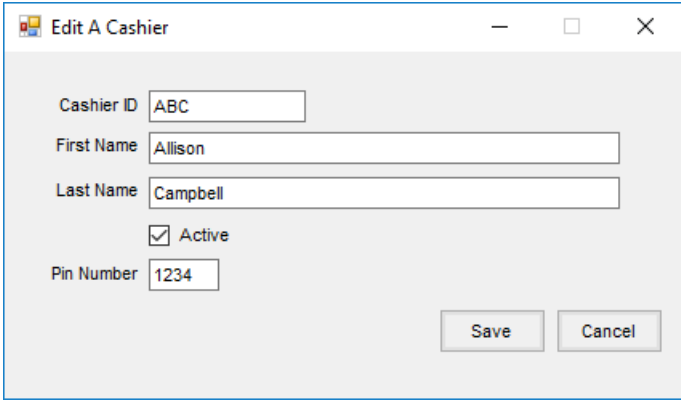


Cashiers

Last Modified on 05/06/2026 9:35 am 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*.



The screenshot shows a window titled "Edit A Cashier" with the following fields and controls:

- Cashier ID: ABC
- First Name: Allison
- Last Name: Campbell
- Active:
- Pin Number: 1234
- Buttons: Save, Cancel

- **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*.

The screenshot shows the 'Setup Accounting Location Preferences' window for location '00MAIN'. The 'Invoice' tab is selected. On the left, there are several dropdown menus: Direct Invoice Date (System Date), Import from Tickets Date (System Date), Invoice Due Date (Terms), Market Cost (None), Price By (Products), Terms Default (N15), and Default Price To (Individual). Below these are several checkboxes: 'Check credit limit when invoicing Priced DT', 'Display Print Window on Void for CRM', and 'Default Booking Print Method'. A 'Disallow Lot Number Balance to go Negative' section has a 'No Checking' dropdown. At the bottom left, 'Business Influence' is checked. On the right, a list of checkboxes includes options like 'Stop Invoices that will result in Negative Amount On Hand of Inventoried Products', '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' (with a 'List Price' dropdown), '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' (checked and highlighted), and 'Require a reason when invoice is voided or reversed'. A 'Timeout (in minutes)' dropdown is set to 'List Price'. At the bottom, there is a 'Save to Location' dropdown set to '00MAIN' and 'Save', 'Save', and 'Cancel' buttons.

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.

The screenshot shows a 'Cashier Sign-In' dialog box. It has a title bar 'Cashier Sign-In'. Below the title bar, there is a 'Pin Number:' label followed by a text input field containing four asterisks. To the right of the input field are two buttons: 'Sign in' and '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.

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
Options
Prove Out Post Cancel
Void/Start With
Include Products

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