

Business Process Procedures

1.40 REOPEN CASHIER OFFICES

Overview These procedures walk an operator through the step-by-step process of reopening a cashier office.

Key Points **The procedure for reopening a cashier office must follow a specific order:**

1. Open Cashier Office
2. Open Registers
3. Open Cashiers

The cashier office setup will determine how many business dates you will see displayed. If you find that you need to reopen a date that is not displayed, contact your manager so that security may be adjusted to allow you to view the date that is in need of being reopened.

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Detailed Directions

Step 1 Navigate to the Reopen Offices page. A dialog window displays.

Reopen 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


Cashier's Office: begins with

Description: begins with

Case Sensitive

[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 2 The Reopen Cashier Offices page displays.

Business Unit: NV280
 Cashier's Office: NCBO NovaConnect Admin Office
 Current Business Date: 06/16/2006

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
06/16/2006	1061608	06/14/2006 5:20:36PM	1061608	06/14/2006 5:46:23PM	0
06/15/2006	1061608	06/14/2006 2:07:37PM	1061608	06/14/2006 2:23:13PM	0
06/14/2006	1061608	06/14/2006 1:59:03PM	1061608	06/14/2006 2:07:25PM	0
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

Step 3 Accept the current business date default, or click to choose another date.

Step 4 Click **Reopen Cashier Office** to reopen the cashier's office. If the office reopens successfully, the page will display the current Business Date and your operator ID under the Opened By heading.

Step 5 Click on the Reopen Register tab.

Business Unit: NV280
 Cashier's Office: NCBO NovaConnect Admin Office
 Business Date: 06/16/2006

Register: NC01 Open

Tender Key Deposit ID Opening Balance USD

Step 6 Verify that the date in the Business Date field is the correct date, otherwise click on the Business Date line to navigate to other business dates.

Step 7 Enter a valid register number in the Register field or click to lookup a valid register.

Step 8 Click **Open** to open the register.


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Step 9 Click on the Reopen Cashier tab.

The screenshot shows the 'Reopen Cashier' tab selected. The form contains the following information:

- Business Unit:** NV280
- Cashier's Office:** NCBO (NovaConnect Admin Office)
- Business Date:** 06/16/2006
- *Cashier:** 1061608
- Register:** NC01
- Open:**
- *Tender Key:** [Empty field]
- Deposit ID:** [Empty field]
- Opening Balance:** [Empty field]
- Currency:** USD

Step 10 Verify that the date in the Business Date field is the correct date.

Step 11 Enter a valid cashier, or click  to lookup a valid cashier.

Step 12 Enter a valid register for that cashier, or click  to lookup a valid register. **Note:** A cashier may only have one open register at a time.

Step 13 Click **Open** to open the register. Each Tender Key that you assigned to the cashier when you originally opened the office displays automatically along with any Deposit ID or Opening Balance you assigned to the Tender Key.

Step 9 Repeat steps 5 through 8 for each register you wish to reopen.

Step 10 Repeat steps 9 through 13 for each cashier your wish to reopen.

Step 11 Click .