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
• Close Cashier

Step 2
• Close Registers

Step 3
• Close Cashier Office

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

**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:  
Description:  
Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

**Note:** Business Unit auto fills once you have been given access to the system.
Step 1a
Close Cashier
Click Search.
Click the correct Cashier’s Office.

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:  
Description:  

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results
View All  First 1 of 2  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.

<table>
<thead>
<tr>
<th><strong>Close Registers</strong></th>
<th><strong>Close Cashier</strong></th>
<th><strong>Close Offices</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong></td>
<td><strong>COLUM</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cashier's Office:</strong></td>
<td><strong>MAIN</strong></td>
<td>U of Missouri - Columbia</td>
</tr>
<tr>
<td><strong>Business Date:</strong></td>
<td><strong>09/27/2008</strong></td>
<td></td>
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<tr>
<td><strong>Cashier:</strong></td>
<td><strong>FRIELR</strong></td>
<td></td>
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<tr>
<td><strong>Closing Balance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash Payment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Check Payment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Over/Short Amt</strong></td>
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</tbody>
</table>

**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.
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.

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.

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

Business Date: 10/02/2008

Register: 1

Closing Balance
Cash Payment USD
Check Payment USD

Over/Short Amt
Step 2b
Close Registers
Click the Close box for each register. At the bottom of the screen, click Save.
Step 3
Close Offices
Click Close Offices.
Click Close.
At the bottom of the screen, click Save.

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”