit bags – Ordered through Office Max
 - **Cash Bags**
Order No: A42362010N06(White)
9 x 12 is the size we typically order
 - **Check Bags**
Order No: A42362010N20 (Clear)
9 x 12 is the size we typically order
- Deposit Tickets
 - Contact the Cashier's Office at 577-3650
- Endorsement Stamp – Ordered through Office Max
 - Order No: R1DP-40
 - Include the following information:
PAY TO THE ORDER OF
FIFTH THIRD BANK
FOR DEPOSIT ONLY
WAYNE STATE UNIVERSITY
DEPARTMENT NAME
7911780273

10. Frequently Asked Questions

- What are the benefits of using the Department Deposit module of CASHNet?
 - Eliminate keying errors
 - Ability to monitor deposits
 - Ability to research detail on past deposits
 - Time Saver
- How do I access CASHNet?
 - Commerce.cashnet.com/waynecashier
- What is my password?
 - The initial password is provided by the Cashier's Office during training.
 - Passwords are 8 characters/digits and must contain 2 non-letters
 - Password expires every 90 days



- If you need your password reset please call the Cashier's Office 7-3650.

- What do I do when I entered the wrong account information or wrong amount?
 - If the deposit has not been cashiered and is displayed in the open deposits, click on select and make the necessary changes. If the deposit has been sent to the Cashier's Office please call the office after the changes have been made.
 - If the deposit has been cashiered you need to contact the Cashier's Office.
- How often should deposits be processed and received by the Cashier's Office?
 - In accordance with the Wayne State University APPM:

 - Prompt Deposit of Receipts - Employees collecting monies (coin, currency, checks, money orders, etc.) belonging to the University at decentralized locations (away from the Cashier's Office) are required to deposit said monies promptly with Cashiers Office or via armored car service directly to the University's account at the bank. In no instance should cash receipts belonging to the University, regardless of amount, be held away from the Cashier's Office for more than two business days. When receipts of University money total \$100.00 or more (whether in coin, currency, checks, money orders, etc.), an immediate deposit, as described above, is mandatory, and the two business days rule previously cited does not apply. The cashing of personal checks by decentralized locations utilizing accumulated University cash receipts is definitely prohibited; also, the lapping of funds (delay of deposit of receipts) by substitution of employee's I.O.U.'s or post- dated checks is absolutely forbidden.

- How are credit card payments handled?
 - Credit card payments that have been processed and settled through a zon machine are processed through the CASHNet Departmental Deposit Module.
 - Credit card payments that required processing must be prepared on the sundry remittance form.
- What do I do if I receive an error message when processing a fopal string?
 - Contact the Business Manager of your department and verify the fopal string.
- What do I need to do if someone leaves the department that has CASHNet access and/or a new employee that needs CASHNet access?
 - Please contact the Cashier's Office at 577-3650.

