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

Finding Transactions in CASHNet

1. Log on the CASHNet at https://commerce.cashnet.com/kentcashier.

2. Search CASHNet for payments received using "Find Transactions"

   The wildcard character for CASHNet is the ***** (star). You may use it for all reference fields except date and amount fields. Complete as many fields as possible to minimize results, as the maximum number of rows that will be delivered within "Find Transactions" is 500.

   Fillable Fields

   a. **Customer Code** - Banner ID, full or partial, or name i. If entering name, click the binoculars to bring up a list of names

   b. **Transaction No.** - if the check has been cashed, the transaction number should be on the endorsement of the check.

   c. **Actual Date** - enter a date range or you if want to search from a starting date to the current date, enter only a start date in the left most field, leaving the date field on the right blank. (Example below would deliver all payments since 12/15/14)

   d. **Reference Data** – enter any reference information that may have been entered by the cashier, a company name, a scholarship source, fund name, etc.

   e. **Payment Ref.** – If searching for a check number, enter the check number (Do not use the "Check Number" field).

   f. **Amount** – Search by dollar amount or use one of the other symbols below in combination with other fields completed.

Query-by-example Symbols

*	One or more characters		<	Less than
?	A single character		>=	Greater than or equal to
|	Or		<=	Less than or equal to
=	Equal to (= alone searches for blanks)		<>	Not equal to
>	Greater than		:	Range of values

g. **Credit Card No. –** You only need the last four digits of a credit card number to search within this field. Use in combination with a date range or an amount to limit your results.

h. **Bank Acct. No. –** If paid by ACH, entering the full account number will deliver all payments made using this account.

i. **Routing Number –** If paid by ACH, is useful when used in combination with other fields, otherwise your results will probably much too large to work with. i. If you're not sure of the routing number, they are standard and rarely change, a quick Google search can usually get you the correct number (i.e. "PNC routing number").

j. **Status** – check the box for type of status

    i. **Closed** – selected by default, is a completed transaction

    ii. **Cancelled** – Any credit card transaction that has been declined is a "Cancelled" transaction, and you can view the reason for the decline within the payment details.
(Example below)

PAYMENTS TENDERED

Pay Code	Description
CG	**CREDIT CARD**
	DELETE EDIT ENDORSE
	REPRINT SLIP
	Account No: MasterCard XXXXXXXXXXXX2822 Sho
	Credit Card Processing Failure: INVALID ADDRESS (CASHNet)
TOTAL	