

## Closing the Register

**Path:** Main Menu > Campus Solutions > Student Financials > Cashiering > Cash Management > Close Offices

1. Type “FSCJ1” in to the **Business Unit** box
2. Type your location in the **Cashier’s Office** box
3. Click **Search** button

The screenshot shows a search criteria form with the following elements:

- A "Find an Existing Value" button at the top left.
- A "Search Criteria" dropdown menu with a downward arrow labeled "1".
- A "Use Saved Search:" dropdown menu.
- Fields for "Business Unit:", "Cashier's Office:", and "Description:" each with a "begins with" dropdown and a text input box. An arrow labeled "2" points to the "Cashier's Office" input box.
- A "Case Sensitive" checkbox.
- A "Search" button with a rightward arrow labeled "3".
- Other buttons: "Clear", "Basic Search", "Save Search Criteria", and "Delete Saved Search".

4. Locate the register to close
  - a. Click the arrow keys to view open registers one at a time, or
  - b. Click the “View All” link to show all open registers at once

\* REG01 = Business Office Coordinator    REG02 = Business Specialist II    REG03 = Floaters

5. Type in the **Closing Balance**

\* Keeping in mind that you started your drawer with a balance, be sure to include that amount in your closing balance total. For the example below, we started with \$200.00, we took \$25 payment, so our closing balance will be \$225.00.

\* To check your Over/Short Amt before closing, click another box to force it to calculate. It will clear the Over/Short Amt column.

The screenshot shows the "Close Offices" interface with the following details:

- Buttons at the top: "Close Registers", "Close Cashier", "Close Offices".
- Fields: "Business Unit: FSCJ1", "Cashier's Office: NORTH North Campus".
- Business Date: 06/22/2017.
- Register: REG01. A "Close" checkbox is visible.
- Table with columns: "Closing Balance" and "Over/Short Amt".
- Row 1: "Cash" register with a text input for "Closing Balance" (containing "USD") and "Over/Short Amt" of "-225.00".
- Numbered arrows: "4" points to the "Find" button; "5" points to the "Closing Balance" input; "6" points to the "Close" checkbox; "4a" points to the "First" button; "4b" points to the "View All" button.

You will enter your closing balance as shown below.

	Closing Balance		Over/Short Amt
Cash	<input type="text" value="225.00"/>	USD	-225.00
Organization Check	<input type="text"/>	USD	

When you click out of the box, it will clear the Over/Short Amt column. Then you can close

	Closing Balance		Over/Short Amt
Cash	<input type="text" value="225.00"/>	USD	
Organization Check	<input type="text"/>	USD	

6. Click on the **Close** box

\* **Print** this page to include in your Daily Cashiering Session Packet

## Closing the Cashier

1. Click on the **Close Cashier** tab and locate the Cashier to Close
  - a. Make sure you are closing the correct cashier and closing the correct business date.
  - b. You can click the arrow keys to view open cashiers one at a time, or
  - c. You can click the “View All” link to show all open cashiers at once
2. Click on the **Close** button

The screenshot shows a software interface for closing a cashier. At the top, there are three tabs: 'Close Registers', 'Close Cashier', and 'Close Offices'. A grey arrow labeled '1' points to the 'Close Cashier' tab. Below the tabs, the 'Business Unit' is 'FSCJ1' and the 'Cashier's Office' is 'NORTH North Campus'. The 'Business Date' is '06/21/2017'. A search bar contains '10XXXXX' and a 'Close' button. A grey arrow labeled '1a' points to the search bar. Above the search bar, there are navigation buttons: 'Find', 'View All', 'First', and 'Last'. A grey arrow labeled '1c' points to 'View All' and a grey arrow labeled '1b' points to 'First'. Below the search bar, there is a table with columns 'Closing Balance' and 'Over/Short Amt'. A grey arrow labeled '2' points to the 'Close' button.

	Closing Balance	Over/Short Amt
Cash	<input type="text"/>	USD
Organization Check	<input type="text"/>	USD
Student Check	<input type="text"/>	USD

## Closing the Cashier's Office

This action should only be done at the end of the business day when all registers and cashiers are closed

1. Click on the **Close Offices** tab
2. Click the **Close** button
3. Click **Save**

Close Registers   Close Cashier   **Close Offices**

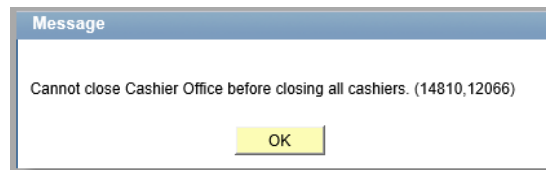
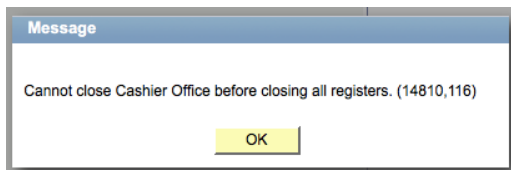
Business Unit: FSCJ1  
Cashier's Office: NORTH North Campus  
Current Business Date: 06/22/2017

Close

Business Date	Closed By	Close Datetime
06/22/2017		

Save   Return to Search   Notify   Previous tab   Next tab

If you get one of the error messages shown below, then something has not been closed properly.



1. Go to the **Close Register** or **Close Cashier** tab (whichever is giving the error)
2. Click the **View All**. This will allow you to see all the Registers or Cashiers open for the day.
3. After checking for accuracy in the closing balance, click **Close** for the Register or Cashier you need to close
4. You should be able to close the office now. Go to the **Close Office** tab, click the **Close** button and **Save**

## Creating your deposit and Daily Cashiering Session Packet

You should print the following three screens to include with your Daily Cashier Session Transmittal

- ☑ Page 1: The **Review Tender By Register** screen

**Path:** Main Menu > Campus Solutions > Student Financials > Cashiering > Balance by Business Day > Review Tender by Register

1. Type “FSCJ1” in to the **Business Unit** box
2. Type your location in the **Cashier’s Office** box
3. Click **Search** button

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

**Find an Existing Value**

**Search Criteria**

Use Saved Search:  1

Business Unit:  2

Cashier's Office:

Description:

Case Sensitive

3   [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

4. Type the date in the **Cashier Office Date** box
5. Click **Search** button

**Tender By Register**

Business Unit:  4 Office: North Campus

Cashier Office Date:  5 Total Balance: 0.00

Total by Tender Key		Find	First	1 of 1	Last
Tender Key	Tender Total Amount				
	0.00				<a href="#">Currency Detail</a>

Detail by Register		Find	View All	First	1 of 1	Last
Register:	Total:					
	0.00					

**Print this page:**

**Tender By Register**

Business Unit: FSCJ1 Office: North Campus

Cashier Office Date: 06/22/2017 Total Balance: 563.08

Total by Tender Key		Find	First	1-2 of 2	Last
Tender Key	Tender Total Amount				
Cash	25.00				
Student Check	538.08				

Detail by Register		Find	View All	First	1 of 2	Last
Register:	REG01	Total:				
		563.08				
	CASH	25.00				
	STU_CHECK	538.08				

☑ Page 2: The **Receipt Tender Flow** screen

**Path:** Main Menu > Campus Solutions > Student Financials > Cashiering > Balance by Business Day > Review Receipt Tender Flow

1. Type or search and select the date in the **Business Date** box
2. Type or search the cashier's EmplID in the **Cashier** box
3. Click the magnifying glass next to the **Tender** box and choose the tender you want to display
4. Click the magnifying glass next to the **Register** box and choose the register you want to display
5. Uncheck the box next to **Include in Totals**
6. Click the **Search** button

### Receipt Tender Flow

Business Unit: [ ] Office: NORTH No 3 Campus

Business Date: [ ] Cashier: [ ] Tender: [ ] Register: [ ]

Include in Totals    Opening Balance    0.00    Search

Seq	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
<a href="#">Go to Detail</a>									

7. **Print** this screen

### Receipt Tender Flow

Business Unit: FSCJ1    Office: NORTH    North Campus

Business Date: 06/22/2017    Cashier: 10XXXXX    Tender: CASH    Register: REG01

Include in Totals    Opening Balance    200.00    Search

Seq	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	10XXXXX	REG01	06/21/2017	5:49:30PM	CASH	40.00		Voided	<a href="#">53</a>
1	10XXXXX	REG01	06/21/2017	5:49:30PM	CASH	-15.00		Voided	<a href="#">53</a>
2	10XXXXX	REG01	06/21/2017	6:03:04PM	CASH	40.00	40.00	Posted	<a href="#">54</a>
2	10XXXXX	REG01	06/21/2017	6:03:04PM	CASH	-15.00	25.00	Posted	<a href="#">54</a>
<b>Over/Short:</b>						0.00	25.00		*

\* Note that the total amount showing is you deposit balance.

**Important:** You will need to print this screen for each type of tender taken to include in your Daily Cashier Session Packet.

☑ Page 3: The **Close Registers** screen that you should have printed while closing.

\* If you forgot to print it, go back to page 1 of the Closing the Register Section and follow the path to get to the screen to print it.

These printed screens will be included with the attached Daily Cashier Session Transmittal form and the yellow copy of the deposit slip.

See attached samples for reference.

# FLORIDA STATE COLLEGE AT JACKSONVILLE

## DAILY CASHIER SESSION TRANSMITTAL

VALIDATED DEPOSIT DATE: \_\_\_\_\_ VALIDATED AMOUNT: \$ \_\_\_\_\_ INITIALS \_\_\_\_\_

CAMPUS: \_\_\_\_\_ SESSION DATE: \_\_\_\_\_

CASHIER: \_\_\_\_\_ SESSION #: \_\_\_\_\_

**BANK DEPOSIT** (CASH & CHECKS) \$ \_\_\_\_\_

**BANK CARD** GB# \_\_\_\_\_

VISA TOTAL \_\_\_\_\_

MC TOTAL \_\_\_\_\_

DISCOVER TOTAL \_\_\_\_\_

AMEX EXPRESS TOTAL \_\_\_\_\_

DEBIT CARD TOTAL \_\_\_\_\_

**BANK CARD TOTAL** \$ \_\_\_\_\_

**DRAWER TOTAL** (cash, checks, and charges) \$ \_\_\_\_\_

OVER/SHORT \$ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach all appropriate documentation to this form and forward to MOCS-Finance daily.

Bank validated *DEPOSIT SLIP* and/or *BANK CARD BATCH TRANSMITTAL*

*Bank Card Sales Drafts*

*Cashier Reconciliation Report*

Miscellaneous back up



6/22/2017

Close Offices

[Close Registers](#)   [Close Cashier](#)   [Close Offices](#)

**Business Unit:** FSCJ1  
**Cashier's Office:** NORTH   North Campus

Find | View All   First   2 of 20   Last

**Business Date:** 06/21/2017

Find | View All   First   1 of 2   Last

**Register:** REG01    Close

	Closing Balance	Over/Short Amt
Cash	<input type="text" value="200.00"/> USD	
Organization Check	<input type="text"/> USD	
Student Check	<input type="text"/> USD	

Find   First   1-3 of 3   Last

[https://my.fscj.edu/psp/paprd/EMPLOYEE/HRMS/c/RUN\\_CASHIERING.CLOSE\\_CASHIER\\_OFF.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.HCCC\\_...](https://my.fscj.edu/psp/paprd/EMPLOYEE/HRMS/c/RUN_CASHIERING.CLOSE_CASHIER_OFF.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCCC_...) 1/1

### Tender By Register

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<b>Business Unit:</b>	FSCJ1	<b>Office:</b>	North Campus
<b>Cashier Office Date:</b>	<input type="text" value="06/21/2017"/>	<b>Total Balance:</b>	25.00 <input type="button" value="Search"/>

Total by Tender Key		Find	First	1 of 1	Last
<b>Tender Key</b>		<b>Tender Total Amount</b>			
Cash		25.00			

Detail by Register		Find	View All	First	1 of 2	Last
<b>Register:</b>	REG01	<b>Total:</b>		0.00		

### Receipt Tender Flow

Business Unit: FSCJ1 Office: NORTH North Campus

Business Date: 05/11/2017 Cashier: 10XXXXX Tender: CASH Register: REG01

Include in Totals Opening Balance 0.00

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
1	1032079	REG01	05/11/2017	11:25:40AM	CASH	25.00	25.00	Posted	<u>46</u>

Over/Short: 0.00 25.00