You have been set up as a Department Depositor in CASHNet.

Navigate to the CASHNet home page (Internet Explorer preferred)
Sign in with your Operator Id and Password. Station will always be 000 (three zeros) and the Client Code fills in automatically with UWYOPROD.
Click on – Bookmark this page – Add to Favorite

If you are signing in for the first time you will be asked to change your password.
The following page will appear.
Enter Old password
Enter New password (following the password rules displayed)
Verify New Password
Click on Change Password
The next time you sign in you will use the New Password you have entered.
Your password will expire every 90 days – On the sign in page you will get notice of
when your password will expire. Make sure you change your password BEFORE it
expires as you will not have a chance to do so after it expires.
You can call 766-2313 if you need your password reset.
When you sign in, the following screen will appear:

TO MAKE A DEPOSIT:
Click on Department Deposits on the left had side or on Deposits on top bar.
The following page will appear:
On this page you can see if there are any Open Deposits that are waiting to be cashiered. You can view Cashiered Deposits by clicking on the box left of “View Cashiered Deposits from”, then enter the date range and click Refresh.

You can view Voided Deposits in the same fashion.
Your deposit will show on the bottom half of the screen. If you need to correct an Open deposit, click on the Select button for that deposit to re-open the deposit page. You can correct the information on the deposit. **Be sure to SAVE when you are done.** You can void any Open Deposit.

To make a New Deposit click on Add New Record
The following page will appear:
Your department will have QUICK KEYS that are linked to your GL account(s). When making a deposit you can click on the quick key and the GL account is filled in automatically. You can use the PSGL key to enter any GL account number.
Click on PSGL – enter the GL account – enter the amount

Click - Add Item – This becomes the first line of your deposit
**You may do multiple Quick Keys or PSGL accounts on the same deposit**
Once you have entered all the accounts you want on this deposit, enter cash, checks, or credit card amounts on the bottom half of the deposit page.
Credit Card receipts must be in an entirely separate deposit from cash and check receipts.

Once you have entered the accounts and cash and/or checks, the total at the bottom of the page MUST match. SAVE and print a Deposit Slip for Cashiers and a copy for you if you retain one.

Two adding machine tapes are needed on the CHECKS (only) for each deposit.
Bring the Deposit Slip and funds to the Cashier’s Office to be processed.
A receipt is generated for each deposit and returned to the department.

SIGN OUT when you are done.