

The Ledger

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University Starts Switch to its New Cashiering System CASHNet

On March 17th of this year, the Bursar's Office implemented the new cashiering system, CASHNet. This is a web-based cashiering application which replaces paper-based processes with automated systems. It allows real time accounts receivable posting as well as streamlines the departmental deposit process.

As part of the university's strategy to replace paper-based processes, CASHNet allows university departments (both on and off campus) to enter deposit information directly into the cashiering system. This process eliminates the online Banner Finance documents and paper University Deposit Tickets.

To get started, online training is now available in Scholar (<https://scholar.vt.edu/portal/site/cashnet>). All departmental depositors should access the training, short quiz, and complete an access request form to prepare for this transition. CASHNet access request forms, item code request forms, and a listing of current item codes are also available on the Scholar site under the Resources tab. Access forms should be completed for each user once the training has been completed.

To add this training site to your Scholar account:

- Log on to Scholar (<https://scholar.vt.edu>)
- Click on "Membership" in the menu at left
- Click on "Joinable Sites"
- In the search field near the upper right-hand corner enter "CASHNet"
- Select "Join"

Screenshots of these steps can be found at:

<http://www.bursar.vt.edu/paymentcards/trainingresources.php>

All university departments and locations will be required to receipt funds in the cashiering system, **CASHNet**. Beginning in September, departments that have not already signed up for CASHNet access will be contacted to initiate the implementation of online cash receipts.

Once a department has received the appropriate access and training, Banner H-Docs and paper University Deposit Ticket(s) should not be used. **No paper based University Deposit Tickets or Banner H-Docs will be accepted by the Office of the University Bursar after January 1, 2016.**

If assistance is needed after user setup and online training is completed, please contact Sandi Merrix, Funds Handling Compliance Accountant, smerrix@vt.edu or by phone 231-6277.