



Topic: Pay Bill

Related Topics: Mark Item Lost bulletin #15, Print receipt

Introduction: Pay Bill wizard function is to process fines.

Pay Bill :

Click the Item Information tab, located under the common tasks tab in the ASDCIRC tool bar.

1. Click Pay Bill wizard.

NOTE: The properties window will open every time if you have not selected the radio button-*Never*, Review bulletin #1.

2. There are two ways to use the Pay Bill wizard, (1) search by user, (2) scan user barcode.

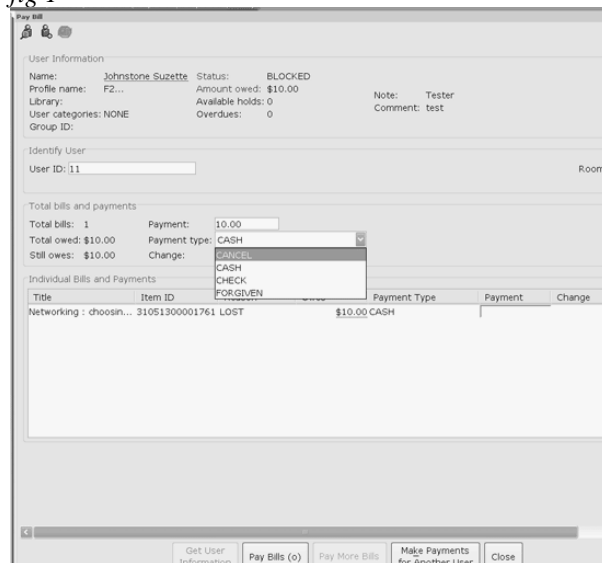
The Mark Item Lost Wizard has a helper icon at the top:

- Search by User

Once a user is entered a second helper highlights, the display user helper. The helper displays the patrons entire record.

3. Select the item the patron is making payment on. *Figure 1*

fig 1



4. Enter Payment amount

5. Select payment type

- CASH - Patron record displays item amount billed and amount Owed \$0.00
- CANCEL - Displays item amount billed and patron OWES \$0.00.
- CHECK - The word check displays with the amount billed and patron OWES \$0.00.
- FORGIVEN - Displayed amount billed and patron has OWES \$0.00

Print Receipt: A receipt can be printed by selecting File from the top menu bar and clicking on Print Screen from the drop down menu.