

If you need to retrieve a receipt you have entered in Themis, you may perform a search. **Note:** the inquiry screen is view only, if you wish to re-print or cancel a receipt you will need to access the receipt via the Enter Receipts screen.

## Searching for a receipt

### 1 Navigate to **Cash Receipting > Receipt Inquiry**.

The Query Receipts screen will display.

### 2 Enter your search criteria.

The main search criteria are listed below. However, you may enter criteria in any of the other search fields.

Field	Action	Comment
Receipt No	Enter the number of the receipt for which you wish to search.	
From Date	Enter the date from which you wish to begin searching.	This is a mandatory field.
To Date	Enter the date to which you wish to search.	This is a mandatory field.
Cashier	Select the appropriate username from the List of Values (LOV).	This is the name of the person who entered the receipt into Themis.
Receipt Amount	Enter the value of the receipt for which you wish to search.	
Location	Select the location (department number) for which you wish to search from the LOV.	
Trans Type	Select a transaction type from the LOV.	For example: excursions, publications, conference registration, etc.
Tran Ref1 - 6	Specify the appropriate transaction reference/s.	For example: customer name, address line, country, etc.
Pay Type	Select the type of payment for which to search from the LOV.	For example: cash, cheque, credit card, etc.
Pay Ref 1 - 6	Specify the appropriate payment reference/s.	<b>Note:</b> the fields available will depend on the Pay Type selected above. For example: if you select credit card in the Pay Type field above, the pay ref fields will change to Card Type, Card Name, Card Number, Expiry Date, and Deposit Number.

### 3 Click on the **Query** button to perform your search.

The table in the bottom section of the screen will display records matching your search criteria.

Receipt No	Status	Date	Receipt Amount	Batch Number	Posted (GL)	Cashier
292273	POST	02 JAN 2007	\$638.00	44758		PAMORRIS_1923
292274	POST	02 JAN 2007	\$9,824.00	44628		JLAU_34188
292276	POST	02 JAN 2007	\$518.75	44628		AGRIGOR_8347
292277	POST	02 JAN 2007	\$518.75	44628		AGRIGOR_8347

Clear      Zoom      Query

### 4 Highlight the appropriate receipt and click on the **Zoom** button to open the receipt record.

The Cash Receipts Entry screen will display. **Note:** if you wish to print or cancel a receipt for which you have performed a search, you will need to copy/record the receipt number, return to the Enter Receipts screen and retrieve the receipt (press **F11**, paste/enter the receipt number, and press **Ctrl+F11**).

#### Notes on the Cash Receipts Entry screen:

- The Approved fields will indicate whether or not the receipt has been approved by the cashier.
- The Status field indicates the status of the receipt
  - NEW** – receipt has not yet been approved by cashier
  - POST** – receipt has been reconciled by the Bank Reconciliation Officer
  - CANC** – receipt has been cancelled