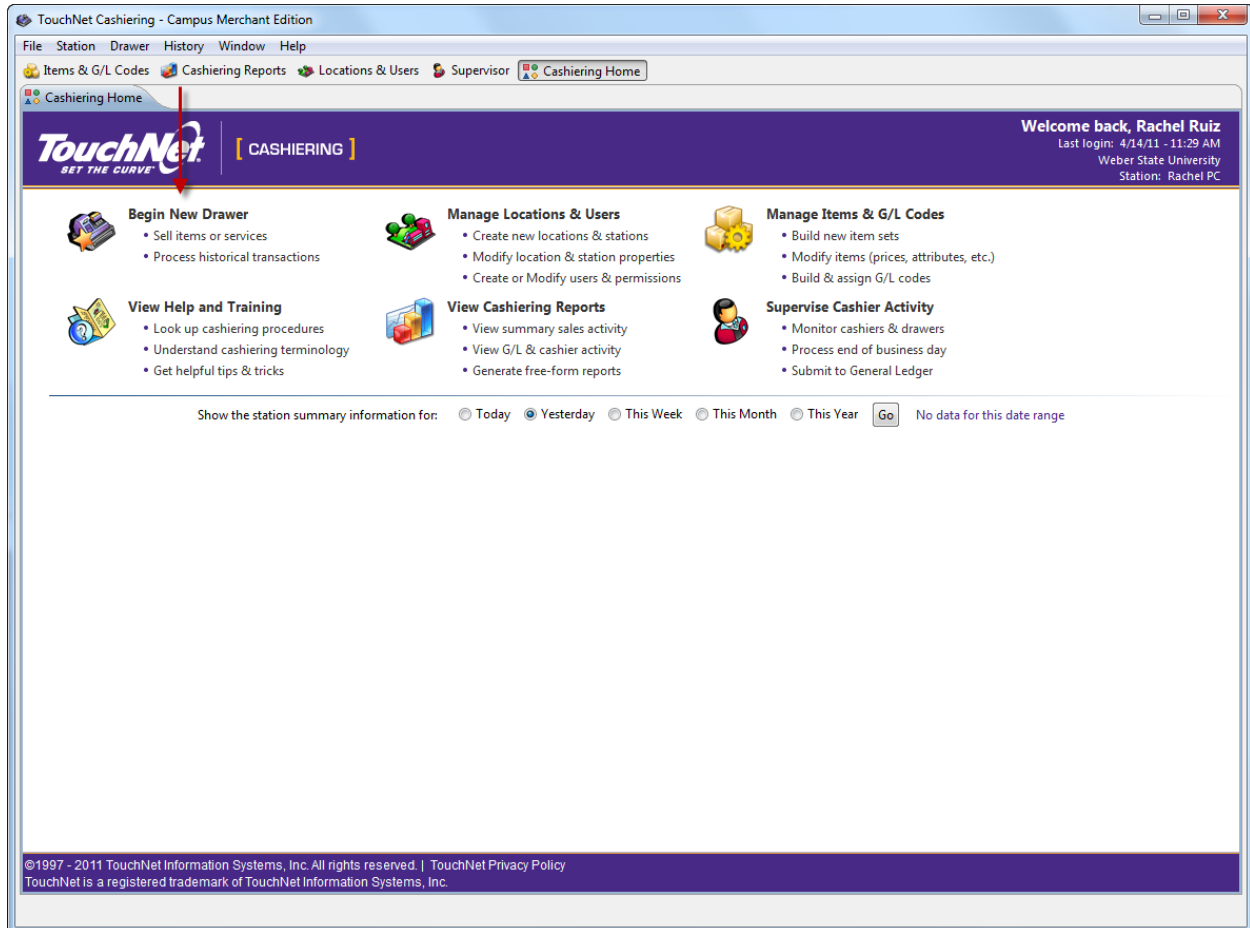
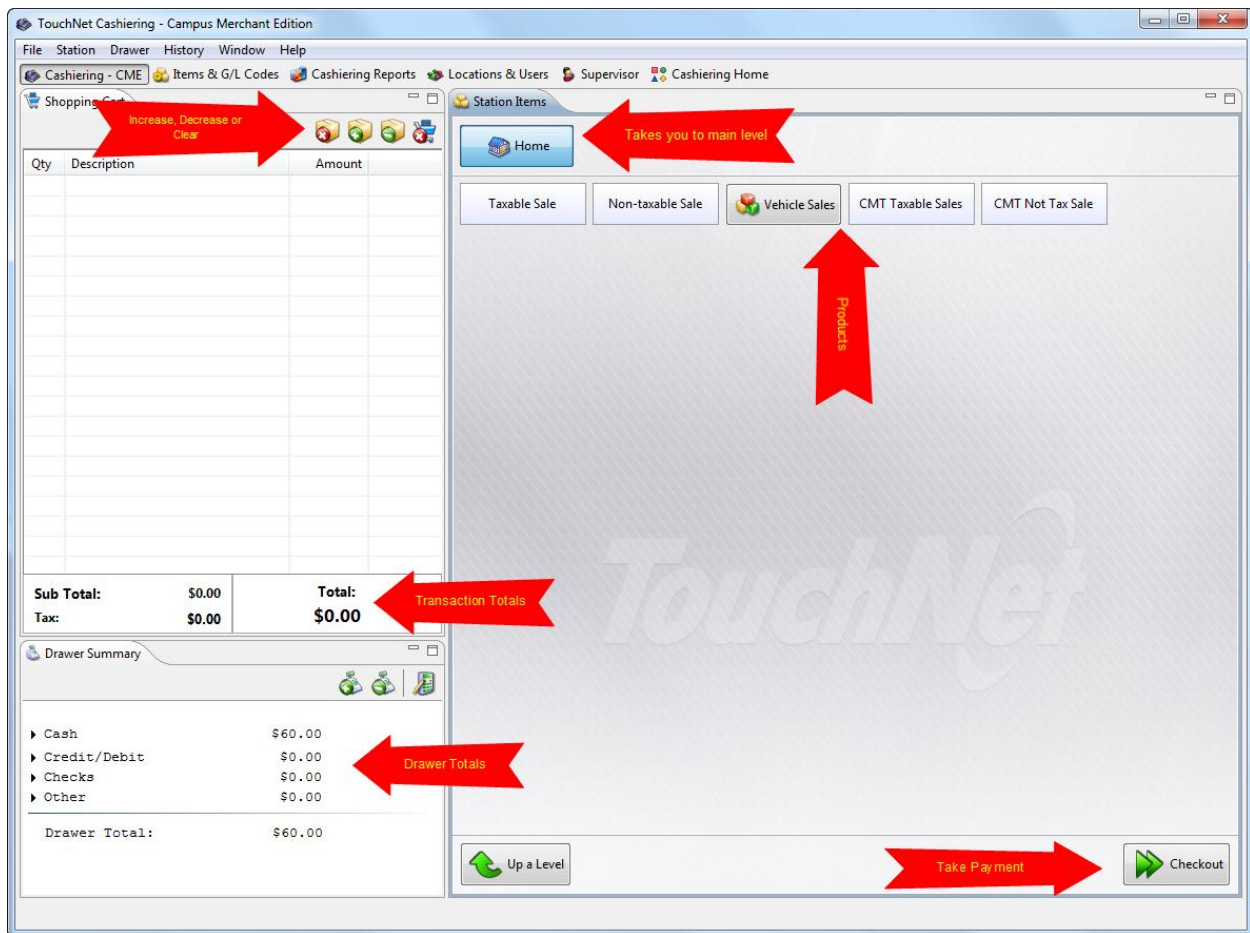


Training Cashiers

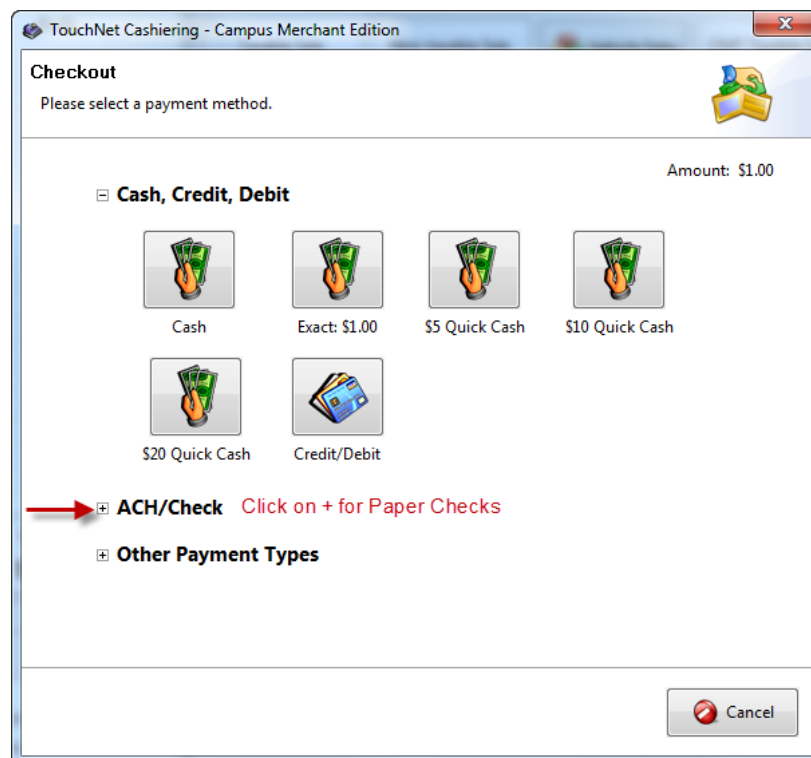
- Logging in
 - User name is always “C20249.username”
- Starting a drawer
 - Click on Begin New Drawer



- Adding transactions



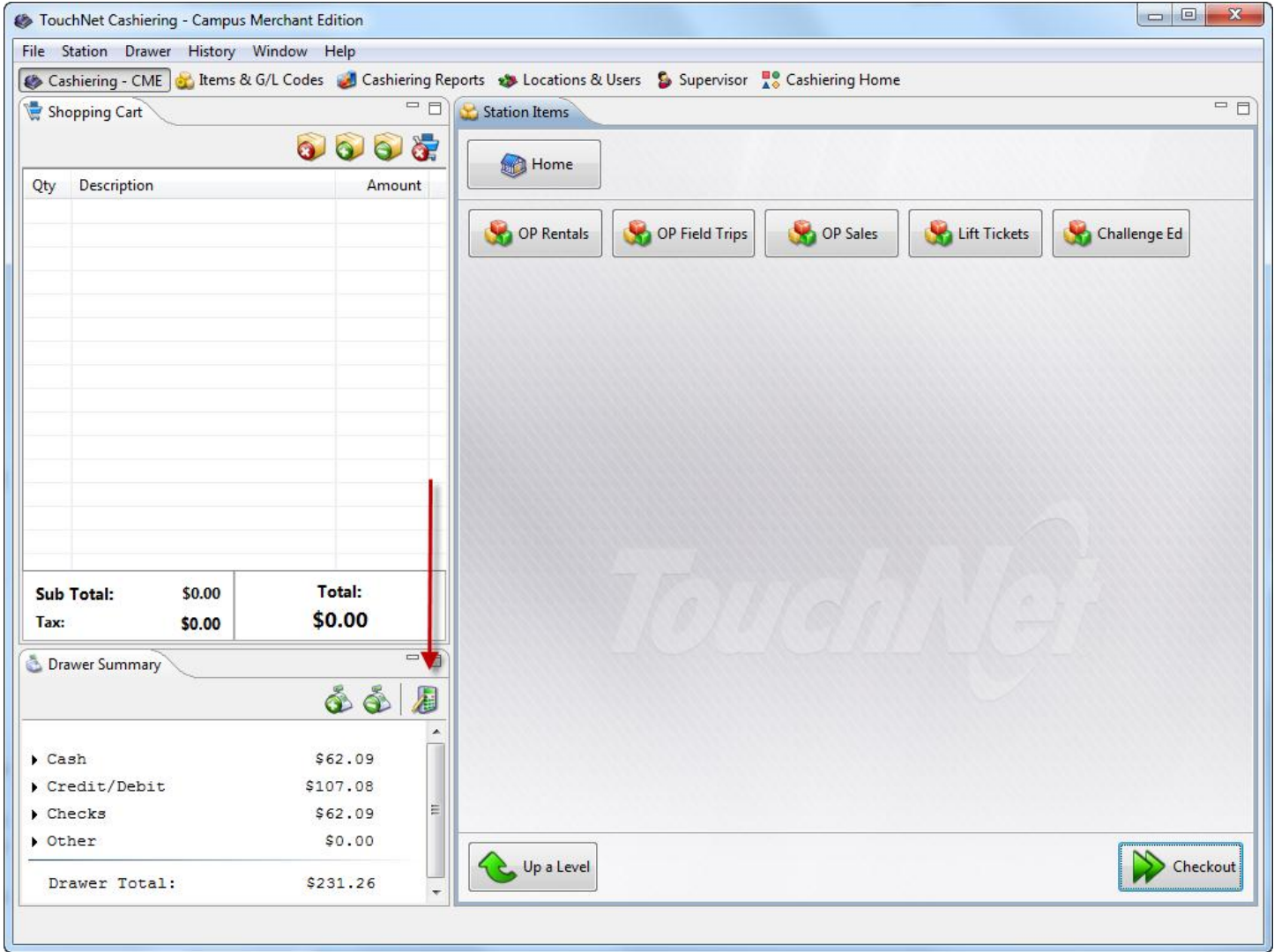
- Accepting Payments



Tallying and Deposits

It is very important that all tallies and drawers are always kept separate from the others.

1. Cashier closes and balances drawer at the end of shift.
 - a. From the cashiering screen, cashier clicks on close and balance drawer



TouchNet Cashiering - Campus Merchant Edition

Close/Balance

Enter the drawer amounts in the Cashier Values section.

Computed Values


The values below are calculated by the system.

| | |
|------------------------|-----------------|
| Cash | \$62.09 |
| Cash Tendered | \$62.09 |
| Beginning | \$0.00 |
| Change Given | \$0.00 |
| Credit/Debit | \$107.08 |
| Visa | \$107.08 |
| Checks | \$62.09 |
| Paper Check | \$62.09 |
| Computed Total: | \$231.26 |

Cashier Values

The values below should reflect the manual counts.

| | |
|-----------------------|---------------------------------------|
| Cash | <input type="text" value="\$ 62.09"/> |
| Cash Tendered | \$62.09 |
| Beginning | \$0.00 |
| Change Given | \$0.00 |
| Credit/Debit | \$107.08 |
| Visa | \$107.08 |
| Checks | \$62.09 |
| Paper Check | <input type="text" value="\$ 62.09"/> |
| Counted Total: | \$231.26 |



- a. Cashier counts out of the total cash in their drawer *including* the beginning cash amount and enters the total in the indicated space.
- b. Cashier sums the amount of paper checks in drawer and enters the amount in the indicated space.
- c. Click Submit Totals
- d. Click OK


Submit Totals

Please confirm that you are ready to submit the drawer balances, and provide the deposit ticket information, if applicable.

Label:

Deposit Ticket #1:

Deposit Ticket #2:



- e. Cashier initials and dates Drawer Balance Report and places the report and monies in a secure environment for the supervisor's review.