Quickstore Professional - How do I setup Cash Drawer Shift In/ Out

Sicaro - 2017-04-10 - QuickStore

The Cash Drawer Shift In/Out Form is used to track cash drawer activity by employee. Each consecutive drawer check-in and check-out creates a completed cash drawer shift entry.

The Cash Drawer Shift In/Out Form is used to enter Cash Drawer Shifts for employees. To check a drawer in or out, a username and password must be entered. Depending on specific settings in the Computer Settings Form, The Cash Drawer Shift In/Out Form may be accessed by any employee regardless of who is logged in at the time. Only one drawer may be checked in at any given time for each station and employee.

To Enable Cash Drawer Shift In/Out:

Setup> This computer> Cash Drawer

Under Cash Drawer Shift Tracking select Track this station's cash drawer and allow multiple users to tender payments. Click OK

To access the Cash Drawer Shift In/Out Form from the application main menu, press Ctrl + Z or select Activities > Cash Drawer Shift In/Out.

The Cash Drawer Shift Summary and Cash Drawer Shift Detail Reports can be run to determine specific information for each cash drawer shift.