



How to Collect Bills that Migrated from III with a status of Replacement/Billed

Any item that migrated from III with a status of Replacement/Billed will appear under the checkouts tab of the user record with a status of Overdue. A bill will list for this item in the Bills tab of the user record with a Reason of **REPLACE**. **REPLACE** is a red flag that this is a migrated bill.

Checked-Out Items tab of a patron record in III:

All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	31139002646940	792.23/CAR/PB	pfs	Stand-up comedy : the book / J...	09-08-2007	BILLED
<input type="checkbox"/>	2	31139003360285	792.028/PRA/...	pfs	A Practical handbook for the ac...	09-13-2007	BILLED
<input type="checkbox"/>	3	31139002784360	792.2308/WAT	pfs	On the real side : laughing, lying...	09-13-2007	BILLED
<input type="checkbox"/>	4	31139004413497	792.702 I	pfs	I killed : true stories of the road ...	09-13-2007	BILLED

Fines tab of a patron record in III:

All	Status	Title	Location	Amount
<input type="checkbox"/>	Replacement	Stand-up comedy : the book / Judy Carter.	pfs	\$20.00
<input type="checkbox"/>	MANUAL	SERVICE CHARGE FOR BILLED ITEM 10-22-07	pfs	\$3.00
<input type="checkbox"/>	Replacement	A Practical handbook for the actor / Melissa Bruder ... [...]	pfs	\$6.00
<input type="checkbox"/>	Replacement	On the real side : laughing, lying, and signifying-- : the u...	pfs	\$28.00
<input type="checkbox"/>	Replacement	I killed : true stories of the road from America's top co...	pfs	\$24.00

Checkouts tab of a user record in Symphony:

Title	Call number	Item ID	Date Charged	Date Due	Recall Date D...	Status	Type
Stand-up com...	792.23/CAR/PB	31139002646...	9/8/2007,0:00	9/8/2007,23:59		Overdue	BOOK
A Practical ha...	792.028/PRA/...	31139003360...	9/13/2007,0:00	9/13/2007,23...		Overdue	BOOK
On the real si...	792.2308/WAT	31139002784...	9/13/2007,0:00	9/13/2007,23...		Overdue	BOOK
I killed : true ...	792.702 I	31139004413...	9/13/2007,0:00	9/13/2007,23...		Overdue	BOOK

Bills tab of a user record in Symphony:

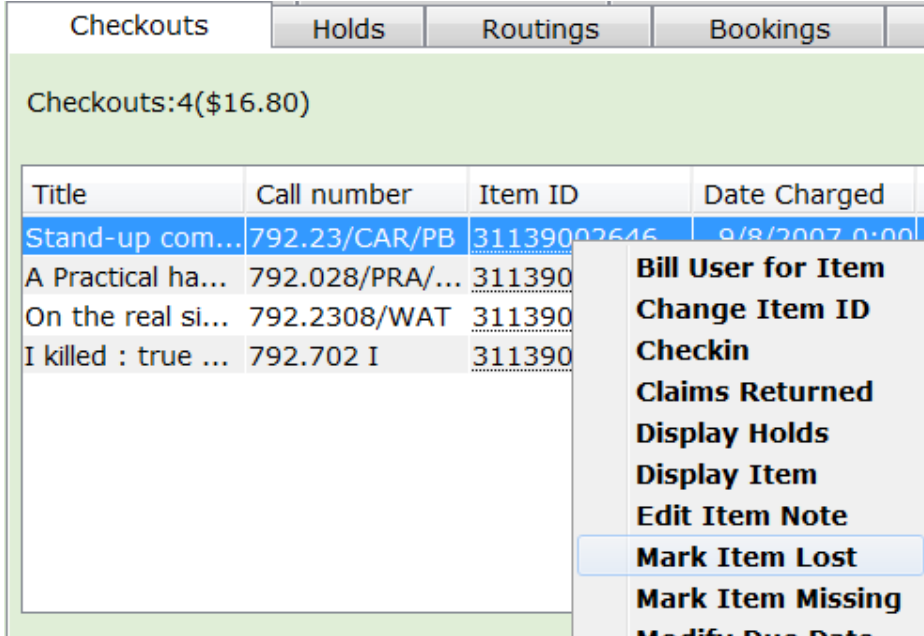
Title	Item ID	Reason	Owes	Billed	Date	Payment library
Stand-up comedy : t...	31139002646940	REPLACE	\$20.00	\$20.00	10/20/2007	
A Practical handbook ...	31139003360285	REPLACE	\$6.00	\$6.00	10/26/2007	
On the real side : lau...	31139002784360	REPLACE	\$28.00	\$28.00	10/26/2007	
I killed : true stories ...	31139004413497	REPLACE	\$24.00	\$24.00	10/26/2007	
		MANUALX	\$3.00	\$3.00	10/22/2007	
		MANUALX	\$9.00	\$9.00	10/29/2007	

If the bill reason is **REPLACE** and the Date is before 4/14/15, this is a migrated bill.

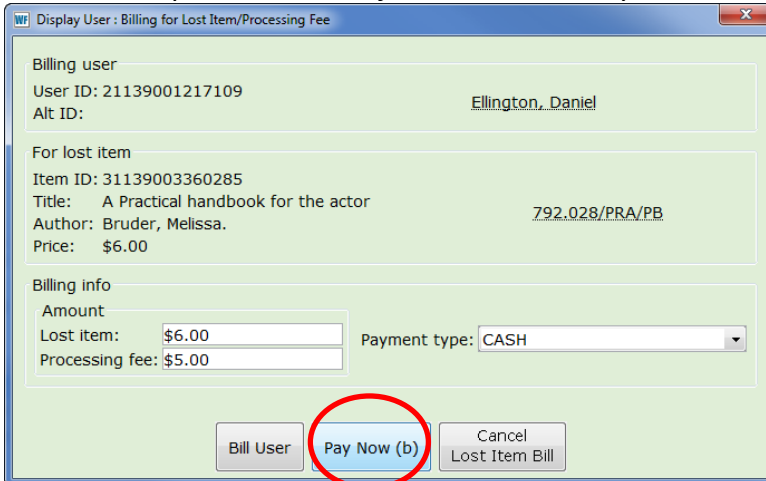
These instructions assume that your patron is standing in front of you and is going to pay the bill in full at this time.

To pay this bill, you MUST:

1. Right-click on the item to be paid in the **Checkouts tab** of the user record and select Mark Item Lost. Alternatively, you can use Mark Item Lost wizard and Paying Bills wizard.



2. In the subsequent screen, adjust bill if necessary and select a Payment Type. Click Pay Now.



A confirmation screen will display. Click OK.

3. The item has been removed from the Checkouts tab. Click on the Bills tab. The LOST bill that you just created has been paid and will only display if you change the Bills Display Option from Unpaid to All or Paid.



However, the original bill (migrated) with a Reason of REPLACE **remains as a bill on the user record. This bill must now be waived.**

- To waive this bill, right-click on the old, migrated bill and select Pay Bill. Alternatively, you can use the Paying Bills wizard.

Title	Item ID	Reason	Owes	Billed	Date	Payment library
Stand-up comedy : t...	31139002646940	REPLACE	\$20.00	\$20.00	10/20/2007	
A Practical handbook ...	31139003360285	REPLACE	\$6.00	\$6.00	10/26/2007	
On the real side : lau...	31139002784360		\$28.00	\$28.00	10/26/2007	
I killed : true stories ...	31139004413497		\$24.00	\$24.00	10/26/2007	

Unpaid bills:4(\$78.00)

Summary | Addresses | Extended Info | SMS Notice Contact Info | Bills

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Identify User
User ID: 21139001217109

Total bills and payments
Total bills: 4 Payment:
Total owed: \$78.00 Payment type: CASH
Still owes: \$78.00 Change:
Credit balance: none

Individual Bills and Payments

Title	Item ID	Reason	Owes	Payment Type	Payment
A Practical handbook ...	31139003360285	REPLACE	\$6.00	MIGRATBILL	6.00

Pay Bills (o) Cancel

- Click Pay Bills.

You have now waived the migrated bill, paid the bill on the user record, and checked the item in from the user account. The item record will now have a Current Location of LOST_CLAIM and can be checked out to a DISCARD user if desired.

Note: If staff checks in an item that was migrated as billed, the migrated bill is not automatically waived and a new bill for overdues may be assessed. If staff notices that a user has a bill with reason REPLACE but that the corresponding item is not checked out to that user any longer, it is a red flag to pay that bill with a reason of MIGRATBILL.