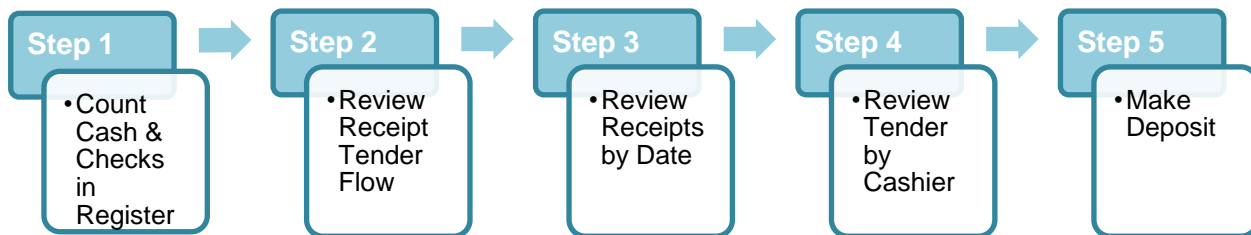




This module outlines how to balance the daily cash / check total with daily reports.

NOTE: Each day, each cashier balances their daily cash / check total intake against myZou balances.

Cashier must be closed under **Close Cashier Office before proceeding**



Step 1 Count cash / checks	Run a calculator tape total of all currency and coins in your register. Run a calculator tape total of all checks in your register.
--------------------------------------	--

Step 1: Count All Cash / Checks in Register is complete

Step 2 Review Receipt Tender Flow	Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Receipt Tender Flow
---	---

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

Receipt Tender Flow
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 2a
Review Receipt
Tender Flow

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

- Note:** There are 2 cashier's offices under **Search**:
1. **MAIN** – for the Cashiers office front line cashiers
 2. **TRANSCRIPTS** – for the Transcripts office

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

Receipt Tender Flow
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



Step 2b
Review Receipt
Tender Flow –
Cash

Click Business Date and choose, by clicking, the date of your balance.
Click Cashier and choose, by clicking, your log-in.
Click Tender and click **CASH**.
Click Register and choose, by clicking, the register associated with your log-in.
Click **SEARCH**.

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

Receipt Tender Flow

Business Unit: COLUM Office: MAIN U of Missouri - Columbia

Business Date Cashier Tender Register

Include in Totals Opening Balance 0.00 Search

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
Over/Short:						0.00	0.00		

Find | View All First 1 of 1 Last [Go to Detail](#)

[Return to Search](#) [Notify](#) [Refresh](#)

Note: This pulls up all the cash transactions for this register for the business day identified.



Step 2c
Review Receipt
Tender Flow –
Cash

Click **View All**.
Scroll down the screen to see the **Over / Short** total amount.

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

Receipt Tender Flow

Business Unit: COLUM Office: MAIN U of Missouri - Columbia

Business Date: 10/07/2008 Cashier: FRIELR Tender: CASH Register: 5

Include in Totals Opening Balance: 1,000.00 [Search](#)

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	FRIELR	5	10/07/2008	7:50:53AM	CASH	538.99	1,538.99	Posted	72900
63	FRIELR	5	10/07/2008	11:16:18AM	CASH	3,000.00	4,538.99	Posted	72962

Over/Short: 0.00 4,538.99

[Return to Search](#) [Notify](#) [Refresh](#)

Note: When **Include in Totals** is checked, **Opening Balance + Over / Short = Total Cash**.

Step 2d
Review Receipt
Tender Flow -
Cash

Subtract the register's opening balance from the cash total to get the amount of cash taken in.
Remove this amount from your register and place in the deposit envelope.



Step 2e
Review Receipt
Tender Flow -
Checks

Click Tender and click **CHECK**.
Click **SEARCH**.

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

Receipt Tender Flow

Business Unit: COLUM Office: MAIN U of Missouri - Columbia

Business Date: 10/07/2008 Cashier: FRIELR **Tender: CHECK** Register: 5

Include in Totals Opening Balance: 1,000.00 **Search**

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
Over/Short:							0.00	0.00	

[Return to Search](#) [Notify](#) [Refresh](#)

Note: This pulls up all the check transactions for this register for the business day identified.



Step 2f
Review Receipt
Tender Flow –
Check

Click **View All**.
Scroll down the screen to see the **Over / Short** total amount.
Hit **Print Screen** for each page of checks.

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

Receipt Tender Flow

Business Unit: COLUM Office: MAIN U of Missouri - Columbia

Business Date: 10/07/2008 Cashier: FRIELR Tender: CHECK Register: 5

Include in Totals Opening Balance: 0.00 [Search](#)

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
10	FRIELR	5	10/07/2008	8:06:35AM	CHECK	165.00	165.00	Posted	72909
11	FRIELR	5	10/07/2008	8:07:06AM	CHECK	150.00	315.00	Posted	72910
12	FRIELR	5	10/07/2008	8:07:37AM	CHECK	168.00	483.00	Posted	72911

Over/Short: 0.00 483.00

[Return to Search](#) [Notify](#) [Refresh](#)

Note: The register's check total must equal the **Over / Short** total amount.

Step 2g
Review Receipt
Tender Flow -
Check

Complete **Large Deposit Batch Header** (Attachment A) with date and check total amount.
Bundle the **Large Deposit Batch Header**, the check calculator tape and the checks, with the Receipt Tender Flow Check screen prints on top.
Place the bundle in the deposit envelope.

Step 2h
Review Receipt
Tender Flow

Complete **Daily Deposit Report** (Attachment B), entering amounts for checks, currency, coins and total.
At the top of the **Daily Deposit Report**, initial and date.
Place **Daily Deposit Report** in the deposit envelope.



Step 2i
Review Receipt
Tender Flow

Verify the deposit envelope has: cash bundle, check bundle and the **Daily Deposit Report**.
Place envelope in the designated secure place for daily balancing and depositing.

Step 2: Review Receipt Tender Flow is complete

Step 3
Review Receipts
by Date

Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Receipts by Date

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

Receipts By Business Date
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 3a
Review Receipts
by Date

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

- Note:** There are 2 cashier's offices under **Search**:
1. **MAIN** – for the Cashiers office front line cashiers
 2. **TRANSCRIPTS** – for the Transcripts office

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

Receipts By Business Date
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



Step 3b
Review Receipts
by Date

Click Business Date and choose, by clicking, the date of your balance.
Click Cashier and choose, by clicking, your log-in.
Click Register and choose, by clicking, the register associated with your log-in.
Trans Type should say **All**.
Click **SEARCH**.

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

Receipts By Business Date

Business Unit: COLUM **Office:** MAIN U of Missouri - Columbia

Business Date:

Cashier:

Register:

Trans Type:

Approval Status:

Sort By:

First Receipt Seq Nbr: 1 **Last Receipt Seq Nbr:** 259

Total Number of Receipts: 222 Seq 1 to 84

Seg Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr			
1	FRIELR	5	Stdnt Pymt	10/07/2008	7:50:53AM	538.99	Posted	72900			
31	FRIELR	5	Stdnt Pymt	10/07/2008	9:20:47AM	322.87	Posted	72930			
33	FRIELR	5	Stdnt Pymt	10/07/2008	10:08:29AM	495.81	Posted	72932			
34	FRIELR	5	Stdnt Pymt	10/07/2008	10:48:01AM	25.00	Posted	72933			
37	FRIELR	5	Stdnt Pymt	10/07/2008	10:59:43AM	1,925.00	Posted	72936			
38	FRIELR	5	Stdnt Pymt	10/07/2008	11:00:06AM	1,925.00	Posted	72937			
39	FRIELR	5	Stdnt Pymt	10/07/2008	11:00:29AM	1,952.02	Voided	72938			
40	FRIELR	5	Stdnt Pymt	10/07/2008	11:01:07AM	1,925.02	Posted	72939			
41	FRIELR	5	Stdnt Pymt	10/07/2008	11:01:30AM	201.01	Posted	72940			

[Customize](#) | [Find](#) |

Note: Voided receipts are also included in transactions.

Note: In addition to listing each transaction, the screen identifies the **First Receipt Seq Nbr**, **Last Receipt Seq Nbr**, **Total Number of Receipts**, and that there are several pages of transactions.

Note: Clicking on a transaction's **Receipt Nbr** provides transaction details.



Step 3c
Review Receipts
by Date

Hit **Print Screen** for each page of receipts.
Give this printout to the designated person making the daily deposit.

Step 3: Review Receipts by Date is complete

Step 4a
Review Tender
by Cashier

Navigate to: Student Financials → Cashiering → Balance by Business Day
→ Review Tender by Cashier
Click **Search**.

New Window | Help | http

Tender By Cashier

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

Find an Existing Value

Business Unit: = [v] COLUM [magnifying glass]

Cashier's Office: begins with [v] [text box]

Description: begins with [v] [text box]

Case Sensitive

Search Clear Basic Search Save Search Criteria



Step 4b
Review Tender
by Cashier

Click **Cashier Office Date** and click on the date of your balance.
Click **Search**.
Click **View All** to bring up all the cashiers.

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

Tender By Cashier

Business Unit: COLUM Office: U of Missouri - Columbia

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					



Step 4c
Review Tender
by Cashier

Hit **Print Screen** for each page of cashier details.
Place **Review Tender by Cashier** screens in the deposit envelope.

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

Tender By Cashier

Business Unit: COLUM Office: U of Missouri - Columbia

Cashier Office Date: Total Balance: 178,412.25

Total by Tender Key		Find	First	1-2 of 2	Last
Tender Key	Tender Total Amount				
Cash Payment	6,184.11				
Check Payment	172,228.14				

Detail by Cashier		Find View 1	First	1-9 of 9	Last
Cashier: FRIELR	Total:	145,183.31			
CASH		3,548.24			
CHECK		141,635.07			
Cashier: JOHNSONJENNI	Total:	0.00			
Cashier: MARTINV	Total:	30,529.75			
CASH		419.68			
CHECK		30,110.07			
Cashier: WARRENK	Total:	2,699.19			
CASH		2,216.19			
CHECK		483.00			



Step 5
Make Deposit

Until deposit envelope is delivered to the Office of Cashiers, place it in the designated secure place.
The designated person will deliver the daily deposit envelope to the Office of Cashiers.

Note: **The Deposit Envelope contains:**

- Completed Daily Deposit Report
- Over/Short cash from the register
- Check bundle
 - Large Deposit Batch Header
 - Check calculator
 - Checks
 - Receipt Tender Flow Report
- Review Receipts by Date Report
- Review Tender by Cashier Report
- CRR, if needed

Note: The deposit envelope must be delivered to Office of Cashiers by 3pm to be deposited that day.

Note: The designated person now goes to Cashiering Module “**Close Cashier Office**”.



COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

“My register doesn’t balance.”

Congratulations! You have completed “Balancing a Cashier Office”



ATTACHMENT A
Large Deposit Batch Header

	LARGE DEPOSIT BATCH HEADER
⑆59??⑆0000⑆	\$



ATTACHMENT B
Daily Deposit Report

DAILY DEPOSIT REPORT	
Checks	_____
Currency	_____
Coin	_____
TOTAL	_____