Workflows Tip of the Week

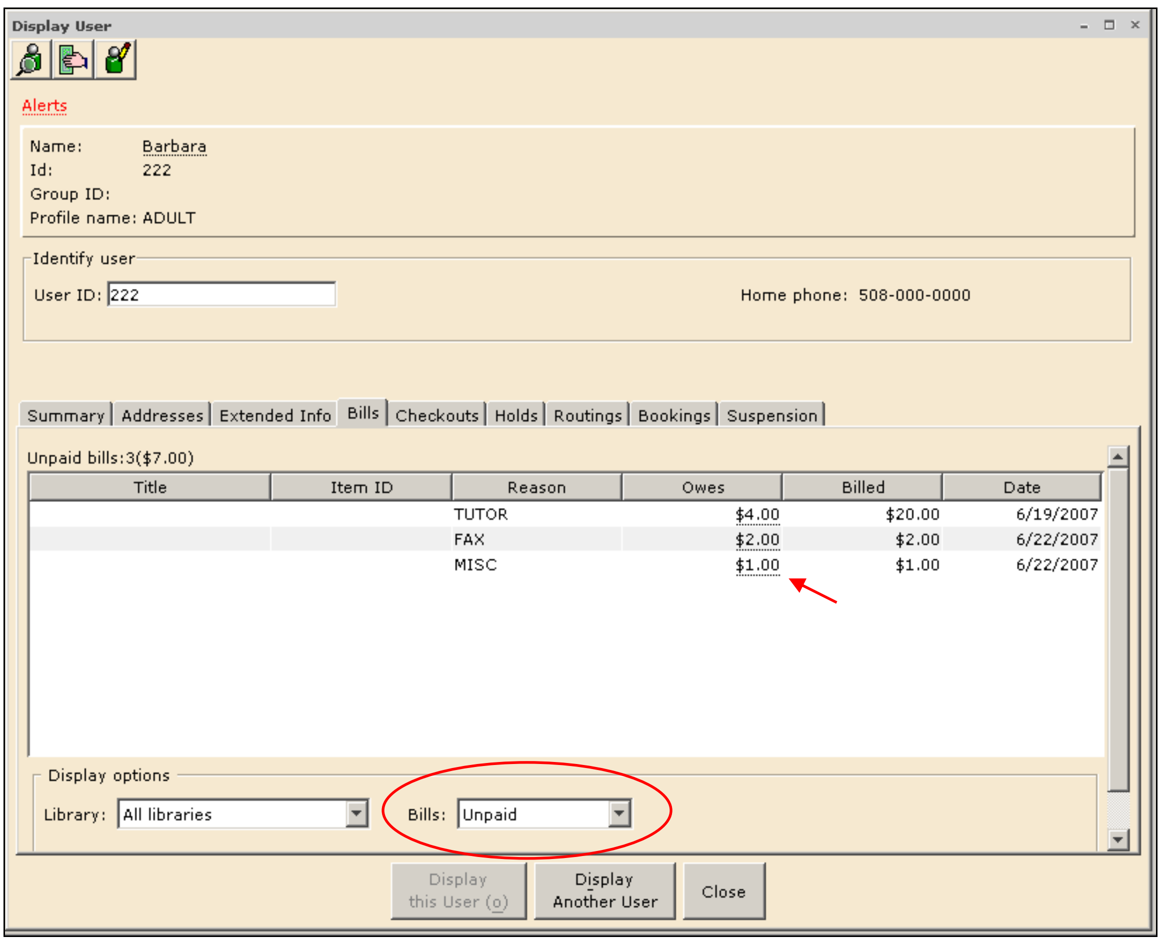
Module: Circulation

Summary: How to view a patron's paid bills

Note: This is useful if you need to find when a patron paid for a bill or the amount of the bill.

Instructions:

1. Look up the patron using the Display User wizard.
2. Click on the Bills tab.
3. Select Unpaid, Paid or All from the Bills drop-down box at the bottom of the screen.



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4. You can click on the underlined item in the Owes column to view a glossary of information about the bill, such as:

   Item Information – title, author, call number, ID, and copy.
   Bill information – amount billed, date due, reason, # of payments, date billed, etc.