Print a receipt

Learn how to print a receipt for user payments in OLIB.

As part of the fines payment process you can print a receipt if that is library policy. The default layout for the receipt can be changed using [Layout Manager](https://help.oclc.org/Library_Management/OLIB/Circulation/Library_charges/Print_a_receipt).

### Print a receipt for the most recent payment

1. Pay the fine as normal in the User Charging screen / via Circ. Desk.

2. Before saving, click the print icon at the top of the OLIB screen.

3. In the print dialog - Print Layout field, choose **User Charging Receipt** and complete remaining fields as required.

4. Click **Print**: a screen pops up in your browser displaying the receipt - click the print icon in your browser to send to the printer.

### Print a receipt for an earlier payment

1. In the history section at the foot of the User Charging screen, tick the box of the fine transaction you want a receipt for.

2. In Actions select **Flag Payment to Print a Receipt**.

3. Click the print icon at the top of the OLIB screen.

4. In the print dialog - Print Layout field, choose **User Charging Receipt** and complete remaining fields as required.

5. Click **Print**: a screen pops up in your browser displaying the receipt - click the print icon in your browser to send to the printer.

The default layout for receipt printing contains the following:

The Library, My Organisation

** * * * OFFICIAL RECEIPT * * * **

Transaction Ref. 148

Transaction Date/Time 23-MAR-2012 10:43:10

Amount Paid 5.00

Payment Method Cash
Paid By Wright, Lolli

Payment Recorded By Sys Admin

Charges Cleared In Full Or In Part By This Payment:

<table>
<thead>
<tr>
<th>AUDIT NO.</th>
<th>TRANSACTION</th>
<th>AMOUNT</th>
<th>O/S AMOUNT</th>
<th>PAID</th>
<th>DATE GENERATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>121</td>
<td>System Generated Fine</td>
<td>5.00</td>
<td>0.00</td>
<td>5.00</td>
<td>23-DEC-2019</td>
</tr>
</tbody>
</table>

COPY BARCODE --
ISSUED ON--
DUE BACK ON --
RETURNED ON OR
CHARGE/
PAYMENT/
WAIVERTP

https://help.oclc.org/Library_Management/OLIB/Circulation/Library_charges/Print_a_receipt
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