FINDING A RECEIPT IN ONESTOP WHEN I HAVE THE RECEIPT NUMBER

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

**Screenshot 1**

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**

Select the POS Transaction option to highlight it. This will show the following screen where you can enter your search criteria. (Refer Screenshot 3)

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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 FAQ we have the receipt number JO/2/34166 so we shall proceed to search using that.

The first requirement for your search is the campus, this **must** be selected. To do this, use the pulldown list next to **Campus** (Refer Screenshot 4)

[Screenshot 3]

[Screenshot 4]
If you are unsure as to which campus the funds were received at, you can select *All Campuses* however this will not allow you to put in a POS number or Receipt number and for this example we wish to search by receipt number. Joondalup and Mount Lawley campuses are the most frequently used so if need be you can always select one of these and try, if unsuccessful then try another campus. For this example we know the receipt is from Joondalup so we shall select that campus *(Refer Screenshot 5)*.

![Screenshot 5](image)

The next step is to enter the POS number. The POS number is basically the position number of the cashier. This means that each campus has one or two POS registers so the POS number will always be 1 or 2. This field can be left blank to find all transactions however if you wish to enter a receipt number as we do in this case then a POS number must be selected. When you click in the POS number field a warning message will appear advising you to leave blank unless you wish to enter a receipt number as well *(Refer Screenshot 6)*.

![Screenshot 6](image)

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For this example we will enter POS number 2 in this field as we have a receipt number showing that funds were received at POS #2.

By either tabbing to the next field or clicking in the Receipt number field, another message will appear advising you to leave blank to deliver all receipts for the specified POS number or to enter a receipt number if you have it (Refer Screenshot 7). Please note that leaving this field blank will deliver all transactions for one POS and this would be thousands of results so unless specifying a date or dollar amount this is not a wise option.

**Screenshot 7**

For this example we have receipt number JO/2/34166 and so will enter that in the highlighted field (Refer Screenshot 8). Please note that the receipt number JO/2/34166 is broken down into three sections, as are all receipts, the Campus location (JO), the POS number (2) and the receipt number (34166).

**Screenshot 8**

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If you know the receipt number and campus, as we do in this case, then a date and dollar amount are not required. Simply click the OK button to begin search.

The receipt(s) matching your search criteria will appear on a screen like the following (Refer Screenshot 9);

![Screenshot 9](attachment:image)

Simply double click the desired receipt line and that will show the full details of that receipt (Refer Screenshot 10).

![Screenshot 10](attachment:image)

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

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