

- 1. *Click* on Checkout, Checkin, Renwals... Wizard.
- 2. **Click** on Paying Bills Wizard.
- 3. *Locate* User Record.

🖺 Paying Bills

Paying Bills: User Alert screen displays.

- 4. *Click* OK.
- 5. Record payment
  - a. To pay on the total balance, *enter* amount received and *select* payment type from the drop down menu (default is CASH).
  - b. To pay on a specific item, enter the amount received (can be full amount or partial) and select payment type above (default is CASH)..
- 6. Click on Pay Bills.

User Information    Water Pery, KURT Status: BLOCK   Photo Profile name: STUDENT3 Amount owed: \$16.65   Library: DLFN Available holds: 0 0   File User categories: Y Overdues: 1   Homeroom: 5B-SOMMERS Privilege expires: 6/30/20   Identify User User ID: 22612001407002   Total bills: 4 Payment: 5a   Total owed: \$15.65 Payment: v   Still owes: \$15.65 Change: credit balance:   Credit balance: none Individual Bills and Payments v Chan   George W. Bush 326120 OVERD \$0.65 CASH v   Famous peopl 326120 DAMAGE \$5.00 cAsh v	-
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On the court 326120 DAMAGE \$5.00 CASH	Billed Date \$0.65 9/18/20 \$5.00 6/25/20