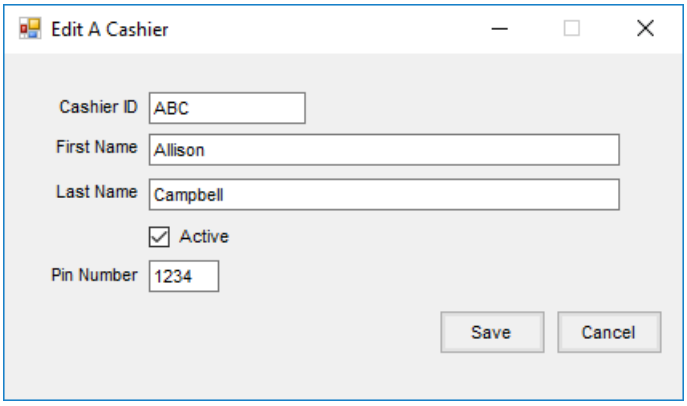
Cashiers

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*.

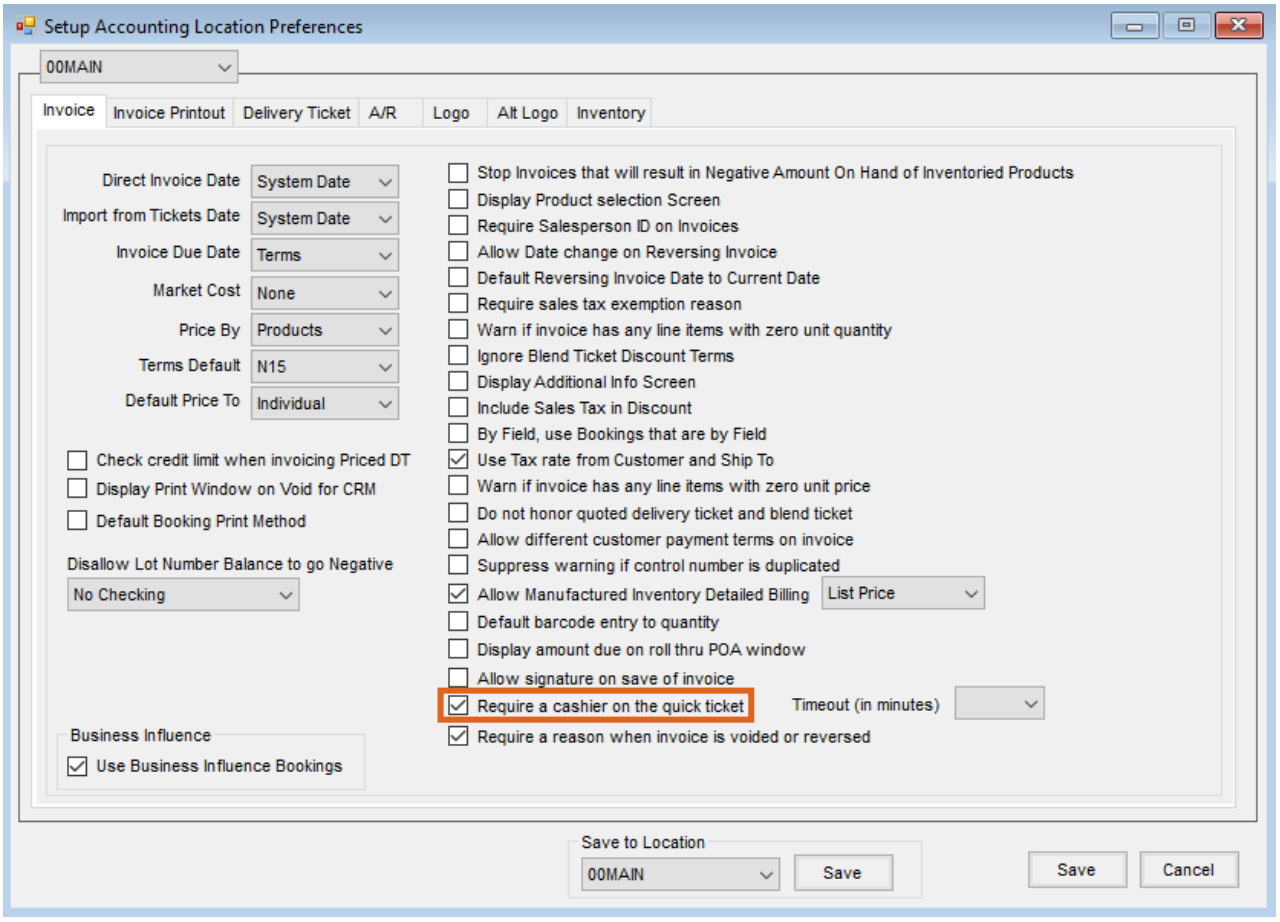


- **Cashier ID** – Enter an ID for the cashier. Up to 15 characters may be used for this ID. This *Cashier ID* displays at the top of the *Quick Ticket* window and also displays at the *Manage Quick Tickets* window in the *Quick Ticket* grid.
- **First Name** – Enter the cashier's first name.
- **Last 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.

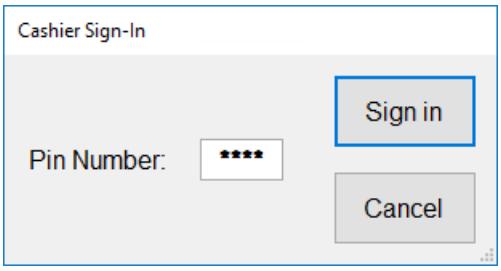
Select the *Require a cashier on the quick ticket* option at *Accounting / Setup / Location Preferences*.



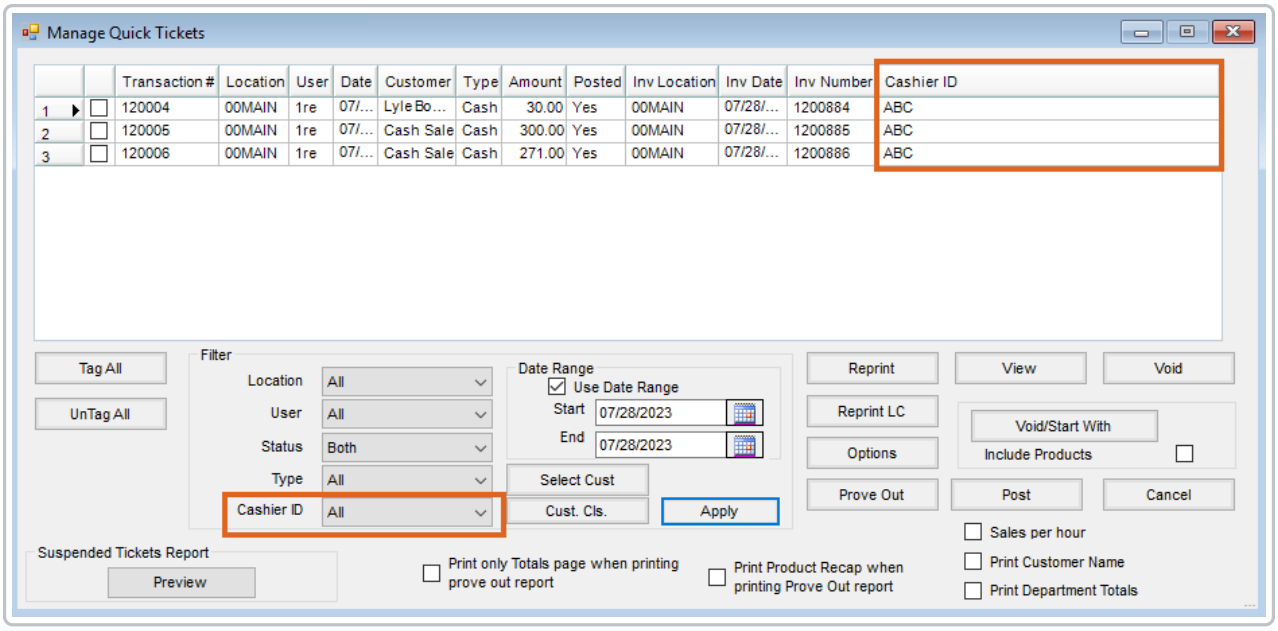
When selected, a cashier will be required to input the required *Pin Number* before opening and entering a Quick Ticket.

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.



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.


Manage Quick Tickets
Transaction #
Location
User
Date
Customer
Type
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 All
UnTag All
Filter
Location All
User All
Status Both
Type All
Cashier ID All
Date Range
Use Date Range
Start 07/28/2023
End 07/28/2023
Select Cust
Cust. Cls.
Apply
Reprint
View
Void
Reprint LC
Void/Start With
Include Products
Options
Prove Out
Post
Cancel
Suspended Tickets Report
Preview
Print only Totals page when printing prove out report
Print Product Recap when printing Prove Out report
Sales per hour
Print Customer Name
Print Department Totals