

DESCRIPTION: This procedure displays the teller cash drawer totals for the current work control session and allows them to close the cash drawer. The user may close their cash drawer for a settlement other than the settlement they are currently logged on to by entering the settlement number on the Close Teller Cash Drawer screen. Work and Cash Drawer Totals must balance to reconcile and close the cash drawer. The teller log information can be viewed from the List Transactions screen or printed from the Reports Menu - Transaction Activity by Teller.

At the DMV Select Main Menu:

1. Select "Tools" from the top tool bar. Select "Revenue" from the box that displays.
2. Select "Close Cash Drawer" from the box that displays. The "Close Cash Drawer" menu will display.
3. Select the cash drawer you wish to close. The "Close Teller Cash Drawer" screen will display.
4. Select "Process" to close cash drawer. The message "Requested Cash Drawer Is Now Closed" is displayed.