FINDING A RECEIPT IN OneSTOP WHEN I HAVE THE SURNAME OR COMPANY NAME

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

![Screenshot 1](https://www.fbs.ecu.edu.au/SYS/)

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).

![Screenshot 2](https://www.fbs.ecu.edu.au/SYS/)

FURTHER INFORMATION Email fbcsystems@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/SYS/
Select the Surname/Company Name option to highlight it. This will show the following screen. (Refer Screenshot 3)

![Screenshot 3]

When entering your search criteria, the more information you can supply, the faster the results will be delivered. This will also greatly alleviate multiple results, for example if you search by a dollar amount or a date you will receive multiple results after a lengthy search, however if you search by dollar amount and date together the search will be much faster and find less receipts to go through before finding the one you need.

For this search we **must** enter a surname of company name. (Refer Screenshot 4).

![Screenshot 4]
By using the surname SMITH and not entering a particular campus, date or dollar amount will yield a large quantity of results (Refer Screenshot 5).

Of course if we have more information to narrow down the search, this will make the search much faster. For example if we enter the date of 11/03/04 and the dollar amount of $25.00 (Refer Screenshot 6) we will be given the following results in a much faster time (Refer Screenshot 7).
Simply double click the desired receipt line and that will show the full details of that receipt (Refer Screenshot 8).

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