

## Invoicing Constants Overview

Andrew:

Thank you! Come again.

Hey Robert, the sale we print on our receipts ended two days ago. Can we update that?

Robert:

Good catch, we should update that message in System Options. Since it's part of a receipt, you can find it under the Invoicing options group.

Let me show you where and I'll cover some other invoice options while we're there!

Andrew:

Pick a topic to learn more!

### Topics

- Message Options
- Discount Options
- Receipt Options

### Message Options

Eagle uses a variety of Invoicing messaging options that you can find in Options Configuration.

If the Options dropdown is not visible, select the change lookup link to display it.

From there you can display the Invoicing options by choosing MIV – Invoicing in the options dropdown.

Right click the Descriptions column header and select Filter on Description.

Choose Contains and enter Message.

When you apply the filter, Eagle displays the Options related to messages.

All MIV - Invoicing options are Store specific, so you must update them for each store individually.

The first print option is 70 – Print Promo Message Lines on Invoice. If you flag this option as YES, you can specify 2 lines as a promotional message on all customer invoices. To do this, enter the message into the Current Value field of these options.

You can print this same message on all customer receipts as well. Simply set Option 310 – Print Promo Message Lines on Receipt to Yes. You can use this to inform customers of upcoming sales, advertise your company website, or simply thank customers for shopping with you.

If you want to include a message on customer credit card receipts, enter it into these lines. Eagle will print the message below the signature on the receipt.

If your terminal has a customer display unit, you can broadcast a message across the screen when the terminal is inactive for more than 3 minutes. Options 230 and 250 allow 2 lines of message space for displays. Enter the desired text you want in the Current Value field.

These options make it easy to present and update useful messaging to your customers.

## Discount Options

You can manage a set of Invoice Discount Constants in Options Configuration.

Select MIV – Invoicing, and use the right click menu to filter for Descriptions that contain DISCOUNT.

Choosing Option 180- Print Invoices Options / Discount Percent tells Eagle to print the percentage amount of any discount on the invoice form.

If you offer terms or trade discounts to your customers, it's a best practice to review the following Options regularly to ensure you are giving discounts where you want.

Options 600 through 700 let you choose if you want to offer terms or trade discounts on Promotional, Discounted, Quantity Break, Price Matrix, or Open Quote Items.

You can apply Discounts for Terms and Trade separately depending on your company's business model.

Typically, if you already have discounts set up in your pricing, you won't want to offer additional discounts with these Options.

Before making changes to this section, make sure that you understand the consequences.

## Receipt Options

For this last section of Options, use the ID column to search for each one individually. Right Click the ID field and choose Find ID to access the filter.

Option 140 -Suggested Price to Print controls which price Eagle prints in the SUGG PRICE column of the invoice.

When you choose option L, Eagle prints the highest price between the List and Customer price.

If you select option M, Eagle prints the Retail price if it is higher than the Customer Price. Otherwise, it leaves the field blank.

Option P is a combination of L and M. If the item has a list price in Inventory Maintenance, Eagle uses rule L. Otherwise, it prints the highest price between the list and customer price.

Selecting option R prints the highest price between the retail and customer prices.

Select the blank setting if you want Eagle to leave the Suggested Price field empty.

When you enable Option 320 - Print Savings Line on Receipt Printer Eagle prints a "YOU SAVED" line on customer receipts.

The amount that prints is the accumulated difference of suggested price and actual selling price at Point of Sale, including any discounts.

Selecting Option 240 - Use Order Number With Invoicing allows you to retain the order number as the invoice number.

If you use this option, you can use the order as your temporary invoice, allowing the customer to receive a copy of what was ordered.

Once they receive the merchandise, you can invoice the order and the order number becomes the invoice number.

This helps the back-office match invoices to their payments.

Option - 300 enables you to Print an Audit Line on the Receipt Printer.

When you set this Option to Yes, all receipts print the date, time, terminal number, and clerk by transaction.

A Best practice is to have this option always set to Yes, enabling Eagle to retain this information in electronic receipts.

Your last Option is 340 - Return to Clerk. This determines where the cursor goes after finishing a transaction and printing a receipt.

If set to NO, the cursor returns to the SKU field using the last signed on user as the clerk.

If set to YES, the cursor returns to the Clerk Sign-On screen, requiring the clerk to enter their user name and password.

It is a best practice to set this to Yes which increases control of who is using the registers.

Use the Options available in MIV – Invoicing to customize Point of Sale Invoices to fit your needs.

As you review these options and consider changes, keep in mind that these options are store specific. If you need to make changes, you'll have to make them for the individual store.

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