CashNet Login

- CASHNet website
- https://commerce.cashnet.com/uwemarketcashier
- Recommend using Internet Explorer vs. Firefox.
- Fill in the operator ID -
- Password: You will be required to change your temporary password the first time you log in.
- Fill in the station.
- You will be given your operator ID, temporary password and station ID by Business Services.
- If you experience any problems logging in, contact
  - Janet Hamm
  - 608-265-2909
  - jhamm@bussvc.wisc.edu
Home Page

- Navigate to Find Transactions and Reports from the home page
Find Transactions

- Department – will be filled in
- Fill in the station code
- Search can be done by:
  - Actual dates- Fill in the start date and the end date by clicking on the calendar. (Calendar not visible in Firefox)
  - Leaving the date fields blank, will result in viewing all transactions from start to the current date.
- Transaction Number
- Status- Check all boxes except memo and no sale
  - Closed = Transaction is completed
  - Cancelled = Transaction failed
  - Void = Transaction has been voided
- No action is necessary for Source.
- Click Find.
Find Transactions- Results

This page displays the results from Find Transactions.
Transaction Detail

- Transactions can be voided or refunded from this page.
- Void- can be done before the batch closes approx. at 9:00 pm Central time.
Voided Transaction

The transaction will not appear in the credit card if it has been voided.
Refund of a Transaction

- To refund all, click the ‘Refund all’ button on the top right corner and hit process.
- To refund partial amount, enter the amount in Refund now and hit process.
Delete part of the Email body

Delete the sentence that states “Please log on to check your Payment history for details or call the Univ…” You may add your contact information instead if desired.
Reports

- Click ‘Reports’ for a list of available reports in Cashnet.
- Under ‘Paid Items Reports’
- Click on ‘Daily Paid Item Report, Order#, Name and Amount’
Report- Detail

- Select the time frame for the report. Example-today, last month, or custom and complete the to and from dates.
- Select format, if a format other than pdf is needed and hit export to file.
- Hit refresh
- To change criteria hit the customize button
- Do not ever SAVE a shared report, click SAVE AS and re-name it first then SAVE.
To change criteria for Reports

- Complete the following fields - Duration and Date Range
- Date Type - Click Business Dates
- Transaction Status - Check Completed - to see successful transactions
- Cancelled - for transactions that failed
- Voided - for transactions that have been voided.
- Complete Merchant code - this will be the same as your Department code
- Click Ok.
Daily Paid Item report, order #, name and amount

- This report will provide the following data
- Transaction Number
- Order number
- Name
- Location
- Date of transaction
- Time of transaction
- Amount