Cashiers Last Modified on 07/28/2023 4:13 pm CDT

Setup

When using Quick Tickets, a cashier sign in may be required. If utilizing the cashier sign in, establish the cashiers at *Accounting / Setup / A/R / Cashiers*.

🖳 Edit A Casł	ier	_		\times
Cashier ID	ABC			
First Name	Allison			
Last Name	Campbell			
	Active			
Pin Number	1234			
		Save	Cance	el

- **Cashier ID** Enter an ID for the cashier. Up to 15 characters may be used for this ID. This *Cashier ID* displays at the top of the *Quick Ticket* window and also displays at the *Manage Quick Tickets* window in the *Quick Ticket* grid.
- First Name Enter the cashier's first name.
- Last Name Enter the cashier's last name.
- Active Select this option for active cashiers. If a cashier is inactive, the *Pin Number* for an inactive cashier is not a valid entry.
- **Pin Number** Enter a personal identification number for the cashier. This PIN can be up to 4 digits in length and must be numbers. No letters or special characters are allowed. It must also be unique for all cashiers. This is the PIN the cashier keys to begin entering Quick Ticket transactions.

Sign-In

When multiple users access a single machine, cashiers can be easily identified by requiring a PIN number before opening and entering Quick Tickets. This optional feature is helpful when reconciling a register at the end of the day or when specific questions about a transaction arise.

Select the Require a cashier on the quick ticket option at Accounting / Setup / Location Preferences.

Invoice Invoice Printout Delivery Ticket A/R Logo Alt Logo Inventory Direct Invoice Date System Date	00MAIN ~			
Direct Invoice Date System Date Stop Invoices that will result in Negative Amount On Hand of Inventoried Products Import from Tickets Date System Date Bisplay Product selection Screen Invoice Due Date Ferms Allow Date change on Reversing Invoice Market Cost None Default Reversing Invoice Date to Current Date Price By Products Require Sales tax exemption reason Default Price To Individual Ignore Blend Ticket Discount Terms Default Price To Individual By Field, use Bookings that are by Field O Lock credit limit when invoicing Priced DT By Field, use Bookings that are by Field Display Print Window on Void for CRM On on thoor quoted delivery ticket and blend ticket Display Print Window on Void for CRM Suppress warning if control number is duplicated No Checking Allow Manufactured Inventory Detailed Billing List Price Suppress warning if control number is duplicated Allow dignature on save of invoice Default Business Influence Require a reason when invoice is voided or reversed	nvoice Invoice Printout Delivery Tr	ïcket A/R Logo	Alt Logo Inventory	
	Direct Invoice Date System I Import from Tickets Date System I Invoice Due Date Terms Market Cost None Price By Products Terms Default N15 Default Price To Individua Check credit limit when invoici Display Print Window on Void Default Booking Print Method Disallow Lot Number Balance to gr No Checking V	Date Date	Stop Invoices that will result in Negative Amount On Hand of Inventoried Pro- Display Product selection Screen Require Salesperson ID on Invoices Allow Date change on Reversing Invoice Default Reversing Invoice Date to Current Date Require sales tax exemption reason Warn if invoice has any line items with zero unit quantity Ignore Blend Ticket Discount Terms Display Additional Info Screen Include Sales Tax in Discount By Field, use Bookings that are by Field Use Tax rate from Customer and Ship To Warn if invoice has any line items with zero unit price Do not honor quoted delivery ticket and blend ticket Allow different customer payment terms on invoice Suppress warning if control number is duplicated Allow Manufactured Inventory Detailed Billing List Price ✓ Default barcode entry to quantity Display amount due on roll thru POA window Allow signature on save of invoice Require a cashier on the quick ticket Timeout (in minutes) Require a reason when invoice is voided or reversed	v

When selected, a cashier will be required to input the required *Pin Number* before opening and entering a Quick Ticket.

The *Timeout (in minutes)* drop-down becomes enabled when the *Require a cashier on the quick ticket* option is selected. When a time is selected from the *Timeout* preference and a cashier becomes inactive for the length of the established time, a PIN is required to continue on the Quick Ticket. If a transaction was in process, it will be available upon entering a PIN.

Enter the Pin Number, and select the Sign in button. The Cashier may now enter the Quick Ticket.

Cashier Sign-In		
		Sign in
Pin Number:	****	Cancel

On the Accounting / A/R / Manage Quick Tickets screen, a Cashier ID column is available in the grid to view the Cashier who entered the Quick Ticket. The ability to filter by Cashier ID is also available on the Manage Quick Tickets window.

🖳 Man	age (Quick Tickets													- • ×
		Transaction #	Location	User	Date	Customer	Туре	Amount	Posted	Inv Location	Inv Date	Inv Number	Cashier ID		
1 ▶		120004	00MAIN	1re	07/	Lyle Bo	Cash	30.00	Yes	00MAIN	07/28/	1200884	ABC		
2		120005	00MAIN	1re	07/	Cash Sale	Cash	300.00	Yes	00MAIN	07/28/	1200885	ABC		
3		120006	00MAIN	1re	07/	Cash Sale	Cash	271.00	Yes	00MAIN	07/28/	1200886	ABC		
	Tag A	.II Filt	er Locati	00 4	NII		~	Date Ra	nge			Rep	rint	View	Void
							Us Start		se Date Range						
U	nTag/	All	Us	er 4	All		\sim			28/2023		Repri	nt LC	Void/Start With	
			State	us E	Both		\sim	E	na 07/	28/2023		Opti	ons	Include Products	
			Ту	pe 🖌	All		\sim	Sele	ct Cust			Brous	Out	Poet	Cancel
	Cashier ID ,			ID 4	All		\sim	Cus	st. Cls.	Ap	ply	PIOVE	; Out	POSI	Cancer
Suspe	nded	Tickets Report				P	rint on	v Totals pa	ae whe	en printing	Drint Dro	duct Decan w		Sales per hour Print Customer Nam	