Charging an Item to a patron's account

1. When in the customer's account click on the item ID number that you want to charge to the account.

| 🗧 Koha » Catalog » Item details fo | for 🗆 🗙 📔 Inbox (1) - jan.reed@pue | eblolibra 🗙 📔 🍻 Welcome Pueblo City-County Li 🗙 🔣 K | oha - Circulation - (| Checking out 🗙 | + | | | | | | | | - | 0 |
|---|---|--|-----------------------|------------------------|---------------|------------------------|---------------------|-------------|-----------|--------|---------|--------------------------------------|--------------------|-----|
| - → C 🔒 https://sta | aff-pueblopl.bywatersolutions.com | n/cgi-bin/koha/circ/circulation.pl | | | | | | | | | | | ☆ | J |
| Apps 🗋 Chrome <u>k</u> Pat | itrons 🝺 Joblur 🗶 Welcome to I | Pueblo 🤇 🔕 Outlook Video Course 📃 Imported From IE 🤘 | Bookmarks G | Google 🧕 A | mazon.com: On | line 🔥 Koha - Repor | rts » Guid | | | | | | | |
| rculation Patrons Searc | rch → 👳 Cart 🛛 More → | | | | | | | | | | | jreed | RAWLINGS - | Hel |
| • 1 1 | Enter patron card number or partial na | me: | | | | | | | | | | | | |
| J koha | | Submit | | | | | | | | | | | | |
| | Check out Check in Ren | ew Search the catalog | | | | | | | | | | | | |
| e > Circulation > Checkouts > JAN | NETTE REED (1222203113948) | | | | | | | | | | | | | |
| ETTE REED 2203113948) | ✓ Edit | Add me | ssage More 🗸 | | | | | | | | | | | |
| MORRIS AVE BLO CO 81008 252-8276 | Checking out to IANETTE PE | ED (1222203113949) | | | | Attention: | | | | | | | | |
| errera@pueblolibrary.org gory: STAFF (STAFF) | Enter item barcode or keyword: | | | | | Notes: | | | | | | | | |
| ne library: RAWLINGS rowernumber: 18796 | | Check out | | | | Device agreement | on file at RAWLS BI | Palomar RRA | 10/11/12 | | | | | |
| Check out | Checkout settings | | | | | Add a new mess | ane | | | | | | | |
| Sheek out | Checked out: Tsubasa : (022220 | 15836349). Due on 02/04/2019 | | | | 1 / ldd d Holl / Hollo | ugo | | | | | | | |
| atch check out | 5 Checkout(s) 5 Hold(s) | Restrictions | | | | | | | | | | | | |
| Details | b Number of checkeute by item | | | | | | | | | | | | | |
| Fines | Column visibility Excel | CSV Copy Print | | | | | | | | | | | | |
| Routing lists | Due | | | | Home | | Checked out | | | | | Renew | Check in | |
| Notices | date 🗘 | litle | Item type \$ | Location \Rightarrow | library | Checked out on ¢ | from | Call no 💠 | Charge \$ | Fine 🗢 | Price ¢ | select all none | select all none | I |
| tatistics | Today's checkouts | U Chadalan 0000000000 | Audiahaali | ADULT | DAMUNCE | 01/14/2010 12:49 | DAWLINCE | FANTACY | 0.00 | 0.00 | 20.00 | 0 Cabadulad fee automatia | | |
| urchase suggestions | 02/04/2019 An easy death 7 by | nams, chanaine, 0222091067060 | AUGIODOOK | ADULI | RAWLINGS | PM | RAWLINGS | FANTAST | 0.00 | 0.00 | 29.99 | renewal | | |
| -urchase suggestions | 02/04/2019 Tsubasa : 0222205 | 836349 | Graphic | TEEN | LUCERO | 01/14/2019 01:53 | RAWLINGS | YA TSUB | 0.00 | 0.00 | 6.59 | 0 Scheduled for automatic | | |
| | | | Novel | | | PM | | V.28 | | | | (6 of 6 renewals remaining) | | |
| | Previous checkouts | | | | | | 1 | | | | | | | |
| | 01/29/2019 The shadow of | nd / by Ruiz Zafón, Carlos, 0222002196590 | Book | ADULT | RAWLINGS | 12/18/2018 04:24 PM | RAWLINGS | FICTION | 0.00 | 0.00 | 10.11 | 1 On hold | On hold | |
| | 01/30/2019 Crochet therapy | Corkhill, Betsan, 0222002278224 | Book | ADULT | RAWLINGS | 01/09/2019 06:04 PM | RAWLINGS | 746.434 C | 0.00 | 0.00 | 13.17 | 0 On hold | On hold | |
| | 01/30/2019 Frugal vegan: anon 0222002681575 | undele, easy & delicious vegan cooking by Kasbee, Kate | Book | ADULTNONFIC | RAWLINGS | 12/19/2018 02:06 PM | RAWLINGS | 641.563 K | 0.00 | 0.00 | 13.19 | 1 Scheduled for automatic renewal | | |
| | | | | | | | | Totals: | 0.00 | 0.00 | 73.05 | (o or or renewars remaining) | | |
| | | | | | | | | | | | | Renewal due date: | | |
| | | | | | | | | | | | | | | |

2. When in the item record go to Lost Status and open window. Click on Lost and then Set Status button.

| 🔥 Koha - Catalog - Item detai | ils for 🛯 🗙 📔 M Inbox (1) - jan.reed@p | pueblolibran 🗙 📴 Welcome Pueblo City-County U 🗙 💦 Koha > Catalog > Item details for 🕆 🕂 | × I |
|-------------------------------------|--|--|-----|
| ← → C 🔒 https:// | /staff-pueblopl.bywatersolutions.co | om/cgi-bin/koha/catalogue/moredetail.pl?biblionumber=376093&itemnumber=327749#327749 🖈 🕖 | : |
| 🔢 Apps 🗋 Chrome <u>k</u> | Patrons 🚺 Joblur 🗶 Welcome t | to Pueblo 🤇 🚇 Outlook Video Coursi 🗧 Imported From IE ★ Bookmarks 🔓 Google 🤹 Amazon.com: Online 🦹 Koha > Reports > Guid | |
| Circulation Patrons Se | earch 🛨 🐚 Cart 🛛 More 🗸 | jreed RAWLINGS - Help | * |
| • • • | Enter search keywords: | | |
| Akoha | Konword | | |
| JROHU | Reyword | | |
| | Check out Check in Rer | search une catalog | |
| Home > Catalog > Item details for 2 | Tsubasa : | | |
| | | | |
| Normal | + New - ✓ Edit - ▲ Sa | Add to \checkmark | |
| | Tsubasa : | | |
| MARC | Biblionumber: | 376093 | |
| ISBD | Rental charge: | 0.00 | |
| | (v. 12) 9780345485335 (v. | 9780345471826 (v. 2) 9780345471833 (v. 3) 9780345477917 (v. 4) 9780345477927 (v. 6) 9780345477927 (v. 6) 9780345447294 (v. 8) 978034548429 (v. 9) 978034564429 (v. 9) 978034548429 (v. | |
| Items | 9780345517159 (v. 24) 978 | 803345517166 (v. 25) 9780345520708 (v. 26) 9780345520715 (v. 27) | |
| Holds (0) | Publisher: Physical details: | New York: Del Rey/Ballantine, | |
| | No. of items: | 59 59 59 59 59 50 50 50 50 50 50 50 50 50 50 50 50 50 | |
| Checkout history | | | |
| | | You are only viewing one item. View All | |
| | | | |
| | Barcode 0222205836349 | | |
| | Item information | | |
| | Home library: | LUCERO | |
| | Item type: | Graphic Novel | |
| | Item callnumber: | YA TSUB V28 | |
| | Copy number: | | |
| | Replacement price: | 0.09 | |
| | Statuses | | |
| | Current location: | RAWLINGS | |
| | Checkout status: | Checked out to JAIVE11 be 4 (1222203113946) Due back on 02/04/2019 | |
| | Lost status: | Choose V Setstatus | |
| | Damaged status: | Choose status | |
| | Withdrawn status: | Long Overdue (Lost) | |
| | | Lost and Paid For | |
| | History | Lost Claim | |
| | Accession date: | Missing | |
| | Last seen: | 31 (view lients checkout history) | |
| | Last borrowed: | 0114/2019 | |
| | Public note: | | |
| | | Update | |
| | Non-public note: | | - |
| | 🛍 🧿 🚺 🖬 | P ₽ 0 211 PM 1/14/201 | 9 |

3. You can then go back to the patron record by clicking on account number next to Last Returned By.

| 🚶 Koha > Catalog > Item deta | ils for 🖹 🗙 📔 M Inbox (1) - jan.reed | @pueblolibra 🗙 🍺 Welcome F | ueblo City-County Li 🗴 🥂 Koha » Catalog » Item details for 🗽 + | - 7 | × |
|------------------------------|--|--|--|--------------------|----------|
| ← → C 🔒 https:// | /staff-pueblopl.bywatersolutions. | com/cgi-bin/koha/catalogue/mc | redetail.pl?itemnumber=327749&biblionumber=376093&bi=376093#item327749 | <u>ل</u> | ÷ |
| 👯 Apps 🌓 Chrome 🚶 | Patrons 😼 Joblur 🗶 Welcom | e to Pueblo 🤇 🙆 Outlook Video Co | urs 📙 Imported From IE ★ Bookmarks 🕒 Google 🤹 Amazon.com: Online 🔣 Koha - Reports - Guid | | |
| | | - | | | |
| | + New - 🖋 Edit - 🛓 | Save - Add to - Add to - | P Place hold | | |
| Normal | | | | | |
| MARC | Tsubasa : | | | | |
| | Biblionumber: Rental charge: | 376093 | | | |
| ISBD | ISBN: | 9780345471826 (v. 2) 978034 | 5471833 (v. 3) 9780345477910 (v. 4) 9780345477927 (v. 5) 9780345477927 (v. 6) 9780345477972 (v. 7) 9780345484284 (v. 8) 9780345484291 (v. 9) 9780345484307 (v. 10) 9780345485281 (v. 11) 97803 | 45485328 | 14 |
| Items | (v. 12) 9780345485335 (9780345517159 (v. 24) 9 | v. 13) 9780345485342 (v. 14) 97 9780345517166 (v. 25) 978034552 | 80345498311 (v. 15) 9780345501486 (v. 16) 9780345501653 (v. 17) 9780345504098 (v. 18) 9780345505798 (v. 19) 9780345505804 (v. 20) 9780345508096 (v. 21) 9780345510389 (v. 22) 9780345510397 (v. 20) 978034551039 (v. 21) 9780345510389 (v. 22) 978034551039 (v. 22) 978034551039 (v. 21) 9780345510389 (v. 22) 9780345510389 (v. 22) 978034551039 (v. 22) 9780345510389 (v. 22) 978034510389 (v. 22) 978034510389 (v. 22) 978034510389 (v. 22) 9780345510389 (v. 22) 9780345510389 (v. 22) 9780345510389 (v. 22) 9780345510389 (| v. 23) | |
| | Publisher: | New York : Del Rey/Ballantine, | | | 1 |
| Holds (0) | Physical details: | v. : chiefly ill. ; 19 cm. | | | - 1 |
| Checkout history | No. of items: | 59 | | | - 1 |
| Chicologic motory | | | | | |
| | | l | You are only viewing one item. View All | | |
| | | | | | 1 |
| | Barcode 022220583634 | 19 | | | |
| | Item information | | | | |
| | Home library: | LUCERO | | | |
| | Item callnumber: | Graphic Novel | | | |
| | Copy number: | 1 | | | |
| | Replacement price: | 6.59 | | | |
| | Statuses (Lost) | | | | |
| | Current location: | RAWLINGS | | | |
| | Checkout status: | | | | |
| | Current renewals: | | | | |
| | Lost status: | Lost V Set st | tus | | |
| | Lost on: | 01/14/2019 | | | |
| | Damaged status: | Choose Set status | | | |
| | Withdrawn status: | Choose Set status | | | |
| | History | | | | |
| | Accession date: | 03/01/2011 | | | |
| | Total checkouts: | 31 (View item's checkout histor | () | | |
| | Last seen: | 01/14/2019 | | | |
| | Last porrowed: | 1222202112048 | | | |
| | Last borrower: | anonymous | | | |
| | Public note: | | | | |
| | | | Update | | |
| | Non-public note: |] | | | |
| | | | Update | | |
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| I (2) | 📋 🌻 🐻 🕨 | | |) 2:24 P 1/14/2 | M 019 |

4. The item should now be listed under fines as a lost item with the processing fee listed separately.

| 🗼 Koha > Catalog > Item details | for 🤋 🗙 📔 Inbox (1) - jan.reed@pueblolibrat 🗙 📔 👾 Welcome Pueblo City-County Li | × 🔥 Koha > Patrons > Pay Fines fo | + × AAL ro | | - |
|---|---|-----------------------------------|--------------------------|-----------------------|-----------------|
| ← → C â https://s | taff-pueblopl.bywatersolutions.com/cgi-bin/koha/members/pay.pl?borrowernumber | er=18796 | | | \$ |
| 👬 Apps 🗋 Chrome <u>k</u> P | atrons 🛛 Joblur 🔀 Welcome to Pueblo 🤇 🥸 Outlook Video Cours 📃 Imported I | From IE 🔺 Bookmarks 🛛 Goog | gle 🧕 Amazon.com: Online | Koha » Reports » Guid | |
| Circulation Patrons Sea | arch ye Cart More | | | | jreed RAWLING |
| | Enter patron card number or partial name: | | | | |
| σκοπα | | [+] Search | | | |
| | Search patrons Check out Check in Renew Search the catalog | | | | |
| Home > Patrons > Pay fines for JAN | ETTE REED | | | | |
| JANETTE REED (1222203113948) | ✓ Edit Change password | | | | |
| 3301 MORRIS AVE | Account Pay fines Create manual invoice Create manual credit | | | | |
| 719-252-8276 an.herrera@pueblolibrary.org | | | | | |
| Category: STAFF (STAFF) Home library: RAWLINGS | Select all X Clear all Eines & charges Description | Paymont noto | Account type Amount Ar | ount outstanding | |
| Borrowernumber: 18796 | Pay Write off Processing fee , Lost Item Tsubasa : 0222205836349 (Tsuba | asa :) | PF 5.00 | 5.00 | |
| Check out | Write off Lost item , Lost Item Tsubasa : 0222205836349 (Tsubasa :) | | L 6.59 | 6.59 | |
| Batch check out | | | Total due: | 11.59 | |
| Details | Pay amount Write off all Pay selected Cancel | | | | |
| Eines | | | | | |
| | | | | | |
| Routing lists | | | | | |
| Notices | | | | | |
| Statistics | | | | | |
| Purchase suggestions | | | | | |
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1. Contraction

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