Monthly Departmental Reconciliations Using CASHNet

Office of the University Bursar

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Revised 11/02/2015

As a part of the University's Fiscal Responsibility Policy No. 3100, departments are required 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 that have been deposited.

In support of this process, 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.

The following two reports can be utilized in the monthly reconciliation process:

- Departmental Deposits Open *(report of deposits still open and created in a specified date range, but not yet tendered by the Bursar's Office for the department)*
- Departmental Reconciler Report *(report of deposits tendered in a specified date range for the department)*
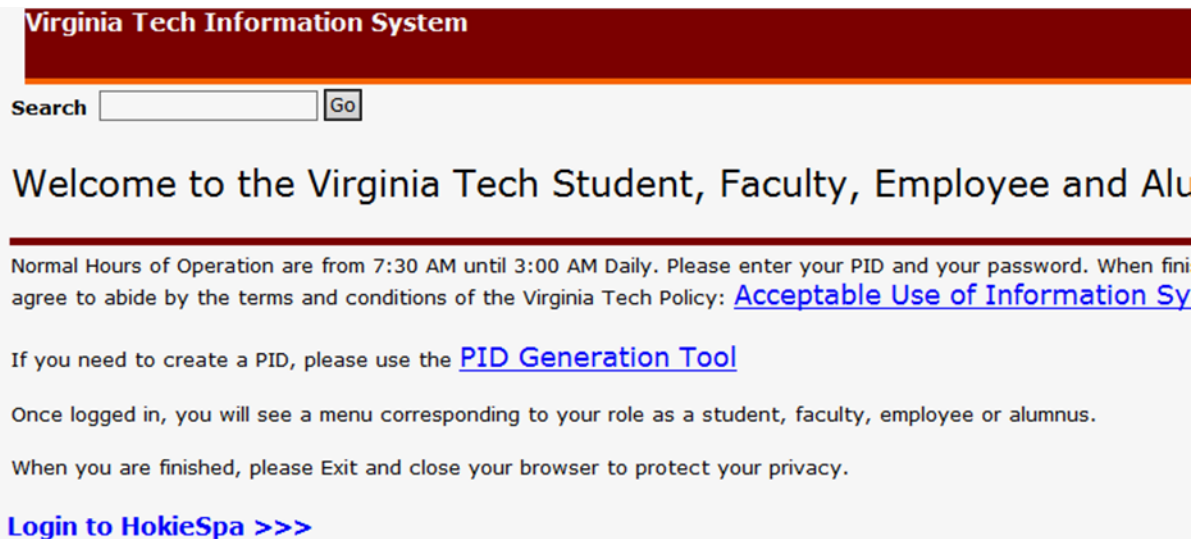
Depositors, cash handlers, and inquiry only users who currently have access to CASHNet may print the above reports.

If needed, access may be granted to the reconciler who wishes to use the CASHNet reports in the reconciliation process. Reconcilers may request departmental depositor 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).
- After clicking on HokieSpa or visiting the direct URL, you will be taken to the following screen:

Virginia Tech Information System

Search [   ] Go

Welcome to the Virginia Tech Student, Faculty, Employee and Alu

Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When fini agree to abide by the terms and conditions of the Virginia Tech Policy: **Acceptable Use of Information Sy**

If you need to create a PID, please use the **PID Generation Tool**

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.

Login to HokieSpa >>>

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

VirginiaTech | **Central Authentication Service**

⊙ Help   Terms of Use   About CAS

PID or Guest ID

Username [   ]

Password [   ]

Forgot username or password?

☐ Warn before logging into other sites.

[Login] [Clear]

Switch to high security **PDC login.**

Security Notice

For security reasons, please **close** your web browser when you have finished accessing services that require authentication.

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- Enter **your** PID and password information and select Login.
- Then, click on the tab Hokie Team near the top of the screen.
- Click on the University Cashiering System link.

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 rece

Pay Information
View your Payroll Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Change y

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, tech

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 auto

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
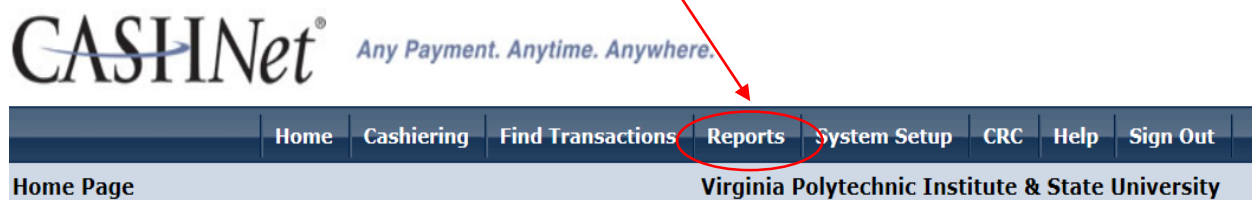Performance Planning and Evaluation Tool

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

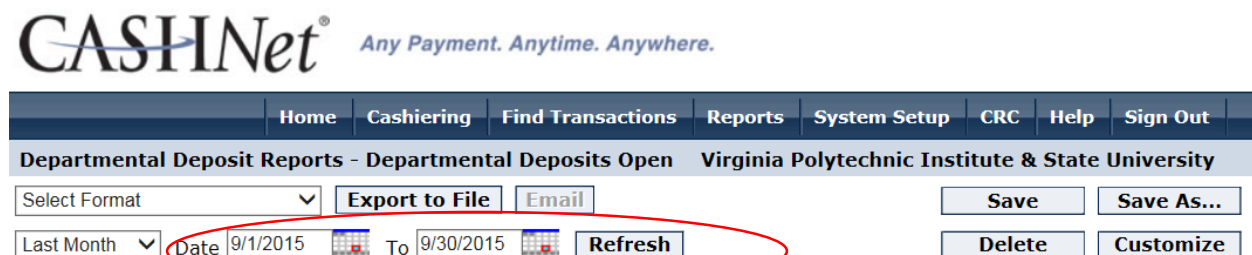- Click on the top button link 'Reports'

Under the Departmental Reports category

- Click on 'Departmental Deposits Open'

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

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A report of all open deposits will then display for the specified date range. These are deposits that were entered during the time period that have not yet been receipted for your department (not yet tendered by the Bursar's Office). 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:

Department	Item Code	G/L Code		Description	Created Operator	Created Date	Amount
Deposit Number : 3770							
072300	D72300NSTPRK	150001	0680	FS PERMITS		10/09/2015	1,672.00
072300	D72300STUPRK	150001	0530	STUDENT PERMITS		10/09/2015	623.00
072300	D72300AXTRAF	150001	0677	CITATIONS		10/09/2015	175.00
072300	D72300SMTWAY	155161	12980	SBP		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		10/09/2015	757.37
072300	D72300STUPRK	150001	0530	STUDENT PERMITS		10/09/2015	115.00
072300	D72300AXTRAF	150001	0677	CITATIONS		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		10/12/2015	80.00
SUB-TOTAL for Deposit Number : 3775						(Count: 1)	80.00
Deposit Number : 3821							
072300	D72300AXTRAF	150001	0677	CITATIONS MAILED		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		10/12/2015	-51.32
SUB-TOTAL for Deposit Number : 3822						(Count: 1)	-51.32
Deposit Number : 3827							
072300	D72300NSTPRK	150001	0680	FS PERMITS		10/12/2015	274.00
072300	D72300STUPRK	150001	0530	STUDENT PERMITS		10/12/2015	735.00
072300	D72300AXTRAF	150001	0677	CITATIONS		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		10/12/2015	1,235.00
072300	D72300STUPRK	150001	0530	STUDENT PERMITS		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 then appear on the next month's CASHNet report titled 'Departmental Reconciler Report' as well as the monthly finance report.

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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'
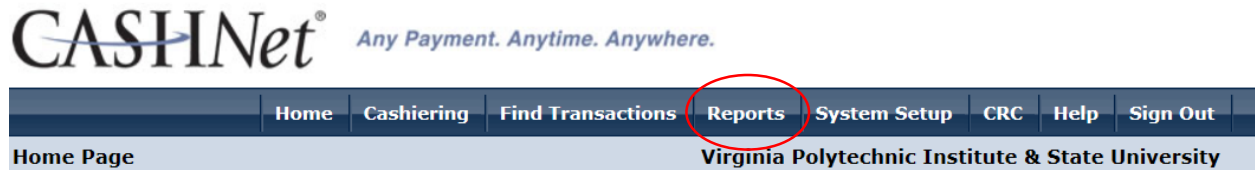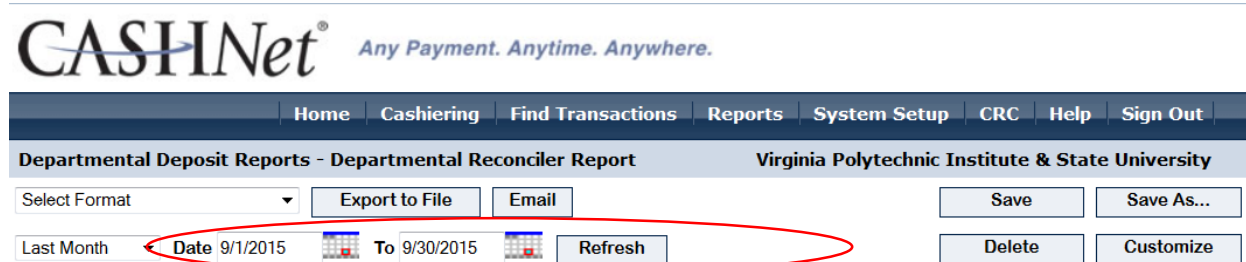

Under the Departmental Reports category

- 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

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A report of all tendered deposits will then display for the specified date range. These are deposits that were receipted for your department during the time period (tendered). For reconciliation purposes print this report.
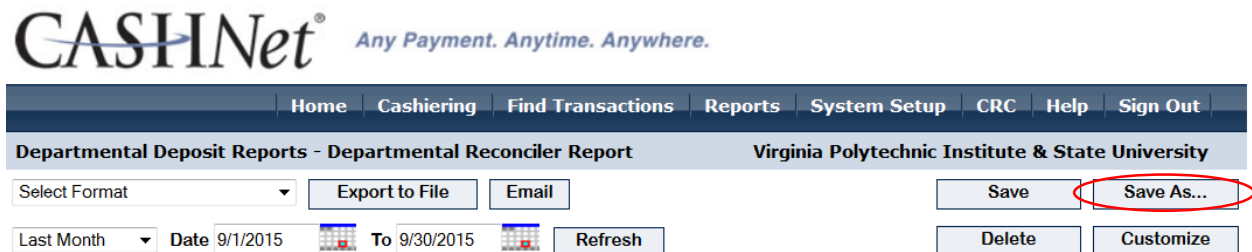
Deposit No.	Tx. No.	Item Code	G/L Code		Description	Deposit Number		Amount
2542	43922	D72300SMTWAY	155161	12980	SBP	00008569		90.00
SUB-TOTAL for Deposit Number : 2542							(Count: 4)	13,008.00
Deposit Number : 2543								
2543	42611	D72300NSTPRK	150001	0680	FS PERMITS	00723374		396.00
2543	42611	D72300STUPRK	150001	0530	STUDENT PERMITS	00723374		2,568.00
2543	42611	D72300AXTRAF	150001	0677	CITATIONS	00723374		345.00
2543	42611	D72300SPEVNT	155012	12990	EVENT-STEPPIN OUT	00723374		715.00
2543	42611	D72300SMTWAY	155161	12980	SBP	00723374		90.00
SUB-TOTAL for Deposit Number : 2543							(Count: 5)	4,114.00
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

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.

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Saving Report Parameters

Because departments may wish utilize these reports monthly, the reconciler may save these settings.
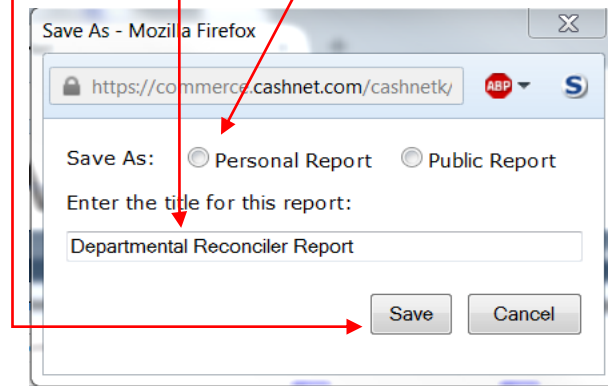
- Click on Save As

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

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

These steps allow the reconciler to customize report optional parameters and save them for easy access.

Optional Parameters

Departments wishing to reconcile by fund, can use the customize button on both reports to add additional optional parameters. Options include pulling the report by created operator (deposit creator), item code, or by General Ledger (GL) fund. To use the GL code field enter the fund number followed by the wildcard character * (i.e. 659314*).

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