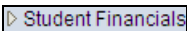


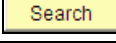


Reviewing Receipt Details by Cashier

1.	Click the Student Financials link. 
2.	Click the Cashiering link.
3.	Click the Balance by Business Day link.
4.	Click the Review Tender By Cashier 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.	When ready, click the Search button. 
8.	On the Tender By Cashier look up page, click on the appropriate Cashier's Office to select it.
9.	On the Tender by Cashier page, enter a date in the Cashier Office Date field or click the Look up Cashier Office Date icon. 
10.	Click on the appropriate date to select it.
11.	Click the Search button to retrieve a list of transactions for your search criteria. 
12.	In the Total by Tender Key section, review the Tender Key and Tender Total Amount . In the Detail by Cashier section, review the Cashier and Total . Refine your search and view additional Cashier's Dates as needed.
13.	End of Procedure.