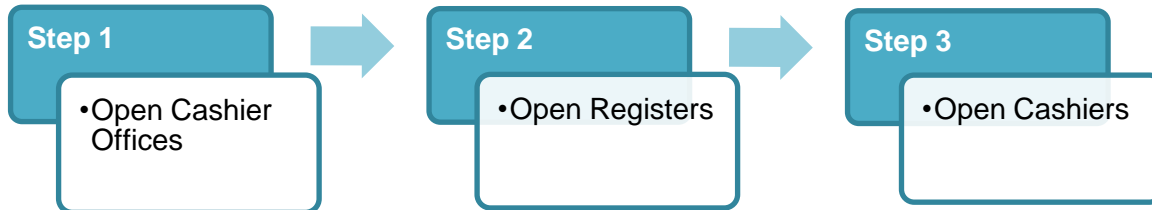




This module outlines how to set up a Cashier Office for the first time. This information is then copied and pasted in subsequent days saving time and reducing errors.



**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.

New Window | Help |

Open 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: [=] [COLUM]

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	TRNSCRIPT	Transcripts



Step 1
Open Cashier Office

The **Open Cashier Offices** screen pops up.

Click **Open Cashier Office**.

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

Open Cashier Offices | [Open Registers](#) | [Open Cashiers](#)

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

Current Business Date: [Open Cashier Office](#) [Copy Registers and Cashiers](#)

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
					0
03/06/2009	WARRENK	03/06/2009 7:23:41AM	GARMANL	03/18/2009 10:27:09AM	152
03/05/2009	WARRENK	03/05/2009 7:27:33AM	HAYESMM	03/05/2009 3:39:11PM	175
03/04/2009	WARRENK	03/04/2009 7:21:37AM	HAYESMM	03/04/2009 4:01:54PM	304
03/03/2009	WARRENK	03/03/2009 7:24:25AM	HAYESMM	03/03/2009 3:54:20PM	293
03/02/2009	WARRENK	03/02/2009 7:31:26AM	HAYESMM	03/02/2009 3:56:21PM	162
02/27/2009	WARRENK	02/27/2009 7:26:59AM	HAYESMM	02/27/2009 4:15:02PM	96

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

[Open Cashier Offices](#) | [Open Registers](#) | [Open Cashiers](#)



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

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

Open Cashier Offices | [Open Registers](#) | [Open Cashiers](#)

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

Current Business Date: [Open Cashier Office](#) [Copy Registers and Cashiers](#)

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
03/18/2009	GARMANL	03/18/2009 10:28:37AM			0
03/06/2009	WARRENK	03/06/2009 7:23:41AM	GARMANL	03/18/2009 10:27:09AM	152
03/05/2009	WARRENK	03/05/2009 7:27:33AM	HAYESMM	03/05/2009 3:39:11PM	175
03/04/2009	WARRENK	03/04/2009 7:21:37AM	HAYESMM	03/04/2009 4:01:54PM	304
03/03/2009	WARRENK	03/03/2009 7:24:25AM	HAYESMM	03/03/2009 3:54:20PM	293
03/02/2009	WARRENK	03/02/2009 7:31:26AM	HAYESMM	03/02/2009 3:56:21PM	162
02/27/2009	WARRENK	02/27/2009 7:26:59AM	HAYESMM	02/27/2009 4:15:02PM	96

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)


[Open Cashier Offices](#) | [Open Registers](#) | [Open Cashiers](#)



Step 2
Open Registers


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.



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

[Open Cashier Offices](#) | **Open Registers** | [Open Cashiers](#)

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

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

Business Date: 03/18/2009

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

***Register:** **Open**

*Tender Key		Deposit ID	Opening Balance		
<input type="text" value="CASH"/> <input type="button" value="Search"/>	Cash Payment	<input type="text"/>	<input type="text" value="200.00"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="CHECK"/> <input type="button" value="Search"/>	Check Payment	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ZON"/> <input type="button" value="Search"/>	ZON	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>

[Open Cashier Offices](#) | [Open Registers](#) | [Open Cashiers](#)

Step 2
Open Registers



Note: In this example, there is only 1 register and several cashiers, so the opening balance is entered here.



Step 3
Open Cashiers

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 .



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

[Open Cashier Offices](#) | [Open Registers](#) | **Open Cashiers**

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

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

Business Date: 03/18/2009

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

*Cashier: Register: Open

[Find](#) | First Last

*Tender Key		Deposit ID	Opening Balance		
<input type="text" value="CASH"/>	Cash Payment	<input type="text"/>	<input type="text" value="200.00"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="CHECK"/>	Check Payment	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ZON"/>	ZON	<input type="text"/>	<input type="text"/>	USD	<input type="button" value="+"/> <input type="button" value="-"/>

[Return to Search](#)

[Open Cashier Offices](#) | [Open Registers](#) | [Open Cashiers](#)



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.

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

Open Cashier Offices | Open Registers | Open Cashiers

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

Current Business Date: Open Cashier Office Copy Registers and Cashiers

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
03/18/2009	GARMANL	03/18/2009 10:28:37AM			0
03/06/2009	WARRENK	03/06/2009 7:23:41AM	GARMANL	03/18/2009 10:27:09AM	152
03/05/2009	WARRENK	03/05/2009 7:27:33AM	HAYESMM	03/05/2009 3:39:11PM	175
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03/03/2009	WARRENK	03/03/2009 7:24:25AM	HAYESMM	03/03/2009 3:54:20PM	293
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02/27/2009	WARRENK	02/27/2009 7:26:59AM	HAYESMM	02/27/2009 4:15:02PM	96

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Congratulations! You have completed "Open a Cashier Office"