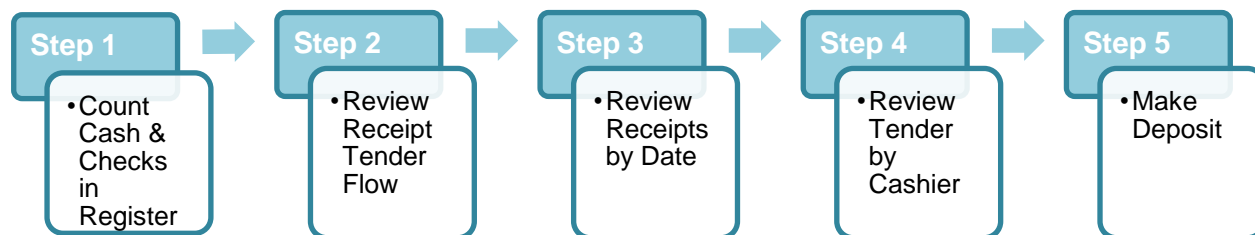




This module outlines how to balance the daily cash / check / credit card total with daily reports.

Note: Each day, the register’s cash / check total intake is balanced against myZou reports, typically by a designated person.



Step 1 Count Cash & Checks in Register	<p>Run a calculator tape total of all checks in the register. Set aside the checks and the calculator tape.</p> <p>Run a calculator tape total of all currency and coins in the register. Include on the calculator tape the Total Cash – Opening Balance = Total Cash Intake amounts. Leaving the opening balance in the register, set aside the remaining cash and the calculator tape.</p> <p>Return register with opening balance to register drawer.</p>
---	---



Step 2a
Review Receipt
Tender Flow

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

Enter **trn** in **Cashier's Office** field and **Search**.
Click **TRNSCRPT**.

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



Step 2b
Review Receipt
Tender Flow

Click Business Date and click on the date of your balance.
Click Tender and click ZON.
Click Register and click 1.
Click Search.

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

Receipt Tender Flow

Business Unit: COLUM Office: TRNSCRPT Transcripts

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

[Go to Detail](#)

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



Step 2c
Review Receipt
Tender Flow

Click **View All**.
This is a listing of all credit card transactions on this business date.
Hit **Print Screen** for each page of charges.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

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

Receipt Tender Flow

Business Unit: COLUM Office: TRNSCRPT Transcripts

Business Date: 10/13/2008 Cashier: Tender: ZON Register: 1

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

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
2	GARMANL 1	1	10/13/2008	3:56:21PM	ZON	10.00	10.00	Processed	78207
3	GARMANL 1	1	10/13/2008	3:57:19PM	ZON	10.00	20.00	Processed	78208

Over/Short: 0.00 20.00

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

Note: This print out is used to balance myZou credit card charges against ZON credit card charges and a manual tally done by the designated person in the Transcripts Office.

Note: Balancing of credit card charges is complete. Credit card charges are not included in the daily deposits.



Step 2d
Review Receipt
Tender Flow

Click Tender and click **CASH**.
Click **Search**.

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

Receipt Tender Flow

Business Unit: COLUM Office: TRNSCRPT Transcripts

Business Date: 10/13/2008 Cashier: **Tender**: CASH Register: 1

Include in Totals Opening Balance: 225.00 **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](#)



Step 2e
Review Receipt
Tender Flow

Click **View All**.
This is a listing of all cash transactions on this business date.
Hit **Print Screen** for each page of charges.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

Scroll down the screen to see the **Over/Short** amount.

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

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

Receipt Tender Flow

Business Unit: COLUM **Office:** TRNSCRPT Transcripts

Business Date **Cashier** **Tender** **Register**

10/13/2008 CASH 1

Include in Totals **Opening Balance** 225.00 **Search**

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	BROOKSK1		10/13/2008	10:23:34AM	CASH	10.00	10.00	Processed	67725
2	BROOKSK1		10/13/2008	10:27:15AM	CASH	10.00	10.00	Voided	67726
3	GARMANL 1		10/13/2008	8:57:54AM	CASH	20.00	30.00	Processed	67727
3	GARMANL 1		10/13/2008	8:57:54AM	CASH	-10.00	20.00	Processed	67727
6	GARMANL 1		10/13/2008	9:31:57AM	CASH	10.00	30.00	Processed	67730
7	GARMANL 1		10/13/2008	9:34:28AM	CASH	10.00	40.00	Processed	67731
8	GARMANL 1		10/13/2008	12:02:35PM	CASH	10.00	50.00	Processed	67732

Over/Short: 0.00 325.00

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

Step 2f
Review Receipt
Tender Flow

Verify the cash calculator tape (opening balance + cash taken in) = **Over/Short** amount.

Place the cash for the deposit in the deposit envelope.



Step 2g
Review Receipt
Tender Flow

Click Tender and click **CHECK**.
Click **Search**.

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

Receipt Tender Flow

Business Unit: COLUM Office: TRNSCRPT Transcripts

Business Date: 10/13/2008 Cashier: **Tender**: CHECK Register: 1

Include in Totals Opening Balance 225.00 **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](#)



Step 2h
Review Receipt
Tender Flow

Click **View All**.
This is a listing of all check transactions on this business date.
Hit **Print Screen** for each page of checks.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

Scroll down the screen to see the **Over/Short** amount.

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

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

Receipt Tender Flow

Business Unit: COLUM Office: TRNSCRPT Transcripts

Business Date: 10/13/2008 Cashier: Tender: CHECK Register: 1

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

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
4	GARMANL	1	10/13/2008	9:10:21AM	CHECK	20.00	20.00	Processed	67728
12	GARMANL	1	10/13/2008	9:32:17AM	CHECK	10.00	30.00	Processed	67736
13	GARMANL	1	10/13/2008	9:32:50AM	CHECK	10.00	40.00	Processed	67737

Find | **View All** | First | 1-3 of 3 | Last

Over/Short: 0.00 40.00

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

Note: The **Opening Balance** = 0 because the opening balance is cash only.

Step 2i
Review Receipt
Tender Flow

Verify the calculator tape of total checks = **Over/Short** amount.

Place the checks in the deposit envelope.



Step 3a
Review Receipts
by Date

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

Enter **trn** in **Cashier's Office** field and click **Search**.
Click **TRNSCRPT**.

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



Step 3b
Review Receipts
by Date

Click Business Date and click on the date of your balance.
Click Register and choose 1.
Trans Type should say **All**.
Click **Search**.

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

Receipts By Business Date

Business Unit: COLUM Office: TRNSCRPT Transcripts

Business Date Cashier Register Trans Type: All Approval Status

Sort By: Date # (Asc) **Search**

First Receipt Seq Nbr: 0 Last Receipt Seq Nbr: 0

Total Number of Receipts: 0 Seq 0 to 0

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr
Customize Find								
								Go to Detail

Note: Voided receipts are also included in transactions.

Note: There are usually several pages of transactions.

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



This Receipts by Business Date screen pops up.

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

Receipts By Business Date

Business Unit: COLUM **Office:** TRNSCRPT Transcripts

Business Date **Cashier** **Register** **Trans Type** **Approval Status**
 10/13/2008 🔍 🔍 1 🔍 All ▾ ▾

Sort By: ▾

First Receipt Seq Nbr: 1 **Last Receipt Seq Nbr:** 13

Total Number of Receipts: 13 Seq 1 to 13

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr
1	BROOKSK	1	Stdnt Pymt	10/13/2008	10:23:34AM	10.00	Processed	67725
2	BROOKSK	1	Stdnt Pymt	10/13/2008	10:27:15AM	10.00	Voided	67726
3	GARMANL	1	Stdnt Pymt	10/13/2008	8:57:54AM	10.00	Processed	67727
4	GARMANL	1	Stdnt Pymt	10/13/2008	9:10:21AM	20.00	Processed	67728
5	GARMANL	1	Stdnt Pymt	10/13/2008	9:25:50AM	10.00	Voided	67729
6	GARMANL	1	Stdnt Pymt	10/13/2008	9:31:57AM	10.00	Processed	67730
7	GARMANL	1	Stdnt Pymt	10/13/2008	9:34:28AM	10.00	Processed	67731
8	GARMANL	1	Stdnt Pymt	10/13/2008	12:02:35PM	10.00	Processed	67732
9	GARMANL	1	Stdnt Pymt	10/13/2008	12:03:43PM	10.00	Processed	67733
10	GARMANL	1	Stdnt Pymt	10/13/2008	12:04:42PM	30.00	Processed	67734
11	GARMANL	1	Stdnt Pymt	10/13/2008	1:52:19PM	20.00	Processed	67735
12	GARMANL	1	Stdnt Pymt	10/13/2008	9:32:17AM	10.00	Processed	67736
13	GARMANL	1	Stdnt Pymt	10/13/2008	9:32:50AM	10.00	Processed	67737

Step 3c
Review Receipts
by Date

Hit **Print Screen** for each page of receipts.
Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.



Step 4a
Review Tender
by Cashier

Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Tender by Cashier
Enter **trn** in **Cashier's Office** field and click **Search**.
Click **TRNSCRPT**.

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

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: =

Cashier's Office: begins with

Description: begins with

Case Sensitive

[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: Transcripts

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.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

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

Tender By Cashier

Business Unit: COLUM Office: Transcripts
 Cashier Office Date: 10/13/2008 Total Balance: 150.00 [Search](#)

Total by Tender Key		Find	First	1-3 of 3	Last
Tender Key	Tender Total Amount				
Cash Payment	100.00				
Check Payment	40.00				
ZON	10.00				

Detail by Cashier		Find View 1	First	1-2 of 2	Last
Cashier: BROOKSK	Total:	10.00			
CASH		10.00			
<hr/>					
Cashier: GARMANL	Total:	140.00			
CASH		90.00			
CHECK		40.00			
ZON		10.00			

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



Step 5a
Make Deposit

Until the deposit envelope is delivered to Kim Hull or designee, place it in the designated secure place until the CRR is completed the following morning.

Note: The Daily Deposit Envelope contains:

- Cash
- Checks

Note: In summary, 5 reports are generated. One copy of each stays in Transcripts Office. One copy is given to Kim Hull or designee:

- Review Receipt Tender Flow Report (Zon)
- Review Receipt Tender Flow Report (Cash)
- Review Receipt Tender Flow Report (Check)
- Review Receipts by Business Date
- Review Tender by Cashier

Note: This completes the balancing until tomorrow morning when a CRR is completed and the deposit envelope is delivered to Kim Hull. It's now time to "**Close Cashier Office**".

Step 5b
Make Deposit

The next morning...

The 5 balancing reports are delivered to Kim Hull or designee.

Kim Hull runs the query "SFC Cashiering Target Tender Activity" and verifies the transactions and the deposit are correct.

Kim Hull advises Transcripts Office the target key amount for the CRR and Transcripts Office completes the CRR and delivers it to Kim Hull along with the deposit envelope.

After verifying the amounts are correct, Kim Hull delivers the deposit envelope (cash + checks + CRR) to Cashiers' Office.



COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

“My register doesn’t balance.”

Congratulations! You have completed “Balancing a Cashier Office”