KENT STATE
U N I V E R S I T Y

Closing a CASHNet Batch & Preparing a Bank Deposit

Each day, all CASHNet transactions completed by each operator (a Batch) need to be closed, balanced and prepared to send to the bank.

1. When you have cashiered all of your items, complete the following totals summary.

    a. Cash
        i. Count all currency and coin received.
        ii. Using an adding machine or log, to record denominations to determine your total cash.
        iii. You will need to know either –
            1. **Count** of each type of bill/coin - 20 Twenties, 5 Ones, 3 Quarters
               OR
            2. **Amount** of each type of bill/coin - $400.00 in Twenties, $5.00 in Ones, $.75 in Quarters
    b. Checks
        i. Using an adding machine, log, or spreadsheet add the total checks in your batch.
        ii. You will need the total number of checks and the total amount.

    c. Credit Card from a Terminal
        i. Settlement report listing breakdown of Visa, MasterCard, and Discover Totals.

2. Go to CASHNet at https://commerce.cashnet.com/kentcashier.

3. Select **Resume** from the Home page or **Checkout** if already within the batch.

4. The checkout screen appears; note the Batch # and Batch status (should be "open").

Checkout   **Kent State University**

Batch# 478814 Operator: KCCBTIERNE
Batch is open.

Bills	Count	Amount	Payment Type	Drawer Balance	System Balance
100's	0.00	0.00	TOTAL CASH	673.00	673.00
50's	0.00	0.00	LESS BEG. BAL	0.00	0.00
20's	27	540.00	CASH TURN-IN	673.00	673.00

5. Enter your cash totals into the **Count** or **Amount** fields on the left side of the screen.

Checkout   **Checkout**

Batch# 478   Batch# 478

Bills	Count	Amount		Bills	Count	Amount
100's	0.00	0.00		100's	0.00	0.00
50's	0.00	0.00		50's	0.00	0.00
20's	27	540.00		20's	27	540.00
10's	4	40.00		10's	4	40.00
5's	15	75.00		5's	15	75.00
1's	18	18.00		1's	18	18.00
Other		0.00		Other		0.00
Coins				**Coins**		
Dollars	0.00	0.00		Dollars	0.00	0.00
Halves	0.00	0.00		Halves	0.00	0.00
Quarters	0.00	0.00		Quarters	0.00	0.00
Dimes	0.00	0.00		Dimes	0.00	0.00
Nickels	0.00	0.00		Nickels	0.00	0.00
Pennies	0.00	0.00		Pennies	0.00	0.00
Rolled		0.00		Rolled		0.00
Totals	64	673		**Totals**	64	673

OR

6. Enter the check total in the **Check** field.

Payment Type	Drawer Balance	System Balance
4 Operator: KCCBTIERNE		
atch is open.		
TOTAL CASH	673.00	673.00
LESS BEG. BAL	0.00	0.00
CASH TURN-IN	673.00	673.00
Check	750.00	1975.00
Web ACH	0.00	0.00

7. Enter the combined Visa and MasterCard total in the **V/MC Blue Bag** field.

Cash Blue Bag	0.00	0.00
CK Blue Bag	0.00	0.00
V/MC Blue Bag	0.00	0.00
DS Blue Bag	0.00	0.00
Totals	1433.00	2648.00

8. Enter the Discover total in the **DS Blue Bag** field.

V/MC Blue Bag	0.00	0.00
DS Blue Bag	0.00	0.00
Totals	1433.00	2648.00

9. Once all totals have been entered, add your initials and the date in the **Deposit Slip#** field.

Deposit Slip#	BNT 04 21 17

☑ Print Checkout Report

10. Select **Continue**.

11. If all items correspond to the items cashiered, your batch status will become **closed successfully**.

Batch# 478814 Operator: KCCBTIERNE
Batch closed successfully.
To start another batch, click here. If you are done working, Sign Out.

Amount	Payment Type	Drawer Balance	S

12. Amounts that do not match will change to red.

13. In the check example used in Step 6, the amount recorded does not match the CASHNet amount cashiered.

Payment Type	Drawer Balance	System Balance
TOTAL CASH	673.00	673.00
LESS BEG. BAL	0.00	0.00
CASH TURN-IN	673.00	673.00
Check	750.00	1975.00
Web ACH	0.00	0.00

14. Verify your totals used to record amount into CASHNet, if the amount is correct and does not match the CASHNet total review your transactions.

   a. Go to Find Transactions, search by your batch number and pay code to confirm items processed correctly.

CASHNET

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

Find Transactions   **Kent State University**

Home Page
Cashiering
Checkout
Departmental Deposits
Find Transactions
Reports
Bill Manager
Batch Maintenance
Online Service Manager
Imports
System Setup

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.

There are no matching transactions. Please enter search criteria.

SEARCH CRITERIA   Find Legacy Transactions

Customer Code [   ] 🔍   Reference Type [   ] 🔍
Transaction No. [   ]   Reference Data [   ]
Batch Number [478814]   Payment Code [CK] 🔍
Operator [   ] 🔍   Payment Ref. [   ]

   b. Make corrections as needed, then return to the checkout screen.

15. Reenter all currency and other tender received.

16. Enter the following on a PNC Bank deposit slip
    a. Date of transactions/batch
    b. Currency Total
    c. Coin Total
    d. Check Total
    e. Combined Total of above (Total Bank Deposit) – in two fields/places
    f. Total checks in the "**Total Items**" box
    g. CASHNet Batch Number.
    h. Cashier initials

    i. Enclose the **White** copy inside your sealed deposit bag.

    j. Keep <mark>Yellow</mark> in department for records.

    k. Submit <mark>Pink</mark> copy outside of deposit bag/unsealed pocket with completed Sealed Package Receipt.

17. Prepare one **Sealed Package Receipt** for each deposit bag to be submitted to Cashier's Office dropbox. (A deposit bag may have multiple deposits/batches contained within the bag).

18. Enter the following on **the Sealed Package Receipt**:
    a. Deposit Bag Number
    b. Preparer's Direct Phone Number
    c. Department Name
    d. Preparer's Signature
    e. Date
    f. Time prepared

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g.   List each CASHNet batch number contain within bag

h.   List number of CASHNet Batches

i.   List total Cash, Checks and combined Total contents of deposit bag

Kent State University Bursar's Office (330) 672-2626	Bag No. 50458613	Preparer's Direct Phone # 20858	
Department Name EHHS	Preparer's Signature	Date 4-21-17	Time 3:02 P
Courier Department —	Courier Signature —	Date —	Time —
Receiving Department Bursar	Receiver Signature	Date 4-21-17	Time 4:20 P

SEALED PACKAGE RECEIPT

Write each CASHNet batch number below that is included in this package	Number of Deposits Enclosed	Bag Contains	
478814	1	Cash	673—
		Checks	1975—
		Total	2648—

PS 4037B

j.   **White** copy will be kept by receiving department once all completed.

k.   <mark>Yellow</mark> goes to courier (if other than Preparer) once all completed.

l.   <mark>Pink</mark> copy returned to Department once all completed.

m.   Submit all copies outside of deposit bag/within unsealed pocket with pink copy of Bank Deposit Slip.

19. Drop secured deposit(s) in Night Dropbox, located on exterior of M. Schwartz building (behind Parking booth, beside FedEx drop).

Best Practice Recommendations & Supply Information

- Record the transaction number and date after the endorsement stamped on the back of each check deposited.
- Before sealing the envelope or deposit bag, have a co-worker or supervisor confirm and sign off on your cash total and then, in your presence, seal the deposit together.
- Spot-check your totals throughout the day by using the Checkout screen in CASHNet without entering your totals/closing the batch.

Banking/Deposit Supplies:

Please note that some items make take 7-10 business days to fulfill.

- **Sealed Package Slips** (three part)
  - Use - internal control of deposits, signed by department/preparer, courier (if other), and receiving department.
  - Order - contact the Cashier's Office at cashier@kent.edu or ext. 22757.

- **PNC Bank Deposit slips** (three part) – contact the Treasury Office at treasury@kent.edu
  - Use - to record revenue processed within CASHNet batch to the corresponding location and bank account.
  - Departments are assigned a location number with the bank to assist with reconciliation of deposits.
  - Order – contact the Treasury Office at Treasury@kent.edu .

- **Bank Deposit Bags**
  - Use – secure deposits made, from department, to cahier, to bank.
  - Plastic bag deposit bags are used.
  - Order – contact the Treasury Office at Treasury@kent.edu.

- **Endorsement Stamp and Ink**
  - Use – endorsement stamp for checks received, records banking and location information on the check.
  - Order – contact the Treasury Office at Treasury@kent.edu.

- **Night Dropbox Key**
  - Use – for access to Night Dropbox located on exterior of M Schwartz Center.
  - Request – contact the Cashier's Office at cashier@kent.edu.