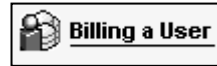


1. **Click** on Checkout, Checkin... Wizard.
2. **Click** on the Billing a User Wizard.
3. **Locate** user.
4. **Select** Reason for bill from drop down menu.
5. **Enter** the amount to bill - use x.xx format.
6. **Enter** the Item ID (only if bill is related to an item).
7. **Select** Payment type (leave at CASH if paying later)
8. **Select** from options.



| Enter Item & Bill Information | |
|-------------------------------|---------------------------|
| Reason for bill: | <input type="text"/> |
| Amount: | <input type="text"/> |
| Item ID: | <input type="text"/> |
| Payment type: | CASH <input type="text"/> |

NOTE: *If you select Pay Now, no further action is needed. The payment is automatically recorded.*