How to Set Up a Cashier

QUESTION

How do I set up a cashier?

ANSWER

1. Go to **Revenues à Cash Setup à Cashiers.**
2. Click on **Add**.
   a. UFS will automatically generate the Cashier No. & Creation Date once the cashier has been saved.
3. Input the cashier's last name.
4. Input the cashier's first name.
5. Input the cashier's middle name.
   NOTE: The cashier's first and middle name field entry is optional.
6. Select a **Cashier Type:**
   - **Sodexho Employee**
   - **Client Employee**
   - **Volunteer** - Not An Option for School Services
7. Input the most recent date the cashier was audited, or the cashier's hire date if the cashier is a new hire.
8. Click on **Save**.
9. Click **OK** to the confirmation message
10. Click **Cancel** when all needed cashiers have been added.