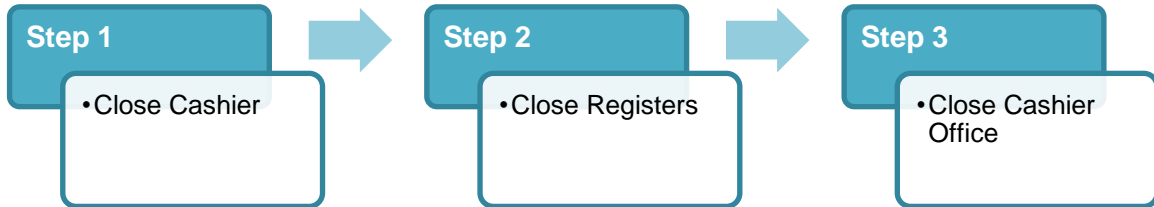




This module outlines how to close an individual Cashier, close the register and close the Cashier Office.

NOTE: Each day, each cashier completes their sign-off, then the Cashier Office is typically closed by a designated person.



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

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

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

Note: Business Unit auto fills once you have been given access to the system.



Step 1a Click **Search**.
Close Cashier Click the correct **Cashier's Office**.

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

Close 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 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 Cashier's office
2. **TRANSCRIPTS** – for the Transcript's office



Step 1b
Close Cashier

Click **Close Cashier**.
Click **View All** and find your name.

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

Close Registers **Close Cashier** Close Offices

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

[Find](#) | [View All](#) First Last

Business Date: 09/27/2008

[Find](#) | [View All](#) First Last

Cashier: FRIELR Close

	Closing Balance	Over/Short Amt
Cash Payment	<input type="text"/>	USD
Check Payment	<input type="text"/>	USD

[Find](#) First Last

[Close Registers](#) | [Close Cashier](#) | [Close Offices](#)

Note: The **Over / Short Amt** column shows negative \$\$ amounts. This is a total of opening balance + all cash payments + all check payments taken by the cashier for that day.



Step 1c
Close Cashier

Total all the cash in your cash drawer and fill in the **Cash Payment** box.
Total all the checks in your cash drawer and fill in the **Check Payment** box.

Note: If you have done a CRR documenting an off balance, you will add the CRR amount to the **Over/Short Amt** against the appropriate payment type.

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

Business Date: 09/27/2008

GARMANL Close

		Over/Short Amt
Cash Payment	<input type="text"/> USD	-1,150.00
Check Payment	<input type="text"/> USD	-200.00

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

Close Registers | Close Cashier | Close Offices



Step 1d
Close Cashier

Hit **Enter**.
Click **Close**.
At the bottom of the screen, click **Save**.

Note: After hitting enter, the **Over / Short Amt** is now blank.

The screenshot shows the 'Close Cashier' interface. At the top, there are tabs for 'Close Registers', 'Close Cashier', and 'Close Offices'. Below the tabs, the 'Business Unit' is 'COLUM' and the 'Cashier's Office' is 'MAIN U of Missouri - Columbia'. A table lists 'Business Date' as '09/27/2008'. Below this, a table for 'GARMANL' has a 'Close' button circled in green. At the bottom, a table shows 'Over/Short Amt' with 'Cash Payment' at '1150.00 USD' and 'Check Payment' at '200.00 USD'. A 'Save' button is also circled in green at the bottom left.

Business Unit:	COLUM	
Cashier's Office:	MAIN	U of Missouri - Columbia
Business Date:	09/27/2008	
	GARMANL	<input type="checkbox"/> Close
	Cash Payment	1150.00 USD
	Check Payment	200.00 USD

Note: Once all cashiers have closed, the designated person closes the registers and the Cashier Office.

The Cashier Office is not closed until Cashier Daily Balancing is completed. Instructions for this are found in Module 10 Balancing a Cashier Office.



Step 2a
Close Registers

Click **Close Registers**.
Click **View All**.

New Window | Help | Customize Page |

Close Registers | Close Cashier | Close Offices

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

Find | View All | First 1 of 10 Last

Business Date: 10/02/2008

Find | **View All** | First 1 of 8 Last

Register: 1 Close

	Closing Balance	Over/Short Amt
Cash Payment	<input type="text"/>	USD
Check Payment	<input type="text"/>	USD

Find | First 1-2 of 2 Last

Close Registers | Close Cashier | Close Offices



Step 2b
Close Registers

Click the **Close** box for each register.
At the bottom of the screen, click **Save**.

New Window | Help | Customize Page |

Close Registers | Close Cashier | Close Offices

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

Find | View All | First 1 of 10 Last

Business Date: 10/02/2008

Find | View 1 | First 1-8 of 8 Last

Register: 1 Close

	Closing Balance	Over/Short Amt
Cash Payment	<input type="text"/>	USD
Check Payment	<input type="text"/>	USD

2

Cash Payment	<input type="text"/>	USD
Check Payment	<input type="text"/>	USD

Close Registers | Close Cashier | Close Offices



Step 3
Close Offices

Click **Close Offices**.
Click **Close**.
At the bottom of the screen, click **Save**.

New Window | Help | Customize Page |

Close Registers | Close Cashier | **Close Offices**

Business Unit: COLUM
 Cashier's Office: TRNSCRPT Transcripts
 Current Business Date: 09/27/2008

Close

Find | View All | First 1 of 10 Last

Business Date	Closed By	Close Datetime
09/27/2008		

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

Close Registers | Close Cashier | Close Offices

New Window | Help | Customize Page |

Close Registers | Close Cashier | **Close Offices**

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

Close

Find | View All | First 1 of 10 Last

Business Date	Closed By	Close Datetime
10/02/2008	GARMANL	10/02/2008 4:29:14PM

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

Close Registers | Close Cashier | Close Offices

The Cashier Office is now closed



LET'S PLAY AROUND

EXAMPLE #1

Close your cashier for the day.

EXAMPLE #1

Close the cashier office for the day.

COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

"My money does not balance with Over/Short Amt."

Congratulations! You have completed "Close the Cashier Office"