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 numer > 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
- 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

Customer								^ □ X
	Find Iten	n	Find PO		Cashler IRELY AD	MIN Switch Cash	nier Receipt No	SR-226
Comment								
× Remove Export •	BB View • Filter (F3)							К.Я. 2 У
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