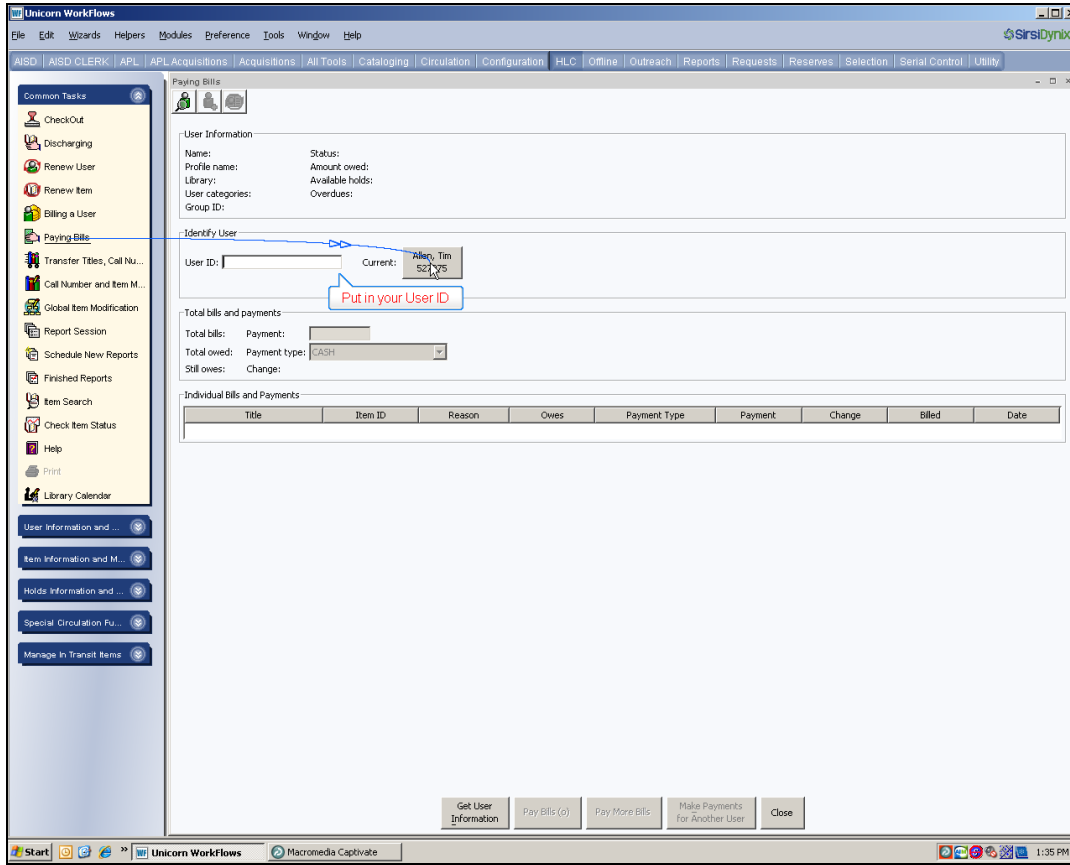


Click on Paying Bills



Put in your User ID

Unicorn Workflows

File Edit Wizards Helpers Modules Preference Tools Window Help

ALSD | ALSD CLERK | APL | APL Acquisitions | Acquisitions | All Tools | Cataloging | Circulation | Configuration | HLC | Offline | Outreach | Reports | Requests | Reserves | Selection | Serial Control | Utility

Common Tasks

- CheckOut
- Discharging
- Renew User
- Renew Item
- Billing a User
- Paying Bills
- Transfer Titles, Call Nu...
- Call Number and Item M...
- Global Item Modification
- Report Session
- Schedule New Reports
- Finished Reports
- Item Search
- Check Item Status
- Help
- Print
- Library Calendar

Paying Bills

User Information

Name: Allen, Tim Status: DELINQUENT
Profile name: WDM-PATRON... Amount owed: \$1.00
Library: WHITEEER-HS... Available holds: 0 Previous ID: 527074
User categories: Y Overdues: 0
Group ID: Privilege expires: 4/11/2008

Identify User

User ID: B27075 Street: 618 S. Dallas
City, state: Amarillo, TX
Zip: 79104
Phone: 806-372-3222

Total bills and payments

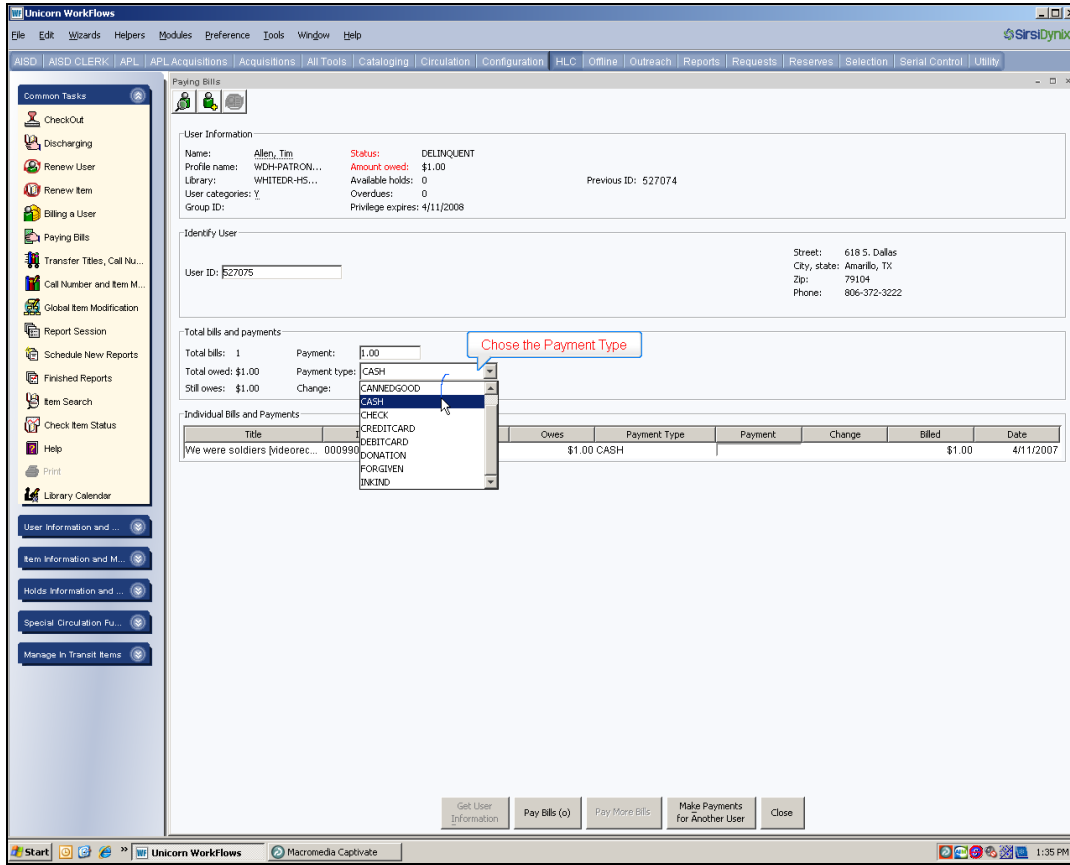
Total bills: 1 Payment:
Total owed: \$1.00 Payment type: CASH
Still owes: \$1.00 Change:

Individual Bills and Payments

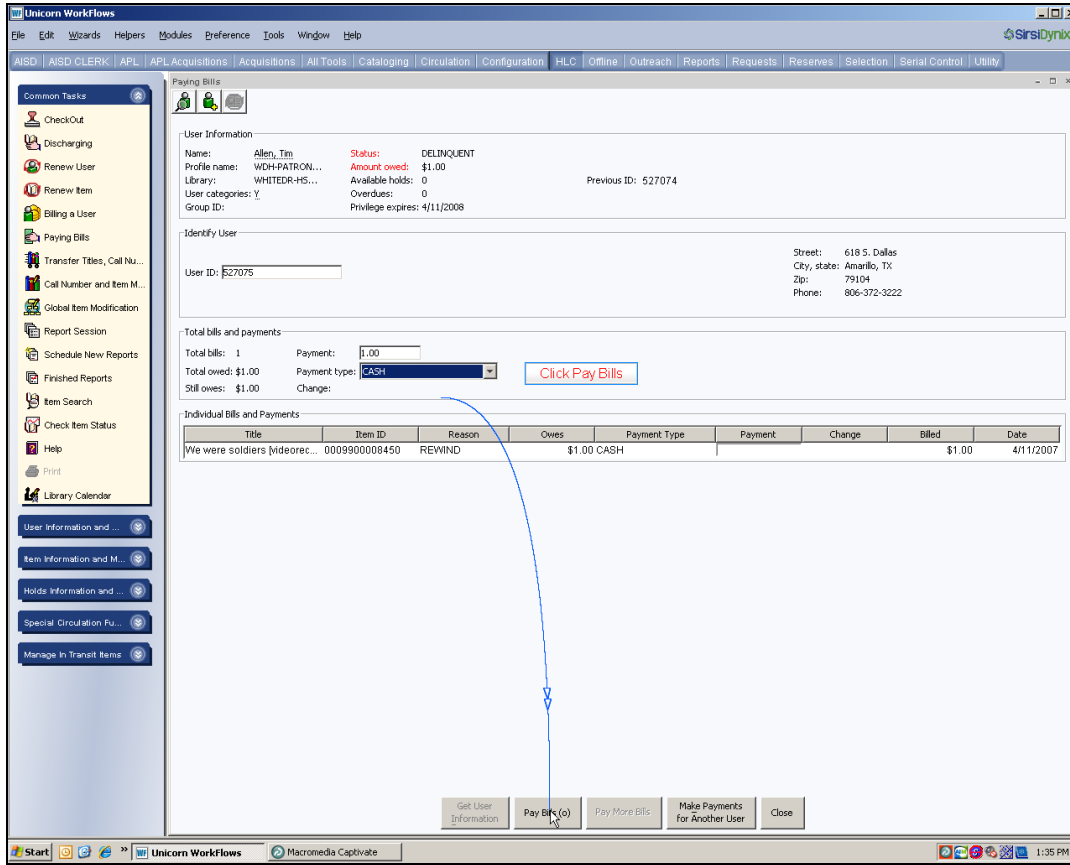
Title	Item ID	Reason	Owes	Payment Type	Payment	Change	Billed	Date
We were soldiers [videorec...	0009900008450	REWIND	\$1.00	CASH			\$1.00	4/11/2007

Get User Information Pay Bills (o) Pay More Bills Make Payments for Another User Close

Put in the amount paid



Chose the Payment Type



Click Pay Bills

The screenshot shows the 'Paying Bills' window in the Unicorn Workflows application. The window title is 'Paying Bills' and it includes a toolbar with icons for help and search. The main content area is divided into several sections:

- User Information:** Name: Allen, Tim; Status: DELINQUENT; Profile name: WDM-PATRON...; Amount owed: \$1.00; Library: WHITEEER-HS...; Available holds: 0; Previous ID: 527074; User categories: Y; Overdues: 0; Group ID: ; Privilege expires: 4/11/2008.
- Identify User:** User ID: B27075; Street: 618 S. Dallas; City, state: Amarillo, TX; Zip: 79104; Phone: 806-372-3222.
- Total bills and payments:** Total bills: 1; Payment: 1.00; Total owed: \$1.00; Payment type: CASH; Still owes: ; Change: ; A 'Click Close' button is visible.
- Individual Bills and Payments:** A table with columns: Title, Item ID, Reason, Owes, Payment Type, Payment, Change, Billed, Date. One row is visible: Title: We were soldiers [videorec...], Item ID: 0009900008450, Reason: REWIND, Owes: \$ 00 CASH, Payment: 1.00, Change: , Billed: \$1.00, Date: 4/11/2007.

At the bottom of the window, there are buttons for 'Get User Information', 'Pay Bills', 'Pay More Bills', 'Make Payments for Another User', and 'Close'. The 'Close' button is highlighted with a mouse cursor.

Click Close

