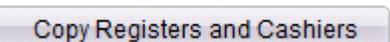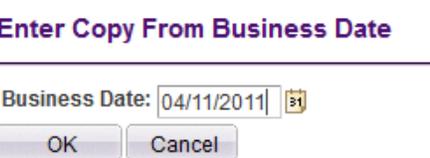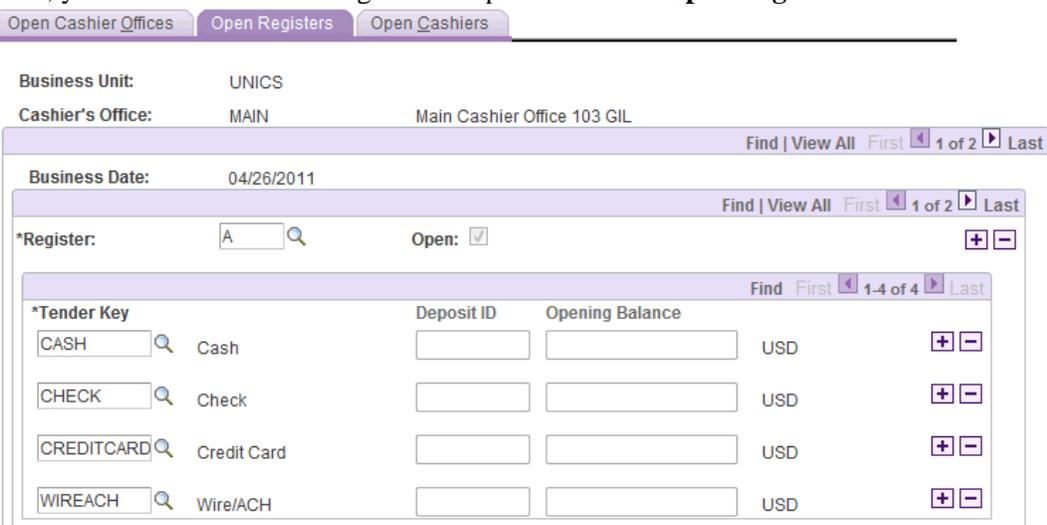# Opening a Cashiering Office
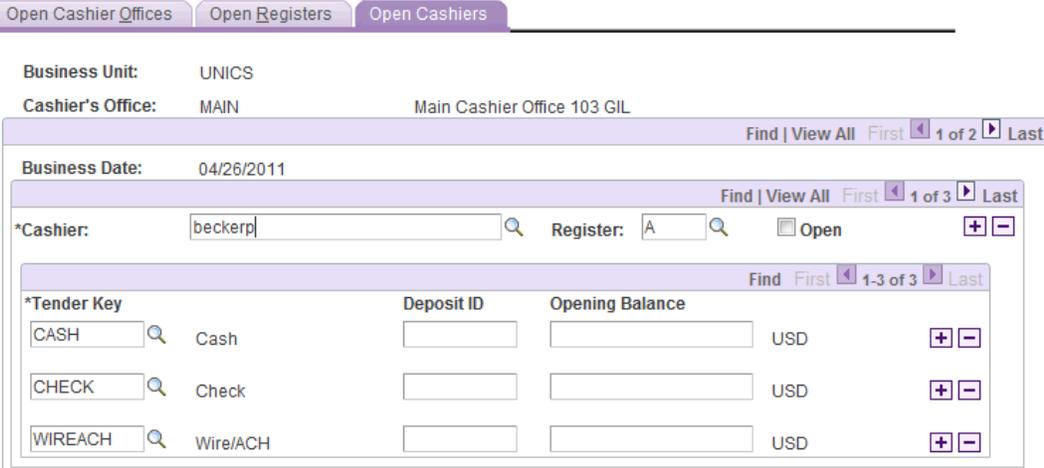
Purpose: To open your cashiering offices for each business day, you open registers, select what type of tender the register will accept, and assign cashiers to those registers.

The following instructions describe how to open a cashiering office, copy the register and cashier information from another business day, and review the copied information.

Step	Action
1.	Navigate to the **Open Cashier Offices** page: Select **Main Menu > Student Financials > Cashiering > Cash Management > Open Offices** Favorites │ Main Menu > Student Financials > Cashiering > Cash Management > Open Offices **Open 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:** = ▾ UNICS **Cashier's Office:** begins with ▾ **Description:** begins with ▾ ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria
2.	Click the **Search** button. *Result:* The **Open Cashier Offices** tab displays. Open Cashier Offices │ Open Registers │ Open Cashiers **Business Unit:** UNICS **Cashier's Office:** MAIN Main Cashier Office 103 GIL **Current Business Date:** 04/26/2011 📅 Open Cashier Office Copy Registers and Cashiers Find │ View All First ◀ 1 of 1 ▶ Last <table><tr><td>**Business Date**</td><td>**Opened By**</td><td>**Open Datetime**</td><td>**Closed By**</td><td>**Close Datetime**</td><td>**Last Sequence**</td></tr><tr><td>04/11/2011</td><td>beckerp</td><td>04/11/2011 3:44:08PM</td><td>rajones</td><td>04/26/2011 2:33:10PM</td><td>21</td></tr></table> *Note:* The **Current Business Date** field defaults to today's date. This date may be changed for special circumstances.

Step	Action
3.	Click the **Open Cashier Office** button to open the cashiering office. **Open Cashier Offices** | Open Registers | Open Cashiers Business Unit: UNICS Cashier's Office: MAIN Main Cashier Office 103 GIL Current Business Date: 04/26/2011 [Open Cashier Office] [Copy Registers and Cashiers] Find | View All First ◄ 1 of 1 ► Last Business Date Opened By Open Datetime Closed By Close Datetime Last Sequence 04/11/2011 beckerp 04/11/2011 3:44:08PM rajones 04/26/2011 2:33:10PM 21
4.	Click the **Copy Registers and Cashiers** button. [Copy Registers and Cashiers] *Result:* Information regarding the cashiers and registers from one business date to another is copied. This button saves you time and effort involved in manually selecting and opening the registers and cashiers on the **Open Registers** and **Open Cashiers** pages.
5.	On the **Enter Copy from Business Date** page, select the day from which you wish to copy the cashier and register information. Click the **OK** button. **Enter Copy From Business Date** Business Date: 04/11/2011 [OK] [Cancel]
6.	Next, you need to review the registers to open. Click the **Open Registers** tab. Open Cashier Offices | **Open Registers** | Open Cashiers Business Unit: UNICS Cashier's Office: MAIN Main Cashier Office 103 GIL Find | View All First ◄ 1 of 2 ► Last Business Date: 04/26/2011 Find | View All First ◄ 1 of 2 ► Last *Register: A Open: ☑ ⊞ ⊟ Find First ◄ 1-4 of 4 ► Last *Tender Key Deposit ID Opening Balance CASH Cash USD ⊞ ⊟ CHECK Check USD ⊞ ⊟ CREDITCARD Credit Card USD ⊞ ⊟ WIREACH Wire/ACH USD ⊞ ⊟ *Note:* Since we clicked the **Copy Registers and Cashiers**, the system automatically selects and opens registers from the copied business day.

Step	Action
7.	Finally, review the cashiers to open. Click the **Open Cashiers** tab. Open Cashier Offices Open Registers Open Cashiers **Business Unit:** UNICS **Cashier's Office:** MAIN Main Cashier Office 103 GIL Find | View All First ◄ 1 of 2 ► Last **Business Date:** 04/26/2011 Find | View All First ◄ 1 of 3 ► Last ***Cashier:** beckerp **Register:** A ☐ Open ➕ ➖ Find First ◄ 1-3 of 3 ► Last ***Tender Key** **Deposit ID** **Opening Balance** CASH Cash USD ➕ ➖ CHECK Check USD ➕ ➖ WIREACH Wire/ACH USD ➕ ➖ *Note:* Since we clicked the **Copy Registers and Cashiers**, the system automatically selects cashiers from the copied business day.
8.	Select the **Open** check box for each Cashier you wish to open. Use the **next** button to navigate to each Cashier. Find | View All First ◄ 1 of 3 ► Last ***Cashier:** beckerp **Register:** A ☑ Open ➕ ➖ *Note:* Even if you clicked the **Copy Registers and Cashiers** button, you <u>must</u> select this check box to open the cashier.
9.	Click the **Save** button. 💾 Save