Reprinting Point of Sale Receipts

Receipts print based on settings in Mercury Administration. However, you may need to reprint receipts in Point of Sale for a variety of reasons. You can reprint receipts for Point of Sale or Order Entry by performing a Ticket Search, highlighting the ticket, and clicking Output Invoice. You can only reprint receipts on a system that is configured for Point of Sale and has a receipt printer.

To reprint a Point of Sale receipt:

- 1. On the FTD Mercury Main Menu, in the Search area, click Ticket. The Ticket Search window opens.
- 2. Perform a Ticket Search to locate the ticket.
- 3. Click on or highlight the ticket you want to reprint and click Output Invoice. The Output Options window opens.
- 4. In the Print Output area, ensure the Print Receipt check box is selected, and the Print Invoice check box is cleared.
- 5. In the Fax Output area, ensure the Fax check box is cleared.
- 6. In the Email Output area, ensure the Email check box is cleared.
- 7. Click Execute.

FTD Mercury reprints the receipt on the receipt printer. Receipts reprinted for Point of Sale transactions have the original session ID and terminal ID printed on them, with the word REPRINT at the bottom of the receipt. The print date and time will be the system time the receipt was reprinted.



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For and Deal Information Personal Heracoger Exclosing: Personal Heracoger Cash Seles Scolario Scolario Scolario Protocer - Cash Seles - 151: Scolario	Const Date: 01/13/2007 Time: 02:34:04 PM Rob Smith Order Number: 34 Oty Description Price 1 FTD Pick Me Up \$ 39.99 Bouquet Sub Total: \$ 39.99 Sales Tax: \$ 2.90 Total Arous Days \$ 42.99
In addition to the original date and time of the transaction, the reprinted receipt includes the print date and print time and the word REPRINT at the bottom of the receipt.	Print Date: 01/26/2007 Print Time: 11:59:12 AM



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