This module outlines how to set up a Cashier Office for the first time. This information is then copied and pasted in subsequent days saving time and reducing errors.

Step 1
Open Cashier Offices

Navigate to: Student Financials → Cashiering → Cash Management → Open Offices

If the Cashier's Office field does not auto fill with your location, click Search for a list of Cashier's Offices.

Search Results pops up at the bottom of the screen. Click the correct cashier location.
Step 1
Open Cashier Office

The Open Cashier Offices screen pops up.

Click Open Cashier Office.
The screen updates to show the Cashier Office has been opened:

<table>
<thead>
<tr>
<th>Business Date</th>
<th>Opened By</th>
<th>Open Datetime</th>
<th>Close Datetime</th>
<th>Last Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/06/2009</td>
<td>WARRENK</td>
<td>03/06/2009 7:23:41AM</td>
<td>03/06/2009 7:23:41AM</td>
<td>152</td>
</tr>
<tr>
<td>03/05/2009</td>
<td>WARRENK</td>
<td>03/05/2009 7:27:33AM</td>
<td>03/05/2009 3:39:11PM</td>
<td>175</td>
</tr>
<tr>
<td>03/04/2009</td>
<td>WARRENK</td>
<td>03/04/2009 7:21:37AM</td>
<td>03/04/2009 4:01:54PM</td>
<td>304</td>
</tr>
<tr>
<td>03/03/2009</td>
<td>WARRENK</td>
<td>03/03/2009 7:24:25AM</td>
<td>03/03/2009 3:54:20PM</td>
<td>233</td>
</tr>
<tr>
<td>03/02/2009</td>
<td>WARRENK</td>
<td>03/02/2009 7:31:26AM</td>
<td>03/02/2009 3:56:21PM</td>
<td>102</td>
</tr>
</tbody>
</table>
Click the **Open Registers** tab. Each register in the Cashier Office is opened on this screen.

**To choose the Register:**
- Across from **Register**, click ⬆️ and choose the register number.
- Across from **Open**, check the box.

**To choose the Tender Keys:**
**Note:** Under **Tender Key**, you will list the different payment methods you can take on this register. You will always take cash and checks. Depending on your office, you may also take credit cards (ZON).
- Click ⬆️ and choose CASH. For cash, designate an **Opening Balance** amount. That is the amount that you start in your register each day.

**Note:** Entering Opening Balances
If there is one register and multiple cashiers, the opening balance is entered across from the register on the **Open Registers** screen. Nothing is entered for each cashier’s opening balance on the **Open Cashiers** screen.

If each cashier has his own register, each cashier’s opening balance is entered across from the cashier on the **Open Cashiers** screen. Nothing is entered for each register’s opening balance on the **Open Registers** screen.

- Click ⬆️ to add another **Tender Key** line. Repeat above, choosing CHECK and ZON if appropriate. **Note:** there is no opening balance for checks or credit cards.

****Opening the Register is Complete****

If you have more than one register in your office, click ⬆️ across from **Register** and repeat the above process for each additional register.

Click **Save**.

Below is an example of what your screen might look like when done with Register 1.
**Step 2**

**Open Registers**

**Note:** In this example, there is only 1 register and several cashiers, so the opening balance is entered here.
Click the **Open Cashiers** tab. Each cashier in the Cashier Office is opened on this screen.

**To choose the Cashier:**
- Across from **Cashier**, click and choose the appropriate cashier.
- Across from **Register**, click and choose the corresponding register for that cashier.
- Across from **Open**, check the box.

**To choose the Tender Keys:**

**Note:** Under **Tender Key**, you will list the different payment methods the cashier can take. Typically, this will be cash and checks. Depending on your office, the cashier may also take credit cards (ZON).

**Note:** The **Tender Keys** listed are only those previously entered against the register on the **Open Registers** screen.
- Click and choose CASH. For cash, designate an **Opening Balance** amount. That is the amount the cashier starts with in his register each day.

**Note:** Entering Opening Balances
If there is one register and multiple cashiers, the opening balance is entered across from the register on the **Open Registers** screen. Nothing is entered for each cashier’s opening balance on the **Open Cashiers** screen.

If each cashier has his own register, each cashier’s opening balance is entered across from the cashier on the **Open Cashiers** screen. Nothing is entered for each register’s opening balance on the **Open Registers** screen.

- Click to add another **Tender Key** line. Repeat above, choosing CHECK and ZON if appropriate. **Note:** there is no opening balance for checks or credit cards.

****Opening the Cashier is Complete****

If you have more than one cashier in your office, click across from **Cashier** and repeat the above process for each additional cashier.

Click **Save**.

Below is an example of what your screen might look like with 1 cashier.
Copy Registers and Cashiers

Note: The next time you open the Cashier’s Office, click Copy Registers and Cashiers and all of this information will be copied to the next day’s cashier office without having to re-enter it.

Congratulations! You have completed “Open a Cashier Office”