Knowing Your Receipt Options

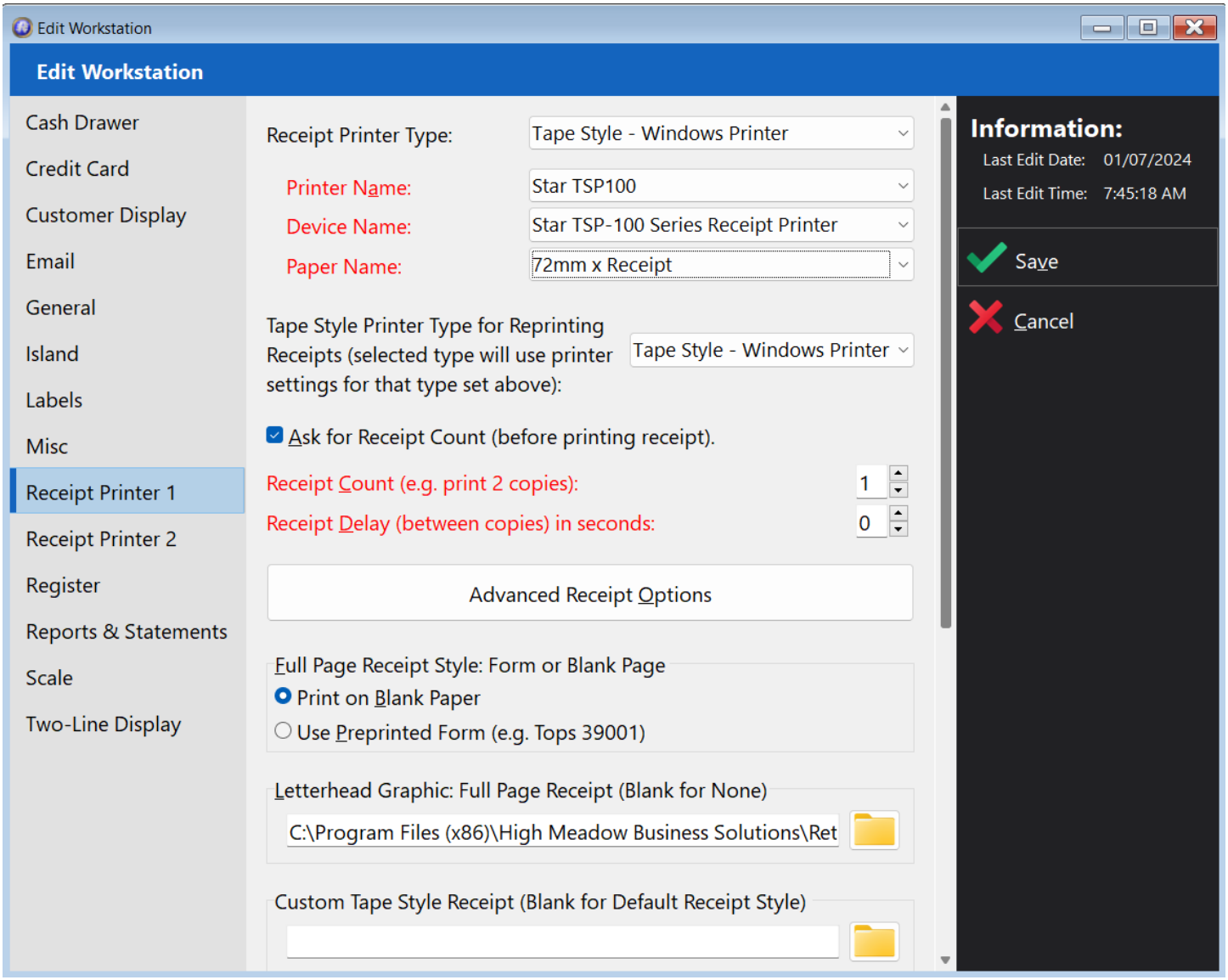
POS Software and Setup · https://retailedge.com/docs/knowing-your-receipt-options

Modifying your What Is Displayed on a Receipt

Have you ever wanted to add/edit the text or other options on a receipt that RetailEdge prints, but don't know where to go?
Note: If clerk security is turned on for your business you will need the appropriate security level in order to edit these settings.

In RetailEdge in the top toolbar, Go to **Tools** > **Settings** > **Workstations** and choose **Modify**. Choose the option for "**Receipt Printer 1**"

You'll see this:



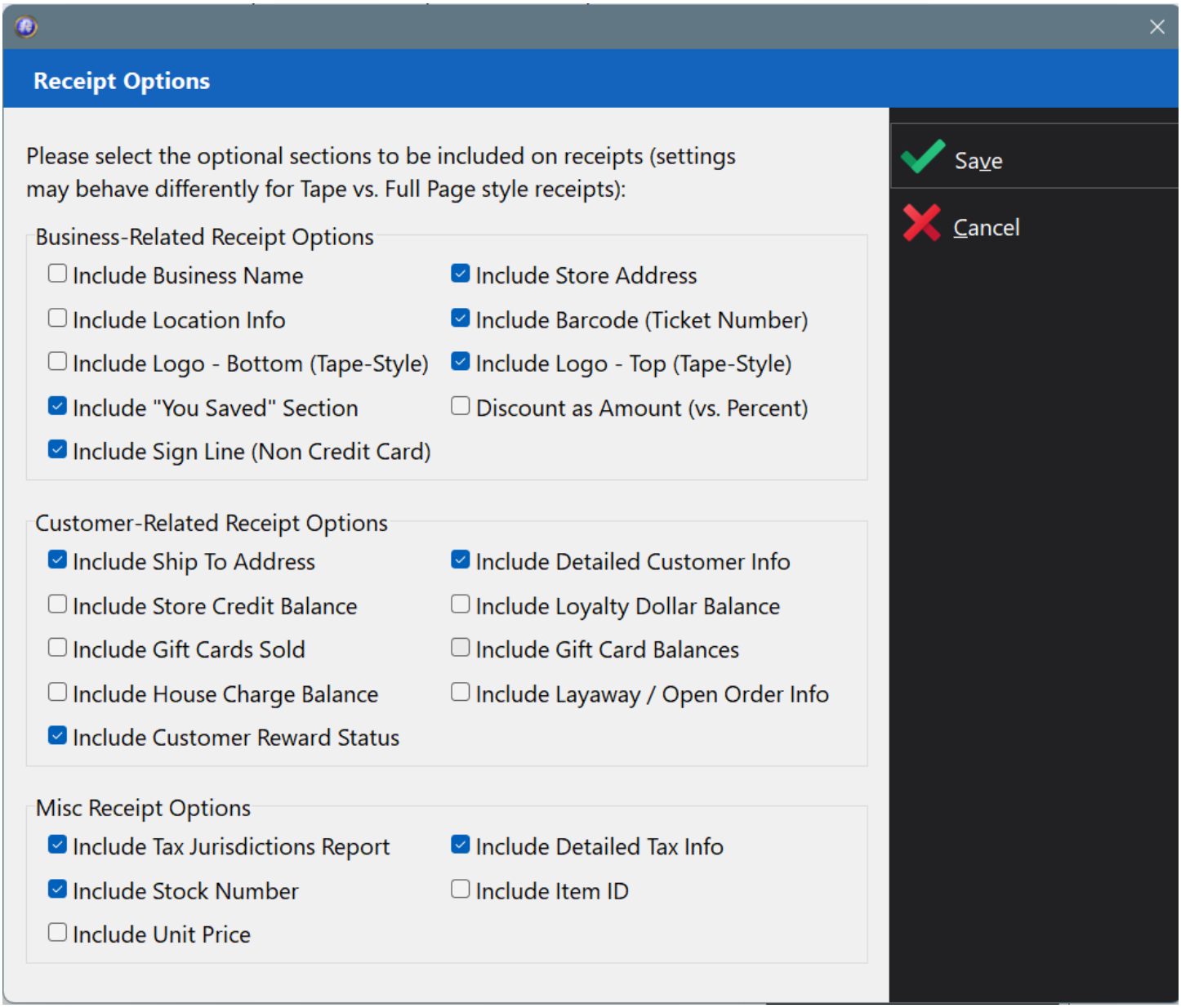
Here, you can choose

1. the receipt printer you are printing to (Full Page or Tape Style), the driver you are using, and paper size,
2. the receipt printer used for reprinting receipts,
3. an option RetailEdge prompt you with how many copies of the receipt you want printed and how many seconds in between each receipt,
4. receipts printed on-- a full blank piece of paper or a "preprinted form" (a pre-set for a receipt printer),
5. any full page letterhead graphic,
6. custom tape style or full page receipts, and

7. four different receipt messages.

RetailEdge Advanced Receipt Options

Click Advanced Receipt Options to bring up this:



Here is where you can add or remove a variety of Business Related, Customer Related and Miscellaneous options to your receipt.

Notes: 'Include Tax Jurisdictions Report' and 'Detailed Tax Info' are really for areas with complex sales taxes with exemptions.

Here is an example of what your receipt could look like if you choose the **Tape Style - Windows Printer Driver** option in the **Receipt Printer 1** Options.

RETAILEDGE

67 Merchants Row
Suite 301
Rutland VT 05701
802-549-4617

2/10/2020 4:03:08 PM, MON
Ticket: 36268 - RegID: 1
Location: Store
REPRINT

Qty	Description	Amount
1	back extender - 1 pack (S# FOREVER-BACKEXTENDER-1PACK, I# 341949, @ $6.00, ST)	$6.00
1	Low Back Converter (S# FOREVER-CONVERTER-LOWBACK, I# 956204, @ $9.00, ST)	$9.00
1	Shoulder Cushions (S# FOREVER-SHOULDERCUSHIONS, I# 541524, @ $11.00, ST)	$11.00
1	Low Back Converter (S# FOREVER-CONVERTER-LOWBACK, I# 956204, @ $9.00, ST)	$9.00

Sub Total:	$35.00
Tax:	$1.93
Total:	$36.93

Item Count: 4

Payments	Amount
CASH	$36.93
Total:	$36.93

Tax Jurisdiction	Sales	Tax
Maine-Sales tax	$35.00	$1.93

Thank you for your purchase!
Underwear, swimwear, beauty products, and sale items are final sale.
All returns are for store credit or exchange only WITHIN 21 DAYS OF PURCHASE WITH RECEIPT.
Merchandise must be in original condition with tags for exchange or store credit.

Using The Printer Manufacturer's Receipt Utilities

Most tape style receipt printers today have the ability to store a bitmap of your Store's logo and have it be printed on demand. One printer the Star TSP100 has a fairly sophisticated Configuration utility built right into the driver that will allow you to have additional control on what gets printed on a receipt including:

1. Logos (top and bottom) with rotating coupons.
2. Journals. Although this is not really necessary with RetailEdge because all of the transaction information can be printed
3. Reverse Printing for wall mounted applications.
4. Font Scaling and selection.
5. Font Substitution. So you can change the text of a particular item or payment method to a different one through the printer.