

## Business Process Procedures

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### 1.10 OPEN ADDITIONAL CASH REGISTERS/CASHIERS

**Overview** These procedures walk an operator through the step-by-step process of opening an additional cash register or cashier after the cashier office is open.

**Key Points** A cashier may only open one register at a time.

Prior to opening additional cash registers, the cash office must be open. Please refer to 1.05 Open Cashier Office for further instructions.

**The procedure for opening an additional cash register must follow a specific order:**

1. Open additional register(s)
2. Open cashiers for newly activated registers

**Navigation** [Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Cash Management](#) > [Open Offices](#)  
It is strongly suggested that you add this navigation to your Favorites Menu.

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### Part 1 OPEN ADDITIONAL CASH REGISTERS

#### Detailed Directions

**Step 1.1** Follow the navigation above. A dialog window displays.

**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:** begins with [v] [text box] [magnifying glass icon]

**Cashier's Office:** begins with [v] [text box]

**Description:** begins with [v] [text box]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Enter **NV280** as the Business Unit or click to lookup.

Enter the Cashier's Office name or click to lookup, or click  to search for a name. Do not enter anything in the description field. If you chose to search for the Cashier's Office name, then choose the appropriate value from the search results.

**Step 1.2** The Open Cashier Offices page displays.

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

Business Unit: NV280  
 Cashier's Office: NCBO NovaConnect Admin Office

Current Business Date: 06/14/2006

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
10/11/2005	1061608	10/11/2005 3:32:22PM	1061608	06/14/2006 1:48:45PM	3
03/07/2005	1061608	03/07/2005 9:08:16AM	1061608	10/11/2005 3:32:14PM	2
06/15/2004	1061608	06/15/2004 10:32:41AM	1061608	02/25/2005 1:38:59PM	2
03/02/2004	1061608	03/02/2004 3:45:54PM	1061608	06/15/2004 10:32:28AM	112
12/24/2003	1061608	12/24/2003 10:03:03AM	1061608	03/02/2004 3:35:22PM	273
12/23/2003	1061608	12/23/2003 3:05:57PM	1061608	12/23/2003 3:36:15PM	1
12/15/2003	1061608	12/15/2003 9:15:18AM	1061608	12/19/2003 6:15:37PM	0

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

**Step 1.3** Click the Open Register tab.

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

Business Unit: NV280  
 Cashier's Office: NCBO NovaConnect Admin Office

Business Date: 06/15/2006    1 of 11

Register:   Open

Tender Key	Deposit ID	Opening Balance
<input type="text"/>	<input type="text"/>	<input type="text"/> USD <input type="button" value="+"/> <input type="button" value="-"/>




**Step 1.4** Verify that the date in the Business Date field is the correct date.

**Step 1.5** In the register field, click  to insert a new row.

**Step 1.6** Enter a valid register or click  to lookup a valid register.

**Step 1.7** Click **Open**  to open the register.

## 1.10 OPEN ADDITIONAL CASH REGISTERS/CASHIERS

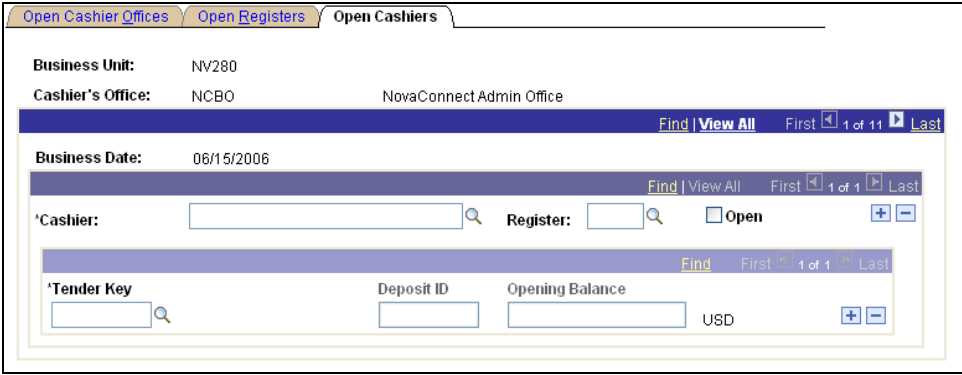
- Step 1.8** Enter a valid tender or click  to lookup a valid tender.
- Step 1.9** Enter the appropriate deposit ticket number that will be used to record that specific tender on that day's receipts. **Currently, not being done.**
- Step 1.10** Enter the opening cash balance for that register.
- Step 1.11** To make additional tender types available for the same register, place your cursor in the tender field and click  to insert another row.
- Step 1.12** To open additional registers for the same cashier office, place your cursor in the register field and click  to insert another row. Complete the rest of the panel as directed in steps 5 through 11 above.

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






## Part 2 OPEN ADDITIONAL CASHIERS




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- Step 2.1** Following the same navigation, complete steps 1.1 and 12.
- Step 2.2** Click the Open Cashiers tab.



The screenshot shows the 'Open Cashiers' interface with the following details:

- Business Unit: NV280
- Cashier's Office: NCBO NovaConnect Admin Office
- Business Date: 06/15/2006
- \*Cashier:  
- Register:    Open  
- \*Tender Key:  
- Deposit ID:
- Opening Balance:  USD  

- Step 2.3** Verify that the Business Date is the correct.
- Step 2.4** Enter a valid cashier, or click  to lookup a valid cashier.
- Step 2.5** Enter a valid register for that cashier, or click  to lookup a valid cashier. **Note:** A cashier may only have one open register at a time.
- Step 2.6** Click **Open**  to open the register.
- Step 2.7** Enter a valid tender in the Tender Key field. Since NVCC does not balance cash registers by cashier, there is no need to enter deposit and opening balance information on this page.
- Step 2.8** To enter **additional** tender for the same cashier, click  on the Tender Key line to insert another row. Follow steps 21 and 22 for each additional tender added.

**1.10 OPEN ADDITIONAL CASH REGISTERS/CASHIERS**

**Step 2.9**

Click  Save.