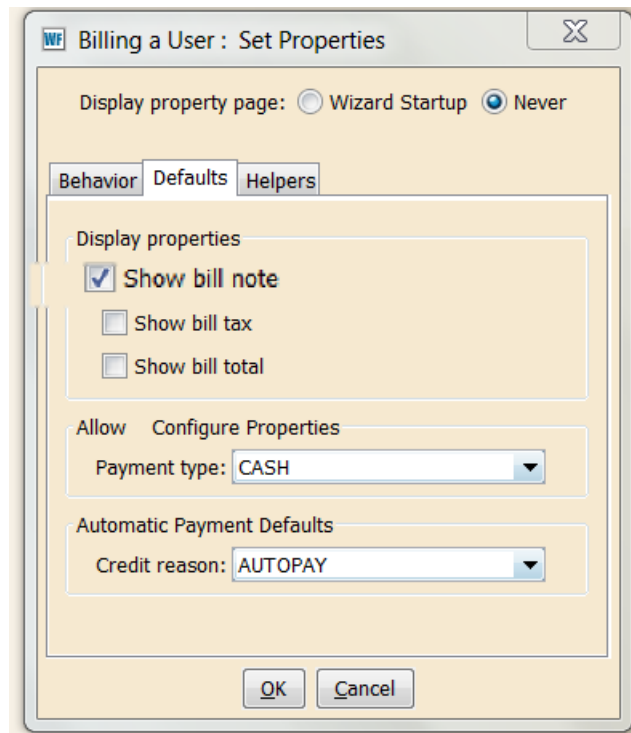


Circulation Tech Tip – Bill Notes

It is possible to add a note explaining a bill in a patron record. That note is attached to the bill itself. This has the advantage of not requiring a note or comment in the patron record which creates an alert at checkout and the note remains with the bill even after it is paid. This note would be used for special types of bills that are created by staff. To activate this feature log in as TECH. Right click on Billing a User. Click on the Defaults tab and check Show Bill Note.



When you create a bill on a user record you will now see the Note Field. You can enter a message explaining the bill.

Name:	Conrad, Belle Sue
Id:	BARK5
Group ID:	
Profile name:	ADULT...
Identify User	
User ID:	BARK5
Enter Item & Bill Information	
Reason for bill:	MISC
Amount:	1.50
Item ID:	
Note:	Test
Payment type:	CASH

The note will now display next to the bill.

Alerts

Name: Conrad, Belle Sue
 Id: BARKS
 Group ID:
 Profile name: ADULT...

Identify User

User ID:

Street: 123 Main Street
 City, state: Marshfield, MA
 Zip: 02050
 Primary Phone: 7818347036 VOICE
 Email: dconrad@sailsinc.org

Enter Item & Bill Information

Reason for bill:

Amount:

Item ID: Current:

Note:

Payment type:

List of Bills

Title	Item ID	Reason	Billed	Bill Status	Note
		MISC		\$1.50 Billed	Test
		MISC		\$5.00 Billed	Test Bill

To see this note in Display user log in as TECH. Right click on Display User. Click on the Defaults tab and check Show Bill Note.