

eMarket – Reports and Transactions

Logging in

A feature of eMarket allows departments the ability to login and **pull daily reports**. After 8am each day, you can pull your reports. Navigate to <https://commerce.cashnet.com/jmucashier>

Welcome to

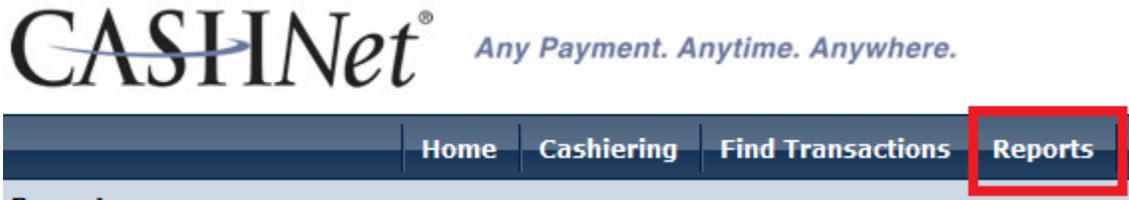
CASHNet

Operator ID	<input type="text"/>
Password	<input type="password"/>
Station	<input type="text" value="000"/>
Client Code	<input type="text" value="JMU_PROD"/>
<input type="button" value="LOGIN"/>	
Forgot Password	

Enter the login name and password, which will be provided to you by the University Business Office. The Station is 000 (three zeroes). Login names are assigned to specific users. We will gladly create multiple logins as necessary. **When an employee in the office departs JMU or the office their account will be deactivated.** Please contact UBO if logins need to be reset.

Running Reports

Choose the reports tab on the top of the page.



A report has been created for you and is available in the My Personal Reports section (top left). This report will show you all the attributes that were requested on the eMarket Site Request Form.

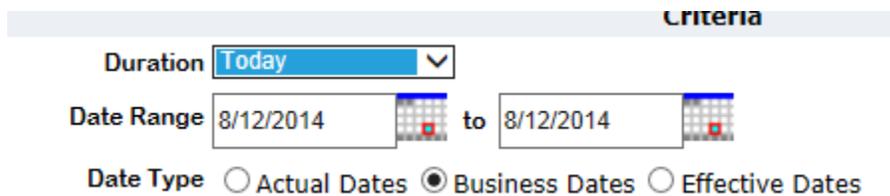
Paid Items Reports

- [*Daily Paid Item Report - with References](#)

Reports can be customized with data that you want or don't want; click the Customize button to see customization options.



The items most often customized are the date range and attribute column order. You can also contact UBO if you need help customizing reports.

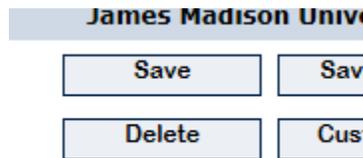


1- Top of customization page - Criteria



2- Bottom of customization page - Format

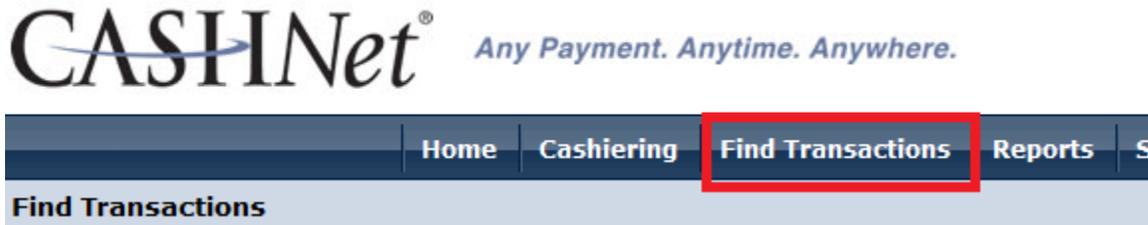
After making your customizations, scroll down and press OK. If you like the customizations you've made, be sure to Save your updated report. Save As will let you save a copy and keep the original.



The report will automatically pull the items for the previous day, so you if you want a different date range you can select the date range that you would like to see what transactions were made. Choose the date range then click "Refresh." If you want to export the report into another file, click the dropdown box where it says select format and choose what type then click "Export to File".

Finding Transactions

If you want to look at specific transactions click "Find Transactions" tab at the top menu.



You can search transactions multiple ways. Type in the information that you want to search by and the data will be shown. If you don't enter any criteria and press Find, all of your items will appear. The Transaction Number will be a hyperlink and you can drill into the transaction by clicking it.

Refunding

If your department determines a refund needs to be processed to a customer, please email/call Wesley Howdysell (howdysjw@jmu.edu x84674) with the confirmation/transaction number, cardholder's name, and amount to be refunded. Please note that the **convenience fee is non-refundable**. Once the refund is made by the UBO an email will get sent to the customer requesting the refund.