## Reviewing Tender 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 the **Search** button to retrieve a list of transactions for your search criteria.

11. 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.

12. **End of Procedure.**