

# 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

**Point of Sale**

Customer: [ ] Find Item: [ ] Find PO: [ ] Cashier: IRELY ADMIN Switch Cashier Receipt No: SR-226

Comment: [ ]

X Remove Export View Filter (F3)

Item No.	Qty	Description	UOM	Tax	Price	Disc	Extended Price
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Address: [ ] Location: 0001-Fort Wayne Discount %: 0.000 Subtotal: 0.000

Drawer: Drawer 1 Discount: 0.000

Item Count: 0 Tax: 0.000

Total: 0.000

New/Hold F2 Search F3 Delete F4 Return F5 Payment F6 Receive Payment F7 Hold F8 Customer F9 Tools F10

? 0.41s Ready Refresh

**Find Sales Receipt**

Close

Find Sales Receipt Detail

Open Selected Export Columns View 9 records

Search Receipt No Contains [ ] Add Filter Clear Filters

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"/>