

# Your Receipts Are Numbered!

Tip for: 03.20.17

A patron comes in with two payment receipts of 25¢ for the same overdue item, but your records only show one payment. Is this the same receipt twice, or did something go wrong? The best way to figure that out?—Receipt numbers.

In Alexandria **v7**, receipt numbers are *always* printed on receipts, so you always have a way to tell receipts apart. It's like a transaction ID that both you and the recipient of the receipt can quickly reference.

In Alexandria **v6**, you can turn on numbered receipts:

- Go to Preferences.
- Click on the **Circulation** area.
- Go to the **Receipts** tab.
- Check the box to **Print Receipt Number on Monetary Receipts**.
- Save the preference.

In **v7**, the Receipt # always shows in the Charges > **History** subtab. From there you can also re-print a receipt for the patron.

In **v6**, you can go to the from the Charges > **Payments** subtab and **Print Receipt** to see the Receipt #.