Create a Charge on a Patron Account

1. Display the patron’s record in the Patron Status workform – Account view >

2. Click above the Account list view, or press CTRL+C. The Charge dialog box appears.

3. Enter amount to be charged.

4. Select reason from drop down menu.

5. You can associate an item with the charge by putting in the barcode or using Find.

6. Input notes if applicable.

7. Click OK.