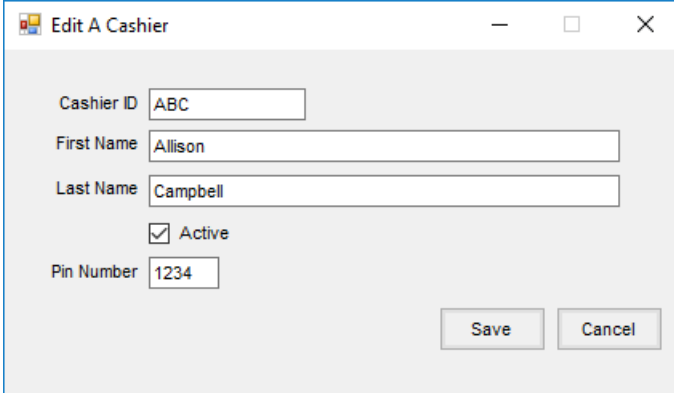


Cashiers

Last Modified on 06/29/2026 1:14 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*.



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

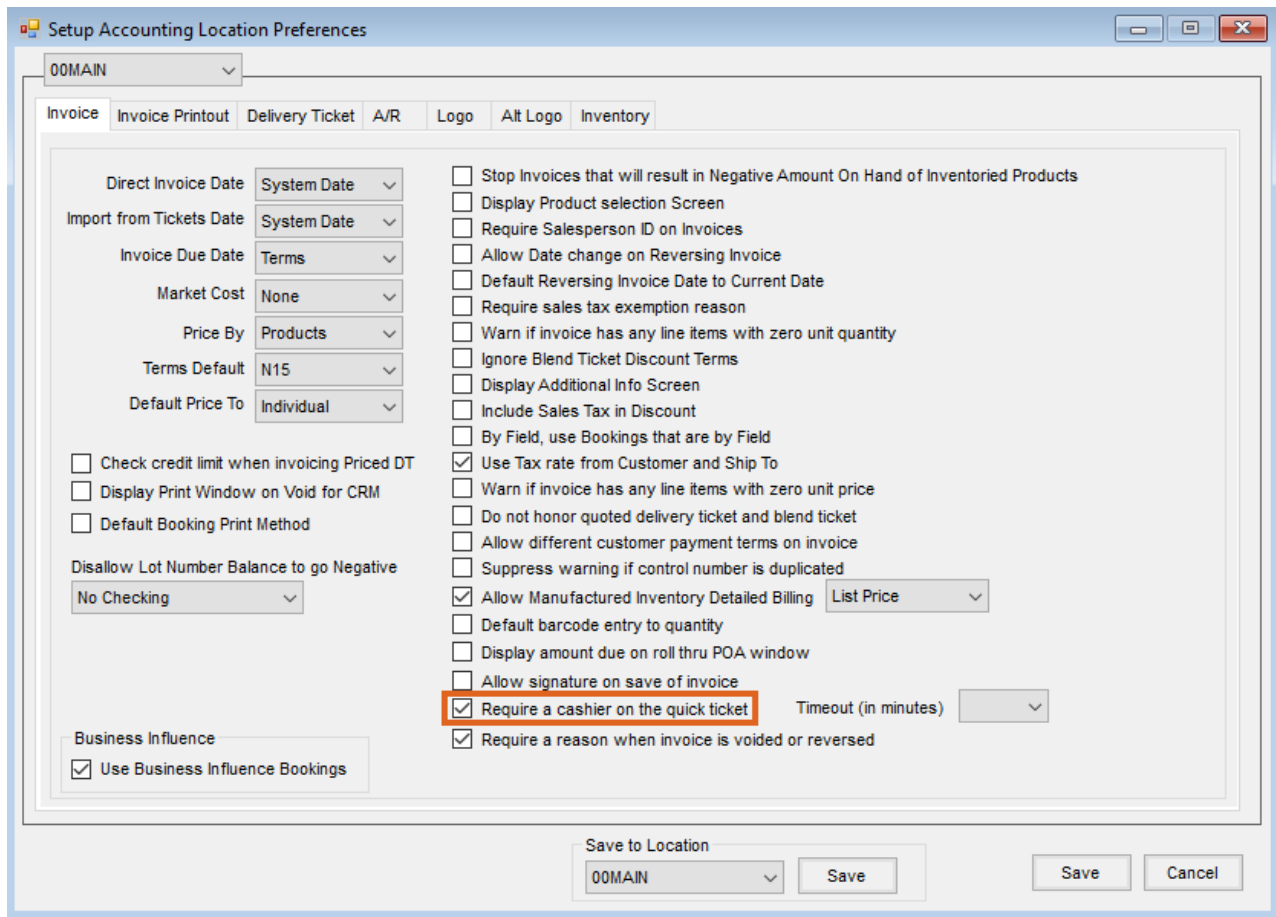
- Cashier ID: ABC
- First Name: Allison
- Last Name: Campbell
- Active:
- Pin Number: 1234
- Buttons: Save, Cancel

- **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 entered 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.

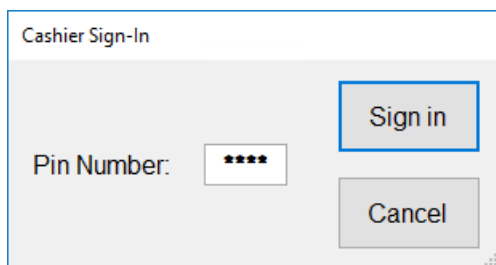
Select the *Require a cashier on the quick ticket* option at *Accounting / Setup / Location Preferences*.



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
End
Select Cust
Cust. Cls.
Apply

Reprint
View
Void
Reprint LC
Options
Prove Out
Void/Start With
Include Products
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