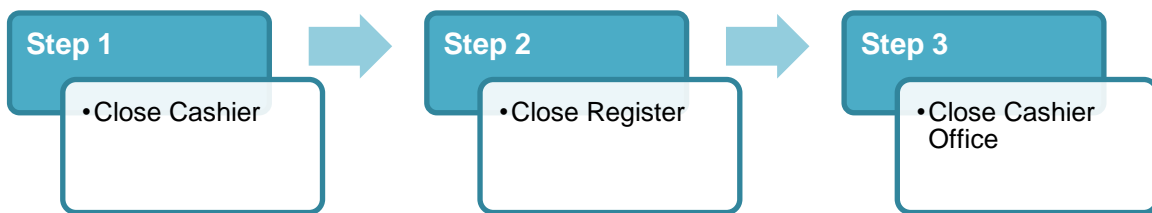




This module outlines how to close the Cashier Office. There are three steps:

1. Close the cashiers
2. Close the register
3. Close the office

Note: After running the end of the day reports and balancing myZou with register, the designated person closes the cashiers, the register and the cashier office.



Step 1a Close Cashier	<p>Navigate to: Student Financials → Cashiering → Cash Management → Close Offices</p> <p>If the Cashier's Office field is blank, enter trn in Cashier's Office field and Search. Click TRNSCRPT.</p>
----------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[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](#)

Note: Business Unit auto fills to Columbia.



Step 1b
Close Cashier

Click the **Close Cashier** tab.
Click **View All** to bring up all the cashiers for the Transcript Office.
Click the **Close** box across from each name.
At the bottom of the screen, click **Save**.

Business Unit: COLUM
Cashier's Office: TRNSCRPT Transcripts

Business Date: 10/13/2008

Cashier: BROOKSK Close

Cash Payment Closing Balance USD Over/Short Amt

GARMANL Close

Cash Payment USD Over/Short Amt
Check Payment USD
ZON USD

Save Return to Search Notify Previous tab Next tab

The Cashier is now closed.



Step 2
Close Register

Click the **Close Registers** tab.
Fill in the **Cash Payment** box with the **Over/Short Amt** cash amount and hit **Enter**.
Fill in the **Check Payment** box with the **Over/Short Amt** check amount and hit **Enter**.
Fill in the **ZON Payment** box with the **Over/Short Amt** credit card amount and hit **Enter**.

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.

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

Note: The **Over / Short Amt** column shows negative \$\$ amounts. This is the total of the opening cash balance + all cash payments + all check payments + all credit card payments in the register for that day.

The screenshot shows the 'Close Registers' tab selected. The interface includes the following elements:

- Navigation tabs: **Close Registers** (highlighted), Close Cashier, Close Offices.
- Business Unit: COLUM
- Cashier's Office: TRNSCRIPT Transcripts
- Business Date: 10/13/2008
- Register: 1
- Close button: A button labeled 'Close' with a checkbox icon, circled in green.
- Table with the following data:

	Closing Balance	Over/Short Amt
Cash Payment	<input type="text"/>	-325.00
Check Payment	<input type="text"/>	-20.00
ZON	<input type="text"/>	-10.00
- Bottom navigation: Save (highlighted), Return to Search, Notify, Previous tab, Next tab.
- Footer: Close Registers | Close Cashier | Close Offices



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

New Window | Help | Customize Page |

Close Registers | Close Cashier | Close Offices

Business Unit: COLUM
Cashier's Office: TRNSCRPT Transcripts

Business Date: 10/13/2008

Register: 1 Close

	Closing Balance	Over/Short Amt
Cash Payment	325.00 USD	
Check Payment	20.00 USD	
ZON	10.00 USD	

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

Close Registers | Close Cashier | Close Offices

The Register is now closed.



Step 3
Close Offices

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

Business Unit: COLUM
 Cashier's Office: TRNSCRPT Transcripts
 Current Business Date: 10/13/2008

Find | View All First 1 of 10 Last

Business Date	Closed By	Close Datetime
10/13/2008		

Save Return to Search Notify Previous tab Next tab

Close Registers | Close Cashier | Close Offices

The screen updates with the 'Closed' information.

Business Unit: COLUM
 Cashier's Office: TRNSCRPT Transcripts
 Current Business Date:

Find | View All First 1 of 10 Last

Business Date	Closed By	Close Datetime
10/13/2008	GARMANL	10/13/2008 4:29:14PM

Save Return to Search Notify Previous tab Next tab

Close Registers | Close Cashier | Close Offices

The Cashier Office is now closed.

Congratulations! You have completed "Close the Cashier Office"