Business Process Procedures

1.25 CLOSE CASHIER OFFICE

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

Key Points It is possible to close a cashier or a register, but leave the cash office open. It is not necessary to follow all three closing procedures unless you are closing the cashier office for the day.

Navigation Main Menu > Student Financials > Cashiering > Close Offices
It is strongly suggested that you add this navigation to your Favorites Menu.

Detailed Directions

Step 1 Navigate to the page 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.
Step 2 The Close Registers panel displays.

Step 3 Click **Close** to close a register.

Step 4 Click **Next** to move from register to register, entering the opening balance for each register.

Step 5 Click the Close Cashier tab.

Step 6 Click **Next** to move from cashier to cashier, clicking **Close** for each cashier.
Step 7  Click the Close Offices tab.

Step 8  Click Close to close the cashier office. If the office closes successfully, the close data will be written to the details area of the page.