## Using Cash Replenishment

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Cash Replenishment** page.  
      Click the **Student Financials** link. |
| 2.   | Click the **Cashiering** link. |
| 3.   | Click the **Cash Management** link. |
| 4.   | Click the **Replenish Cash** link. |
| 5.   | Click the **Add** button.  
      ![Add](attachment:button.png) |
| 6.   | Use the **Cash Replenishment** page to replenish cash in a drawer. |
| 7.   | Click in the **Tender** field.  
      ![Tender](attachment:field.png) |
| 8.   | Enter the tender key that you have set up for cash payments.  
      Enter the desired information into the **Tender** field. Enter a valid value e.g. "CASH". |
| 9.   | Click in the **Amount** field.  
      ![Amount](attachment:field.png) |
| 10.  | Enter the amount of cash that you are adding to the drawer.  
      Enter the desired information into the **Amount** field. Enter a valid value e.g. "400.00". |
| 11.  | Click the **Create Receipt** button to create a receipt for the cash replenishment. When you click the button, it becomes unavailable and the **Print Receipt** button appears.  
      Click the **Create Receipt** button.  
      ![Create Receipt](attachment:button.png) |
| 12.  | Click the **Print Receipt** button to create a report of the receipt that you just created.  
      You must use Report Manager to view the report created when you click the **Print Receipt** button. |
| 13.  | After you create a receipt, click the **New Transaction** button to return to a new, blank **Cash Replenishment** page so that you can process another cash replenishment. |
| 14.  | You have successfully used the cash replenishment feature.  
      **End of Procedure.** |