Business Process Procedures

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.

Part 1 OPEN ADDITIONAL CASH REGISTERS

Detailed Directions

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

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.
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Step 1.2 The Open Cashier Offices page displays.

Step 1.3 Click the Open Register tab.

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 to open the register.
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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.

**Part 2 OPEN ADDITIONAL CASHIERS**

Step 2.1 Following the same navigation, complete steps 1.1 and 12.

Step 2.2 Click the Open Cashiers tab.

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 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.
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Step 2.9  
Click [Save].