QUERYING A RECEIPT IN ONESTOP

Most users when they log into the OneStop system only have the Enquiries functionality. This is because the majority of users only ever need to use the OneStop system to investigate a previous payment. Users who only have the Enquiries function will see the following screen (Refer Screenshot 1) when they first log in the only active button is the ENQ one.

![Screenshot 1](image)

There are several ways to search for a receipt. By clicking the ENQ button, the following screen (Refer Screenshot 2) will appear.

![Screenshot 2](image)

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 3).

![Screenshot 3](image)
Screenshot 3

Simply select the desired option, enter the search criteria and click OK. Please note that the more information you can enter in your search will lower the time taken to find the required receipt.

The receipt(s) matching your search criteria will appear on a screen like the following (Refer Screenshot 4):

Screenshot 4

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

Screenshot 5

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