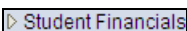

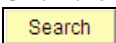
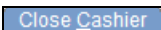
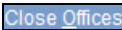



Closing Cashier Office

1.	Click the Student Financials link. 
2.	Click the Cashiering link.
3.	Click the Cash Management link.
4.	Click the Close Offices link.
5.	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. 
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.
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 to see all Registers. <input type="checkbox"/>
10.	Click the Close Cashier tab. 
11.	On the Close Cashier page, enter the total closing balance for each Tender processed by the Cashier in the Closing Balance field. This entry will generate the Over and Short 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. 
14.	Click the Close button. 
15.	End of Procedure.