



CASHNET TRAINING

Course Companion

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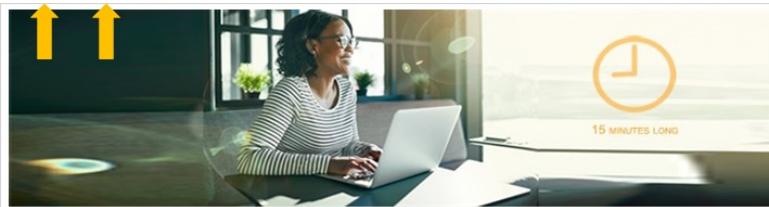


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- Required Cash Handling Training/Procedures
- New Password and Select Your Secret Question
- Entering a Deposit
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Notes:

Welcome to the CASHNet Departmental Deposits Training module.

In this course, we will cover the topics displayed on this screen.

Please note that you can jump to a specific section of this module by clicking on the menu link at the top left of the screen to open then menu, and then selecting the slide you would like to view.

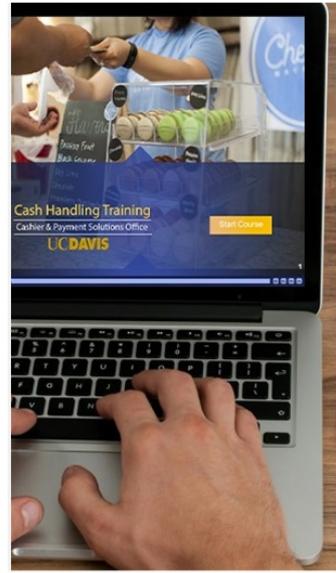
At times during this training, we will ask you to click the 'next' button on the player to proceed.

We have added files relevant to this training under the Resources link.

This module is approximately 15 minutes long.

Click next when you are ready to get started.

BEFORE YOU BEGIN



Before You Begin

You are required to take the Cash Handling Training available at the [UC Learning Center](#)

 [CASHIER & PAYMENT SOLUTIONS](#)

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Notes:

Before you may begin using CASHNet, you will need to have completed the “Cash Handling Training” module, which takes 30 minutes to complete and is available through the UC Learning Center or by clicking the image on this screen.

This module is required for all personnel who will be handling cash or cash equivalents. For more information visit the Cashier and Payment Solutions website.

Click next to continue.

1.4 DEPARTMENT PROCEDURES



Notes:

Your department will need to have cash handling procedures in place and will be required by all staff to carefully read and confirm they have done so by signing a training log.

Copies of these forms will need to be sent via e-mail to the CASHNet Administrator in order for system access to be granted.

If your department does not have any policies or procedures in place here are templates for your department to fill out, edit, and complete. The training log should be used to record staff who has read and understood the cash handling policies and procedures and taken the online training.

You can download these templates. Templates are also available on the resources section.

Once the requirements have been met your CASHNet operator access will be ready to be created, and you will be ready to start this training.

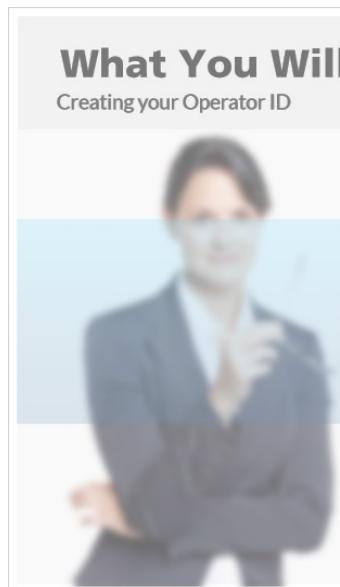
Click next to continue.

1.5 REQUESTING ACCESS

01 Requesting Access

Create your operator profile

1.6 WHAT YOU WILL NEED



What You Will Need

Creating your Operator ID

cashnetcashiering@ucdavis.edu

01 Department Name
02 First and Last Name
03 Kerberos ID
04 Email Address

CASHNet Operator List

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Notes:

In order to get your Operator ID, you will need to send an email to cashnetcashiering@ucdavis.edu with the following information:

- Name
- The Department
- Your First and Last Name
- Your Kerberos ID
- E-Mail Address

If you are requesting access for more than one person within your department, please complete the "CASHNet Operator List" form. You can download the form by clicking on this button, or from the Resources link.

Click next to continue.

1.7 LOGGING TO THE SYSTEM

Logging to the System

- Login to [CASHNet](#)
- [cashiering.ucdavis.edu](#)
- [Bookmark](#) the application page



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Notes:

To login to the CASHNet application, click the link provided on the screen, or type in cashiering.ucdavis.edu.

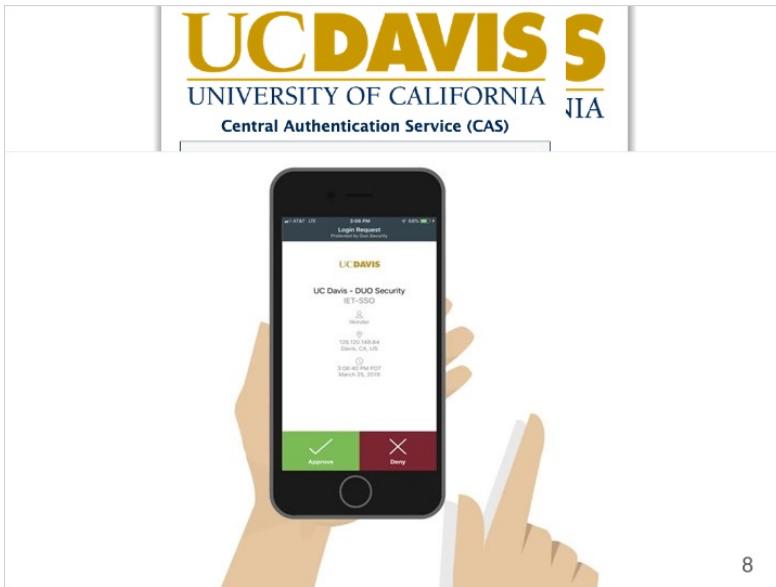
A browser window will open.

Bookmark the application page for future reference.

Click next to continue.



1.8 LOG IN SCREEN



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Notes:

Log-in to CASHNet via the Central Authentication Service, CAS, by entering your user name and passphrase.

This action will trigger your Duo authentication system to open.

Use your preferred method to authenticate your login. In this case, the user receives a duo notification on their phone, and authorize the session by tapping on the approve button.



1.9 ABOUT DEPOSITS

02 About Deposits

The different types of deposit

1.10 ENTERING A DEPOSIT

**Notes:**

Whatever your method is for recording payments, POS or manual receipts, you will need to complete a deposit of collections in CASHNet. The deposit document

will accompany the funds for processing at the Hospital Cashier's Office or Campus Cashier's Office.

1.11 DEPOSITING CHECKS

**Notes:**

If the deposit only contains checks it can still be sent to Campus Cashier's Office via inner office mail.

1.12 DEPOSITING CASH

Depositing Cash

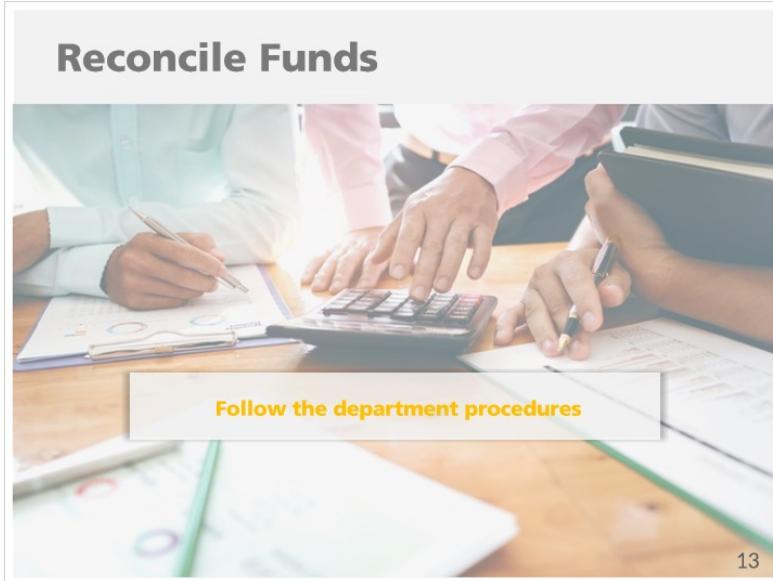


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Notes:

Deposits containing cash must be delivered to Hospital or Campus Cashier and Payment Solutions Office in dual custody.

1.13 RECONCILE FUNDS

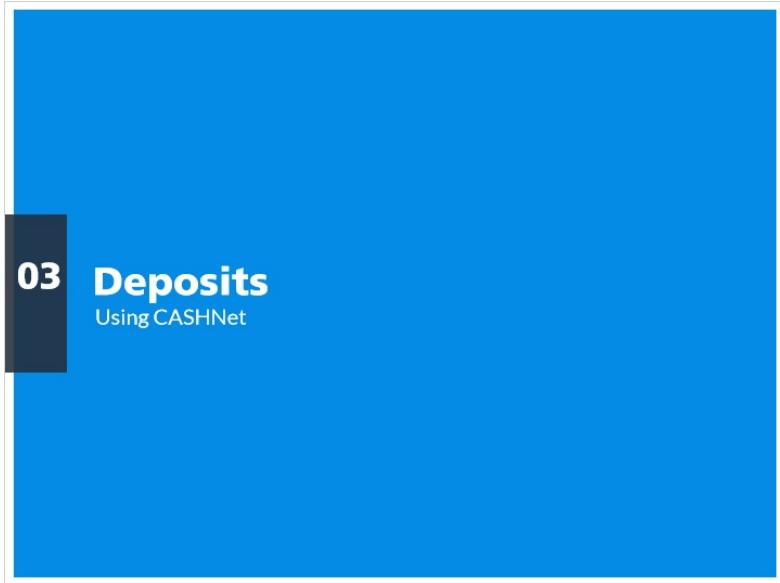


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Notes:

Funds received must first be reconciled according to individual department procedures.

1.14 DEPOSITS



1.15 DEPARTMENTAL DEPOSITS

The screenshot shows the CASHNet homepage with a yellow header bar. The header includes links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below the header, it says "Home Page" and "University of California-Davis TRAINING". A sidebar on the left has links for Home Page, Departmental Deposits (which is highlighted with a yellow box and a cursor), Find Transactions, and Training & Support. The main content area displays operator information: Operator: HKINDER, Department: CAMPUS, Station: MAIN01, Client: UCDAVIS_TRAIN. It also shows login status: Your last login was on Wednesday, February 20, 2019 at 3:02:15 PM. Your password expires in 88 days. Click [here](#) to change it. To change your secret question click [here](#). To configure your SMS settings click [here](#). To the right, there's a box for Actual Date: Thu., Feb. 21, 2019 and Business Date: Thu., Feb. 21, 2019. Below this is a "Messages" section with activity counts for today and yesterday. At the bottom, there's a note about trademarks and a copyright notice: © 2019 Higher One Inc. d/b/a CASHNet. CASHNet and the CASHNet logo are registered trademarks of Higher One, Inc. All other names and logos are owned by their respective owners. Use of Personal Information (webce-d70f).

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Notes:

After you login to CASHNet, you will land on the homepage. Click the Departmental Deposits tab to initiate a deposit.

1.16 DEPARTMENT

The screenshot shows the CASHNET software interface for 'Departmental Deposits'. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with the text 'Departmental Deposits' on the left and 'University of California-Davis TRAINING' on the right. The main area has a search bar with 'Department: CAMPUS' and three filter options: 'View Open Deposits' (selected), 'View Cashiered Deposits from 1/21/2019 to 2/21/2019', and 'View Voided Deposits from 1/21/2019 to 2/21/2019'. There's also a 'Refresh' button. Below the filters is a table with columns: Deposit#, Operator, Date, Status, and Amount. A 'Display All' link is at the bottom of the table. The table shows one record: '(0 record(s))' followed by the number '1'.

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Notes:

Let's stop here for a moment and take a look at this screen. At the top of the screen for all departmental deposit operators, the department code will automatically populate to the department you have been assigned to. If you are assigned to more than one department, from the drop-down menu select the department you will be making a deposit for.

1.17 VIEW OPEN DEPOSITS

The screenshot shows the CASHNET Departmental Deposits interface. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with the text "Departmental Deposits" on the left and "University of California-Davis TRAINING" on the right. The main area has a form with the following fields:

- Department: CAMPUS
- View Open Deposits (this checkbox is highlighted with a yellow box)
- View Cashiered Deposits from 1/21/2019 to 2/21/2019
- View Voided Deposits from 1/21/2019 to 2/21/2019
- Refresh button

Below the form is a table with the following columns: Deposit#, Operator, Date, Status, Amount, and ADD NEW RECORD. The table shows one record:

Deposit#	Operator	Date	Status	Amount	ADD NEW RECORD
(0 record(s))				Display All	
1					

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Notes:

The View Open Deposits checkbox is checked by default.

1.18 VIEW CASHIERED DEPOSITS

The screenshot shows the CASHNET software interface for viewing departmental deposits. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with the text "Departmental Deposits" on the left and "University of California-Davis TRAINING" on the right. The main content area has a form with the following fields:

- Department: CAMPUS
- View Open Deposits
- View Cashiered Deposits from 1/21/2019 to 2/21/2019 (This checkbox is highlighted with a yellow box)
- View Voided Deposits from 1/21/2019 to 2/21/2019
- Refresh button

Below the form is a table with the following columns: Deposit#, Operator, Date, Status, Amount, and ADD NEW RECORD. The table currently displays one record:

Deposit#	Operator	Date	Status	Amount	ADD NEW RECORD
(0 record(s)) 1					Display All

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Notes:

The 'Cashiered Deposits from checkbox',

1.19 VIEW VOIDED DEPOSITS FROM

The screenshot shows the CASHNET Departmental Deposits interface. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with the text "Departmental Deposits" and "University of California-Davis TRAINING". The main area has a form with a "Department" dropdown set to "CAMPUS". There are three checkboxes: "View Open Deposits" (unchecked), "View Cashiered Deposits from" (unchecked), and "View Voided Deposits from" (checked). The checked checkbox is highlighted with a yellow border. Below the checkboxes is a "Refresh" button. A table header row is visible with columns for Deposit#, Operator, Date, Status, and Amount. At the bottom left, it says "(0 record(s))" and "1". At the bottom right, there's a "Display All" link and a "ADD NEW RECORD" button.

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Notes:

and the Check the "View voided deposits from" checkbox. We will cover these options later on this training.

1.20 VIEW VOIDED DEPOSITS FROM

The screenshot shows the CASHNET software interface for 'Departmental Deposits'. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with the text 'University of California-Davis TRAINING'. The main area has a form with the following fields:

- Department: CAMPUS
- View Open Deposits
- View Cashiered Deposits from 1/21/2019 to 2/21/2019
- View Voided Deposits from 1/21/2019 to 2/21/2019
- Refresh button

Below the form is a table with columns: Deposit#, Operator, Date, Status, and Amount. A yellow 'ADD NEW RECORD' button is located at the top right of the table area. The table displays the message '(0 record(s))' and shows a single record with value '1'. There's also a 'Display All' link.

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Notes:

Check the "View voided deposits from" to display voided deposits within the date range you specify.

1.21 EASY KEYS

The screenshot shows the CASHNET software interface for 'Departmental Deposits'. At the top, there's a navigation bar with links: Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that, a yellow header bar displays 'Departmental Deposits' and 'University of California-Davis TRAINING'. The main area has a sub-header 'Department Code: CAMPUS - UCD Campus' and displays operator information: HKINDER, Date Entered: 2/21/2019, Total Items: 0.00, Status: Open, Date Cashiered: (empty), Total Payments: 0.00, Transaction No.: (empty), and Difference: 0.00. A table titled 'Item Code Description Amount To Pay' shows a single row for 'TOTALS' with a value of 0.00. Below this is a note: 'To add an item, enter an Item Code or click an Easy Key.' A 'RETRIEVE' button is highlighted with a yellow border. Below the retrieve button are six buttons labeled MISC, STATE, PRIVATE, FEDERAL, COUNTY, and REBATE. The bottom section contains two tables: one for 'Bills' and one for 'Coins'. The 'Bills' table has columns for 'Bills', 'Count', 'Amount', 'Payment Type', and 'Amount'. It lists 100's, 50's, and 20's with amounts of 0.00 each. The 'Payment Type' column shows Checks and ACH. The 'Coins' table is partially visible below.

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Notes:

Alternatively, you can use these buttons to populate the item code field. Easy keys are set up with prepopulated GL accounts.

1.22 MISC KEY

The screenshot shows the CASHNET Departmental Deposits interface. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with 'Departmental Deposits' on the left and 'University of California-Davis TRAINING' on the right. The main content area displays a table of departmental code information:

Department Code: CAMPUS - UCD Campus	
Operator: HKINDER	Date Entered: 2/21/2019
Status: Open	Date Cashiered:
	Transaction No:
Total Items:	0.00
Total Payments:	0.00
Difference:	0.00

Below this is a table for adding items:

Item Code	Description	Amount To Pay				
TOTALS		0.00				
To add an item, enter an Item Code or click an Easy Key.						
<input type="text" value="MISC"/>	<input type="button" value="RETRIEVE"/>	<input type="button" value="STATE"/>	<input type="button" value="PRIVATE"/>	<input type="button" value="FEDERAL"/>	<input type="button" value="COUNTY"/>	<input type="button" value="REBATE"/>

At the bottom, there's a table for bills and coins:

Bills	Count	Amount	Payment Type	Amount
			Checks	
100's	0	0.00	Checks	0.00
50's	0	0.00	ACH	0.00
20's	0	0.00		

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Notes:

The "Misc" easy key allows manual entry of a G/L Account.

1.23 STATE KEY

The screenshot shows the CASHNET software interface for 'Departmental Deposits' at the University of California-Davis TRAINING. The top navigation bar includes links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. The main title is 'Departmental Deposits'. Below it, the 'Department Code: CAMPUS - UCD Campus' is listed. Operator information (HKINDER) and transaction details (Date Entered: 2/21/2019, Total Items: 0.00, Status: Open, Date Cashiered: 0.00, Total Payments: 0.00, Transaction No: 0.00, Difference: 0.00) are displayed. A table titled 'TOTALS' shows a single item: 'AR-STATE AGREEMENTS' with an amount of 0.00. Below this, fields for 'ORGREFID' and 'LINEDESC' are shown. A section for 'REFERENCES' lists chart account numbers (1112000, 0299) and amounts (0.00). At the bottom, there are buttons for 'Add Item' and 'Reset'. Another table below shows bills (100's, 50's, 20's) with counts of 0 and amounts of 0.00, and payment types (Checks, ACH) with amounts of 0.00.

Item Code	Description	Amount To Pay
TOTALS	0.00	
STATE	AR-STATE AGREEMENTS	0.00

G/L	CHART ACCOUNT	SUBACCOUNT	OBJECT	PROJECT	AMOUNT
G/L	3	1112000		0299	0.00

Bills	Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	0.00
50's	0	0.00	ACH	0.00
20's	0	0.00		

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Notes:

In this example, we are selecting the STATE easy key.

1.24 TAB

Department Code: CAMPUS - UCD Campus

Operator: HKINDER	Date Entered: 2/21/2019	Total Items: 0.00
Status: Open	Date Cashiered:	Total Payments: 0.00
Transaction No: 0.00		

Item Code	Description	Amount To Pay 0.00	
TOTALS			
STATE	AR-STATE AGREEMENTS	0.00	
ORGREFID:	<input type="text"/>		
LINEDESC:	<input type="text"/>		
REFERENCES:	<input type="text"/>		
CHART ACCOUNT	SUBACCOUNT	OBJECT PROJECT	AMOUNT
G/L	3	1112000	0299 <input type="text"/> 0.00
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>			

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text"/>	0	Checks	0.00
50's	<input type="text"/>	0	ACH	0.00
20's	<input type="text"/>	0		
10's	<input type="text"/>	0		
5's	<input type="text"/>	0		
1's	<input type="text"/>	0		
Other	<input type="text"/>	0		
Coins	<input type="text"/>	0		

Total Items:	0.00
Total Payments:	0.00
Difference:	0.00

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Use the tab key to navigate between fields

Tab

Notes:

The “Tab” button on your keyboard allows you navigate from text field to text field.

1.25 CASH COUNT

Item Code	Description	Amount To Pay		
TOTALS		0.00		
STATE	AR-STATE AGREEMENTS	0.00		
ORGREFID:	<input type="text"/>			
LINEDESC:	<input type="text"/>			
REFERENCES:	<input type="text"/>			
G/L	CHART ACCOUNT SUBACCOUNT OBJECT PROJECT AMOUNT			
3	1112000 0299 0.00			
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>				
Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	0.00	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	0.00	ACH	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	0.00		
10's	<input type="text" value="0"/>	0.00		
5's	<input type="text" value="0"/>	0.00		
1's	<input type="text" value="0"/>	0.00		
Other	<input type="text" value="0"/>	0.00		
Coins				
Dollars	<input type="text" value="0"/>	0.00		
Halves	<input type="text" value="0"/>	0.00		
Quarters	<input type="text" value="0"/>	0.00		
Dimes	<input type="text" value="0"/>	0.00		
Nickels	<input type="text" value="0"/>	0.00		
Pennies	<input type="text" value="0"/>	0.00		
Rolled	<input type="text" value="0"/>	0.00		
Total Cash				
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>				

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Notes:

The bottom section of this window is designated for cash count.

1.26 COMPLETING A DEPOSIT

Bills	Count	Amount
100's	0	0.00
50's	0	0.00
20's	0	0.00
10's	0	0.00
5's	0	0.00
1's	0	0.00
Other		0.00

Coins	Count	Amount
Dollars	0	0.00
Halves	0	0.00
Quarters	0	0.00
Dimes	0	0.00
Nickels	0	0.00
Pennies	0	0.00
Rolled		0.00
Total Cash		0.00

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Notes:

Let's complete a deposit.

We need to complete the required fields. These fields allow letters: A-Z, numbers: 0-9, in addition to hyphen, underscore, and space. All other special characters cannot be used.

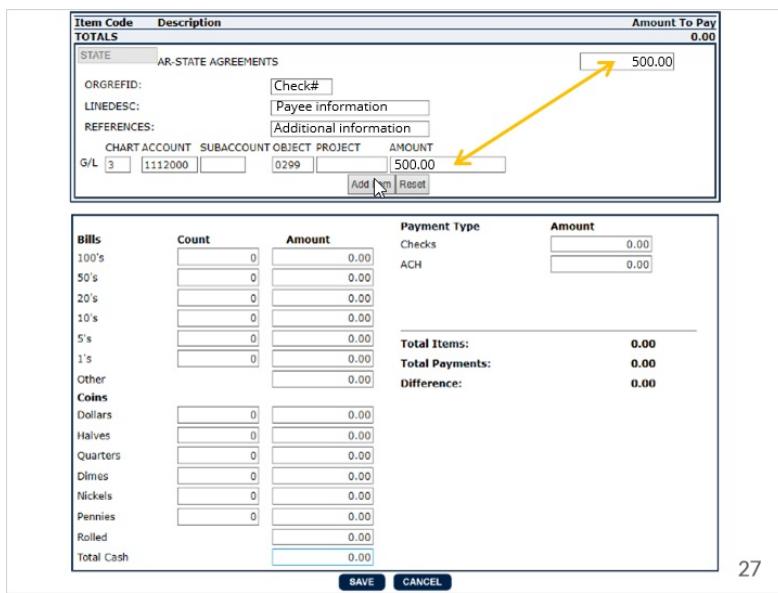
The Org ref id field: information entered here will extract to the Reference number column of the General Ledger. It can be used to reference a check number, invoice number, reference code, etc. It allows up to 8 characters.

The line desc field: the information entered in this field will extract to the "Description" column of the general ledger. It can be used to reference what the payment is for or who is making this payment, etc. It allows up to 40 characters. In this example, we will enter the Payee information.

The reference field, here you may enter any additional information. This information will not extract to the general ledger. It allows up to 50 characters.

The chart, account ad object have been pre-populated.

1.27 AMOUNT



The screenshot shows the AR-STATE AGREEMENTS transaction screen. At the top, there is a table with columns for Item Code, Description, and Amount To Pay. A yellow arrow points to the 'Amount To Pay' field, which contains '500.00'. Below this table, there are sections for ORGREFID (Check#), LINEDESC (Payee information), and REFERENCES (Additional information). Further down, there is a grid for entering payment details, including G/L (3), SUBACCOUNT (1112000), OBJECT (0299), PROJECT (500.00), and AMOUNT (500.00). Another yellow arrow points to the 'AMOUNT' field in this grid. At the bottom of the screen, there are buttons for Add, Save, and Cancel.

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Notes:

Finally, enter the deposit amount on both of these fields.
Click the Add Item button when you are ready.

1.28 MISC

The screenshot shows a software interface for managing state agreements. At the top, there's a table with columns for Item Code, Description, and Amount To Pay. One row is selected with the description "AR-STATE AGREEMENTS" and an amount of \$500.00. Below this, there's a button labeled "Check & Business Rules for G/L Validation (PDF)". Further down, there's another table for "TOTALS" with one row for "MISC" (Miscellaneous) with an amount of \$0.00. The interface includes fields for ORGREFID, LINEDESC, REFERENCES, and G/L codes. At the bottom, there's a section for bills and coins, showing counts and amounts for various denominations.

Item Code	Description	Amount To Pay
STATE	AR-STATE AGREEMENTS	\$500.00

Item Code	Description	Amount To Pay
TOTALS	MISC	0.00

Bills	Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	0.00
50's	0	0.00	ACH	0.00
20's	0	0.00		
10's	0	0.00		
5's	0	0.00		
1's	0	0.00		
Other		0.00		
Coins		0.00		
Dollars	0	0.00		

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Notes:

If you do not see an easy key with your desired GL Account Number select "MISC."

This is an empty record, which allows you to enter a specific G/L Account. "MISC" can also be used for over or short entries.

You can download a PDF with the business rules for G/L validation here. This document contains a list of allowable G/L entries and restrictions when using the miscellaneous easy key.

The PDF is also available under the Resources section of this module.

Click next to continue.

1.29 ADD ITEM

The screenshot shows the 'Add Item' screen in the CASHNET software. At the top, there's a header with 'Item Code' and 'Description' columns, and an 'Amount To Pay' column showing '500.00'. Below this, there are sections for 'ORGREFID' (Check #), 'LINEDESC' (Payee Information), 'REFERENCES' (Additional Information), and 'G/L Code' (3-1112000-0299-500.00). A 'TOTALS' section follows, showing a 'MISC' entry for 'Miscellaneous' with an amount of '10.00'. Below that, there's another set of fields for 'ORGREFID' (25854-03), 'LINEDESC' (Citrus Research Board), and 'REFERENCES' (Additional Information). A table for 'CHART ACCOUNT SUBACCOUNT OBJECT PROJECT AMOUNT' is shown, with G/L 3, ACCOUNT 1126780, SUBACCOUNT 0299, OBJECT 10.00, and PROJECT left blank. Buttons for 'Add Item' and 'Reset' are visible. At the bottom, there are tables for 'Bills' and 'Coins'. The 'Bills' table includes rows for 100's, 50's, 20's, 10's, 5's, 1's, and Other, all with 0 counts and 0.00 amounts. The 'Coins' table has a single row for Dollars with 0 count and 0.00 amount. On the right side of the screen, there's a summary section with 'Total Items: 500.00', 'Total Payments: 0.00', and 'Difference: 500.00'. Payment types 'Checks' and 'ACH' are listed with their respective amounts.

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Notes:

Here you can enter the chart, account and project number, as well as complete the other fields just like we've done on the slide before.

Click the add item button.

1.30 DELETE-EDIT

Item Code	Description	Amount To Pay		
STATE	AR-STATE AGREEMENTS	500.00		
<input type="button" value="DELETE"/>	<input type="button" value="EDIT"/>	<input type="button" value="ENDORSE"/>		
ORGREFID:	Check #			
LINEDESC:	Payee Information			
REFERENCES:	Additional Information			
*G/L Code:	3-1112000- 0299- -500.00			
MISC	MISCELLANEOUS	10.00		
<input type="button" value="DELETE"/>	<input type="button" value="EDIT"/>	<input type="button" value="ENDORSE"/>		
ORGREFID:	25B54-03			
LINEDESC:	Citrus Research Board			
REFERENCES:	3-1126780- 0299- -10.00			
TOTALS		510.00		
To add an item, enter an Item Code or click an Easy Key.				
<input type="button" value="RETRIEVE"/> <input type="button" value="SEARCH"/>				
<input type="checkbox"/> MISC <input type="checkbox"/> STATE <input type="checkbox"/> PRIVATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> COUNTY <input type="checkbox"/> REBATE				
Bills	Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	0.00
50's	0	0.00	ACH	0.00
20's	0	0.00		
10's	0	0.00		
5's	0	0.00		
1's	0	0.00		
Other	0	0.00		
Coins	0	0.00		
Dollars	0	0.00		
			Total Items:	510.00
			Total Payments:	0.00
			Difference:	510.00

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Notes:

Once you have created each line item you may go back to make edits or delete a record by either clicking on the "Edit" or "Delete" button.

1.31 CURRENCY

*G/L Code: 3-1126780-0299-10.00

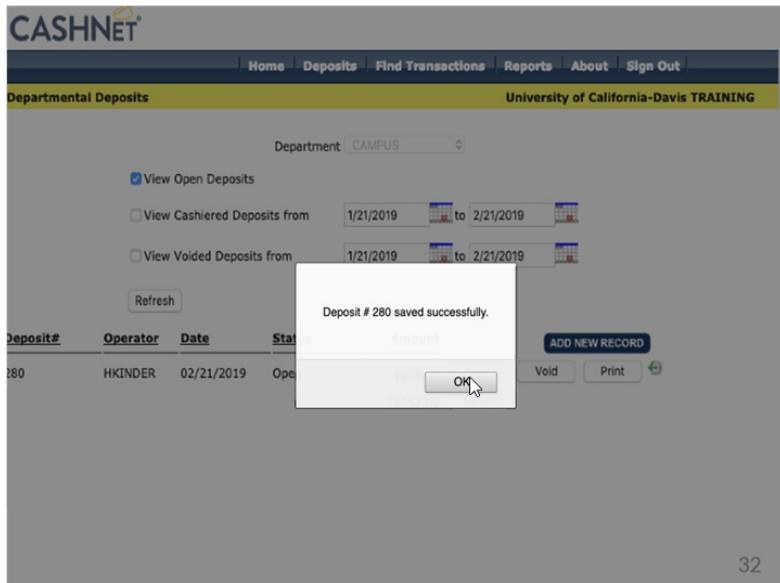
TOTALS		510.00
To add an item, enter an Item Code or click an Easy Key.		
<input type="button" value="RETRIEVE"/>		
MISC	STATE	PRIVATE
FEDERAL	COUNTY	REBATE
Bills	Count	Amount
100's	0	0.00
50's	0	0.00
20's	0	0.00
10's	0	0.00
5's	2	10.00
1's	0	0.00
Other		0.00
Coins		
Dollars	0	0.00
Halves	0	0.00
Quarters	0	0.00
Dimes	0	0.00
Nickels	0	0.00
Pennies	0	0.00
Rolled		0.00
Total Cash		10.00
Payment Type	Amount	
Checks	500.00	
ACH	0.00	
Total Items:	510.00	
Total Payments:	510.00	
Difference:	0.00	
<input type="button" value="SAVE"/>	<input type="button" value="CANCEL"/>	

31

Notes:

Enter the payment amount in either the cash detail screen, to the left, or the check amount box, to the right. Click "Save" to complete.

1.32 DEPOSIT SAVED



32

Notes:

A pop-up screen will display confirming your deposit successfully saved.

Click OK.

1.33 PRINT

The screenshot shows the CASHNET software interface for 'Departmental Deposits'. The top navigation bar includes links for Home, Cashiering, Find Transactions, Reports, System Setup, CRC, About, and Sign Out. The main title 'University of California-Davis TRAINING' is displayed above the search and filter fields. The search section contains a dropdown for 'Department' set to 'CAMPUS', and three checkboxes: 'View Open Deposits' (checked), 'View Cashiered Deposits from' (unchecked), and 'View Voided Deposits from' (unchecked). Below the search are date range inputs for both cashiered and voided deposits. A 'Refresh' button is present. The data grid displays one record:

Deposit#	Dept.	Operator	Date	Status	Amount	Actions
280	CAMPUS	HKINDER	01/24/2019	Open	\$10.00	Select Void Print

Below the grid, it says '(1 record(s))' and '1'. At the bottom right of the grid, there are buttons for 'Display All' and a small icon. The 'Print' button is highlighted with a yellow box and a cursor arrow pointing to it.

33

Notes:

Now you need to print the report to go with your deposit to the Cashier's Office for processing.

Please note that edits can be made to an already saved deposit by clicking on the "select" button where you will be able to make any necessary adjustments. This change eliminates the requirement of requesting cancellation of deposit documents.

Remember to print the new report to include with your deposit to reflect any changes that were made"

Click the Print button.

1.34 DEPOSIT REPORT

34

CASHNet Deposit Report				
		Print Deposit	Close Window	
Deposit # 280	Printed by: HKINDER			
Department Code: CAMPUS - UCD Campus				
Operator: HKINDER	Date Entered: 2/21/2019	Total Items:	\$10.00	
Status: Cashiered	Date Cashiered: 2/21/2019 4:10:16 PM	Total Payments:	\$10.00	
		Transaction No: 2909	Difference: 0.00	
Item Code Description	Amount To Pay			
STATE AR-STATE AGREEMENTS	\$100.00			
ORGRFFID:Check # L1NFDIFSC:Payee Information REFERENCES:Additional Information *S/L Code: 3-1112000-0299-500.00				
MISC MISCELLANEOUS	10.00			
ORGRFFID:25554-03 L1NFDIFSC:Citrus Research Board REFERENCES: *S/L Code: 3-1126780-0299-10.00				
TOTALS	\$10.00			
Bills	Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	\$100.00
50's	0	0.00	ACH	0.00
20's	0	0.00		
10's	0	0.00		
5's	2	10.00		
1's	0	0.00		
Other	0	0.00		
Clothes				
Dollars	0	0.00		
Halves	0	0.00		
Quarters	0	0.00		
Dimes	0	0.00		
Nickels	0	0.00		
Pennies	0	0.00		
Rolled				
Total Cash		10.00		

Notes:

A window will open displaying the “CASHNet Deposit Report”. This document is required to be included with your deposit.

1.35 SIGN FIELD

35

CASHNet Deposit Report																																																																																																																																			
		Print Deposit	Close Window																																																																																																																																
Deposit # 280 Printed by: HKINDER Department Code: CAMPUS - UCD Campus Operator: HKINDER Date Entered: 2/21/2019 Total Items: \$10.00 Status: Cashiered Date Cashiered: 2/21/2019 Total Payments: \$10.00 4:10:16 PM Transaction No: 2909 Difference: 0.00																																																																																																																																			
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Find Name, Last Name MM/DD/YYYY Phone# X _____ Sign Name Here _____																																																																																																																																			

Notes:

At the bottom of the page the operator who created the deposit will be required to print full name, date, sign, and provide a phone number. This area is not formatted for you to enter this information, departments are required to enter this information manually. Here is a suggested layout.

NOTE: Two copies of this report should be printed. One to include with your deposit and the other to be kept for a 5 year retention within your department.

A copy to Internal Control is no longer required.

1.36 PRINT DEPOSIT

36

CASHNet Deposit Report				
Deposit # 280		Print Deposit  Close Window		
Department Code: CAMPUS - UCD Campus				
Operator: HKINDER	Date Entered: 2/21/2019	Total Items:	\$10.00	
Status: Cashiered	Date Cashiered: 2/21/2019 4:10:16 PM	Total Payments:	\$10.00	
		Transaction No: 2909	Difference: 0.00	
Item Code	Description	Amount To Pay		
STATE	AR-STATE AGREEMENTS	\$10.00		
ORGRFFID:Check # L1NFDIFSC:Payee Information REFERENCES:Additional Information *S/L Code: 3-1112000-0299-500.00				
MISC	Miscellaneous	10.00		
ORGRFFID:25554-03 L1NFDIFSC:Citrus Research Board REFERENCES: *S/L Code: 3-11126780-0299-10.00				
TOTALS \$10.00				
Bills	Count	Amount	Payment Type	Amount
1.00's	0	0.00	Checks	\$10.00
50's	0	0.00	ACH	0.00
20's	0	0.00		
10's	0	0.00		
5's	2	10.00		
1's	0	0.00		
Other			Total Items:	\$10.00
Coins			Total Payments:	\$10.00
Dollars	0	0.00	Difference:	0.00
Halves	0	0.00		
Quarters	0	0.00		
Dimes	0	0.00		
Nickels	0	0.00		
Pennies	0	0.00		
Rolled			X _____	<u>Sign Name Here</u>
Total Cash		10.00		

Notes:

Now click Print deposit to finish.

1.37 RECEIPT

Receipt

Receipt Number: 2905
Customer: UCD CAMPUS
Main Location
Current Date: 02/21/2019

Description	Amount
AR-STATE AGREEMENTS	\$500.00
Deposit No: 280	
Miscellaneous	\$10.00
Deposit No: 280	
Total	\$510.00

Payments Received

	Amount
Check	\$510.00
Total	\$510.00

37

Notes:

Once your deposit has been tendered and completed at the Cashier's Office, a receipt will be sent to your designated department e-mail

04 Recording Over/Short Entries

1.39 OVER OR SHORT



39

Notes:

At times, an employee may give incorrect change to a customer, which results on a shortage or overage.

In order to make a correction for a shortage or an overage...

1.40 SELECT DEPOSIT

The screenshot shows the CASHNET software interface for managing departmental deposits. The top navigation bar includes links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. The title bar indicates the user is at the University of California-Davis TRAINING site. The main content area is titled "Departmental Deposits". A dropdown menu labeled "Department" is set to "CAMPUS". Below it, there are three filter options: "View Open Deposits" (selected), "View Cashiered Deposits from 1/22/2019 to 2/22/2019", and "View Voided Deposits from 1/22/2019 to 2/22/2019". A "Refresh" button is also present. A table displays a single deposit record:

Deposit#	Operator	Date	Status	Amount	Action Buttons
283	HKINDER	02/22/2019	Open	510.00	Select Void Print Edit

Below the table, a message states "(1 record(s))" followed by the number "1". At the bottom of the page, there are links for "Display All" and "ADD NEW RECORD".

40

Notes:

Begin by selecting the deposit you will be making the adjustment for.

1.41 MISC KEY

Departmental Deposits University of California-Davis TRAINING

Deposit # 283

Department Code: CAMPUS - UCD Campus

Operator: HKINDER	Date Entered: 2/22/2019	Total Items:	510.00
Status: Open	Date Cashediered:	Total Payments:	510.00
	Transaction No:	Difference:	0.00

Item Code	Description	Amount To Pay
STATE	AR-STATE AGREEMENTS	500.00
<input type="button" value="DELETE"/>	<input type="button" value="EDIT"/>	
ORGREFID:	Check #	
LINEDESC:	Payee Information	
REFERENCES:	Additional Information	
*G/L Code:	3-1112000-0299-500.00	
Deposit No:	283	
MISC	Miscellaneous	10.00
<input type="button" value="DELETE"/>	<input type="button" value="EDIT"/>	
ORGREFID:	25B54-03	
LINEDESC:	Citrus Research Board	
REFERENCES:	Additional Information	
*G/L Code:	3-1126780-0299-10	
Deposit No:	283	
TOTALS		510.00

To add an item, enter an Item Code or click an Easy Key.

4

Notes:

Select the "MISC" easy key

1.42 SHORTAGE

MISC	Miscellaneous	10.00		
ORGREFID:	25B54-03			
LINEDESC:	Citrus Research Board			
REFERENCES:	Additional Information			
*G/L Code:	3-1126780-0299-10			
Deposit No:	283			
MISC	Miscellaneous	5.00		
ORGREFID:				
LINEDESC:	overage			
REFERENCES:				
*G/L Code:	3-1126780-0299-5			
TOTALS		515.00		
MISC	Miscellaneous			
ORGREFID:		-5.00		
LINEDESC:	shortage			
REFERENCES:	explanation goes here			
CHART ACCOUNT	SUBACCOUNT	OBJECT	PROJECT	AMOUNT
G/L	3	1126780		0299 -5.0
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>				

42

Notes:

and enter your over or short GL account.

If the amount is short enter the shortage amount in both the Item and GL amount fields as a negative number.

Please note that departments are required to enter an explanation as to why the deposit is over or short. Use the references field to enter your explanation.

1.43 OVERAGE

Item Code	Description	Amount To Pay			
STATE	AR-STATE AGREEMENTS	500.00			
DELETE EDIT					
ORGREFID:	Check #				
LINEDESC:	Payee Information				
REFERENCES:	Additional Information				
*G/L Code:	3-1112000 -0299- -500.00				
Deposit No:	283				
MISC	MISCELLANEOUS	10.00			
DELETE EDIT					
ORGREFID:	25B54-03				
LINEDESC:	Citrus Research Board				
REFERENCES:	Additional Information				
*G/L Code:	3-1126780 -0299- -10				
Deposit No:	283				
TOTALS		510.00			
MISC	Miscellaneous				
ORGREFID:		5			
LINEDESC:	overage				
REFERENCES:	explanation goes here				
CHART ACCOUNT	SUBACCOUNT	OBJECT	PROJECT	AMOUNT	
G/L	3	1126780		0299	5
Add Item Reset					

43

Notes:

If the amount is over enter the overage amount in both the Item and GL amount fields.

1.44 OBJECT CODES

The screenshot shows two transaction entries in CASHNet:

- Entry 1:** MISC Miscellaneous transaction. Amount: 10.00. Details: ORGREFID: 35254-02; LINEDESC: Citrus Research Board; REFERENCES: 3-1326780-0299-10; *G/L Code: 203. A blue callout box contains the text: "Business Rules for G/L Validation (PDF)".
- Entry 2:** MISC Miscellaneous transaction. Amount: 5.00. Details: ORGREFID: ; LINEDESC: ; REFERENCES: ; *G/L Code: .

TOTALS: MISC Mis 515.00

Entry 3: MISC Miscellaneous transaction. Amount: -5.00. Details: ORGREFID: ; LINEDESC: ; REFERENCES: ; *G/L Code: .

Chart of Accounts:

G/L	CHART ACCOUNT	SUBACCOUNT	OBJE	PROJECT	AMOUNT
3	1126780		007Y		-5.0

Notes:

- Object codes 007Y and 007X must have the letter portion capitalized.
- CASHNet is case-sensitive and all G/L accounts or project codes containing letters must be uppercase.

44

Notes:

Ensure that object codes 007Y and 007X have the letter portion capitalized.

CASHNet is case-sensitive and all GL accounts or project codes containing letters must be uppercase.

1.45 OBJECT CODES

MISC	Miscellaneous	10.00
ORGREFID: 25B54-03		
LINEDESC: Citrus Research Board		
REFERENCES: Additional Information		
*G/L Code: 3-1126780- 0299- -10		
Deposit No: 283		
MISC	Miscellaneous	5.00
ORGREFID:		
LINEDESC: overage		
REFERENCES:		
*G/L Code: 3-1126780- 0299- -5		
TOTALS 515.00		
MISC	Miscellaneous	-5.00
ORGREFID:		
LINEDESC: shortage		
REFERENCES: explanation goes here		
CHART ACCOUNT SUBACCOUNT OBJECT PROJECT AMOUNT G/L 3 1126780 0299 -5.0		
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>		

45

Notes:

Click add item after you recorded your overage or shortage.

1.46 PRINT

The screenshot shows the CASHNET software interface for 'Departmental Deposits' at the University of California-Davis TRAINING. The 'Department' dropdown is set to 'CAMPUS'. Under 'View Open Deposits', there is one record listed:

Deposit#	Operator	Date	Status	Amount	Action Buttons
283	HKINDER	02/22/2019	Open	505.00	Select Void Print (highlighted)

Below the table, it says '(1 record(s))' and '1'. At the bottom right of the table area is a link 'Display All'.

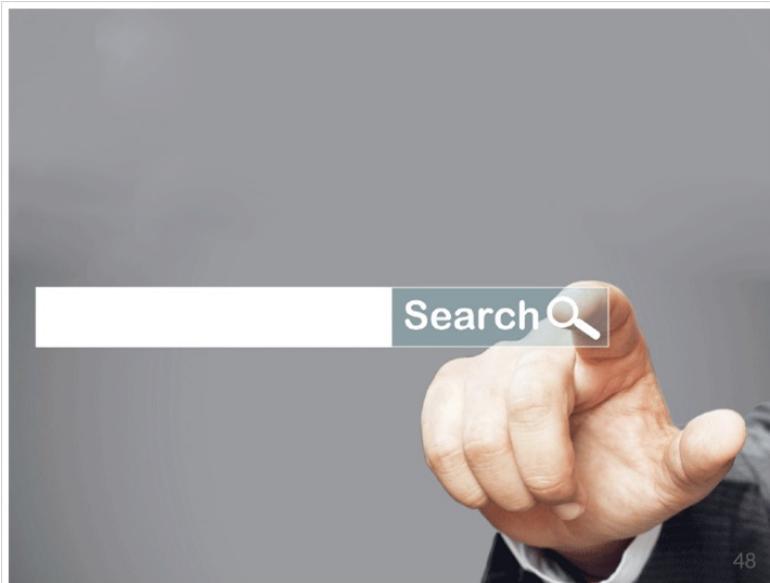
46

Notes:

Print your "CASHNet Deposit Report" as you normally would and include it with your deposit to send to the Cashier and Payment Solutions Office for processing.

05 Finding a Deposit

1.48 SEARCH



48

Notes:

Sometimes you may need to find a previously entered deposit. Under the departmental deposit module you may view open, cashiered, or voided deposits within your department.

1.49 DEPARTMENTAL DEPOSITS

The screenshot shows the CASHNet interface. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below that is a yellow header bar with 'Home Page' on the left and 'University of California-Davis TRAINING' on the right. A sub-menu on the left includes Home Page, Find Transactions, Training & Support, and Departmental Deposits, with the last item being the active tab and highlighted with a yellow box and a cursor icon. In the center, there's a message box containing operator information: HKINDER, Department: CAMPUS, Station: MAIN01, Client: UCDAVIS_TRAIN. It also lists recent logins, password expiration, secret question changes, and SMS configuration. Below this is a 'Messages' section with 'Today's Activity' and 'Yesterday's Activity' tables. The 'Today's Activity' table shows 0 transactions and \$0.00 received. The 'Yesterday's Activity' table shows 0 transactions and \$0.00 received. At the bottom, there's a copyright notice for Higher One Inc. and a link to the 'Use of Personal Information' policy. The number '49' is visible at the bottom right of the screenshot area.

Notes:

When you log-in to CASHNet and select Departmental Deposits,

1.50 VIEW DEPOSITS

The screenshot shows the CASHNET software interface for viewing departmental deposits. The top navigation bar includes links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. The main title is "Departmental Deposits" and the sub-title is "University of California-Davis TRAINING". A dropdown menu for "Department" is set to "CAMPUS". There are three filter options: "View Open Deposits" (selected), "View Cashiered Deposits from 1/22/2019 to 2/22/2019", and "View Voided Deposits from 1/22/2019 to 2/22/2019". A "Refresh" button is present. The data grid displays one record:

Deposit#	Operator	Date	Status	Amount	Action Buttons
283	HKINDER	02/22/2019	Open	505.00	Select Void Print

Below the grid, it says "(1 record(s))" and "1". A "Display All" link is also visible.

50

Notes:

the system will automatically display all open deposits for you or your department, depending on your level of permission.

1.51 DEPOSIT TYPE

Departmental Deposits University of California-Davis TRAINING

Department: CAMPUS

View Open Deposits

View Cashiered Deposits from 1/1/2019 to 2/22/2019

View Voided Deposits from 1/22/2019 to 2/22/2019

Refresh

Deposit#	Operator	Date	Status	Amount	Action Buttons
283	HKINDER	02/22/2019	Open	505.00	Select Void Print

(1 record(s))
1

[Display All](#)

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Notes:

If you need to view a deposit that has been cashiered, click on the "View Cashiered Deposits from" box and select a date range; the system will default to a one month range.

Be sure to deselect the "View Open Deposits" checkbox to remove those from the criteria.

Click the "Refresh" button to view a new list.

Depending on your level of permissions, you may view all cashiered deposits for your department or only your own.

1.52 SELECT OR PRINT

Departmental Deposits					University of California-Davis TRAINING		
Deposit#	Operator	Date	Status	Amount	Actions		
140	TDAUGHER	01/10/2019	Cashiered	10.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
141	BJBUNJE	01/10/2019	Cashiered	255.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
151	BJBUNJE	01/11/2019	Cashiered	12.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
152	BJBUNJE	01/11/2019	Cashiered	30.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
167	BARAJAS	01/11/2019	Cashiered	11488.63	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
172	BARAJAS	01/24/2019	Cashiered	510.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
181	SMONT	01/25/2019	Cashiered	266091.70	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
182	SMONT	01/25/2019	Cashiered	18.04	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
183	RENRIQUEZ	01/28/2019	Cashiered	500.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
184	RENRIQUEZ	01/28/2019	Cashiered	500.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>
185	RENRIQUEZ	01/28/2019	Cashiered	10.00	<input type="button" value="Select"/>	<input type="button" value="Void"/>	<input type="button" value="Print"/>

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Notes:

If you need to view a cashiered deposit, click on the “Select” button or you may “Print” the detail report.

05 Reporting

1.54 VIEW REPORTS PERMISSIONS

The screenshot shows the CASHNET Home Page for the University of California-Davis TRAINING. The top navigation bar includes links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. A sidebar on the left lists Home Page, Departmental Deposits, Find Transactions, and Training & Support. The main content area displays operator information: HKINDER, CAMPUS, MAIN01, UCDAVIS_TRAIN. It also shows a message about login history and password expiration. Below this is a 'Messages' section with 'Today's Activity' and 'Yesterday's Activity' tables. At the bottom, a copyright notice from Higher One Inc. is visible.

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Notes:

Depending on your operator permissions, you have access to either view reports within your department or only view deposits you have created. This feature can be used to generate a detailed report of the deposits that have been created and cashiered and export to file Microsoft Excel, Comma Delimited, Microsoft Word, PDF US Letter, or PDF Unlimited Width.

1.55 REPORTS TAB

The screenshot shows the CASHNET web application interface. At the top, there is a navigation bar with links: Home, Deposits, Find Transactions, Reports (which is highlighted with a yellow box), About, and Sign Out. Below the navigation bar, the text "University of California-Davis TRAINING" is displayed. On the left side, there is a vertical sidebar with links: Home Page, Home Page, Departmental Deposits, Find Transactions, and Training & Support. The main content area displays operator information: Operator: HKINDER, Department: CAMPUS, Station: MAIN01, Client: UCDAVIS_TRAIN. It also shows a message box with a list of items: Your last login was on Friday, February 22, 2019 at 12:06:07 PM., Your password expires in 87 days. Click [here](#) to change it., To change your secret question click [here](#)., To configure your SMS settings click [here](#). Below this, there is a section titled "Messages" which contains "Today's Activity" and "Yesterday's Activity". Under "Today's Activity", it shows Transaction Count: 0 and Amount Received: \$0.00. Under "Yesterday's Activity", it shows Transaction Count: 0 and Amount Received: \$0.00. There is also a link labeled "Open Deposits". At the bottom of the page, a copyright notice reads: © 2019 Higher One Inc. d/b/a CASHNet. CASHNet and the CASHNet logo are registered trademarks of Higher One, Inc. All other names and logos are owned by their respective owners. [Use of Personal Information](#) (webce-d70f)

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Notes:

From the Home Page, select the “Reports” tab located on the top ribbon.

1.56 DETAIL REPORT

The screenshot shows the CASHNET software interface. At the top, there is a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below this is a yellow header bar with the text "University of California-Davis TRAINING". On the left, there is a sidebar titled "Reports" containing links for Home Page, Departmental Deposits, Find Transactions, and Training & Support. The main content area is titled "Auto Payment Reports" and lists three items: Autopayment Status Report, Retry Autopayments, and Suspended Autopayments. Below this is another section titled "Departmental Deposits Reports" which lists several report options, with "Departmental Deposit Detail Report" highlighted by a yellow box.

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Notes:

From the Departmental Deposits Report menu select the “Departmental Deposit Detail Report”

1.57 REPORT HEADERS

The screenshot shows a web-based report titled "Departmental Deposit Reports - Departmental Deposit Detail Report" from the University of California-Davis TRAINING system. The report lists deposits made between February 1, 2019, and February 22, 2019. The columns include Department, Deposit No., Created Operator, Created Date, Cashiered Date/Time, GL Code, Line Desc, and Amount. The report shows multiple entries for different operators and departments, with a total amount of \$125.00.

Department	Deposit No.	Created Operator	Created Date	Cashiered Date/Time	GL Code	Line Desc	Amount
CAMPUS	206	BIBUNIE	02/05/2019	02/05/2019 15:13:06	31177900	9710	160.00
CAMPUS	206	BIBUNIE	02/05/2019	02/05/2019 15:13:06	3200184C	997X	50.00
CAMPUS	206	BIBUNIE	02/05/2019	02/05/2019 15:13:06	38060221	997Y	-25.00
(Count: 3) 125.00							
Sub-TOTAL for Deposit Number : 206							
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	H1102010	02PF	160.00
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	31128120	0299	200.00
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	32643880	0660	300.00
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	H1102010	02PF	-25.00
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	31128120	0299	-50.00
CAMPUS	207	BIBUNIE	02/05/2019	02/05/2019 15:14:00	32643880	0660	-75.00
(Count: 6) 560.00							
Sub-TOTAL for Deposit Number : 207							
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112300	0299	Dept of Trans
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112300	0299	
(Count: 2) 3,000.00							
Sub-TOTAL for Deposit Number : 208							
Sub-TOTAL for Deposit Number : 212							
CAMPUS	212	FIGUEREDO	02/06/2019	02/07/2019 16:23:25	31115510	0510	93.12
(Count: 1) 93.12							
Sub-TOTAL for Deposit Number : 212							
CAMPUS	219	SMONT	02/08/2019	02/08/2019 16:07:30	31112300	0299X	5.00
CAMPUS	219	SMONT	02/08/2019	02/08/2019 16:07:30	31112300	0299X	10.00
57							

Notes:

This report will automatically generate the following information for deposits completed within a month:

Department Name,
Deposit Number,
Created Operator,
Created Date,
Cashiered Date and Time,
and GL Code.

1.58 FORMATS

The screenshot shows the CASHNET software interface for 'Departmental Deposit Reports - Departmental Deposit Detail Report'. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below the navigation is a yellow header bar for 'University of California-Davis TRAINING'. A dropdown menu 'Select Format' is open, listing options: Microsoft Excel Formatted (.xls), Comma Delimited (.csv), Microsoft Word (.doc), PDF US Letter (.pdf), and PDF Unlimited Width (.pdf). The main area displays a table of deposit transactions. The table has columns for Department, Deposit No., Created Operator, Created Date, Collected Date/Time, GL Code, LineDesc, and Amount. The data includes multiple entries for Deposit Number 206 and 207, with various operators like BJBUNIE, BARAJAS, and SMONT. Total amounts for each deposit number are shown at the bottom of their respective groups.

Department	Deposit No.	Created Operator	Created Date	Collected Date/Time	GL Code	LineDesc	Amount
CAMPUS	206	BBJUNIE	02/05/2019	02/05/2019 15:13:06	31177900	9710	160.00
CAMPUS	206	BBJUNIE	02/05/2019	02/05/2019 15:13:06	200016C	997X	50.00
CAMPUS	206	BBJUNIE	02/05/2019	02/05/2019 15:13:06	38060221	997Y	-25.00
Sub-TOTAL for Deposit Number : 206							
							(Count: 3) 125.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	H1102010	02PF	160.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	31128120	0299	200.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	32643880	0660	300.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	H1102010	02PF	-25.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	31128120	0299	-50.00
CAMPUS	207	BBJUNIE	02/05/2019	02/05/2019 15:14:00	32643880	0660	-75.00
Sub-TOTAL for Deposit Number : 207							
							(Count: 6) 560.00
Deposit Number : 208							
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112300	0299	Dept of Trans
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112300	0299	
Sub-TOTAL for Deposit Number : 208							
							(Count: 2) 3,000.00
Deposit Number : 212							
CAMPUS	212	FUGERREKO	02/06/2019	02/07/2019 16:23:25	31155110	0510	93.12
Sub-TOTAL for Deposit Number : 212							
							(Count: 1) 93.12
Deposit Number : 219							
CAMPUS	219	SMONT	02/08/2019	02/08/2019 16:07:30	31112300	0299X	5.00
CAMPUS	219	SMONT	02/08/2019	02/08/2019 16:07:30	31112300	0299X	10.00

Notes:

To export the data, begin by selecting the file type you wish to view the report from the drop down menu.

1.59 EXPORT FILE

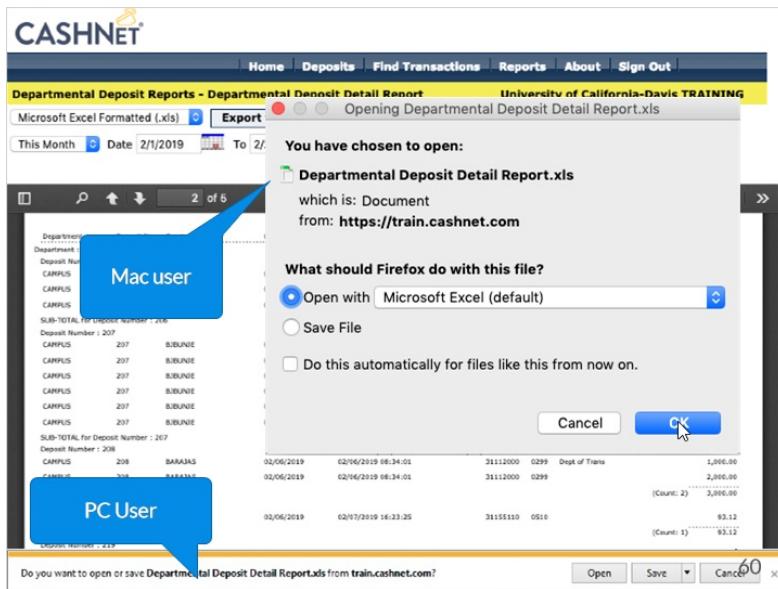
Departmental Deposit Reports - Departmental Deposit Detail Report

Department	Deposit No.	Created Operator	Created Date	Captured Date/Time	G/L Code	LINEDESC	Amount
Deposit Number : 206							
CAMPUS	206	BJBUNIE	02/05/2019	02/05/2019 15:13:06	31177000 0710		100.00
CAMPUS	206	BJBUNIE	02/05/2019	02/05/2019 15:13:06	329001BC 007X		50.00
CAMPUS	206	BJBUNIE	02/05/2019	02/05/2019 15:13:06	38865221 007Y		-25.00
SUB-TOTAL for Deposit Number : 206							(Count: 3)
							125.00
Deposit Number : 207							
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	31102010 02PF		100.00
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	31128120 0299		200.00
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	32943880 0060		300.00
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	31132010 02PF		-25.00
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	31128120 0299		-50.00
CAMPUS	207	BJBUNIE	02/05/2019	02/05/2019 15:14:00	32943880 0060		-75.00
SUB-TOTAL for Deposit Number : 207							(Count: 6)
							450.00
Deposit Number : 208							
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000 0299	Dept of Trans	1,000.00
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000 0299		2,000.00
SUB-TOTAL for Deposit Number : 208							(Count: 2)
							3,000.00
Deposit Number : 212							
CAMPUS	212	GUERRERO	02/06/2019	02/07/2019 16:23:25	31155110 0510		93.12
SUB-TOTAL for Deposit Number : 212							(Count: 1)
							93.12
Deposit Number : 219							
CAMPUS	219	SHONT	02/08/2019	02/08/2019 16:07:38	31112000 0299X		5.00
CAMPUS	219	SHONT	02/08/2019	02/08/2019 16:07:38	31112000 0299X		10.00
							59

Notes:

In this example, we will be saving a report to an Excel file.
Click on "Export to File."

1.60 SAVE

**Notes:**

If you are a PC user:

At the bottom of your screen you will see a pop-up window asking to either open, save, or cancel the file, or If you are a Mac user, you will see a dialog box like this one.

Click "Open" to view.

1.61 EMAIL

The screenshot shows a web-based application interface for CASHNet. At the top, there is a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below the navigation bar, the title 'Departmental Deposit Reports - Departmental Deposit Detail Report' is displayed, along with the text 'University of California-Davis TRAINING'. There are buttons for 'Export to File', 'Email', 'Refresh', and 'Customize'. The main content area shows a grid of transaction data. A modal dialog box is overlaid on the grid, asking for an email address. The input field contains 'lyou@ucdavis.edu'. The transaction data grid includes columns for Department, Deposit No., Created Operator, Created Date, Cashiered Date/Time, G/L Code, LineDesc, and Amount.

Department	Deposit No.	Created Operator	Created Date	Cashiered Date/Time	G/L Code	LineDesc	Amount	
Department : CAMPUS								
Deposit Number : 206								
CAMPUS	206	BJSUNIE	02/05/2019	02/05/2019 15:13:06	31177000	0710	100.00	
CAMPUS	206	BJSUNIE	02/05/2019	02/05/2019 15:13:06	320000BC	007X	50.00	
CAMPUS	206	BJSUNIE				007Y	-25.00	
SUB-TOTAL For Deposit Number : 206							(Count: 3) 125.00	
Deposit Number : 207								
CAMPUS	207	BJSUNIE				02PY	100.00	
CAMPUS	207	BJSUNIE				0299	200.00	
CAMPUS	207	BJSUNIE				0060	300.00	
CAMPUS	207	BJSUNIE				02PY	-25.00	
CAMPUS	207	BJSUNIE				0299	-50.00	
CAMPUS	207	BJSUNIE				0060	-75.00	
SUB-TOTAL For Deposit Number : 207							(Count: 6) 450.00	
Deposit Number : 208								
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000	0299	Dept of Trans	1,000.00
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000	0299		2,000.00
SUB-TOTAL For Deposit Number : 208							(Count: 2) 3,000.00	
Deposit Number : 212								
CAMPUS	212	FGUERRERO	02/06/2019	02/07/2019 16:23:25	31155110	0510		93.12
SUB-TOTAL For Deposit Number : 212							(Count: 1) 93.12	
Deposit Number : 219								
CAMPUS	219	SMONT	02/08/2019	02/08/2019 14:07:38	31112000	0299X		5.00
CAMPUS	219	SMONT	02/08/2019	02/08/2019 14:07:38	31112000	0299X		10.00
							61	

Notes:

You may also email this file directly from CASHNet by clicking on the "Email" button. A pop-up screen will display, instructing you to enter the intended recipient's email address.

1.62 EMAIL

The screenshot shows a web-based application interface for 'CASHNET'. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below the navigation is a yellow header bar with the text 'Departmental Deposit Reports - Departmental Deposit Detail Report' and 'University of California-Davis TRAINING'. Underneath this, there are several input fields: 'Microsoft Excel Formatted (.xls)' with a download icon, 'Export to File' (disabled), 'Email' (disabled), 'This Month' (disabled), 'Date' set to '2/1/2019', 'To' set to '2/22/2019', 'Refresh' (disabled), and 'Customize' (disabled). The main area displays a table of deposit details. Overlaid on the table is a modal dialog box with the title 'Enter the recipient's email address'. Inside the dialog, the text 'lyou@ucdavis.edu' is entered into a text input field. Below the input field are two buttons: 'Cancel' and 'OK'. A cursor arrow points to the 'OK' button. The table data includes columns for Department, Deposit No., Created Operator, Created Date, Cashiered Date/Time, G/L Code, LineDesc, and Amount. Some rows show multiple entries for the same deposit number, such as Deposit Number 206 and 207.

Notes:

Click "OK" to send email

1.63 CUSTOMIZING REPORTS

The screenshot shows a web-based application for managing departmental deposits. At the top, there's a navigation bar with links for Home, Deposits, Find Transactions, Reports, About, and Sign Out. Below the navigation is a title bar for 'Departmental Deposit Reports - Departmental Deposit Detail Report' and 'University of California-Davis TRAINING'. There are buttons for Microsoft Excel Formatted (.xls), Export to File, Email, and Customize. The main area displays a table of transaction data. A modal window titled 'Customizing your Report' is centered over the table. The table columns include Department, Deposit No., Created Operator, Created Date, Cashiered Date/Time, GL Code, LineDesc, and Amount. The data shows several entries for different departments like CAMPUS, with various operators and transaction details.

Department	Deposit No.	Created Operator	Created Date	Cashiered Date/Time	GL Code	LineDesc	Amount
Department : CAMPUS							
Deposit Number : 206							
CAMPUS	298	BIBUNIE	02/05/2019	02/05/2019 15:13:06	31177000	0710	100.00
CAMPUS	298	BIBUNIE	02/05/2019	02/05/2019 15:13:06	329100BC	007X	50.00
CAMPUS	298	BIBUNIE	02/05/2019	02/05/2019 15:13:06	38045221	007Y	-25.00
SUB-TOTAL For Deposit Number : 206							(Count: 3) 125.00
Deposit Number : 207							
CAMPUS	297						100.00
CAMPUS	297						200.00
CAMPUS	297						300.00
CAMPUS	297	BIBUNIE	02/05/2019	02/05/2019 15:14:00	31112010	00PT	-25.00
CAMPUS	297	BIBUNIE	02/05/2019	02/05/2019 15:14:00	31112020	0299	-50.00
CAMPUS	297	BIBUNIE	02/05/2019	02/05/2019 15:14:00	32943880	0066	-75.00
SUB-TOTAL For Deposit Number : 207							(Count: 6) 450.00
Deposit Number : 208							
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000	0299 Dept of Trans	1,000.00
CAMPUS	208	BARAJAS	02/06/2019	02/06/2019 08:34:01	31112000	0299	2,000.00
SUB-TOTAL For Deposit Number : 208							(Count: 2) 3,000.00
Deposit Number : 210							
CAMPUS	210	FGUERRERO	02/06/2019	02/07/2019 16:23:25	31155110	0510	93.12
SUB-TOTAL For Deposit Number : 210							(Count: 1) 93.12
Deposit Number : 219							
CAMPUS	219	SMONT	02/08/2019	02/08/2019 14:07:38	31112000	0299X	5.00
CAMPUS	219	SMONT	02/08/2019	02/08/2019 14:07:38	31112000	0299X	10.00
							63

Notes:

You can also customize your reports.
By selecting "Customize"

1.64 REPORT FILTERS

The screenshot shows the 'Report Filters' dialog box with the following settings:

- Criteria:**
 - Duration: This Month
 - Date Range: 2/1/2019 to 2/25/2019
 - Date Type: Date Created, Date Updated, Date Voided, Date Cashiered (Date Cashiered is selected)
 - Deposit Status: Open, Cashiered (Cashiered is selected), Voided
 - Department: CAMPUS
 - Deposit Number: (empty)
 - Deposit Amount: (highlighted with a yellow box)
 - Created Operator: (highlighted with a yellow box)
 - Updated Operator: (empty)
 - Voided Operator: (empty)
 - Cashiered Operator: (empty)
 - Item Code: (empty)
 - Reference Type: (empty)
 - Reference Value: (empty)
 - Term Code: (empty)
 - G/L Code: (empty)
 - Transaction Number: (empty)
- Format:**
 - Reports Type: Summary (selected), Detail
 - Sub-Total by: Department
 - then by: Deposit Number
 - then by: (empty)
 - then sort by: (empty)
 - Available Fields: Deposit Status, Updated Operator, Updated Date, Voided Operator, Voided Date, Cashiered Operator, Item Code, Term Code, Transaction Number, ADDH_Z, ADDH_Z
 - Selected Fields: Department, Deposit Number, Created Date, Cashiered Date & Time, G/L Code, LNU-DEAD
 - Buttons: All >>, >>, <<, All <<, Up, Down
- Charting:**
 - Graph Type: None, Pie, Bar (None is selected)
 - Summary Field: Amount, Count (Amount is selected)
 - Show Grid: (checkbox)

At the bottom are OK and CANCEL buttons.

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Notes:

You can refine your search criteria to include open or voided deposits, only include deposits from specific operators, deposits filtered by a specific amount, etc.

1.65 SELECTING FILTERS

The screenshot shows a 'Criteria' dialog box with the following sections:

- Criteria:**
 - Duration: This Month
 - Date Range: 2/1/2019 to 2/25/2019
 - Date Type: Date Created (radio button selected)
 - Deposit Status: Open (radio button selected), Cashiered (radio button selected), Voided (radio button unselected)
 - Department: CAMPUS
 - Deposit Number: _____
 - Deposit Amount: _____
 - Created Operator: _____
 - Updated Operator: _____
 - Voided Operator: _____
 - Cashiered Operator: _____
- Format:**
 - Reports Type: Summary (radio button selected), Detail (radio button unselected)
 - Sub-Total by: Department (dropdown menu)
 - then by: Deposit Number (dropdown menu)
 - then by: _____
 - then sort by: _____
- Available Fields:**
 - Deposit Status
 - Updated Operator
 - Updated Date
 - Voided Operator
 - Voided Date
 - Cashiered Operator
 - Item Code
 - Term Code
 - G/L Code
 - Transaction Number
 - ADRH_Z
 - ADRH_X
- Selected Fields:**
 - Department
 - Deposit Number
 - Created Operator
 - Created Date
 - Cashiered Date & Time
 - G/L Code
 - UNI-DEP0
- Charting:**
 - Graph Type: None (radio button selected), Pie (radio button unselected), Bar (radio button unselected)
 - Summary Field: Amount (radio button selected), Count (radio button unselected)
 - Show Grid: _____

At the bottom right of the dialog box is a yellow arrow pointing right, followed by 'OK' and 'CANCEL' buttons.

65

Notes:

You may make as many changes to any of the criteria below as these changes will not be saved or defaulted the next time you view this report. Once you have made your changes be sure to select "OK" at the bottom.

07 System Support Information

1.67 SUPPORT

**Support****CASHNet**

- cashnetcashiering@ucdavis.edu

Kuali Financial System

- fishelp.ucdavis.edu

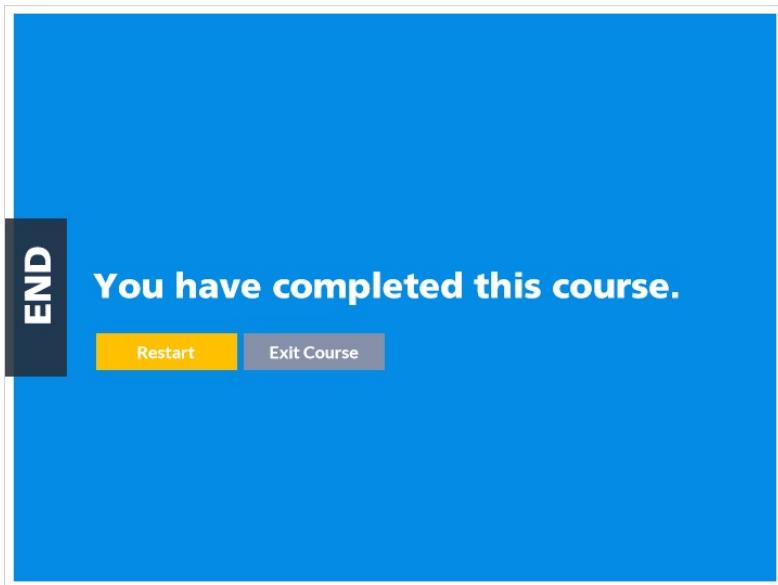
67

Notes:

If you need help with CASHNet or with the Kuali Financial System, please drop us an email.

Please click next to close this training.

1.68 END COURSE



Notes: