

Receipt search in POS

- **Search by the Receipt number in the search section on POS screen**

Steps:

1. On POS screen click on Search to get to Find Sales Receipt screen
2. In the Search drop down box, select search by Receipt number > Contain > Receipt number > Enter
 *Note : Select Contain is not sure of the exact receipt number and select Equal if have the receipt number

- **Search by the Date in the search section on POS screen**

Steps:

1. On POS screen click on Search to get to Find Sales Receipt screen
2. In the Search drop down box, select search by Date > Time period > Date > Enter
 *Note: Select time period during which the sale was made and receipt to be found

- **The Sales receipt can be search by Name, Cashier, PO number, Receipt total amount as well in Find Sales Receipt screen as above with same steps**
- **The transactions on hold can be searched as well on the same screen by selecting search by HOLD in the search session**

The image shows two screenshots from a POS system. The top screenshot is the 'Point of Sale' window, which includes fields for Customer, Item, PO, Cashier (IRELY ADMIN), and Receipt No (SR-226). It also features a search bar with a filter (F3) and a table with columns: Item No., Qty, Description, UOM, Tax, Price, Disc, and Extended Price. Below the table are fields for Address, Location (0001-Fort Wayne), Drawer (Drawer 1), and Item Count (0). A summary section shows Subtotal (0.000), Discount (0.000), Tax (0.000), and Total (0.000). At the bottom are buttons for New/Hold (F2), Search (F3), Delete (F4), Return (F5), Payment (F6), Receive Payment (F7), Hold (F8), Customer (F9), and Tools (F10).

The bottom screenshot is the 'Find Sales Receipt' window, displaying a search filter for 'Receipt No' containing a value. It shows 9 records in a table with the following data:

Receipt No	Date	Name	Cashier	PO Number	Comment	Receipt Total	Hold	Paid
<input type="checkbox"/> SR-225	09/21/2018 6:0...	BP Oil North W...	IRELY ADMIN			-37.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> SR-223	09/24/2018 8:4...	cedric	IRELY ADMIN			11.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-222	09/24/2018 8:1...	cedric	IRELY ADMIN			5.50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-221	09/24/2018 7:5...	cedric	IRELY ADMIN			5.50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-220	09/24/2018 7:5...	cedric	IRELY ADMIN			5.50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-219	09/24/2018 7:5...	cedric	IRELY ADMIN			5.50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-218	09/24/2018 7:2...	cedric	IRELY ADMIN			11.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-217	09/24/2018 3:4...	cedric	George M Olney	1234	123451	-5.50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SR-215	09/21/2018 6:0...	BP Oil North W...	IRELY ADMIN			37.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>