


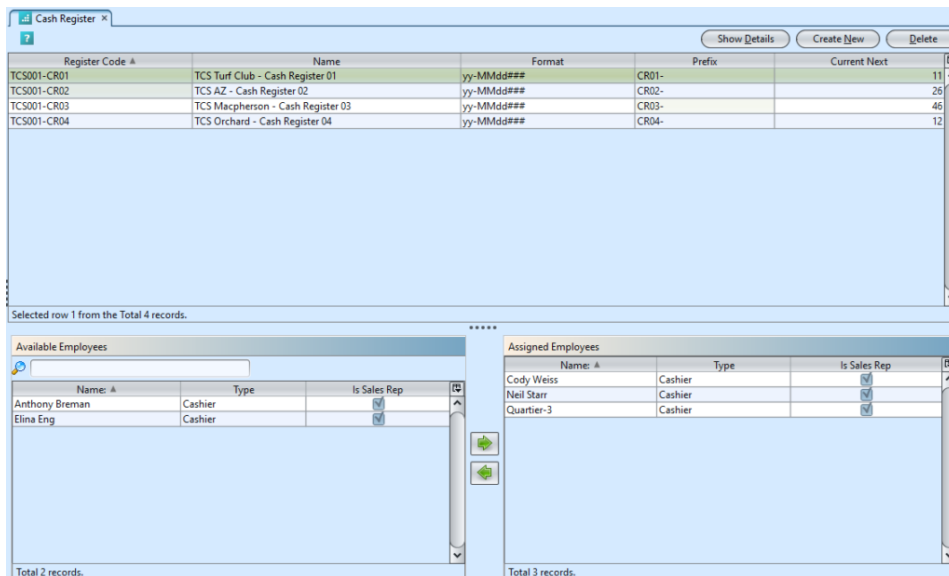


# Cash Register

Cash Register view allow user to create and manage the system cash registers and cashiers' access. Below actions are available under Cash Register:

-  Enter new cash register machine's details
-  Update, delete, view and search for available employees for cash register
-  Assign employee(s) to cash register



The screenshot shows a 'Cash Register' window with a table of registers and two panels for employee management.

Register Code	Name	Format	Prefix	Current Next
TCS001-CR01	TCS Turf Club - Cash Register 01	yy-MMdd###	CR01-	11
TCS001-CR02	TCS AZ - Cash Register 02	yy-MMdd###	CR02-	26
TCS001-CR03	TCS Macpherson - Cash Register 03	yy-MMdd###	CR03-	46
TCS001-CR04	TCS Orchard - Cash Register 04	yy-MMdd###	CR04-	12

Selected row 1 from the Total 4 records.

**Available Employees**

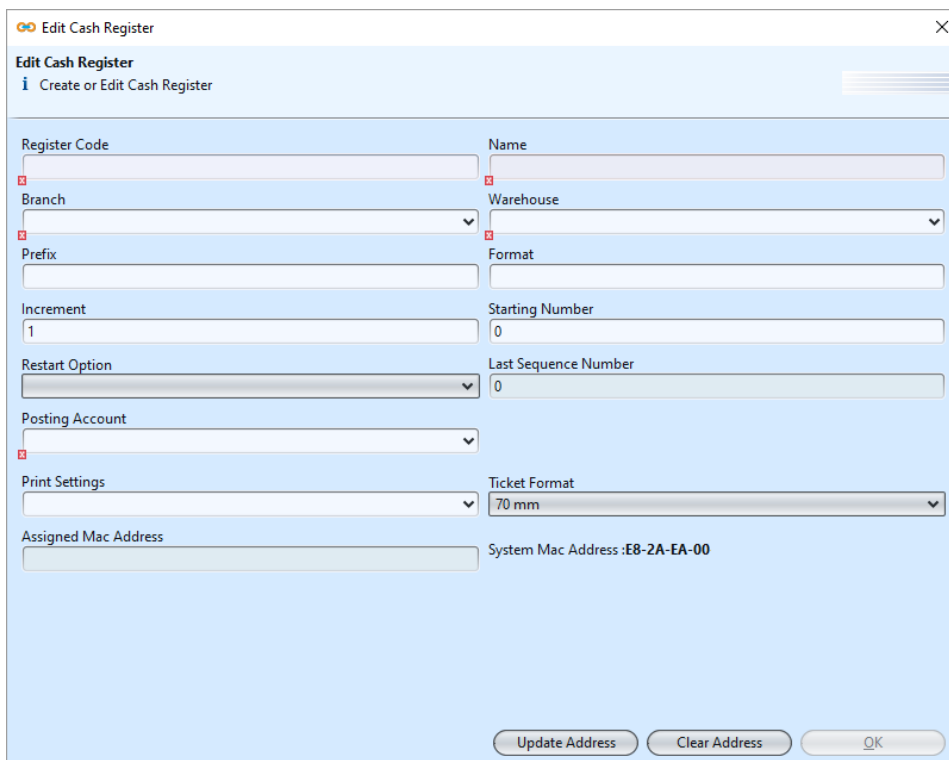
Name	Type	Is Sales Rep
Anthony Breman	Cashier	<input checked="" type="checkbox"/>
Elina Eng	Cashier	<input checked="" type="checkbox"/>

Total 2 records.

**Assigned Employees**

Name	Type	Is Sales Rep
Cody Weiss	Cashier	<input checked="" type="checkbox"/>
Neil Starr	Cashier	<input checked="" type="checkbox"/>
Quarter-3	Cashier	<input checked="" type="checkbox"/>

Total 3 records.



**Edit Cash Register**

Create or Edit Cash Register

Register Code:

Name:

Branch:

Warehouse:

Prefix:

Format:

Increment:

Starting Number:

Restart Option:

Last Sequence Number:

Posting Account:

Print Settings:

Ticket Format:

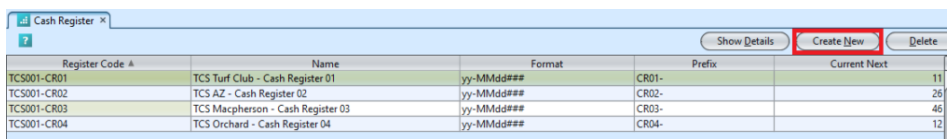
Assigned Mac Address:

System Mac Address: E8-2A-EA-00

Field Name	Description	Mandatory Information
Register Code	Code for cash register	Y
Name	Name of cash register	Y
Branch	Branch of company	Y
Warehouse	Warehouse of operation for cash register	Y
Prefix	Prefix code for cash register's sales ticket number	N
Format	Format for cash register's sales ticket number	N
Increment	Increment cash register's sales ticket number by this number	Y
Starting Number	Starting number of cash register's sales ticket number	Y
Restart Option	Option to restart cash register's sales ticket number	N
Last Sequence Number	Last number in sequence of cash register's sales ticket number	Y
Posting Account	Account code & name for posting POS sales transactions	Y
Print Settings	Printer setting for cash register	Y
Ticket Format	Format for cash register's sales ticket (size of paper: 60 mm, 70 mm, 80 mm)	Y
Assigned Mac Address	Assigned Mac address for the cash register's computer	Y
System Mac Address	Mac address of computer the user is currently using	Y
Update Address	Update Mac address for the cash register's computer	_
Clear Address	Clear Mac address for the cash register's computer	_
OK	Click OK button to save changes and close the window	_

## Create New Cash Register

1. Click on **“Create New”** button at the top right of screen



The screenshot shows a window titled 'Cash Register' with a table of existing registers. The 'Create New' button is highlighted in red. The table has columns for Register Code, Name, Format, Prefix, and Current Next.

Register Code	Name	Format	Prefix	Current Next
TCS001-CR01	TCS Turf Club - Cash Register 01	yy-MMdd###	CR01-	11
TCS001-CR02	TCS AZ - Cash Register 02	yy-MMdd###	CR02-	26
TCS001-CR03	TCS Macpherson - Cash Register 03	yy-MMdd###	CR03-	46
TCS001-CR04	TCS Orchard - Cash Register 04	yy-MMdd###	CR04-	12

2. Fill up cash register's information on the **“Edit Cash Register”** form

3. Select which Warehouse (store) to be use for the

cash register's inventory

4. Select which Posting Account (store) to be use for the cash register's account posting

5. Select which Printer (settings) to be use for the cash register's ticket / receipt

**Edit Cash Register**

Create or Edit Cash Register

Register Code	Name
TCS001-CR04	TCS Orchard - Cash Register 04
Branch	Warehouse
HQ - Head Office	TCS04 - The Corner Shops 04
Prefix	Format
CR04-	yy-MMdd###
Increment	Starting Number
1	0
Restart Option	Last Sequence Number
	0
Posting Account	
4110.011/CS002 - The Corner Shops	
Print Settings	Ticket Format
EPSON TM-T88V Receipt	70 mm
Assigned Mac Address	System Mac Address :E8-2A-EA-00
E8-2A-EA-00	

Update Address Clear Address OK

6. Click **"Update Address"** button at the bottom of screen to update/replace the **"Assigned Mac Address"** with **"System Mac Address"**. When assigned mac address equals to system mac address, this means the computer that the user is using has been assigned as the cash register machine.

**Edit Cash Register**  
Create or Edit Cash Register

Register Code TCS001-CR04	Name TCS Orchard - Cash Register 04
Branch HQ - Head Office	Warehouse TCS04 - The Corner Shops 04
Prefix CR04-	Format yy-MMdd###
Increment 1	Starting Number 0
Restart Option	Last Sequence Number 0
Posting Account 4110.011/CS002 - The Corner Shops	
Print Settings EPSON TM-T88V Receipt	Ticket Format 70 mm
Assigned Mac Address E8-2A-EA-00	System Mac Address :E8-2A-EA-00

Update Address Clear Address OK

7. Click on **"OK"** button at the bottom of screen when done

8. Assign which employee(s) (of cashier type) which can use the cash register\*

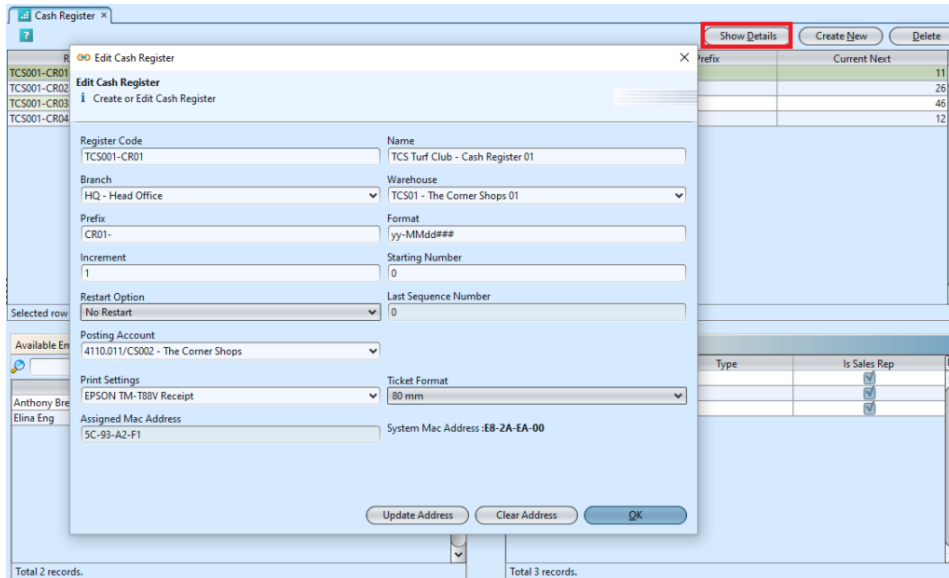
**\*Note:** see how to – Assign Employee(s) to Cash Register – at the bottom of this page

## Update Cash Register Details

1. Double click on cash register to be updated from the records table at the top of screen, it will bring up **"Edit Cash Register"** form for the selected cash register

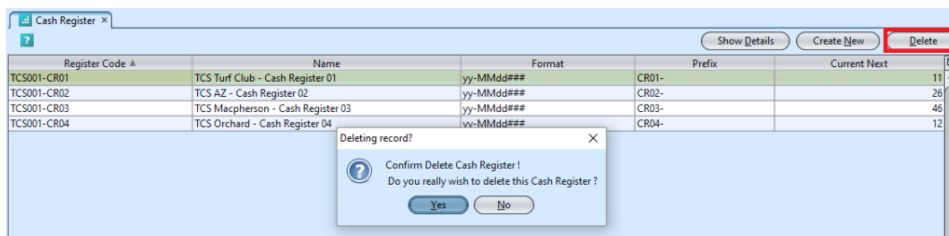
2. Make change(s) on the cash register information

3. Click on **"OK"** button at the bottom of screen when done



## Delete Cash Register

1. Click on cash register to be deleted from the records table at the top of screen
2. Click on **"Delete"** button at the top right of screen
3. Click on **"Yes"** button on the pop-up window to confirm record deletion



## View and Search for Available Employees for Cash Register

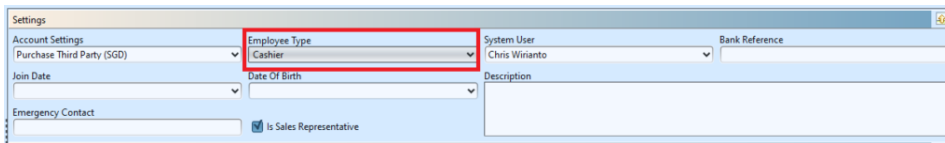
**Note:** Employee type must be of cashier for the employee to be available for selection as a cashier. This is set in **"POS – (Masters) Employees"** record

1. Enter search parameter to filter the result, i.e. type in employee name in the search textfield box, at bottom left of screen

2. Result can be sorted alphabetically by clicking the fields' columns

## Assign Employee(s) to Cash Register


Only employees which are assigned to a cash register able to use the cash register. Employee type must be cashier, for the employee to be available for selection as a cashier in the cash register. This is set in "**POS – (Masters) Employee**" record




The screenshot shows a software interface titled 'Settings'. It contains several fields and dropdown menus. The 'Employee Type' dropdown menu is highlighted with a red box and is set to 'Cashier'. Other visible fields include 'Account Settings', 'Purchase Third Party (SGD)', 'Join Date', 'Emergency Contact', 'System User' (set to 'Chris Wirianto'), 'Bank Reference', 'Date Of Birth', and 'Description'. There is also a checkbox labeled 'Is Sales Representative'.

1. Click on cash register record from the records table at the top of screen to assign employee

2. Click on employee record under "**Available Employees**" table at the bottom left of screen

3. Click on  button to assign the selected employee in "**Available Employees**" table to the cash register

4. Click on  button to remove (un-assign) the selected employee in "**Assigned Employees**" table from the cash register

Cash Register x

Show Details Create New Delete

Register Code ▲	Name	Format	Prefix	Current Next
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TCS001-CR02	TCS AZ - Cash Register 02	yy-MMdd###	CR02-	26
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TCS001-CR04	TCS Orchard - Cash Register 04	yy-MMdd###	CR04-	12

Selected row 1 from the Total 4 records.

Available Employees

Name: ▲	Type	Is Sales Rep
Anthony Breman	Cashier	<input checked="" type="checkbox"/>
Elina Eng	Cashier	<input checked="" type="checkbox"/>

Total 2 records.

Assigned Employees

Name: ▲	Type	Is Sales Rep
Cody Weiss	Cashier	<input checked="" type="checkbox"/>
Neil Starr	Cashier	<input checked="" type="checkbox"/>
Quartier-3	Cashier	<input checked="" type="checkbox"/>

Total 3 records.