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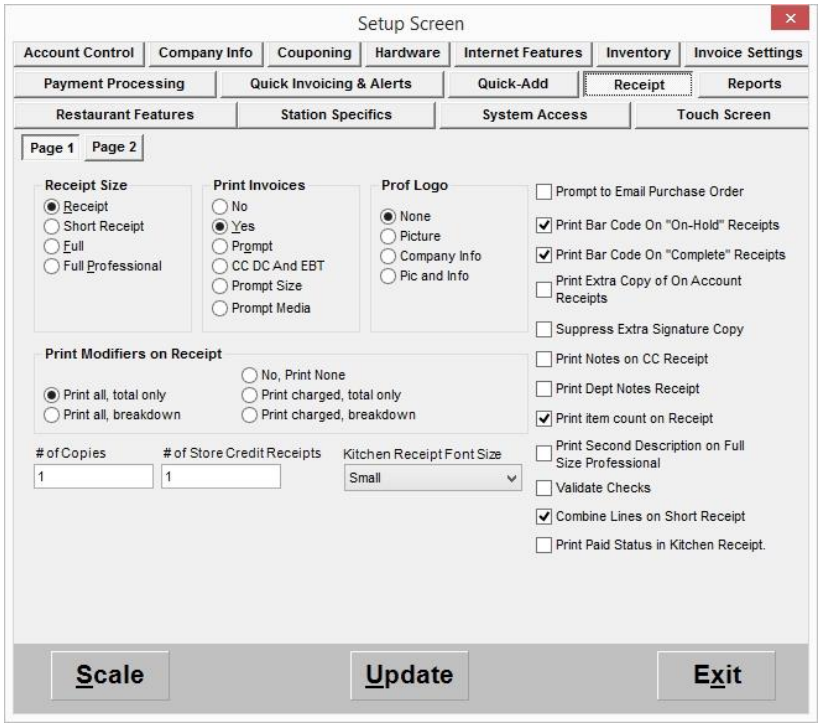
Configuring and Personalizing Your Receipts



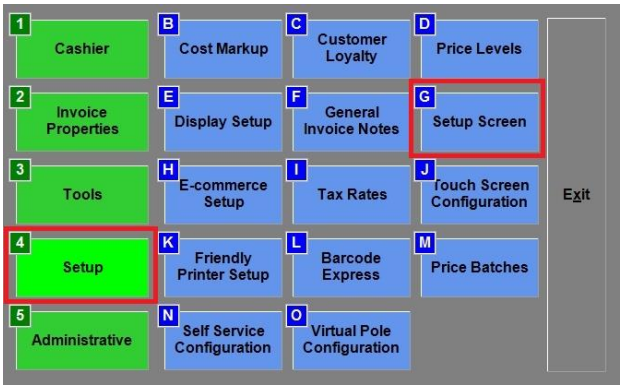
CRE/RPE is very flexible when it comes to customizing receipts. You can choose which information is printed on them and how. You can also add notes and a company logo.

Printing information about your company on receipts… page 2
Specifying what information should be printed on receipts and how it should be printed… page 3
Printing other notes on receipts… page 8
Printing your company's logo on the top of receipts… page 9

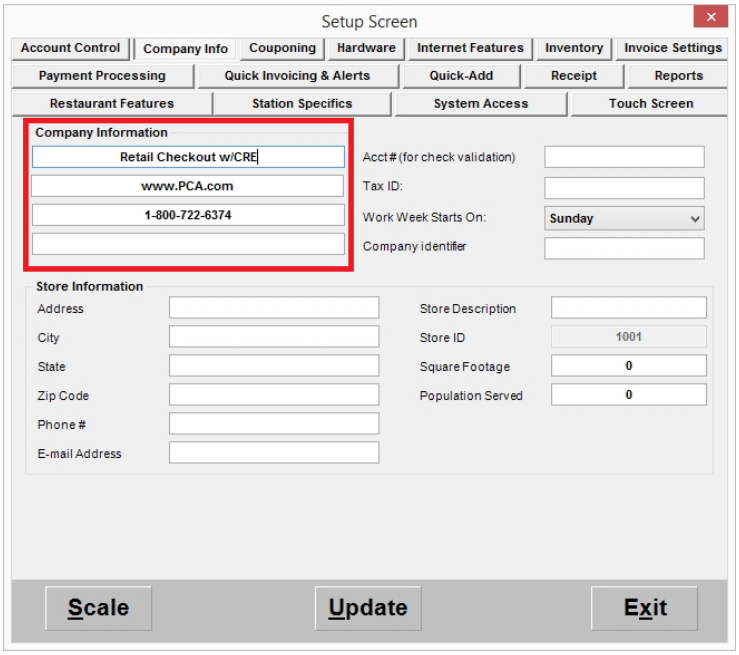
Before following the steps in the sections that follow, select **Manager** from the login screen and provide the requested credentials.

Printing Company Information on Receipts

To print information about your company on receipts, you must first provide this information.



1. Select **Setup** and then **Setup Screen**.

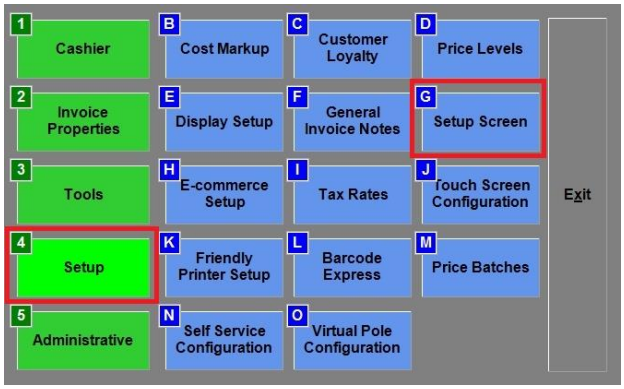


2. Select the **Company Info** tab.

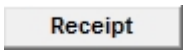
3. Enter your company information. The top-most box should contain the name of your company.

4. Select **Update**.

Specifying what information should be printed on receipts and how it should be printed

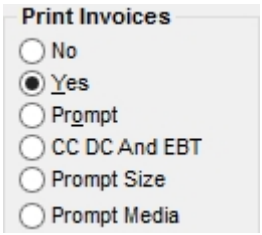


1. Select **Setup** and then **Setup Screen**.



2. Select the **Receipt** tab.

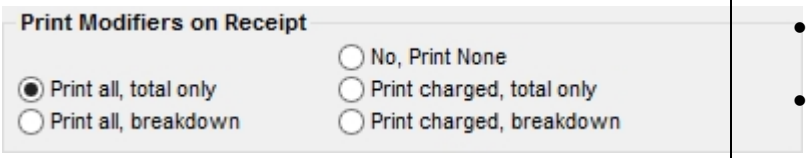
3. Select the size of printed receipts.
   - **Receipt** – each item uses 2 lines
   - **Short Receipt** – each item uses 1 line
   - **Full** – the receipt is printed using a full-size printer
   - **Full Professional** – same as Full, but used with Prof Logo option



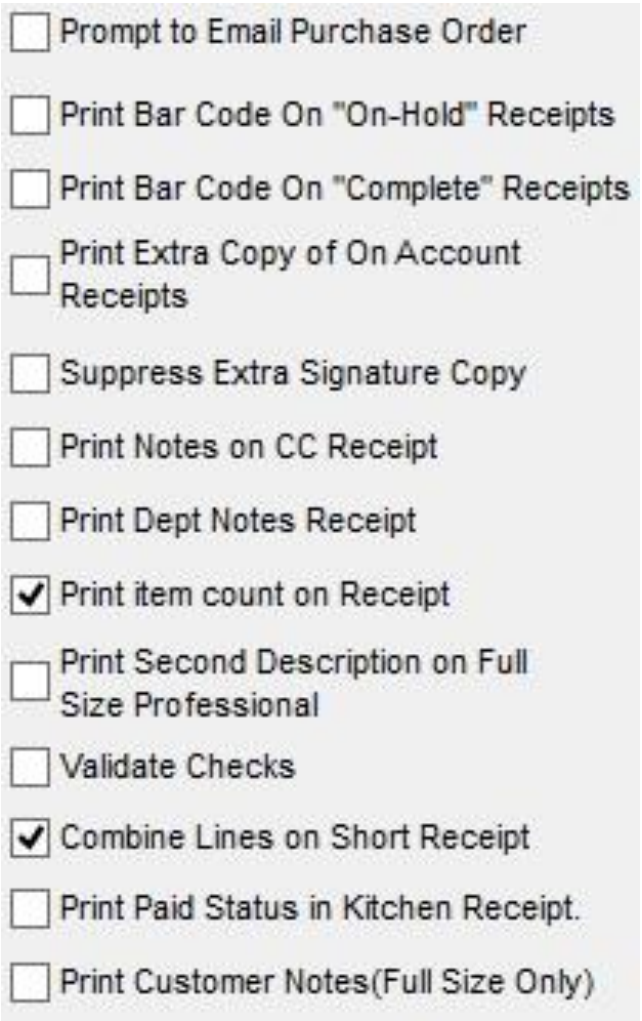
4. Decide when receipts should be printed.
   - **No** – receipts are never printed
   - **Yes** – receipts are always printed
   - **Prompt** – the cashier should be asked whether receipts are printed
   - **CC and DC only** – receipts are printed after credit/debit card transactions only
   - **Prompt Size** – the cashier should be prompted for the receipt size

5. Select the information which should be printed on full size professional invoices (you will be prompted for an image if necessary).

6. Specify how many copies of receipts and store credit receipts should be printed.

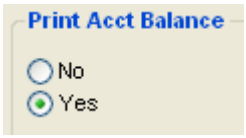
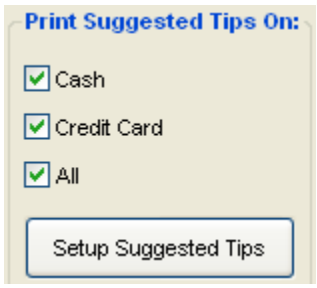
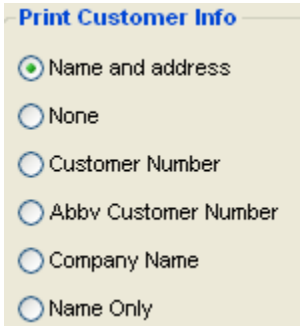
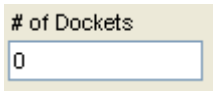
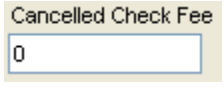


7. Decide how modifiers should be printed.
   - **Print all, total only** – all modifiers are printed, but their prices are added to the price of the parent item
   - **Print all, breakdown** – all modifiers are printed along with their prices
   - **No, Print None** – no modifiers are printed on the receipt
   - **Print charged, total only** – print modifiers with a non-zero price and add their prices to the price of the parent item
   - **Print charged, breakdown** – print modifiers with a non-zero price along with their prices



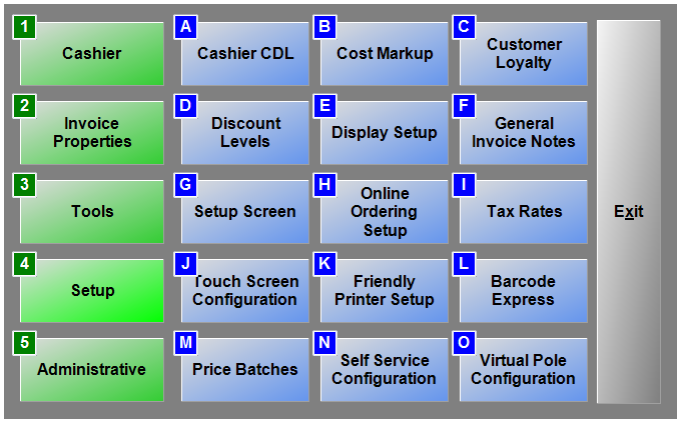
8. Decide whether or not to print a barcode on on-hold receipts so that on-hold invoices can be recalled with a barcode scanner.
9. Decide whether or not to print a barcode on completed receipts so that returns can be made by scanning them.
10. Decide whether or not to print an extra copy of receipts when the payment method is a customer account.
11. Decide whether or not to print a second copy of a receipt with a signature line.
12. Decide whether or not to print "General Invoice Notes" on the duplicate credit card receipt.
13. Decide whether or not to print department notes on the receipt.
14. Decide whether or not to print the number of items that were sold on the receipt.
15. Decide whether or not to, when printing a full size professional receipt, include the second description line for every inventory item in addition to the first description line.
16. If you are using a check-validating printer, you can insert a tendered check into the printer to get franked. The company name, account number invoice number, and invoice total will be printed on the back of the receipt. Decide whether you want this.
17. Decide whether or not to, if an item appears multiple times on the same receipt, print it and its quantity in one line.
18. Decide if you'd like customer notes that are configured in the customer maintenance screen to print on full size receipts.

19. Select the **Page 2** tab.

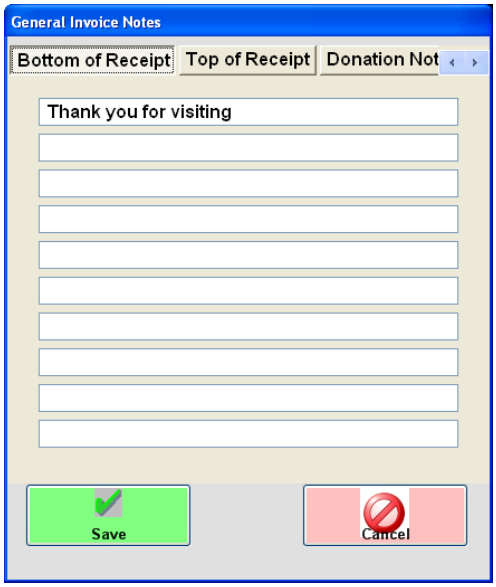
	20. Decide whether or not to print the items in a kit on the receipt.
	21. Decide whether or not to print the amount saved as a result of discounts on the receipt.
	22. Decide whether or not to print the balance of a customer's account on the receipt after they end a transaction using their account.
	23. Decide whether or not suggested tips should be printed on receipts and which receipts this applies to. Select **Setup Suggested Tips** to add percentages.
	24. Decide whether or not different sections of receipts should be separated with rows of equal (=) signs.
	25. Specify whether and what customer information should be printed on receipts.
	26. Decide whether toppings should be printed on the receipt in one line (e.g. mushroomsolives).
	27. Specify how many dockets (receipts with no prices) should be printed at the end of every transaction.
	28. Specify the fee for cancelled checks that will be printed on the bottom of every receipt following payment by check.
	29. Select **Update**.

Printing other notes on receipts

You can add additional information to receipts by adding it as a general invoice note.



1. Select **Setup** and then **General Invoice Notes**.

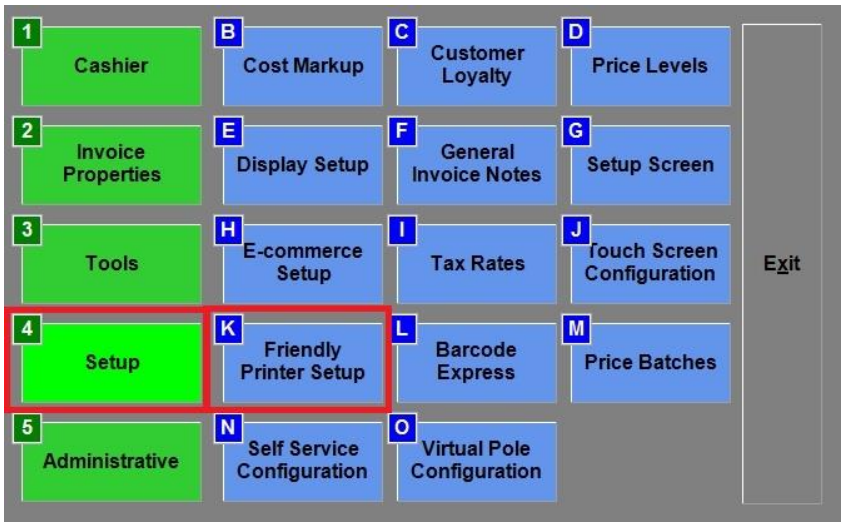


2. As desired, add notes to the top and bottom of receipts and to store credit receipts.

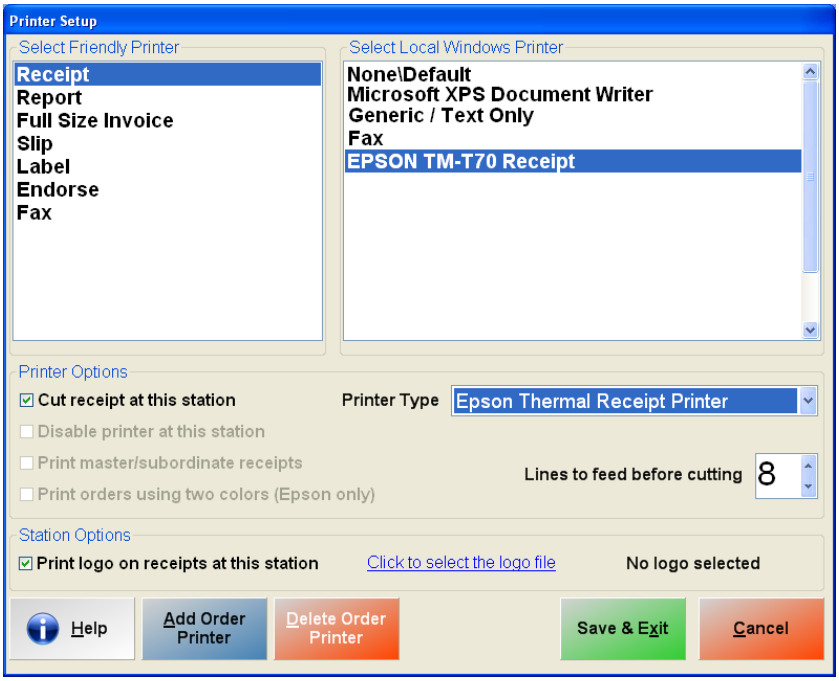
3. Select **Save**.

Printing your company's logo on the top of receipts

Your receipts can have your company's logo on them.

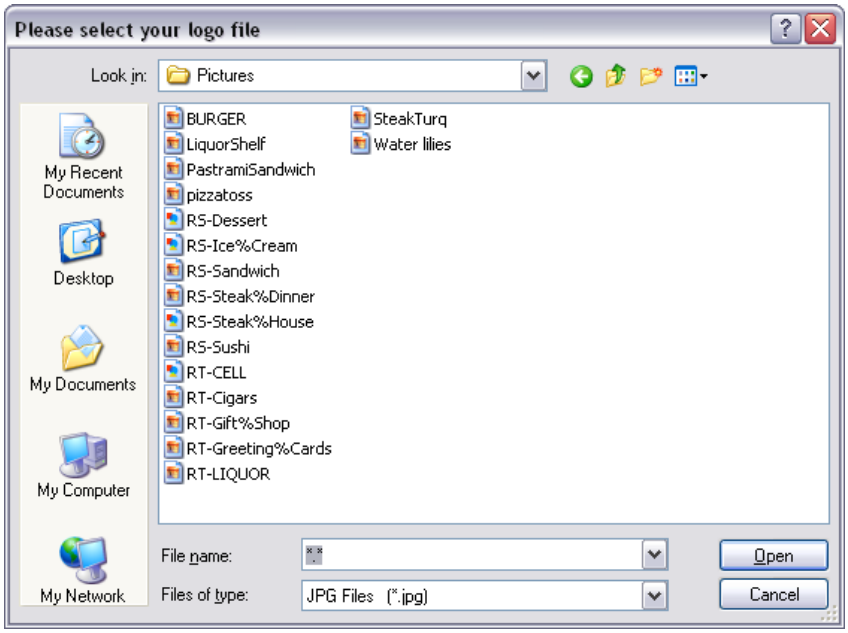


1. Select **Setup** and then **Friendly Printer Setup**.

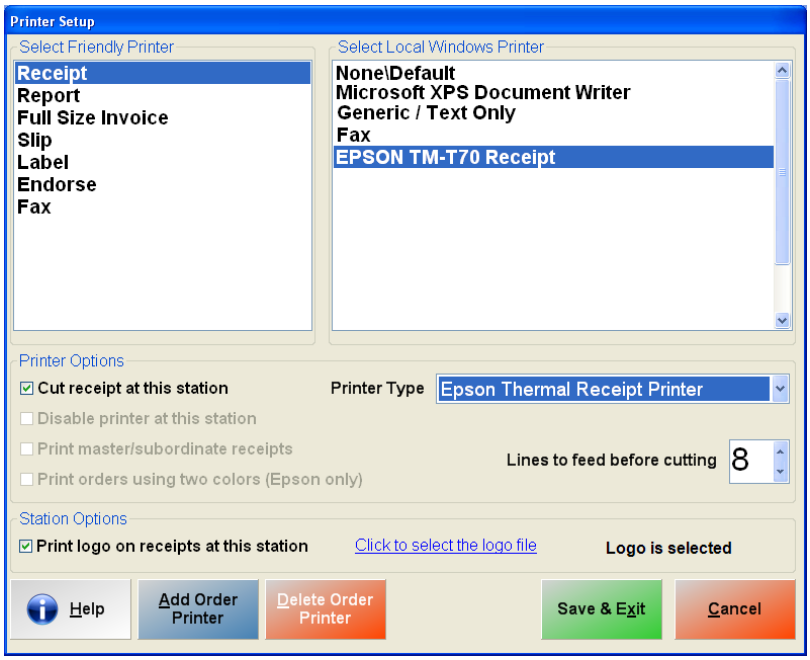


2. Highlight your receipt printer and check **Print logo on receipts at this station**.

3. Select the **Click to select the logo file** link.



4. You will be prompted to provide an image file.
5. Select your logo and then select **Open**.
   Note: If your logo is not being displayed in the folder in which you saved it to then type ***.*** in the **File name** box (displayed left).
   Note: The Pixel aspect ratio for the logo must be 1:3 (i.e. if the image has a 100px height then the width must be 300px). If the image you are using is not in that aspect ratio then it will be distorted.



6. Select **Save & Exit**.

Printers Image Compatibility

Printers / Types of Images	Epson TM-6000II	Epson TM-88-III	Epson TM-88IV	Epson TM-T70
Monochrome Bitmap	Y	Y	Y	Y
16 Color Bitmap	Y	Y	Y	Y
24 Bitmap	Y	Y	Y	Y
256 Color Bitmap	Y	Y	Y	Y
JPEG	Y	Y	Y	Y
GIF	Y	Y	Y	Y
PNG	N	N	N	N
TIFF	N	N	N	N

OPOS Printers Image Compatibility

OPOS Printers / Types of Images	Star TSP100	HP A799	HP A794	HP A766	HP A794	HP A799	Posiflex 8000	Star TSP100	Fujitsu DT25 III
Monochrome Bitmap	Y	Y	Y	Y	Y	N	N	Y	Y
16 Color Bitmap	Y	N	N	N	N	N	N	Y	N
24 Bitmap	Y	N	N	N	N	N	N	Y	N
256 Color Bitmap	Y	N	N	N	N	N	N	Y	N
JPEG	N	N	N	N	Y	Y	N	Y	N
GIF	N	N	N	N	N	N	N	Y	N
PNG	N	N	N	N	N	N	N	N	N
TIFF	N	N	N	N	N	N	N	N	N