

4. Receipts and Invoices

Configure receipt policies, timers, open invoices, and employee attribution.

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How to configure receipt policies and the receipt timer

Receipt settings control the policy content used by supported receipts and how long the completed-receipt screen remains available at the register.

Review receipt policies

1. Open **Settings > Register**.
2. Find the **Receipt** section.
3. Review the receipt-policy options and the policy assigned to each supported workflow.
4. Save any changes.

Keep receipt wording consistent with the general business policy and any product-specific policies. The general policy remains the fallback when no more specific policy applies.

Set the receipt timer

1. Enter the number of seconds the completed-receipt view should remain available.
2. Save the Register settings.

Choose enough time for employees to print, email, or review the receipt without unnecessarily delaying the next transaction.

To maintain the fallback policy, see [How to create or update the general business policy](#).

How to configure open invoices and payment receipts

Open-invoice settings control when transactions can remain unpaid and which receipt is produced when money is later applied.

Enable open invoices

1. Open **Settings > Register**.
2. Find **Invoice Settings**.
3. Enable **Open Invoice**.
4. If applicable, enable the option to create an open invoice when no payment is entered.
5. Choose whether later payments produce a **Payment Receipt** or the related **Invoice Receipt**.
6. Save the Register settings.

Choose carefully

- Use open invoices only when the business allows balances to remain due.
- Train employees on when a transaction should be completed versus left open.
- Choose the receipt type that gives customers and accounting staff the clearest record of payment.

How to require an employee on each invoice line item

Enable line-item employee selection when products or services on the same invoice must be credited to different employees.

Enable line-item selection

1. Open **Settings > Register**.
2. In **Invoice Settings**, enable the employee-per-line-item option.
3. Save the Register settings.

Employees will be able or required to associate supported invoice lines with the employee responsible for that item or service. This can improve commission, performance, or responsibility reporting when a transaction involves more than one employee.

This is different from requiring one employee for the entire sale. Transaction-level employee verification is configured under Security Settings.