
Back Office Cashiering

CASHNet Version CN2011.5



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1 Overview

The Back Office Cashiering module allows an operator to quickly process large amounts of transactions that share the same Item Code and non-electronic payment code. This document explains how to prepare your CASHNet database and operators to use Back Office Cashiering and then explains how to create Back Office Cashiering transactions.

For more information, please contact CASHNet OneSupport Client Services via email: CASHNetOneSupport@HigherOne.com or call: (800) 231-9182.

2 Control Parameters & Operator Permission

In order to use Back Office Cashiering, the Control Parameters **Use Back Office Cashiering** checkbox must be checked. When this checkbox is checked, Back Office Cashiering will be available for operators whose **Perform Cashiering** allowable activity is set to **Full Permission** or **Transaction Requires Approval**. For more information about operator allowable activities, reference the CASHNet System Setup Manual.

3 Processing Back Office Cashiering Transactions

To begin creating Back Office Cashiering transactions, click on the **Back Office Cashiering** link located in the CASHNet main menu. The first time an operator clicks on this link, the **Back Office Cashiering Default Values** screen will appear.

3.1 Back Office Cashiering Default Values

The first time an operator clicks on the main menu **Back Office Cashiering** link, a screen similar to the following will appear:

Back Office Cashiering Default Values

The default values selected on this screen will be included in all back office cashiering transactions. The 'CONTINUE' button will automatically save all values for current and future use. To clear all selected values at once, click on the 'CLEAR DEFAULT VALUES' button.

When creating back office cashiering transactions, if the Student ID field is left blank, it may be populated for each individual transaction. The Effective Date field can only be populated on this screen and one Item Code and Payment Code must be selected on this screen.

Student ID  ?

Effective Date  ?

Item Code ?

An Item Code is required. Enter an Item Code or click on an Item Code Easy Key.

 **RETRIEVE**

Payment Code ?

A Payment Code is required. Enter a Payment Code or click on a Payment Code Easy Key.

 **RETRIEVE**

This screen is used to define default values that will be included in all Back Office Cashiering transactions. If an operator has previously defined values on this screen, when he clicks on the **Back Office Cashiering** link, he will instead land on the **Back Office Cashiering Batch Selection** screen. However, an operator's default values can be changed at any time.

The following table describes each field on this screen:

Field	Description
Student ID	<p>Enter a customer code (Student ID) that should be included in all transactions or leave blank to populate this field for each individual transaction separately.</p> <p>If the customer code is not known, enter part or the entire customer name into this field. Use the format "Last Name, First Name" unless names are stored in CASHNet a different way. Click on the binoculars icon and a window will pop-up displaying the possible matches. If the correct name displays, click on the name or customer code link to place the customer code into this field.</p> <p>Note: The label of this field will be replaced by the description of the ID Type selected in the Control Parameters as the Primary ID Type.</p>

Field	Description
Effective Date	<p>If the effective date of Back Office Cashiering transactions should be different than the business date at the time the transactions are submitted, enter an effective date here.</p> <p>It will not be possible to change the effective date of individual transactions. However, it is only possible to edit this field if the operator's Modify Effective Date allowable activity is set to Yes.</p>
Item Code	<p>One Item Code must be selected on this screen prior to clicking on the CONTINUE button; it is not possible to select more than one Item Code. Enter an Item Code or click on an Item Code Easy Key.</p> <p>If the selected Item Code allows any properties to be configured, configure the properties that should be shared by all transactions. If a property should be configured for each individual transaction, check the Allow Change During Entry checkbox. If a checkbox is checked and a default value has been entered or selected, it will be the configurable default value for that field in each individual transaction.</p> <p><i>Note: Quantity pricing selections will not appear for Item Codes used in Back Office Cashiering transactions.</i></p>
Payment Code	<p>One Payment Code with a non-electronic pay type must be selected on this screen prior to clicking on the CONTINUE button; it is not possible to select more than one Payment Code. Enter a Payment Code or click on a Payment Code Easy Key.</p> <p>If the Payment Code allows any properties to be configured, configure the properties that should be shared by all transactions. If a property should be configured for each individual transaction, check the Allow Change During Entry checkbox. If a checkbox is checked and a default value has been entered or selected, it will be the configurable default value for that field in each individual transaction.</p>

Click on the **CONTINUE** button to save all values for current and future use and to advance to the Back Office Cashiering Batch Selection screen. To clear all default values on this screen, click on the **CLEAR DEFAULT VALUES** button.

3.2 Back Office Cashiering Batch Selection

The **Back Office Cashiering Batch Selection** screen is where operators select a batch to use for their Back Office Cashiering transactions. Regular Cashiering transactions and Back Office Cashiering Transactions can share the same batch if desired.

The **Back Office Cashiering Batch Selection** screen appears after clicking on the **CONTINUE** button located on the **Back Office Cashiering Default Values** screen or if default values were previously defined, immediately after clicking on the main menu **Back Office Cashiering** link. This screen will look similar to the following:

Back Office Cashiering Batch Selection

Please choose a batch to use for your back office cashiering transactions. If you are currently using a batch, you may click on the 'Continue' button to continue using the batch. Otherwise, click on the 'Start a New Batch' button or click on the 'Resume' button next to an open batch that is not currently in use.

Your Current Open Batch

Batch Number	Business Date	Trans. Count	Total Amount	
770	12/8/2011	3	3,100.00	<input type="button" value="Continue"/>

Your Open Batches

Batch Number	Business Date	Trans. Count	Total Amount	
769	12/8/2011	2	6,450.00	<input type="button" value="Resume"/>

If the operator is currently using a batch, a **Your Current Open Batch** section will appear listing the batch's number, business date, transaction count and total amount. To continue using the batch, click on the **Continue** button.

If the operator has any open batches that are not currently in use, a **Your Open Batches** section will appear. This section will also include each batch's number, business date, transaction count and total amount. To select one of these batches, click on the **Resume** button next to the desired batch.

A **Start a New Batch** button will always appear on this screen. Click on this button to open and use a new batch.

After selecting a batch, the **Back Office Cashiering Transactions** screen will appear.

3.3 Back Office Cashiering Transactions

The **Back Office Cashiering Transactions** screen will look similar to the following:

Batch Number: 771 | Batch Total: \$0.00 | Batch Count: 0

Back Office Cashiering Default Values

The field values listed here will be included in all back office cashiering transactions.

[Edit Defaults](#)

Item Code: HOUSING - Housing Payment

Payment Code: CK - Check






Amount: 550.00

G/L: 65432112128888

Dorm Building #: 1525

☐ [Select All](#)5 Transaction(s) | [Add](#)

Back Office Cashiering Transactions

<input type="checkbox"/>	*Student ID	<input type="text"/>	
	Dorm Room #:	<input type="text"/>	
	Memo:	<input type="text"/>	
	*Check Number	<input type="text"/>	
<input type="checkbox"/>	*Student ID	<input type="text"/>	
	Dorm Room #:	<input type="text"/>	
	Memo:	<input type="text"/>	
	*Check Number	<input type="text"/>	
<input type="checkbox"/>	*Student ID	<input type="text"/>	
	Dorm Room #:	<input type="text"/>	
	Memo:	<input type="text"/>	
	*Check Number	<input type="text"/>	
<input type="checkbox"/>	*Student ID	<input type="text"/>	
	Dorm Room #:	<input type="text"/>	
	Memo:	<input type="text"/>	
	*Check Number	<input type="text"/>	
<input type="checkbox"/>	*Student ID	<input type="text"/>	
	Dorm Room #:	<input type="text"/>	
	Memo:	<input type="text"/>	
	*Check Number	<input type="text"/>	

☐ [Select All](#)5 Transaction(s) | [Add](#)

* Indicates values are required.

DELETE CHECKED

SAVE

SUBMIT CHECKED

The selected batch number and its total dollar amount and transaction count will display at the top of the screen.

The **Back Office Cashiering Default Values** section will list the default field values selected to be included in all Back Office Cashiering transactions. If any values should be changed, click on the **Edit Defaults** button to transfer back to the **Back Office Cashiering Default Values** screen.

The **Back Office Cashiering Transactions** section will initially include 5 transaction sections with all Item and Payment Code fields that had their **Allow Change During Entry** checkbox checked. This is where an operator will enter the remaining information for each transaction that needs to be submitted. The **Add** link located in the top and bottom right-hand corners of this section can be used at any time to add transaction sections. The total transaction section count will appear to the left of each **Add** link. For the total count of submitted transactions, refer to the **Batch Count** total at the top of the screen.

If any transaction sections should be deleted, click on the section's checkbox and then click on the **DELETE CHECKED** button located at the bottom of the screen. When the confirmation pop-up window appears, click on the **Yes, continue** button to delete the section(s).

The **SAVE** button allows an operator to save all values selected or entered into transactions sections that have not been submitted. However, all required field must first be populated.

When a transaction section is ready to be submitted, check the section's checkbox and click on the **SUBMIT CHECKED** button located at the bottom of the screen. A pop-up window will show the record count and total of the transactions being submitted; click on the **OK** button. The transaction section count and batch total amount and count fields will automatically recalculate. At this point, a transaction number, business date, effective date and current date and time is assigned to each section submitted.

After a transaction has been submitted, the **VIEW TRANSACTIONS** and **BATCH CHECKOUT** buttons will appear at the bottom of the screen.

Click on the **VIEW TRANSACTIONS** button to view a list of all transactions in the batch, in the same format as the **Find Transactions** screen:

Batch Number: 771

<u>Transaction</u>	<u>Customer</u>	<u>Date</u>	<u>Status</u>	<u>Item Code</u>	<u>Payment Code</u>	<u>Amount</u>
1179	152301485	12/09/2011	Closed	HOUSING	CK	550.00
1180	128012345	12/09/2011	Closed	HOUSING	CK	550.00

(2 record(s) for \$1,100.00)

[Display by Page](#)

RETURN TO BACK OFFICE CASHIERING

BATCH CHECKOUT

A **BATCH CHECKOUT** button will appear on this screen as well. Click on this button to transfer to the **Checkout** screen. For more information about the Checkout screen, reference the CASHNet Cashiering Manual.