

Review and Close a Cashier's Office

Purpose: Use this document as a reference for closing a cashier's session in ctcLink.

Audience: Student Financials staff and Cashier's Office Staff.

Review Tender By Cashier

 You must have at least one of these local college managed security roles:

- ZZ SF Cashiering

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > Cashiering > Balance by Business Day > Review Tender By Cashier

1. The Tender By Cashier page displays.
2. Enter or search for the **Cashier Office Date**.
3. Select the **Search** button.
4. Reconcile system balance against cashier drawer, credit/debit card machine, etc.

[← Student Homepage](#)

Review Tender By Cashier

Tender By Cashier

Business Unit WA020

Office Main

Cashier Office Date 07/03/2023

Total Balance 8,579.48

Search

Total by Tender Key		Find	First	1-2 of 2	Last
Tender Key	Tender Total Amount				
EFT	7,000.00				
Other Credit Card	1,579.48				

Detail by Cashier		Find	View All	First	1 of 2	Last
Cashier 101035098	Total					
	0.00					

Return to Search

Notify

Refresh

Review Tender By Register

- You must have at least one of these local college managed security roles:
- ZZ SF Cashiering
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > Cashiering > Balance by Business Day > Review Tender by Register

1. The Tender By Register search page displays.
2. Enter the **Business Unit**.
3. Select the Search button.
4. Select the **Cashier's Office** link and the Tender by Register page displays.
5. Enter or search for the **Cashier Office Date**.
6. Select the **Search** button.
4. Reconcile system balance against cashier drawer, credit/debit card machine, etc.

Review Tender By Register

Tender By Register

Business Unit WA020

Cashier Office Date 07/03/2023

Office Main

Total Balance 8,579.48

Search

Total by Tender Key Find First 1-2 of 2 Last

Tender Key	Tender Total Amount
EFT	7,000.00
Other Credit Card	1,579.48

Detail by Register Find View All First 1 of 2 Last

Register	EXMPL	Total
		8,579.48
	EFT	7,000.00
	OTHERCC	1,579.48

Return to Search
 Notify
 Refresh

Run and Review the Departmental Receipts Query

- You must have at least one of these local college managed security roles:
- ZD_DS_QUERY_VIEWER
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use this query to find transactions that were entered incorrectly. Only transactions with errors will be returned.

Navigation: Reporting Tools > Query > Query Viewer

1. The **Query Viewer** page displays.
2. Enter the **Query Name: QCS_SF_DEPT_RECEIPTS_GL**
3. Select the **Search** button and the Search Results display.
4. Select the desired format link for which to '**Run**' the query and the Query criteria page opens in a new window.
5. Enter the **Business Unit**.
6. Enter the **From** and **To Current Business Dates**.

7. Review the output for any outstanding items.
8. Correct all of the outstanding items. Please refer to the [Void a Receipt](#) QRG.
9. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Run and Review the Departmental Receipts Query](#). This link will open in a new tab/window.

Close the Session



It is important to run the Cashiering GL process after having processed through the first two tabs (Close Registers & Close Cashiers,) but prior to completing the third tab (the tab titled **Close Offices**.)

1. Close Registers and Cashier Tabs



You must have at least one of these local college managed security roles:


- ZZ SF Head Cashier

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > Cashiering > Cash Management > Close Offices

1. The Close Cashier Offices search page displays.

2. Enter the **Business Unit**.
3. Select the **Search** button and the Search Results display.
4. Select the appropriate **Cashier's Office** link and the Close Registers tab displays.
5. Ensure you are on the appropriate **Business Date**. Utilize the **Next [>]** arrow within the **Business Date** section to navigate to the next Business Date.
6. Depending on your configuration, enter the **Closing Balance** amounts in the **Tender Closing Balance** section.
 - The cashier's starting till balance should be added to the cash totals for the day.
 - If the boxes are grayed out, the fields cannot be entered.
7. Select the **Close** checkbox within the **Registers** section.
8. Repeat Steps 5 through 7 if you have multiple registers open. Select the **Next [>]** arrow within the **Registers** section to navigate to the next register.
9. Select the **Close Cashier** tab and the Close Cashier tab displays.
10. Ensure you are on the appropriate **Business Date**. Utilize the **Next [>]** arrow within the **Business Date** section to navigate to the next Business Date.
11. Depending on your configuration, enter the **Closing Balance** amounts in the **Tender Closing Balance** section.
 - The cashier's starting till balance should be added to the cash totals for the day.
 - If the boxes are grayed out, the fields cannot be entered.
12. Select the **Close** checkbox within the **Cashiers** section.
13. As appropriate, repeat Steps 10 through 12 if you have multiple cashiers open. Select the **Next [>]** arrow within the Cashiers section to navigate to the next cashier.
14. Select the **Save** button.

 Select the **Save** button, **but do not select/complete the third and final *Close Offices* tab yet!**

Instead, use the same ctcLink browser window and navigate to the Generate Cashiering Entries page and follow the Cashiering GL processes listed below.

Once that process has completed - then return to the *Close Offices* ctcLink page & tab.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Close Registers and Cashier Tabs](#). This link will open in a new tab/window.

2. Generate Cashiering Entries


! You must have at least one of these local college managed security roles:

- ZZ SF Accounting Entries
- ZZ SF Cashiering

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > GL Interface > Generate Cashiering Entries

15. The Cashiering GL Interface search page displays.
16. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_ADM_FYR_5 (Admissions Letter, Summer, FYR Admit Type).
17. The Cashiering GL Interface page displays.
18. Enter the **Business Unit**.
19. Enter the **Cashier's Office**.
20. Enter or search for the **Business Date**.
21. Enter or search for the **Journal Template CASHIER/GL**.
22. Select the **Run** button. Please refer to the [Process Schedule Request](#) steps for further instructions.
23. Ensure that the process has run to success.

-  After the Cashiering GL Interface process has finished, return to the Close Offices ctcLink page to complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Generate Cashiering Entries](#). This link will open in a new tab/window.

3. Close Offices Tab

-  You must have at least one of these local college managed security roles:

- ZZ SF Head Cashier

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Student Financials > Cashiering > Cash Management > Close Offices

24. The Close Cashier Offices search page displays.
25. Enter the **Business Unit**.
26. Select the **Search** button and the Search Results display.
27. Select the appropriate **Cashier's Office** link and the Close Registers tab displays.
28. Select the **Close Offices** tab and then select the **Close** button.
29. Process complete.

💡 The below message will appear if Generate Cashiering Entries hasn't completed/been processed.



Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Close Offices Tab](#). This link will open in a new tab/window.