



File Name	Reviewing Tender Details by Cashier
Version	8.9
Date Modified	7/14/2008
Last Changed by	ASDS
Status	FINAL

Reviewing Tender Details by Cashier

Concept

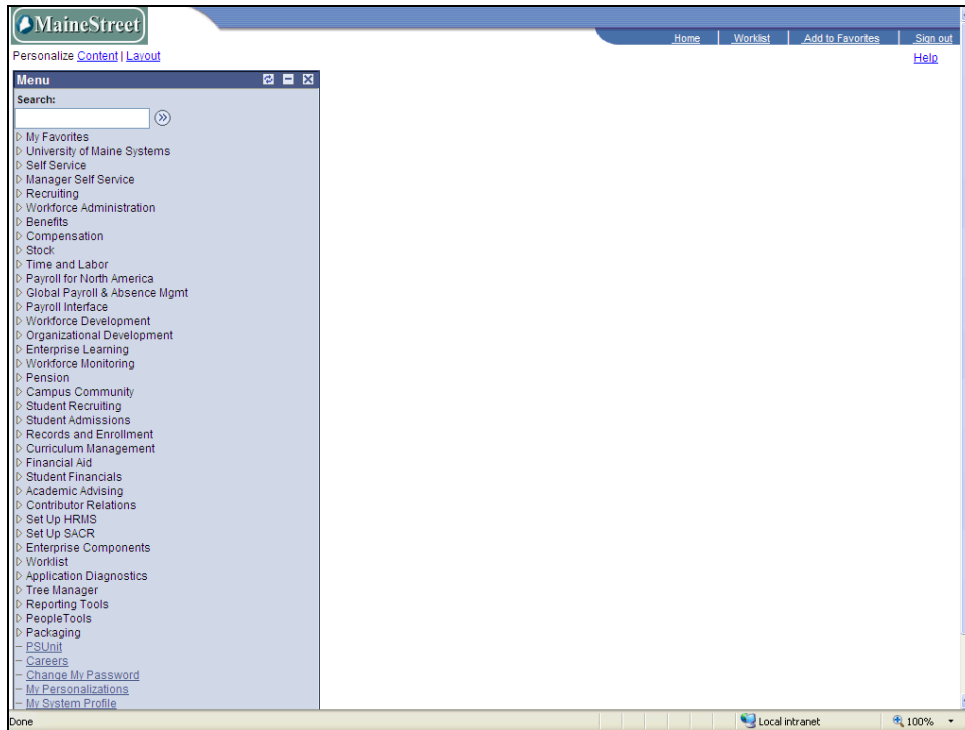
The Cashiering feature also enables you to review information regarding how tender flowed in and out of the cashiering office on a given business day. You can view the tender flow for a certain cashier, register, or tender type. This topic covers how to review tender received by a cashier.


Process Document

Reviewing Tender Details by Cashier

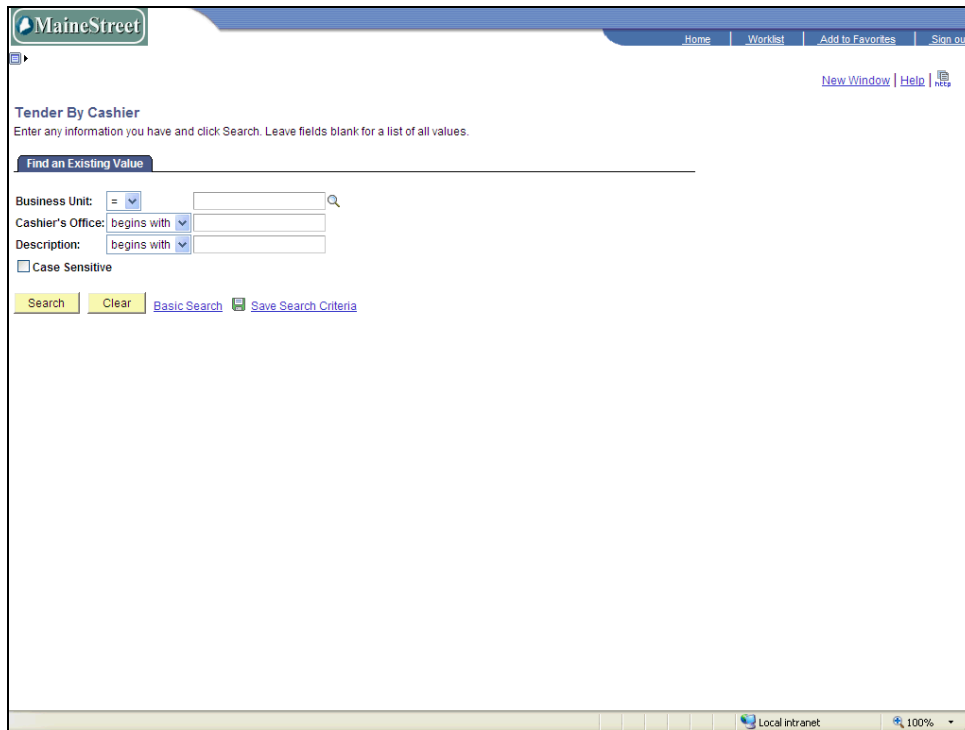



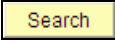
Navigation



Step	Action
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.

Procedure



Step	Action
5.	<p>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.</p> <p>For this example, click the Look up Business Unit icon.</p> 
6.	Click on the appropriate Business Unit to select it.
7.	<p>When ready, click the Search button.</p> 
8.	On the Tender By Cashier look up page, click on the appropriate Cashier's Office to select it.

Process Document

Reviewing Tender Details by Cashier



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Tender By Cashier

Business Unit: UMS06 Office: Portland Cashier's Office
 Cashier Office Date: Total Balance: 0.00

Total by Tender Key		Find	First	1 of 1	Last
Tender Key	Tender Total Amount				
	0.00				Currency Detail

Detail by Cashier		Find	View All	First	1 of 1	Last
Cashier:	Total:					
	0.00					
	0.00					

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Step	Action
9.	On the Tender by Cashier page, enter a date in the Cashier Office Date field or click the Look up <i>Cashier Office Date</i> 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. <input type="button" value="Search"/>



Process Document Reviewing Tender Details by Cashier

The screenshot displays the 'Tender By Cashier' page in the MaineStreet system. The page includes a search bar with the date '11/29/2007' and a 'Search' button. Below the search bar, there are two summary tables. The first table, 'Total by Tender Key', shows a total amount of 750.00 for the 'Cash' tender key. The second table, 'Detail by Cashier', shows a total of 750.00 for the cashier '0099999' and 'CASH'. At the bottom of the page, there are buttons for 'Return to Search', 'Notify', and 'Refresh'.

Total by Tender Key	
Tender Key	Tender Total Amount
Cash	750.00

Detail by Cashier	
Cashier	Total
0099999	750.00
CASH	750.00

Step	Action
12.	<p>In the Total by Tender Key section, review the <i>Tender Key</i> and <i>Tender Total Amount</i>.</p> <p>In the Detail by Cashier section, review the <i>Cashier</i> and <i>Total</i>.</p> <p>Refine your search and view additional Cashier's Dates as needed.</p>

Process Document

Reviewing Tender Details by Cashier



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Tender By Cashier

Business Unit: UMS06 Office: Portland Cashier's Office

Cashier Office Date: 11/29/2007 Total Balance: 750.00

Total by Tender Key		Find	First	1 of 1	Last
Tender Key	Tender Total Amount				
Cash	750.00				

Detail by Cashier		Find	View All	First	1 of 1	Last
Cashier:	Total:					
0099999	750.00					
CASH	750.00					

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Step	Action
13.	End of Procedure.