

# POS Receipt Function

Customize a POS Receipt Letter by selectng specific items from the House Account Folio to send to your POS printer. The POS Receipt is a Letter and is viewed and edited in the Setup area. See [Letters](#).

## Using the POS Receipt function in House Accounts

- Go to FRONT DESK | HOUSE ACCOUNTS
- Select the House Account Folio.
- Select the items to appear the POS Receipt.
- Go to the end of the Folio and you will see Print checked items to POS Printer with a drop-down list. Choose Print or Email from the drop-down list and a new window will automatically open with the Receipt.

## Set-up and Customize POS Receipt Letter

- To view and edit your POS Receipt. Go to SETUP | PARAMETERS | LETTERS and choose the POS Letter.
- To create a new POS Receipt. Follow the steps to Add A Letter and choose the POS Letter Type. This new Letter Type, called "POS", is used in conjunction with the Print/Email function in the House Account. See POS Letter

### In this section

- [Add Folio: House Accounts](#)
- [Edit Folio: House Account](#)
- [Add Charge: House Accounts](#)
- [Close Folio: House Accounts](#)
- [POS Receipt Function](#)
- [Search Folio: House Accounts](#)
- [Add Payment: House Accounts](#)
- [Print/Email Folio: House Accounts \(POS System Overview\)](#)