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.

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

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

[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.
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Step 2

The Reopen Cashier Offices page displays.

<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>06/1/2009</td>
<td>181608</td>
<td>09:40:00 AM</td>
<td>101108</td>
<td>09:40:00 AM</td>
<td>17</td>
</tr>
<tr>
<td>06/1/2009</td>
<td>181608</td>
<td>09:40:00 AM</td>
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</table>

Step 3

Accept the current business date default, or click \( \) to choose another date.

Step 4

Click \( \) 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.

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 \( \) to open the register.
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**Step 9**  
Click on the Reopen Cashier tab.

**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 Save.