

## Opening a Cashiering Office

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

1. Type “FSCJ1” in the **Business Unit** field
2. Type the **Cashier’s Office** you wish to open and then click the **Search** button
  - a. If you are unsure of the Cashier’s Office name, click **Search** to view location options and select the correct one for your location.

The screenshot shows a search form with the following fields and values:

- Business Unit:** = [FSCJ1]
- Cashier's Office:** begins with [ ]
- Description:** begins with [ ]
- Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria, Delete Saved Search

**Search Results**

Business Unit	Cashier's Office	Description
FSCJ1	AO	Administrative Offices Cashier
FSCJ1	CECIL	Cecil Center
FSCJ1	DEERWOOD	Deerwood Center
FSCJ1	DOWNTOWN	Downtown Campus
FSCJ1	KENT	Kent Campus
FSCJ1	NASSAU	Nassau Center
FSCJ1	NORTH	North Campus
FSCJ1	SOUTH	South Campus
FSCJ1	URC	Urban Resource Center

The next page will open on the **Open Cashier Offices** tab.

- \* Next you will open and assign registers and tenders. Check the **Current Business Date** to ensure the date showing is correct before you open; the default value for the field is today's date. This section also displays all the previous business dates.

3. Click the **Open Cashier Office** button

Summary:

- Open Cashier Offices** | Open Registers | Open Cashiers
- Business Unit:** FSCJ1
- Cashier's Office:** NORTH | North Campus
- Current Business Date:** 06/21/2017

Buttons: Open Cashier Office, Copy Registers and Cashiers

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
06/21/2017	10XXXXX	06/21/2017 12:13:54P	10XXXXX		0
05/23/2017	10XXXXX	05/23/2017 9:12:46A	10XXXXX	05/23/2017 2:12:14PM	0
05/22/2017	10XXXXX	05/22/2017 12:02:25P	10XXXXX	05/23/2017 9:12:40AM	0

## Opening Registers

4. Click on the **Open Registers** tab

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
06/21/2017	10XXXXX	06/21/2017 12:13:54PM			0
05/23/2017	10XXXXX	05/23/2017 9:12:46AM	10XXXXX	05/23/2017 2:12:14PM	0

5. Click the magnifying glass next to the **Register** box and choose your register number from the list

\* REG01 = Business Office Coordinator    REG02 = Business Specialist 2    REG03 = Floaters

### Search Results

View 100    First ◀    1-3 of 3    ▶    Last

Tender Key	Description
CASH	Cash
ORG_CHECK	Organization Check
STU_CHECK	Student Check

6. Click in the magnifying glass next to the **Tender Key** and choose “Cash” from the menu.

7. Type your **Deposit ID** in the box. (In our example it will be “1”)

\* North =1    South =2    Downtown =3    Kent =4    AO =5    Deerwood =6    Nassau =7    Cecil =8

8. Type your cash drawer balance in the **Opening Balance** box. (In our example it will be “\$200.00”)

9. Click on the plus sign in the **Tender Key** row to add another line.

10. You will put the other tender keys in the following row(s).
  - \* Be sure to put the deposit ID in the boxes next to the other tender keys.
  - \* Do not put an opening balance for these other lines.
11. Once you have added and completed all of the lines, check the box next to **Open**.
12. If you are adding more than one register to the cashiering office, click the plus sign to the right of the **Register** to add another register. Then follow steps 3 through 9 again.

Open Cashier Offices    Open Registers    Open Cashiers

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

Find | View All    First 1 of 20 Last

Business Date: 06/21/2017

Find | View All    First 1 of 2 Last

\*Register: REG01    Open:     + -

*Tender Key		Deposit ID	Opening Balance		
CASH	Cash	1	200.00	USD	+ -
ORG_CHECK	Organization Check	1		USD	+ -
STU_CHECK	Student Check	1		USD	+ -

Next we will Open Cashiers.

## Opening a Cashier

1. Click on the **Open Cashiers** tab
2. Type your EMPLID in the **Cashier** box or use the magnifying glass locate your EMPLID
  - \* If your EMPLID is not operational for the location, please contact the bursar's office for assistance.
3. Type the **Register** that you want to assign the cashier to
  - \* Only registers opened on the Open Registers tab are available to select from.
4. In the **Tender Key** box indicate the type of tender that you want the cashier to be able to use (the same way you did for the registers)
  - \* Only tenders open to the register will be available to choose from.
5. Check the **Open** box. This opens the cashier for the business day.
6. Click **Save**

The screenshot shows the 'Open Cashiers' interface. At the top, there are three tabs: 'Open Cashier Offices', 'Open Registers', and 'Open Cashiers'. An arrow labeled '1' points to the 'Open Cashiers' 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'. The main form has a search bar for '\*Cashier:' with '10XXXXXX' entered, an arrow labeled '2' pointing to it, and a search icon. The 'Register:' field has 'REG01' entered, an arrow labeled '3' pointing to it, and a search icon. There is an 'Open' checkbox with an arrow labeled '5' pointing to it. Below this is a table for '\*Tender Key' with columns for 'Deposit ID' and 'Opening Balance'. The table has three rows: 'CASH' (Cash), 'ORG\_CHECK' (Organization Check), and 'STU\_CHECK' (Student Check). An arrow labeled '4' points to the 'CASH' row. At the bottom, there is a 'Save' button with an arrow labeled '6' pointing to it, and other buttons: 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'.

Now you are ready to start your day!

## Opening Cashier Office using the Copy Registers and Cashiers button

Once you have opened the first cashier office, you do not have to repeat all of these steps for subsequent days.

1. Click the **Open Cashier Office** button
2. Click the **Copy Registers and Cashiers** button

**Open Cashier Offices** | **Open Registers** | **Open Cashiers**

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

North Campus  

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

**Open Cashier Office** | **Copy Registers and Cashiers**

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
06/21/2017	10XXXXX	06/21/2017 12:13:54PM			0
05/23/2017	1032079	05/23/2017 9:12:46AM	1032079	05/23/2017 2:12:14PM	0

A new window will pop up and you can choose the **Business Date** you wish to copy and click **OK**.

### Enter Copy From Business Date

**Business Date:** 02/02/2017 

**OK** | **Cancel**

Next you will go to the **Open Registers** tab and enter your **Deposit ID** and **Opening Balance**  
 Then check the box next to **Open**

\* REG01 = Business Office Coordinator    REG02 = Business Specialist 2    REG03 = Floaters

Open Cashier Offices    **Open Registers**    Open Cashiers

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

Business Date: 06/21/2017

Find | View All    First 1 of 20 Last

\*Register: REG01    Open:

*Tender Key		Deposit ID	Opening Balance		
CASH	Cash	1	200.00	USD	+ -
ORG_CHECK	Organization Check	1		USD	+ -
STU_CHECK	Student Check	1		USD	+ -

Finally go to the **Open Cashiers** tab, check the **Open** box, and click **Save**

Open Cashier Offices    Open Registers    **Open Cashiers**

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

Business Date: 06/21/2017

Find | View All    First 1 of 20 Last

\*Cashier: 10XXXXXX    Register: REG01    Open:

*Tender Key		Deposit ID	Opening Balance		
CASH	Cash			USD	+ -
ORG_CHECK	Organization Check			USD	+ -
STU_CHECK	Student Check			USD	+ -

Save    Return to Search    Notify    Previous tab    Next tab

Now you are ready to start your day!