Open a Cashier's Office

Purpose: Use this document as a reference for opening a cashiers office in ctcLink.

Audience: Student Financials and Cashiering staff.

⊗ 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 > Open Offices

1. The **Open Cashier Offices** search page displays.
2. Enter the **Business Unit.**
3. Enter the **Cashier's Office** or select the **Search** button.
4. The Open Cashier Offices tab displays.
5. Select the **Current Business Date** to open the cashiering office.
   - ctcLink populates the current date however this can be changed if a prior date is required.

6. Select the **Open Cashier Office** button.
7. *Optional*: Select the **Copy Registers and Cashiers** button to copy registers and cashiers from the previous cashier day.
8. Select the Open Registers tab and the Open Registers tab displays.
9. Confirm the **Business Date** and then in the **Registers** section, enter or search for a **Register** to begin opening for the business day.
   A. Select the **Add a New Row [+]** button to add a new register.
      - If the **Copy Registers and Cashiers** button was selected, ctcLink copies registers and tender types from the copied business day but each register needs to be opened. If the Opening Balance field is available, enter the tills starting balance.

10. In the **Tender Details** section, add the payment methods associated with each register.
    A. Enter or search for the the **Tender Key**.
    B. If the register has a **Opening Balance** (till/cash), enter the dollar amount in the **Opening Balance** field, as appropriate.
    C. To add multiple **Tender Keys**, select the **Add a New Row [+]** button.
    D. Select the **Open** checkbox after entering all **Tender Keys** and **Opening Balance.**

11. Select the Open Cashiers tab and the Open Cashiers tab displays.
12. Confirm the *Business Date*.

13. In the **Cashiers** section:
    A. Enter or search for the **EMPLID** in the *****Cashier** field.
    B. Select the **Add a New Row [+]** button to add a new cashier.
    C. Select the **Register** that each cashier is assigned.
       • Only registers opened from the **Open Registers** tab are available.

14. In the **Tender Details** section, add the payment methods associated with each Cashier.
    A. Enter or search for the the **Tender Key**.
    B. If the register has a **Opening Balance** (till/cash), enter the dollar amount in the **Opening Balance** field, as appropriate.
    C. To add multiple **Tender Keys**, select the **Add a New Row [+]** button.
    D. Select the **Open** checkbox after entering all **Tender Keys** and **Opening Balance.**

15. Select the **Save** button.
16. Process complete.

> 💡 You are able to add Registers, Opening Balance, and Cashier's after the session has been opened.

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 [Open a Cashier's Office](). This link will open in a new tab/window.