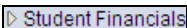
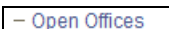

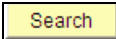
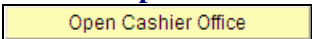
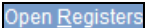


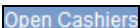







## Opening Cashier Office

1.	Click the <b>Student Financials</b> link. 
2.	Click the <b>Cashiering</b> link.
3.	Click the <b>Cash Management</b> link.
4.	Click the <b>Open Offices</b> link. 
5.	If your User Defaults are set, your Business Unit will enter by default in the <b>Business Unit</b> 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 <b>Search</b> button. 
8.	Select the appropriate <b>Cashier's Office</b> from the list that is returned.
9.	On the <b>Open Cashier Offices</b> tab, enter or lookup and select the appropriate <b>Business Date</b> .
10.	Click the <b>Open Cashier Office</b> button. 
11.	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 <b>Open Registers</b> tab. 
12.	On the <b>Open Registers</b> page, in the <b>Register</b> field, look up and select the appropriate register. 
13.	The Registers you see listed will depend on your security settings. Click on the appropriate Register to select it.
14.	To select the type of tender that will be accepted at the Register, click on the lookup <b>Tender Key</b> icon. 
15.	Click on the appropriate Tender Key to select it.
16.	Place a checkmark in the <b>Open</b> checkbox. <input type="checkbox"/>
17.	Click the <b>Open Cashiers</b> tab. 
18.	To enter the appropriate Cashier, click on the lookup <b>Cashier</b> icon. 

## Quick Guide



19.	The Cashiers you see listed will depend on your security settings. Select the appropriate Cashier.
20.	To assign the Cashier to a Register, click on the lookup <i>Register</i> icon. 
21.	Click on the appropriate <i>Register</i> to select it.
22.	Click the Look up <i>Tender Key</i> button. 
23.	Click on the appropriate <i>Tender Key</i> to select it.
24.	If necessary, select the + option to add multiple tenders for a cashier.  When ready, click the <i>Open</i> checkbox. 
25.	If necessary, add additional cashiers by selecting the + option in the <i>Cashier</i> section to add another cashier.
26.	If appropriate, enter the opening balance for this cashier in the <i>Opening Balance</i> field.
27.	Click the <i>Save</i> button. 
28.	<b>End of Procedure.</b>

