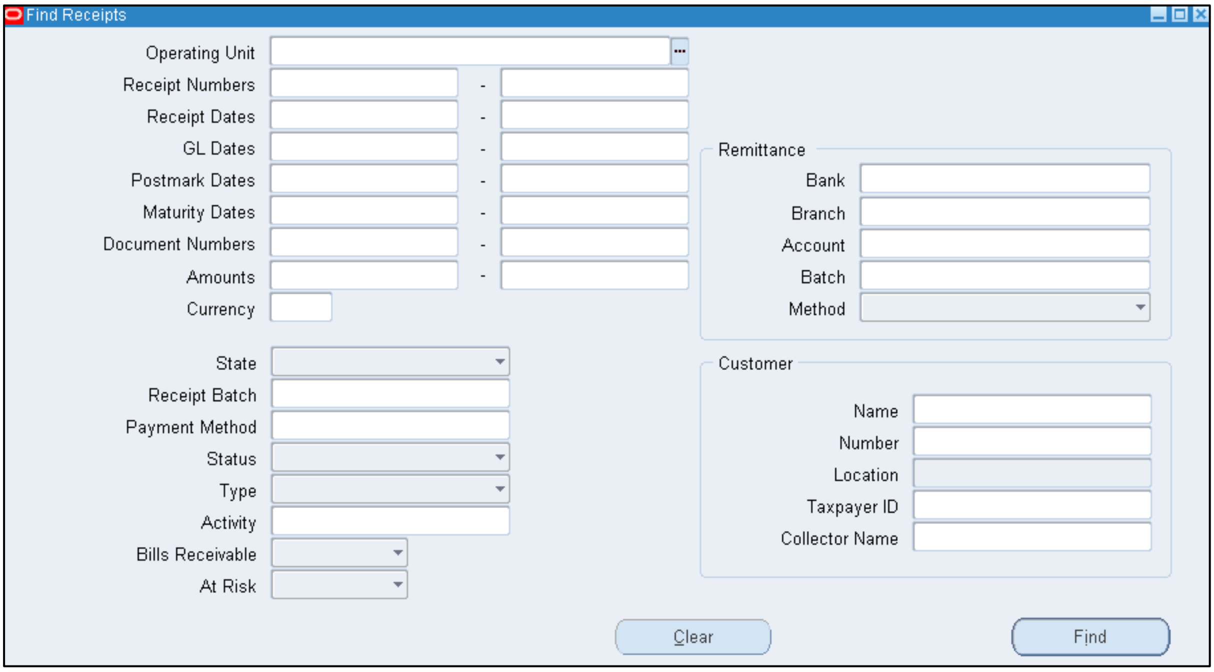
# *Using Receipt Summary*

The Receipts Summary window provides basic information about receipts. From this window you can select and review several receipts.

**Navigate: Receipts → Receipts Summary Inquiry**

1. Click on the **torch icon** on the toolbar. This will open the **Find Receipts** window.

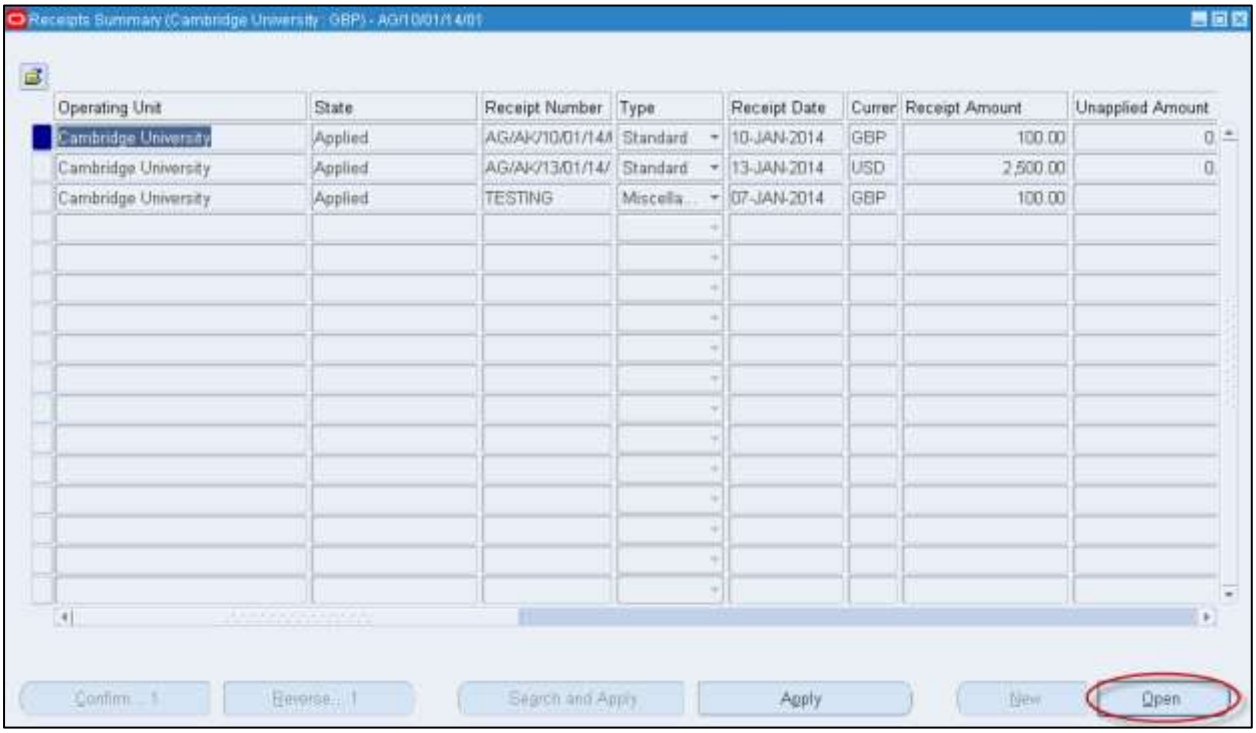



2. Enter **search criteria**

Use one or more of the available fields. *To make the search run as quickly as possible we suggest that you use as many of the fields as possible to narrow down the search time*.

3. Click **Find** to begin the search.

A list of receipts matching the criteria will be displayed in the **Receipts Summary** window.




4. Click on the **Open** button to view the details of each receipt.

**Note:** The **Receipts Summary Inquiry** menu provides a **read-only** view of your departmental receipts.

If you wish to make changes to receipts, you will need to close the window and navigate back to the original receipt batch using either:

| | |
|---|---|
| **Navigate:** | **Receipts → Receipt Batches**<br>Or<br>**Receipts → Batches Summary** |