

HOW TO CASHet: CREATE A PC ENVELOPE

Please check your browser's settings and make sure your Pop Up Blocker allows the CASHet site: <https://accounts.cashet.com>.

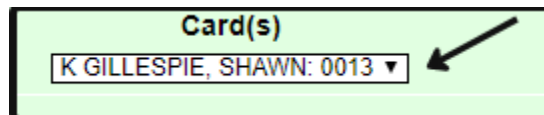
Login to CASHet using the email address you provided to your Accounting Department and your newly created password. (See Initial CASHet LogIn Handout for instructions on creating your password.)

Mouse over the left margin of the window to reveal the green **Transaction Reconciliation Tab**. Click the **Transaction Reconciliation Tab**.

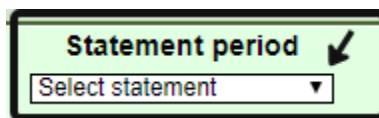
Near the top of your screen, located in the center, you'll see a **Card(s)** label.

Click on the pulldown menu beneath **Card(s)**.

Select the card whose transactions you wish to reconcile. (Note: *You can only reconcile one card at a time.*)

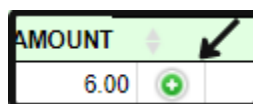


*(If your accounting department has requested the processing of transactions by Statement date, select the appropriate date range from the pulldown menu located under "**Statement period.**")*



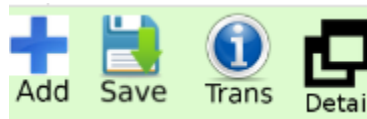
All of the card's unreconciled transactions will appear.

Click the **Green "Plus" Button** to the right of the screen, next to the dollar amount, to open the transaction you're going to reconcile.



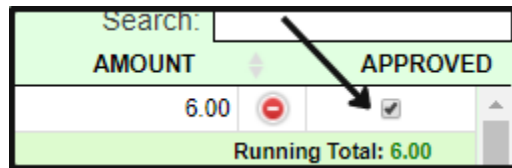
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In addition to the fields you will complete per your Accounting Department's instructions, you will see a Blue Cross Icon labeled "**Add**," a Disc Icon labeled "**Save**" and a Blue Circle Info Icon labeled "**Trans.**" You may also see an icon labeled "**Detail**" -- this will only appear if detail information is available:



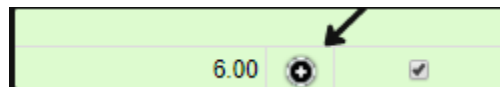
Fill in the necessary fields.

Tick the box all the way to the right in the APPROVED column on the line of the transaction you're reconciling.



Click the **Disk Icon** labeled "**Save**" (see example above) to collapse and save the entry.

You'll notice that the **Green "Plus" Button** has become a **Black Button**, indicating this line has been completed.

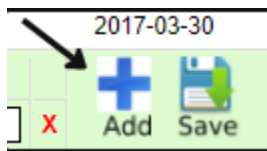


Repeat process until all transactions have been processed.

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IF YOU NEED TO BREAK THE TRANSACTION INTO MULTIPLE CODES or
BREAK OUT AN ASSET(S):

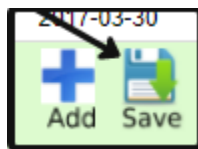
In the open transaction click the **Blue Plus Icon** labeled "Add."



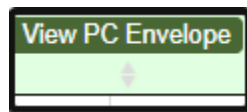
Fill in the necessary fields.

Click the box all the way to the right in the APPROVED column on the line of the transaction you're reconciling. (See example on page 2.)

Click the **Disk Icon** labeled "Save" to collapse and save the entry.



Once you have completed reconciling your transactions click on the **View PC Envelope** button on the upper left of your screen.



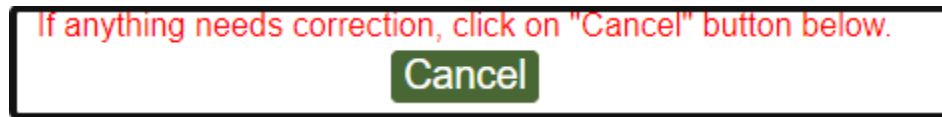
The "DRAFT" of the **CASHet P-Card Envelope** will appear in a separate window. (Note: *If you do not see this window please go back and confirm that your pop up blockers have been set to allow the CASHet site.*)

Confirm all transactions are appearing on the envelope draft. (You may also print the draft by clicking the "Print DRAFT" button.)

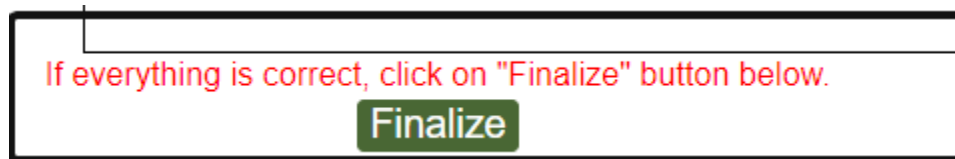


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If you need to add transactions or additional information click the “**Cancel**” button on the bottom right and finish inputting the data.



If you are happy with the Envelope Preview click the “**Finalize**” button on the left side of your screen.



A popup window confirming “**Success**” will appear. (Note: *If you do not see this window please go back and confirm your pop up blockers.*)

Click “**OK.**”

The **Print** screen will appear. Click “print” and process your envelope per your accounting department’s instructions.

Note: *Once the envelope has been finalized, any alterations to the envelope will need to be done by an admin on the account.*

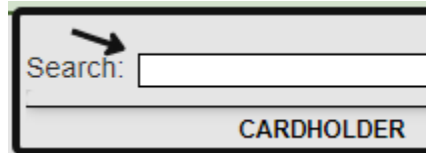
IMPORTANT: You must finalize the envelope by clicking the “Finalize” button.

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TO REPRINT AN ENVELOPE:

Go to the **PCE Log Tab**.


In the Search field input the envelope to reprint.



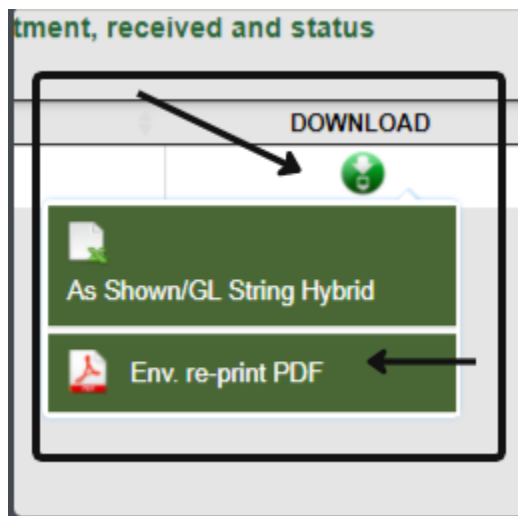
A search input field with the label "Search:" and a text box. Below the text box is a button labeled "CARDHOLDER". An arrow points to the search input field.

The envelope to reprint will be displayed.

Filter envelopes by department, received and status

CARD LAST 4	DEPARTMENT	CREATED TIME	DOWNLOAD	TX COUNT	PCE ID
0013	ACCOUNTING	2017-03-14 11:58 AM		7	00130014

Click the green Download button. Click Env.re-print PDF.

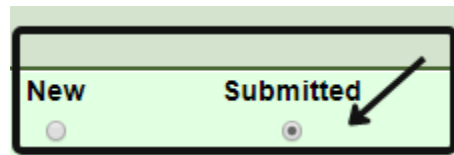


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TO VIEW SUBMITTED TRANSACTIONS:

Go to the **Transaction Reconciliation Tab**.

Click on the radio button under Submitted.

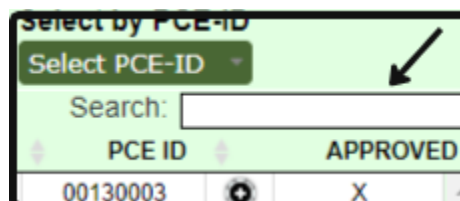


All of your Submitted receipts will be displayed.



CARD	CARDHOLDER	TRANSACTION DATE	DATE TRANS POSTED	MERCHANT	CITY	STATE	XID	AMOUNT	PCE ID	APPROVED
0013	K GILLESPIE, SHAWN	2016-12-19	2016-12-20	SP * BLIK	8662622545	CA	4221049	207.10	00130003	X
0013	K GILLESPIE, SHAWN	2016-12-24	2016-12-26	SUNTREE CAFE	SATELLITE BEA	FL	4230820	42.16	00130001	X
0013	K GILLESPIE, SHAWN	2016-12-29	2016-12-30	SURFIN TURTLE ICE CREA	SATELLITE BEA	FL	4233041	16.88	00130001	X

Input the search criteria in the Search filed.



Congratulations! You have successfully processed your receipts. For any questions about these instructions please contact CASHet at (310)275-5033 or email help@caset.com