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

NOTE: Each day, each cashier balances their daily cash / check total intake against myZou balances.

**Cashier must be closed under Close Cashier Office before proceeding**

Step 1: Count All Cash / Checks in Register is complete

Step 2: Review Receipt Tender Flow

Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Receipt Tender Flow
Step 2a
Review Receipt Tender Flow

Click Search.
Click the correct Cashier’s Office.

Note: There are 2 cashier’s offices under Search:
1. MAIN – for the Cashiers office front line cashiers
2. TRANSCRIPTS – for the Transcripts office

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: COLUM
Cashier’s Office: MAIN
Description: University of Missouri - Columbia

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Cashier’s Office</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUM</td>
<td>MAIN</td>
<td>University of Missouri - Columbia</td>
</tr>
<tr>
<td>COLUM</td>
<td>TRANSCRIPT</td>
<td>Transcripts</td>
</tr>
</tbody>
</table>
Step 2b
Review Receipt Tender Flow – Cash

Click Business Date and choose, by clicking, the date of your balance.
Click Cashier and choose, by clicking, your log-in.
Click Tender and click CASH.
Click Register and choose, by clicking, the register associated with your log-in.
Click SEARCH.

![Receipt Tender Flow](image)

**Note:** This pulls up all the cash transactions for this register for the business day identified.
Step 2c
Review Receipt Tender Flow – Cash
Click View All.
Scroll down the screen to see the Over / Short total amount.

Note: When Include in Totals is checked, Opening Balance + Over / Short = Total Cash.

Step 2d
Review Receipt Tender Flow - Cash
Subtract the register’s opening balance from the cash total to get the amount of cash taken in.
Remove this amount from your register and place in the deposit envelope.
Step 2e
Review Receipt Tender Flow - Checks

Click Tender and click CHECK.
Click SEARCH.

Note: This pulls up all the check transactions for this register for the business day identified.
Step 2f Review Receipt Tender Flow – Check

Click View All. Scroll down the screen to see the Over / Short total amount. Hit Print Screen for each page of checks.

Note: The register’s check total must equal the Over / Short total amount.

Step 2g Review Receipt Tender Flow – Check

Complete Large Deposit Batch Header (Attachment A) with date and check total amount. Bundle the Large Deposit Batch Header, the check calculator tape and the checks, with the Receipt Tender Flow Check screen prints on top. Place the bundle in the deposit envelope.

Step 2h Review Receipt Tender Flow

Complete Daily Deposit Report (Attachment B), entering amounts for checks, currency, coins and total. At the top of the Daily Deposit Report, initial and date. Place Daily Deposit Report in the deposit envelope.
Step 2i Review Receipt Tender Flow

Verify the deposit envelope has: cash bundle, check bundle and the Daily Deposit Report.
Place envelope in the designated secure place for daily balancing and depositing.

Step 2: Review Receipt Tender Flow is complete

Step 3 Review Receipts by Date

Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Receipts by Date
Step 3a Review Receipts by Date

Click **Search**.
Click the correct **Cashier’s Office**.

**Note:** There are 2 cashier’s offices under **Search**:

1. **MAIN** – for the Cashiers office front line cashiers
2. **TRANSCRIPTS** – for the Transcripts office

![Receipts By Business Date](image)
Step 3b Review Receipts by Date

Click Business Date and choose, by clicking, the date of your balance. Click Cashier and choose, by clicking, your log-in. Click Register and choose, by clicking, the register associated with your log-in. Trans Type should say All. Click SEARCH.

Receipts By Business Date

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>COLUM</th>
<th>Office: MAIN</th>
<th>U of Missouri - Columbia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Date:</td>
<td>10/07/2008</td>
<td>Cashier: FRIELR</td>
<td>Register: 5</td>
</tr>
<tr>
<td>Sort By:</td>
<td>Date # (Asc)</td>
<td>Search</td>
<td></td>
</tr>
</tbody>
</table>

First Receipt Seq Nbr: 1  Last Receipt Seq Nbr: 259
Total Number of Receipts: 222

<table>
<thead>
<tr>
<th>Seq Nbr</th>
<th>Cashier</th>
<th>Register</th>
<th>Transaction Type</th>
<th>Transaction Date</th>
<th>Transaction Time</th>
<th>Total</th>
<th>Short Name</th>
<th>Receipt Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>7:50:53AM</td>
<td>538.99</td>
<td>Posted</td>
<td>72900</td>
</tr>
<tr>
<td>31</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>9:20:47AM</td>
<td>322.87</td>
<td>Posted</td>
<td>72930</td>
</tr>
<tr>
<td>33</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>10:08:29AM</td>
<td>495.81</td>
<td>Posted</td>
<td>72932</td>
</tr>
<tr>
<td>34</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>10:40:01AM</td>
<td>25.00</td>
<td>Posted</td>
<td>72933</td>
</tr>
<tr>
<td>37</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>10:59:43AM</td>
<td>1,025.00</td>
<td>Posted</td>
<td>72935</td>
</tr>
<tr>
<td>38</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>11:00:06AM</td>
<td>1,925.00</td>
<td>Posted</td>
<td>72937</td>
</tr>
<tr>
<td>39</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>11:00:29AM</td>
<td>1,952.02</td>
<td>Voided</td>
<td>72938</td>
</tr>
<tr>
<td>40</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>11:01:07AM</td>
<td>1,025.02</td>
<td>Posted</td>
<td>72939</td>
</tr>
<tr>
<td>41</td>
<td>FRIELR</td>
<td>5</td>
<td>Stnt Pymt</td>
<td>10/07/2008</td>
<td>11:10:30AM</td>
<td>201.01</td>
<td>Posted</td>
<td>72940</td>
</tr>
</tbody>
</table>

Note: Voided receipts are also included in transactions.

Note: In addition to listing each transaction, the screen identifies the First Receipt Seq Nbr, Last Receipt Seq Nbr, Total Number of Receipts, and that there are several pages of transactions.

Note: Clicking on a transaction’s Receipt Nbr provides transaction details.
Step 3c Review Receipts by Date
Hit Print Screen for each page of receipts. Give this printout to the designated person making the daily deposit.

Step 3: Review Receipts by Date is complete

Step 4a Review Tender by Cashier
Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Tender by Cashier
Click Search.

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: [ ] COLUM
Cashier's Office: [ ]
Description: [ ]

Find an Existing Value

Search Clear 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.
Step 4c Review Tender by Cashier

Hit Print Screen for each page of cashier details. Place Review Tender by Cashier screens in the deposit envelope.

<table>
<thead>
<tr>
<th>Tender Key</th>
<th>Tender Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Payment</td>
<td>6,184.11</td>
</tr>
<tr>
<td>Check Payment</td>
<td>172,223.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cashier</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIELR</td>
<td>145,183.31</td>
</tr>
<tr>
<td>CASH</td>
<td>3,548.24</td>
</tr>
<tr>
<td>CHECK</td>
<td>141,635.07</td>
</tr>
<tr>
<td>JOHNSONJENNI</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cashier</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTINV</td>
<td>30,520.75</td>
</tr>
<tr>
<td>CASH</td>
<td>419.68</td>
</tr>
<tr>
<td>CHECK</td>
<td>30,110.07</td>
</tr>
<tr>
<td>WARRENK</td>
<td>2,696.19</td>
</tr>
<tr>
<td>CASH</td>
<td>2,216.19</td>
</tr>
<tr>
<td>CHECK</td>
<td>483.00</td>
</tr>
</tbody>
</table>

Return to Search Notify Refresh
### Step 5: Make Deposit

Until deposit envelope is delivered to the Office of Cashiers, place it in the designated secure place. The designated person will deliver the daily deposit envelope to the Office of Cashiers.

**Note:** The Deposit Envelope contains:
- Completed Daily Deposit Report
- Over/Short cash from the register
- Check bundle
  - Large Deposit Batch Header
  - Check calculator
  - Checks
  - Receipt Tender Flow Report
- Review Receipts by Date Report
- Review Tender by Cashier Report
- CRR, if needed

**Note:** The deposit envelope must be delivered to Office of Cashiers by 3pm to be deposited that day.

**Note:** The designated person now goes to Cashiering Module “Close Cashier Office”.
COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

“My register doesn't balance.”

Congratulations! You have completed “Balancing a Cashier Office”
ATTACHMENT A

Large Deposit Batch Header

LARGE DEPOSIT BATCH HEADER

$
## Daily Deposit Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td></td>
</tr>
<tr>
<td>Coin</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>