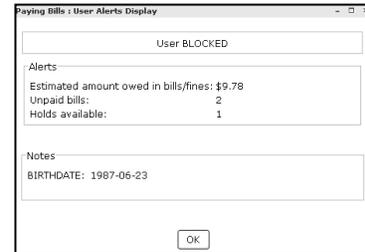
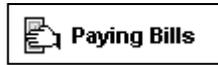


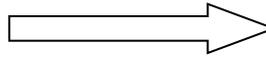
Paying Bills

The Paying Bills wizard guides you through the process of accepting payments for current bills.

1. **Click** on Checkout, Checkin,... Wizard.
2. **Click** on Paying Bills Wizard.
3. **Locate** user record.



Paying Bills: User Alert screen displays.



4. **Click** OK.
Paying Bills screen displays.

User Information

Name: Pery, KURT Status: **BLOCKED**
 Profile name: STUDENT3... Amount owed: **\$16.65**
 Library: DLFN Available holds: **0**
 User categories: Y Overdues: **1**
 Homeroom: 5B-SOMMERS Privilege expires: **6/30/2014**

Identify User

User ID: 22612001407002

Total bills and payments

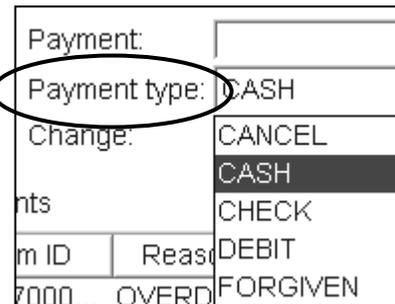
Total bills: **4** Payment: **5a**
 Total owed: **\$15.65** Payment type: **CASH**
 Still owes: **\$15.65** Change:
 Credit balance: none

Individual Bills and Payments

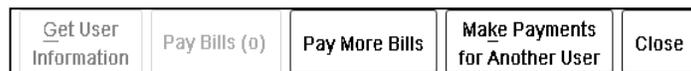
Title	Item ID	Reason	Owes	Payment Type	Pay...	Cha...	Billed	Date
George W. Bush	326120...	OVERD...	\$0.65	CASH	5b		\$0.65	9/18/20...
Famous peopl...	326120...	DAMAGE	\$5.00	CASH			\$5.00	6/25/20...
On the court ...	326120...	DAMAGE	\$5.00	CASH			\$5.00	6/25/20...
Harry Potter a...	326120...	DAMAGE	\$5.00	CASH			\$5.00	6/25/20...

5. Payments can be made on the total bill or for a specific item.

- a. To pay on the total balance, **enter** amount received and **select** payment type from the drop down menu.
- b. To pay on a specific item, **enter** the amount received (can be full amount or partial) and **select** payment type. Clicking in the payment column will bring up a menu.



6. **Select** from options.





TIP! To see the payment history on a specific item, **click** on the dollar amount owed for that item.

Wf Paying Bills : Glossary

Item information

Title: Harry Potter and the goblet of fire ID: 32620065159029
 Author: Rowling, J. K.
 Call#: FIC ROW 6.8
 Copy: 1

Bill information

Billed: \$8.99	Date: 7/13/2005	Reason: LOST
# payments: 3		Number of notices: 0
Still owes: \$4.79	Date paid: 7/13/2005,15:26	Library: LMHS

Payments:

Payment date: 7/13/2005	Amount: \$2.00	Payment type: CASH
Payment date: 7/13/2005	Amount: \$1.50	Payment type: CASH
Payment date: 7/13/2005	Amount: \$.50	Payment type: CASH
Payment date: 7/13/2005,15:26	Amount: \$.20	Payment type: CASH

To see a history of all payments:

- **Click** on Display User wizard.
- **Choose** the Bills tab.
- **Click** on Display Options
- **Select** paid.

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

Harry Potter and the goblet of fire 32620065159029 PROCESSFEE \$.00 \$2.00 7/13/2005

Display options

Library: ALL_LIBS Bills: Paid



TIP: Right-click menus

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.

Enter Item & Bill Information

Reason for bill:

Amount:

Item ID:

Payment type: CASH

List of Bills

Title	Item ID	Reason
Glencoe physics : principles and ...	32612300001546	DAMAGE

Change Item ID

Display Item

Edit Item Note

Pay Bill

Place Hold

Note: For more detailed information or specific questions, use HELP wizard.