

Purpose

Use this procedure to search and view your lodgement history in **OSRconnect**.

Trigger

Perform this procedure when you need to verify that a return or transaction has been submitted to OSR.

You can also use this process to retrieve the lodged return/transaction form for printing a hardcopy, or saving an offline version as a PDF.

Menu Path

Use the following menu path(s) to begin this transaction:

- **OSRconnect**
- **Forms** screen.

Helpful Hints

- Note that the search by **Your Reference** applies to transfer duty transactions only—and that the complete reference must be entered, including any capitals, characters and spaces.

Procedure

1. Start the transaction using the menu path or transaction code.



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2. We start this process in the **Task Overview**.





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3. Click the **Forms** tab.




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4. Select **Lodgement History**.
5. **Lodgement History** provides you with various search options.
6. If registered for more than one revenue line, you can search by **Revenue Type**.
7. Click the **Revenue Type** list arrow.
8. Select the **Revenue Type**—for example **Payroll Tax**.
9. Enter a **Starting Date** for the search by clicking the calendar icon. 
10. Select the date using the calendar.
11. The **End Date** defaults to today and can be changed if required.
12. Click **Search**.
13. The **Lodgement History** records for this search are now displayed.
14. Click the **Transaction Number** link to view an item.

15. The return form/transaction statement for the transaction is displayed.
16. To **print** or **save** an offline copy of this form, first click the white space in the form.
17. Then press the <F8> key.
18. The Adobe form menu is displayed.
19. Click the **Print** icon for a printout. 



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20. Click the **Save** icon to save an offline PDF copy. 
21. Click **Cancel** to close this screen.
22. Alternately, you can search the history by **Transaction Number** for returns and transactions.
23. Select **Transaction Number**.
24. As required, complete/review the following fields:
 - Please enter Transaction Number here
25. Click **Search**.
26. The **Lodgement History** for this transaction number is displayed.
27. **Lodgement History** can also be searched by **Your Reference**. This facility applies to transfer duty transactions only.
28. Select **Your Reference**.
29. As required, complete/review the following fields:
 - Please enter Your Reference here
30. Click **Search**.
31. The **Lodgement History** for this transaction is displayed.

32. Click **Task Overview** to return to the main screen.



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33. Refer to the tutorial **Viewing Payment History** for instruction on retrieving details of payments made for returns and transactions.