HOW TO DISPLAY ALL ACTIVE AND INACTIVE CASHIERING SESSIONS IN BANNER FIS
Cashier Supervisory Form (TGACSPV)

General:

The *Cashier Supervisory Form* is used to display all active and inactive cashiering sessions on the system. This form allows a supervisor to query information about cashiering sessions, such as start/end dates and times for sessions, last entry for active cashiering sessions, and status of sessions.

The form can also be used to place *Closed* cashiering sessions (in the Inactive Cashier Session window) into *Finalized* (Feed to Accounting) status. This may only be done by a supervisor whose user ID is designated as *supervisor* on the *User Profile Definition Form (TGAUPRF)*.

Cashiering activity must have taken place for this form to be useful.

Check List:

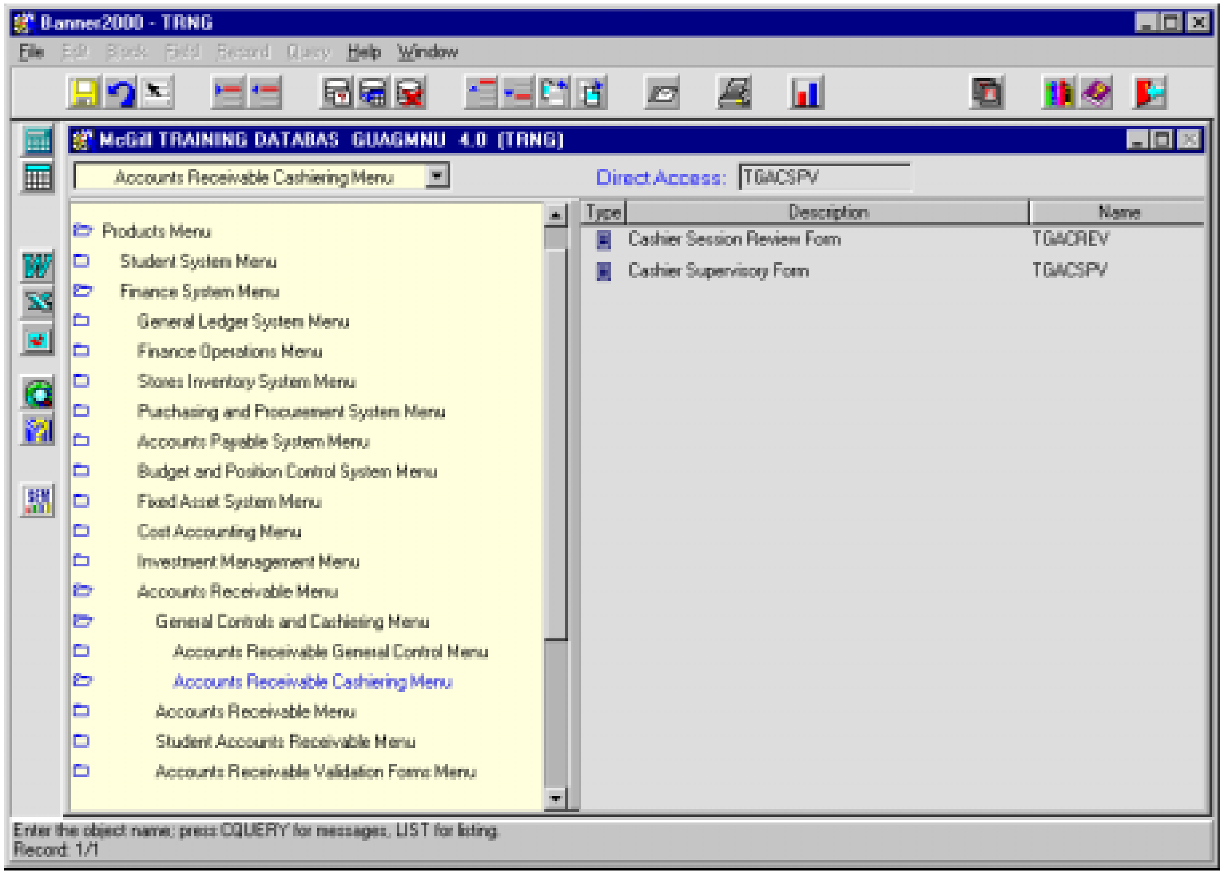
Before you proceed, you must have the following information:

- ❖ For sessions that contain payments that require deposits, the deposit slip must have been presented to the Supervisor approving the session. For users who are at a distance and depositing their own funds, the slip may be faxed to Accounting.

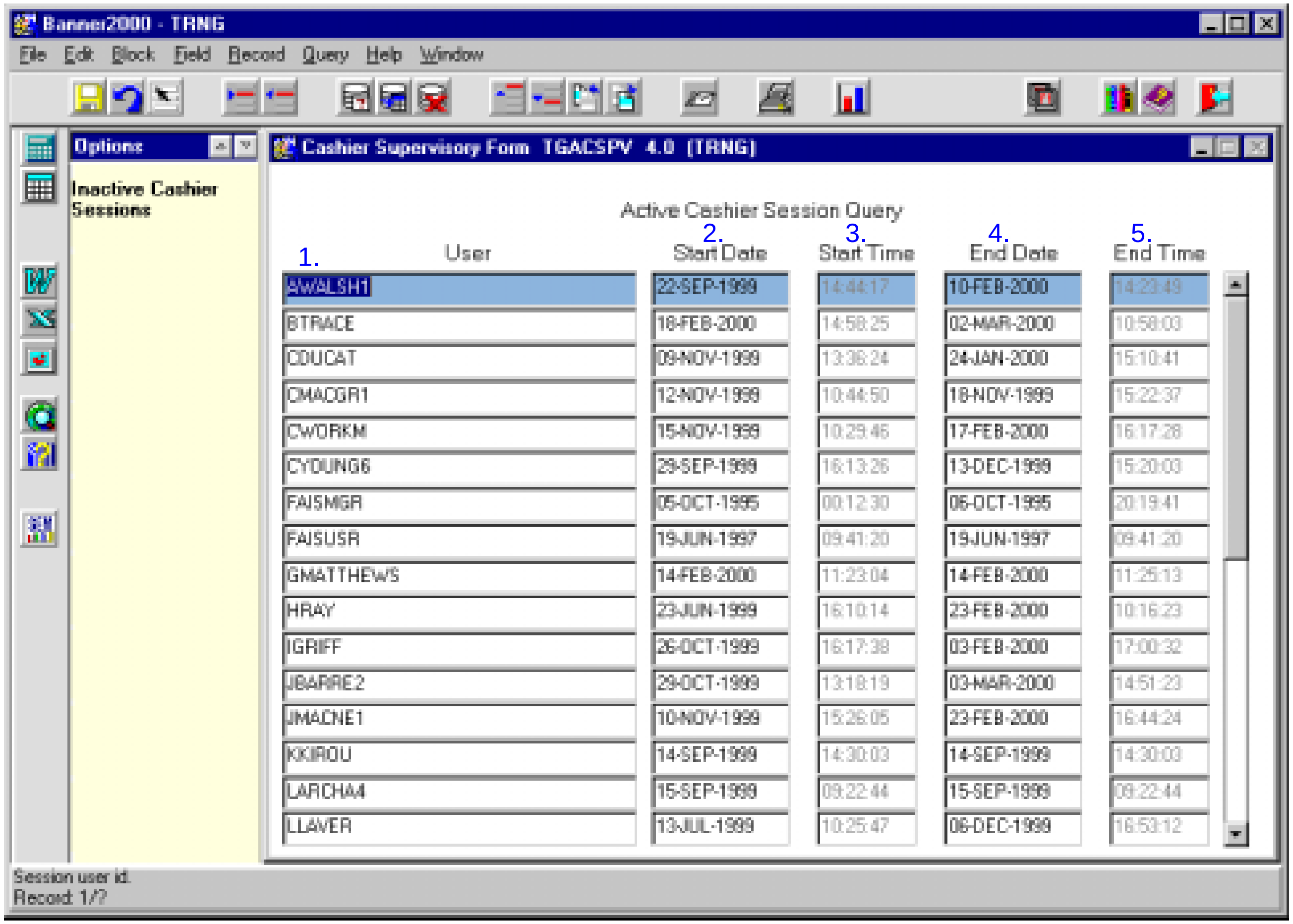
Accessing the "Cashier Supervisory Form" (TGACSPV)

Type the name of the form TGACSPV in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Finance System Menu
3) *Select* Accounts Receivable Menu
4) *Select* General Controls and Cashiering Menu
5) *Select* Accounts Receivable Cashiering Menu
6) *Select* Cashier Supervisory menu (TGACSPV)



The adjacent screen will appear:



Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

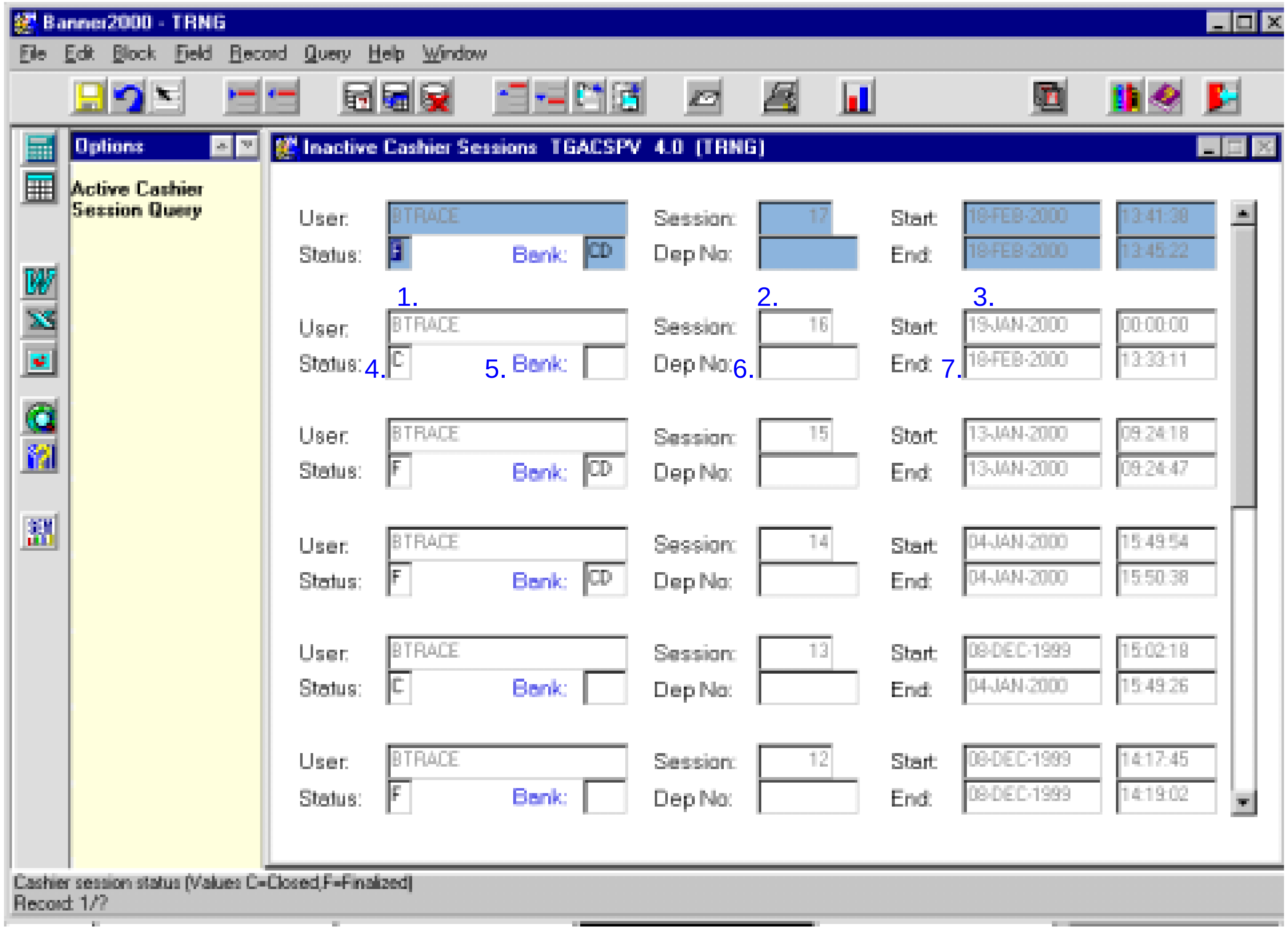
Active Cashier Session Query Window

Req'd	*#*	*Field*	*Action*	*Reaction*	*Explanation/Description*	*Related Documentation*
	1.	User			The individual this session belongs to.	
	2.	Start Date			The date the session started.	
	3.	Start Time			The time the session started.	
	4.	End Date			The date the session ended.	
	5.	End Time			The time the session ended.	

Inactive Cashier Sessions Window

This window displays the inactive cashier session information, which is used to show all inactive cashiering on the system.

Banner will display all cashiering sessions with a status of **C** (closed), **F** (Feed to Accounting), or **R** (Reported). The sessions appear with the most recent session displayed first.



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	User			The individual this session belongs to.	
	2.	Session			The session number.	
	3.	Start			The date and time the session started.	
	4.	Status			The status of the session. **C** – closed	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					F – feed to Accounting **R** – reported	
	5.	Bank			Bank code. Tend to leave blank as a session may have payments belonging to more than one bank.	
	6.	Dep No			Deposit slip number – completed if session has payments.	
	7.	End			The date and time the session ended.	