



## **Editing Receipts – A User Guide**

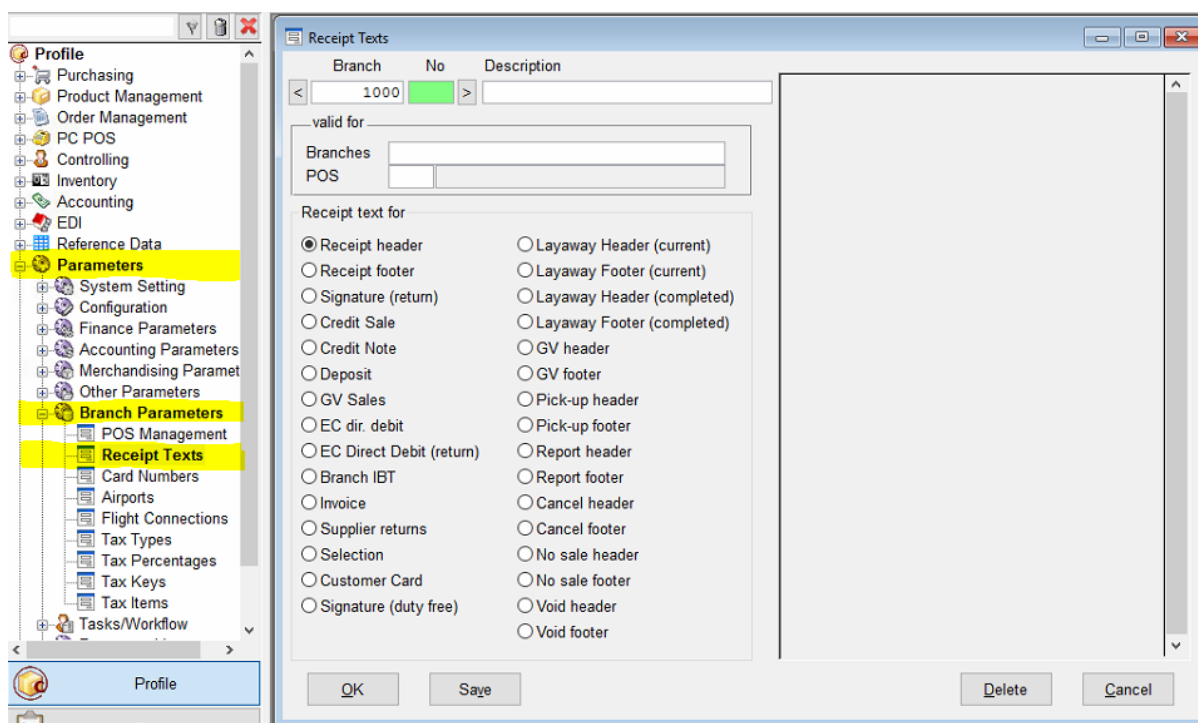
**For FuturERS 3.26 >**

## How to add a change a receipt header or footer?

At certain times of the year, you may require the header or footer for receipts to be changed. For example;

- Extended Christmas refund/exchange policies
- Relocation of a branch or change of telephone number
- Change VAT of company number
- Provide additional information such as current offers or competitions

These modifications can be done very easily within Futura using a module entitled **Receipt Texts**, which is found under Parameters > Branch Parameters.



Receipt Texts can be created in Head Office for all branches, or locally in the branch. You will need to identify how your company has been set up, as to which of the following processes need to be followed.

### IMPORTANT NOTES

- If two Receipt Text records are created for the same process, then the highest numbered instruction will win as this theoretically is the most recently created.
- If the Receipt Text is defined in Head Office, and another one is defined locally within the branch, the branches text will be printed.
- Receipt texts created in the branch can be viewed in Head Office but can only be edited or deleted locally in the branch.
- A blank receipt text will make it look as if the receipt is not printing.
- 

The text to be printed on the receipt is determined in the following order:

### Editing Receipts

1. Loading all receipt texts set up by the head office
2. Loading all receipt texts set up by the regional branch
3. Loading all receipt texts set up by the specific branch
4. The record with the highest number has precedence.

The screenshot shows a window titled "Receipt Texts". It has a table with columns "Branch", "No", and "Description". The "Branch" column has a dropdown menu showing "9999". The "No" column has a green button with a right arrow. The "Description" column is empty. Below the table, there are two sections: "valid for" and "POS". The "valid for" section has a dropdown menu showing "Branches". The "POS" section has a dropdown menu showing "POS".

Enter the branch numbers that the receipt text will be valid for. If this is left blank, then it will be valid for all branches.

Enter the till number that the receipt text is to be valid on. If this is left blank, then this will be valid for all tills. This is particularly useful in Department Stores.

For example; definitions have been made for the receipt header of branch 101:

Created in Branch	Record No	Valid for	POS (till)
100	11	100-102	Empty
101	1	Empty	Empty
101	5	Empty	1

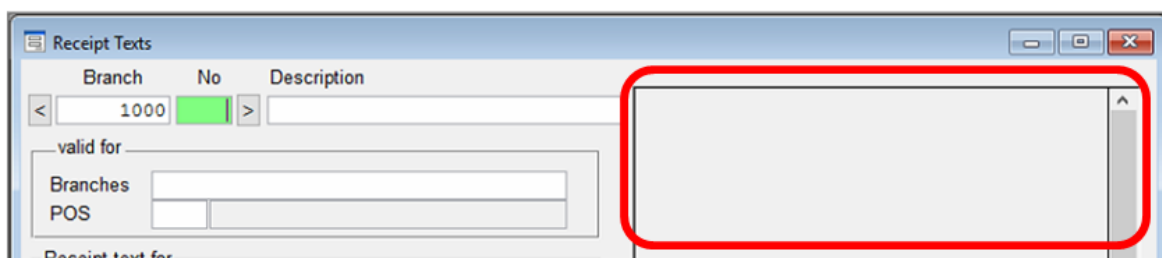
For Till 1 in branch 101 the receipt text defined for **101/5/empty/1** will be printed.

For Till 2 in branch 101 the receipt text defined for **101/1/empty/empty** will be used.

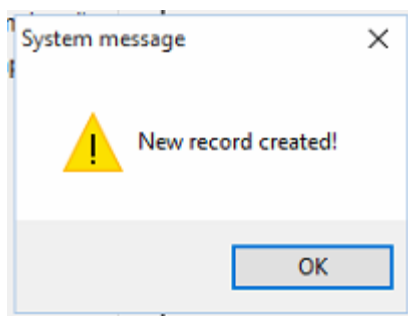
## How to create a new receipt text at Head Office for branches

At Head Office, receipt texts can be defined for other branches using the branch parser in the valid for area.

1. From the Futura Navigator open the Receipt Text module  
PARAMETERS > BRANCH PARAMETERS > RECEIPT TEXTS
2. Click in the blank area circled RED below

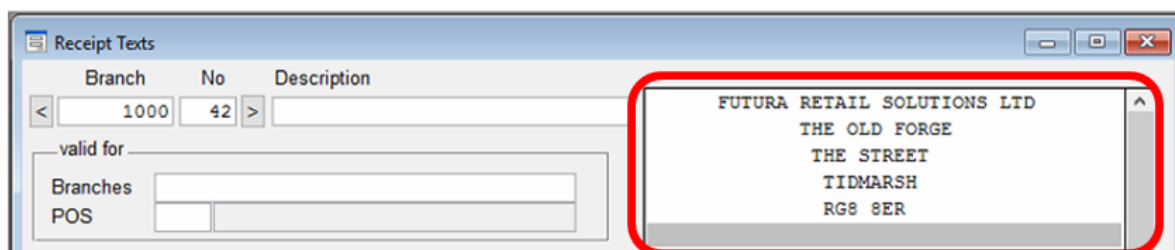


3. Click OK to the system message; "New Record Created!"



4. Enter the text required to be printed on the receipt.

The text will print exactly as it is displayed here, so if you would like the text centered position this here using the space bar as this will not be done by the till.



5. Enter the description of the receipt text for quick future identification in the 'Description' field.

6. Enter the branch numbers where you would like this receipt text to print.

E.g.:

Blank = All branches

10 = Only for branch 10

10,20 = Only for branch 10 and 20

10-20 = Only in branch 10 to 20 (includes branches 11, 12, 13, 14, 15, 16, 17,

18 and 19)

7. Chose the type of transaction where this text should be printed on the receipt.

Receipt text for

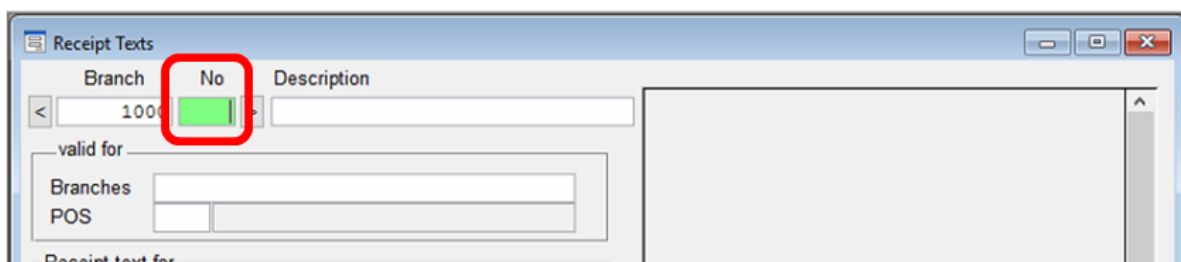
- ☒ Receipt header
- ☐ Receipt footer
- ☐ Signature (return)
- ☐ Credit Sale
- ☐ Credit Note
- ☐ Deposit
- ☐ GV Sales
- ☐ EC dir. debit
- ☐ EC Direct Debit (return)
- ☐ Branch IBT
- ☐ Invoice
- ☐ Supplier returns
- ☐ Selection
- ☐ Customer Card
- ☐ Signature (duty free)
- ☐ Layaway Header (current)
- ☐ Layaway Footer (current)
- ☐ Layaway Header (completed)
- ☐ Layaway Footer (completed)
- ☐ GV header
- ☐ GV footer
- ☐ Pick-up header
- ☐ Pick-up footer
- ☐ Report header
- ☐ Report footer
- ☐ Cancel header
- ☐ Cancel footer
- ☐ No sale header
- ☐ No sale footer
- ☐ Void header
- ☐ Void footer

8. Press SAVE and OK to save the record

You have now completed this process and the receipt text will be transferred during the overnight processes to the branches. They will be active the following day.

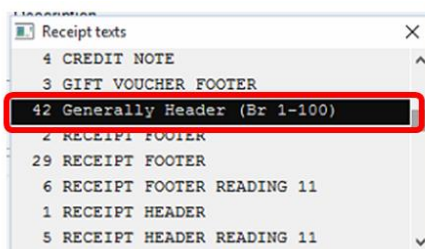
## How to edit and existing branch receipt text at Head Office

1. From the Futura navigator open the Receipt Text module  
PARAMETERS > BRANCH PARAMETERS > RECEIPT TEXTS
2. Click in the No. field and either right-click and select search or press ALT+S on the keyboard to bring up a list of records



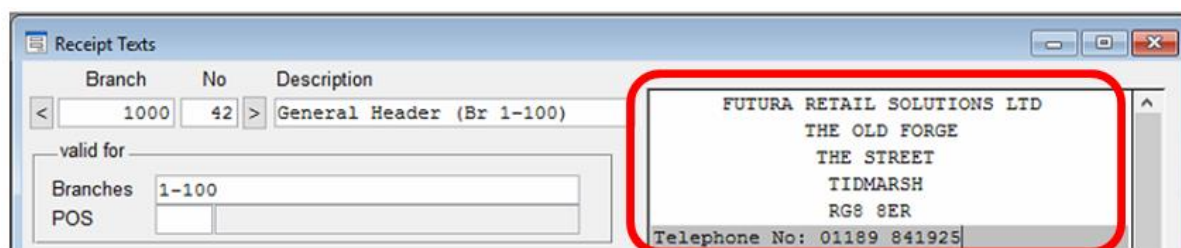
Receipt Texts window showing the 'No.' field highlighted with a red box. The 'Branch' field is set to 'No' and the 'Description' field is empty. The 'valid for' section shows 'Branches' and 'POS' fields.

3. Select the record that you wish to change and either double click or press enter on the keyboard.



Receipt Texts list showing the record '42 Generally Header (Br 1-100)' highlighted with a red box. Other records include '4 CREDIT NOTE', '3 GIFT VOUCHER FOOTER', '2 RECEIPT FOOTER', '29 RECEIPT FOOTER', '6 RECEIPT FOOTER READING 11', '1 RECEIPT HEADER', and '5 RECEIPT HEADER READING 11'.

4. Amend the text.



Receipt Texts window showing the record '42 General Header (Br 1-100)' selected. The 'valid for' section shows 'Branches' set to '1-100'. The receipt text content is displayed in a red box:

```
FUTURA RETAIL SOLUTIONS LTD
THE OLD FORGE
THE STREET
TIDMARSH
RG8 8ER
Telephone No: 01189 841925
```

5. Press SAVE and OK to save the record
6. These receipt text changes will be transferred during the overnight processes to the branches and be active the following day.

## What if a receipt text does not appear to be printing?

- Please go to the Receipt Text module and check your receipt texts are set up
- Make sure that there are not any records without any receipt text writing. If there is, please open and press DELETE.

- Make sure the branch polled successfully.

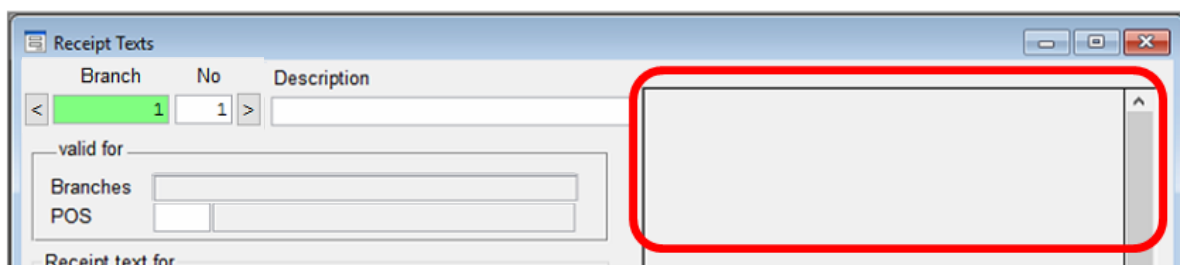
## How to create/ edit receipt texts in the Branch

A branch can only create or alter a receipt text which has originally been created locally. These will take priority over receipt texts created by Head Office.

The valid for branches field will be greyed out.

## How to create a new Receipt Text in Branch

1. Open the Receipt Text module (make sure the user has access to this module)  
PARAMETERS > BRANCH PARAMETERS > RECEIPT TEXTS
2. Click in the blank area circled RED below

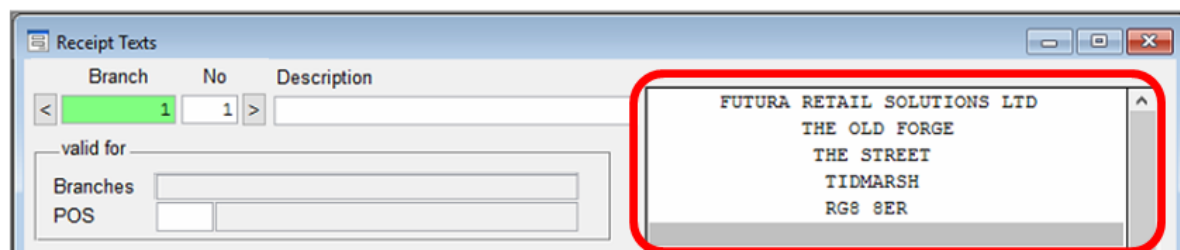


3. Click OK to the system message 'New Record Created!'



4. Enter the text that you require to be printed on the receipt.

If you would like the text to print in the centre of the line, please position this here using the space bar as this will not be done by the till.



5. Enter the description of the receipt text for quick identification in future in the 'Description' field.

The screenshot shows the 'Receipt Texts' window. At the top, there are fields for 'Branch' (set to 1) and 'No' (set to 1). The 'Description' field is highlighted with a red box and contains the text 'RECEIPT HEADER'. Below these fields, there are sections for 'valid for' with sub-fields for 'Branches' and 'POS'. On the right side of the window, there is a preview of a receipt that reads: 'FUTURA RETAIL SOLUTIONS LTD', 'THE OLD FORGE', 'THE STREET', 'TIDMARSH', 'RG8 8ER'.

6. Chose the type of receipt transaction that this text should be printed on

The screenshot shows the 'Receipt Texts' window with the 'Receipt text for' section highlighted by a red box. This section contains a list of radio button options for selecting the type of receipt transaction. The options are arranged in two columns:
 

- ☒ Receipt header
- ☐ Receipt footer
- ☐ Signature (return)
- ☐ Credit Sale
- ☐ Credit Note
- ☐ Deposit
- ☐ GV Sales
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- ☐ No sale header
- ☐ No sale footer
- ☐ Void header
- ☐ Void footer

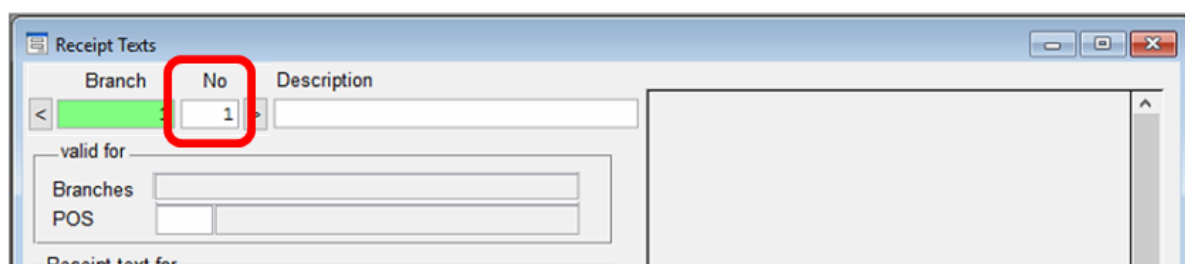
 At the bottom of the window, there are buttons for 'OK', 'Save', 'Delete', and 'Cancel'.

7. Press SAVE and OK to save the record.
8. Log off the till and then relaunch the program.

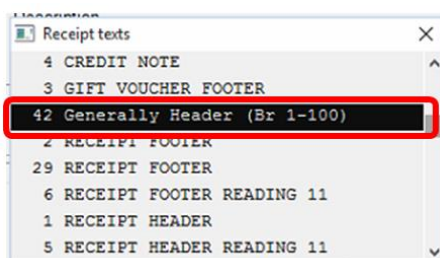


## Step by Step to adjusting a Receipt Text in Branch

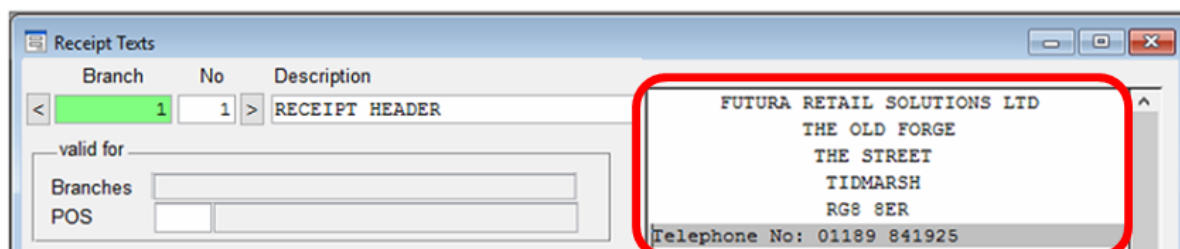
1. Open the Receipt Text module  
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2. Click in the No. field and either right-click and select search or press ALT+S on the keyboard to bring up a list of records.



3. Select the record that you wish to change and either double click or press enter on the keyboard.



4. Amend the text.



5. Press SAVE and OK to save the record
6. Log off the till and then relaunch the program

## What if a receipt text does not appear to be printing?

- Please go to the Receipt Text module and check your receipt texts are set u.
- Make sure that there aren't any records without any receipt text writing. If there is, please open and press DELETE.

