Business Process Procedures

1.15 SET UP NEW CASHIER

Overview
These procedures walk an operator through the step-by-step process of setting up a new cashier to grant that person access to the cashier office and cash registers. The Business Offices should follow this procedure when they hire a new employee.

Key Points
Once the employee is assigned a user ID (EMPLID) and password, the Business Office will set up cashiering access for the new employee.

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 setting up a new cashier office must follow a specific order:
1. Set up Valid Cashier
2. Authorize Cashier to use Tender
3. Add new cashier to cash register(s)

Detailed Directions

Part 1 – Set up Valid Cashier

Navigation
Main Menu > Set Up SACR > Product Related > Student Financials > Valid Cashiers

Step 1.1
Navigate to the page. A dialog window displays.
1.15 Set up New Cashier

Step 1.2 Click on Add a New Value. A dialog window displays.

Step 1.3 Enter NV280 as the Business Unit or click to search.

Step 1.4 Enter a valid Cashier’s Office in the Cashier’s Office field or click on to search for a valid cashier’s office.

Step 1.5 Type the new Cashier’s EMPLID in the Cashier field. Do not click to search for an EMPLID because the system will respond with too many values and you may not be able to see the value you are seeking.

Step 1.6 Click Add. The Valid Cashiers page displays.

Step 1.7 Follow the setup instructions listed below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Check box if this Cashier will have supervisory status.</td>
</tr>
<tr>
<td></td>
<td>(Recommended.)</td>
</tr>
<tr>
<td>Supervisor Operator</td>
<td>If this Cashier is a supervisor, enter the cashier’s ID.</td>
</tr>
<tr>
<td>ID</td>
<td>(Recommended.)</td>
</tr>
<tr>
<td>Approval Required</td>
<td>Do not check box, unless you wish to have unusual transactions approved before processing.</td>
</tr>
<tr>
<td>Department Only</td>
<td>Do not check box.</td>
</tr>
<tr>
<td>Cashier</td>
<td></td>
</tr>
</tbody>
</table>

Revised 06/2006
1.15 SET UP NEW CASHIER

<table>
<thead>
<tr>
<th>Student Payment</th>
<th>Check box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Payment</td>
<td>Check box.</td>
</tr>
<tr>
<td>Department Receipt</td>
<td>Do not check box.</td>
</tr>
<tr>
<td>Cash Check</td>
<td>Do not check box.</td>
</tr>
<tr>
<td>Valid Cash Register</td>
<td>Enter the cash register this cashier is authorized to use. If this cashier is authorized to use more than one register, then click + to insert additional rows.</td>
</tr>
</tbody>
</table>

**Step 1.8**
Click ![Save](#).

**Part 2 – Authorize Cashier to use Tender**

**Navigation**
Main Menu > Set Up SACR > Product Related > Student Financials > Valid Tender Keys

**Step 2.1**
Navigate to Tender Keys page. A dialog box will appear.

**Tender Keys**
Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Business Unit:** NV280
- **Tender Key:** begins with
- **Description:** begins with

[Include History] [Correct History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Find an Existing Value** | **Add a New Value**

**Step 2.2**
Enter **NV280** as the Business Unit or click ![Lookup](#) to lookup.
Enter the Tender Key or click ![Lookup](#) to lookup, or click ![Search](#) to search for a value. Do not enter anything in the description field. If you chose to search for the Tender Key, then choose the appropriate value from the search results.

**Step 2.3**
The following page displays.
Step 2.4 Click , then follow the setup instructions listed below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier</td>
<td>Click on and enter the new cashier’s EMPLID in the Cashier field. If you are setting up more than one new cashier, click on to insert additional rows for additional cashiers.</td>
</tr>
<tr>
<td>In Allowed/Out</td>
<td>Allowed Check both boxes.</td>
</tr>
</tbody>
</table>

Step 2.5 Click on . Repeat steps 2.1 through 2.5 for each additional tender this cashier will be authorized to use.

Section 3 – Add New Cashier to Cash Register(s)

Navigation Main Menu > Student Financials > Cashiering > Cash Management > Open Offices

Step 3.1 Navigate to the Open Cashiers Offices. 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.
### Step 3.2
The Open Cashiers Office panel appears.

<table>
<thead>
<tr>
<th>Business Date</th>
<th>Opened By</th>
<th>Open Datetime</th>
<th>Closed By</th>
<th>Close Datetime</th>
<th>Last Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1G/15/2006</td>
<td>1061606</td>
<td>10/15/2006 3:32.22PM</td>
<td>1061606</td>
<td>10/15/2006 1:49.45PM</td>
<td>3</td>
</tr>
<tr>
<td>02/20/2005</td>
<td>1061606</td>
<td>02/20/2005 3:26.16AM</td>
<td>1061606</td>
<td>02/20/2005 2:32.14PM</td>
<td>2</td>
</tr>
<tr>
<td>06/19/2004</td>
<td>1061606</td>
<td>06/19/2004 10:32.41AM</td>
<td>1061606</td>
<td>06/19/2005 1:32.65PM</td>
<td>2</td>
</tr>
<tr>
<td>03/29/2003</td>
<td>1061606</td>
<td>03/29/2003 3:45.54PM</td>
<td>1061606</td>
<td>03/29/2003 1:32.15PM</td>
<td>2</td>
</tr>
<tr>
<td>12/21/2002</td>
<td>1061606</td>
<td>12/21/2002 8:16.16AM</td>
<td>1061606</td>
<td>12/21/2002 8:16.37PM</td>
<td>0</td>
</tr>
</tbody>
</table>

### Step 3.3
Click the Open Cashiers tab.

### Step 3.4
Verify that the Business Date is the correct.

### Step 3.5
Enter a valid cashier, or click to lookup a valid cashier.

### Step 3.6
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 3.7
Click to open the register.

### Step 3.8
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 3.9
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.
Step 3.10  
Click Save.