## 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.
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.
13. Click the **Close Offices** tab.
14. Click the **Close** button.
15. **End of Procedure.**