Accounting Services CASHNet eMarket Setup Form

Please complete the form and email to Brian Alley at brianalley@csufresno.edu

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 charge. 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: I	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): Merchand	ise 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 neededmust notify Accounting Services when to temporarily disable)				
Please use the following Chartfield Guidance for question	on #13.				
Chartfield Guidance:					
• Balance sheet accounts [assets (1xxxxx) and liabilitie completed, although some do have class codes.	es (2xxxxx)] should only have account and fund fields				
• Revenue (5xxxxx) and expense (6xxxxx) accounts m	ust have an account, fund, and department code entered.				
• Program, Class, and Project codes are only used if a u	unique chartfield value is needed. Otherwise, leave blank.				
For questions regarding chartfields, contact Cherie Web	er at cweber@mail.fresnostate.edu.				

reference the corresponding item code(s). The item code is the unique identifier for the item(s) sold in your

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Item Code	Description	Account	Fund		Program	Class	- Project	\$
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Item Code	Description	Account	Fund	Org	Program	Class	Project	Amor
Item Code	Description	Account	Fund	Org	Program	Class	Project	\$Amor
4. Payment	method(s) that will be a	ccepted (check	c all that a	pply):				
☐ Cred	it card (American Expre	ss, Discover, N	MasterCar	d and Vis	a) and Debi	t Card		
	ronic check (ACH)							
☐ Inter	national Funds Transfer	(IFT) – via W	estern Uni	on Busine	ess Solution	ıs		
5. List the in	ndividuals to receive the	automated CA	ASHNet re	eport:				
				_				
Name:		E	mail:					
D Dail-	. D Wast-1 D M	[a 4] a]						
☐ Succ	Weekly Mould like to receive notifices ful transactions	ications of suc	ansactions		Both succe	essful and	failed trans	actions
18. If you we Succ	ould like to receive notifiessful transactions andividuals to receive the il is sent daily when the	End-of-Day processing transfer in the contract of the contrac	nnsactions nt email (b rocess is c	usiness d	Both succe	essful and onber of tra	failed trans	actions
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18. If you wo Succ	ould like to receive notifies full transactions andividuals to receive the ill is sent daily when the dility statement for in-perstate encourages particip	Failed trading daily merchanged End-of-Day properties. Expenses where the content of the content	nnsactions nt email (b rocess is c mail: mail: ere accom le of all ab exxx@csuf	ousiness da omplete (amodation vilities. For	Both succe ay total num at approxim s may be ne r more info or 559-278	essful and aber of transately 11:3	failed trans nsactions a 30 p.m.). sample bel	actions nd amoun ow):
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18. If you wo Succ 19. List the in This ema Name: Name: 20. Accessibe Fresno Staccommo Contact re Phone nu 21. Preferred	ould like to receive notifiessful transactions Individuals to receive the illis sent daily when the illis sent daily when the illity statement for in-pertate encourages participal dations, please contact name: Imper: Go-Live Date:	Failed trading and all trading the daily merchange and all trading the Electron events where the example of the	nt email (brocess is comail: ere accommerce of all about the contails and contails are contains are con	ousiness de complete (modation vilities. Four site email:	Both succe ay total num at approxim s may be ne r more info or 559-278	essful and aber of transately 11:3	failed trans nsactions a 30 p.m.). sample bel	actions nd amoun ow):

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:(Please Print Name)	(Signature)	Date:
I approve and authorize the eMarket storefront request.		
Department:	Ext	
Chair /Dean/Director:(Please Print Name)	(Signature)	Date:
Accounting Services Use Only: (Part C)		
General Accounting Services - Review:(Please Print Na	ame) (Signature)	Date:
Accounting Services - Review:(Please Print Name)	(Signature)	Date:
University Controller - Approval:(Please Print Name)		Date:
Cashiering Services Use Only: (Part D)		
Type of eMarket: □ Checkout □ Storefron	t	
2. Merchant/eMarket/Store Name(s): EM		
3. Store URL: https://commerce.cashnet.com/fresno	oem_	
4. Go-Live Date:		
Cashiering Services - Processed:(Please Print Name)	(Signature)	Date: