



Reprint Wholesale Receipt

Description

Use this task to reprint a wholesale receipt in the Wholesale Terminal.


Trigger

Perform this task when there is a need to reprint a wholesale order receipt.

Prerequisites

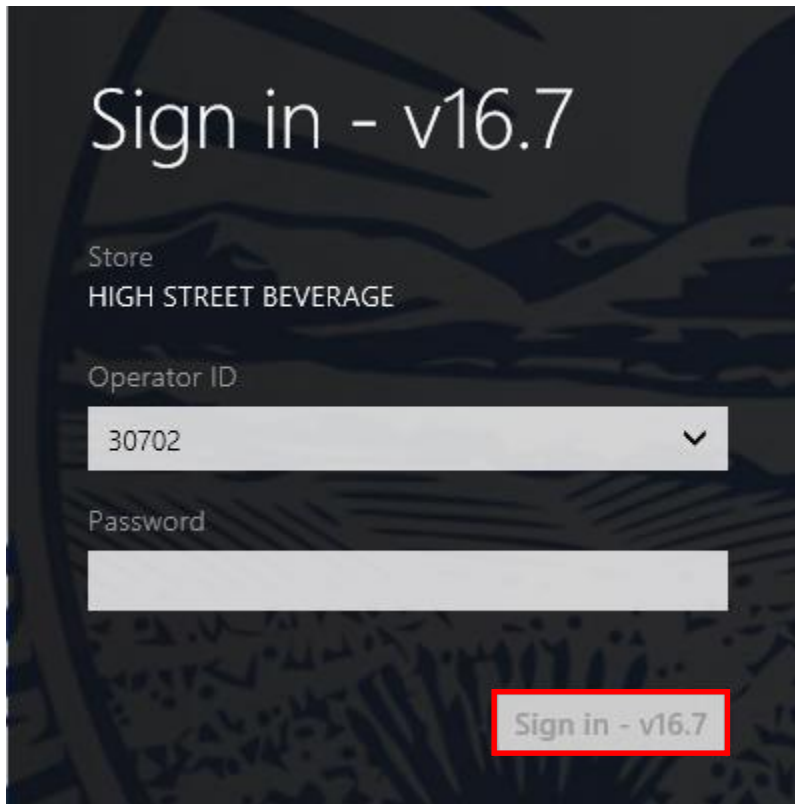
There are wholesale orders in the system.

Helpful Hints

- All actions performed in this job aid can be done using the keyboard and mouse.
Examples:
 - Press  on Numpad
 - Press Enter on your keyboard

Procedure

1. Begin this task by signing into the Wholesale Terminal.



Sign in - v16.7

Store
HIGH STREET BEVERAGE


Operator ID

30702

Password

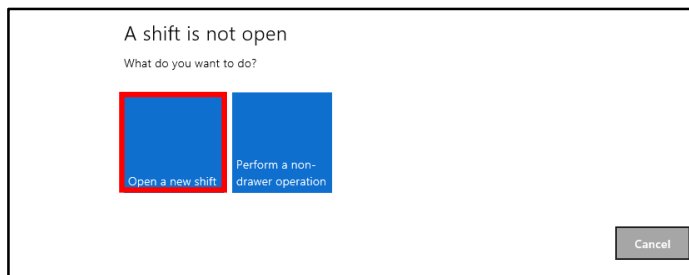
Sign in - v16.7

The image shows a sign-in screen for version v16.7. The background is dark with a faint pattern. The text 'Sign in - v16.7' is at the top. Below it, the store name 'HIGH STREET BEVERAGE' is displayed. There are two input fields: 'Operator ID' with the value '30702' and a dropdown arrow, and 'Password' which is empty. A 'Sign in - v16.7' button is highlighted with a red box at the bottom right.

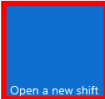

2. Press  to start the shift.



The *Open shift* window will only display if the shift is not already opened.



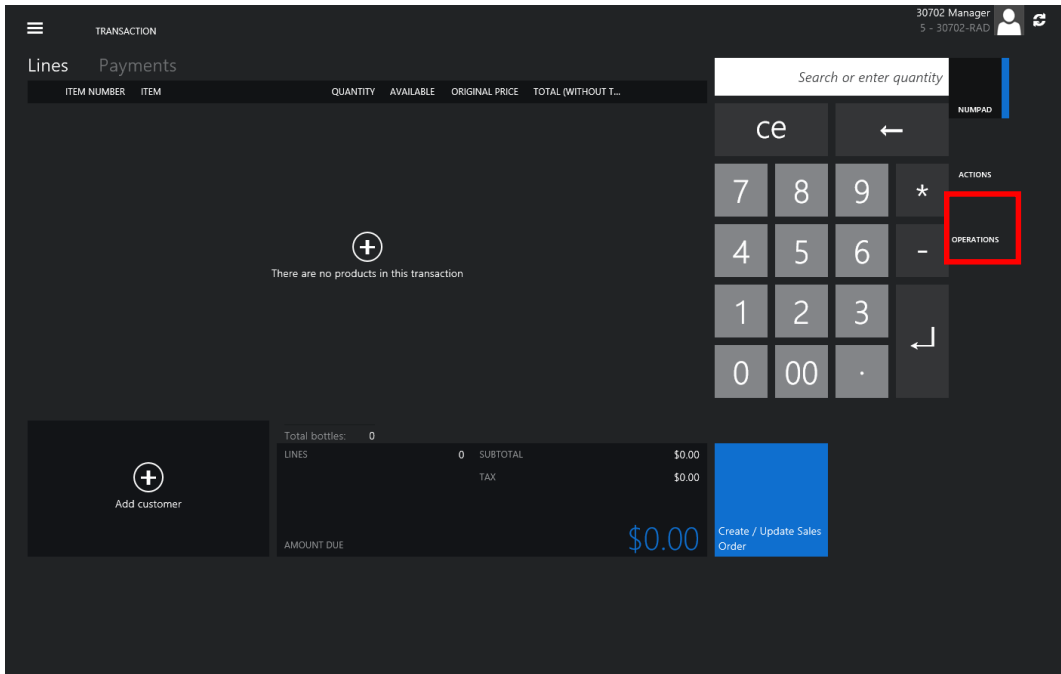
A shift is not open
What do you want to do?

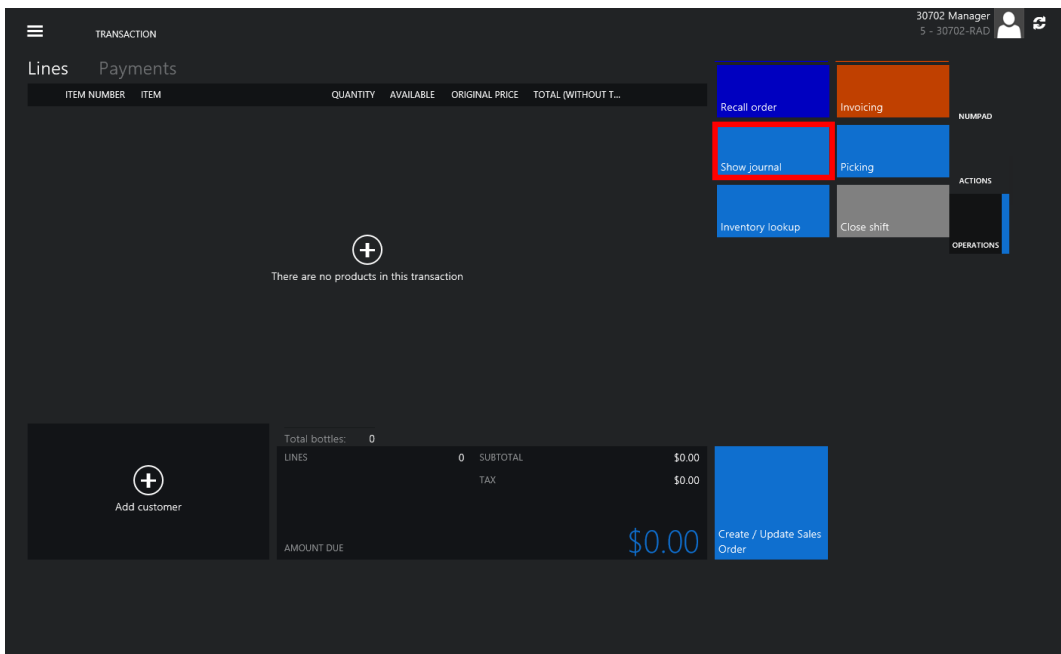
Cancel

The image shows a dialog box with a white background and a black border. The text 'A shift is not open' is at the top, followed by 'What do you want to do?'. Below this are two blue buttons: 'Open a new shift' (highlighted with a red box) and 'Perform a non-drawer operation'. A 'Cancel' button is located at the bottom right.

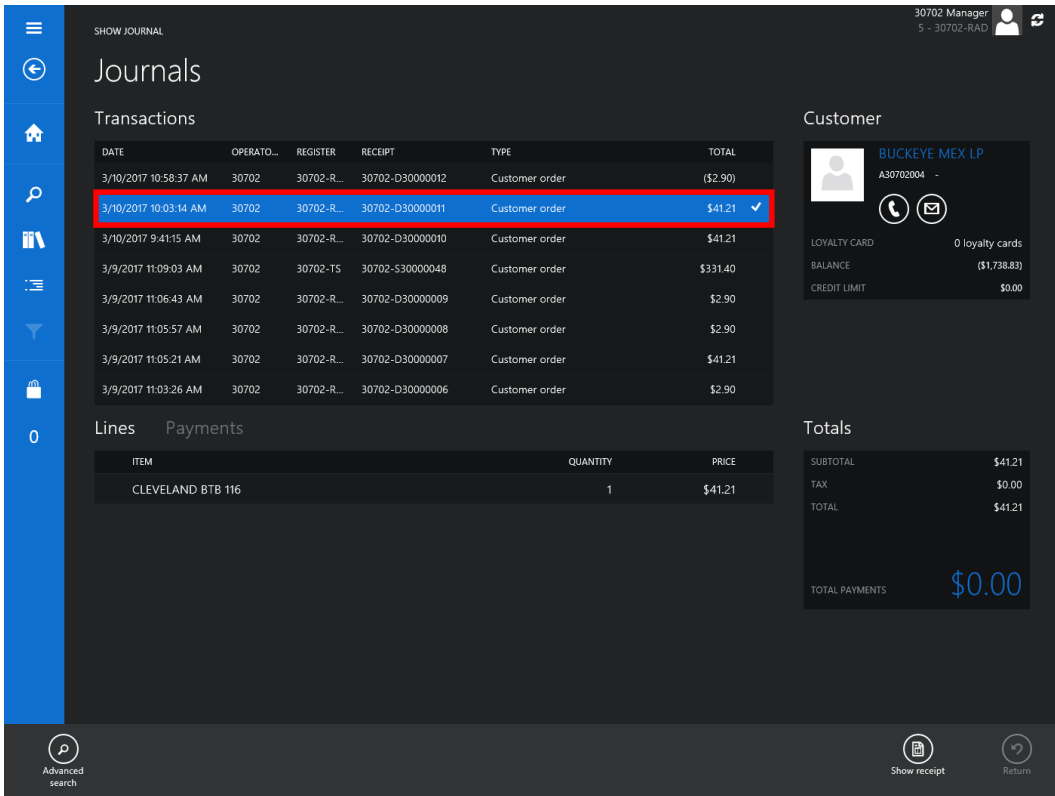
3. Press **OPERATIONS**.



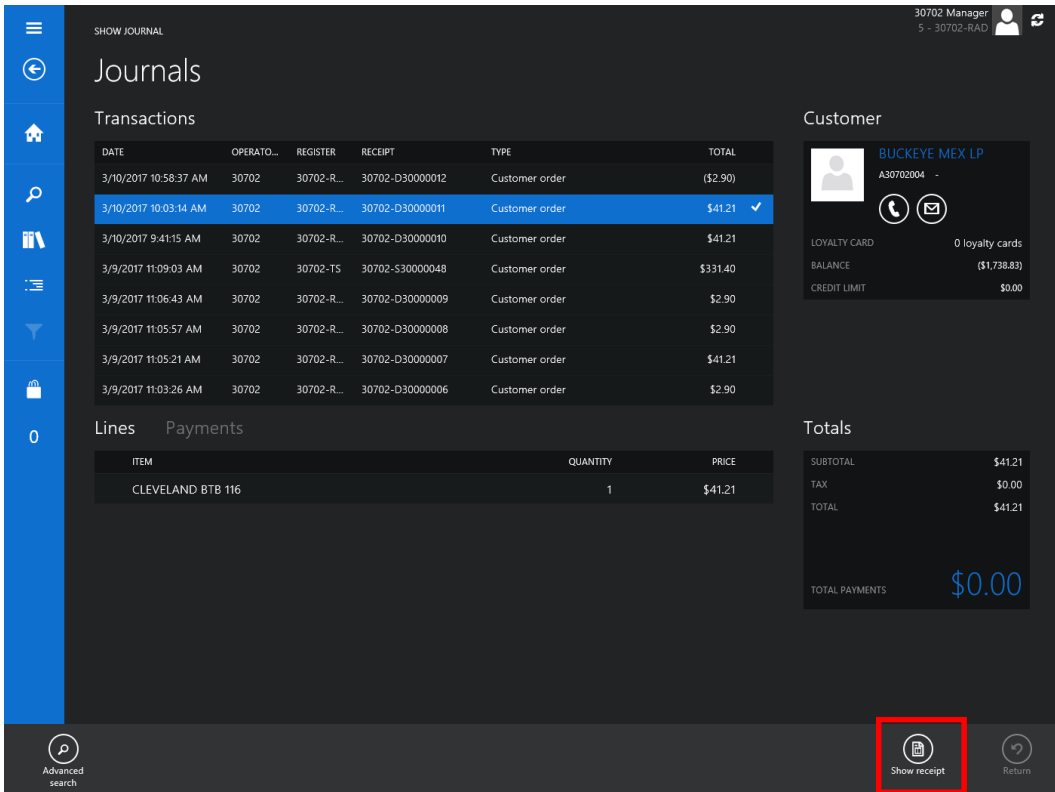
4. Press **Show journal** to display the *Transactions* screen.



5. Select the appropriate receipt to reprint. In this example, select receipt number "30702-D30000011."



6. Press  to reprint receipt.



7. Press



to reprint the receipt.

The screenshot shows a software interface with a dark theme. At the top right, it says "30702 Manager" and "5 - 30702-RAD". The main title is "Receipt preview". The receipt content is as follows:

DS000000167
Invoice Date \3/10/2017 10:03

HIGH STREET BEVERAGE
6606 TUSSING ROAD
Reynoldsburg, OH 43068

1072883
BUCKEYE MEX LP
1542 N HIGH ST MEZZANINE & PATIOS
Columbus, OH 43201

| ITEM # | ITEM NAME | QTY | PRICE | TOTAL |
|-----------|-------------------|-----|-------|-------|
| 2091B | CLEVELAND BTB 116 | 1 | 41.21 | 41.21 |
| Subtotal | | 1 | 41.21 | |
| Total Tax | | | | 0.00 |
| Total | | | | 41.21 |

<B: 30702-D3000011>

I hereby certify that I have attained age of twenty-one years, that I am the holder of an unrevoked permit, and that the liquor purchased is to be used in accordance with the laws of the State of Ohio and the provisions of the rules and regulations of the Liquor Control

At the bottom right, there are two buttons: "Print" (highlighted with a red box) and "Close".

Results

You have reprinted a wholesale order receipt.