LOCAL 161 PRESENTS

CASHét Cards

May 27, 2023
12pm - 2pm ET

Instructor: Jennifer Wilbert

Getting to know the instructor...

Jennifer Wilbert is a First Assistant Accountant from Alabama. She began her career in Production over 20 years ago and moved into Accounting about 7 years ago. Jennifer is co-chair of the Accountants Committee and was recently elected to serve on the Executive Board of Local 161 for Area 3. She is also active in several other committees and the #CountUsIn Campaign to organize the Accountants. When not working or volunteering, you can usually find her with her nose in a book!

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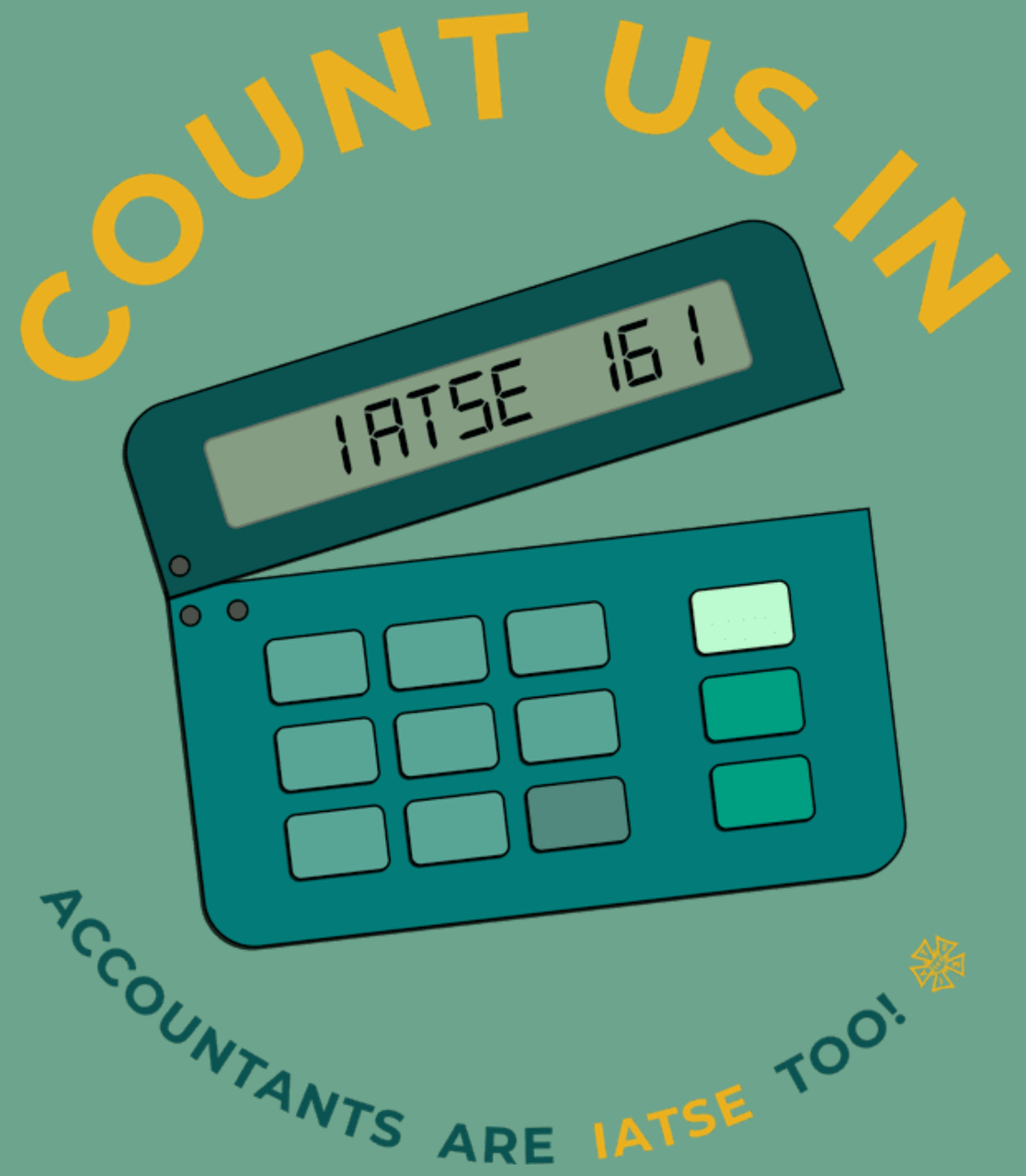
Course Description

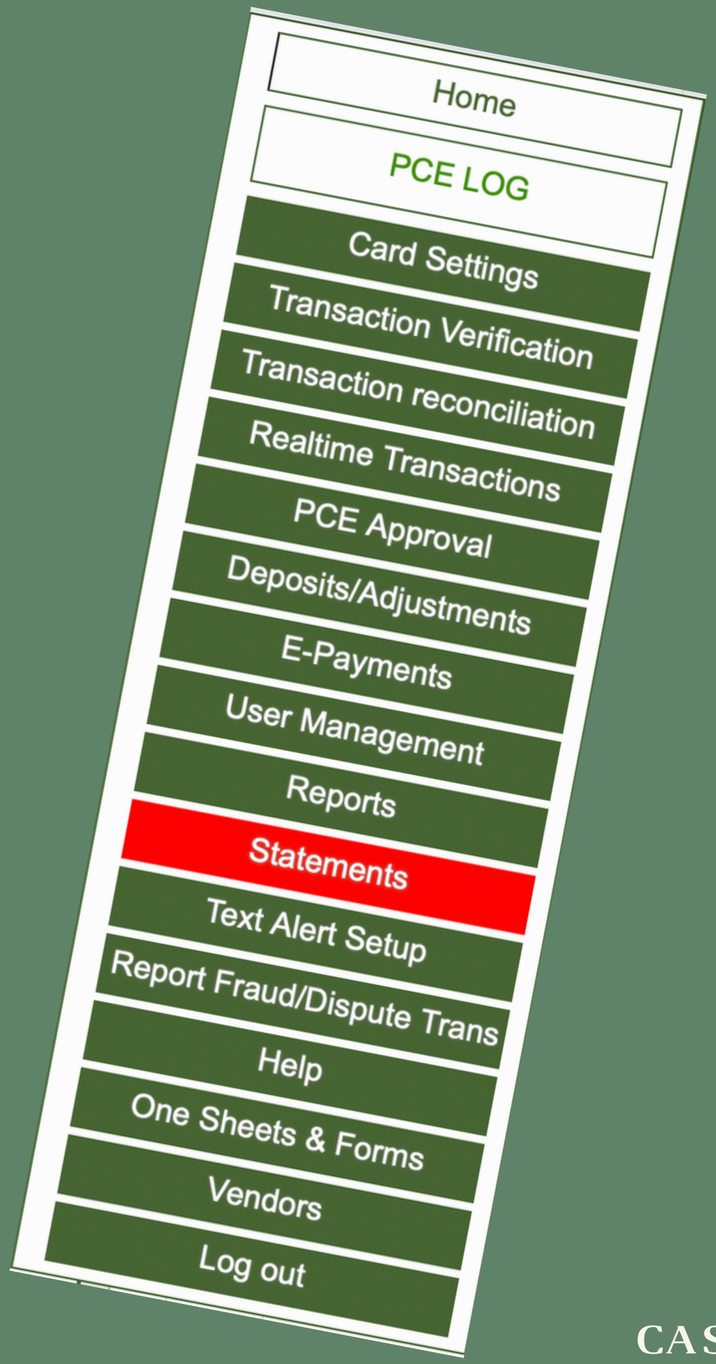
Introduction to CASHét production card account, user setup and payment processing. This course is geared towards familiarizing new Assistant Accountants with the program and a refresher course for seasoned Assistant Accountants. All crafts are welcome to attend.


COUNT US IN
IATSE 161
ACCOUNTANTS ARE IATSE TOO!

Course Outline

- CASHÉT CARDS WEBSITE OVERVIEW
- ORDERING CARDS
- USER MANAGEMENT
- CARD SETTINGS & TEXT ALERTS
- TRANSACTION RECONCILIATIONS AND REAL TIME PURCHASES
- PCE APPROVAL
- PCE LOG & ENVELOPE ENTRY
- STATEMENTS: REVIEW & ENTRY
- CASHÉT APP
- TRANSACTION VERIFICATION, REPORT FRAUD/DISPUTE TRANSACTIONS
- VENDORS
- ONESHEET/FORMS & HELP

CASHét WEBSITE OVERVIEW



Ordering Cards

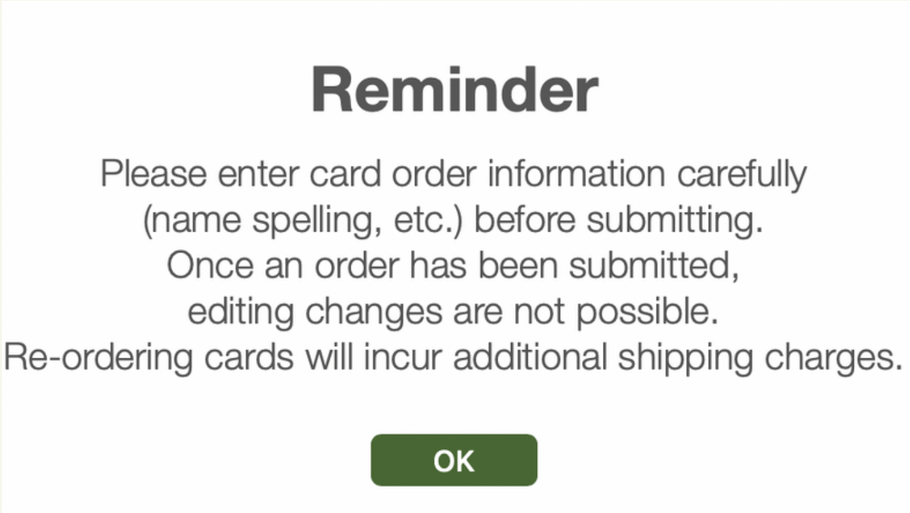
It is extremely important you have correct information before ordering cards. Discuss with your Accounting Department the procedures for securing said information (i.e. CASHet Card Request Forms, W9, etc).

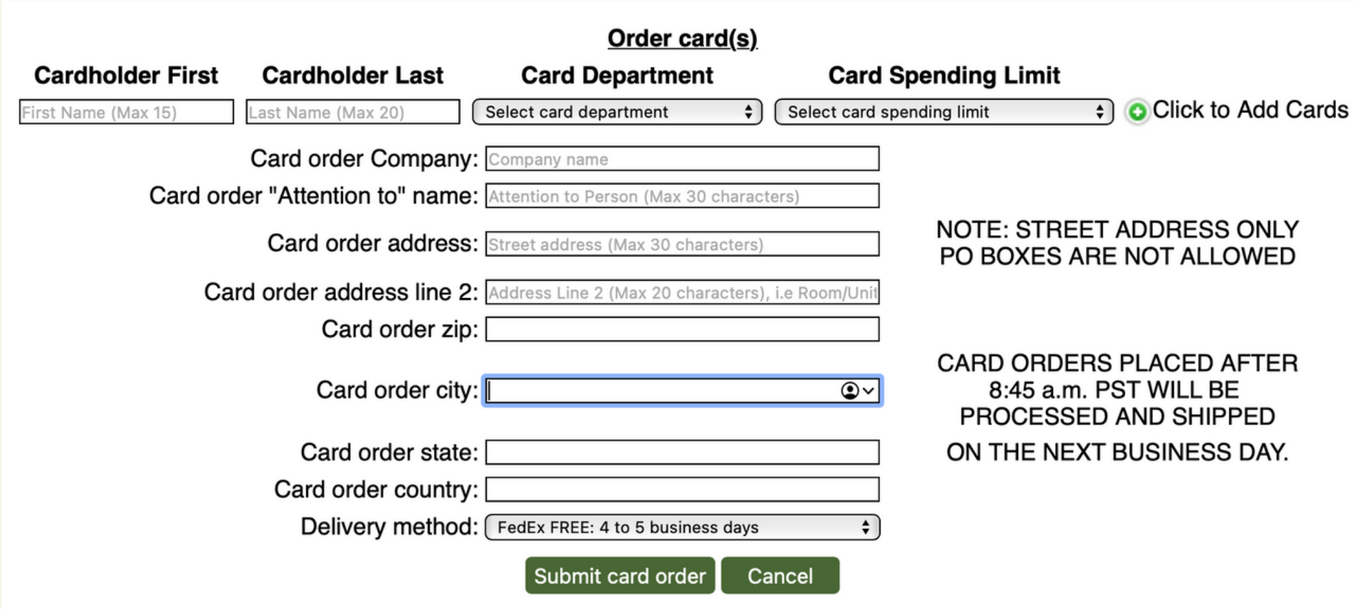
Cards can be sent to the Production Office or an alternate address.

You can (and should) order multiple cards at a time.

Free shipping is for normal 4-5 day arrival; expedited shipping is available for a fee*.

**The FedEx shipping fee is only for overnight orders or orders in Canada. More than one card can be order at a time if they are going to the same address.*





User Management

CASHÉT CARDS REQUEST FORM(S)

Before you get started you will need information on who needs a card or account access. Discuss procedures with your Lead Accountant.

ACCOUNT CODE AND VENDOR NUMBER

Be sure to notate (or create) the Account Code and Vendor Number for each card holder in your accounting software.

CREATE USER ACCOUNT

Using the information from the request form and coding, create the user account. After the E-mail address is entered, the system will auto-populate if user is in the CASHet system. Notate User vs Admin. and you may have to select the correct project if you have multiple projects listed. Select the permissions, including PCE approval if applicable, and attach card or cards depending on user. Be sure to SAVE once done!

Card Settings & Text Alerts

Under the "CARD SETTINGS" Tab you will enter the Position (of card holder), Vendor Number and Account Code. This information will appear on the statements (discussed later) and will aid in entry of said statements.

The Address listed for each card is that card's billing address and it can be edited if necessary.

Be sure to SAVE your work!

Under the "TEXT ALERT SETUP" Tab you'll enter the email and cell for the card user.

Be sure to select "Alert Enabled" and SAVE!

This will allow the card user to receive text alerts as applicable to their card. It is highly recommend each card user completes the setup for text alerts.

Transaction Reconciliation, Real Time Transactions and PCE Approval

TRANSACTION RECONCILATION

All purchases are viewed here. You can view all, per department or per card

REAL TIME TRANSACTIONS

See purchases and declines in real time. Helpful if there's an issue with payment.

PCE APPROVAL

Digital Approval area and is broken down into PENDING, APPROVED and ALL.

PCE Log & Envelope Entry

Under the PCE Log tab you will upload the completed and approved envelope into your Accounting Software, as well as download the envelope(s) for digital files.

In this section we'll discuss:

Posted vs Non-Posted Envelopes
Received Envelopes
Download File to upload into Accounting Software
Transaction Number entry
Individual vs Mass Envelope Download

Statements

Statements are received on a weekly basis. When a statement is ready this tab will be RED.

The statement will include all transactions for that date range. You will also notice the Account number for the card holder will be listed. This will help when entering this statement into your Accounting Software.

The statement is entered to off-set the Trial Balance.

Discuss with your Accounting Team the procedures for entering the statement. Some will off-set the statement with a deposit line resulting in a zero (0) check and some will use the statement to replenish the account balance..

CASHét App

Highly recommend all card users download the app – available on iOS and Android.

App has camera function to upload receipts in real time or place in receipt bucket.

Users do not have access to view or create their CASHet Envelopes via this app.

Transaction Verification & Report Fraud/Dispute Transactions

TRANSACTION VERIFICATION

If a transactions needs to be verified, you (as Admin) will receive an email. Go to this tab to review and verify accordingly. If transaction is not verified it will be declined..

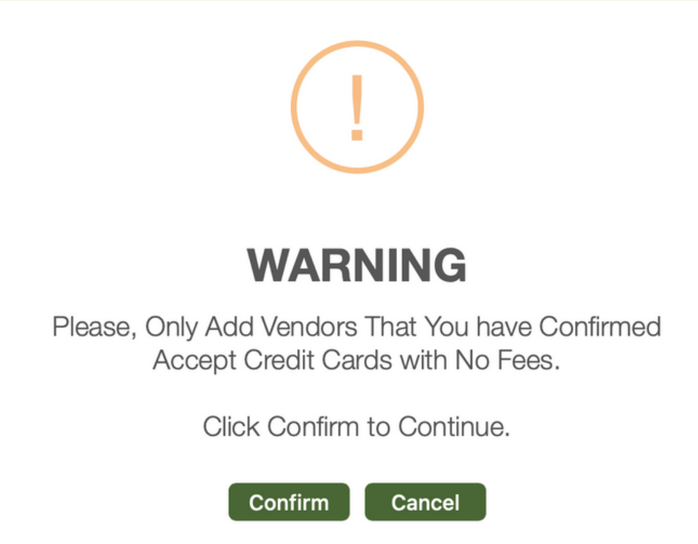
REPORT FRAUD/DISPUTE TRANSACTIONS

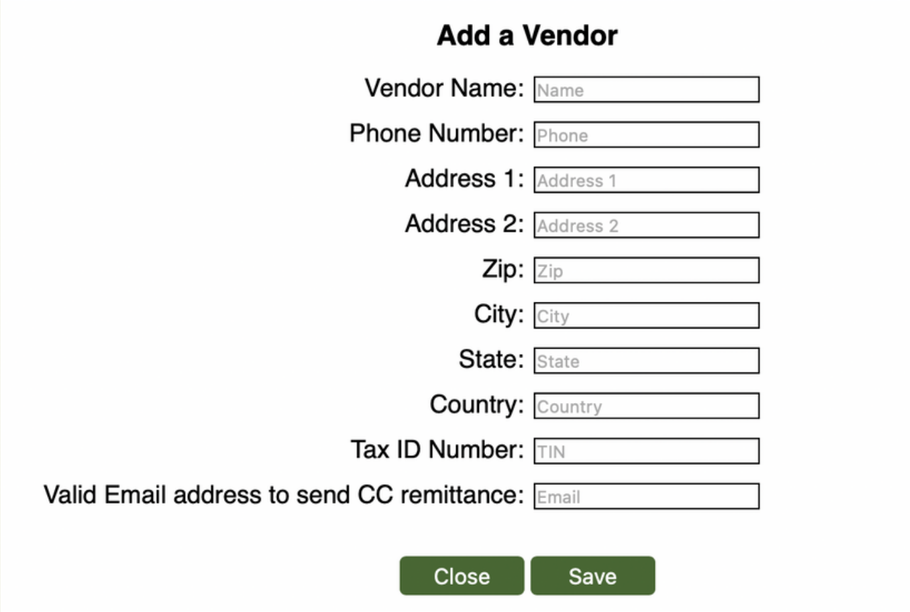
If you need to report fraud or dispute a transactions, click on this tab and follow the prompts. You will need to download the applicable form and attach all required backup. Discuss with your Accounting Team the procedures you'll use to file these types of claims.

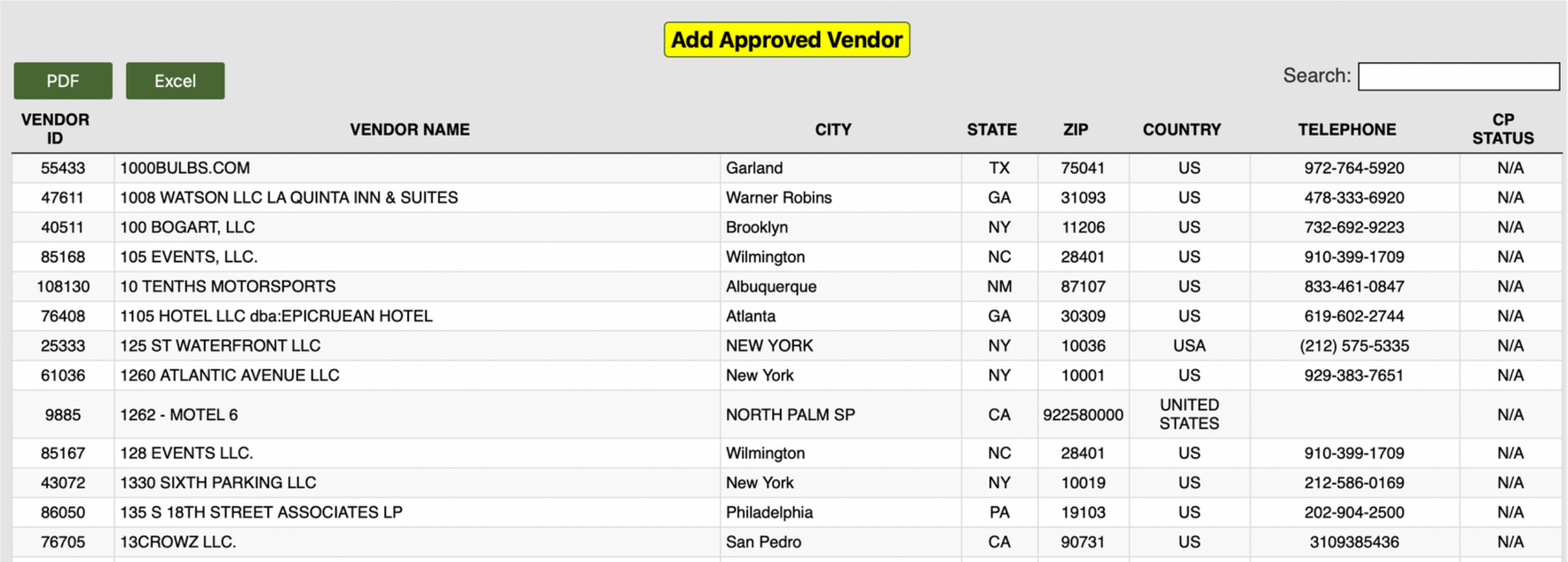
Vendors

Under this tab you'll find approved vendors that accept credit cards with no fees, better known as "Preferred Vendors".

CASHét offers a rebate to it's account holders (i.e. production) for using preferred vendors.







VENDOR ID	VENDOR NAME	CITY	STATE	ZIP	COUNTRY	TELEPHONE	CP STATUS
55433	1000BULBS.COM	Garland	TX	75041	US	972-764-5920	N/A
47611	1008 WATSON LLC LA QUINTA INN & SUITES	Warner Robins	GA	31093	US	478-333-6920	N/A
40511	100 BOGART, LLC	Brooklyn	NY	11206	US	732-692-9223	N/A
85168	105 EVENTS, LLC.	Wilmington	NC	28401	US	910-399-1709	N/A
108130	10 TENTHS MOTORSPORTS	Albuquerque	NM	87107	US	833-461-0847	N/A
76408	1105 HOTEL LLC dba:EPICRUEAN HOTEL	Atlanta	GA	30309	US	619-602-2744	N/A
25333	125 ST WATERFRONT LLC	NEW YORK	NY	10036	USA	(212) 575-5335	N/A
61036	1260 ATLANTIC AVENUE LLC	New York	NY	10001	US	929-383-7651	N/A
9885	1262 - MOTEL 6	NORTH PALM SP	CA	922580000	UNITED STATES		N/A
85167	128 EVENTS LLC.	Wilmington	NC	28401	US	910-399-1709	N/A
43072	1330 SIXTH PARKING LLC	New York	NY	10019	US	212-586-0169	N/A
86050	135 S 18TH STREET ASSOCIATES LP	Philadelphia	PA	19103	US	202-904-2500	N/A
76705	13CROWZ LLC.	San Pedro	CA	90731	US	3109385436	N/A

Help / One Sheet & Forms

HELP

FQA's and Contact Us can be found here

ONE SHEET & FORMS

PDF's and Videos can be found here. These Step-by-Step Instructions are helpful for new users or those needed a refresher!

Contacting CASHét

help@cashet.com is used for all questions. Note: The help team will answer or forward emails to the other departments if needed.

Implemenation@cashet.com is for setup questions.

glsetup@cashet.com is for g/l questions.

pceda@cashet.com is for PCEDA questions.

finance@cashet.com is for finance related questions.

fraud@cashet.com is for questions regarding fraud.

THANK YOU!

Q&A TIME