

## Billing a User

The Bill a User wizard guides you through the process of issuing a bill to a user.

1. **Click** on Checkout, Checkin, Renewals... Wizard.
2. **Click** on the Billing a User Wizard.
3. **Locate** user.



**Billing a User**

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**User Information**

	<b>Name:</b> Pery, KURT	<b>Status:</b> BLOCKED
	<b>Profile name:</b> STUDENT3...	<b>Amount owed:</b> \$19.15
	<b>Library:</b> DLFN	<b>Available holds:</b> 0
	<b>User categories:</b> Y	<b>Overdues:</b> 1
	<b>Homeroom:</b> 5B-SOMMERS	<b>Privilege expires:</b> 6/30/2014

**Identify User**

User ID:

**Enter Item & Bill Information**

Reason for bill:  4

Amount: 5

Item ID: 6

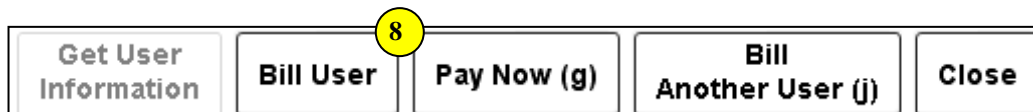
Payment type:  7

**List of Bills**

Title	Item ID	Reason	Billed	Bill Status

*Billing a User* screen displays.

4. **Select** Reason for bill from drop down menu.
5. **Enter** the amount to bill - use x.xx format.
6. **MANUALLY Enter** the Item ID (will only be required if bill is related to an item).
7. **Select** Payment type (leave at CASH if paying later)
8. **Click** Bill User to record bill or Pay Now to take a payment; it will be recorded automatically.
9. **Select** from options.



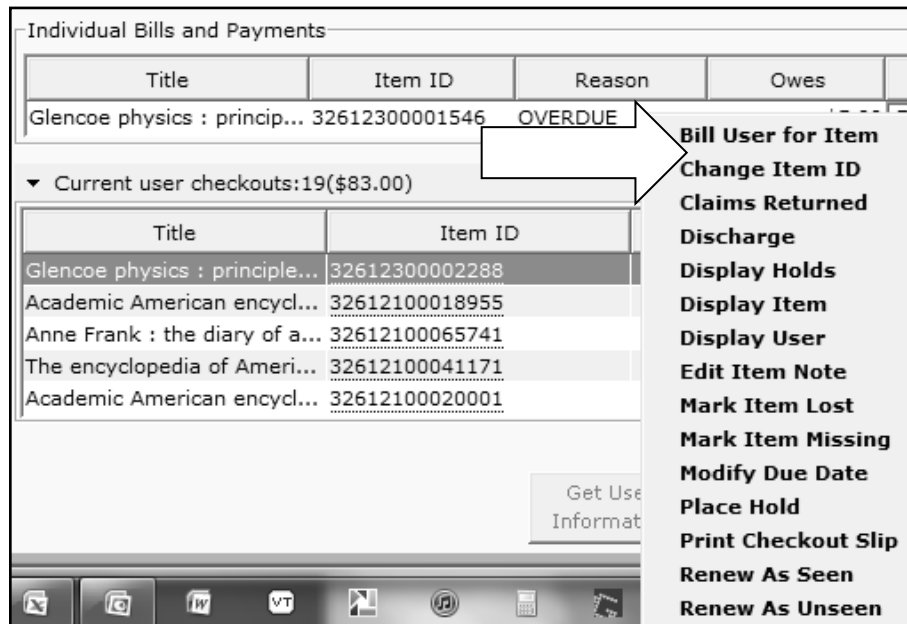


**TIP: Right-click menus**

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

**NOTE:** Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.



**Note: For more detailed information or specific questions, use HELP wizard.**