
Set Circulation to always print all charges in one receipt?

- **Article Type:** Q&A
 - **Product:** Voyager
 - **Product Version:** 8.2.0
 - **Relevant for Installation Type:** Total Care; Dedicated-Direct; Direct; Local
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Question

Modify default preferences (not just Session Preferences) for Circulation location so all charges always print in one receipt?

Answer

1. Go to System Administration > Circulation > Policy Definitions > [choose policy definition and click Edit] > Locations tab
 2. In Selected column, choose circulation location that you would like to change preferences for
 3. Click Settings button -- Location Settings window will open
 4. Under Due Date Slip Print area, there are three radio buttons; choose "All Charges in One Receipt" setting
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Additional Information

This setting can also be temporarily modified in the Circulation module:

Circulation > Options > Session Preferences > Alerts, Printing and Fine/Fee/Demerit tab > Print Due Date Slip section

Category: Circulation

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