Jenzabar CX

Cashier

JENZABAR

User Guide

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JENZABAR, INC.
CASHIER USER GUIDE
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SECTION 1 - GETTING STARTED

Overview

Introduction

Cashier is an application developed by Jenzabar that allows you to perform accounting functions associated with the cash drawer.

Purpose of This Guide

This manual serves as a learning tool and a reference guide for completing all cashiering functions. The procedures in this manual will help you to accurately complete typical cashiering functions.

Intended Audience

This manual is written for menu users who perform cashier functions in the Accounting or Bursar office. Menu users include the track coordinator, administrative assistants, and operators.

Learning Objectives

This manual provides the information you need to successfully complete the following objectives:
- Receive and disburse cash
- Perform mock banking functions, such as cashing checks and making change
- Print cash or gift receipts
- View or print a student's billing history on a statement
- Add or update holds on a student's record
- Close or reconcile the cash drawer
- Transfer cash in to or out of the cash drawer

How to Use This Guide

If you are not familiar with Cashier, read this manual for detailed information about the procedures in this application.

If you are familiar with Cashier, and you just need information in a particular area, look through the Table of Contents or Index and skip to the pages you need.

Before You Begin Cashier

Cashier Processes

Before you perform the Cashier procedures, there are other processes that must occur in different administrative offices at your institution. The following lists and describes the processes that Jenzabar recommends your institution complete prior to, during, and after you use Cashier. Depending on the policy at your institution, the processes and offices responsible for them may differ slightly from how they occur at your institution.

Admissions Office/Registration Office/Student Billing office
Enter student ID numbers and other enrollment information.

Financial Aid Office
Determine need, amount, and type of financial aid for each student.

Registration Office
Register students for courses.

Registration Office/Student Billing office
Bill and receive payment from students.

Accounting Office/Business Office/Financial Aid Office
- Invoice, receive payments from, and reconcile payments with students and third-party agencies.
- Reconcile payments and refunds with financial aid sources.

Preliminary Checklist

Use the following checklist to ensure that you have reviewed all required tasks before you begin using Cashier.

___ Ensure that students' identification numbers exist on the Jenzabar CX database and that any other policies at your institution have been met by the students.

___ Ensure that each physical cashier drawer is uniquely tied to a specific Cashier station. Know which document station numbers are reserved for which purposes or individuals.

___ Know what forms to use for printing receipts, statements, and student data sheets (SDS); have them either loaded in the appropriate printer(s), or located nearby.

___ If your institution uses Cashier for collecting fee payments, ensure that any students for whom fees are being paid by third-party agencies present vouchers from the agencies as evidence.

Background Knowledge

To use Cashier effectively and efficiently, you must have specific background knowledge about your computer and your institution's policies with regard to cashier functions. You should know the following information:

- Your institution's internal policies and procedures for entering cash receipts and disbursements
- Who in your office is authorized to set financial clearance on accounts
- The types of receipt and disbursement transactions processed at the cashier stations in your office
- The subsidiary and general ledger account numbers associated with each transaction type

Conventions Used in This Document

Introduction

Jenzabar has established a set of conventions to help you use this manual. The conventions presented below are not exhaustive, but they include the more frequently used symbols and words.

Style Conventions

Jenzabar guides observe the following style conventions.

Boldface type
Represents text that you type into the system (e.g., Type **UNDG**), command names (e.g., **Finish**), or keys you use to execute a command or function (e.g., **<Enter>**).

Bulleted lists
Show items not ranked or without a sequential performance.

CAUTION:
Indicates a caution or warning of a potential risk or condition.

<Enter>
Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

Italic type
Is used in any of these ways:
- To represent a new or key term
- To add emphasis to a word
- To reference another manual or a section within this guide
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate filename)

<Key name>
Represents a key that you must press.

Note:
Indicates a note, tip, hint, or additional information.

Numbered lists
Show ranking of items or sequence of performance.

Parentheses
When used around a field name, indicate the field is unlabeled. The field description includes the location of the field.

Quotation marks
Represent information written in this guide exactly as it appears on the screen.

Example: The message, "Now Running..." appears.

Jenzabar-Specific Terms

Some terms used in this guide may be unfamiliar to you, either because they are terms you have not used before or because Jenzabar has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common Jenzabar-specific terms:

Application

One or more software programs that enable you to perform a particular procedure (e.g., registering students).

Data

Specific information you enter into fields on a particular data entry screen.

Enter

To type information on a keyboard and execute by doing one of the following actions:
- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**

F key

Any of the function keys located on your keyboard (e.g., **<F1>**).

Hot key

The capitalized and highlighted letter of a command on a command line, menu bar, or command menu.

ID

The number assigned to each student or organization associated with your institution (e.g., 12345).

Parameter

A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

Select

To execute a command by any of the following actions:
- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing **<Enter>**
- Clicking the mouse

System

The Jenzabar product, CX.

Keystrokes

When you see two keys separated by a dash (e.g., **<Ctrl-c>**), hold down the first key (**<Ctrl>**) while pressing the second (**<c>**).

SECTION 2 - USING THE CASHIER SCREENS

Overview

Introduction

The purpose of this section is to show each screen that you use in the Cashier module and to explain each of the fields on those screens. This section also references the commands and options that you use when you perform procedures in Cashier.

Refer to this section when you have questions about a specific field or command, or when you are completing the procedures in this guide.

Applications Accessible in Cashier

The Cashier program includes commands that enable you to access other related Jenzabar CX applications. For example, since one major function within Cashier is recording student payments, both Bursar Query and Fee Collection are available from commands within Cashier.

The following Jenzabar manuals provide information about applications or features you can access from within Cashier:

Using General Ledger
Bursar Query screens and procedures

Using Fee Collection
Fee Collection screens and procedures

Using Third-Party Billing
Agency payment procedures

Using Financial Aid
Award screens

Using Jenzabar CX
Hold windows

Alphabetical Organization

The screens, windows, field names, and commands appear in alphabetical order so that you can locate the information quickly.

Screen Access

The access instructions for the screens and windows presume you are starting at the Cash Receipts menu. Access the Cash Receipts menu by selecting the following, beginning at the Main menu:
1. Fiscal Management
2. Cash Receipts menu

Screen and Window Differences

The screens and windows illustrated in this section represent those contained in the Jenzabar CX standard product in GUI format unless otherwise noted. If your institution changes these screens and windows to meet its specific needs or if you use the Jenzabar CX in character-based format, then your screens and windows will differ from those shown in this section.

Commands

The toolbars, command lines, and menus on the Jenzabar CX screens and windows can change, depending on the procedures that you perform or the commands that you have previously selected. For example, Query mode and Update mode in any particular screen or window display different commands. This guide describes all the commands associated with a screen or window.

> **Note:** You can use a specific command only when it appears on the current toolbar, command line, or menu, or when it is black (not dimmed) when you select **Commands**.

Accessing the Screen Commands

On the GUI-format screens, you can access the commands in any of the following ways:
- Pressing the corresponding keys on your keyboard
- Clicking on the icons
- Selecting Command from the menu bar and then selecting the desired command from the list of commands that appear

Adjust Screen

Purpose

The Adjust screen enables you to add account and amount information for a subsidiary. You are not required to add or change entries in the Adjust screen. However, you may choose to use this screen if you want to do the following:
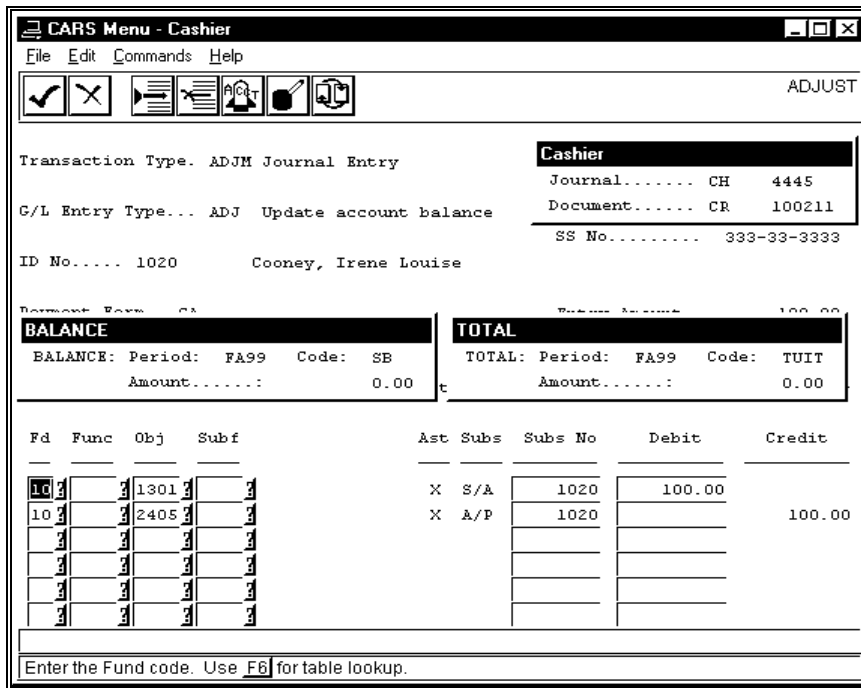
- Apply dollar amounts to multiple accounts
- Override the default general ledger account number

Access

Access the Adjust screen by selecting an ID on the Transaction screen, then selecting **Detail** (the Balance screen appears). Select **Adjust**.

Example

The following is an example of the Adjust screen.

```
┌─────────────────────────────────────────────────────────────────┐
│ ⌐ CARS Menu - Cashier                                 _ □ ×    │
│  File  Edit  Commands  Help                                      │
│ ┌──┬──┬──────────────────┐                          ADJUST       │
│ │✓ │✗ │ ≡ ≡ ACCT ● ▥ │                                        │
│ └──┴──┴──────────────────┘                                       │
│                                                                   │
│  Transaction Type.  ADJM Journal Entry      ┌─Cashier────────┐   │
│                                             │ Journal....... CH   4445 │
│  G/L Entry Type...  ADJ   Update account balance  Document...... CR   100211 │
│                                             └────────────────┘   │
│                                               SS No.........  333-33-3333 │
│  ID No.....  1020        Cooney, Irene Louise                    │
│                                                                   │
│  Payment Form   CA                            Future Amount   100.00 │
│ ┌─BALANCE──────────────────────┐ ┌─TOTAL─────────────────────┐  │
│ │  BALANCE: Period:  FA99  Code:  SB │ │ TOTAL: Period:  FA99  Code:  TUIT │ │
│ │         Amount......:     0.00 │t│       Amount......:    0.00 │  │
│ └──────────────────────────────┘ └───────────────────────────┘  │
│                                                                   │
│   Fd  Func  Obj   Subf        Ast Subs  Subs No    Debit   Credit │
│   ──  ────  ───   ────        ─── ────  ───────   ──────   ────── │
│  │10│ │   │ │1301│ │   │       X  S/A    1020     100.00           │
│  │10│ │   │ │2405│ │   │       X  A/P    1020              100.00  │
│  │  │ │   │ │   │ │   │                                           │
│  │  │ │   │ │   │ │   │                                           │
│  │  │ │   │ │   │ │   │                                           │
│ ┌─────────────────────────────────────────────────────────────┐ │
│ │ Enter the Fund code. Use F6 for table lookup.               │ │
│ └─────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Fields

The Adjust screen has two pop-up windows that display Balance and Total information, as well as the following fields:

Ast

The Net Asset Indicator associated with the account. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Credit

The amount credited to the account.

Debit

The amount debited to the account.

Fd

The fund number of the account (e.g., the code for Unrestricted).

Func

The function number of the account (e.g., the code for Athletics department).

Obj

The object number of the account (e.g., the code for Activity fees).

Subf

The subfund number of the account (e.g., the code for a special project such as Homecoming).

Subs

The subsidiary (e.g., the code for Student Accounts).

Subs No.

The number that identifies the specific subsidiary (e.g., the student's ID number).

Commands

Add-acct

A blank line appears for you to add account information to a portion of the screen.

Cancel

You leave the current procedure (without saving the information to the database) and return to the previous screen.

Erase-acct

A line of account information is deleted from the screen.

Finish

Any data you have entered is saved to the database.

Short-codes

The shorthand codes for selecting the general ledger account appears in the general ledger information box.

Switch DR/CR

Activates the Debit or Credit column.

Update bal/tot

Changes the fields in the Balance window and the Total window.

Balance Screen

Purpose

When you enter transaction types involving general ledger accounts into the Transaction Type field on the Transaction screen, you have the option of selecting **Detail** to add or change information on the Balance screen. Some examples of transaction types that involve general ledger accounts are the following:

- Gift receipts
- Travel advances
- Various types of deposits and withdrawals
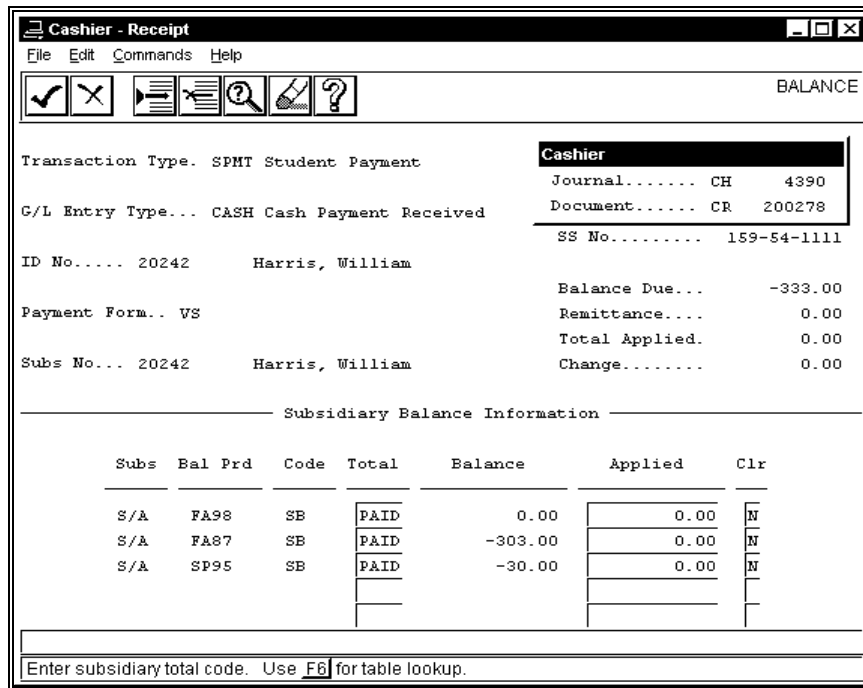
Note: The general ledger account information defaults to the appropriate account number for the transaction entered in the Transaction Type field. You may choose to override the default account number if the account number does not accurately reflect the transaction type you are entering.

Access

Access the Balance screen by selecting an ID on the Transaction screen, then selecting **Detail**.

Example

The following is an example of the Balance screen.

Fields

The fields that appear on the Balance screen and their descriptions follow. Because the fields in the upper portion of this screen are described in the Transaction screen later in this section, the following information describes only the fields in the lower portion of the Balance screen.

Applied
 The portion of remittance applied to the general ledger account.

Bal Prd
 The balance period to which the subsidiary information relates.

Clr
 A Y/N flag indicating whether the student has financial clearance for the indicated session/balance combination.

Code
 The code associated with the balance period (e.g., SB for session billing).

Subs
 The subsidiary code. Select **Table Lookup** to find valid subsidiary codes.
 Examples:
 - C/L for college loan
 - K/D for key deposit
 - D/D for dorm damage

Subs Balance
 A display-only, default field showing the dollar amount still owed by the subsidiary.

Subs No
 The subsidiary identification number. Select **Query** to find valid subsidiary identification numbers.

Total
 The subsidiary total code associated with the charge (e.g., PAID).

Commands

Add-bal
 A blank line appears for you to add balance information to a portion of the screen.

Adjust
 Enables you to add account and amount information for a subsidiary.

Cancel
 You leave the current procedure (without saving information to the database) and return to the previous screen.

Clear
 Any added or updated information on a screen changes back to the default values, blank spaces, or 0.00 (for dollar amounts).

Erase-bal
 A line of balance information is deleted from the screen.

Finish
 Any data you have entered is saved to the database.

Help
 Displays the main help window.

Query
 View account information.

Tots
 View, add, or change subsidiary total information.

Cash Drawer Closing window

Purpose

The purpose of the Cash Drawer Closing window is for you to record the amount of money in the cash drawer when you must leave your drawer or station for a short period of time.

When you complete this screen in preparation for making a bank deposit, the closing entry later becomes a reconcilable item on the Reconciliation screen.

Access

The Cash Drawer Closing window appears when you select **Drawer**, then **Close**, from the Cashier screen.

Example

The following is an example of the Cash Drawer Closing window.

```
┌─────────────────────────────────────────────────────┐
│ Cashier                                          ☒  │
│                 CASH DRAWER CLOSING                  │
│                                                      │
│         Beginning Drawer Balance      100.00         │
│          Current Drawer Balance    11,175.00         │
│                  Bank Deposit    ▐11,075.00▌         │
│          Closing Drawer Balance       100.00         │
│          Closing Drawer Account  10    1010      ▐▌ │
│                 Net Asset Type   U                   │
└─────────────────────────────────────────────────────┘
```

Fields

The fields that appear on the Cash Drawer Closing window and their descriptions are:

Bank Deposit
The dollar amount of the day's revenues to be deposited into the bank. This amount is the calculated difference between the Closing Drawer Balance and the Current Drawer Balance.

Beginning Drawer Balance
A display-only field indicating the dollar amount in the cash drawer at the beginning of the day. The system assumes this amount is cash only. In addition, the system maintains this number; you cannot change the dollar amount in this field.

Closing Drawer Account
A default field indicating the account number for closing the cash drawer.

Closing Drawer Balance
A display-only, default field indicating the dollar amount in the cash drawer at the time of closing. The system inserts a default value into this field based on station-specific information from the Parameters screen.

Current Drawer Balance
A display-only field indicating the dollar amount currently in the drawer. The system calculates this number by summing the day's financial activity and the Beginning Drawer Balance.

Net Asset Type

The Net Asset Indicator associated with the closing drawer account. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Commands

Finish

Any data you have entered is saved to the database.

Cancel

You leave the current procedure (without saving the information to the database) and return to the previous screen.

Help

Displays the main help window.

Cashier Screen

Purpose

The purpose of this screen is for you to select an option from the command menu.

Access

The Cashier screen appears when you select the Cashier option, although you may be required to add information to some preliminary screens to cause the Cashier screen to appear.

See *Beginning Cashier* for details about completing the screens that appear before the Cashier screen actually appears.

Example

The following screen is an example of the Cashier screen. Because the only purpose of this screen is for you to select an option from the command menu, this section provides details only on those options. You cannot complete any fields on the Cashier screen.

```
┌─────────────────────────────────────────────────────────────────┐
│ ⬛ CARS Menu - Cashier                                  _ □ ✕    │
│  File  Edit  Commands  Help                                      │
│ ┌──────────────────────────────────────────────────────────────┐│
│ │ ▦ 📗 $± 📠 🔍 🧾 VOID 📠 📇 EXIT          CASHIER           ││
│ └──────────────────────────────────────────────────────────────┘│
│                                                                   │
│  Transaction Type.              ┌──────────────────────────────┐  │
│                                 │ Cashier                      │  │
│                                 │  Journal....... CH    4441   │  │
│  G/L Entry Type...              │  Document...... CR   100211  │  │
│                                 │  SS No.........              │  │
│  ID No.....                     └──────────────────────────────┘  │
│                                                                   │
│  Payment Form..                                                   │
│                                                                   │
│  Subs No...                                                       │
│                                                                   │
│                                                                   │
│                                                                   │
│ ┌──────────────────────────────────────────────────────────────┐│
│ └──────────────────────────────────────────────────────────────┘│
│ ┌──────────────────────────────────────────────────────────────┐│
│ └──────────────────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────────────────┘
```
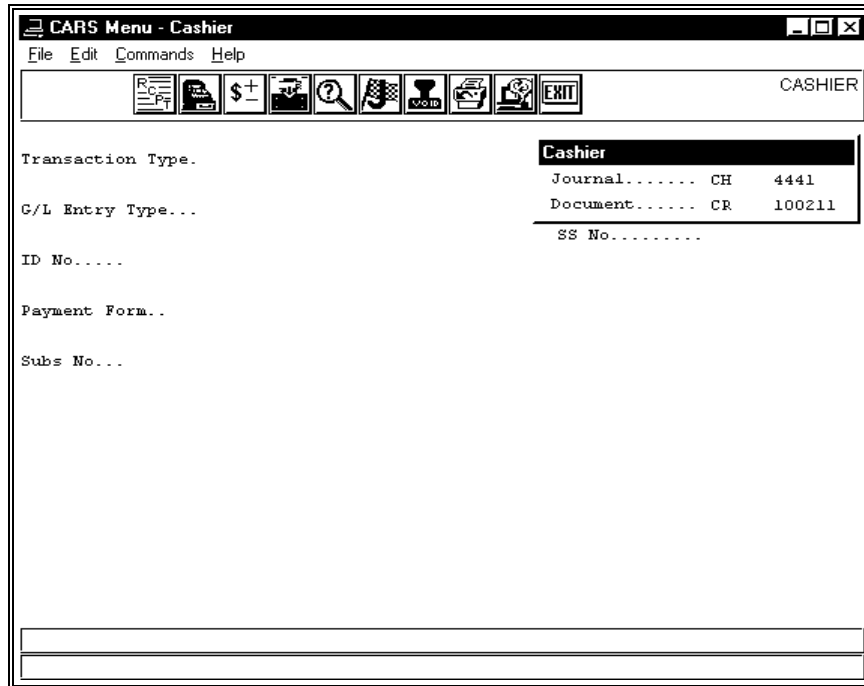
Commands

The commands that appear on the command menu of the Cashier screen and their purposes are as follows.

Adjust

Adjust General Ledger account balances for student activity.

Bill Data

Maintain payment plan information.

Cash

Either of the following:
- Cash checks
- Make change

Disburse

Disburse cash, as in the following instances:
- Travel advances
- Refunds
- Cash withdrawals

Drawer

Any of the following:
- Close the cash drawer without reconciling
- Reconcile the cash drawer, then close it
- Transfer funds in to or out of the cash drawer

Exit

Leave the current screen and to go the previous screen.

Fees

Access the Fees screen to collect fee payments from students.

> **Note:** For more information about the Fees screen, see the Jenzabar guide *Using Fee Collection*.

Holds

Add or update holds on student accounts.

Journal

Any of the following:

- Continue an incomplete journal
- Finish the current journal
- Leave the current journal incomplete
- Terminate the current journal
- Void an entry in the current journal

Other

Any of the following:

- Change the cash receipt form on the printer, and indicate how often cash receipts are to be printed
- Reload the cash Transaction Type table and Payment Form table while you are in Cashier (for use by Jenzabar coordinators only)
- Change the station number, journal date, or printer name(s) on the Parameters screen
- Reprint a cash receipt for an entry in the current journal

Query

View account information within Bursar Query.

> **Note:** For more information about Bursar Query, see the Jenzabar guide *Using General Ledger*.

Receipt

Enter cash receipt transactions, such as the following:

- Student payments
- Guaranteed student loans
- Room deposits
- Gift receipts
- Cash deposits
- Deferment payments

Statements

View or print a student's billing history on a statement.

Cash Receipt Parameters window

Purpose
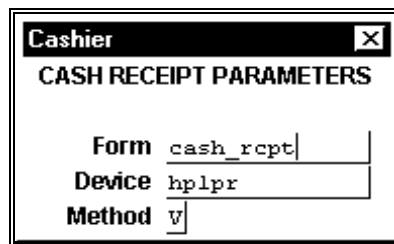
The Cash Receipt Parameters window enables you to define the form used for printing cash receipts, the printer on which the cash receipts are printed, and the method by which the cash receipts are printed.

Access

The Cash Receipt Parameters window appears when you select **Cash Receipt Form** from the Other pull-down menu.

Example

The following screen is an example of the Cash Receipt Parameters window.

Fields

The fields that appear on the Cash Receipt Parameters window and their descriptions are:

Device
The printer on which the cash receipts will be printed (e.g., printer).

Form
The form designating the type of document to be printed (e.g., cash receipt).

Method
The method used for printing all cash receipts, until the defaults are changed. Valid values for this field are the following:
- V for Verify First: the system will always ask you to verify that you want a cash receipt printed before a cash receipt is printed.
- A for Always Print: the cash receipt is automatically printed each time a cash receipt journal entry is posted.
- N for Never Print: the cash receipt is never printed when a cash receipt journal entry is posted.

Commands

Finish
Any data you have entered is saved to the database.

Cancel
To exit the current screen or procedure without saving any added, changed, or deleted information and without executing any program.

Discount Screen

Purpose

The Discount screen allows you to do the following:
- Override default discount information
- Apply amounts to multiple subsidiary balance periods for non-student subsidiaries

The Discount screen shows all outstanding invoices for the selected (non-student) subsidiary number. The subsidiary number is the customer or client that your institution invoices. Some examples of transaction types that involve non-student accounts receivable are the following:
- Deferment agency payments
- Corporate accounts receivable

Access

You can add or change information on the Discount screen by selecting **Detail** from the Transaction screen when you enter transaction types involving accounts receivable.

Example

The following is an example of the Discount screen.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🖳 Cashier - Receipt                                       _ □ X      │
│ File  Edit  Commands  Help                                            │
│ ┌──┬──┬─────┬─────┬──────────┐                            DISCOUNT    │
│ │✓ │ X│ ▶≡│ ◀≡│ 🖉 🔍 ❔ │                                         │
│ └──┴──┴─────┴─────┴──────────┘                                        │
│                                              ┌─────────────────────┐  │
│ Transaction Type. DEFR Deferment Agency Payment│ Cashier            │ │
│                                              │ Journal....... CH  4384│ │
│ G/L Entry Type... CASH Deferment Agency Payment│ Document...... CR 200276│
│                                              │ SS No......... 075-30-7466│
│ ID No..... 20204      Mohr, David R.         └─────────────────────┘  │
│                                                                        │
│ Payment Form.. DF                            Remittance....     0.00  │
│                                              Total Applied.     0.00  │
│ Subs No... 20204      Mohr, David R.         Change........     0.00  │
│ ───────────────────── Other Receivables Information ───────────────── │
│                                                                        │
│ Subs Code   Inv No    Terms   Due      Disc    Net     Applied  Taken │
│ ───  ────  ──────    ─────  ────────  ──────  ──────   ───────  ───── │
│ D/F  DEFR  █          10/30  07/01/1992 -10.05 -201.00    0.00   0.00 │
│ D/F  0003  700062     10/30  09/27/1996  28.75  575.00    0.00   0.00 │
│ D/F  0004  700067     10/30  10/02/1996  30.00  600.00    0.00   0.00 │
│ D/F  0005  700074     10/30  10/09/1996  65.39 1,307.80   0.00   0.00 │
│ D/F  0006  700081     10/30  12/14/1996 251.86 5,037.20   0.00   0.00 │
│ D/F  0007  700086     10/30  12/14/1996  25.15  503.00    0.00   0.00 │
│                                                                        │
│ Enter invoice number.                                                  │
└─────────────────────────────────────────────────────────────────────┘
```

Fields

The fields that appear on the Discount screen and their descriptions are as follows. Because this guide describes the fields in the upper portion of the screen in the Transaction screen field descriptions later in this section, the following information describes only the fields in the lower portion of the Discount screen, in the area titled Other Receivables Information.

Applied

A default field indicating the portion of the remittance applied against the invoiced amount. You can apply the remittance amount to any of the invoices in accordance with your institution's policies.

Code

The display-only, four-digit subsidiary balance code used for non-student accounts receivable subsidiaries. Select **Table Lookup** to find valid subsidiary balance codes. **Example:** DEFR

Disc

The dollar amount taken for the discount on the invoice. The system calculates the discount based on values in the Terms and Due Date fields.

Due

The date on which payment of the invoiced amount is due, based upon the payment terms in the Terms field. **Format:** mm/dd/yyyy.

Inv No

The sequential number related to the invoice (e.g., 54321).

Net

The net amount due (dollar amount of the original invoice) on the invoice, less the discount.

Subs

The subsidiary code. Select **Table Lookup** for valid subsidiary codes. **Example:** D/F for deferment subsidiary

Taken

The dollar amount of the discount.

Terms

The payment terms for the invoice, as determined by your institution's policies. This field contains a maximum of six digits. Select **Table Lookup** for valid payment terms. **Example:** 0/15 for payment due the fifteenth of this month

Commands

Add

A blank line appears for you to add information to a portion of the screen.

Cancel

You leave the current procedure (without saving the information to the database) and return to the previous screen.

Clear

Any added or updated information on a screen changes back to the default values, blank spaces, or 0.00 (for dollar amounts).

Erase

The current line you are on is deleted from the screen.

> **Note:** This does not permanently delete the information; it only erases the display of the information on the screen.

Finish
> Any data you have entered is saved to the database.

Help
> Displays the main help window.

Query
> View account information within Bursar Query.

Entries in Current Journals window

Purpose

> The Entries in Current Journal window identifies all entries in the current journal, in order for you to do the following:
> - Select one or more entries to void
> - Select one or more receipts to reprint

Access

> The Entries in Current Journal window appears after you select **Journal**, then **Void**, from the Cashier command menu.

Example

> The following screen is an example of the Entries in Current Journal window.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Cashier                                                           [X] │
│                    ENTRIES IN CURRENT JOURNAL                         │
│                            CH 2282                                    │
│                                                                       │
│     Entry   Receipt          Payee Name              Stat   Cash Amt  │
│     ─────   ───────   ───────────────────────────    ────   ────────  │
│                                                                       │
│   a    1    100071    Mohr, David B.                   P    1,100.00  │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Fields

> The fields that appear on the Entries in Current Journal window, which is view-only, and their descriptions are:

Cash Amt
> The dollar amount by which an entry affects the general ledger cash accounts. A check-cashing transaction requires both depositing money into the drawer, and disbursing an equal amount of money out of the drawer; the cash drawer experiences neither a net gain nor loss of funds. Therefore, the amount in the Cash Amt field for a check cashing transaction is 0.00.

Entry
>A number representing one entry within a journal. The system numbers entries consecutively for tracking purposes.

Payee Name
>The name of the individual or organization relating to the entry (the individual or organization either paying an amount or receiving a disbursement).
>**Example:** Any Deferment Agency

Receipt
>The number printed on the cash receipt, used for tracking and reference purposes (e.g., 10000). The system assigns the receipt number serially, and bases the number on the document station at which the transaction originated.

Stat
>A display-only field indicating the current status of an entry. The following are valid codes for this field:
>- R for Removed (use only for system error)
>- P for Posted
>- V for Voided

Commands

Back
>The cursor moves to the previous screen of information.

Cancel
>You leave the current procedure (without saving the information to the database) and return to the previous screen.

Forward
>The cursor moves to the next screen of information.

Incomplete Journals Screen

Purpose

The Incomplete Journals screen identifies all journals that were not completed at the time they were begun. Either continue an incomplete journal from those provided, or skip these selections in order to start a new journal. This screen is view-only.
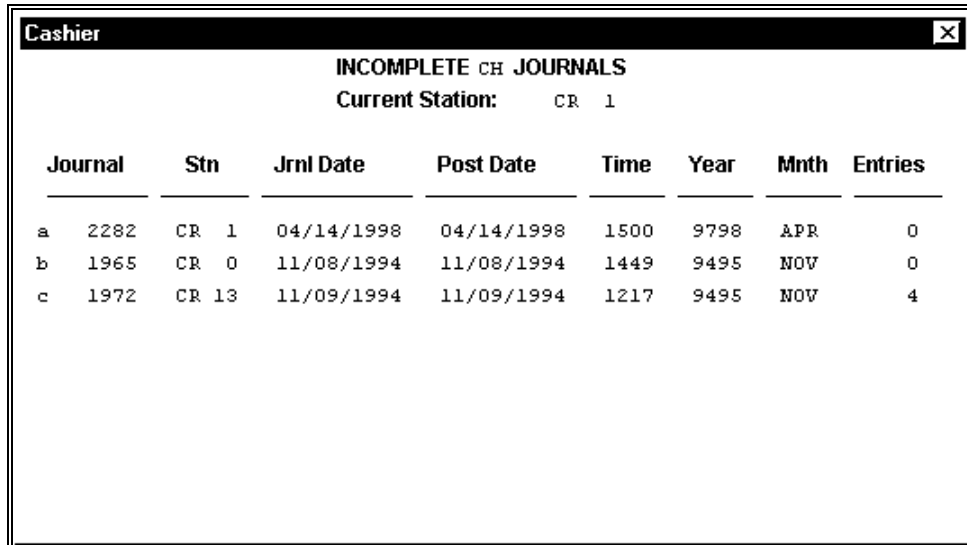
Access

This is one of a series of screens that appear after you select the Cashier option.

Example

The following is an example of the Incomplete Journals screen. To select an incomplete journal, type the lowercase letter that appears to the left of the journal you want to continue. You can only select a journal that was begun in the station you entered in the Parameters screen.

> **Note:** The type of journal is identified in the title of the screen. The following screen contains Cashier journals (abbreviated to CH); therefore, the actual title you see is "Incomplete CH Journals".

```
Cashier                                                              [X]
                        INCOMPLETE CH JOURNALS
                        Current Station:      CR  1

       Journal     Stn     Jrnl Date     Post Date     Time   Year   Mnth  Entries
       _____     ___     _____     _____     ____   ____   ____  _____

    a    2282     CR  1   04/14/1998    04/14/1998     1500   9798   APR      0
    b    1965     CR  0   11/08/1994    11/08/1994     1449   9495   NOV      0
    c    1972     CR 13   11/09/1994    11/09/1994     1217   9495   NOV      4
```

Fields

The fields that appear on the Incomplete Journals screen, which is view-only, and their descriptions are:

Current Station
The number of the station that you have currently selected.
   Example: CR 10

> **Note:** CR stands for cash receipts.

Entries
The number of entries existing in a specific journal (e.g., 5).

Journal
The number identifying an incomplete journal (e.g., 1000).

Jrnl Date
> The date on which a journal was begun.
> **Format:** mm/dd/yyyy

Mnth
> The month in which a journal was begun (e.g., APR).

Post Date
> The last date to which a transaction was posted to a journal.
> **Format:** mm/dd/yyyy

Stn
> The station type and number at which a journal was created.
> **Example:** CR 10
>
> **Note:** CR stands for cash receipts.

Time
> The time at which a transaction was last posted in a journal.
> **Example:** 1030 (for 10:30 a.m.)

Year
> The fiscal year in which a journal was begun.
> **Example:** 9798 (for the 1997-1998 fiscal year)

Commands

Back
> The cursor moves to the previous screen of information.

Cancel
> You leave the current procedure (without saving the information to the database) and return to the previous screen.

Forward
> The cursor moves to the next screen of information.

Parameters window

Purpose

The Parameters window enables you to do the following:
- Define the station number you use for entering cash transactions
- Select the printer(s) on which you want to print receipts and statements
- Enter the effective journal date to which transactions are posted

Access
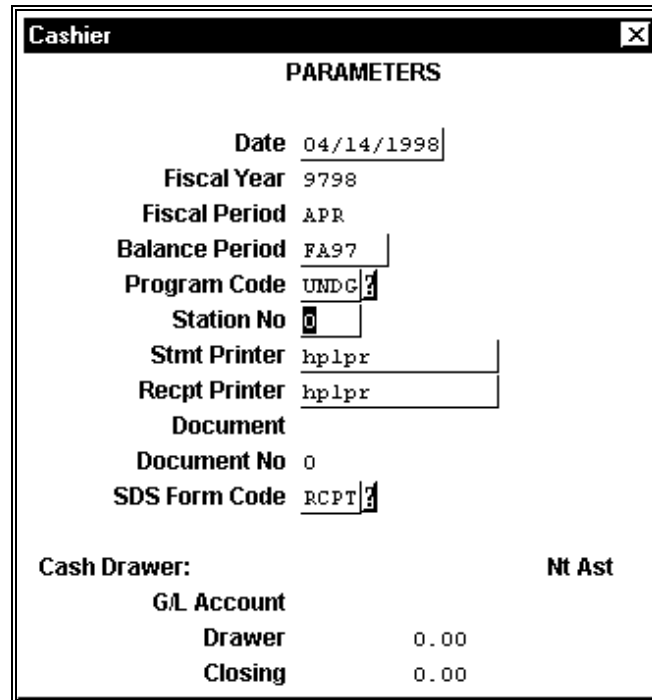
The Parameters window appears when you select one of the following:
- **Other**, then **Parameters**, from the Cashier command menu
- Cashier (the Enter Cash Transactions/Reconcile Drawer screen appears first, then the Parameters window appears next)

   Note: Your institution can customize the Jenzabar CX so that the Parameters window does not appear after the Enter Cash Transactions/Reconcile Drawer screen.

Example

The following is an example of what the Parameters window looks like before you enter the station number in the Station No field.

```
Cashier                                              ☒
                      PARAMETERS


                Date  04/14/1998
         Fiscal Year  9798
       Fiscal Period  APR
      Balance Period  FA97
       Program Code   UNDG
         Station No   0
        Stmt Printer  hplpr
        Recpt Printer hplpr
          Document
        Document No   0
       SDS Form Code  RCPT


 Cash Drawer:                              Nt Ast
          G/L Account
             Drawer          0.00
             Closing         0.00
```

Fields

The fields that appear on the Parameters window and their descriptions are:

Balance Period
A default field indicating the subsidiary balance period against which journal entries are posted. The default setting is blank, but you can override the default and enter another balance period if necessary. Select **Table Lookup** for valid entries.
Example: SP98

Cash Drawer
A label indicating that the next three fields on the screen (G/L Account, Drawer, and Closing) all apply to the cash drawer.

Closing
A display-only field indicating the amount of cash to be left in the cash drawer after reconciliation or closing.

Date
A default field, defaulting to today' date, to which transactions are posted. You might wish to change this date, for example, if you want to post transactions to a previous or future fiscal period.
Format: MM/DD/YYY.

> **Note:** If you change this date to a previous or future fiscal period, the system automatically adjust the Fiscal Year and Fiscal Period fields to reflect the appropriate values for the new date.

Document
A display-only field indicating the document code that corresponds to the station number in the Station No field. The system uses this code to determine the cash receipt form and the range of form numbers associated with your station.
Example: CR for cash receipts

Document No
A display-only field indicating the number of the last document that was printed for your station.
Example: 123456

Drawer
A display-only field indicating the current cash drawer balance.

Fiscal Period
A display-only field indicating the current month in the Fiscal Calendar Record that corresponds to the date displayed in the Date field to which all new journals are posted (e.g., APR for April).

Fiscal Year
A display-only field indicating the current year in the Fiscal Calendar Record that corresponds to the date in the Date field, to which all new journals are posted.
Example: 9394 (for the 1993-1994 fiscal year)

G/L Account
A display-only field indicating the general ledger account number, which represents the cash in drawer, associated with your station.
Example: 00 1111 2222

Nt Ast

The Net Asset Indicator associated with the general ledger account for the drawer. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Recpt Printer

A default field indicating the printer used for printing cash receipts. Select **Table Lookup** to find valid printer codes.
Example: printer1

Station No

The station number at your institution that is assigned to the cash drawer. Select **Table Lookup** to find valid entries.
Example: 10

Stmt Printer

A default field indicating the printer used for printing statements. Select **Table Lookup** to find valid printer codes.
Example: printer2

Commands

Cancel

You leave the current procedure (without saving the information to the database) and return to the previous screen.

Finish

Any data you have entered is saved to the database.

Help

Displays the main help window.

Reconcile Screen

Purpose

The Reconcile screen allows you to *reconcile* (to check the funds in the drawer against the transaction entries in the journal) the cash drawer at the end of a time period, e.g., the end of the day.

From within Cashier, you can also access a Reconciliation screen to reconcile invoiced third-party payments only. For more information about the Reconciliation screen, see *Using Third Party Billing*.

Access

The Reconcile screen appears when you select **Drawer**, then **Reconcile**, from the Cashier screen.

Example

The following is an example of the Reconcile screen. Notice that the cursor is in the Status field.

Fields

The fields that appear on the Reconcile screen and their descriptions are:

Actual Cash in Drawer
A default field indicating the dollar amount of currency actually in the cash drawer. You can override this amount, if necessary.

Bank Deposit
A default field indicating the dollar amount of cash for your office to deposit in the bank. You can override this amount, if necessary.

Beginning Drawer Balance
A display-only field indicating the dollar amount of currency in the drawer at the beginning of the day.

Closing Drawer Account
A display-only field indicating the general ledger account number related to your station to which the bank deposit is posted (e.g., 0000 1111 2222).

Closing Drawer Balance
A display-only field indicating the dollar amount with which you want to close the cash drawer.

Combined
The total dollar amount of both reconciled and non-reconciled amounts.

Ending Drawer Balance
A display-only field indicating the dollar amount of cash (reflecting the beginning cash balance plus all activity) in the drawer at the time of reconciling the cash drawer.

Form of Payment
The code and description of the method related to the transaction entry amount (e.g., 15).

Nonrecon
The total dollar amount of all non-reconciled transactions.

Num
The number of unreconciled transactions of a particular payment form type (e.g., 15).

Over/Short
A display-only field indicating the dollar amount by which the Actual Cash in Drawer amount is greater than (over) or less than (short) the Ending Drawer Balance amount.

Recon
The total dollar amount of all reconciled transactions for a particular payment form.

Stat
The status of a particular payment form. The following are valid codes to enter in this field:
- R for Reconciled
- O for Outstanding
- W for Write-Off

Totals
The total dollar amounts of the amounts in the Nonrecon, Recon, and Combined fields, respectively.

Commands

Cancel
You leave the current procedure (without saving the information to the database) and return to the previous screen.

Detail
The list of transactions for the payment form where the cursor is now positioned appears, in order for you to reconcile a payment with specific student accounts.

Help
Displays the main help window.

Post
Adds an entry to a journal.

Toggle

The cursor switches between the upper and lower portions of a screen, or two levels of a screen.

Statement Screen

Purpose

The Statement screen provides a view-only preview of a student's statement. You can view or print any of four standard Jenzabar CX statement types. The statement that appears on the screen is the same one that is printed, if you choose to print it. The statement screens are view-only, and they only show dollar amounts that have been posted to the general ledger.

The statement below is an example of the type of document you can produce with Jenzabar CX; it contains the most commonly used fields.

Access
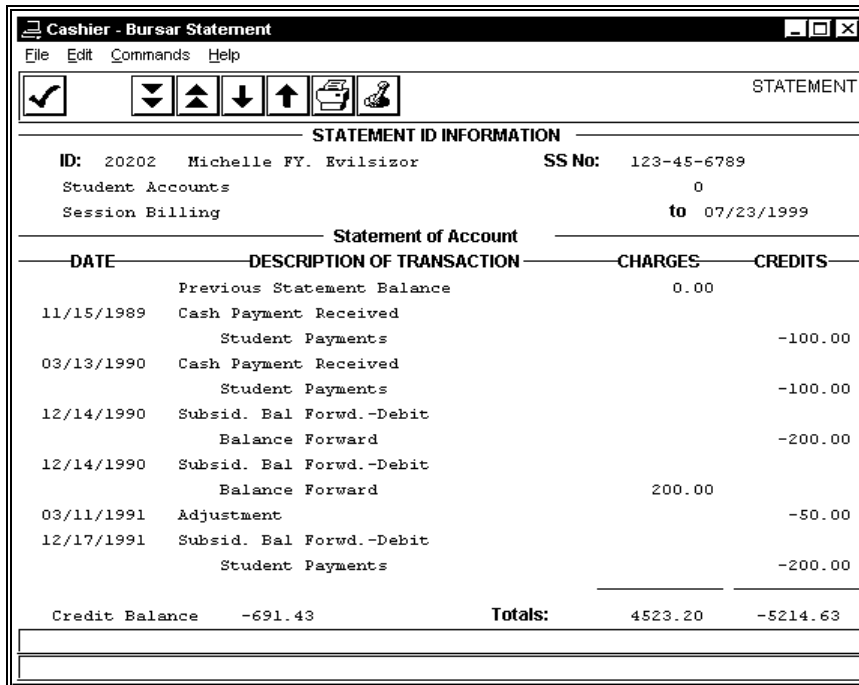
View or print a statement as follows:
1. Select **Statements** on the Cashier screen
2. Enter an ID number into the Statement Parameter window.

Note: The Statement program is also accessible from several other Jenzabar CX applications (e.g., Bursar Query and Fee Collection).

Example

The following is an example of what the Statement screen looks like as it appears on the screen.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ☐ Cashier - Bursar Statement                              _ □ ✕     │
│ File  Edit  Commands  Help                                          │
│ ┌───┐  ┌─┬─┬─┬─┬──┬──┐                             STATEMENT          │
│ │ ✓ │  │⩔│⩕│↓│↑│🖶│🧽│                                               │
│ └───┘  └─┴─┴─┴─┴──┴──┘                                               │
│ ───────────────── STATEMENT ID INFORMATION ─────────────────        │
│   ID:  20202   Michelle FY. Evilsizor      SS No:  123-45-6789      │
│   Student Accounts                                    0             │
│   Session Billing                                  to  07/23/1999  │
│ ──────────────────── Statement of Account ─────────────────────     │
│ ──DATE────────DESCRIPTION OF TRANSACTION────────CHARGES────CREDITS─ │
│                 Previous Statement Balance          0.00            │
│   11/15/1989   Cash Payment Received                               │
│                     Student Payments                        -100.00│
│   03/13/1990   Cash Payment Received                               │
│                     Student Payments                        -100.00│
│   12/14/1990   Subsid. Bal Forwd.-Debit                            │
│                     Balance Forward                         -200.00│
│   12/14/1990   Subsid. Bal Forwd.-Debit                            │
│                     Balance Forward               200.00            │
│   03/11/1991   Adjustment                                    -50.00│
│   12/17/1991   Subsid. Bal Forwd.-Debit                            │
│                     Student Payments                        -200.00│
│                                               ─────────   ─────────│
│   Credit Balance   -691.43         Totals:    4523.20     -5214.63 │
│ ┌─────────────────────────────────────────────────────────────┐   │
│ └─────────────────────────────────────────────────────────────┘   │
│ ┌─────────────────────────────────────────────────────────────┐   │
│ └─────────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────┘
```

Fields

The fields that appear on the Statement screen and their descriptions are as follows. There are more fields described here than exist in the example screen; the extra fields exist on some of the other statement forms.

Amount

The dollar amount of a given transaction (can be a charge or a credit).

Balance Due
> The total dollar amount a student owes, including prior and current balances.

Charge
> The dollar amount charged for a given transaction.

Credit
> The dollar amount paid for each itemized transaction.

Cumulative
> The running total of transaction dollar amounts (can be positive or negative).

Description of Transaction
> A description providing a more detailed account of each transaction (e.g., Student Activity Fee).

ID
> The number that identifies a particular student at your institution (e.g., 12345).

Sess
> The session in which a transaction took place (e.g., SP98).

SS No
> A student's social security number.
> **Example:** 123-45-6789

Totals
> The total dollar amount from a given column of transaction amounts.

Commands

Back
> The cursor moves to the previous screen of information.

Down-line
> The cursor moves to the next line of information.

Finish
> Any data you have entered is saved to the database.

Forward
> The cursor moves to the next screen of information.

Output
> The statement is printed from the Statement Options menu.

Parameters
> The Statement Parameters screen appears for you to define the components of the statement.

Toggle
> The cursor switches between the upper and lower portions of a screen, or two levels of a screen.

Up-line
> The cursor moves to the previous line of information.

Statement Parameters window

Purpose
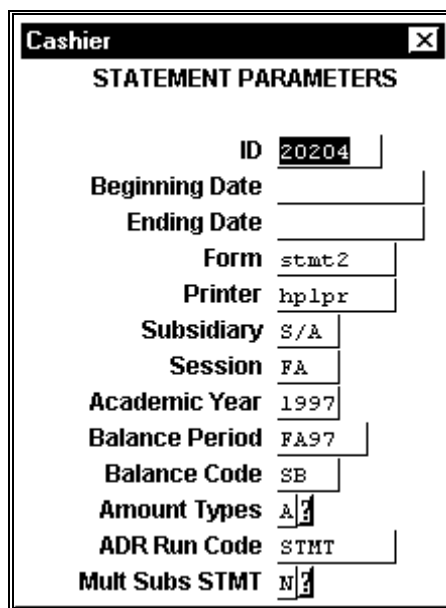
The Statement Parameters window allows you to define the information contained on a statement, and on which form type the statement is printed.

Access

Access the Statement Parameters window by choosing **Parameters** from the Statement screen.

Example

The following is an example of a completed Statement Parameters window. In this example, all the fields contain default values, except for the Beginning Date and ending Date fields.

Fields

The fields that appear on the Statement Parameters window and their descriptions are:

Academic Year
A required field that identifies the academic year for which a statement is being printed (e.g., 1998).

ADR Run Code
A required field that identifies the alternate address run code used for address formatting. Select **Table Lookup** to find valid entries for this field (e.g., STMT stands for Student Statement).

Amount Types
A required field that identifies the types of amounts that appear on the statement. Valid entries are the following:
- A for actual amounts
- B for both actual and encumbered amounts

Balance Code

A required field that indicates the source of a fee. Generally, this code is SB (for Student Billing), but other options are the following:
- PHON for telephone fees
- BOOK for bookstore fees

Balance Period

A required field that identifies the balance period for which the system researches and displays pending financial aid (e.g., SP98).

Beginning Date

The date of the first transaction listed on the statement. This and the Ending Date value restrict the transactions listed on the statement only to those occurring between the dates specified. If no date is specified, then the system lists all transactions.
Format: mm/dd/yyyy

Ending Date

The date of the last transaction listed on the statement. This and the Beginning Date value restrict the transactions listed on the statement only to those occurring between the dates specified. If no date is specified, then the system lists all transactions. The default value is the current date.
Format: mm/dd/yyyy

Form

The statement form name. You can select **Table Lookup**, which tests statement form names, whether each form is valid, and whether you can view it on the screen (e.g., stmt2).

ID

A required field that contains the identification number of the student whose statement you wish to view or print. Select **Query** if you want to print a statement for an ID number other than the default ID.
Example: 12345

Printer

A required field that identifies the printer on which the statement will be printed. Select **Table Lookup** for a list of valid printer codes.
Example: printer1

Session

A required field that identifies the academic session for which this statement is being printed (e.g., SP for spring session).

Subsidiary

A display-only field that identifies the subsidiary code that the system researches for this statement. Select **Table Lookup** for a list of valid codes (e.g., S/A for Student Accounts).

Commands

Cancel

You leave the current procedure (without saving the information to the database) and return to the previous screen.

Finish

Any data you have entered is saved to the database.

Subsidiary Screen

Purpose

The Subsidiary screen enables you to apply a single payment to more than one subsidiary. For example, if a parent sends a single check to pay on his/her two children's accounts, this screen appears.

Access

When you enter multiple subsidiary numbers to apply a single payment to more than one account, the Subsidiary screen appears. Access the Subsidiary screen in the Transaction screen by:

1. Entering the ID number.
2. Selecting **Add-subs**.

Similarities to Balance Screen

The Subsidiary screen looks exactly like the Balance screen, except for the following two differences:
- The command line is different. On the Subsidiary screen, the only options provided are **Finish** and **Cancel**.
- A box appears in the middle left portion of the screen to remind you which subsidiary number you are entering.

For information about each field on the Subsidiary screen, see *The Balance screen* in this section.

Example

The following is an example of the Subsidiary screen.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ≡ Cashier - Receipt                                      _ □ ✕        │
│  File  Edit  Commands  Help                                          │
│ ┌──┬──┐                                              SUBSIDIARY        │
│ │✔ │✕ │                                                               │
│ └──┴──┘                                                               │
│                                                                       │
│ Transaction Type. SPMT Student Payment      ┌Cashier──────────────┐   │
│                                             │ Journal....... CH   4390│ │
│ G/L Entry Type... CASH Cash Payment Received│ Document...... CR  200278│
│                                             └ SS No......... 159-54-1111│
│ ID No..... 20242      Harris, William                                 │
│                                             Balance Due...      0.00   │
│  ┌Cashier──────── 123456                    Remittance....    100.00   │
│     2 of  2                                 Total Applied.    100.00   │
│  Subs No... ▌                               Change........      0.00   │
│                                                                       │
│  ───────────────── Subsidiary Balance Information ─────────────────   │
│                                                                       │
│        Subs  Bal Prd  Code  Total    Balance      Applied   Clr       │
│        ────  ───────  ────  ─────    ───────      ───────   ───       │
│        S/A   FA98     SB    PAID       0.00         0.00    N          │
│        S/A   FA84     SB    PAID       0.00         0.00    N          │
│        S/A   SP90     SB    PAID    -943.77         0.00    N          │
│        S/A   FA90     SB    PAID       0.00         0.00    N          │
│        S/A   FA91     SB    PAID     112.40         0.00    N          │
│                                                                       │
│ Enter subsidiary ID number.  Use F6 for table lookup..                │
└─────────────────────────────────────────────────────────────────────┘
```

Fields

The fields that appear on the Subsidiary screen and their descriptions follow. Because the fields in the upper portion of this screen are described in the Transaction screen later in this section, the following information describes only the fields in the lower portion of the Subsidiary screen.

> **Note:** These fields are also described in the section pertaining to the Balance screen.

Applied
The portion of remittance applied to the general ledger account.

Bal Prd
The balance period to which the subsidiary information relates.

Clr
A Y/N flag indicating whether the student has financial clearance for the indicated session/balance combination.

Code
The code associated with the balance period (e.g., SB for session billing).

Subs
The subsidiary code. Select **Table Lookup** to find valid subsidiary codes.
Examples:
- C/L for college loan
- K/D for key deposit
- D/D for dorm damage

Subs Balance
A display-only, default field showing the dollar amount still owed by the subsidiary.

Subs No
The subsidiary identification number. Select **Query** to find valid subsidiary identification numbers.

Total
The subsidiary total code associated with the charge (e.g., PAID).

Commands

Cancel
You leave the current procedure (without saving the information to the database) and return to the previous screen.

Finish
Any data you have entered is saved to the database.

Totals Screen

Purpose

When you enter transaction types involving accounts receivable that use balances and totals into the Transaction Type field on the Transaction screen. You can view, add, or change subsidiary total information. Such accounts receivables include student accounts.

Access

Access the Totals screen in the Balance screen by selecting **Tots**.

Example

The following is an example of the Totals screen. Notice the box of information in the lower left portion of the screen. The information contained in this box comes from the subsidiary balance information on the Balance screen, and appears here so that the information is readily available to you. This box serves to remind you of the balance period, code, and subsidiary code of the line you were on in the Balance screen when you selected **Totals**.

Fields

The fields that appear on the Totals screen and their descriptions are as follows. Because this manual describes the fields in the upper portion of this screen later in the Transaction screen later in this section, the following information describes only the fields in the lower portion of the Totals screen.

Applied

The dollar amount of the remittance applied to the subsidiary total. The default is zero (0.00) for every subsidiary total except one, which contains the amount in the Remittance field.

Balance
- In the Subsidiary Total Information portion of the screen: a display - only field indicating the sum of the transactions for this subsidiary total code.
- In the box in the lower left portion of the screen: a display-only field indicating the total balance combined from all totals within a particular balance period.

Code
A display only field indicating the subsidiary balance code of the line you were on in the Balance screen when you selected **Totals**.
Example: SB for session billing

Description
A display-only, default field describing the subsidiary total code (e.g., Student Payments).

Prd
A display-only field indicating the subsidiary balance period of the line you were on in the Balance screen when you selected **Totals** (e.g., FA98).

Subs
A display-only field indicating the subsidiary of the line you were on in the Balance screen when you selected **Totals** (e.g., S/A for student accounts).

Tot
The subsidiary total code against which you are applying amounts (e.g., PAID).

Note: More than one subsidiary total code can exist for a single balance period or balance code.

Commands

Add-tot
A blank line appears for you to add total information to a portion of a screen.

Adjust
Enables you to add account and amount information for a subsidiary.

Cancel
You leave the current procedure (without saving the information to the database) and return to the previous screen.

Clear
Any added or updated information on a screen changes back to the default values, blank spaces, or 0.00 (for dollar amounts).

Erase-tot
A line of total information is deleted from the screen.

Finish
Any data you have entered is saved to the database.

Help
Displays the main help window.

Query
View account information.

Transaction Screen

Purpose

Although the top portion of the screen remains the same for all transaction types, the bottom portion of the screen changes, depending on the transaction type you enter. The bottom portion of the transaction screen contains one of the following four types of information:

- General ledger information
- Subsidiary balance information
- Other receivables information (for discounts)
- Subsidiary total information

Note: See *The Balance screen, The Discount screen*, and *The Totals screen*, respectively, for more information about each of the above screens.

Access

The Transaction screen appears after you select **Receipt**, **Disburse**, or **Cash** from the Cashier screen.

Example

The following is an example of a completed Transaction screen. In this example, the Other Receivables Information appears on the bottom portion of the screen. However, the field descriptions for the Transaction screen on the next few pages encompass only those contained on the upper portion of the screen.

```
Cashier - Receipt                                               _ □ ×
File  Edit  Commands  Help

✓  ✗   🔍 🔍 ⭢⭢ ⭢⭢ ▶ 🖊 ?                                     TRANS

Transaction Type. SPMT Student Payment        Cashier
                                              Journal....... CH    4410
G/L Entry Type... CASH Cash Payment Received  Document...... CR   200278

                                              SS No......... 159-54-1111
ID No..... 20242     Harris, William
                                                                   348.57
Payment Form.. VS 123456                      Remittance....      100.00
                                              Total Applied.        0.00
Subs No... 20202     Evilsizor, Michelle FY.  Change........      100.00

                    ───── Subsidiary Balance Information ─────

          Subs  Bal Prd  Code  Total   Balance      Applied    Clr

          S/A   FA98     SB    PAID       0.00         0.00     N
          S/A   FA84     SB    PAID       0.00         0.00     N
          S/A   SP90     SB    PAID    -943.77         0.00     N
          S/A   FA90     SB    PAID       0.00         0.00     N
          S/A   FA91     SB    PAID     112.40         0.00     N


Enter subsidiary ID number.  Use F6 for table lookup..
```

Fields

The fields that appear on the Transaction screen and their descriptions are:

Change
A display-only field indicating the amount of change your institution owes the student for overpayment. The system subtracts the total applied amount from the remittance amount in order to calculate the change amount.

Note: For third-party agency payments, this field usually remains 0.00, because the total applied amount is equal to the remittance amount.

Disburse
The dollar amount disbursed to the individual (e.g., $50.00).

Note: The Disburse field appears on the Transaction screen only after you select **Disburse** from the Cashier screen.

Document
A display-only field that indicates the document type and number of the last receipt printed for this cashier session and document station.
Example: CR 10000

G/L Entry Type
A display-only field that indicates the general ledger entry type, which is based on the transaction type.

ID No
The identification number of the individual or organization from whom you are accepting or disbursing monies (e.g., 12345).

Journal
A display-only field that indicates the journal type and number that is currently active. Transactions are posted to this journal.
Example: CH   1000

Note: CH stands for Cashier.

Payment Form
A default field indicating the form of payment of the transaction. You can override the default value if necessary. Select **Table Lookup** to find valid forms of payment.
Example: CA for cash payment

Remittance
The amount received from the individual or organization (e.g., 50.00).

SS No
A display-only field showing the social security number (or other identifying number your institution requires).

Note: Whether or not to use this information for third-party agencies is a policy decision your institution makes.

Subs No
A display-only field that indicates the subsidiary number of an individual in a subsidiary. This field might contain a default number from the ID No. field. If this field is blank, however, enter the correct subsidiary number.
Example: 12345 Any Deferment Agency

Total Applied
A default field indicating the amount applied in an entry.

Transaction Type
   A four-character code that designates the type of transaction you are entering. This code
   corresponds to a general ledger account number.
   Example: SPMT for a student payment

Commands

Add-subs
   Apply payment to multiple subsidiary numbers.

Cancel
   You leave the current procedure (without saving the information to the database) and return
   to the previous screen.

Clear
   Any added or updated information on a screen changes back to the default values, blank
   spaces, or 0.00 (for dollar amounts).

Detail
   The cursor moves to the lower portion of the screen, and the screen name changes.

Erase-subs
   Erase currently displayed subsidiary information.

Finish
   Any data you have entered is saved to the database.

Help
   Displays the main help window.

Next-subs
   Display information for next subsidiary number in list.

Query
   View account information.

SECTION 3 - BEGINNING CASHIER

Overview

Introduction

This section provides the following:
- The procedure to use any time you begin Cashier (for instance, every time you login to Jenzabar CX)
- An explanation of the general ledger account number, broken down into segments and described in detail

What is the Process?

The list below shows the general phases that take place before, during, and after adding and updating Cashier information.

1. Login to Jenzabar CX by entering your login name and password.

2. Begin Cashier by using the procedure in this section to complete the following screens:
   - Enter Cash Transactions/Reconcile Cash Drawer
   - Parameters
   - Incomplete Journals

3. Perform typical cashier functions by using the following commands from the Cashier screen:
   - Receipt
   - Disburse
   - Cash
   - Bursar
   - Statement
   - Holds
   - Journal
   - Other
   - Fees

4. When you leave your workstation temporarily, select **Drawer**, then **Close**, from the Cashier screen. Count the cash in the drawer and compare that amount with the amount Cashier expects you to have in the drawer.

   Note: Reconcile the drawer at the end of the day.

5. Resume typical Cashier functions by using the commands listed in phase 3.

Beginning Cashier

Introduction

Complete the procedure that follows every time you login to Jenzabar CX. This procedure guides you from the main menu to the Cashier screen. You will be able to complete any other procedures in this manual, in any order, from the Cashier screen.

How to Begin Cashier

Follow the steps below when you begin all Cashier procedures.

1. From the Fiscal Management: Cash Receipts menu, select the Cashier option. A parameter screen appears.

2. Enter **Y** if you want student balances to reflect student account charges and financial aid that are not posted or **N** if you do not want to use unposted information, then select **Finish**. One of these windows or screens appears, depending on how Cashier is set up at your institution:
    − The Parameters window. Go to step 3.
    − The Incomplete Journals screen. Go to step 4.
    − The Cashier screen. Go to step 5.

    Note: If you intend to set financial clearance on accounts in the Bursar screen, type **Y**. For more information about using Bursar Query, see *Using General Ledger*.

3. Enter a valid document station number in the Station No field, set other parameters as desired, and select **Finish**. One of these appears, depending on how Cashier is set up at your institution:
    • The Incomplete Journals screen. Go to step 4.
    • The Cashier screen. Go to step 5.

4. Do you want to continue an incomplete journal?
    • If <u>yes</u>, press the letter to the left of the journal. The Cashier screen appears.
    • If <u>no</u>, select **Cancel**. The Cashier screen appears.

5. Continue with any of the procedures in the following sections that apply to the function(s) you want to perform.
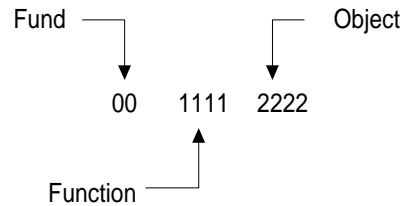
The General Ledger Account Number

Introduction

You need to be familiar with general ledger account numbers while you are using Cashier. The next few pages explain the segments that make up the account number, and provide information you need to know in order to use the account number.

Segments of the General Ledger Account Number

In the Jenzabar CX standard product, the general ledger account number is comprised of three basic segments, Fund, Function and Object. Many institutions also use a fourth segment, the Subfund. The Function, Object, and Subfund segments contain four digits identifying a specific category to which monies are applied. The Fund segment contains two digits identifying a specific category to which monies are applied. Your institution can modify these segment lengths if desired; see *General Ledger Technical Manual* for more information about making this modification.

The following is an example of a general ledger account number:

```
Fund  ──┐              ┌── Object
        ↓              ↓
        00   1111   2222
               ↑
Function ──────┘
```

Descriptions of Each Segment

The following lists each segment of the general ledger account number and their explanation.

> **Note:** For more information about the general ledger account number and how you can customize it during implementation, see *Using General Ledger* and *General Ledger Technical Manual*.

Function
A four-digit code representing channels of administrative responsibilities. An example is the biology department of your institution.

Fund
A two-digit code representing a collection of assets, liabilities, and equity related to a specific subset of the activities of a nonbusiness organization. Examples include loan funds, agency funds, and endowment funds.

Object
A four-digit code representing a classification or expenditure type. Examples include codes for office supplies or salaries.

Subfund
A four-digit code representing a self-balancing entity. Examples include special projects or other types of separate activities.

SECTION 4 - ENTERING CASH RECEIPT TRANSACTIONS

Overview

Introduction

This section provides you with the following:
- Background knowledge for entering cash receipt transactions
- Step-by-step procedures to follow for entering various types of cash receipt transactions
- Instances in which you might enter each type of cash receipt transaction

Nine Types of Transactions

The **Receipt** command enables you to enter the following nine types of transactions on the Cashier screen:
- Entering student payments
- Applying one payment to multiple accounts
- Adding a balance period
- Applying an amount to an alternate balance
- Applying an amount to an alternate total
- Entering gift receipt transactions
- Entering general revenue transactions
- Applying an amount to an alternate account
- Applying payments to invoiced amounts

All of these procedures require that you complete the Transaction screen. However, in some procedures you also complete the lower portion of the screen, which changes depending on the type of transaction you are entering. When the cursor moves to the lower portion of the Transaction screen, the title of the screen changes to identify the type of information you are now entering.

Refer to the appropriate screen (Account, Discount, Subsidiary, Totals) in *Using the Cashier screens* for information on how to complete the fields in the screens that appear while you are entering cash receipt transactions.

Entering Student Payments

Before You Begin

The student must have a valid identification number from your institution before you can apply payments to the student's account.

How to Enter a Student Payment

Follow the steps below when you enter a student payment. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX? The Cashier screen appears.
    - If <u>yes</u>, go to step 2.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to the student account transaction you are entering (e.g., SPMT for a student payment). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are accepting payment. The cursor moves to the Payment Form field.

    > **Note:** If an ID number does not exist on the system for this individual or organization, press **<Tab>** and enter the name in the next field. Do this, for example, when the individual is a parent paying on a student's account.

5. Is the payment form cash?
    - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
    - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the subsidiary number, unless the default entry is correct. The cursor moves to the Remittance field.

    Note: The subsidiary number is the student ID number to which the payment applies.

8. Enter the remittance amount (the total amount paid). The cursor moves to the Total Applied field.

9. Type the amount of the remittance to apply to the student account balance, if different from the remittance amount entered in step 8. The system automatically calculates the difference in the Change field.

10. Select **Finish**. A dialog box asks if you really want to post this entry.

11. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      - Repeat steps 4-10 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Applying a Payment to Multiple Accounts

Introduction

This procedure enables you to apply payments when one individual (e.g., a parent or guardian) sends one check to pay on two or more students' accounts.

How to Apply One Payment to Multiple Accounts

Follow these steps when you apply one payment to two or more student accounts. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to the student account transaction you are entering (e.g., SPMT for a student payment). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are accepting payment. The cursor moves to the Payment Form field.

   Note: If an ID number does not exist on the system for this individual or organization, press **<Tab >** and enter the name in the next field. Do this, for example, when the individual is a parent paying on a student's account.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the first subsidiary number. The cursor moves to the Remittance field.

   Note: The subsidiary number is the student ID number to which the payment applies.

8. Enter the total amount of the remittance (the total amount to be distributed among multiple accounts). The cursor moves to the Total Applied field.

9. Enter the portion of the remittance to apply to the first student's account, if different from the default amount. The system automatically calculates the difference in the Change field. The cursor moves to the description next to the G/L entry type.

10. Select **Add-subs**. The cursor moves to the Subs No. field, and the title of the screen changes to Subsidiary. The Balance Due amount changes to zero (0).

11. Enter the next student ID number to which the payment applies. The cursor moves to the Total Applied field. A small box appears to tell you how many subsidiaries to which you have applied the remittance.

12. Enter the amount of the payment that applies to the next student's account. The amount in the Total Applied field changes to reflect the sum of all applied amounts for all student accounts in this entry. The system calculates automatically the amount in the Change field.

13. Repeat steps 10-12 until the remittance is applied to all appropriate subsidiary numbers.

14. Select **Finish**. A dialog box asks if you really want to post this entry.

15. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      – Repeat steps 4-15 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      – Select **Cancel**. The entry is not posted. The Cashier screen appears.

Adding a Balance Period

Introduction

This procedure enables you to add a balance period for those occasions when the student is preregistered for a session that your institution has not yet billed.

How to Add a Balance Period

Follow the steps below when you want to apply a payment to a balance period other than the one on the Balance screen. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

> **Note:** You can also set the balance period in the Parameters window to a period that your institution has not yet billed; if you do so, then you do not have to perform the following procedure. Setting the balance period in the Parameters window causes the Balance screen to provide a new line for the specified balance period.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to the student account transaction you are entering (e.g., SPMT for a student payment). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are accepting payment. The cursor moves to the Payment Form field.

   > **Note:** If an ID number does not exist on the system for this individual or organization, press **<Tab>** and enter the name in the next field. Do this, for example, when the individual is a parent paying on a student's account.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the subsidiary number. The cursor moves to the Remittance field.

   > **Note:** The subsidiary number is the student ID number to which the payment applies.

8. Enter the remittance amount (the total amount paid). The cursor moves to the Total Applied field.

9. Enter the amount of the remittance, if different from the default amount. The system automatically calculates the difference in the Change field.

10. Select **Detail**. The cursor moves to the line containing the default balance period.

11. Select **Add-bal**. A row of blank fields opens where you can add data to the subsidiary balance information.

12. Add the appropriate codes and amounts in the following fields:
    - Subs
    - Bal Prd
    - Code
    - Total
    - Applied
    - Clr

    Note: For information about completing these fields, see *The Balance screen* in *Using the Cashier screens.*

13. Select **Finish**. The cursor moves to the Total Applied field in the upper portion of the Transaction screen.

14. Select **Finish**. A dialog box asks if you really want to post the entry.

15. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
        - Repeat steps 4-14 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
        - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Applying an Amount to an Alternate Balance Period

Introduction

The following procedure enables you to apply a payment to a balance period other than the default period.

How to Apply an Amount to an Alternate Balance

Follow the steps below if all or part of the remittance amount applies to an alternate balance period. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to the student account transaction you are entering (e.g., SPMT for a student payment). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are accepting payment. The cursor moves to the Payment Form field.

    Note: If an ID number does not exist on the system for this individual or organization, press **<Tab>** and enter the name in the next field. Do this, for example, when the individual is a parent paying on a student's account.

5. Is the payment form cash?
    - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
    - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the subsidiary number. The cursor moves to the Remittance field.

    Note: The subsidiary number is the student ID number to which the payment applies.

8. Enter the remittance amount (the total amount paid). The cursor moves to the Total Applied field.

9. Enter the amount of the remittance, if different from the default amount. The system automatically calculates the difference in the Change field.

10. Select **Detail**. The cursor moves to the line containing the default amount. The screen title changes to Balance.

11. Select **Clear**. The dollar amounts in the Balance and Applied fields in the lower portion of the screen are reset to zero (0).

12. Press **<Tab>** or use the mouse or arrow keys to move the cursor to the Applied field in the row of the balance period to which the payment applies.

13. Enter the dollar amount to be applied to this balance period. The cursor moves to the Total field of the next row of subsidiary information.

    Note: If you have permission to set financial clearance, the cursor moves to the Clr field. Enter **Y** to grant financial clearance, or **N** to deny financial clearance, and go to step 14.

14. Repeat steps 12-13 for each row of subsidiary information to which the payments apply. The information appears on the screen.

15. Select **Finish**. The cursor moves to the Total Applied field in the upper portion of the Transaction screen.

16. Select **Finish**. A dialog box asks if you really want to post the entry.

17. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      - Repeat steps 4-16 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Applying an Amount To an Alternate Total Code

How to Apply an Amount to an Alternate Total Code

Follow the steps below to apply a payment to a total other than the default total code. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to the student account transaction you are entering (e.g., SPMT for a student payment). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are accepting payment. The cursor moves to the Payment Form field.

   Note: If an ID number does not exist on the system for this individual or organization, press **<Tab>** and enter the name in the next field. Do this, for example, when the individual is a parent paying on a student's account.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the subsidiary number. The cursor moves to the Remittance field.

   Note: The subsidiary number is the student ID number to which the payment applies.

8. Enter the remittance amount (the total amount paid). The cursor moves to the Total Applied field.

9. Enter the amount of the remittance, if different from the default amount. The system automatically calculates the difference in the Change field.

10. Select **Detail**. The cursor moves to the line containing the default amount. The screen title changes to Balance.

11. Select **Tots**. The name of the screen changes to Totals; the Totals screen contains all the totals to which entries were posted for the balance period you were on when you selected Totals. The cursor moves to the Applied field of the first row of total information. A box appears on the lower left portion of the screen to remind you of the period, balance code, subsidiary, and balance to which the totals apply.

   Note: The sum of the total amounts equals the balance for that balance period.

12. Select **Clear**. The dollar amount in the Applied field are reset to zero (0).

13. Move the cursor to the total (which is indicated by the code in the Tot field) to which the amount applies, then enter the amount in the Applied field.

14. Repeat step 13 for each total amount to which you are applying payments. The information appears on the screen.

15. Does the amount in the total Applied field in the upper portion of the screen equal the total transaction amount?
    - If <u>yes</u>, go to step 16.
    - If <u>no</u>, repeat steps 13-15.

16. Select **Finish**. The Balance screen appears. The total code (or asterisks, if you applied payments to more than one total code) to which you applied a payment appears in the Total field.

17. Select **Finish** again. The cursor moves to the G/L Entry Description field in the upper portion of the Transaction screen.

18. Select **Finish** again. A dialog box asks if you really want to post the entry.

19. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      - Repeat steps 4-17 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Entering Gift Receipt Transactions

Before You Begin

When you enter gift receipt transactions, ensure that you credit the dollar amount of the gift to the correct general ledger donor account, so that the Donor Accounting office is able to access the receipt for further processing. Therefore, it is very important to know the correct transaction type your institution uses for a gift receipt and to use that type when entering all gift receipts.

How to Enter Gift Receipt Transactions

Follow the steps below to enter gift receipt transactions. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a gift receipt transaction (e.g., GIFT for gift receipts). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom your institution receives the gift. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to Remittance field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Remittance field.

7. Enter the remittance amount (the total amount received). The cursor moves to the Total Applied field.

8. Enter the amount of the donation, if different from the remittance amount. The system automatically calculates the change due the donor in the Change field.

9. Select **Finish**. A dialog box asks if you really want to post the entry.

10. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      − Repeat steps 4-9 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      − Select **Cancel**. The entry is not posted. The Cashier screen appears.

Entering General Revenue Transactions

Introduction

General revenues are miscellaneous cash receipts. For example, this procedure enables you to enter revenues from the vending machines in your building.

How to Enter General Revenue Transactions

Follow the steps below to enter general revenue transactions. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a general revenue transaction. The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom your institution receives the revenue. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to Remittance field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Remittance field.

7. Enter the amount of revenue. The cursor moves to the Total Applied field.

8. Enter the amount of the revenue, if different from the remittance amount. The system automatically calculates the change due the individual or organization.

9. Select **Finish**. A dialog box asks if you really want to post the entry.

10. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      – Repeat steps 4-9 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      – Select **Cancel**. The entry is not posted. The Cashier screen appears.

Applying a Payment to an Alternate Account

How to Apply a Payment to an Alternate Account

Follow the steps below to apply a payment to an alternate general ledger account. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a general ledger transaction (e.g., DORM for dorm deposit). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom the payment is received. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field.

5. Is the payment form cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to Remittance field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Remittance field.

7. Enter the remittance amount (the total amount paid). The cursor moves to the Total Applied field.

8. Enter the amount of this account, if different from the remittance amount. The system automatically calculates the change in the Change field.

9. Select **Detail** to access the lower portion of the screen containing general ledger information. The cursor moves to the Fund field. The screen title changes to G/L Adjustment.

10. Select **Add-acct**. A row of empty fields becomes available for entry.

11. Enter a new general ledger account number in the Fund, Func, Obj, and Subf fields. The cursor moves to the Subs field.

12. Enter the subsidiary code to which the payment applies (e.g., D/D for dorm damage). The cursor moves to the Subs No. field.

13. Enter the subsidiary number to whom the payment applies. The cursor moves to the Debit field.

14. Enter the amount applied to this general ledger account.

15. Do you want to apply this payment to another general ledger number?
    - If <u>yes</u>, repeat steps 10-14.
    - If <u>no</u>, go to step 16.

16. Select **Finish**. The cursor moves to the upper portion of the screen.

17. Select **Finish**. A dialog box asks if you really want to post the entry.

18. Do you really want to post this entry to the journal?

- If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.

  Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

- If <u>no</u>, select No and do one of the following:

  – Repeat steps 4-17 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
  – Select **Cancel**. The entry is not posted. The Cashier screen appears.

SECTION 5 - DISBURSING MONIES

Overview

Introduction

This section provides the following:
- Background knowledge you need to disburse money
- The step-by-step procedures to use to disburse money from the cash drawer

When to Use

When you remove money from the cash drawer (except in the case of transferring money between drawers), you are *disbursing* money. The following are some examples of when you might make disbursements.
- Issuing a travel advance to a professor who is traveling to another location to give a presentation or do research.
- Taking money out of the drawer in order to give a refund.
- Withdrawing cash, similar to a banking function.

Issuing a Travel Advance

Introduction

An example of when you might issue a travel advance is when a faculty member or employee at your institution needs money before traveling to another location.

Before You Begin

Be familiar with your institution's travel advance policy, such as who is eligible to receive a travel advance and the maximum amount of money you are permitted to disburse.

How to Issue a Travel Advance

Follow the steps below to issue a travel advance. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Disburse** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code for a travel advance (e.g., ADV for travel advance). The cursor moves to the ID No. field.

4. Enter the identification number of the individual to whom you are issuing the travel advance. The cursor moves to the Payment Form field. The G/L account to which the travel advance will be charged appears.

    Note: If no ID number exists on the system for this individual, press **<Tab>** and enter the name in the next field.

5. Is the disbursement issued in cash?
    - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Disburse field.
    - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the amount you are disbursing to the individual.

8. Select **Finish**. A dialog box asks if you really want to post this entry.

9. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
        - Repeat steps 4-8 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
        - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Disbursing a Refund

Introduction

The following procedure enables you to issue a refund. You might disburse a refund is if an individual or organization has overpaid on an account and your institution owes money to the individual or organization.

Before You Begin

You must be familiar with your institution's policy on the correct payment mode for refunds.

How to Disburse a Refund

Follow the steps below to disburse a refund. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Disburse** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a refund (e.g., RFND for refunds). The cursor moves to the ID No. field.

4. Enter the identification number of the individual to whom you are disbursing the refund. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field.

5. Is the refund issued in cash?
   - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Disburse field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Disburse field.

7. Enter the amount being disbursed. The amount appears in the Disburse field.
   - Select **Finish**. A dialog box asks if you really want to post this entry.

8. Do you really want to post this entry to the journal?
   - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
     Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

   - If <u>no</u>, select No and do one of the following:
     - Repeat steps 4-7 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
     - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Withdrawing Cash

Introduction

You can select **Disburse** to withdraw cash in a manner similar to withdrawing cash from a bank account. If a student or employee has money saved in a particular account at your institution, that individual may want to withdraw that money at some time. This procedure explains how to withdraw money from an account, using the cash drawer.

How to Withdraw Cash

Follow the steps below to withdraw cash from an account. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    *   If <u>yes</u>, go to step 2. The Cashier screen appears.
    *   If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Disburse** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to withdrawing cash (e.g., WCA for Withdraw Cash). The cursor moves to the ID No. field.

4. Enter the identification number of the individual who is withdrawing cash. The cursor moves to the Payment Form field.

5. Is the payment form cash?
    *   If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Disburse field.
    *   If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Type the amount the individual is withdrawing. The dollar amount appears in the Disburse field.

8. Select **Finish**. A dialog box asks if you really want to post the entry.

9. Do you really want to post this entry to the journal?
    *   If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
        Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    *   If <u>no</u>, select No and do one of the following:
        – Repeat steps 4-8 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
        – Select **Cancel**. The entry is not posted. The Cashier screen appears.

SECTION 6 - USING MOCK BANKING FUNCTIONS

Overview

Introduction

This section provides you with the following:
- Helpful information you should know before you select **Cash** on the Cashier screen to use mock banking functions
- The step-by-step procedures to use to cash checks, make change, and make deposits and withdrawals

Example of Mock Banking Functions

Your institution can use Cashier to perform functions similar to those performed at a bank. For instance, you can cash checks and/or make change. In addition, your institution may choose to allow individuals and corporations to make deposits to and withdrawals from account.

Cashing a Check Or Making Change

How to Cash a Check or Make Change

Follow the steps below to cash a check or make change:

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Cash** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to cashing checks or making change (e.g., CK for check cashing). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization from whom you are receiving the check or money. The cursor moves to the Payment Form field.

    Note: If no ID number exists on the system for this individual, press **<Tab>** and enter the name in the next field.

5. Is the form cash?
    - If <u>yes</u>, enter **CA** and go to step 7. The cursor moves to the Check Amount field.
    - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Check Amount field.

7. Type the dollar amount of the check, or the amount being changed.

8. Select **Finish**. A dialog box asks if you really want to post this entry.

9. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      - Repeat steps 4-1o to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      - Select **Cancel**. The entry is not posted. The Cashier screen appears.

Making Deposits and Withdrawals

Before You Begin

Whether or not to use Cashier as an agent by whom individuals at your institution may deposit or withdraw cash is a policy decision that your institution makes. Check with your Jenzabar coordinator if you are unsure whether or not your institution uses banking functions of depositing and withdrawing cash.

How to Make a Deposit

Follow the steps below to make a deposit into an account:

1. Have you logged in to Jenzabar CX?
    - If yes, go to step 2. The Cashier screen appears.
    - If no, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Receipt** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a cash deposit (e.g., DCA Deposit Cash). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization who is depositing the cash. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field. Do this, for example, when the individual is a parent adding money to a student's account.

5. Is the individual or organization depositing the money in the form of cash?
    - If yes, enter **CA** and go to step 7. The cursor moves to the Subs No. field.
    - If no, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Enter the subsidiary number, unless the default entry is correct. The cursor moves to the Remittance field.

   Note: The subsidiary number is the student ID number to which the deposit applies.

8. Enter the remittance amount (the total amount deposited). The cursor moves to the Total Applied field.

9. Type the amount of the remittance that the individual or organization is depositing in the account, if different from the remittance amount entered in step 8. The system automatically calculates the difference in the Change field.

10. Select **Finish**. A dialog box asks if you really want to post this entry.

11. Do you really want to post this entry to the journal?
    - If yes, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If no, select No and do one of the following:
        – Repeat steps 4-10 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
        – Select **Cancel**. The entry is not posted. The Cashier screen appears.

How to Make a Withdrawal

Follow the steps below to withdraw money from an account:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Disburse** from the Cashier screen. The Transaction screen appears, with the cursor in the Transaction Type field.

3. Enter the code that corresponds to a withdrawal (e.g., WCA for Withdraw Cash). The cursor moves to the ID No. field.

4. Enter the identification number of the individual or organization that is withdrawing cash. The cursor moves to the Payment Form field.

   Note: If no ID number exists on the system for this individual or organization, press **<Tab>** and enter the name in the next field.

5. Is the withdrawal in the form of cash?
   - If <u>yes</u>, go to step 7. The cursor moves to the Subs No. field.
   - If <u>no</u>, go to step 6. The cursor moves to the right of the Payment Form field.

6. Enter the number on the form of payment (e.g., check number). The cursor moves to the Subs No. field.

7. Type the amount the individual or organization wants to withdraw.

8. Select **Finish**. A dialog box asks if you really want to post the entry.

9. Do you really want to post this entry to the journal?
   - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
     Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

   - If <u>no</u>, select No and do one of the following:
     - Repeat steps 4-8 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
     - Select **Cancel**. The entry is not posted. The Cashier screen appears.

SECTION 7 - VIEWING OR PRINTING STATEMENTS

Overview

Introduction

This section provides you with the following:
- Prerequisite information you need before viewing or printing a statement.
- Helpful hints for viewing or printing a statement.
- Step-by-step procedures to follow for defining statement parameters and viewing and printing statements.

Statement is offered as a valid option from several locations in Cashier, as well as in other Jenzabar CX applications. It does not matter where in the application you access Statement, because it always functions the same way.

Statement Contents

Statements show student account charges and financial aid amounts that have been posted to the student's account.

The statement *header* (at the beginning of the statement) includes information that the system accesses from the ID record.

The *body* of the statement lists transactions entered against the selected ID number for a specified date range.

Changing the Statement Parameters

Introduction

Once you have set the statement parameters (usually during the first time you select **Statement** after you login for the day), the values remain the same for all statements you view or print, until you change them again. The following are examples of when you can access the Statement Parameters window:

- The first time you select **Display** or **Output** from the Statement Option menu to view a student's statement.
- Any time you select **Parameter** from the Statement Option menu or from a Statement screen.

How to Change Statement Parameters

Follow the steps below in order to change the statement parameters for viewing or printing a statement. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Statements** from the Cashier screen. Then select **Parameters**. The Statement Parameters window appears on the right portion of the screen and the cursor appears in the ID field, which already contains the current student's identification number.

   > **Note:** The Statement Parameters window also automatically appears the first time you select **Display** or **Output** after you have logged in. Regardless of when it appears, complete this screen the same way each time.

3. Complete the empty fields (ID No, Beginning Date, and Ending Date) if you want to limit the length of the statement billing history that falls between specific dates. If you leave these fields blank, the system shows *all* transactions on the statement.

   > **Note:**
   > - You can show the values in any of the fields, except Subsidiary. After you press **<Tab>** or enter a value, the cursor moves to the next field, then loops back to the first field.
   > - Most fields have the table lookup feature so you can select valid entries.
   > - For details about the fields in the Statement Parameters window, see *The Statement Parameters window* in *Using the Cashier Screens.*

4. Are the fields on the Statement Parameters window completed to your satisfaction?
   - If <u>yes</u>, select **Finish**. Any process you began with Display or Output resumes. You return to the screen that you were on when you selected Statement.
   - If <u>no</u>, select **Cancel** to exit the Statement Parameters window without saving changes. Any new field values are not saved. You return to the Statement Options menu.

Viewing or Printing a Statement

Important Information

The Display option on the Statement Options menu allows you to view a statement without necessarily printing it. You might select this option, for example, when you want to research payments and charges that have occurred for a student.

How to View or Print a Statement

Follow the steps below to print a statement or view it on your terminal screen.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Statement**. The Statement Options menu appears across the screen. The first option, Display is the default.

3. Do one of the following:
   - <u>To view a statement</u>, select **Display**. If the Statement Parameters window appears, go to step 4. Otherwise, use the statement display as desired, then go to step 5.
   - <u>To print a statement</u>, select **Output**. The statement is printed and the Statement Options menu appears so you can view a statement, print another, change the parameters, or exit.
   - Go to step 4.

4. To add or update any information in the fields on the Statement Parameters window, select the parameters, make the changes and select **Finish**. The actual statement is displayed on the screen.

   > **Note:** For the procedure on completing the fields in the Statement Parameters window, see *Changing the Statement Parameters*.

5. If you do not want to add or update information, but you still want to view a statement, select **Finish** and repeat step 3. The Statement Options menu appears.

6. Do you want to print the statement?
   - If <u>yes</u>, select **Output**. The statement is printed.
   - If <u>no</u>, go to step 7.

7. Select **Finish** until the screen you were on when you selected Statement appears. The screen you were using when you selected Statement appears.

SECTION 8 - ADDING OR UPDATING HOLDS

Overview

Introduction

This section provides you with the following:
- Information that is helpful for you to know before you add, update or view holds information on a student's account.
- Step-by-step procedures you use to add or update holds.

When your institution places a hold on a student's account, the system displays an appropriate message, depending on the type of hold: Either a warning message appears if a hold is not absolute, or the student is prevented from performing an action.

Each hold is only valid between the beginning and ending dates in the record. A hold that does not have an ending date is still in effect until you or someone in your office removes the hold from the student's record.

Adding or Updating Holds

Introduction

You or someone at your institution can place a hold on a student's account, for example, when the student has not paid all outstanding fees, and you wish to prevent the student from receiving a transcript. The hold remains in effect until the student pays all prior fees.

How to Add or Update Holds

Follow the steps below to add or update holds on a student's account. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Holds** from the Cashier screen. The Holds screen appears, with the cursor in the ID field.

3. Enter the identification number of the student for whom you are adding or updating a hold. The cursor moves to the Hold Action field.

4. Enter the code for the action that the hold is preventing a student from performing (e.g., TRANS for receiving a transcript). The rest of the Holds screen appears, with the Add Date and Begin Date already completed.

    > **Note:** You cannot update a hold if your office did not create it.

5. Enter the code indicating the reason for the hold. The cursor moves to the Comment field.

6. Enter a brief but detailed explanation of why you are adding or updating the hold. The cursor moves to the Added By field.

7. Enter the code for the administrative office adding or updating the record. The cursor moves to the End Date field.

8. Do you want to specify a date on which this hold is no longer valid?
    - If <u>yes</u>, enter a date.
    - If <u>no</u>, leave this field blank.

9. Select **Finish** after you complete the lower portion of the Holds screen. The lower portion of the Holds screen disappears; the top portion remains.

10. Select **Finish** again. The system adds or updates the hold on the student's record. The Cashier screen appears.

SECTION 9 - WORKING WITH JOURNALS

Overview

Introduction

This section provides you with the following:
- Information that is helpful for you to review before using the Journal option from the Cashier screen.
- Step-by-step procedures that explain how to do a variety of functions after you select **Journal**.

Each institution determines the period of time a journal is open. Journals may, therefore, include entries made during one day, one week, or whatever ongoing time period your institution chooses.

The effective journal posting date equals the date the journal is started, regardless of the date the journal is finished. The system retains transaction entry dates for the general ledger audit trail and the transaction entry dates are printed on detail reports, such as statements.

Continuing a Journal

Before You Begin

When you make any type of transaction in Cashier, you must be working in a journal. The Continue option (appearing on the Journal pull-down menu on the Cashier screen) allows you to select a journal to continue from the Incomplete Journals screen.

How to Continue a Journal When You Start Cashier

Follow the steps below to continue an incomplete journal when you first open a Cashier session.

1. From the Fiscal Management: Cash Receipts menu, select the Cashier option. A parameter screen appears.

2. Enter **Y** if you want student balances to reflect student account charges and financial aid that are not posted or **N** if you do not want to use unposted information, then select **Finish**.

3. Does the Incomplete Journals screen appear?
    - If <u>yes</u>, go to step 7.
    - If <u>no</u>, go to step 4.

4. Does the Parameters window appear?
    - If <u>yes</u>, go to step 5.
    - If <u>no</u>, you have no incomplete journals, and must start a new journal before making any Cashier entries.

5. Enter a valid document station number in the Station No field, set other parameters as desired, and select **Finish**.

6. Does the Incomplete Journals screen appear?
    - If <u>yes</u>, go to step 7.
    - If <u>no</u>, you have no incomplete journals, and must start a new journal before making any Cashier entries.

7. Do you want to continue an incomplete journal?
    - If <u>yes</u>, press the letter to the left of the journal. The Cashier screen appears.
    - If <u>no</u>, select **Cancel**. The Cashier screen appears.

How to Continue a Journal from Within Cashier

Follow the steps below to continue an incomplete journal when you are already using Cashier. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Continue**. The Incomplete Journals screen appears.

    Note: If a journal is currently in progress, a prompt appears, requiring you to incomplete or finish it before you can continue another journal.

4. Select the letter that appears to the left of the journal you want to continue. The Cashier screen appears.

5. Continue with any of the Cashier procedures in this manual.

Finishing a Journal

Introduction

You can use **Finish** when you are in a journal and you want to either end the Cashier session, or simply finish the current journal in order to start or continue another journal.

How to Finish a Journal

Follow the steps below to finish the current journal.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Finish**. A dialog box asks if you really want to finish this journal.

4. Do you really want to finish the journal?
   - If <u>yes</u>, select Yes. A message appears on the error line, providing you with the finished journal number.
   - If <u>No</u>, select No. The Cashier screen appears. You can continue making entries in the current journal.

Leaving a Journal Incomplete

Introduction

You can select **Incomplete** from the Journal pull-down menu when you are temporarily finished working in a journal. In this case, set the journal status to Incomplete so you can reopen the journal at a later time.

How to Leave a Journal Incomplete

Follow the steps below to set the current journal status to Incomplete.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Incomplete**. The journal status is set to "incomplete."

> **Note:** The journal will appear on the Incomplete Journals screen the next time you display it.

Terminating a Journal

Introduction

You can select **Terminate** from the Journal pull-down menu to terminate a journal, or clear all evidence of an open journal from Jenzabar CX. If you use this option, the system voids all transactions within the journal that is being terminated. You cannot access them at a later time.

How to Terminate a Journal

Follow the steps below to terminate the current journal:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Terminate**. A dialog box asks if you really want to terminate this journal.

4. Do you really want to terminate the journal?
   - If <u>yes</u>, select Yes. A message appears on the error line, showing the number of the terminated journal.
   - If <u>no</u>, select No. The Cashier screen appears.

Voiding a Journal Entry

Introduction

You can select **Void** from the Journal pull-down menu if you want to void a single journal entry in Jenzabar CX, but you do not want to terminate the entire journal.

How to Void a Journal Entry

Follow the steps below to void an entry in the current journal:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Void**. The Entries in Current Journal window appears.

4. Type the letter that appears to the left of the entry you want to void. A dialog box asks you if you really want to void this entry.

5. Do you really want to void the entry?
   - If <u>yes</u>, select Yes. A message appears on the error line, providing the number of the voided entry,
   - If <u>no</u>, select No, then **Cancel**. The Cashier screen appears.

SECTION 10 - RECOVERING CASHIER JOURNALS

Overview

Introduction

This section provides information and procedures for you to follow when you must recover your cashier information after a system problem. You use the Voucher Recovery (*vchrecover*) process for this important maintenance activity.

Before you Begin

Before you begin to use the procedures for recovering a cashier journal (CH), remember the following:
- Use the Voucher Recovery process only when you have experienced a significant system problem or system failure, or when the *voucher* program ends abnormally.
- You cannot run the Voucher Recovery process at the same time that anyone at your institution is using the *voucher* program.

The Process

The following lists the general phases that take place when you run the Voucher Recovery process.

Phase 1
Verify that no one is using the *voucher* program to perform accounting tasks.

Phase 2
Run Voucher Recovery.

Phase 3
Review the mail that Voucher Recovery sends about the recovery process.

Phase 4
Correct errors or enter missing transactions as required.

Running the Voucher Recovery Process

The Purpose of the Voucher Recovery Process

The Voucher Recovery process performs the these after a system failure or an abnormal exit from the *voucher* program.

- It checks the Document table to verify that no documents are reserved by a particular user ID. If any documents are reserved, *vchrecover* cancels the reservation by changing the user ID number to 0.
- It reviews the journal records to determine if any journals have a status other than (F)inished, (I)ncomplete, or (V)oid. The *vchrecover* program assumes any journal that does not have one of these statuses is *in progress*.
- For any journals that are in progress, *vchrecover* examines the last entry in the journal to determine if it completed before the abnormal end of the voucher program.
- If the last entry is not complete, *vchrecover* removes the entry, along with its associated transactions and subsidiaries. An entry is incomplete if *vchrecover* detects any of the following conditions:
    - If the general ledger transaction debits do not equal the credits.
    - If the general ledger transaction contains a subsidiary control account with no subsidiary entries, or if the sum of the subsidiary entries do not equal the general ledger transaction amount.
    - If the sum of the subsidiary transactions does not equal the amount in the associated subsidiary entry.
- After the last entry is validated or removed, *vchrecover* changes the status for the journal to (I)ncomplete.

How to Run the Voucher Recovery Process

Follow these steps to run the Voucher Recovery program (*vchrecover*).

1. Use the following menu path to locate the menu option for Voucher Recovery, then select **Finish**. The Output Parameters and Scheduling window to appears.
    - Fiscal Management
    - Accounting
    - Journal Processing
    - Journal Maintenance
    - Journal Recovery

2. Enter the time of day you want to execute the Voucher Recovery process, then select **Finish** to schedule the Voucher Recovery process, or execute the process immediately.

    > **Note:** Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other Jenzabar CX tasks while the process executes.

3. When the process completes, do the following:
    - Access your electronic mail to review the results of the recovery. Your electronic mail refers you to a file location where the program routed error messages.
    - Resolve the errors and incomplete journals, re-entering data as required.

    > **Note:** Refer to *Responding to System Messages* for assistance in interpreting and resolving errors.

4. Use G/L Report and Update, and S/L Report and Update to complete the corrections, if necessary. This enables you to complete the process of recovering accounting information after a system failure.

Cautions When Recovering Cashier Journals

When recovering Cashier journals, make sure you have done the following procedures before you use the Reconciliation process within Cashier. Failure to do so will cause inaccurate amounts to be reconciled.

- You must run G/L Report and Update for all amount types and all periods to ensure cumulative totals are correct. You also must set the Cash Balances option to Yes to ensure the deposit amount is correct.
- Be sure to verify that the last entry in the journal is present. If its status is R, the *vchrecover* process has removed it and you must re-enter it.

SECTION 11 - USING OTHER CASHIER FUNCTIONS

Overview

Introduction

This section provides you with the following:
- Helpful information for using the Other option from the Cashier screen.
- Step-by-step procedures you can use while performing the functions associated with the Other option.

Purposes

The Other option on the Cashier screen contains various options that are not necessary for using Cashier, but that are helpful when appropriate situations arise. The **Cash Receipt Form** and **Parameters** options on the Other pull-down menu allow you to specify certain parameters in the printing of cash receipts and using Cashier.

In addition, your Jenzabar coordinator can reload the tables associated with Cashier by simply selecting **Load Tables**; this allows the Jenzabar coordinator to reload the tables from the Cashier screen, instead of exiting Cashier, reloading the tables, then beginning Cashier again.

Finally, you can reprint a cash receipt by selecting **Reprint Receipt** from the Other pull-down menu. You might use this option when a student requires an additional copy of an original receipt.

Resetting the Cash Receipt Form Parameters

How to Reset the Cash Receipt Form Parameters

Follow the steps below to reset the cash receipt form parameters.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Other** from the Cashier screen. The Other pull-down menu appears.

3. Select **Cash Receipt Form**. The Cash Receipt Parameters window appears, with the cursor in the Form field.

4. Enter the form name. The cursor moves to the Device field.

5. Enter the printer code. The cursor moves to the Method field.

6. Enter one of the following methods:
   - **V** for Verify First. A prompt appears on the screen before the cash receipt is actually printed.
   - **A** for Always Print. The cash receipt is automatically printed each time a cash receipt journal entry is posted.
   - **N** for Never Print. The cash receipt is never printed when a cash receipt journal entry is posted.

7. Select one of the following:
   - **Finish**. The parameter values are saved.
   - **Cancel**. You exit the Parameters window without saving any changes.

Reloading the Tables

Introduction

When you select **Load Tables** from the Other pull-down menu, the system reloads the Cash Transaction Type table and Payment Form table on Jenzabar CX, without your having to reload Cashier.

> **Note:** The Cash Transaction Type and Payment Form tables are the only tables that are reloaded with this option. If you are having problems that do not originate with these tables, you might have to reload Cashier. See your Jenzabar coordinator if you think this might be the case.

> **CAUTION:** Only the Jenzabar coordinators should use this option.

How to Reload the Tables

Follow the steps below to reload the Transaction Type and Payment Form tables:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Other** from the Cashier screen. The Other pull-down menu appears.

3. Select **Load Tables**. The system reloads the Transaction Type and Payment Form tables.

Updating Parameters

Introduction

When you select **Other**, then **Parameters**, you can change the station number, journal date, or printer name in the Parameters window for the journals into which you are making entries. This is the same Parameters window that appears when you begin Cashier.

How to Update Parameters

Follow the steps below to update parameters.

> **Note:** The status of the current journal must be "Incomplete" prior to updating parameters.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Other** from the Cashier screen. The Other pull-down menu appears.

3. Select **Parameters**. The Parameters window appears.

4. Add or update information in the following fields:
   - Date
   - Balance Period
   - Program Code
   - Station No
   - Stmt Printer
   - Recpt Printer
   - SDS Form Code

   The appropriate changes appear on the screen.

   > **Note:** For more information on completing the fields in the Parameters window, see *The Parameters window* in *Using the Cashier screens.*

5. Select one of the following:
   - **Finish**. The parameters are saved.
   - **Cancel**. You exit the Parameters window without saving any changes.

Reprinting a Cash Receipt

Important Information

You can select **Reprint Receipt** from the Other pull-down menu to print a cash receipt (for an entry in the current journal) that has been printed before. The receipt is printed with the same receipt number, journal number, and entry number as the original receipt.

You can also reprint a cash receipt form the Fees screen. See *Collecting Fee Payments* in this guide for further information.

How to Reprint a Cash Receipt

Follow the steps below to reprint a cash receipt:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If n<u>o</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Other** from the Cashier screen. The Other pull-down menu appears.

3. Select **Reprint Receipt**. The Entries in Current Journal window appears.

   > **Note:** Entries that affect cash accounts only, such as cashing checks and transferring money, show a zero (0) in the Cash Amt column.

4. Type the letter that corresponds to the cash receipt number to reprint, and respond to the prompts confirming your print request. The Cash Receipt Options window and the Cash Receipt Parameters window appear.

5. Select one of the following:
   - **Balance**. A receipt, with account balance is printed.
   - **No Balance**. A receipt, without the account balance is printed.
   - **Do not print**. A cash receipt is not printed.
   - **Change params**. The Cash Receipt Parameters window appears, allowing you to make changes.

SECTION 12 - CLOSING OR RECONCILING THE CASH DRAWER

Overview

Introduction

This section provides you with the following:
- Information that will help you close or reconcile the cash drawer.
- Step-by-step procedures to follow in order to close or reconcile the cash drawer.

Purpose

This section contains procedures for both closing the cash drawer and closing and reconciling the cash drawer.

In addition, this section contains another procedure to assist you in transferring funds between drawers. This procedure is useful for accounting for all funds when, for example, one cash drawer is short on change and a second cash drawer provides the extra change it needs.

Closing or Reconciling?

Your office probably reconciles and closes the cash drawer on a regular basis and takes the money to the bank afterward.

However, at times you might want to close the cash drawer but not reconcile the funds in the drawer. You may choose to do this, for example, during a shift change in which one employee is leaving a cash drawer and another will be attending it, or perhaps when the employee in charge of a particular cash drawer is leaving for lunch.

Closing the Cash Drawer

Important Information

Select **Close** to close the cash drawer without reconciling it first.

> **Note:** This option may not be available at your institution.

How to Close the Cash Drawer

Follow the steps below to close the cash drawer:

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Drawer** from the Cashier screen. The Drawer pull-down menu appears.

3. Select **Close**. The Cash Drawer Closing window appears.

4. Enter the bank deposit amount if it is different from the amount displayed. If you change the amount, the program recalculates the Closing Drawer Balance automatically. The cursor moves to the Closing Drawer Account field.

5. Enter the closing drawer account number, if it is different from the one displayed.

6. Select **Finish**. The closing entry posts.

Reconciling the Cash Drawer

Introduction

Reconciling the cash drawer is the process of verifying the cash and checks you have received and preparing your bank deposit that is composed of the verified cash and checks. Select **Reconcile** when you want to both close and reconcile the cash drawer. When you select **Reconcile**, the closing entry is posted automatically; you do not need to select **Close** in addition to **Reconcile**.

How to Reconcile the Cash Drawer

Follow the steps below to reconcile the cash drawer. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Drawer** from the Cashier screen. The Drawer pull-down menu appears.

3. Select **Reconcile**. The Reconcile screen appears.

4. Is the total dollar amount of the checks correct, and do you want to deposit this total amount in your bank?
    - If <u>yes</u>, go to step 5.
    - If <u>no</u>, go to step 7.

5. Enter **R** in the Check Stat field. The system sets the status of every check included in the total to "Reconciled".

6. Go to step 10.

7. Position the cursor in the Stat field for the check payment form, then select **Detail**. The Detail screen appears, on which you can verify the checks in the cash drawer against the detail check listing.

8. Verify that the list contains each check in the cash drawer, with the correct payment number and amount, then enter the appropriate status for each check as follows:
    - **O** for Outstanding. (The check is not to be deposited or used in cash drawer reconciliation.)
    - **R** for Reconcile. (The detail listing accurately lists the check, and is to be deposited and used in cash drawer reconciliation.)
    - **W** for Write-off. (The check is missing and is not included in the bank deposit. The check transaction amount is posted to a write-off account. The total write-off amount appears in the Over/Short field on the Reconcile screen.)

9. Are all checks included on the listing accurate?
    - If <u>yes</u>, go to step 10.
    - If <u>no</u>, see the procedure in this section titled *How to Process Incorrect Checks During Reconciliation*.

10. Select **Finish**. The Reconcile screen appears. Or if you just completed step 6, select **Post**. Go to Step 16.

11. Does the amount in the Actual Cash in Drawer field equal the actual amount in the cash drawer?
    - If <u>yes</u>, go to step 14.
    - If <u>no</u>, go to step 12.

12. Select **Toggle**. The cursor moves to the lower portion of the screen.

13. Enter the actual amount of cash in the cash drawer in the Actual Cash in Drawer field. The system calculates the difference between the cash transaction amounts entered in the system and the amount entered in the Actual Cash in Drawer field. The difference displays in the Over/Short field.

14. Enter the closing drawer account number if it is different from the account displayed.

15. Select **Finish**. A dialog box asks if you really want to post this entry.

16. Do you really want to post this entry to the journal?
    - If <u>yes</u>, select Yes. The entry is posted and the Cash Receipt Parameters window appears. Complete it as desired.
      Note: Depending on your responses on the Cash Receipt Parameters window, an option box for receipts may appear. If so, select the receipt option you want.

    - If <u>no</u>, select No and do one of the following:
      – Repeat steps 3-10 to make changes. Note that the entry is not posted until you select Yes at the posting prompt.
      – Select **Cancel**. The entry is not posted. The Cashier screen appears.

How to Process Incorrect Checks During Reconciliation

If a check has been entered incorrectly, you can void the transaction associated with it within the Cashier application. Follow the steps below to void a check transaction that you have determined is incorrect. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
    - If <u>yes</u>, go to step 2. The Cashier screen appears.
    - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Journal** from the Cashier screen. The Journal pull-down menu appears.

3. Select **Void** from the pull-down menu. The Entries in Current Journal window appears.

4. From the list that appears on the screen, select the transaction you want to void. Cashier displays a prompt asking you to confirm that you want to void the selected transaction.
    Note: If you cannot identify the transaction to void, use Accounting Query to locate it. For more information, see *Querying Accounting Information* in the Jenzabar guide *Using General Ledger*.

5. Select **Yes** to void the transaction.

Transferring Cash Between Drawers

Introduction

Select **Transfer** when you want to move money from one cash drawer to another within your office.

> **CAUTION:** You cannot transfer cash out of your drawer without transferring cash into another drawer at your institution, or vice versa. Therefore, if you use transaction type TRIN (for transfer cash in), someone else at another cashier station must use transaction type TROU (for transfer cash out) in order for the transfer to be complete.

How to Transfer Cash Drawer Funds

Follow the steps below to transfer cash in to or out of the cash drawer. Note that, depending on the number of characters you enter in each field, you may need to press <Tab> or use your mouse to advance your cursor.

1. Have you logged in to Jenzabar CX?
   - If <u>yes</u>, go to step 2. The Cashier screen appears.
   - If <u>no</u>, complete steps 1-5 of *How to Begin Cashier* in *Beginning Cashier.*

2. Select **Drawer** from the Cashier screen. The Drawer pull-down menu appears.

3. Select **Transfer**. The Transaction screen appears, with the cursor in the Transaction Type field.

4. Enter the code of the type of transaction you are making. The cursor moves to the ID No. field.

   Examples:
   - TRIN for Transfer Cash In
   - TROU for Transfer Cash Out

5. Enter your ID number.

   Note: If you do not have an ID number, enter your name to the right of the ID No. field.

6. Press **<Tab>** to accept cash as the default payment form. The cursor moves to the Transfer field.

7. Enter the transfer amount.

8. Select **Finish**. The transfer entry is posted to the journal.

9. Do you want to enter more transfers?
   - If <u>yes</u>, repeat steps 4-9. The Cashier screen appears.
   - If <u>no</u>, select **Finish**.

SECTION 13 - RESPONDING TO STATUS, WARNING, AND ERROR MESSAGES

Overview

Introduction

This section provides you with the following:
- Descriptions of the status, warning, and error messages that can appear while you are using Cashier.
- Information you need to respond to status, warning, and error messages.

Message Types

Four Types of Messages

There are four types of messages that can appear in Cashier. The messages appear on the comment line, on the error line, in the dialog box, or in your electronic mail. The types of messages follow:

- Status message
- Warning message
- Field error message
- Fatal error message

Description: Message Types

The list below describes each of the four types of messages, by degree of seriousness.

Status

To *inform*: tells you of a routine process occurring within the system.

Examples:

- Now Running...
- Posting Entry 1...
- Loading records...
- Appears when you select a command, type data, or press a key.
- Indicates a process that is occurring, or that has already occurred, within the system.
- Requires no action by you.

Warning

To *instruct* : tells you to act or make a decision

Example: Do you want to continue? Yes or No.

- Appears after you select a command, type date, or press a key to begin a process that requires a decision.
- Requires an action or a decision by you.
- Appears in a dialog box.

Field error

To *instruct* : tells you of an invalid field value you have entered and provides valid field values.

Example: Cash receipt method 'X': Invalid. Valid values (N, A, V)

- Appears after you enter an invalid code in a field.
- Requires that you select a valid code from those provided and enter it into the field.
- Appears on the error line.

Fatal error

To *inform* : tells you of a serious problem occurring within the system.

Example: Could not get instruction, bgv_errno=0, bgv_ptp_errno=-3. Connection to "invdef-ac" vanished! Bgvoucher unable to continue.

- Appears when the system is missing information needed to continue processing.
- Requires that you contact your Jenzabar coordinator to resolve the problem.
- Appears in a dialog box or in your electronic mail.

Status, Warning, and Error Messages

Responding to Messages

The following lists show alphabetically some of the most common status, warning, and error messages that can appear while you are using Cashier.

Academic year cannot be zero.
Enter a year other than zero (0) in this field. Do not leave the Academic Year field blank.

Amount cannot be negative.
Enter only positive numbers in this field.
Example: 30.00 (not -30.00)

Amount required to post entry.
In order to post an entry to the general ledger, either enter an amount and select **Finish**, or select **Cancel** and begin a new transaction.

Amount too large.
The dollar amount you entered is larger than the largest amount the system can handle. Enter a lower amount.

Applied amount cannot exceed remitted amount.
The total applied amount is larger than the remittance amount. Enter a total applied amount that is equal to or less than the remittance amount.

Balance Period 'XXXXXX': Invalid.
Enter a valid balance period in this field or leave it blank. Select **Table Lookup** to find valid entries.

Beginning of data.
You are at the beginning of a section of information. Move the cursor down or across the screen, or select Forward, to view more information.

Cannot apply Deferment code 'DDDD' to 'FFFF'
This deferment agency or financial aid source (DDDD) will not pay this particular fee (FFFF). Try another code.

Cannot enter negative amounts.
Enter only positive numbers in this field.
Example: 30.00 (not -30.00)

Cannot reconcile more than amount.
When reconciling deferment payments with student fees, you cannot enter an amount larger than the invoiced amount. Enter a lower dollar amount.

Cash receipt device 'XXXX': Invalid.
The code for the printer on which you want to print receipts is not valid. Select **Table Lookup** to find valid entries.

Cash receipt form "XXXXXX": Invalid.
The Form field on the Cash Receipt Parameters window is either blank, or it contains a form type that is not valid. Enter a valid form type for cash receipts; select **Table Lookup** to find valid entries.

Cash receipt method 'X': Invalid. Valid values (N, A, V).
The Method field of the Cash Receipt Parameters window is either blank, or it contain an invalid value. Enter either **N** (for *never print*), **A** (for *always print*), or **V** (for *verify first*).

Could not find id record for id 'XXXXX'.
 The system is unable to find an ID record for the subsidiary code you entered (either this field is blank or it contains a code that is not valid). Accept the default value that might already exist in this field, or enter a valid code. Select **Query** to search for a valid subsidiary number.

Could not find subsidiary account record. Key 'S/A- 12345.'
 Either the subsidiary you entered does not exist, or it is invalid for this particular ID number. Enter a valid subsidiary code.

Document station 'XX' reserved by user XXX.
 The document station you specified is reserved for another person. Enter another station or check with your Jenzabar coordinator to see if your permissions are correct.

End of data.
 You have reached the end (or bottom) of a section of information. Move the cursor up or back across the page, or select **Back**, to view preceding information.

Entry of this field is required.
 This is a required entry field; you cannot leave it blank. Enter a valid value in the field; select **Table Lookup** to find valid entries.

'FA9X' subsidiary balance not found for this student.
 The system cannot find a subsidiary balance for this student for the session specified. Select another option.

Fiscal calendar 'XXX-XXX-X': closed.
 The Date field on the Parameters window for entering cash receipts is either blank, or it contains a date that is now closed; the system cannot open the fiscal calendar for a closed period. Enter a valid date, or contact your Jenzabar coordinator.

Fiscal calendar 'G/L-ACT-0': Not open for posting.
 The date you entered in the Parameters window is not an open date. Enter an open date.

G/L Entry type 'GIFT': Invalid in a CH journal.
 This is a table setup problem. See your Jenzabar coordinator to fix the problem.

ID XXXXX has not financial aid for SP9X
 - You selected Aid from the fee menu, but the student is not granted financial aid. Ignore this message if the student is not expecting financial aid.
 - If the student is expecting financial aid, however, refer the student to the Financial Aid office to rectify the problem.

'ID No' XXXXX does not exist.
 The ID No. field is blank or it contains an invalid ID number. Enter a valid ID number or select **Query** to find a valid ID number.

'ID No' or Name required to post entry.
 The ID No. field on the Transaction screen is blank. Enter a valid ID number or select **Query** to find a valid ID number.

ID number cannot be zero.
 The ID field is either blank, or it contains alphabetic character. Enter a valid ID number in this field, or select **Query** to find an appropriate ID number.

Insufficient payment ($000.00) to reconcile to this amount.
 The amount in the Received field is too low to pay the Invoiced amount in full. Enter a higher payment amount.

Insufficient payment remaining ($000.00) to reconcile fully.
Fully reconciling this entry causes the total received amount for this agency to exceed the amount of payment. Enter a partial received amount less than or equal to the payment remaining.

Invalid Command.
The system does not recognize the command you entered. Use a valid command from those provided on the command line.

Invalid date value. Please re-enter.
Either the date is incorrect, or you entered it in a format that is not valid. Re-enter the date in the following format: mm/dd/yyyy.

Invalid Item, re-select! [a-f].
You entered an invalid selection from a table lookup list; select the lowercase letter to the left of the item you want to enter into the field the cursor is now on. Select one of the valid options, in this case, a-f.

Invalid Option.
The system does not recognize the command or field value you entered. Enter only valid data.

Invalid table value. Use CTRL-T to list valid values.
You have entered a selection that is not valid. Select **Table Lookup** to find valid values for this field.

Invalid value.
This field contains a value that is not valid. Enter a valid value from those provided on the comment line or in a table lookup.

Journal 'XX-0000': Can only be continued in document station 'XX-00.'
The journal you selected to continue cannot be continued in the station you are currently using. Either select a valid journal to complete, or change the station number in order to select the journal.

Journal 'XX-0000': Not started by Cashier.
The journal you selected to continue was not begun by Cashier (CH), which you are now using. Select a journal begun in Cashier to continue.

Journal 'CH-XX': No entries to void.
To select Void, you must first either begin a new journal, or select a journal to continue.

Journal 'CH-XX': No receipts to reprint.
There are no entries in the current journal from which you can print a receipt.

Journal not Continued. Cannot proceed.
You chose to continue a journal, but did not select a journal from the Incomplete journals screen. Either repeat the process again and select a journal to continue, or start a new journal.

Lookup not available on this field.
You cannot use the table lookup feature on this field. Enter the requested information.

Lookup only valid on formtype and printers.
You cannot use the table lookup feature on this field, only on those specified. Enter the correct station number.

Must enter 'ID No', 'Name', or 'Subs No' before entering amount.
You must complete the Do No or Subs No. fields before you enter an amount in the Remittance field. Complete the requested information.

Must enter 'ID No', or Subs No' before selecting this option.
　　 You must complete the ID No. or Subs No. field on the Transaction screen before selecting
　　 Detail. Enter the requested information, then select **Detail** again.

Must first enter value for 'Station No field.
　　 Enter a valid station number in the Station No. field before proceeding.

Must first enter values for 'Subs', Bal Prd', 'Code', and 'Tot' fields.
　　 You must enter the required information before you can post data to the general ledger.

Negative amounts not allowed.
　　 Enter only positive numbers in this field.

No current journal entries to Void.
　　 To select **Void**, you must first either begin a new journal, or select a journal to continue.

No current journal to Finish.
　　 To select **Finish** from the journal pull-down menu on the Cashier screen, you must be in a
　　 current journal. Either select an incomplete journal to continue and finish, or start a new
　　 journal.

No current journal to Incomplete.
　　 To select **Incomplete**, you must be in a journal in order to leave it incomplete. Start a new
　　 journal or select an incomplete journal from the Incomplete Journals screen.

No current journal to Terminate.
　　 To select **Terminate**, you must be in the journal you want to terminate. Begin a new journal
　　 or select an incomplete journal to continue and finish.

No current record to edit.
　　 To select **Edit** from the Reconciliation command line, there must be a current record to edit.
　　 Either select **Agency** to begin a new reconciliation record, or select **Exit** to leave
　　 Reconciliation.

No entries to reconcile in station 'CR-XX'.
　　 No entries have been posted in the station you are currently using since the last
　　 reconciliation.

No incomplete CH journals found.
　　 The Incomplete Journals screen does not appear because there are no incomplete journals
　　 in your station to continue.

NO OUTSTANDING FEES: complete - Fees - Payments - Cancel - Statement.
　　 The student does not have outstanding fees for this session. Select one of the options in
　　 order to continue the fee collection process.

No permission to station 'X.'
　　 You do not have the login permissions to use this document station. Enter a valid document
　　 station for your login. Select **Table Lookup** to find valid entries.

No reconciliation records found for this agency.
　　 Either this field is blank, it contains a value that is not valid, or no records remain outstanding
　　 for the selected agency. Enter a valid agency code; select **Table Lookup** to find valid
　　 entries.

Option not available during check cashing.
　　 The Detail screen is not applicable when you are cashing checks. Complete the required
　　 fields, then select **Finish** to post the entry.

Option not available until initial 'Subs No' has been entered.
　　 You must enter the subsidiary number of the first student account before adding another
　　 subsidiary number.

Option not available when 'End' date equals 00/00/00.
    To select **Toggle** from the Bursar screen, the date in the End field can neither be blank nor equal to 00/00/00. Select **Parameters** to enter a date, select **Finish**, then select **Toggle** again.

Option not available without multiple subsidiary numbers.
    This option is only available when you are applying payments to multiple student accounts.

"Output device 'XXXXX': Not a valid device."
    You entered an invalid printer code. Enter a valid one, or select **Table Lookup** to find an appropriate printer name.

Payment exceeds fee mount.
    You have entered a payment amount (e.g., $65,000) that exceeds the fee amount (e.g., $6,500). Enter a smaller amount.

Payment form 'XX': Invalid.
    The Payment Form field contains a payment form code that is not valid. Enter a valid code or select **Table Lookup** to find valid entries.

Payment form number required to post entry.
    For payment form types other than cash, you must enter a number in the field to the right of the Payment Form field before you can post the entry.

Printer name 'XXX': Not a valid printer name.
    The printer name in the Printer field on the Statement Parameters window is invalid. Enter a valid printer code; select **Table Lookup** to find valid entries.

Printer name cannot be blank.
    The Printer field on the Statement Parameters window cannot be blank. Identify a printer on which the statement is printed; select **Table Lookup** to find valid entries.

Prior balance must be paid.
    Either select **Payall** to complete the Prior Subsidiary screen and continue to the Fees screen, or select **Cancel** to end the fee payment session for the student.

Prior balance processed for ID XXXXX.
    The student's prior balance is paid. Continue with the fee collection process.

Required parameter(s) left blank. Cannot display statement.
    A required field(s) in the Statement Parameters window is blank. Complete the required information before attempting to view a student's statement.

Statement balance period cannot be blank.
    You cannot leave the Balance Period field blank. Enter a valid value (e.g., SP98).

Statement device 'XX': Invalid.
    A code that is not valid exists for the printed on which you want to print statements. Enter a valid printer code; select **Table Lookup** to find valid entries.

Statement form cannot be blank.
    You must select a form type; the Form field cannot be blank. Either enter a valid form type, or select **Table Lookup** to select a valid form type.

Statement form 'XXXXX': Either does not exist or is not installed.
    The system is unable to identify this statement form type. Either enter a valid form type, or select **Table Lookup** to find valid form types.

Student without an academic record cannot be cleared.
    You cannot grant financial clearance to a student who does not have an academic record. Select another option from the Bursar screen.

The entire payment has been reconciled. Cannot be reconciled any more.
The payment for this agency is fully reconciled. There are no funds left to apply to the account. Do one of the following:
- Change the payment for another student or invoice to **P** for *partial* and add another partial payment to this student or invoice.
- Keep all payments as they were, but do not add any more payments.

There are no outstanding reconciliation records.
No reconciliation records were found. Select another agency to reconcile or select **Exit**.

There are not reconciliation records to process for this agency. <RETURN>
This field is blank, it contains a value that is not valid, or no records remain outstanding for the selected agency. Enter a valid agency code; select **Table Lookup** to find valid entries.

There are no records satisfying the conditions.
You entered a name or ID number that does not exist on the system. Do one of the following:
- Check the number or the spelling of the name.
- Type an asterisk (*) next to the name to find all similar names.
- Activate any appropriate fields in the Name Search Parameters screen to broaden your search.

This is the first parameter.
This is the first parameter on this screen; you cannot move up or back any further.

This parameter must be entered because of the change in the pervious parameter.
Because you changed the default value in a previous parameter, you must make a valid entry in the current parameter for the system to perform properly.

This student has no subsidiary accounts.
You entered a student ID for a student who does not have subsidiary accounts. Either enter another student's ID number or return to the previous screen.

Total '00.00': Not valid S/A-CH'
The total code you entered does not exist. Enter a new value.

Total 'XXXX': Already in list.
The total code you entered is already included in the Totals screen. Enter another valid total code.

Total '5': Invalid.
The total code that you entered does not exist. Enter another total code.

Transaction type 'XXXX': Invalid in current operation.
You entered a value in the Transaction Type field that is blank or not valid. Enter a valid field entry; select **Table Lookup** to find valid entries.

Transaction type 'XXXX': Subs 'X/X' disagrees with account 'XXXX-XXXX-XXXX.'
The subsidiary account does not match the general ledger account for the transaction type you entered. Select **Table Lookup** to find valid entries or see your Jenzabar coordinator to fix the problem for you.

- **Valid values: (A, B)**

- **Valid values: (Y, N)**
You have entered a value for this field that is invalid. Select a valid value from those provided.

You have not selected an ID record yet.
You must enter a student ID number in the ID No. field before you continue using Cashier.

Receiving Electronic Mail Messages

Electronic mail messages

Occasionally, status or error messages appear in your electronic mail, instead of immediately on the comment or error line. Such messages tell you any of the following information.

- A process was completed successfully; when you see these messages, you can delete or save them according to your preferences or established policy.
- Information cannot be found; try the process again with new field values.
- Errors have occurred while trying to complete a process; tell your Jenzabar coordinator about these messages in order to resolve the problem.

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