

CASHIER RECEIPTS

Cash register receipts will show what items were shipped vs which items were given to the customer onsite.

Items included on the receipt:

Carry out Items- Items that are not included on a packing slip for shipment will be listed on the receipts as Carry-Out Items.

Savings on individual items will be displayed, along with the total savings from the sale.

Name of the **discount** that is applied (if any).

Shipper and ship/handling amount.

You have an option in System Option Settings, Templates, Receipt Printer to either show the ticket barcode or not.

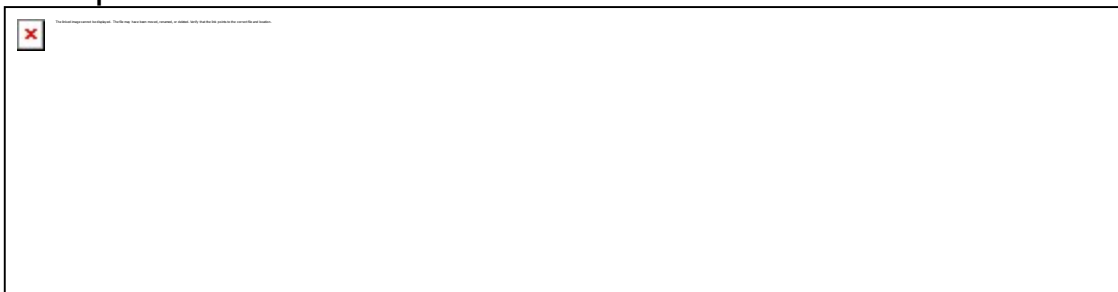
The receipt will also show the cash tendered and if appropriate the credit card information.

Email Receipt

Email Receipt to Customer:

You have the ability to email a receipt from cashier. In order to email receipts, you must first have your SMTP settings entered in VinNOW system options, under the VinNOW Service tab. See the Help on the Web book "[VinNOW Service/Emailing Receipts](#)" for detailed set up information.

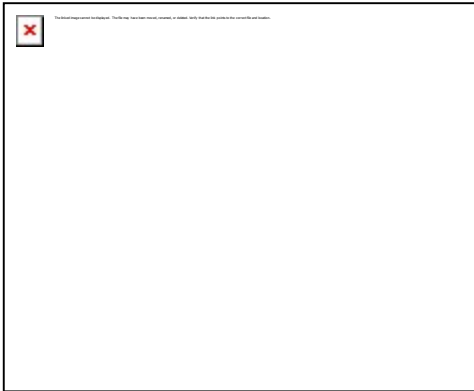
a. You will need to check the check-box on Cashier screen to email the receipt.



Note: Email Receipt check-box default value can be set in "Setup Cashier/Workstation" settings to always have this field checked.

b. When a customer record is linked to the sale, the VinNOW hierarchy draws email from 1st) billing email 2nd) Customer Email, 3rd) Shipping Email, or 4th) email address you key in.

c. If the email field is blank and in Cashier Workstation Settings the default email check box is checked when you finish the sale it pops up a Window to enter the email. A new Opt Out check box is available with all Customer email address fields in VinNOW.



d. Changes to this email field do not update customer record, unless the email address in the linked customer record is blank. NOTE: if the email address that you change it to already exists in another customer record in the database, the customer record linked to that email address will become the customer record the sale is under.

e. If an email address is included with a Cashier sale and no customer record is linked to the sale, a skeleton customer record will be created containing the email address and the state your winery is located in. (The customer's last name will be set equal to the email address so it does not appear as a blank record.)

f. When a ticket is emailed, this information is stored in the order's Internal Note field which can be displayed by opening the order in Customer Maintenance: