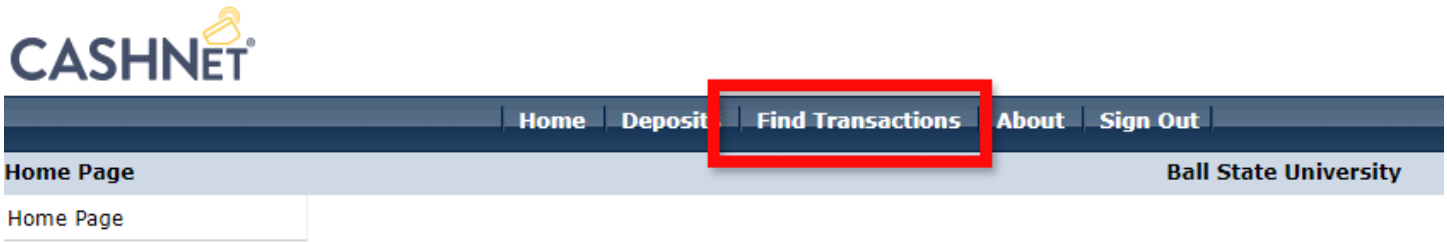


How to Find and Email CASHNet Receipts

1. On CASHNet homepage: Click - Find Transaction



2. On Find Transaction page: Bottom Left Column – Enter Deposit # and Click Find

The screenshot shows the CASHNet Find Transactions page. The 'Deposit Number' field is highlighted with a red box and contains the value '61182'. The 'FIND' button is also highlighted with a red box. The page includes a search criteria section with various input fields and a status filter section.

Find Transactions Ball State University

Home Page

Departmental Deposits

Find Transactions

Bill Manager

User Emulation

Training & Support

Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click [here](#) to view a list of valid wildcard characters.

There are no matching transactions. Please enter search criteria.

SEARCH CRITERIA

Customer Code

Reference Type

Transaction No.

Reference Data

Batch Number

Payment Code

Operator

Payment Reference

Station

Amount

Actual Date

Department

Business Date

Card/Account Holder Name

Effective Date

Credit Card No.

Item

Bank Acct. No.

G/L Account

Routing Number

Deposit Number

Check Number

Term Code

Merchant

Receipt Email Address

Status Open Cancelled Closed Memo No Sale Pending Voided

Source Cashiering eMarket Gateway Import IVR
 Refund SmartPay Web eRefund Auto Payment

Transaction Type Sale Auto-Reversal Refund Dishonored Item eRefund

SmartPay Yes No

FIND **RESET**

3. Your results will appear on top of page (QUERY RESULTS)

4. Click on the transaction #



Home Deposits Find Transactions About Sign Out

Find Transactions Ball State University

Home Page
Departmental Deposits
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User Emulation
Training & Support

QUERY RESULTS [Change Search Criteria](#)

Transaction	Customer	Date	Status	Item Code	Payment Code	Amount
331283	FA	07/09/2020	Closed	GL	XCHK	61909.64

(1 record(s) for \$61,909.64) [Display All](#)

1
Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click [here](#) to view a list of valid wildcard characters.

* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

SEARCH CRITERIA

Customer Code

Reference Type

Transaction No.

Reference Data

5. Once inside you will have the option to Email Receipt:



Home Deposits Find Transactions About Sign Out

Cashiering Ball State University

New Transactions Undo Actions **Email Receipt** Comments

Cashier Dept. Deposit No Sale Void Refund Dishonor Endorse Reprint Batch Options Checkout

Trans. No: 1331283 Operator: GROS Date: 7/9/2020 Business: 7/9/2020 Status: Closed
Batch No: 118684 Station: 104 Time: 12:41 PM Effective: 7/9/2020 Module: Cashiering

Student ID: FA - Scholarships & Financial Aid
Address:
Phone:
Class Code:
Campus Code:
Residency:

Item Code	Description	Balance Due	Min. Due	Amount
GL	Enter FOAPL DELETE EDIT			4,016.00