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

**Note:** Each day, the register’s cash / check total intake is balanced against myZou reports, typically by a designated person.

### Step 1
**Count Cash & Checks in Register**
- Run a calculator tape total of all checks in the register. Set aside the checks and the calculator tape.
- Run a calculator tape total of all currency and coins in the register. Include on the calculator tape the Total Cash – Opening Balance = Total Cash Intake amounts.
- Leaving the opening balance in the register, set aside the remaining cash and the calculator tape.
- Return register with opening balance to register drawer.
Step 2a
Review Receipt Tender Flow

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

Enter trn in Cashier's Office field and Search. Click TRNSCRPT.
Step 2b
Review Receipt Tender Flow
Click Business Date and click on the date of your balance.
Click Tender and click ZON.
Click Register and click 1.
Click Search.
Step 2c  
Review Receipt Tender Flow

Click View All.  
This is a listing of all credit card transactions on this business date.  
Hit Print Screen for each page of charges. 

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

Note: This print out is used to balance myZou credit card charges against ZON credit card charges and a manual tally done by the designated person in the Transcripts Office.

Note: Balancing of credit card charges is complete. Credit card charges are not included in the daily deposits.
Step 2d
Review Receipt Tender Flow

Click Tender and click CASH.
Click Search.

### Receipt Tender Flow

<table>
<thead>
<tr>
<th>Business Date</th>
<th>Business Unit</th>
<th>Office</th>
<th>Transcripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2008</td>
<td>COLUM</td>
<td>TRNSCRIPT</td>
<td>Transcripts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seq Nbr</th>
<th>Cashier</th>
<th>Register</th>
<th>Trans Date</th>
<th>Time</th>
<th>Tender</th>
<th>Amount</th>
<th>Total</th>
<th>Rcpt Status</th>
<th>Receipt Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CASH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Over/Short: 0.00 0.00

[Return to Search] [Notify] [Refresh]
Step 2e Review Receipt Tender Flow

Click View All.
This is a listing of all cash transactions on this business date. Hit Print Screen for each page of charges.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

Scroll down the screen to see the Over/Short amount.

Note: This pulls up all the cash transactions for this register for the business day identified.

Receipt Tender Flow

<table>
<thead>
<tr>
<th>Business Date</th>
<th>Cashier</th>
<th>Office</th>
<th>Tender</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seq Nbr</th>
<th>Cashier</th>
<th>Register</th>
<th>Trans Date</th>
<th>Time</th>
<th>Tender</th>
<th>Amount</th>
<th>Total</th>
<th>Rept Status</th>
<th>Receipt Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BROOKS1</td>
<td>1</td>
<td>10/13/2008</td>
<td>10:23:34AM</td>
<td>CASH</td>
<td>10.00</td>
<td>10.00</td>
<td>Processed</td>
<td>67725</td>
</tr>
<tr>
<td>2</td>
<td>BROOKS1</td>
<td>1</td>
<td>10/13/2008</td>
<td>10:27:15AM</td>
<td>CASH</td>
<td>10.00</td>
<td>10.00</td>
<td>Voided</td>
<td>67726</td>
</tr>
<tr>
<td>3</td>
<td>GARLAM1</td>
<td>1</td>
<td>10/13/2008</td>
<td>8:57:54AM</td>
<td>CASH</td>
<td>20.00</td>
<td>30.00</td>
<td>Processed</td>
<td>67727</td>
</tr>
<tr>
<td>4</td>
<td>GARLAM1</td>
<td>1</td>
<td>10/13/2008</td>
<td>8:57:54AM</td>
<td>CASH</td>
<td>-10.00</td>
<td>20.00</td>
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<td>67727</td>
</tr>
<tr>
<td>5</td>
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<td>1</td>
<td>10/13/2008</td>
<td>9:31:57AM</td>
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<td>10.00</td>
<td>30.00</td>
<td>Processed</td>
<td>67730</td>
</tr>
<tr>
<td>6</td>
<td>GARLAM1</td>
<td>1</td>
<td>10/13/2008</td>
<td>9:34:28AM</td>
<td>CASH</td>
<td>10.00</td>
<td>40.00</td>
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<td>67731</td>
</tr>
<tr>
<td>7</td>
<td>GARLAM1</td>
<td>1</td>
<td>10/13/2008</td>
<td>12:02:35PM</td>
<td>CASH</td>
<td>10.00</td>
<td>50.00</td>
<td>Processed</td>
<td>67732</td>
</tr>
</tbody>
</table>

Over/Short: 0.00  225.00

Step 2f Review Receipt Tender Flow

Verify the cash calculator tape (opening balance + cash taken in) = Over/Short amount.

Place the cash for the deposit in the deposit envelope.
Step 2g Review Receipt Tender Flow

Click Tender and click CHECK.
Click Search.

Receipt Tender Flow

Business Unit: COLUM
Office: TRANSCRIPT
Transcripts

Business Date: 10/13/2008
Cashier
Register: 1

Tender: CHECK

Search

Over/Short: 0.00 0.00

Return to Search Notify Refresh
Click View All. This is a listing of all check transactions on this business date. Hit Print Screen for each page of checks.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.

Scroll down the screen to see the Over/Short amount.

Note: This pulls up all the check transactions for this register for the business day identified.

Note: The Opening Balance = 0 because the opening balance is cash only.

Step 2i Review Receipt Tender Flow

Verify the calculator tape of total checks = Over/Short amount.

Place the checks in the deposit envelope.
Step 3a Review Receipts by Date

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

Enter trn in Cashier's Office field and click Search. Click TRNSCRPT.
Step 3b
Review Receipts by Date

Click Business Date and click on the date of your balance.
Click Register and choose 1.
**Trans Type** should say All.
Click **Search**.

**Note:** Voided receipts are also included in transactions.

**Note:** There are usually several pages of transactions.

**Note:** Clicking on a transaction’s **Receipt Nbr** provides transaction details.
This Receipts by Business Date screen pops up.

![Receipts by Business Date Screen](image)

### Receipts By Business Date

<table>
<thead>
<tr>
<th>Business Date</th>
<th>Business Unit</th>
<th>Register</th>
<th>Trans Type</th>
<th>Approval Status</th>
<th>Cashier</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>10/13/2008</td>
<td>COLU</td>
<td>1</td>
<td>All</td>
<td></td>
<td>BROOKSK</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>10:23:34AM</td>
<td>10.00</td>
<td>Processed</td>
<td>67725</td>
</tr>
<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>BROOKSK</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>10:27:15AM</td>
<td>10.00</td>
<td>Voided</td>
<td>67728</td>
</tr>
<tr>
<td>8/5/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>8/5/2008</td>
<td>8:57:54AM</td>
<td>10.00</td>
<td>Processed</td>
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<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>9:10:21AM</td>
<td>20.00</td>
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<tr>
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<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
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<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>9:31:57AM</td>
<td>10.00</td>
<td>Processed</td>
<td>57730</td>
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<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>9:34:28AM</td>
<td>10.00</td>
<td>Processed</td>
<td>67731</td>
</tr>
<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>12:02:35PM</td>
<td>10.00</td>
<td>Processed</td>
<td>57732</td>
</tr>
<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>12:03:43PM</td>
<td>10.00</td>
<td>Processed</td>
<td>67733</td>
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<tr>
<td>10/13/2008</td>
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<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>12:04:42PM</td>
<td>30.00</td>
<td>Processed</td>
<td>67734</td>
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<tr>
<td>10/13/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
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<td>1:52:19AM</td>
<td>20.00</td>
<td>Processed</td>
<td>57735</td>
</tr>
<tr>
<td>12/4/2008</td>
<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>9:32:17AM</td>
<td>10.00</td>
<td>Processed</td>
<td>67736</td>
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<td>TRNSCRIPT</td>
<td>1</td>
<td>All</td>
<td></td>
<td>GARMANL</td>
<td>Stdnt Fynt</td>
<td>10/13/2008</td>
<td>9:32:50AM</td>
<td>10.00</td>
<td>Processed</td>
<td>57737</td>
</tr>
</tbody>
</table>

**Step 3c**

Review Receipts by Date

**Hit Print Screen** for each page of receipts.

**Note:** Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.
**Step 4a Review Tender by Cashier**

Navigate to: Student Financials → Cashiering → Balance by Business Day → Review Tender by Cashier

Enter trn in Cashier's Office field and click Search. Click TRNSCRPT.

**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.
Review Tender by Cashier

Hit Print Screen for each page of cashier details.

Note: Copy this report. One copy stays in Transcripts Office; one copy goes to Kim Hull or designee.
Step 5a  Make Deposit

Until the deposit envelope is delivered to Kim Hull or designee, place it in the designated secure place until the CRR is completed the following morning.

Note: The Daily Deposit Envelope contains:
- Cash
- Checks

Note: In summary, 5 reports are generated. One copy of each stays in Transcripts Office. One copy is given to Kim Hull or designee:
- Review Receipt Tender Flow Report (Zon)
- Review Receipt Tender Flow Report (Cash)
- Review Receipt Tender Flow Report (Check)
- Review Receipts by Business Date
- Review Tender by Cashier

Note: This completes the balancing until tomorrow morning when a CRR is completed and the deposit envelope is delivered to Kim Hull. It’s now time to “Close Cashier Office”.

Step 5b  Make Deposit

The next morning…
The 5 balancing reports are delivered to Kim Hull or designee.

Kim Hull runs the query “SFC Cashiering Target Tender Activity” and verifies the transactions and the deposit are correct.

Kim Hull advises Transcripts Office the target key amount for the CRR and Transcripts Office completes the CRR and delivers it to Kim Hull along with the deposit envelope.

After verifying the amounts are correct, Kim Hull delivers the deposit envelope (cash + checks + CRR) to Cashiers’ Office.
COMMON AND NOT-SO-COMMON PROBLEMS YOU MAY SEE

“My register doesn’t balance.”

Congratulations! You have completed “Balancing a Cashier Office”