

Paying Bills

The **Paying Bills Wizard** can be used to accept payments for a user's current bills. You can apply payments for each individual bill or for the total amount owed.

Paying All Bills-

To pay a user's entire bill:

1. In the Circ Module, **open the Paying Bills Wizard**. This wizard is located in the common Tasks Wizard Group.



2. Scan the user's barcode. You can also use the User Search helper to search for the user.
3. To apply payment to the total amount owed, type the amount into the Payment field. Use decimals. You do not have to use the \$ dollar sign.
4. Using the drop down, choose the Payment Type. Various payment types include cash, check, credit card, food for fines, etc. To waive or cancel a fine, use Cancel Staff (cancelstf) or Forgiven.

Total bills and payments	
Total bills: 3	Payment: 5.50
Total owed: \$5.50	Payment type: CASH
Still owes: \$5.50	Change:
Credit balance: none	



5. Click **Pay Bills**. If the user overpays, the system automatically calculates the difference in the change field.

Total bills and payments	
Total bills: 0	Payment: 10.00
Total owed: \$5.50	Payment type: CASH
Still owes:	Change: \$4.50
Credit balance: none	



6. After the bill has been paid, choose from one of the following options:

- Pay More Bills
- Make Payments for Another User
- Close

Paying Bills

To pay an individual bill:

1. In the Circ Module, **open the Paying Bills wizard**. This wizard is located in the common Tasks Wizard Group.
2. Scan the user's barcode. You can also use the User Search helper to search for the user.
3. In the Individual Bills and Payments list, type the amount the user is paying in the payment box next to each specific item.
4. Use the drop down to select the Payment Type for each payment.

Individual Bills and Payments										
Title	Item ID	Reason	Owes	Tax	Payment Type	Payment	Change	Billed	Date	Note
		COFFEE	\$1.00		CASH	.50		\$1.00	5/15/2020	
		LANYARDS	\$5.00		CASH	1.00		\$5.00	5/15/2020	
		COPIES	\$3.50		CASH	1.00		\$3.50	5/15/2020	

5. Click **Pay Bills**.
6. After the bill has been paid, choose from one of the following options:
 - Pay More Bills
 - Make Payments for Another User
 - Close