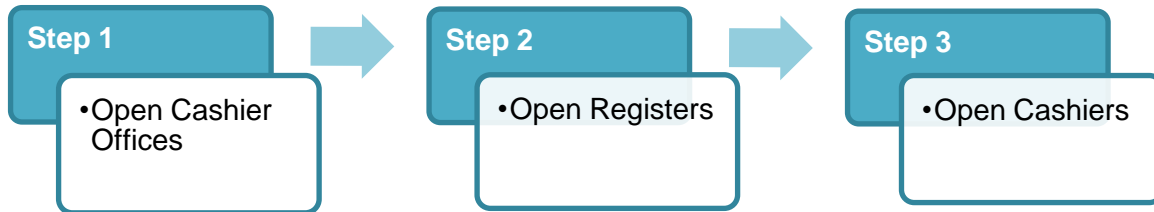




This module outlines how to open a Cashier Office, open the Register and open an individual Cashier.

Note: Each day, the Cashier Office is typically opened by the same person.



Step 1a Open Cashier Offices	Navigate to: Student Financials → Cashiering → Cash Management → Open Offices Click Search . Click TRNSCRPT for 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

[Basic Search](#)



Step 1b
Open Cashier Office

Note: The **Open Cashier Offices** screen pops up.
Click **Open Cashier Office**.
Click **Copy Registers and Cashiers**.

Business Unit: COLUM
Cashier's Office: TRNSCRPT Transcripts
Current Business Date: 10/08/2008

Open Cashier Office Copy Registers and Cashiers

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
10/08/2008	BROOKSK	10/08/2008 2:13:25PM	BROOKSK	10/08/2008 3:32:48PM	3
10/01/2008	GARMANL	10/01/2008 2:33:40PM	GARMANL	10/08/2008 2:00:02PM	1
09/25/2008	BROOKSK	09/24/2008 8:44:20AM	BROOKSK	10/01/2008 2:16:42PM	4
09/24/2008	BROOKSK	09/24/2008 8:32:04AM	BROOKSK	09/24/2008 8:44:11AM	0
09/11/2008	PERKINSSD	09/11/2008 5:27:26PM	BROOKSK	09/24/2008 8:31:45AM	4

Save Return to Search Notify Previous tab Next tab

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

Step 1c
Open Cashier Office

On **Business Date** screen, verify it shows today's date and click **OK**.

Business Date: 10/13/2008

OK Cancel



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: TRNSCRPT Transcripts

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

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
10/13/2008	BROOKSK	10/13/2008 10:21:33AM			11
10/08/2008	BROOKSK	10/08/2008 2:13:25PM	BROOKSK	10/08/2008 3:32:48PM	3
10/01/2008	GARMANL	10/01/2008 2:33:40PM	GARMANL	10/08/2008 2:00:02PM	1
09/25/2008	BROOKSK	09/24/2008 8:44:20AM	BROOKSK	10/01/2008 2:16:42PM	4
09/24/2008	BROOKSK	09/24/2008 8:32:04AM	BROOKSK	09/24/2008 8:44:11AM	0
09/11/2008	PERKINSSD	09/11/2008 5:27:26PM	BROOKSK	09/24/2008 8:31:45AM	4

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

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

The Cashier Office is now open.



Step 2
Open Registers

Click the **Open Registers** tab.
At the **CASH Tender Key**, enter \$225 as the **Opening Balance**.
Click **Save** at the bottom of the screen.

New Window | Help | Customize Page | ntcp

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

Business Unit: COLUM
Cashier's Office: TRNSCRIPT Transcripts

Business Date: 10/13/2008

*Register: 1 Open

*Tender Key	Deposit ID	Opening Balance	
CASH Cash Payment		225.00 USD	+ -
CHECK Check Payment			+ -
ZON ZON			+ -

Save Return to Search Notify Previous tab Next tab

Open Cashier Offices | Open Registers | Open Cashiers

Note: Register Open box is already checked. This happened when **Copy Registers and Cashiers** was hit.

The Register is now open.



Note: After the Cashier Office and the Register has been opened, each cashier must be signed in.

Step 3
Open Cashiers

Click the **Open Cashiers** tab.
Click **View All**.
Across from each name, click the **Open** box.
Click **Save** at the bottom of screen.

New Window | Help | Customize Page | http

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

Business Unit: COLUM
Cashier's Office: TRNSCRIPT Transcripts

Find | View All First 1 of 6 Last

Business Date: 10/13/2008

Find | **View All** First 1-2 of 2 Last

GARMANL Register: 1 Open + -

*Tender Key

Tender Key	Description	Amount	Currency	Action
CASH	Cash Payment		USD	+ -
CHECK	Check Payment		USD	+ -
ZON	ZON		USD	+ -

Save Return to Search Notify Previous tab Next tab

Open Cashier Offices | Open Registers | Open Cashiers

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

The Cashiers are now open.

Congratulations! You have completed "Open a Cashier Office"