

**Paying Bills (quick tip)**

**Note:** For more detailed information or specific questions see *Pay Bill guide*.

On user record (in any wizard) find the patron, Bills tab, **right-click** on the transaction that is to be marked *paid*, select **Pay Bill**:

Using the DISPLAY USER record:

Display User x

play User

Alerts

Photo Not On File

Name: SAWYER, ERIC ALAN  
Id: 22612000814752  
Homerroom: A127-YODER  
Profile name: STUDENT1...

Identify user  
User ID: 22612000814752

Summary | Addresses | Extended Info | **Bills** | Checkouts | Holds | Reservations | Suspension

Unpaid bills:3(\$11.19)

Title	Item ID	Reason	Owes	Billed	Date	Payme
20,000 leagues under the sea	32612100061138	OVERDUE	\$1.00	\$1.00	11/19/2009	
20,000 leagues under the sea	32612100061138	OVERDUE	\$5.00	\$5.00	4/15/2010	
21 great stories	32612100061138	LOST	\$5.19	\$5.19	7/2/2012	

Context Menu:

- Change Item ID
- Display Item
- Edit Item Note
- Pay Bill**
- Place Hold

**ONLY selected** bill displays:

Display User: Pay bills

User Information

Photo Not On File

Name: SAWYER, ERIC ALAN    Status: BLOCKED    Library: DLHS  
Profile name: STUDENT1...    Amount owed: \$11.19    Available holds: 0  
User categories: Y    Overdues: 0    Checkouts: 1  
Homerroom: A127-YODER    Privilege expires: 6/30/2015

Identify User  
User ID: 22612000814752

Total bills and payments

Total bills: 3    Payment:   
Total owed: \$11.19    Payment type: CASH  
Still owes: \$11.19    Change:  
Credit balance: none

Individual Bills and Payments

Title	Item ID	Reason	Owes	Payment Type	Payment	Change	Billed	Date
20,000 leagues under the sea	32612100061138	OVERDUE	\$1.00	CASH			\$1.00	11/19/2009

**Partial or Full** payment can be made.

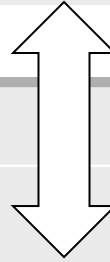
Credit balance: none

Individual Bills and Payments

Title	Item ID	Reason	Owes	Payment Type	Payment	Change	Billed	Date
20,000 leagues under the s...	32612100061138	OVERDUE	\$1.00	CASH	.75		\$1.00	11/19/2009

▼ Current user checkouts:1(\$5.00)

Title	Item ID	Date Checked Out	Date Due	Status	Type
21 great stories	32612010119372	9/22/2009,13:28	10/20/2009,23:59	Claims lost	NONFICTION



Display user

Alerts

**Photo Not On File**

Name: SAWYER, ERIC ALAN  
Id: 22612000814752  
Homeroom: A127-YODER  
Profile name: STUDENT1...

Identify user  
User ID: 22612000814752

Summary | Addresses | Extended Info | **Bills** | Checkouts | Holds | Reservations | Suspension

Unpaid bills:3(\$10.44)

Title	Item ID	Reason	Owes	Billed	Date	Payment library
20,000 leagues under the sea	32612100061138	OVERDUE	\$0.25	\$1.00	11/19/2009	DLHS
20,000 leagues under the sea	32612100061138	OVERDUE	\$5.00	\$5.00	4/15/2010	
21 great stories	32612010119372	LOST	\$5.19	\$5.19	7/2/2012	

Display User : Glossary

Item information

Title: 20,000 leagues under the sea ID: 32612100061138  
Author: Verne, Jules, 1828-1905.  
Call#: FIC VER  
Copy: 1

Checkout information

Date checked out: 10/24/2006,9:20 Date due: 11/21/2006,23:59  
Date renewed: 11/19/2009,12:33  
Checkout library: DLHS  
Circulation rule: 4W2R5F

Bill information

Billed: \$1.00 Date: 11/19/2009 Reason: OVERDUE  
# payments: 1 Number of notices: 0 Last notice:  
Still owes: \$0.25 Date paid: 7/2/2012 Library: DLHS  
Transaction date:

Payments:

Payment date: 7/2/2012 Amount: \$0.75 Payment type: CASH  
Payment library: DLHS