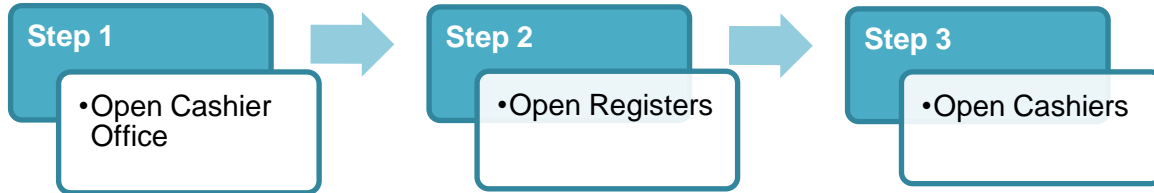




This module outlines how to open a Cashier Office, open the Registers and open an individual Cashier.

Note: Each day, the Cashier Office and the Registers are typically opened by the same person. Then, each cashier completes their sign-in.



Step 1 Navigate to: Student Financials → Cashiering → Cash Management → Open Offices

[New Window](#) | [Help](#) |

Open Cashier Offices

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = COLUM

Cashier's Office: begins with

Description: begins with

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)



Step 1a
Open Cashier Office

Click **Search**.
Click the correct **Cashier's Office**.

[New Window](#) | [Help](#) |

Open Cashier Offices
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=]

Cashier's Office: begins with

Description: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First ◀ 1-2 of 2 ▶ Last

Business Unit	Cashier's Office	Description
COLUM	MAIN	U of Missouri - Columbia
COLUM	TRANSCRIPT	Transcripts

Note: There are 2 cashier's offices under **Search**:

1. **MAIN** – for the Cashiers office front line cashiers
2. **TRANSCRIPTS** – for the Transcripts office



Step 1b
Open Cashier Office

Click **Open Cashier Office**.
Click **Copy Registers and Cashiers**.
On **Business Date** screen, verify it shows today's date and click **OK**.

New Window | Help | Customize Page |

Open Cashier Offices | Open Registers | Open Cashiers

Business Unit: COLUM
 Cashier's Office: MAIN U of Missouri - Columbia

Current Business Date: 09/24/2008

Open Cashier Office **Copy Registers and Cashiers**

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
09/26/2008	GARMANL	09/24/2008 9:56:09AM	GARMANL	09/24/2008 3:30:29PM	0
09/25/2008	HAYESMM	09/23/2008 8:58:52AM	HAYESMM	09/23/2008 9:15:32AM	4
09/24/2008	HAYESMM	09/23/2008 8:47:20AM	HAYESMM	09/23/2008 8:58:40AM	0
09/23/2008	GARMANL	09/23/2008 8:15:31AM	HAYESMM	09/23/2008 8:47:09AM	0
09/22/2008	GARMANL	09/22/2008 3:29:35PM	GARMANL	09/23/2008 7:43:52AM	0
09/19/2008	GARMANL	09/19/2008 12:20:36PM	GARMANL	09/22/2008 3:27:53PM	0
09/15/2008	GARMANL	09/15/2008 11:28:43AM	GARMANL	09/19/2008 11:58:25AM	3

Find | View All | First | 1-7 of 10 | Last

Save Return to Search Notify Previous tab Next tab

Open Cashier Offices | [Open Registers](#) | [Open Cashiers](#)

New Window | Help |

Business Date: 09/26/2008

OK Cancel

Note: Copy Registers and Cashiers copies the registers' and cashiers' information from the previous workday, the **Business Date**, and moves it to today's Cashier Office.

Note: The **Cashier Office** is now open and the screen updates with 'Opened' information:



[New Window](#) | [Help](#) | [Customize Page](#) |

Open Cashier Offices | [Open Registers](#) | [Open Cashiers](#)

Business Unit: COLUM
Cashier's Office: MAIN U of Missouri - Columbia

Current Business Date: [Open Cashier Office](#) [Copy Registers and Cashiers](#)

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
09/27/2008	GARMANL	09/25/2008 7:50:23AM			0
09/26/2008	GARMANL	09/24/2008 9:56:09AM	GARMANL	09/24/2008 3:30:29PM	0
09/25/2008	HAYESMM	09/23/2008 8:58:52AM	HAYESMM	09/23/2008 9:15:32AM	4

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

[Open Cashier Offices](#) | [Open Registers](#) | [Open Cashiers](#)

Step 2
Open Registers

Note: There is no action to take on the **Open Registers** screen. All information was imported by previously clicking **Copy Registers and Cashiers**.

Note: After the Cashier Office has been opened, each cashier must complete their sign-in via Open Cashiers.



Step 3a
Open Cashiers

Click **Open Cashiers**.
Click **View All**.

New Window | Help | Customize Page |

Open Cashier Offices | Open Registers | **Open Cashiers**

Business Unit: COLUM
Cashier's Office: MAIN U of Missouri - Columbia

Find | View All | First 1 of 11 Last

Business Date: 09/27/2008

Find | View All | First 1 of 11 Last

*Cashier: FRIELR Register: 5 Open

*Tender Key		Deposit ID	Opening Balance		
CASH	Cash Payment	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>
CHECK	Check Payment	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>

Save | Return to Search | Notify | Previous tab | Next tab

[Open Cashier Offices](#) | [Open Registers](#) | Open Cashiers



Step 3b
Open Cashiers

Across from your name, click the **Open** box.
Across from the Tender Key **Cash**, enter the **Opening Balance**.

The screenshot displays the 'Open Cashiers' interface. At the top, there are tabs for 'Open Cashier Offices', 'Open Registers', and 'Open Cashiers'. Below the tabs, the business unit is 'COLUM' and the cashier's office is 'MAIN' (U of Missouri - Columbia). The business date is '09/27/2008'. A search for '*Cashier:' with the name 'FRIELR' has been performed, resulting in one entry: 'Register. 5'. An 'Open' button is circled in green next to this entry. Below the search results, there is a section for '*Tender Key' with options for 'CASH' and 'CHECK'. The 'CASH' option is selected, and the 'Opening Balance' field is circled in green. The interface also includes navigation tabs at the top, a business unit of 'COLUM', a cashier's office of 'MAIN', and a business date of '09/27/2008'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'.

Note: + / - can be used to make additions / deletions to both Cashier and the Tender Key. However, this rarely happens.

Step 3c
Open Cashiers

Click **Save** button at bottom of screen.

The Cashier Office is now open



LET'S PLAY AROUND

EXAMPLE #1

Open the Cashier Office for today.

EXAMPLE #2

Open your cashier for today.

COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

"The Cashiers Office was not closed out the day before."

"What happens if cashier moves to another register?"

Congratulations! You have completed "Opening a Cashier Office"