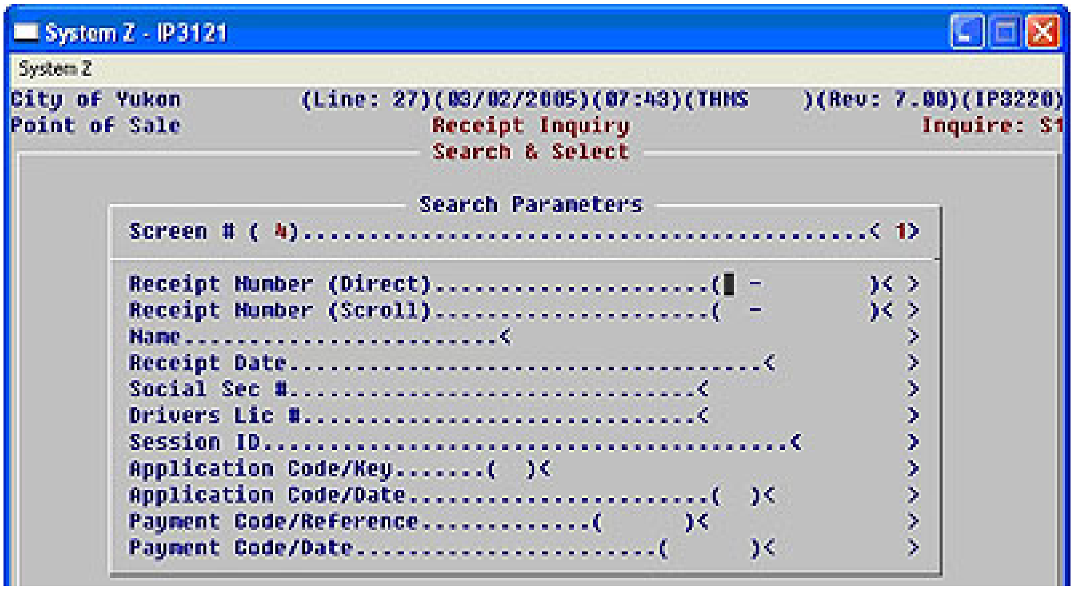
# Point of Sale -- Receipt History Inquiry

To see the details for a receipt posted in Point of Sale, use ***Receipt History Inquiry***.




Step 1. Choose ***Point of Sale, Receipt History, Receipt History Inquiry***.

Step 2. To go directly to a receipt with a particular receipt number, enter the receipt number in the **Receipt Number (Direct)** field. The first two digits are the receipt group. The next eight digits are the receipt number. The last field is for the void flag.

a. **Special Note:** The search options listed below bring up a scrolling list of receipts. Press F1 and F2 to scroll forward or backward in the list. Use the up and down arrow keys to select the receipt you want to view then press enter.

Step 1. If you know the first part of the Point of Sale receipt number or you want to see all receipts in a particular receipt group, enter the information that you have in the **Receipt Number (Scroll)** field.

Step 2. To search by the customer's name, enter the first part of the name in the **Name** field. This field typically contains the name from the utility billing, property tax or business license master record. If the receipt is a Miscellaneous Receipt, this will be the name entered when the receipt was posted. The name is typically entered in capital letters with the last name first. Enter part of the name to see a broader search of names. To see all receipts posted on a particular date, enter the date in the **Receipt Date** field.

Step 3. To find receipts by the user key fields defined in System Manager, use the **User Key 1 and 2** fields. These are fields that can be defined differently for each site. The descriptions that display on your screen will vary from those in this example.

These fields are seen on the 4th screen of the receipt record and may or may not be used.

Step 4. To see all receipts posted into a particular Point of Sale session, enter the session date then the session ID then the session sequence number in the **Session Date/ID/Seq** fields. The sequence number is used if there is more than one session created with the same date and session ID. You can leave this field blank to see all receipts within the session date and session ID entered.

Step 5. To find receipts by the application they were posted to and the key (account number) from that application, use the **Application Code/Key** fields. Enter the application code in the first field. Use *UB* for Utility Billing receipts, *MR* for Miscellaneous Receipts, *PT* for Property Tax, *BL* for Business License. When the application code is entered, the **Key** field will format correctly. Enter the utility billing account number, miscellaneous receipt department and charge code, property tax entity, tax year and bill number or the business license department and business number.

Step 6. To find receipts by the application they were posted to and the date posted, use the **Application Code/Date** fields. Enter the application code as specified above then the date.

Step 7. To find receipts by the payment type and reference (check #), use the **Payment Code/Reference** fields. Enter the payment type in the first field. They payment types are typically CK for check, CA for cash, MO for money order, ACV for tax relief, etc. Enter the reference in the second field. The reference is typically the check number, money order number, etc.

Step 8. To find receipts by the payment type and date paid, use the **Payment Code/Date** fields. Enter the payment type in the first field. They payment types are typically CK for check, CA for cash, MO for money order, ACV for tax relief, etc. Enter the date paid in the second field.