HOW TO CASHet:

IMPORTING PCEs INTO PSL (CAST & CREW)

DOWNLOADING PCEs FROM CASHET

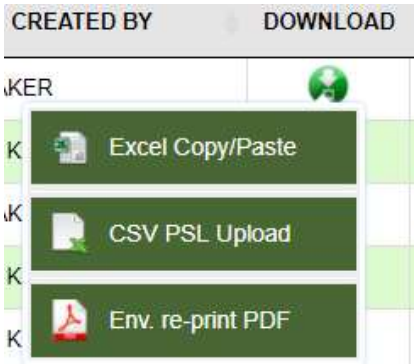
IMPORTANT: Confirm that the CASHet GL String and the PSL GL String are identical.

Step 1: In the CASHet portal mouse over the left of the screen to reveal the navigation tabs. Click **PCE LOG.**

Step 2: The below screen will appear. Locate the PCE to be downloaded.

DEPARTMENT	CREATED BY	DOWNLOAD	CREATED TIME	RECEIVED DATE	TX COUNT	ENVELOPE ID
ACCOUNTING	MICHAEL FOY-GEORGE		2019-01-21 09:33 AM PST	2019-02-11 15:46 PM PST	1	05620001

Step 3: Under the DOWNLOAD column click the green icon that corresponds with the PCE to be downloaded. From the pop-up window click **"CSV PSL UPLOAD"**



NOTE: If the file does not download check your browser's settings and make sure your Pop-Up Blocker allows the CASHet site: https://accounts.cashet.com.

Step 4: Save the PCE file to your desktop or to a folder where it will be easily located. The file name is the PCE number.

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NOTE: The file is in a CSV format. Opening the file can change the format and corrupt the information.

POSTING PCEs IN PSL:

IMPORTANT: Prior to importing PCEs into PSL, a CASHet cardholder must be setup as a vendor with a unique clearing account number. Also, a P/C CASHet Custodian must be setup.
(To setup, please reference the Cast & Crew User Manual pages 122 to 130. Below is the web address for the manual.)
https://www.castandcrew.com/wp-content/uploads/2018/07/PSL3_MANUAL_FINAL-.pdf

Step 5: In PSL from the side bar menu click "J/E." In the submenu which appears click "Import an Excel File."

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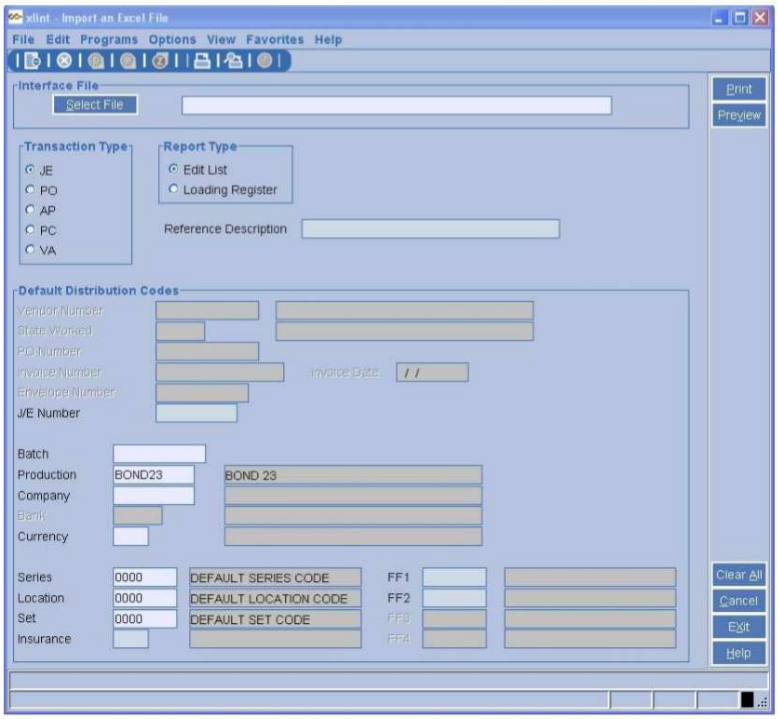
Step 6: The below screen will appear. Click "SELECT FILE" to pick the downloaded CSV file. (see Step 4) Downloaded files must be imported one at a time.

> **NOTE:** When selecting the file to import, you may need to scroll up and choose "Desktop" to find your downloaded file.



Choose "PC" as "Transaction Type".

Input the required white fields.

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Step 7: To load the file into PSL, under "Report Type" click the radio button next to "Loading Register." A PC transaction number will be generated. You will need the transaction number in the next step.

> **NOTE:** Any fields left bank for Series, Location or Set will load with the codes selected as "default distribution codes."

Step 8: Run an edit of the PCEs you have imported. In PSL from the side bar menu click "P/C." In the submenu which appears click "Edit."

Step 9: Review the edit and make any necessary changes. Post the batch to the General Ledger.

Please reference the Cast & Crew User Manual pages 131 to 135 for detailed instructions on posting transactions in the P/C module. Below is the web address for the manual.
https://www.castandcrew.com/wp-content/uploads/2018/07/PSL3_MANUAL_FINAL-.pdf

Step 10: After the PCEs have been posted in PSL, log back into CASHet.

Step 11: In the CASHet portal mouse over the left of the screen to reveal the navigation tabs. Click **PCE LOG.** Locate the envelopes that have been posted to the shows General Ledger. Click the "Post PCE" button.

HOW TO CASHet:

IMPORTING INTO PSL (CAST & CREW)

Step 12: Click the "Yes, Post it!" button.

BEST PRACTICE: CASHet strongly suggests to always Post PCEs in the CASHet portal after they have been posted to the General Leger. Should you become out of balance this will be a great help in isolating the issue.

As always, please feel free to contact CASHet with any questions.

(310)275-5033 Monday thru Friday 9:00 am to 6:00 pm PST

or email help@cashet.com