



# Review transactions and close a cashiering session



## Overview

---

### A task to perform everyday

Every time you manually enter or modify transactions on students accounts, a cashiering session is automatically opened. At the end of the day, it is necessary to review all the transactions that were performed to make sure they are correct and then close the cashiering session properly so they can be reviewed by student accounts before being sent to the finance system.

The present document, in conjunction with the field description for the form TGACREV provides guidelines to help you perform these actions.

## How to review transactions on student accounts and close a cashiering session



## How to review transactions on student accounts and close a cashiering session

---

- Process**
- Access the form Cashier Session Review TGACREV and populate it.
  - Review the cashier session summary
  - Review the cashier session details
  - Close the cashiering session
- Procedure**
- 1 Access the form Cashier Session Review TGACREV and populate it.
    - a Open the Banner form TGACREV.
    - b Enter your Banner User ID and session number for the session which needs to be closed. Usually, you daily session will be Session '0'.
    - c **Save**
    - d **Next Block**  
This block is limits displayed transactions by **Type** (P=Payments, C=Charges) or **Category**. Leave the fields **blank** to see **all** your transactions.
    - e **Next Block** again to populate the form.  
You can see the list of all transaction by **detail code** and the associated totals.
  - 2 Review the cashier session summary
    - a Look at each summary by detail code. They represent the **Total** of each type of transactions you processed in this cashier session.  
For example: You entered 5 transactions with Detail Code ADID (Replacement ID cards). You will see **one** entry with Detail Code ADID and a total of \$100.
  - 3 Review the cashier session details
    - a Select **Options > Review Cashier Session Detail** to view the list of all transactions put in during this cashiering session.
    - b Look at each entry representing **individual** transactions.  
In this block, you can see **all** 5 ADID entries for \$20 each.
  - 4 Close the cashiering session
    - a Select **Options > Close Session**.
    - b Write down the number that appears in the **Session Number** field in the key block.
    - c Inform your supervisor and / or Pat Champagne that the session has been closed (**provide session number from sub-step b**) and request that the session be finalized.