

## **Closing a Cashiering Office**

**Purpose:** Usually the cashier's office is closed every day. To close the cashiering office, first close the registers and the cashiers assigned to them. It is optional whether or not you enter closing balances for each cashier. The following instructions describe how to close registers, cashiers, and the cashiering office for the opened business day.

Step	Action				
1.	Navigate to the <b>Close Registers</b> page: Select <b>Main Menu &gt; Student Financials &gt;</b> <b>Cashiering &gt; Cash Management &gt; Close Offices</b>				
	Favorites Main Menu > Student Financials > Cashiering > Cash Management > Close Offices				
	Close Cashier Offices				
	Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value				
	Maximum number of rows to return (up to 300): 300				
	Business Unit: = V UNICS				
	Description: begins with -				
	Case Sensitive				
	Search Clear Basic Search 📳 Save Search Criteria				
2.	Click the <b>Search</b> button.				
	Search				
	<i>Note:</i> The Business Unit field must = UNICS. Set a default for this field so that				
	UNICS automatically populates.				
	<b>Result:</b> The <b>Close Registers</b> tab displays.				
	Close Registers Close <u>C</u> ashler Close <u>Offices</u>				
	Business Unit: UNICS				



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l t	Jse the <i>Close I</i> business day.	Registers	s tab to selec	t and close	our cashiering r	egisters for a
	Close Registers Cl	ose <u>C</u> ashier	Close Offices			
	Business Unit:	UNICS				
	Cashier's Office:	MAIN	Main Cashier	Office 103 GIL		
	Rusiness Date	02/25/201	1		Find   View A	II First 🖪 1 of 4 🕨 Last
	Dusiness Dute.	02/23/201	1		Find   View All	First 🛃 1 of 4 🕨 Last
	Register:	Α		Close		
			Closing Ba	lance	Find First	1-4 of 4 🕨 Last
	Cash			USD		
	Check			USD		
	Credit Card			USD		
	Wire/ACH			USD		
	Save Return to lose Registers   Close C Click the <b>View</b> A	Search E Cashier   Close All link tC	Notify @ Previous e Offices o display all th	e registers.	Select the <b>Close</b> cl	heck box for each
C r t	Save Return to lose Registers   Close C Click the <b>View</b> A egister, to close ousiness day un	Search E Cashier   Close All link to the regis ntil you c	Notify @ Previous 9 Offices 10 display all th ters. You ca close all of th	e registers. annot close t ne open regi	Select the <b>Close</b> cl he cashiering off sters.	heck box for each fice for a given
	Save A Return to lose Registers   Close Click the <b>View</b> A egister, to close ousiness day un	Search E Cashier   Close All link to the regis ntil you c lose <u>C</u> ashier	Notify E Previous e Offices o display all th ters. You ca close all of th Close Offices	e registers. annot close t ne open regi	Select the <b>Close</b> cl he cashiering off sters.	heck box for each fice for a given
c c r t	Save A Return to lose Registers   Close C Click the <b>View</b> A egister, to close pusiness day un Close Registers C Business Unit:	Search E Cashier   Close All link to the regis ntil you c lose <u>C</u> ashier UNICS	Notify E Previous e Offices o display all th ters. You ca close all of th Close Offices	ne registers. annot close t ne open regi	Select the <b>Close</b> cl he cashiering off sters.	heck box for each fice for a given
c c r t	Save Return to sose Registers   Close C Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office:	Search E Cashier   Close All link to the regis ntil you o lose Qashier UNICS MAIN	Notify Previous 9 Offices 10 display all th ters. You ca close all of th Close Offices Main Cashie	ne registers. annot close t ne open regi	Select the <b>Close</b> cl he cashiering off sters.	heck box for each fice for a given
	Save Registers   Close Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office:	Search E Cashier   Close All link to the regis ntil you c lose <u>C</u> ashier UNICS MAIN 02/25/20 <sup>7</sup>	Notify E Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	ne registers. Tannot close t ne open regi	Select the <b>Close</b> cl he cashiering off sters.	heck box for each fice for a given
	Save Return to sose Registers   Close C Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office: Business Date: Register:	Search E Cashier   Close All link to the regis ntil you c lose Qashier UNICS MAIN 02/25/20 A	Notify Previous a Offices b display all th ters. You ca close all of th Close Offices Main Cashie	s tab Next tab ne registers. S annot close t ne open regi r Office 103 GIL	Select the <b>Close</b> cl he cashiering off sters. Find   View All	heck box for each fice for a given
	Save Registers   Close Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office: Business Date: Register:	Search E Cashier   Close All link to the regis ntil you c lose Qashier UNICS MAIN 02/25/20 A	Notify Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	e registers. Sannot close t ne open regi r Office 103 GIL	Select the <b>Close</b> cl he cashiering off sters. Find   View All Find   View All Find   View All	heck box for each fice for a given
	Save Return to Save Registers   Close of Click the View A egister, to close pusiness day un Close Registers C Business Unit: Cashier's Office: Register: Register:	Search E Cashier   Close All link to the regis ntil you c lose <u>Cashier</u> UNICS MAIN 02/25/201 A	Notify Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	s tab Next tab ne registers. Sannot close t ne open regi r Office 103 GIL	Select the <b>Close</b> cl he cashiering off sters. Find   View All Find   View All Find   View All Find   First Over/Short Amt	heck box for each fice for a given
	Save Return to sose Registers   Close of click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office: Register: Cash Chasi	Search E Cashier   Close All link to the regis ntil you c Nose Cashier UNICS MAIN 02/25/20 A	Notify Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	a tab Next tab	Select the <b>Close</b> cl he cashiering off sters. Find   View All Find   View All Find   View All Over/Short Amt	heck box for each fice for a given
	Save A Return to lose Registers   Close of Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office: Business Date: Register: Cash Check	Search E Cashier   Close All link to the regis ntil you c lose Cashier UNICS MAIN 02/25/20 A	Notify Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	a tab Next tab	Select the <b>Close</b> cl he cashiering off sters. Find   View All Find   View All View All Over/Short Amt	heck box for each fice for a given
	Save Registers Close Click the View A egister, to close ousiness day un Close Registers C Business Unit: Cashier's Office: Business Date: Register: Cash Check Credit Card	Search E Cashier   Close All link to the regis ntil you c lose Cashier UNICS MAIN 02/25/201 A	Notify Previous e Offices o display all th ters. You ca close all of th Close Offices Main Cashie	s tab Next tab	Select the <b>Close</b> cl he cashiering off sters. Find   View All Find   View All Find   View All Over/Short Amt	heck box for each fice for a given



Step	Action
5.	Select the <i>Close Cashier</i> tab.
	Close Registers Close Cashier Close Offices
	Business Unit: UNICS
	Cashier's Office: MAIN Main Cashier Office 103 GIL
	Find   View All   First 1 of 4 2 Last
	Find   View All First I of 4 Last
	Cashier: beckerp 🗹 Close
	Find First 4 1-4 of 4 Last
	Closing Balance Over/Short Amt
	Credit Card USD
	Wire/ACH USD
6	Use the Class Caption to to class each problem that was emened for that business
0.	day Enter the closing balances for: Cash Check Credit Card Wire/ACH
	day. Enter the closing balances for. Cash, check, creat Card, where the
	<i>Note:</i> The dollar amount should match the amount shown for that day for that
	tender. If it doesn't match, you will see the amount you are off in the Over/Short
	Amt field.
7.	Select the Close check box for each register you wish to close.
	Close
8.	Use the View All or Next Row 🕩 button to enter closing balance information for
	each register.
9.	Click the <i>Close Offices</i> tab.
	Close Registers Close Close Offices
	Business Unit: UNICS
	Cashier's Office: MAIN Main Cashier Office 103 GIL
	Current Business Date: 02/25/2011 Close
	Find   View All First 🔳 1 of 4 🕑 Last
	Business Date Closed By Close Datetime
	02/25/2011



Step	Action						
10.	Use the <i>Close Offices</i> tab to close the cashiering office for the business day. Click the <b>Close</b> button.						
	Close Registers Close Close Offices						
	Business Unit:     UNICS       Cashier's Office:     MAIN       Main Cashier Office 103 GIL						
	Current Business Date: 02/25/2011						
	Business Date     Closed By     Close Datetime       02/25/2011						
	<b>Result:</b> The cashiering office is closed for the current business day. The system populates the <b>Closed By</b> and <b>Close Datetime</b> fields, recording who closed the cashiering office and when it was closed.						
	<i>Note:</i> The following message displays if you attempt to close the cashiering office prior to closing all registers: Message						
	Cannot close Cashier Office before closing all registers. (14810,116)						
	OK						
11.	Click the Save button.						