



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.

The screenshot shows the 'Display User' window with the 'Bills' tab selected. The user information is for Barbara (ID: 222). The 'Unpaid bills' section shows a table with 3 bills totaling \$7.00. A red arrow points to the '\$1.00' amount in the 'Owes' column for the 'MISC' bill. The 'Bills' dropdown menu at the bottom is circled in red.

Title	Item ID	Reason	Owes	Billed	Date
		TUTOR	\$4.00	\$20.00	6/19/2007
		FAX	\$2.00	\$2.00	6/22/2007
		MISC	\$1.00	\$1.00	6/22/2007

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.