

Business Process Procedures

1.20 CASH REPLENISHMENT

Overview These procedures walk a cashier through the step-by-step process of adding cash to a cash drawer without having to close the cashier office to add funds.

Key Points This procedure is not associated with a specific cash register, but rather the entire cashier office.

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Detailed Directions

Step 1 Follow the navigation above. A dialog window displays.

Enter **NV280** as the Business Unit or click to lookup.


Enter the Cashier's Office name or click to lookup, or click to search for a name. If you chose to search for the Cashier's Office name, then choose the appropriate value from the search results.

Accept the Receipt Number default as 999999999999.

Step 2 Click .

Step 3 The Cash Replenishment page displays.

Step 4 You may choose to enter your deposit number as the reference number.

Step 5 Enter Cash for the tender, or click  to lookup.

Step 6 Enter the amount of cash you are adding to the drawer.

Step 7 Click Create Receipt to save the replenishment.