

Billing a User

Procedure for collecting money for damaged or lost RB/ILL items not yet billed

Complete the following procedure when a patron brings in a damaged RB/ILL item or tells you they have lost an RB/ILL item (that has not yet been billed) and they will be paying for it today.

- 1. Open the Charge/Checkout wizard, select the User Search Helper and search for the system-wide RB/ILL LOSS patron Display User Charge/Checkout
 - a. Enter the Item ID for lost RB/ILL item
 - b. VERY IMPORTANT --- Do not check in the item before you complete this process to make certain you don't trap any holds
 - c. Charge the Item out to the RB/ILL_Loss user by clicking the button "Check out item to user"
 - d. When prompted enter Override & checkout item



- 2. Open the Billing a User wizard under the Common Tasks
 - a. Enter the patron's User ID
 - b. Click Get User Information screen repaints
 - c. Select the RB_ILL bill reason from the drop-down menu
 - d. Enter the amount to bill
 - e. Enter the Item ID
 - f. Enter a note (optional)
 - g. Select Payment Type
 - h. Click Bill User

Name	mrs shanne	Chabu		BLOCKED	Library	CINC		
Name:	mrs, snoppe	Statu	S:	BLUCKED	Library:	SWS		
Profile name:	NONSWAN_	(B Amol	int owed:	\$11.00	Available	noids: 0		
Oser categories	5; <u>T</u>	Overo	Jues:	0/20/2010	Спескоие	5: I		
Group ID:		Privie	ege expire	5:9/28/2018				
Identify User								
User ID: 21140	001111111							
Enter Item & Bi	II Information							
Desses for bills								
Reason for bill:	KB_ILL							
Amount:	6.00							
Item ID:	31140001318440							
Note:	lost before bill	ed						
Payment type:	CASH	-						
List of Bills								
Title	Item ID	Po	acon	Billed	Bill St	atue	Note	
THE	Item ID	Ke	ason	Dilled	Din 30	acus	Note	
		Cor Lleor			Bill			

3. Open the Paying Bills wizard under the Common Tasks



- b. Highlight the bill in the list of bills
- c. Select the payment type
- d. Enter the payment amount on the line for the RB/ILL lost item
- e. Click Pay Bills
- f. Screen repaints and will display amount paid



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Name: Profile name: User categorie: Group ID:	mrs, shopper NONSWAN_RB s:Y	Status: . Amount owed: Overdues:	BLOCKED \$5.00 0	Library: SWS Available holds:0	Previous ID: Previous ID2: Active IDs: Inactive IDs:	2114000(- 2114000) 21140001 2114000(767567
Identify User						
User ID: 21140	0001111111					
Total bills and p Total bills: Total owed: Still owes: Credit balance:	payments 1 Pay \$11.00 Pay \$5.00 Cha none	ment: ment type: CASH ange:		•		
Individual Bills	and Payments					
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The quest	311400013	L8440 RB_ILL	;	\$0.00 CASH		6.00
•						•
	Get	User mation Pay Bills (o) Pay More Bills	Make Payments for Another User		
Reminders: 2			This	Report For the state of the second state of th	xchange III M 100%	

