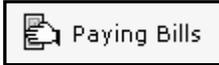


1. **Click** on Checkout, Checkin, Renewals... Wizard.
2. **Click** on Paying Bills Wizard.
3. **Locate** User Record.



*Paying Bills: User Alert* screen displays.

4. **Click** OK.
5. **Record** payment

- a. To pay on the total balance, **enter** amount received and **select** payment type from the drop down menu (default is CASH).
- b. To pay on a specific item, **enter** the amount received (can be full amount or partial) and **select** payment type above (default is CASH)..

| Title             | Item ID   | Reason   | Owes   | Payment type | Pay... | Cha... | Billed | Date       |
|-------------------|-----------|----------|--------|--------------|--------|--------|--------|------------|
| George W. Bush    | 326120... | OVERD... | \$0.65 | CASH         |        |        | \$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... |

6. **Click** on Pay Bills.