FINDING A RECEIPT IN ONESTOP WHEN I HAVE THE HOUSING INVOICE NUMBER

There are several ways to search for a receipt. By clicking the ENQ button, the following screen (Refer Screenshot 1) will appear.

The “Search for” pull down bar contain a selection of search types to assist in finding the desired receipt. By clicking the downward arrow on the right hand side you will be shown the following choices (Refer Screenshot 2).
As well as standard debtor invoices, OneStop also hosts Student Housing Invoices and receipts for these can also be found. Select the Housing Invoice Number option to highlight it. This will show the following screen. *(Refer Screenshot 3)*

![Screenshot 3](image)

Enter the housing invoice number into the active field. Once your search is complete, the results will be displayed *(Refer Screenshot 4)*.

![Screenshot 4](image)

Simply double click the desired receipt line and that will show the full details of that receipt.
(Refer Screenshot 5).

By clicking the “Print Tran” button you can easily print a copy of the transaction.

Please do not use the “Simulate Receipt” button as all this does is reprint the receipt at the cashiers slip printer.