This module outlines how to open a Cashier Office, open the Registers and open an individual Cashier.

Note: Each day, the Cashier Office and the Registers are typically opened by the same person. Then, each cashier completes their sign-in.

Step 1
- Open Cashier Office

Step 2
- Open Registers

Step 3
- Open Cashiers

Navigate to: Student Financials → Cashiering → Cash Management → Open Offices
Step 1a
Open Cashier Office
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
Step 1b Open Cashier Office

Click **Open Cashier Office**.
Click **Copy Registers and Cashiers**.

On **Business Date** screen, verify it shows today’s date and click **OK**.

**Note:** **Copy Registers and Cashiers** copies the registers’ and cashiers’ information from the previous workday, the **Business Date**, and moves it to today’s Cashier Office.

**Note:** The **Cashier Office** is now open and the screen updates with ‘Opened’ information:
Step 2  
Open Registers  Note: There is no action to take on the Open Registers screen. All information was imported by previously clicking Copy Registers and Cashiers.

Note: After the Cashier Office has been opened, each cashier must complete their sign-in via Open Cashiers.
Step 3a
Open Cashiers

Click Open Cashiers. Click View All.
Step 3b
Open Cashiers

Across from your name, click the **Open** box.
Across from the Tender Key **Cash**, enter the **Opening Balance**.

**Note:** `/` / `-` can be used to make additions / deletions to both Cashier and the Tender Key. However, this rarely happens.

Step 3c
Open Cashiers

**Click** **Save** button at bottom of screen.

The Cashier Office is now open
LET'S PLAY AROUND

EXAMPLE #1
Open the Cashier Office for today.

EXAMPLE #2
Open your cashier for today.

COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

“The Cashiers Office was not closed out the day before.”

“What happens if cashier moves to another register?”

Congratulations! You have completed “Opening a Cashier Office”