



File Name	Closing Cashier Office.doc
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Closing Cashier Office

Concept

How often you close the cashiering office is determined by your institution. Usually the cashier's office is closed every day. To close the cashiering office, first close the registers and the cashiers assigned to them. It is optional whether or not you enter closing balances for each cashier.

Closing a cashier office involves a reversal of the steps taken when opening a cashiering office. Three tabs, *Close Registers*, *Close Cashier*, and *Close Offices* must be completed.

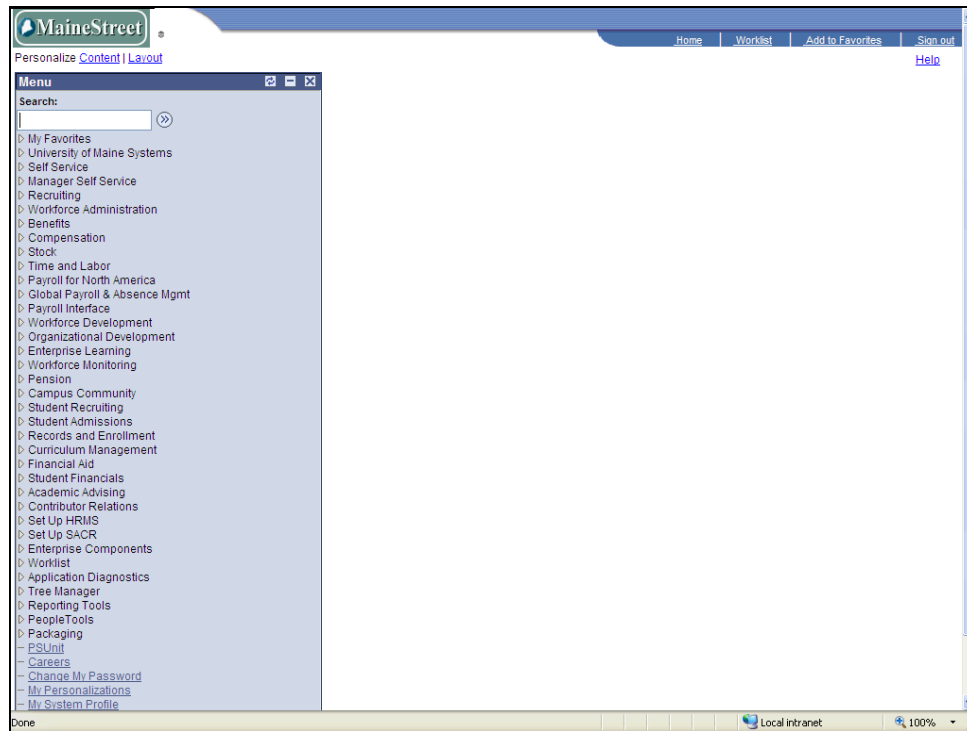
Once cashiering is complete for the day, deposits are prepared, and the cashiering office has been closed, the next day's session may be opened in order to process additional receipts that will be deposited the following day.


In this topic, you will close registers, cashiers, and the cashiering office for the opened business day.

Process Document Closing Cashier Office

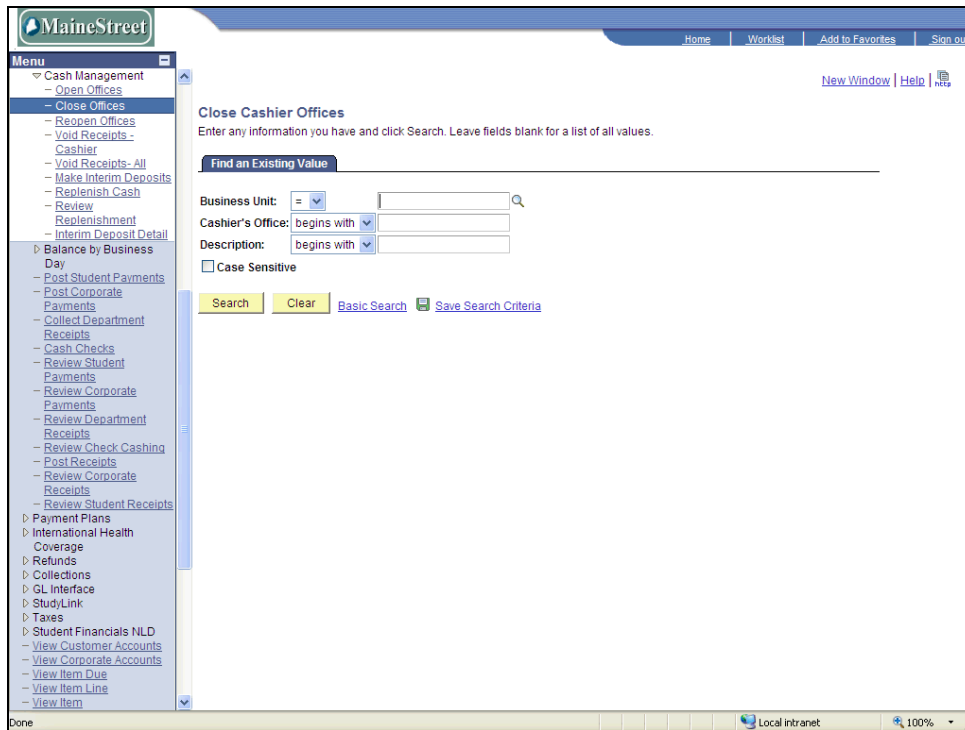



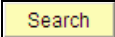
Navigation



Step	Action
1.	Click the Student Financials link. 
2.	Click the Cashiering link.
3.	Click the Cash Management link.
4.	Click the Close Offices link.

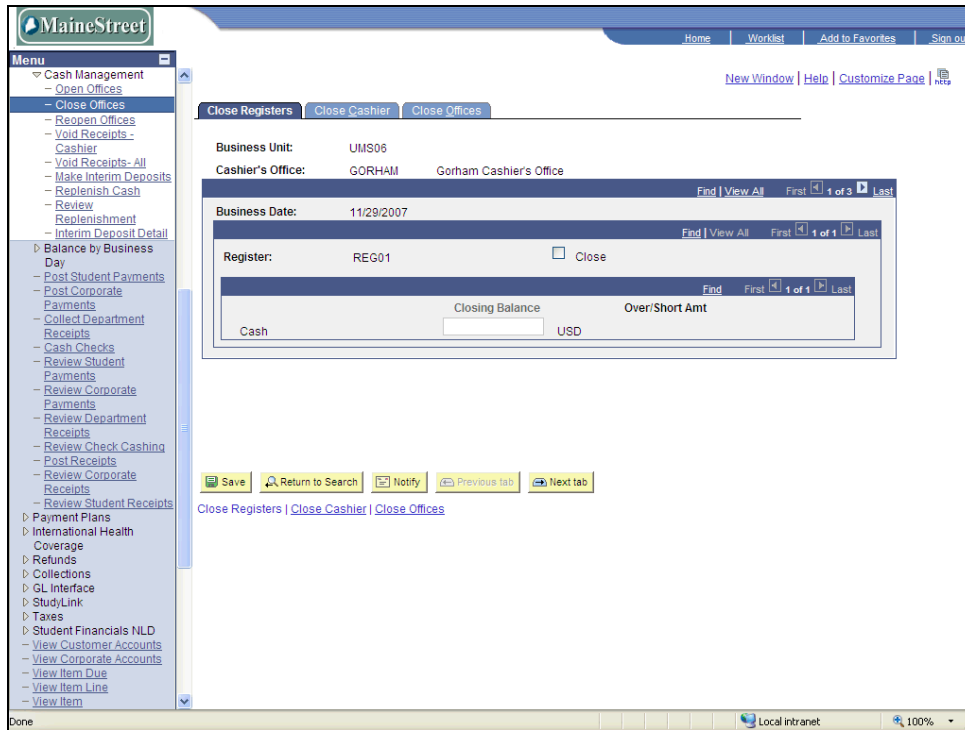
Procedure



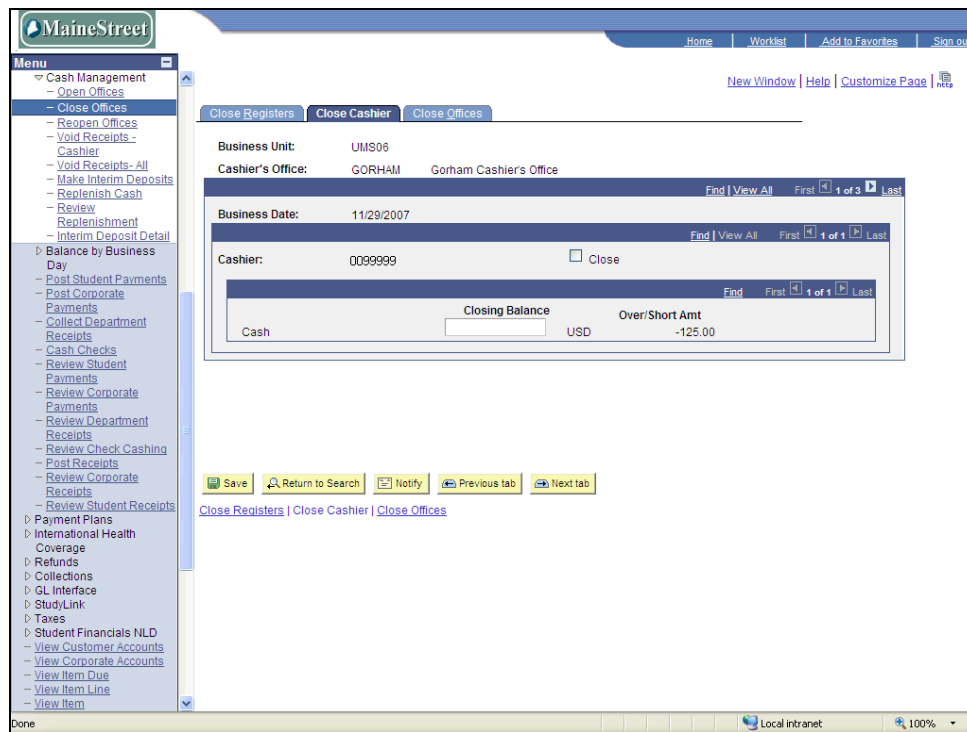
Step	Action
5.	<p>If your User Defaults are set, your Business Unit will enter by default in the Business Unit field. If not, you can enter or look up the appropriate Business Unit.</p> <p>For this example, click the Look up Business Unit icon.</p> 
6.	Click on the appropriate Business Unit to select it.
7.	Click the Search button.
	
8.	The Cashier Offices you see listed depends on your security settings. Click on the appropriate Cashier Office to select it.

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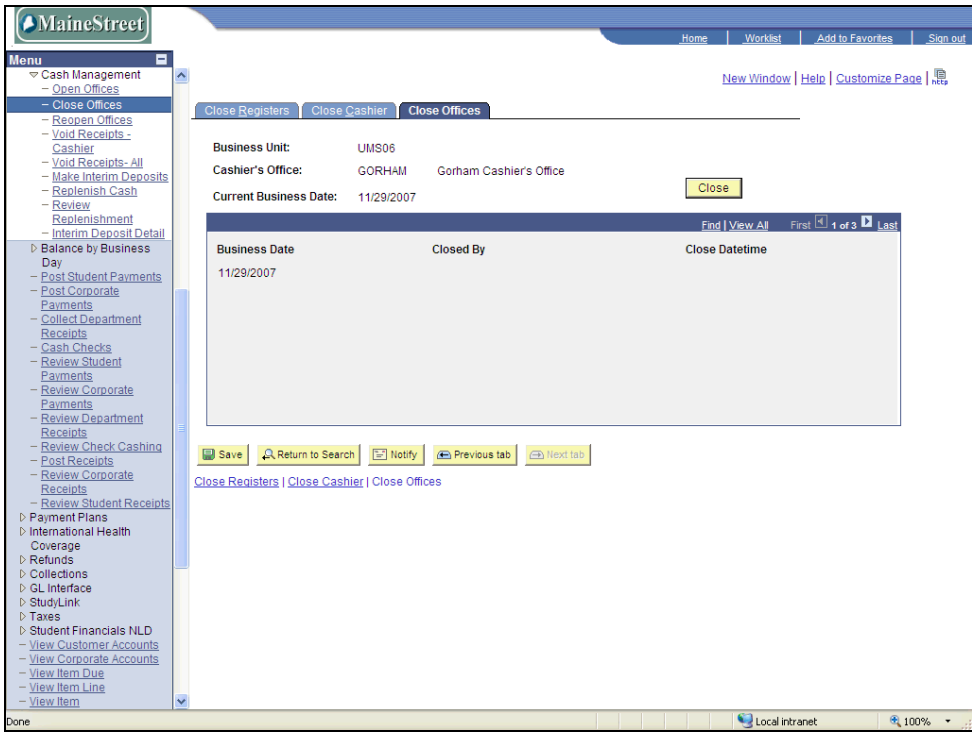
Step	Action
9.	On the Close Register page you'll close the Register by placing a checkmark in the Close box. Close all Registers in this manner. If necessary, click on the View All link <input type="checkbox"/>
10.	Click the Close Cashier tab. <input type="button" value="Close Cashier"/>




Step	Action
11.	On the Close Cashier page, enter the total closing balance for each Tender processed by the Cashier in the <i>Closing Balance</i> field. This entry will generate the <i>Over and Short</i> Amounts.
12.	Place a checkmark in the Close box. Close all additional Cashiers in the same manner. <input type="checkbox"/>
13.	Click the Close Offices tab. Close Offices

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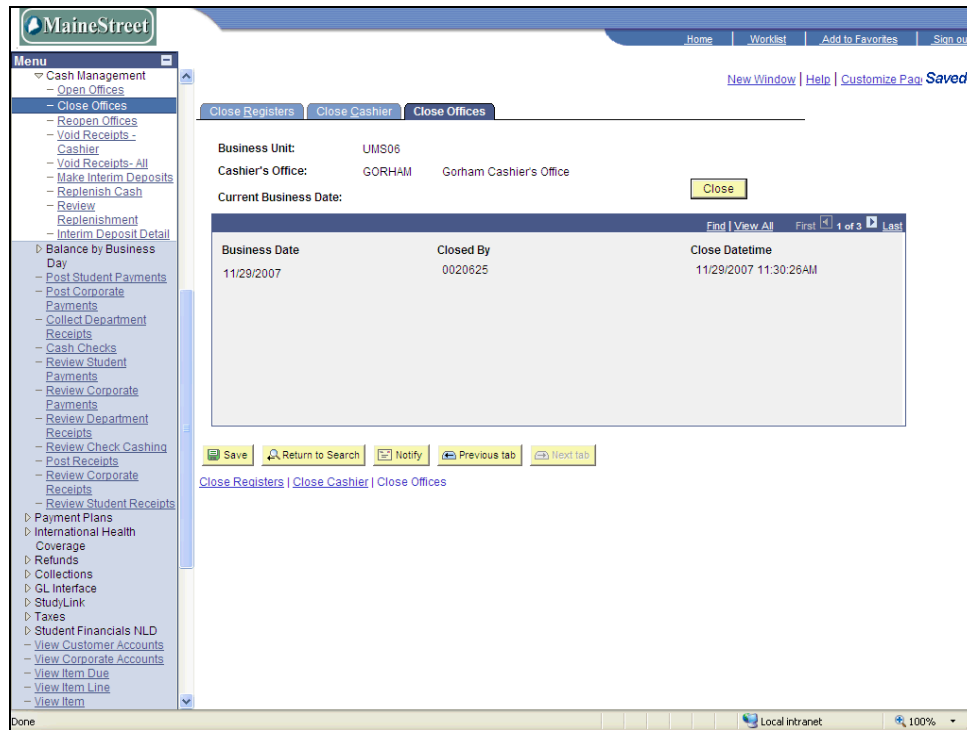
Closing Cashier Office



Step	Action
14.	Click the Close button. 



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Step	Action
15.	End of Procedure.