

Reopening a Cashiering Office for a Closed Business Day

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

1. Enter the **Business Date** for which you want to reopen
2. Click on the **Reopen Cashier Office** button

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
06/22/2017	10XXXXX	06/22/2017 12:00:17PM	10XXXXX	06/22/2017 12:00:31PM	4
06/21/2017	10XXXXX	06/21/2017 3:42:30PM	10XXXXX	06/21/2017 3:43:24PM	0
05/23/2017	10XXXXX	05/23/2017 9:12:46AM	10XXXXX	05/23/2017 2:12:14PM	0

3. Click on **Reopen Register** tab

4. Check the box next to **Open**

*Tender Key	Deposit ID	Opening Balance
CASH	1	200.00
ORG CHECK		

5. Click on the **Reopen Cashier** tab

6. Check the box next to **Open**

*Tender Key	Deposit ID	Opening Balance
CASH		
ORG CHECK		

Now the session is reopened.