




Revised: 06/04/2004

## Review/Close Cashier Session FIAR-002

1. In the Direct Access field (labeled "**GO:**"), type **TGACREV** and press **Enter** to access the *Cashier Review Form..*
2. Enter the **SESSION USER** and **SESSION NUMBER** of 0 (zero) and select **SAVE**  from the navigation toolbar.
3. Select **NEXT BLOCK** .
4. Leave **PAYMENT/CHARGE** field blank and **CATEGORY**.
5. Select **NEXT BLOCK**  Detail codes entered for that cashier will be displayed in summary format.
6. To review the individual charges, select **OPTIONS, Review Cashier Session Detail**.

To **close a session** when payments have balanced to the data input

7. Select **OPTIONS, Close Session**

