HOW TO CASHet:
SMART ACCOUNTING

VENDOR (CASHet CARDHOLDER) SETUP

THE SA VENDOR SETUP will require the last four digits of a CASHet Card when creating a Purchase Card account.

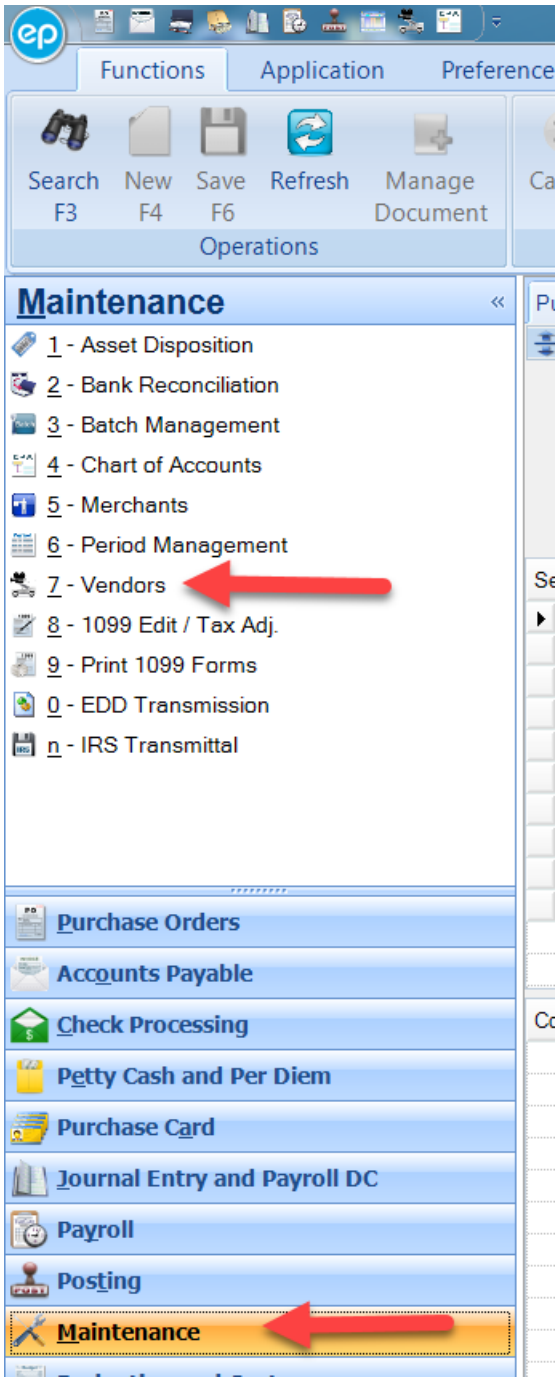
Thus, we STONGLY RECOMMEND that you make a copy of both the front and the back of each CASHet Card before distributing them so this information is readily available.

HOW TO CASHet:
SMART ACCOUNTING

VENDOR (CASHet CARDHOLDER) SETUP

Prior to exporting PCard envelopes into Smart Accounting a CASHet cardholder must be setup as a vendor.

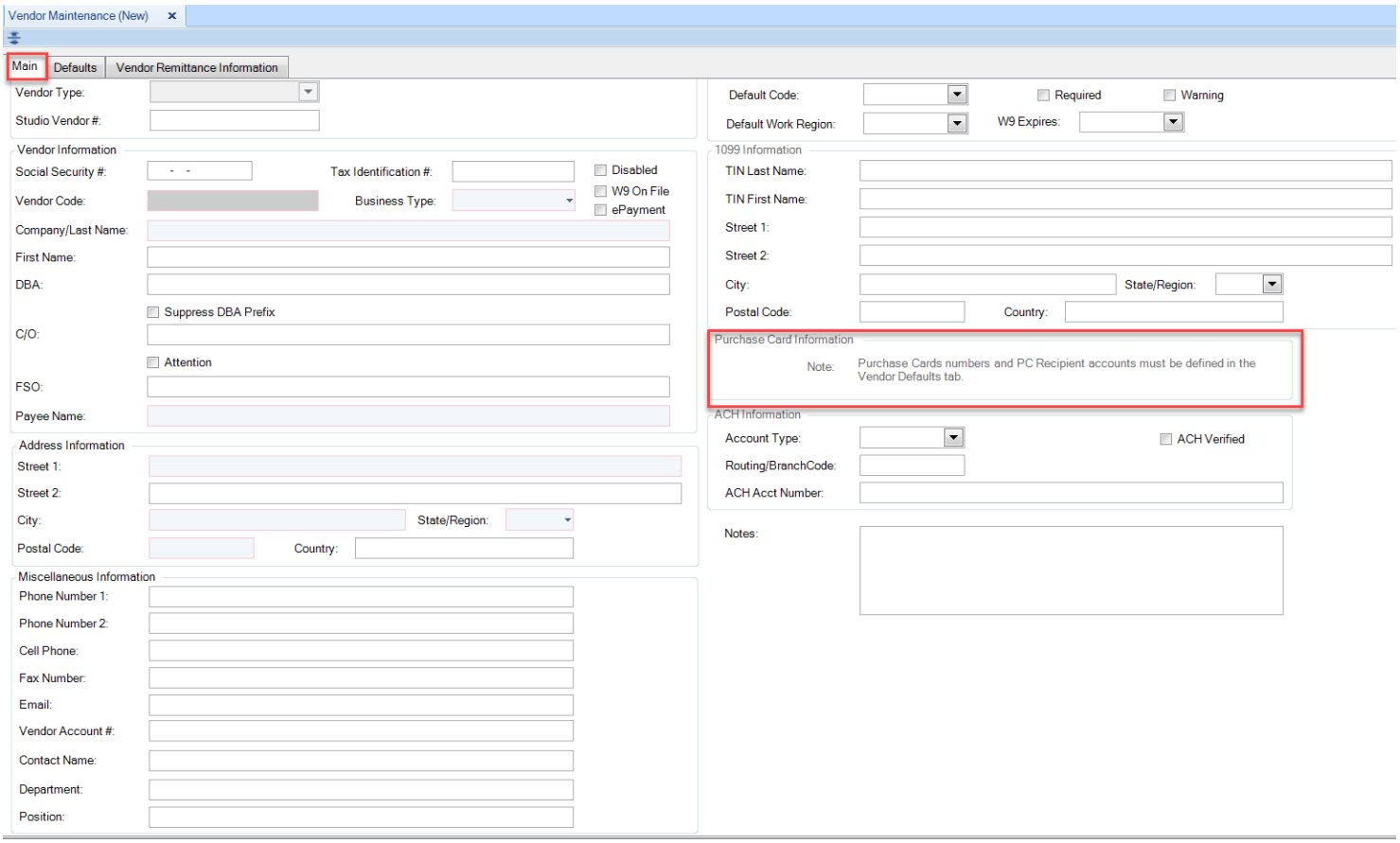
Step 1: From the SA main menu bar, click on Maintenance and from the pulldown menu select Vendors.



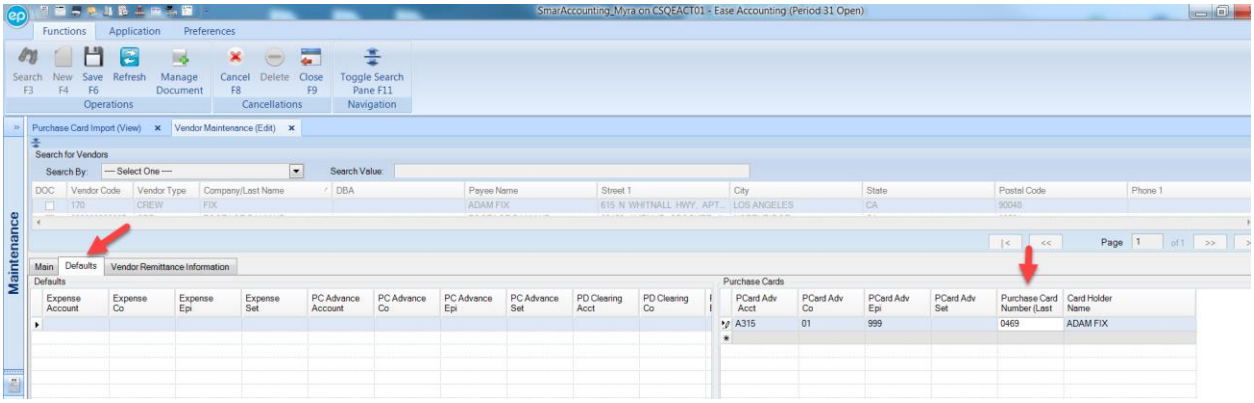
HOW TO CASHet:
SMART ACCOUNTING

VENDOR (CASHet CARDHOLDER) SETUP

Step 2: Complete the required fields and click the "Defaults" tab.



The Defaults window will appear.



HOW TO CASHet:
SMART ACCOUNTING

VENDOR (CASHet CARDHOLDER) SETUP

Step 3: Complete the required fields and click the Save icon.

Purchase Cards

PCard Adv Acct	PCard Adv Loc	PCard Adv Episode	PCard Adv Set	Purchase Card Number (Last 4 digits)	Card Holder Name
1103				1234	test

This completes the Smart Accounting Vendor setup for your CASHet cardholder. Their PC Envelopes can now be processed in SA**.**

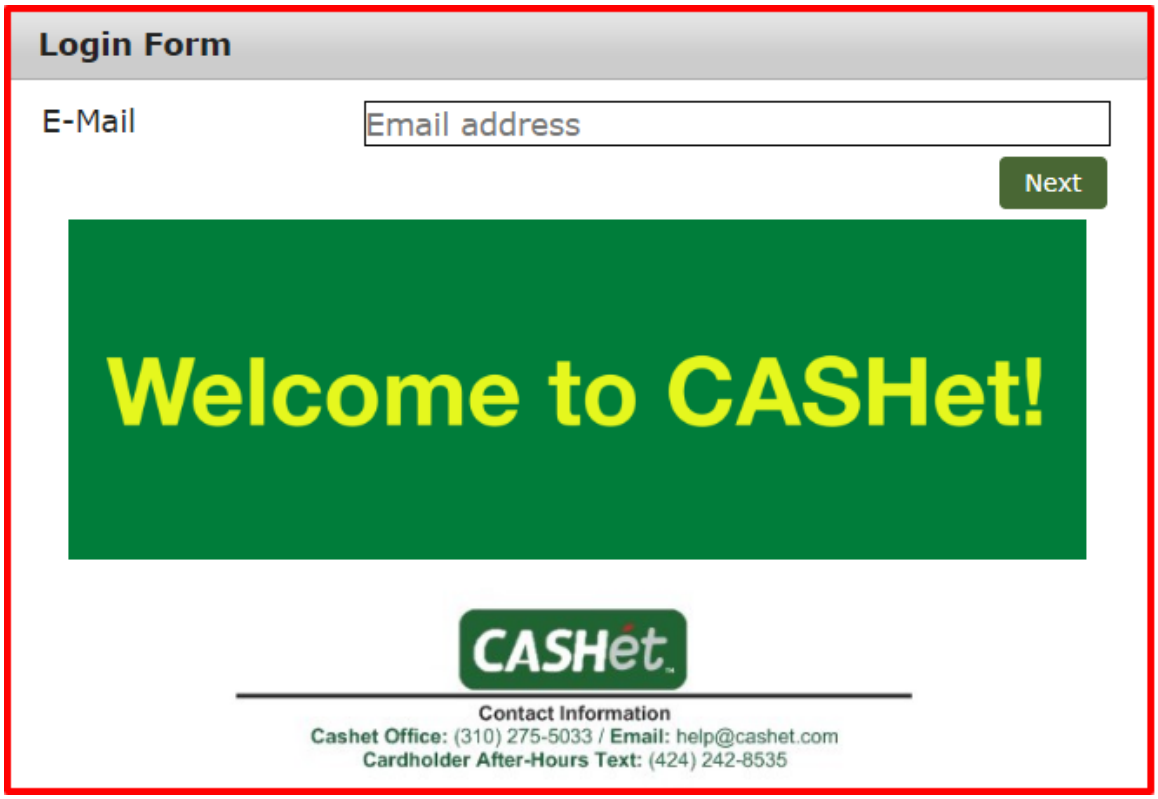
HOW TO CASHet:
SMART ACCOUNTING

EXPORTING PCEs FROM CASHet TO SMART ACCOUNTING

CONFIRM your POP-UP BLOCKERS allow accounts.cashet.com

Note: To export a PCE into Smart Accounting, a PCard Custodian and the PCard Vendor must first be setup in SA.

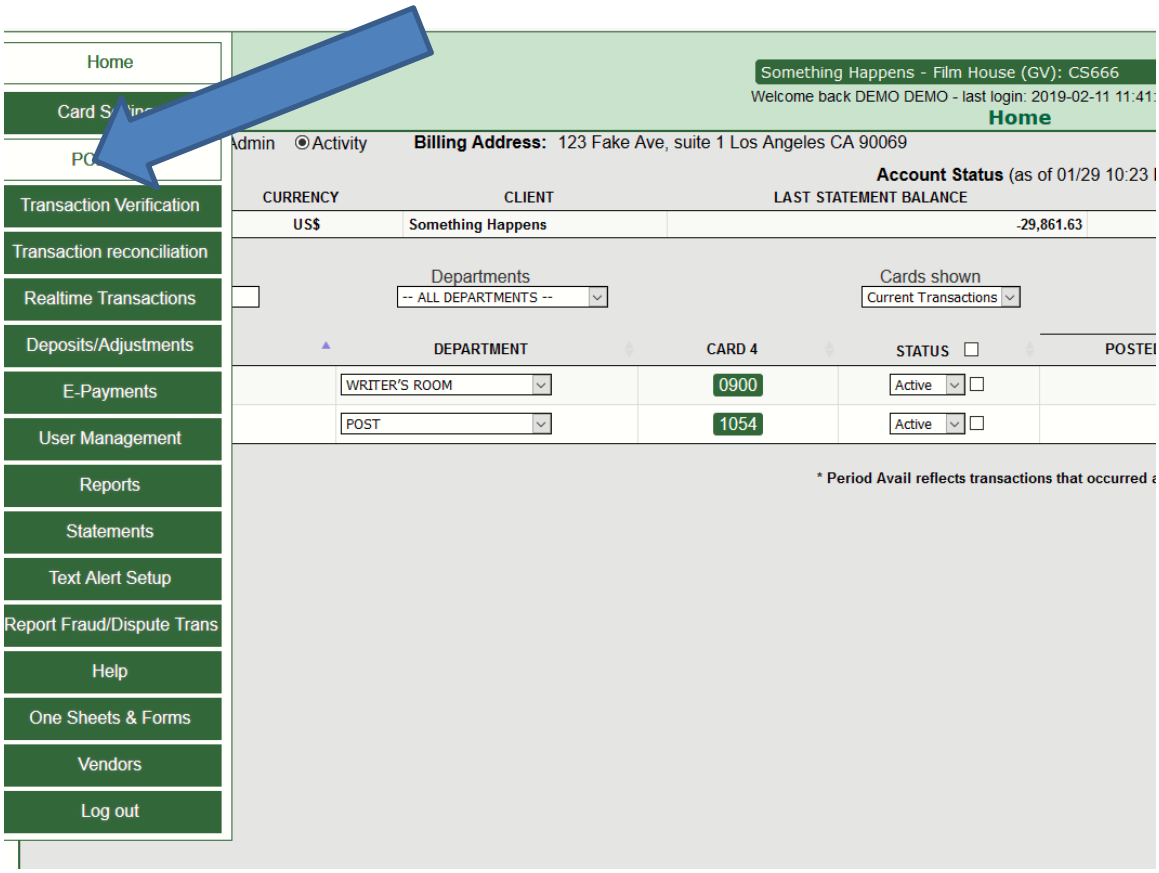
Step 1: Log in to CASHet



HOW TO CASHet:
SMART ACCOUNTING

EXPORTING PCEs FROM CASHet TO SMART ACCOUNTING

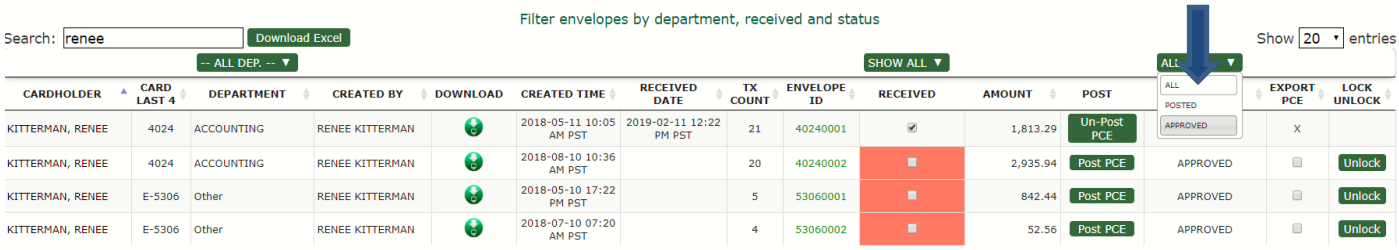
Step 2: Click the PCE Log tab to the left of your screen.



HOW TO CASHet:
SMART ACCOUNTING

EXPORTING PCEs FROM CASHet TO SMART ACCOUNTING

Step 3: In Status Filter select "Approved" to display envelopes not yet exported.



Step 4: Under the column "EXPORT PCE" check the box for the envelopes to be exported.

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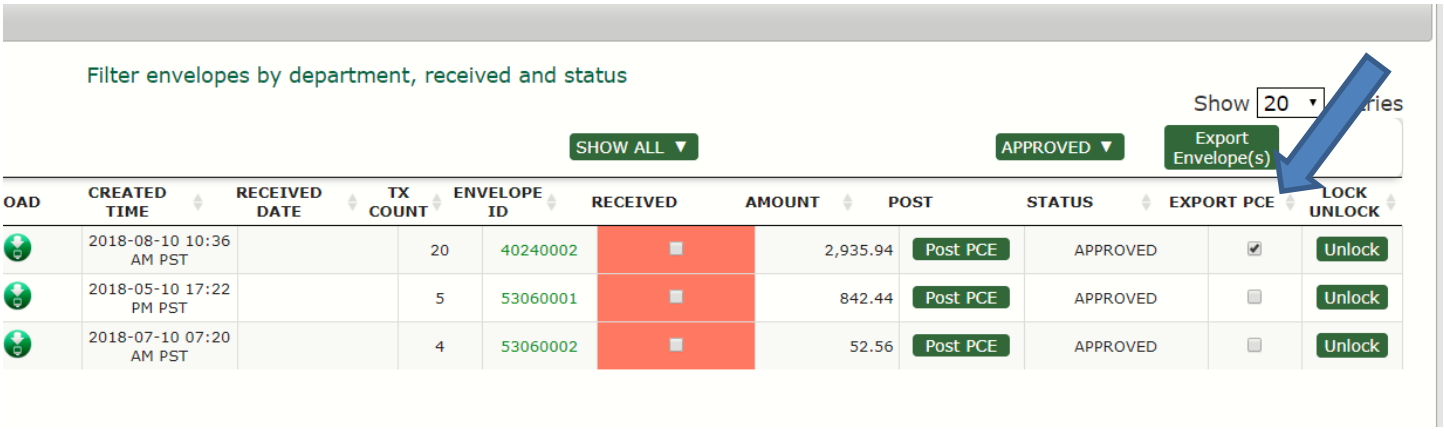
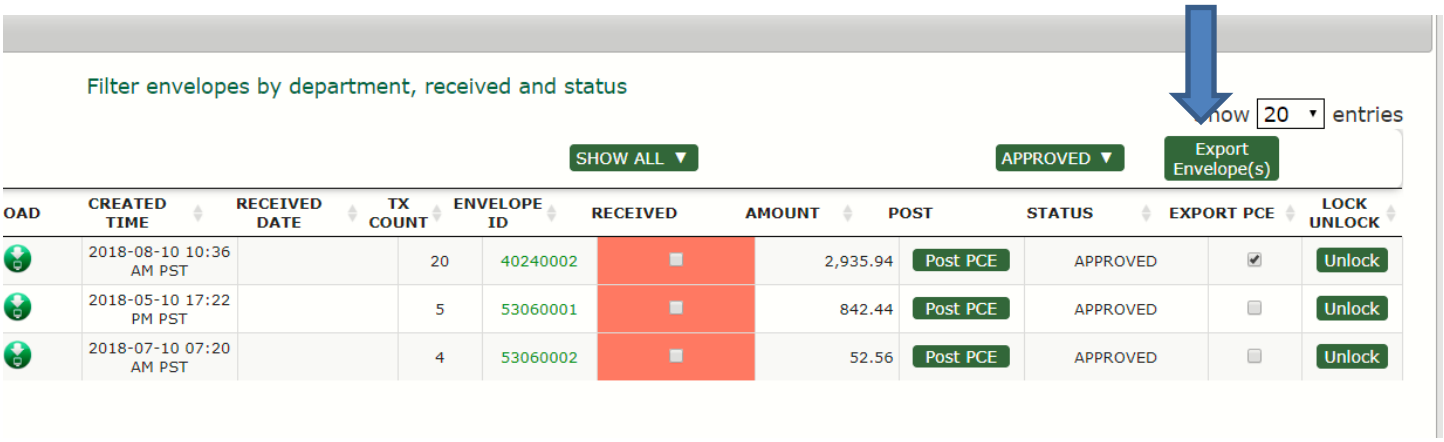


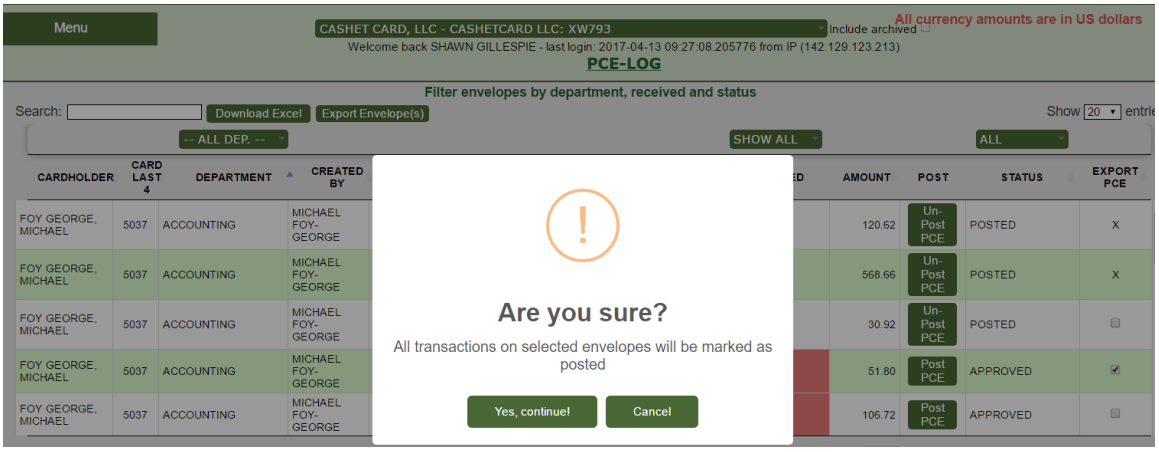
HOW TO CASHet:
SMART ACCOUNTING

EXPORTING PCEs FROM CASHet TO SMART ACCOUNTING

Step 5: Once the envelopes have been checked, click on the "Export Envelopes(s)" button.



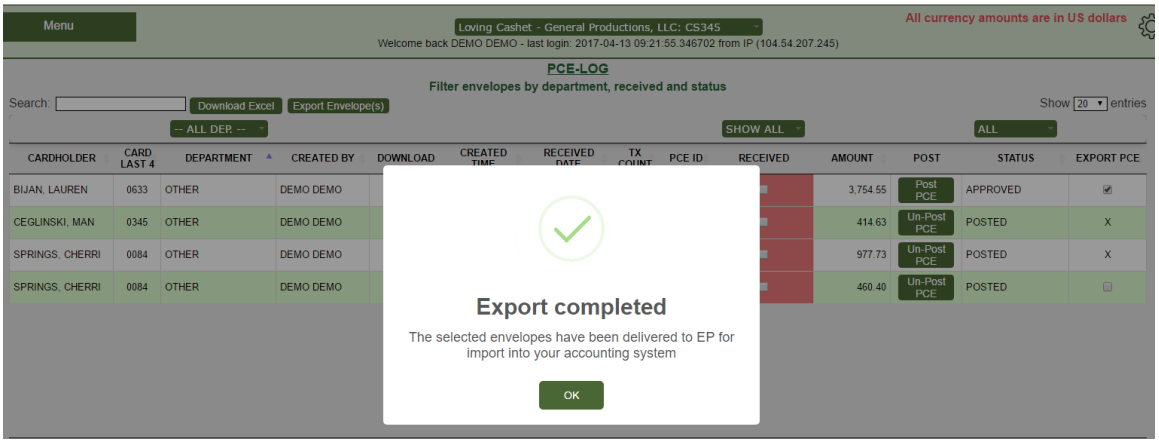
You will see a pop box "Are you sure?" Click on the green box: "Yes, continue!"



HOW TO CASHet:
SMART ACCOUNTING

EXPORTING PCEs FROM CASHet TO SMART ACCOUNTING

You will see a pop up box "Export completed". Click the green box: "OK"

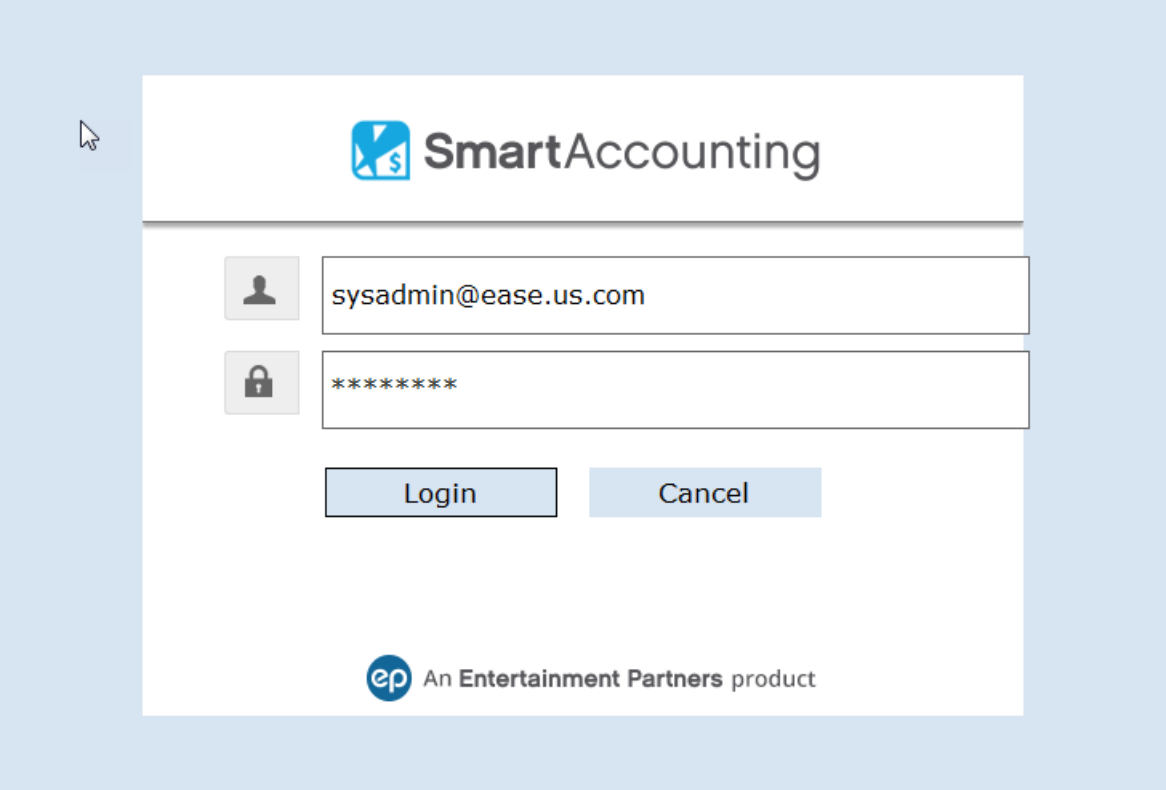


The selected envelope(s) have now been exported to Smart Accounting.

HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

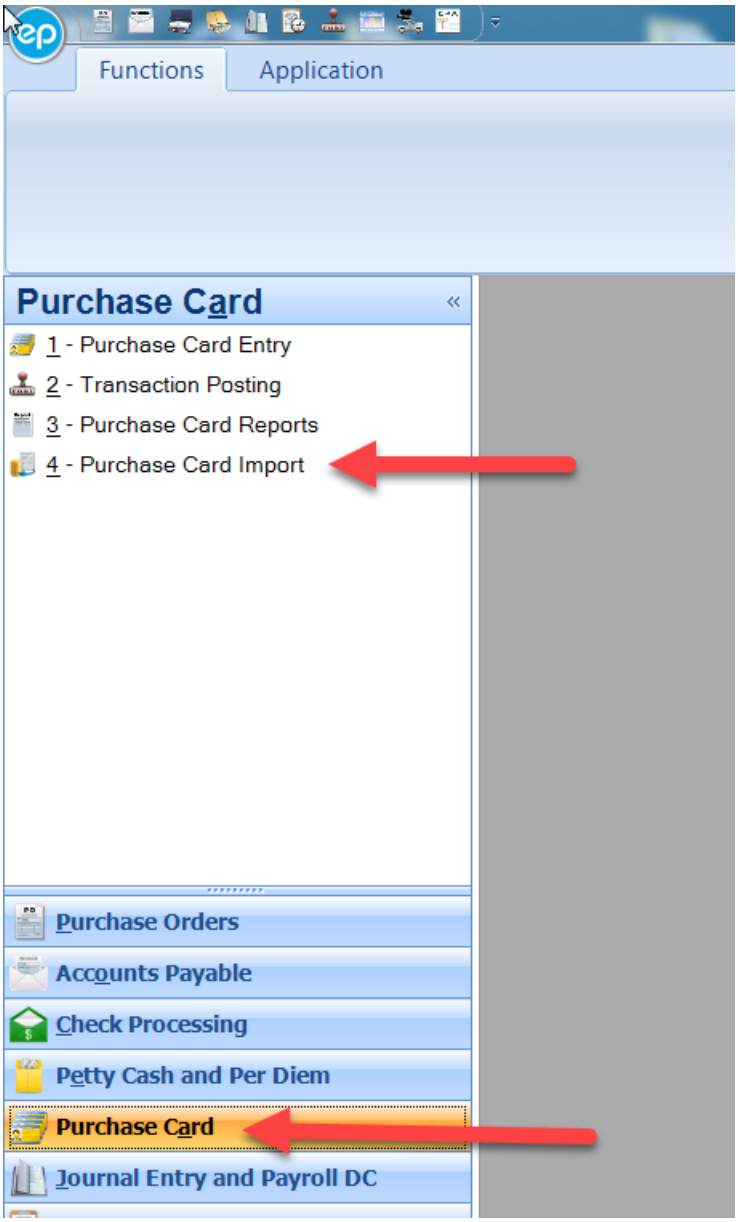
Step 1: Login to Smart Accounting.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 2: From the main menu bar click on Purchase Card and from the pulldown menu select Purchase Card Import.

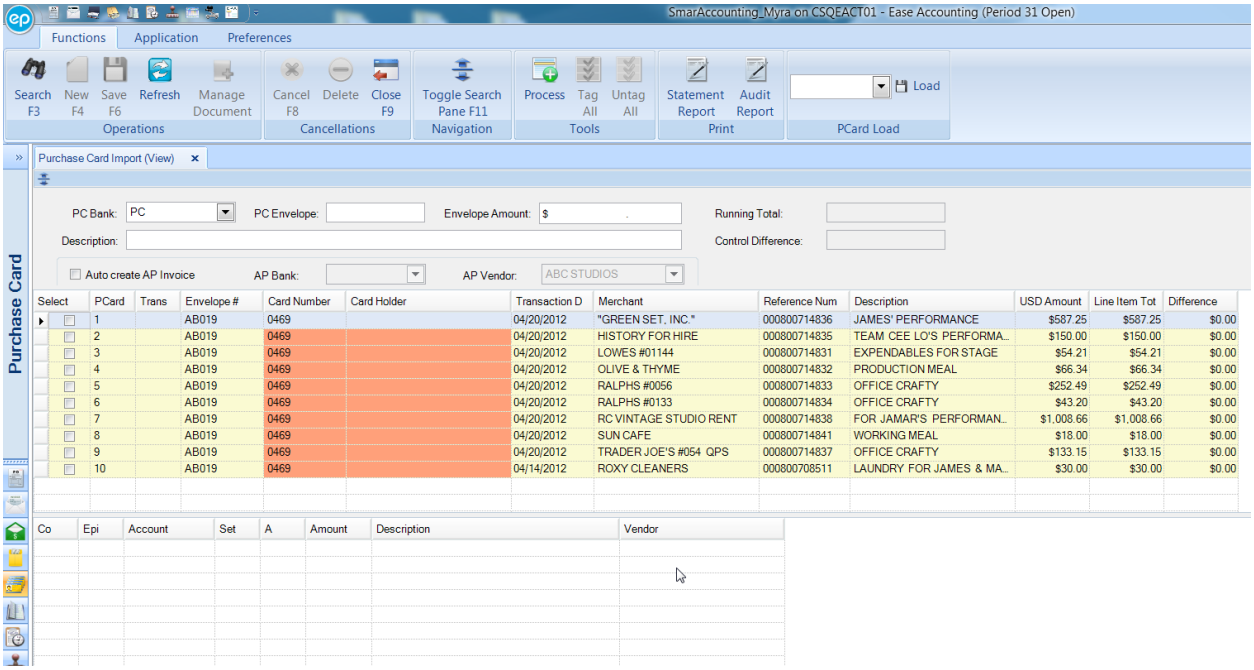


HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 3: In the Purchase Card Import screen, the PCEs imported from CASHet will be displayed.

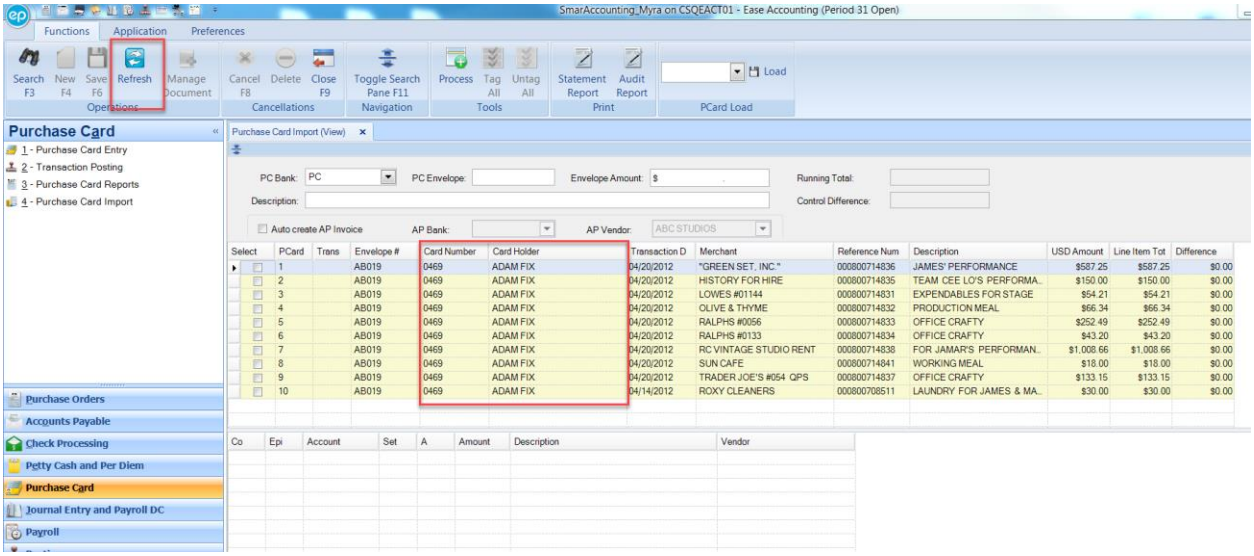
STOP! CASHet cardholders that have not been setup as a vendor will be highlighted in orange. For assistance refer to the Vendor Setup instructions at the beginning of this document.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 4: Once you have made each cardholder a SA vendor click Refresh to see them in the Purchase Card Import screen.



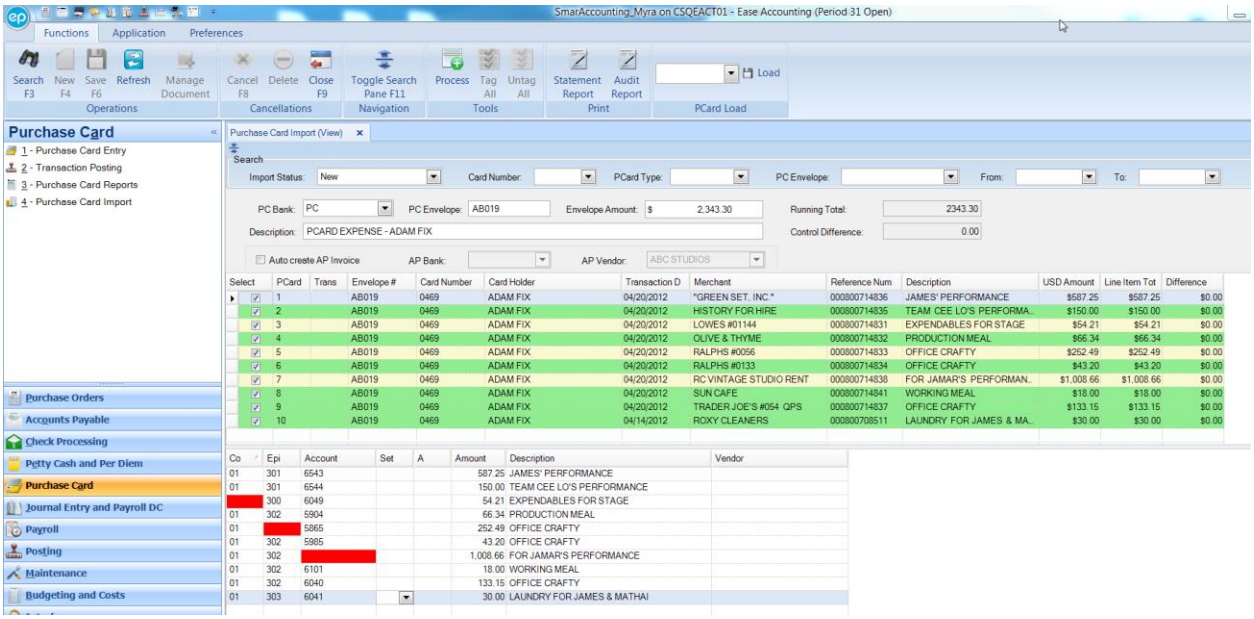
HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 5: In the Purchase Card Import screen Select the envelope you wish to import by clicking the envelope's box.

NOTE: Incomplete envelopes will not import. Cells shaded red indicate missing or invalid data. Review and correct.

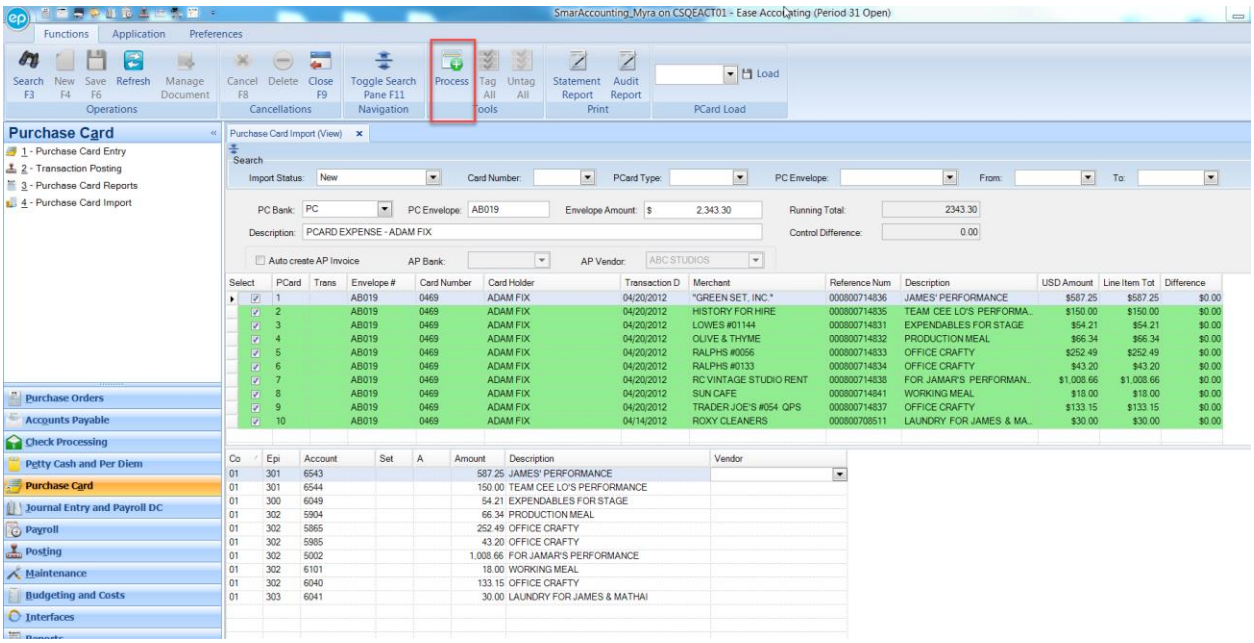
Once you have made corrections, click the Save icon. If fields remain red after the Save icon has been clicked data is still incorrect. Review, correct, and click the Save icon until no red fields remain.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

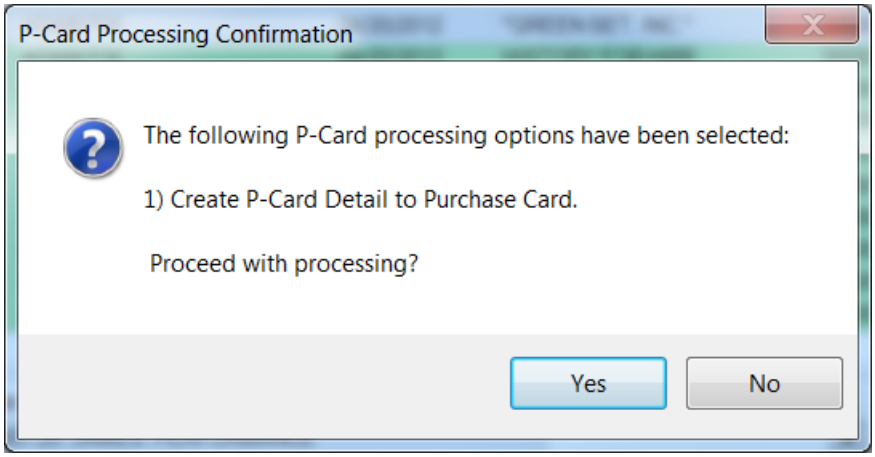
Step 6: After the data is corrected and saved click the Process icon.



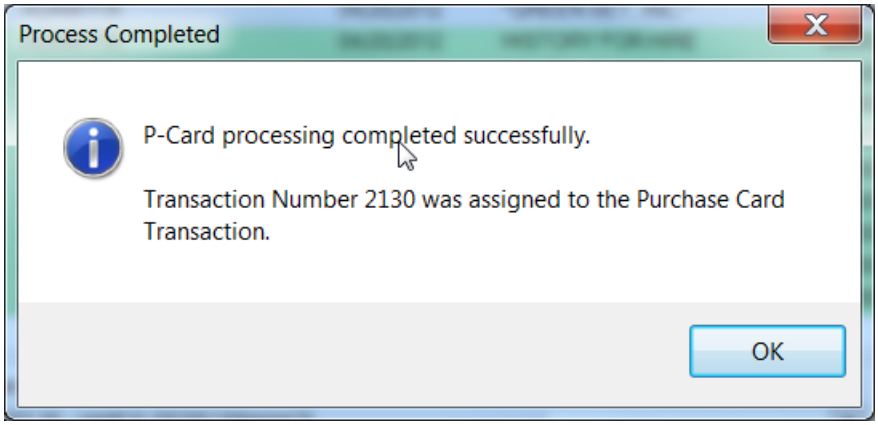
HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 7: The P-Card Processing Confirmation window will appear. Click "Yes."



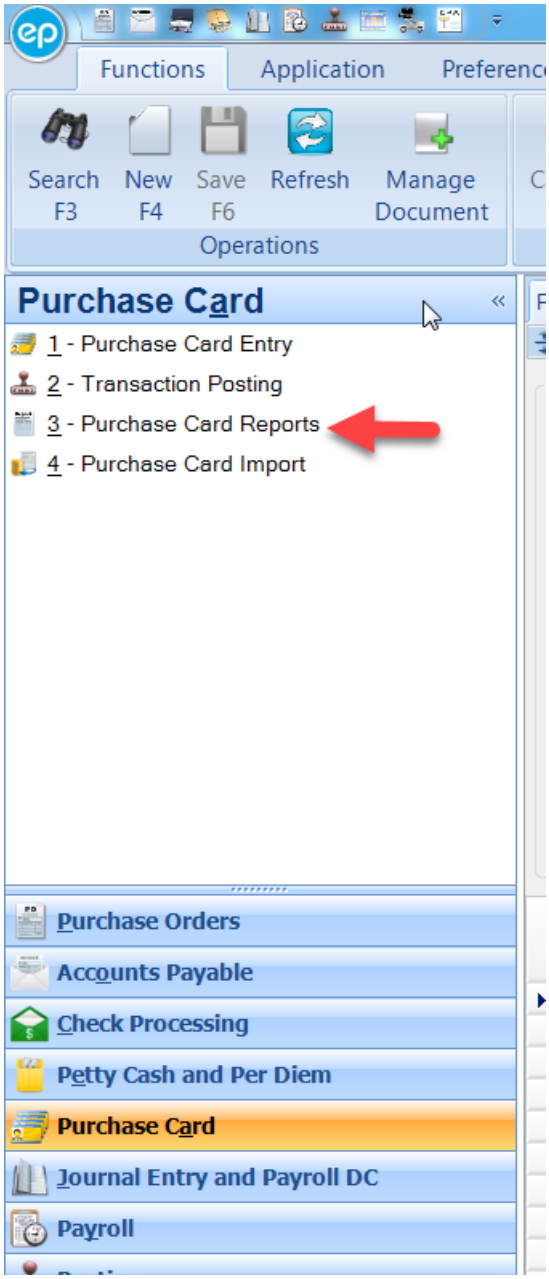
Step 8: In the Process Completed window Click "OK."



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

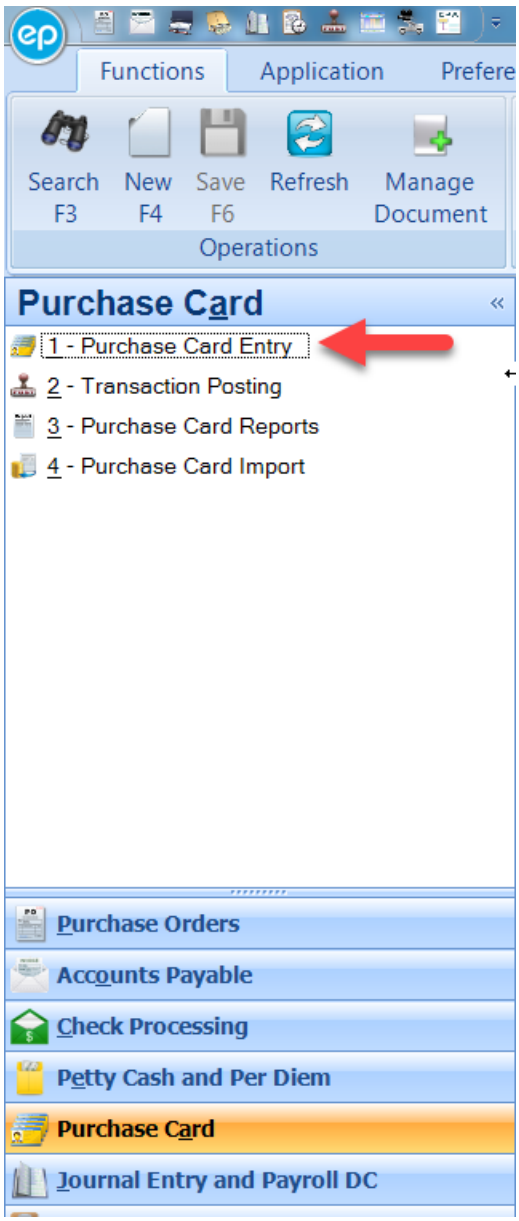
Step 9: Accounting Best Practices suggest an audit of the entries thus far. In the SA main menu select Purchase Card. From the pull-down menu select Purchase Card Reports.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

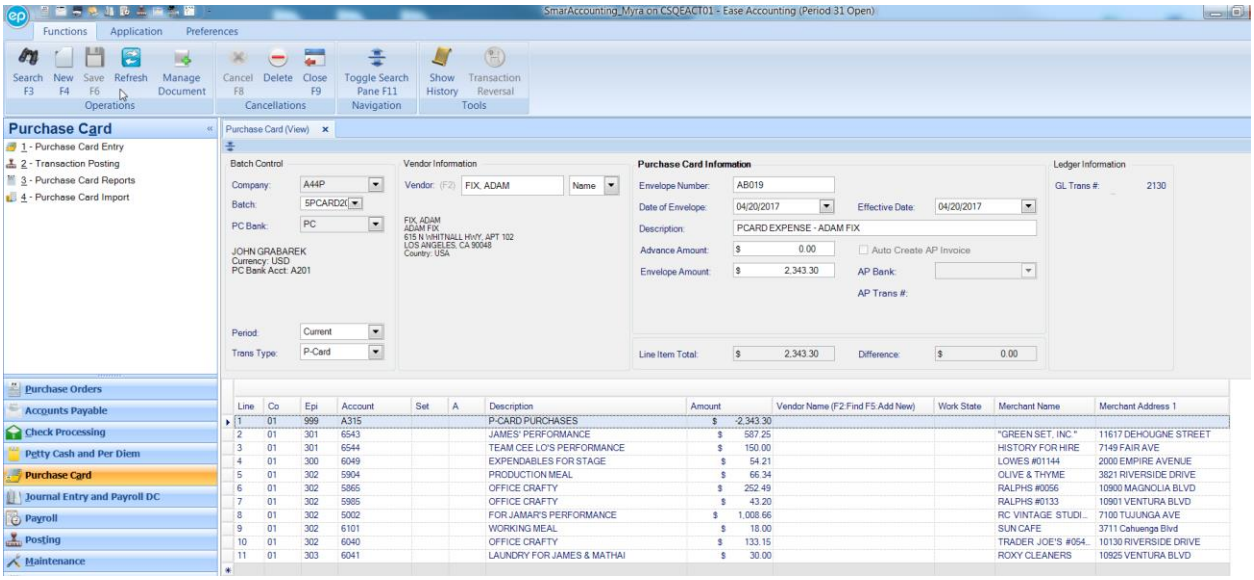
Step 10: After reviewing your audit, if changes are required, select Purchase Card from the main menu and from the pulldown select Purchase Card Entry.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

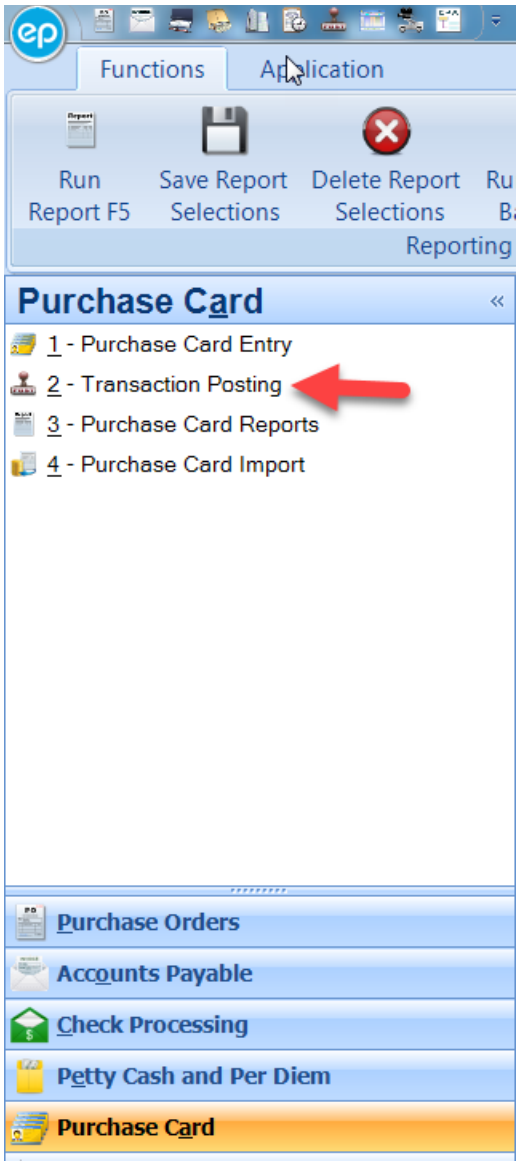
Step 11: Enter the transaction that needs modification. After the envelope has loaded make any necessary changes. Click the Save icon. Repeat step 10 to verify.



HOW TO CASHet:
SMART ACCOUNTING

POSTING PCEs TO SMART ACCOUNTING

Step 12: In the SA main menu select Purchase Card. From the pulldown menu select Transaction Posting.



The envelopes are now posted to your Smart Accounting general ledger.