

How Do I Reprint a Receipt for a Transaction that Was Done at the Register?

This lesson will teach you how to print a register receipt for a previous transaction.

Register Status



Before attempting to reprint a register receipt, you will need to make sure that your register **Status** is **Idle**. If you have a **Sale in Progress** you will not be able to reprint a register receipt.

Print Receipt



Once you have determined that your register **Status** is **Idle**, touch the "**Print Receipt**" button.

Select Receipt

Reprint Receipt

Rcpt#	Disp	Fuel Amt	Fuel Vol	Rcpt Total
02208	00	0.00	0.000	10.67
02207	00	0.00	0.000	2.13
02206	00	0.00	0.000	0.00
02205	00	0.00	0.000	2.13
02204	00	0.00	0.000	5.00
02203	00	0.00	0.000	0.00
02202	00	0.00	0.000	0.00
02201	00	0.00	0.000	0.63
02200	00	0.00	0.000	21.45
02199	00	0.00	0.000	2.73
02198	00	0.00	1.000	13.67
02197	00	0.00	0.000	19.19
02196	00	0.00	0.000	10.73
02195	00	0.00	0.000	164.90
02194	00	0.00	0.000	433.02
02193	00	0.00	0.000	16.22
02192	00	0.00	0.000	1.34

1

PRINT

2

DISPLAY

CANCEL

This will bring up a list of the previous 100 transactions. Touch a transaction from the list to highlight it.

Now you can

- (1) Touch the **"Print"** button to print the receipt immediately.
- (2) Touch the **"Display"** button to display the receipt on your register screen.

Display Receipt

Display Receipt

102 COMMERCE CIRCLE
MADISON ALABAMA

001 YOU Store: 0001
Register # 03. Receipt#: 2200
Wed Mar 21 2012 12:16:33

ID CHK TOBACCO-06-21-1982
WINSTON ULT BX 100 CTN \$20.00TX
012300704137

Sale Total \$20.00
STATE 5.50% \$1.100
CITY 1.75% \$0.350
Tax Total \$1.45
Total \$21.45
Cash \$22.00
Change \$0.55

THANK YOU
PLEASE COME AGAIN
Have A Great Day
Items 1

1 Print

2 Cancel

From the receipt display, you have the option to

- (1) Touch the **"Print"** button to print the receipt.
- (2) Touch the **"Cancel"** button to return to the list of transactions.