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 CashNet-Help@bussvc.wisc.edu.
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.
Transactions can be voided or refunded from this page.

Void- can be done before the batch closes approx. at 11:50 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.
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’
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
To change criteria for Reports

- Complete the following fields:
  - Duration and Date Range
  - Date Type- Click Actual
  - 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