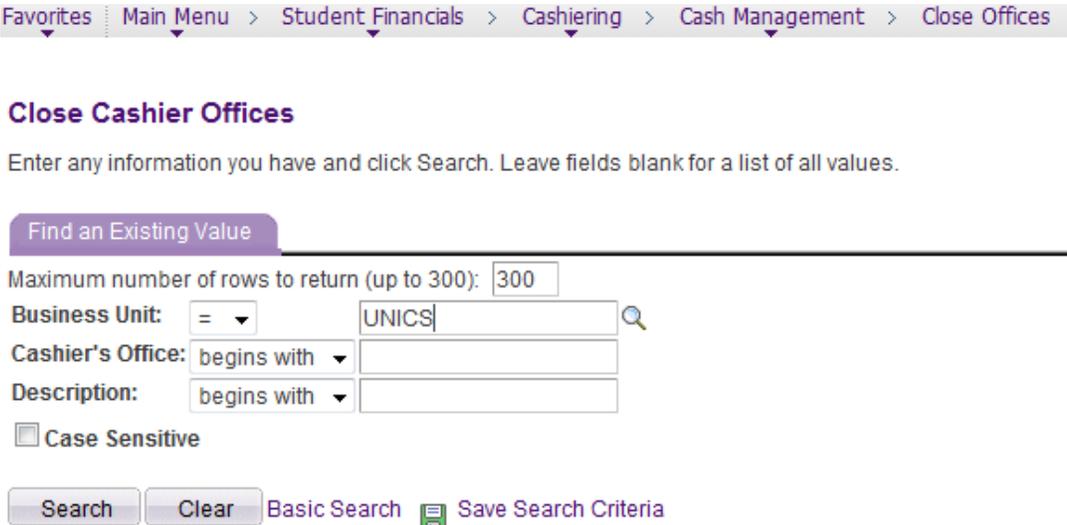
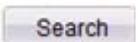
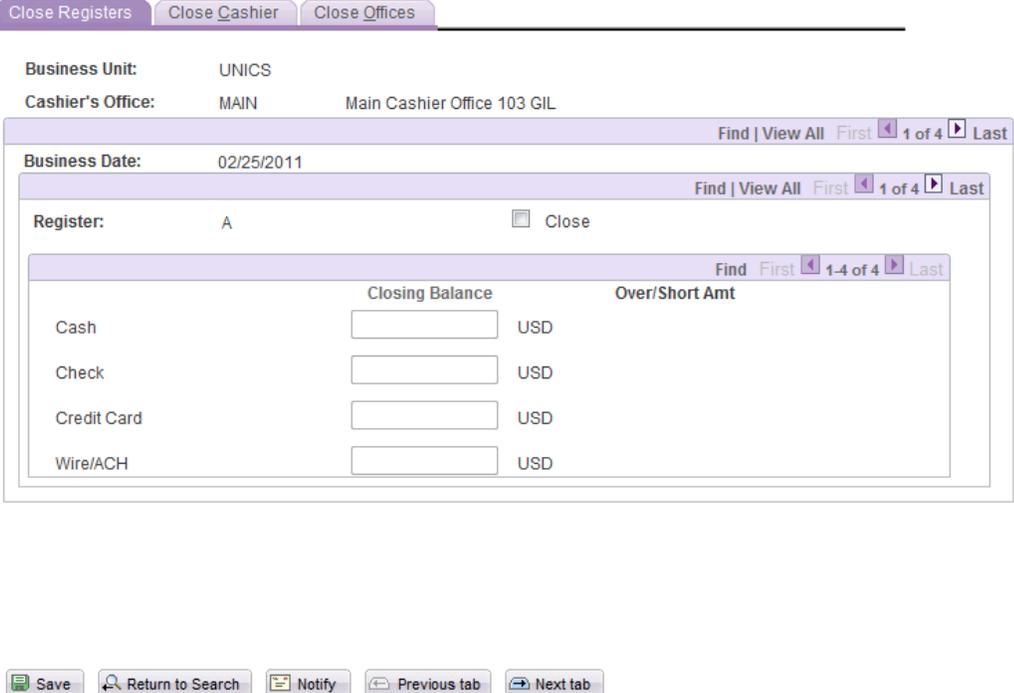
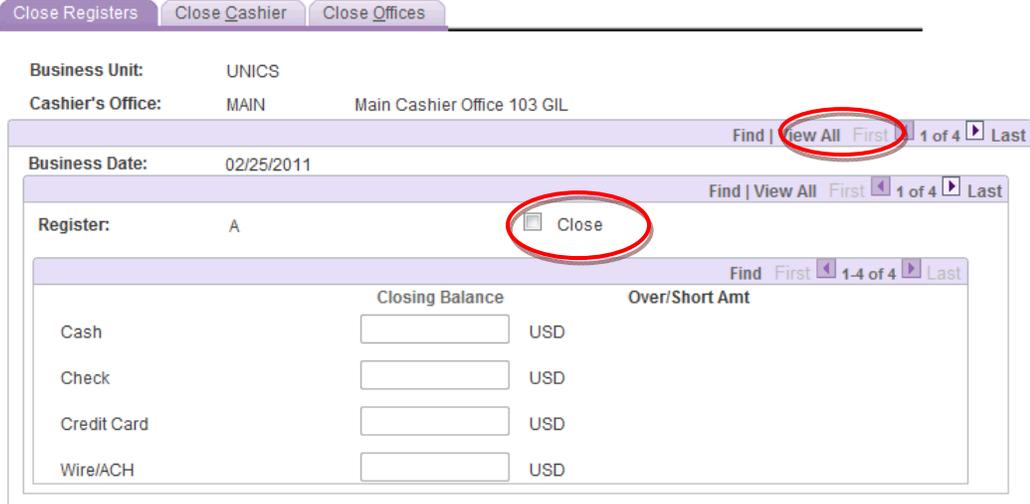
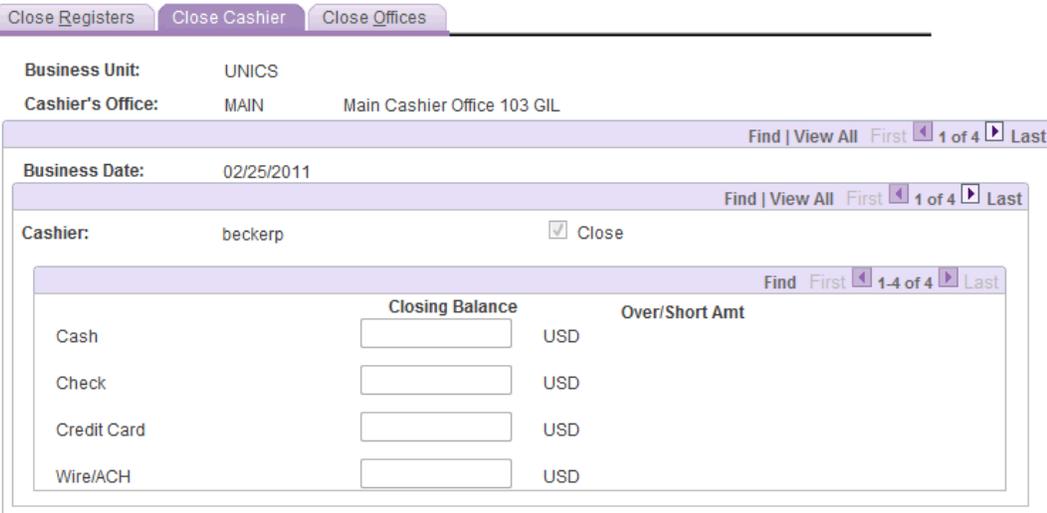
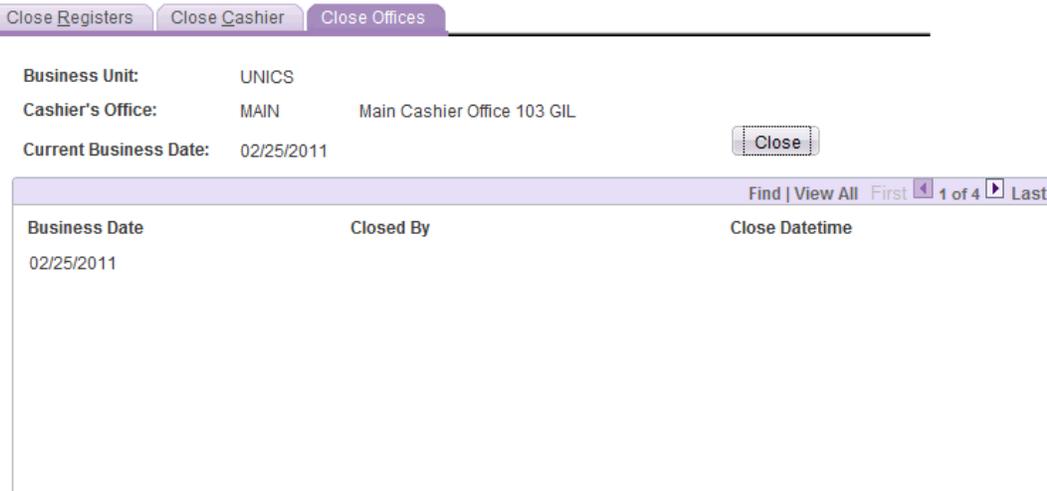


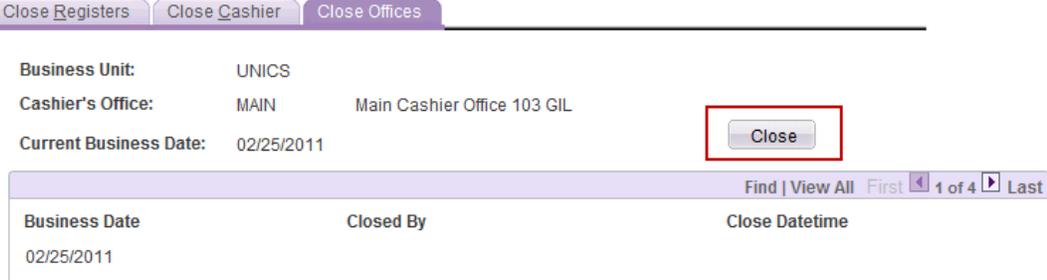
## Closing a Cashiering Office

**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.	<p>Navigate to the <b>Close Registers</b> page: Select <b>Main Menu &gt; Student Financials &gt; Cashiering &gt; Cash Management &gt; Close Offices</b></p> 
2.	<p>Click the <b>Search</b> button.</p>  <p><b>Note:</b> The Business Unit field must = UNICS. Set a default for this field so that UNICS automatically populates.</p> <p><b>Result:</b> The <b>Close Registers</b> tab displays.</p> 

Step	Action
3.	<p>Use the <b>Close Registers</b> tab to select and close your cashiering registers for a business day.</p>  <p>Close Registers   Close Cashier   Close Offices</p>
4.	<p>Click the <b>View All</b> link to display all the registers. Select the <b>Close</b> check box for each register, to close the registers. You cannot close the cashiering office for a given business day until you close all of the open registers.</p>  <p><b>Result:</b> After you select the check box, the system makes it unavailable.</p>

Step	Action															
5.	<p>Select the <i>Close Cashier</i> tab.</p>  <table border="1" data-bbox="397 619 1380 850"> <thead> <tr> <th></th> <th>Closing Balance</th> <th>Over/Short Amt</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td><input type="text"/></td> <td>USD</td> </tr> <tr> <td>Check</td> <td><input type="text"/></td> <td>USD</td> </tr> <tr> <td>Credit Card</td> <td><input type="text"/></td> <td>USD</td> </tr> <tr> <td>Wire/ACH</td> <td><input type="text"/></td> <td>USD</td> </tr> </tbody> </table>		Closing Balance	Over/Short Amt	Cash	<input type="text"/>	USD	Check	<input type="text"/>	USD	Credit Card	<input type="text"/>	USD	Wire/ACH	<input type="text"/>	USD
	Closing Balance	Over/Short Amt														
Cash	<input type="text"/>	USD														
Check	<input type="text"/>	USD														
Credit Card	<input type="text"/>	USD														
Wire/ACH	<input type="text"/>	USD														
6.	<p>Use the <i>Close Cashier</i> tab to close each cashier that was opened for that business day. Enter the closing balances for: <b>Cash, Check, Credit Card, Wire/ACH.</b></p> <p><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 <b>Over/Short Amt</b> field.</p>															
7.	<p>Select the <b>Close</b> check box for each register you wish to close.</p> <p><input type="checkbox"/> Close</p>															
8.	<p>Use the <b>View All</b> or <b>Next Row</b>  button to enter closing balance information for each register.</p>															
9.	<p>Click the <i>Close Offices</i> tab.</p>  <table border="1" data-bbox="381 1507 1404 1816"> <thead> <tr> <th>Business Date</th> <th>Closed By</th> <th>Close Datetime</th> </tr> </thead> <tbody> <tr> <td>02/25/2011</td> <td></td> <td></td> </tr> </tbody> </table>	Business Date	Closed By	Close Datetime	02/25/2011											
Business Date	Closed By	Close Datetime														
02/25/2011																

Step	Action
10.	<p>Use the <i>Close Offices</i> tab to close the cashiering office for the business day. Click the <b>Close</b> button.</p>  <p><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.</p> <p><b>Note:</b> The following message displays if you attempt to close the cashiering office prior to closing all registers:</p> 
11.	<p>Click the <b>Save</b> button.</p> 