Accounting Services
CASHNet eMarket Setup Form

An eMarket store is used for "payment enabling" a department website for non-authenticated customers. Typically, an eMarket store is used for selling products and/or services that can be sold to non-students as well as students.

Departments may elect to pay the SmartPay credit card fee of 2.65% per transaction **or** have customers be charged a convenience credit card fee of 2.65% per transaction. Pricing is determined by CASHNet® and is subject to change. There is no service charge for ACH (electronic check) payment method.

INCOMPLETE FORMS MAY DELAY THE APPROVAL PROCESS. DEPARTMENTS ARE ENCOURAGED TO KEEP COPY OF THIS FORM FOR THEIR RECORDS.

(Part A)

1. College: _____   Department: _____

2. Department Contact: _____   Dept. Phone:_____

3. Purpose for eMarket: _____

4. Projected Revenue for eMarket (include anticipated amount): $_____

5. If used for services (please specify): ❑ Merchandise ❑ Service ❑ Workshop ❑ Other _____

6. Are items taxable?   ❑ YES   ❑ NO   ❑ N/A

7. Will discount/coupon codes be used?   ❑ YES   ❑ NO   ❑ N/A

8. Include Item Image (Maximum Limit 1.0 MB):   ❑ YES   ❑ NO   ❑ N/A

9. Are you shipping physical goods?   ❑ YES   ❑ NO   ❑ N/A

10. Is there a shipping charge?   ❑ YES   ❑ NO   ❑ N/A

11. Will refunds be issued?   ❑ YES   ❑ NO   ❑ Exceptions only

12. Duration of eMarket (please check one):   ❑ Permanent ❑ Intermittent (as needed--must notify Accounting Services when to temporarily disable)

Please use the following Chartfield Guidance for question #13.

Chartfield Guidance:

- Balance sheet accounts [assets (1xxxxx) and liabilities (2xxxxx)] should only have account and fund fields completed, although some do have class codes.
- Revenue (5xxxxx) and expense (6xxxxx) accounts must have an account, fund, and department code entered.
- Program, Class, and Project codes are only used if a unique chartfield value is needed. Otherwise, leave blank.

For questions regarding chartfields, contact Cherie Weber at cweber@mail.fresnostate.edu.

13. List the chartfield account for each item in the eMarket store. If an item code has been previously created, reference the corresponding item code(s). The item code is the unique identifier for the item(s) sold in your

eMarket store. Refer to Chartfield Guidance on page1.

Item Code	Description	Account	Fund	Org	Program	Class	Project	Amount
_____	_____	_____	____	____	_____	____	_____	$_____
_____	_____	_____	____	____	_____	____	_____	$_____
_____	_____	_____	____	____	_____	____	_____	$_____

14. Payment method(s) that will be accepted (check all that apply):

   ❑ Credit card (American Express, Discover, MasterCard and Visa) and Debit Card
   ❑ Electronic check (ACH)
   ❑ International Funds Transfer (IFT) – via Western Union Business Solutions

15. List the individuals to receive the automated CASHNet report:

   Name: _____ Email: _____

   Name: _____ Email: _____

16. Format for CASHNet Report (check one below):

   ❑ Microsoft Excel Formatted (.xls)   ❑ Microsoft Word (.doc)
   ❑ Comma Delimited (.csv)   ❑ PDF (.pdf)

17. Frequency of CASHNet Report (check one below):

   ❑ Daily   ❑ Weekly   ❑ Monthly

18. If you would like to receive notifications of successful and/or failed transactions (please check one below):

   ❑ Successful transactions   ❑ Failed transactions   ❑ Both successful and failed transactions

19. List the individuals to receive the daily merchant email (business day total number of transactions and amount). This email is sent daily when the End-of-Day process is complete (at approximately 11:30 p.m.).

   Name: _____ Email: _____

   Name: _____ Email: _____

20. Accessibility statement for in-person events where accommodations may be needed (see sample below):

   Fresno State encourages participation by people of all abilities. For more information or special accommodations, please contact XXXXXX at xxxxx@csufresno.edu or 559-278-XXXX.

   Contact name: _____ Contact email: _____

   Phone number: _____

21. Preferred Go-Live Date: _____

Attachments Required by Department:

- Approval of fees to be charged on eMarket site (if applicable)
- Registration, order form, or service request form
- Additional information (i.e. event flier, etc.)

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- eMarket Custom Message/Page Header (email Word document)
- University approved logo (if applicable -- must be emailed)
- Include Item Image (if applicable – must be emailed -- Maximum Limit 1.0 MB)

Department Use Only: (Part B)

Prepared By: _____   _____ Date:_____
(Please Print Name)   (Signature)

I approve and authorize the eMarket storefront request.

Department:_____ Ext. _____

Chair /Dean/Director: _____   _____ Date:_____
(Please Print Name)   (Signature)

Accounting Services Use Only: (Part C)

General Accounting Services - Review: _____   _____ Date:_____
(Please Print Name)   (Signature)

Accounting Services - Review: _____   _____ Date:_____
(Please Print Name)   (Signature)

University Controller - Approval: _____   _____ Date:_____
(Please Print Name)   (Signature)

Cashiering Services Use Only: (Part D)

1. Type of eMarket: ❑ Checkout   ❑ Storefront

2. Merchant/eMarket/Store Name(s): EM_ _____

3. Store URL: https://commerce.cashnet.com/fresnoem_ _____

4. Go-Live Date: _____

Cashiering Services - Processed: _____   _____ Date:_____
(Please Print Name)   (Signature)