

Reopen Cashier Office

Purpose: Use this document as a reference for reopening a cashier office for a business day in ctcLink.

Audience: Student Financials 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 > Reopen Offices

1. The **Reopen Cashier Offices** search page displays.
2. Enter or search for the **Business Unit**.
3. Enter or search for the **Cashier's Office**.
4. Select the **Search** button and the Reopen Cashier Office page displays.
5. Enter or search for the **Current Business Date** to be reopened.
6. Select **Reopen Cashier Office** button and the Reopen Cashier Offices page displays with updates.
 - Notice that the **Business Date** selected is now open.

Reopen Office

Business Unit WA030
 Cashier's Office BREMERTO Bremerton

Current Business Date 07/13/2023

Reopen Cashier Office

Details

Business Date	Opened By	Open Datetime	Closed By	Close Datetime	Last Sequence
07/13/2023	201495034	07/13/2023 6:57:45AM	201495034	07/13/2023 4:38:54PM	14
07/12/2023	101015807	07/12/2023 9:06:35AM	201495034	07/12/2023 4:44:37PM	17
07/11/2023	201495034	07/11/2023 6:55:42AM	101015807	07/12/2023 9:05:43AM	32
07/10/2023	202701693	07/10/2023 8:01:52AM	202701693	07/10/2023 4:58:48PM	14
07/07/2023	201495034	07/07/2023 7:04:41AM	201495034	07/07/2023 4:40:13PM	18
07/06/2023	201495034	07/06/2023 6:37:16AM	201495034	07/06/2023 4:50:02PM	21
07/05/2023	201495034	07/05/2023 6:52:11AM	201495034	07/05/2023 4:52:10PM	14

Save Return to Search Notify

Reopen Office | Reopen Register | Reopen Cashier

7. Select the **Reopen Register** tab and the Reopen Register tab displays.
8. Select the **Next [>]** and/or **Previous [<]** icons to scroll to the appropriate **Business Date** and **Register**.
9. Select the **Open** check box for each register to be opened.

Reopen Office

Business Unit WA030
 Cashier's Office BREMERTO Bremerton

Business Date 07/03/2023

Registers

*Register REG01 ☐ Open

Tender Details

*Tender Key	Deposit ID	Opening Balance
ALTLOAN CH Alt Loan Check		USD
CAPTURE Capture CC		USD
CASH Cash		USD
CHECK Check		USD
EFT WIRE EFT Wire		USD
OTHERCC Cashier Credit Card		USD

10. Select the **Reopen Cashier** tab and the Reopen Cashier tab displays.
11. Select the **Next [>]** and/or **Previous [<]** icons to scroll to the appropriate **Business Date** and **Cashier**.
12. Select the **Open** check box on each cashier to be opened.

13. Select the **Save** button.
14. Process complete.

Reopen Office | Reopen Register | Reopen Cashier

Note: Remember to make the corrections that required the cashier's office to be reopened for the given business date. Follow the steps in the [Closing a Cashier's Office QRG](#) to complete the process.

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 [Reopen Cashier Office](#). This link will open in a new tab/window.