Open Cashier Office

Concept

Open Cashier Office’ is a daily procedure performed by a designated individual at cashiering locations. Once the process is complete, cashiering transactions may be performed to record payments to Students’ Accounts and/or department receipts.

Each depositing location has a cashiering office created for each day of the week. Once cashiering is complete for the day, deposits are prepared, and the office is closed, the next day’s session may be opened in order to process additional receipts that will be deposited the following day.

Opening a cashier office entails completing the three tabs contained within the ‘Open Offices’ option—Open Cashier Office, Open Registers, and Open Cashiers. All cashiers at a cashiering location, or a single cashier, may be ‘opened for business’ after performing this function.
Navigation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Student Financials</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Cashiering</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Cash Management</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Open Office</strong> link.</td>
</tr>
</tbody>
</table>
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>If your User Defaults are set, your Business Unit will enter by default in the <strong>Business Unit</strong> field. If not, you can enter or look up and select the appropriate Business Unit.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
7. | Select the appropriate *Cashier's Office* from the list that is returned.
8. On the **Open Cashier Offices** page, enter or lookup and select the appropriate **Business Date** to open.

9. Click the **Open Cashier Office** button.
Step | Action
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10. | The Business Date, opening cashier emplid, and open date and time should now be displayed in the boxed area below the *Current Business Date* field.

Click the **Open Registers** tab.
Step | Action
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11. | On the **Open Registers** page, in the **Register** field, look up and select the appropriate register.
12. | The Registers you see listed will depend on your security settings. Click on the appropriate Register to select it.
13. | To select the type of tender that will be accepted at the Register, click on the lookup **Tender Key** icon.
14. | Click on the appropriate Tender Key to select it.
15. | Place a checkmark in **Open** checkbox.
Step | Action
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16. | Click the **Open Cashiers** tab.
### Step 17
On the **Open Cashiers** page, to enter the appropriate Cashier, click on the lookup **Cashier** icon.

### Step 18
The Cashiers’ empIds you see listed will depend on your security settings. Select the appropriate Cashier.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>To assign the Cashier to a Register, click on the lookup <strong>Register</strong> icon.</td>
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<tr>
<td>20.</td>
<td>Click on the appropriate <strong>Register</strong> to select it.</td>
</tr>
</tbody>
</table>
21. Click the Look up **Tender Key** button.

22. Click on the appropriate **Tender Key** to select it. If necessary, select the + option to add multiple tenders for a cashier.
23. Place a checkmark in the **Open** checkbox.

24. If necessary, add additional cashiers. Move back up to the **Cashier** section and select the + option to add a second cashier. Repeat steps 19-26.

25. If appropriate, enter opening balance for this Cashier Office in the **Opening Balance** field.

26. Click the **Save** button.

27. **End of Procedure.**