In ILLiad, How do I print a Lending invoice for a lost book in the Billing Manager?

Symptom

• Your borrowing site lost a book and you need to print a lending invoice to bill for the lost book

Applies to

• ILLiad

Resolution

To add charges for a lost book, you need to do the following:

1. You need to set up a Lost Book fee in the Billing Additions table. It is located under System Billing, Setup, and then BillingAdditions
2. Follow the Adding Billing Charges in Lending Documentation to add the Additional Charges.
3. Open up the Billing Manager the day after you have added the charge and follow the Printing Billing Invoices and the ILLiad Billing Manager documentation.