

# ILLiad



## ILLiad Billing Foundations: *Session 2*

# Agenda

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- Session 1
  - Billing Overview
  - Workflow Processes—Lending
  - Configuration—Lending
- Session 2
  - Billing Manager Functionality
  - Alternate Billing Workflows

ILLiad Billing Foundations

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# BILLING MANAGER

# Billing Manager

ILLiad Billing Manager - Lending (hblack)

Lending

Search Invoices Printer Setup

Non-Invoiced Previous Invoices Reports

March, 2014

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

January, 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Current

Begin Date: 3/1/2014

End Date: 1/5/2015

Pending Invoices: 3

Pending Balance Due: \$109.00

Generate Invoices

Drag a column header here to group by that column

<No data to display>

- Invoice Data Collected in Separate Module
- Monthly Invoice Service
- Create Reports to EFTS

# Billing Manager and IFM

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Billing Manager used for  
**Invoices** and **EFTS** Reporting

Billing Manager  
**not** required to charge via IFM

# Billing Manager & Client Separate Functions

ILLiad transaction = only brief invoice detail

The screenshot shows the 'Billing Manager' interface for 'Update Billing Charges - Transaction 2314'. It features a toolbar with 'Update', 'Recalculate', and 'Close' buttons. Below is a table of charges:

Category	Base Fee	Per Page Fee	Qty	Sub Total
Standard Charges	\$10.00	\$0.00	0	\$10.00
Copyright Fees	\$0.00	\$0.00	1	\$0.00
				\$0.00
				\$0.00
No Additional Charges (1)				\$0.00
No Additional Charges (2)				\$0.00
No Additional Charges (3)				\$0.00

At the bottom, the 'Total' is \$10.00. A red arrow points from the 'Invoice Status: [15] Invoice Modified' bar at the bottom to the 'Transaction 2314' entry in the adjacent screenshot.

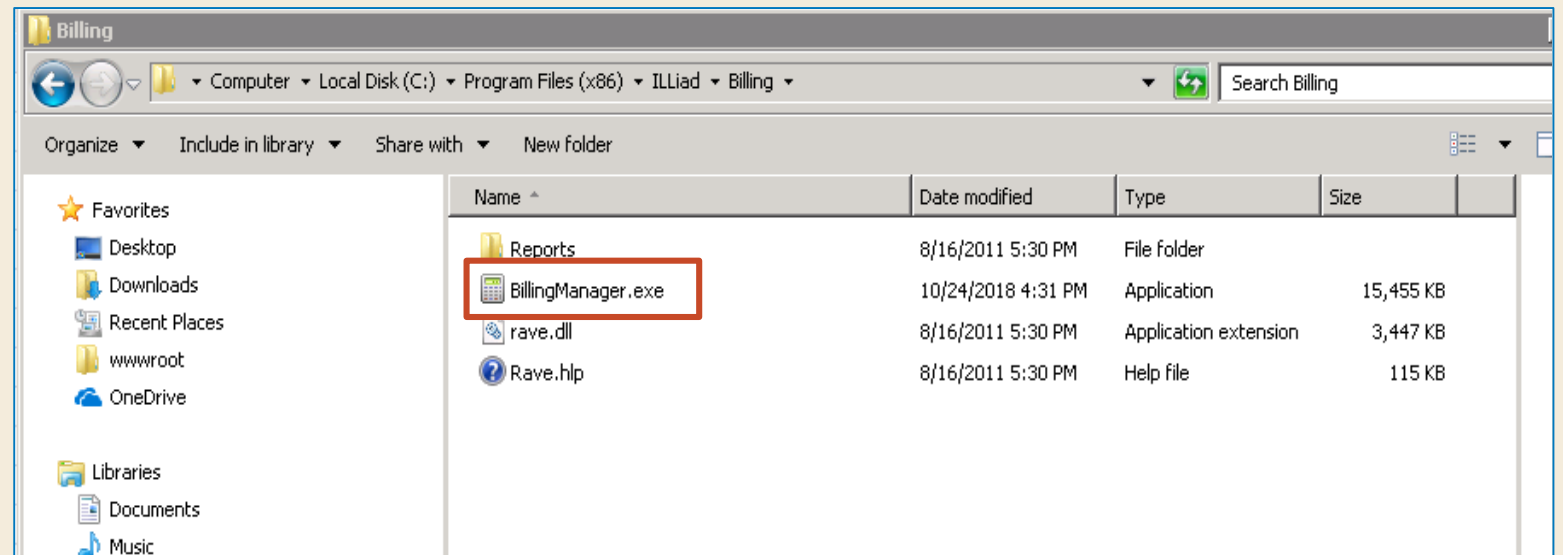
The screenshot shows the 'Invoice Details' window. It includes 'Invoice Information' (Invoice: 15, Total Amount: \$22.00, Total Payments: \$10.00, Balance Due: \$12.00) and 'Borrower' information (Symbol: LITLIB, Number: 1, Institution: Little Library, Phone: 970-789-7894, Shipping Address: 123 Cty Rd 23, Weld, CO 80456). Below is a table of 'Invoice Items':

Number	Type	Citation/Note	ILL Number	Amount
	Late Fee			\$12.00
2314	Transaction	Billing for articles not loans :		\$10.00

A red box highlights the '2314 Transaction' row. A blue box at the bottom contains the text 'Cross Reference' with an arrow pointing to the 'Transaction' type.

# Open & Log-In

- Installed with Client
- Desktop Short-Cut
- C:\Program Files (x86)\ILLiad\Billing\BillingManager.exe



# Open & Log-In

- Use Client Username and Password
  - Select Location if Shared Server
- Permissions in Staff Manager

**Billing Manager**  
Version 9.0.0.0

Username

Password

Site

Remember Me

The screenshot shows the ILLiad Staff Manager interface. The main window is titled "ILLiad Staff Manager" and has a "Staff" tab selected. The interface includes a toolbar with icons for "New User", "Copy User", "Delete User", "Change Password", "Save", "Cancel", "Copy Permissions", "Copy Layout & Grid Settings", and "Delete Layout & Grid Settings". Below the toolbar are tabs for "Users" and "Field Customizations".

The "Users" tab is active, displaying a table of users. The table has columns for "Last Name" and "Site". The "User Details" panel on the right shows the details for the user "admin".

The "Module Permissions" panel is open, showing a list of permissions with checkboxes. A red arrow points to the "Billing Manager - Borrowing", "Billing Manager - Document Delivery", and "Billing Manager - Lending" permissions, which are checked. A red box highlights these three permissions in the "Module Permissions" panel.

Last Name	Site
NVTGC	ALL
	ALL
Ryan	MAIN
Black	ALL
TestRecord	ALL
Tester	ALL
Burke	ALL
	ALL
Clark	ALL
Student	ALL
Smithsonian	ALL
Demo	ALL
Student	ALL
Mott	ALL

User Details:

Username: admin  
First Name:   
Last Name:   
Site: ALL  
Description: Admin User

Module Permissions:

- Client Access
  - Can Customize Layouts?
  - OCLC Resource Sharing Settings
  - Can Manage Addons?
  - Can Logon to Web as User?
- Billing Manager - Borrowing
- Billing Manager - Document Delivery
- Billing Manager - Lending
- Customization Manager Access
- Database Manager Access
- Staff Manager Access
- Web Circulation Access
- Web Reports Access

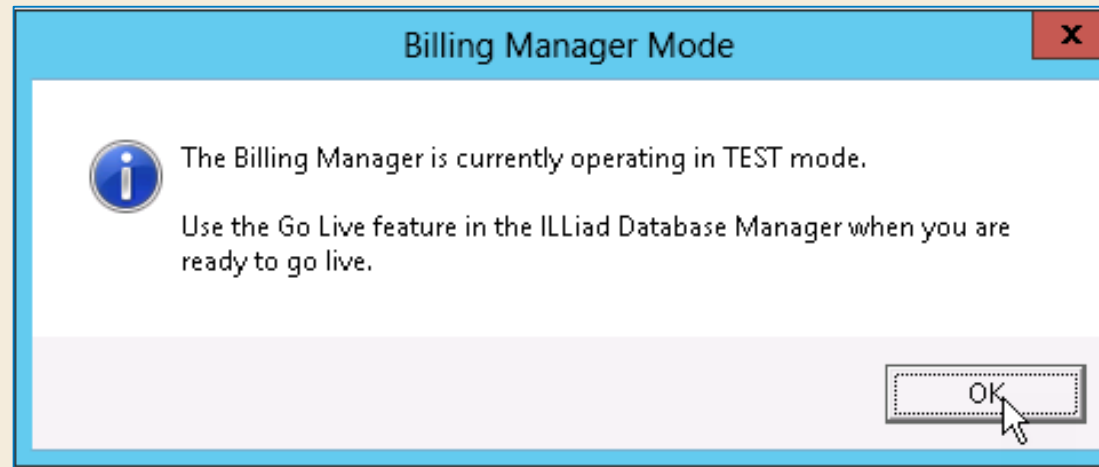
Transaction Permissions:

- Borrowing Read
- Borrowing Write
- Document Delivery Read
- Document Delivery Write
- Lending Read
- Lending Write



# Activate Billing Manager

- Test Mode by Default
- Activate from Test Mode
  - System | Billing | BillingManagerLive



# Navigate the Billing Manager

The screenshot shows the ILLiad Billing Manager interface. The title bar reads "ILLiad Billing Manager - Lending (hblack/MAIN)". The main header area contains "Lending" and navigation buttons for "Non-Invoiced", "Previous Invoices", and "Reports". A "Functions" label points to the "Reports" button. The top right contains "Search Invoices" and "Printer Setup" buttons, with a "Search and Printer Config" label pointing to them. A "Sort By: Invoices Generated" dropdown is also visible. The left sidebar includes "Borrowing", "Document Delivery", "Lending" (with a green plus icon and an arrow pointing to a "Module" label), and "EFTS". The main content area displays three invoice detail sections, each with a calendar view and summary statistics.

Month	Generated Date	Invoices Generated	Invoices Outstanding	Balance Due
March, 2014 - 09/30/2015	10/30/2015	5 (14 - 18)	3	\$256.20
April, 2012 - 02/28/2014	03/27/2014	3 (11 - 13)	1	\$86.00
March, 2016 - April, 2018	04/24/2018	2 (21 - 22)	1	\$135.00

Functions

Search Invoices Printer Setup

Non-Invoiced Previous Invoices Reports

Search and Printer Config

Module

# Create Invoices

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending

Search Invoices Printer Setup

Non-Invoiced Previous Invoices Reports

June, 2018

S	M	T	W	T	F	S
						1 2
27	28	29	30	31		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

March, 2019

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Current

Begin Date: 6/1/2018

End Date: 3/12/2019

Pending Invoices: 3

Pending Balance Due: \$317.00

Generate Invoices

<No data to display>

Beginning and end date values of date range are **inclusive**.

Cannot select a future date

**Best Practice: Generate Invoices from Previous Month on First of Month**  
e.g. 2/1/2019 -2/28/2019 on March 1

# Print Invoices

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending Search Invoices Printer Setup

Non-Invoiced **Previous Invoices** Reports

Sort By: Invoices Generated

Borrowing  
Document Delivery  
Lending  
EFTS

**Detail for invoices 03/01/2014 -09/30/2015**  
Generated Date: 10/30/2015  
Invoices Generated: 5 (14 - 18)  
Invoices Outstanding: 3  
Balance Due: \$256.20

**Detail for invoices 04/06/2012 -02/28/2014**  
Generated Date: 03/27/2014  
Invoices Generated: 3 (11 - 13)  
Invoices Outstanding: 1  
Balance Due: \$86.00

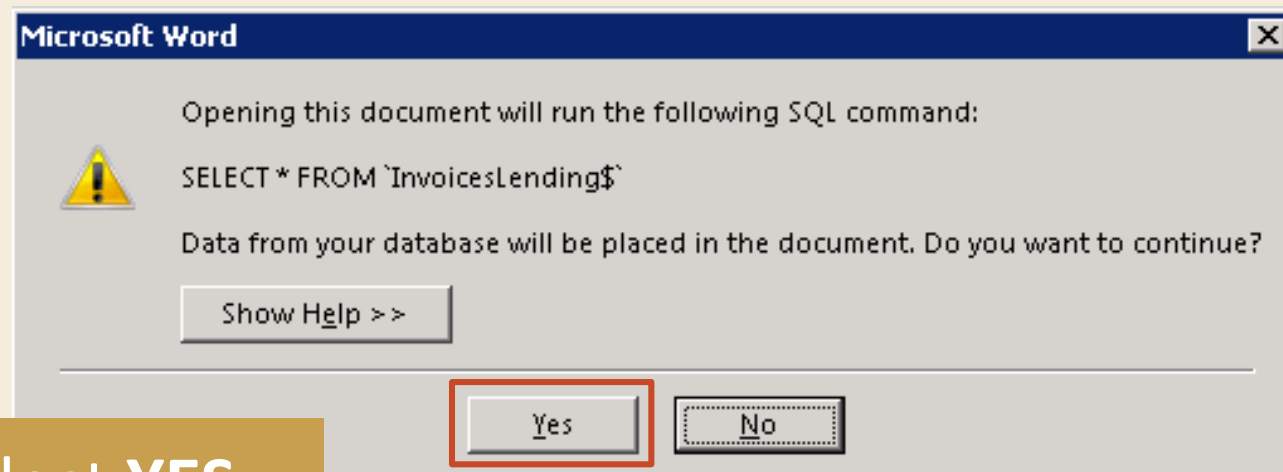
**Detail for invoices 03/03/2016 -04/23/2018**  
Generated Date: 04/24/2018  
Invoices Generated: 2 (21 - 22)  
Invoices Outstanding: 1  
Balance Due: \$135.00

The screenshot shows the 'Lending' section of the ILLiad Billing Manager. The 'Previous Invoices' tab is selected and highlighted with a red box. The interface displays three rows of invoice details, each with a calendar view on the left and summary statistics on the right. A red arrow points to the 'Print...' button in the first row's summary area.

Month	Days
March, 2014	S M T W T F S 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5
September, 2015	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10
April, 2012	S M T W T F S 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5
February, 2014	S M T W T F S 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8
March, 2016	S M T W T F S 28 29 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9
April, 2018	S M T W T F S 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5

# Printing

- First time printing on each computer
  - Navigate through template linking process
  - Directions here:
    - <https://support.atlas-sys.com/hc/en-us/articles/360011811974>
- Subsequent printing will present merge prompt



Select YES

# View Invoices

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending Search Invoices Printer Setup

Non-Invoiced **Previous Invoices** Reports

Sort By: Invoices Generated

Borrowing  
Document Delivery  
Lending  
EFTS

**Detail for invoices 03/01/2014 -09/30/2015**  
Generated Date: 10/30/2015  
Invoices Generated: 5 (14 - 18)  
Invoices Outstanding: 3  
Balance Due: \$256.20

**Detail for invoices 04/06/2012 -02/28/2014**  
Generated Date: 03/27/2014  
Invoices Generated: 3 (11 - 13)  
Invoices Outstanding: 1  
Balance Due: \$86.00

**Detail for invoices 03/03/2016 -04/23/2018**  
Generated Date: 04/24/2018  
Invoices Generated: 2 (21 - 22)  
Invoices Outstanding: 1  
Balance Due: \$135.00

# View Invoice

Generated Lending Invoices 3/1/2014 - 9/30/2015 (14 - 18)

Drag a column header here to group by that column

Invoice	Institution	Symbol	Number	Total Amount	Balance Due	Status
14	UDC Learning Resources	DDU	1	\$20.00	\$0.00	Paid
15	Little Library	LITLIB	1	\$10.00	\$0.00	Paid
16	Koninklijke Bibliotheek	NE-KB	1	\$35.00	\$35.00	Invoice Generated
17	Atlas Systems, Inc.	TRNAA	1	\$171.20	\$171.20	Invoice Generated
18	Lovely Iowa Library	ygp345...	1	\$50.00	\$50.00	Invoice Generated

Double-click to open an invoice record

# Invoice Record Details

Unique  
Invoice  
Number

**Invoice Details**

**Invoice Information:**

**Invoice:** 17 **Total Amount:** \$171.20  
**Generated:** 10/30/2015 1:20:37 PM **Total Payments:** \$0.00  
**Begin Date:** 3/1/2014 **Balance Due:** \$171.20  
**End Date:** 9/30/2015  
**Current Status:** Invoice Generated

**Borrower:**

**Symbol:** TRNAA **Number:** 1 **Shipping Address:** 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

**Institution:** Atlas Systems, Inc.

**Phone:**  **Fax:**

**Article Billing Category:** Default **Billing Address:** Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

**Loan Billing Category:** Default

Decline EFTS  Override IFM

**Payments** | Invoice Items | Invoice Tracking

**Payment Amount:** 0 **Check/Reference:**  **Payment Method:**

**Payment Note:**

Payment Number	Payment Amount	Payment Date	Payment Method	Reference Number	Payment Notes	Staff
<No data to display>						



# Search for Invoices

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending

Search Invoices Printer Setup

Search Lending Invoices

Start Date [ ] Transaction [ ] Institution [ ]  Only Unpaid

End Date [ ] ILL [ ] Symbol [ ]  Include Cancelled

Invoice [ ] Citation [ ] Check/Ref [ ]

Search Clear Search

Drag a column header here to group by that column

<No data to display>

Search Options

# Search Results

**Search Lending Invoices**

Start Date: 1/1/2011    Transaction:    Institution:     Only Unpaid  
End Date: 3/13/2019    ILL:    Symbol:     Include Cancelled  
Invoice:    Citation:    Check/Ref:

18 invoices found totalling \$986.35 (11 invoices outstanding with a remaining balance due of \$817.35)

Drag a column header here to group by that column

Invoice	Institution	Symbol	Number	Total Amount	Balance Due	Status
5	Test Library	TESTY	1	\$50.00	\$50.00	Invoice Generated
6	test	TRNAG	1	\$0.00	\$0.00	Invoice Generated
7	Test Library	TESTY	1	\$10.15	\$10.15	Invoice Generated
9	Trans-Global Collections	UK-TGC	1	\$170.00	\$170.00	Invoice Generated
10	Trinity College London Li...	UK-TRI...	1	\$75.00	\$0.00	Paid
11	Koninklijke Bibliotheek	NE-KB	1	\$16.00	\$0.00	Paid
12	OCLC QA Testing	TRNAA	1	\$0.00	\$0.00	Invoice Generated
13	Trans-Global Collections	UK-TGC	1	\$86.00	\$86.00	Invoice Generated
14	UDC Learning Resources	DDU	1	\$32.00	\$12.00	Invoice Modified
15	Little Library	LITLIB	1	\$22.00	\$12.00	Invoice Modified
16	Koninklijke Bibliotheek	NE-KB	1	\$47.00	\$47.00	Invoice Modified
17	Atlas Systems, Inc.	TRNAA	1	\$183.20	\$183.20	Invoice Modified
18	Lovely Iowa Library	ygp345...	1	\$62.00	\$62.00	Invoice Modified
19	Little Library	LITLIB	1	\$64.00	\$50.00	Invoice Modified
20	Little Library	LITLIB	1	\$14.00	\$0.00	Paid

# Invoice Details

**Invoice Details** [X]

Invoice Information

**Invoice:** 17      **Total Amount:** \$171.20  
**Generated:** 10/30/2015 1:20:37 PM      **Total Payments:** \$0.00  
**Begin Date:** 3/1/2014      **Balance Due:** \$171.20  
**End Date:** 9/30/2015  
**Current Status:** Invoice Generated

[Print Invoice] [Cancel Invoice]

Borrower

**Symbol:** TRNAA      **Number:** 1      **Shipping Address:** 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

**Institution:** Atlas Systems, Inc.

**Phone:**      **Fax:**      **Billing Address:** Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

**Article Billing Category:** Default

**Loan Billing Category:** Default

Decline EFTS       Override IFM

A circle in the fire

Payments | Invoice Items | Invoice Tracking

**Payment Amount:** 0      **Check/Reference:**      **Payment Method:** [v]  
**Payment Note:**      [Add Payment]

Payment Number	Payment Amount	Payment Date	Payment Method	Reference Number	Payment Notes	Staff
<No data to display>						



Add Payment

# Invoice Details—Add Fees

**Invoice Details**

Invoice Information

**Invoice:** 17      **Total Amount:** \$183.20  
**Generated:** 10/30/2015 1:20:37 PM      **Total Payments:** \$0.00  
**Begin Date:** 3/1/2014      **Balance Due:** \$183.20  
**End Date:** 9/30/2015  
**Current Status:** Invoice Modified

Borrower

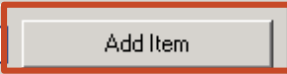
**Symbol:** TRNAA      **Number:** 1  
**Institution:** Atlas Systems, Inc.  
**Phone:**      **Fax:**      **Shipping Address:** 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

**Billing Category:** Default      **Billing Address:** Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

**Parent Billing Category:** Default

Decline EFTS       Override IFM

Payments    Invoice Items    Invoice Tracking

**Amount:** 12.00      **Type:** Late Fee      **Note:** 60 overdue      

Number	Type	Citation/Note	ILL Number	Amount
1	Late Fee			\$12.00
2281	Transaction	Foxfire 3 : animal care, banjos and dulcimers, hide tanning, summer and fall v	134679120	\$10.00
2276	Transaction	Ida B : --and her plans to maximize fun, avoid disaster, and (possibly) save th	134678405	\$14.00
2287	Transaction	Interlending and document supply the journal of the British Library Lending D	135716400	\$10.00
113	Transaction	International Geology Review: Li, Yanjun; Wei, Junhao; Tan, Jun; Yao, Chui	78116988	\$10.00
2285	Transaction	Journal of electronic resources in medical libraries Customizing the Patron W	135715690	\$10.00
2286	Transaction	Journal of interlibrary loan, document delivery & information supply. Interlibrar	135716336	\$10.00
2348	Transaction	Mountain scouting a hand-book for officers and soldiers on the frontiers : pro	141361684	\$14.00

Add Additional Fees

# Invoice Tracking

**Invoice Details** [X]

Invoice Information

**Invoice:** 17      **Total Amount:** \$183.20  
**Generated:** 10/30/2015 1:20:37 PM      **Total Payments:** \$0.00  
**Begin Date:** 3/1/2014      **Balance Due:** \$183.20  
**End Date:** 9/30/2015  
**Current Status:** Invoice Modified

Borrower

**Symbol:** TRNAA      **Number:** 1      **Shipping Address:** 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

**Institution:** Atlas Systems, Inc.

**Phone:**      **Fax:**      **Billing Address:** Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

**Article Billing Category:** Default

**Loan Billing Category:** Default

Decline EFTS       Override IFM

Payments   Invoice Items   **Invoice Tracking**

Date	Status	Staff
10/30/2015 1:20:37 PM	Transaction (113) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2276) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2280) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2281) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2285) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2286) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2287) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2347) for \$51.60 added	hblack
10/30/2015 1:20:37 PM	Transaction (2348) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2350) for \$27.60 added	hblack

View changes to  
invoice

# Cancel an Invoice

**Invoice Details** [X]

Invoice Information

**Invoice:** 17      **Total Amount:** \$183.20  
**Generated:** 10/30/2015 1:20:37 PM      **Total Payments:** \$0.00  
**Begin Date:** 3/1/2014      **Balance Due:** \$183.20  
**End Date:** 9/30/2015  
**Current Status:** Invoice Modified

Borrower

**Symbol:** TRNAA      **Number:** 1      **Shipping Address:** 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

**Institution:** Atlas Systems, Inc.

**Phone:**      **Fax:**      **Billing Address:** Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

**Article Billing Category:** Default

**Loan Billing Category:** Default

Decline EFTS       Override IFM

Payments   Invoice Items   Invoice Tracking

Date	Status	Staff
10/30/2015 1:20:37 PM	Transaction (113) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2276) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2280) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2281) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2285) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2286) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2287) for \$10.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2347) for \$51.60 added	hblack
10/30/2015 1:20:37 PM	Transaction (2348) for \$14.00 added	hblack
10/30/2015 1:20:37 PM	Transaction (2350) for \$27.60 added	hblack

Invoice will still display  
with Cancelled notation

# Reports

The screenshot shows the ILLiad Billing Manager - Lending (hblack/MAIN) interface. The window title is "ILLiad Billing Manager - Lending (hblack/MAIN)". The main area is titled "Lending" and contains a navigation bar with "Non-Invoiced", "Previous Invoices", and "Reports" (highlighted with a red box). Below the navigation bar is a list of report types: "30 Days Overdue Letter", "60 Days Overdue Letter", "90 Days Overdue Letter", "Customer Balance Summary", "Lending Aging Report", "Lending Customer Register", "Lending Receivables Report", and "Top Customers by Amount Billed". To the right of this list is a "Generate Report" button. Below the list is an "Export Data" button. A mouse cursor is pointing at the "Export Data" button. Below the report list is a section for grouping columns, with the text "Drag a column header here to group by that column". Below this is a table with the following columns: InvoiceNum, NVTGC, ProcessType, InvoiceType, CustomerNa, CustomerSyn, CustomerNu, BeginDate, EndDate, DateGenera, TotalAmoun, and BalanceDue. The table is currently empty. The interface also includes a "Search Invoices" button and a "Printer Setup" button in the top right corner. A sidebar on the left contains icons for "Borrowing", "Document Delivery", "Lending", and "EFTS".

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending

Search Invoices Printer Setup

Non-Invoiced Previous Invoices Reports

30 Days Overdue Letter  
60 Days Overdue Letter  
90 Days Overdue Letter  
Customer Balance Summary  
Lending Aging Report  
Lending Customer Register  
Lending Receivables Report  
Top Customers by Amount Billed

Generate Report

Export Data

Drag a column header here to group by that column

InvoiceNum	NVTGC	ProcessType	InvoiceType	CustomerNa	CustomerSyn	CustomerNu	BeginDate	EndDate	DateGenera	TotalAmoun	BalanceDue
------------	-------	-------------	-------------	------------	-------------	------------	-----------	---------	------------	------------	------------

Uses Rave Reports reporting software.  
Export to Excel if you don't have Rave Reports.

# Reports

ILLiad Billing Manager - Lending (hblack/MAIN)

Lending

Search Invoices Printer Setup

Non-Invoiced Previous Invoices **Reports**

- 30 Days Overdue Letter
- 60 Days Overdue Letter
- 90 Days Overdue Letter
- Customer Balance Summary
- Lending Aging Report
- Lending Customer Register
- Lending Receivables Report
- Top Customers by Amount Billed

Generate Report

Export Data

Drag a column header here to group by that column

InvoiceNum	NVTGC	ProcessType	InvoiceType	CustomerNa	CustomerSy	CustomerNu	BeginDate	EndDate	DateGenera	TotalAmoun	BalanceDue
------------	-------	-------------	-------------	------------	------------	------------	-----------	---------	------------	------------	------------

Report Descriptions:  
<https://support.atlas-sys.com/hc/en-us/articles/360011810774>



# EFTS Reporting

ILLiad Billing Manager - EFTS (hblack/MAIN)

**EFTS** Printer Setup

**File Generation**

February, 2019

S	M	T	W	T	F	S
5	27	28	29	30	31	1 2
6	3	4	5	6	7	8 9
7	10	11	12	13	14	15 16
8	17	18	19	20	21	22 23
9	24	25	26	27	28	1 2
10	3	4	5	6	7	8 9

**Begin Date:** 2/1/2019  
**End Date:** 2/28/2019

Generate EFTS File  
Generate EFTS Report

**Previously Generated EFTS File Information**

Generated	Begin Date	End Date	Sites	Records	Total
-----------	------------	----------	-------	---------	-------

**Reports**

EFTS Participating Libraries

Generate Report

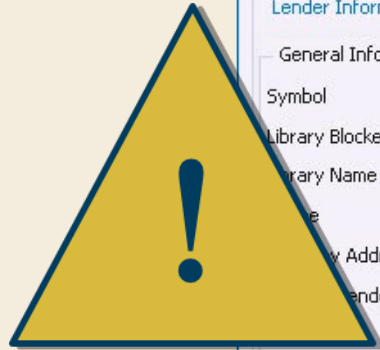
Export Data

Drag a column header here to group by that column

**Lending**  
EFTS

- Create file to upload to EFTS site
- Only available for full month reporting

# Caution: Lender Address Record Fields



TRNAA (1) - Lender Address

Home

Change Password Add Request Policies Directory Delete Print Address Append Address Clear Print Queue

Manage Print

Lender Information Requests

General Information

Symbol TRNAA Address Number 1

Library Blocked

Library Name Atlas Systems, Inc.

Address 216.54.57.224 Fax

Override Outgoing

Override Trusted Sender?

Borrowing Department EMail ill@trnaa.edu

Lending Department EMail lending@trnaa.edu

Billing Information

Article Billing Category Default Loan Billing Category Default

Billing Address Atlas Systems, Inc.  
5712 Cleveland Street  
Va Beach Virginia 23462 United States

Copy Charge 10.00 Loan Charge 15.00

Billing Method

Copyright Payer  Override IFM

Decline EFTS

Shipping Information

Shipping Address 5712 Cleveland Street  
Suite 200  
Va Beach Virginia 23462

Default Shipping Loan C... Priority Shipping

Default Shipping Article C...

Groups

Note

Date

- Record Charges in Lender Address Record
- Not Applied Automatically
- Use for Reference Only

# Caution: Borrowing Record Fields

System 1820 - Borrowing Request

Borrowing Processing | Printing | Copyright | OCLC Request

Cancel Request | Renew Request | Send Delivery Notification | Route | Route To Document Delivery | Add Flag | Remove Flag | Clone to Current User | Clone to Another User | Policies Directory | Billing | View | Send Notification | Pending Updates | Import into Resubmission

Process | Routing | Cloning | OCLC | Billing | User | System

Detail | History | OCLC | Z39.50 | PubMed/Docline | OCLC AE | Amazon | Innovative Search

General Request Information

Transaction Number: 1820 | Article | Loan | Username: mcarr | Transaction Date: 10/17/2017 3:59 PM | Delivery Method: Hold for Pickup | Service Level: Regular | Billing Account: | Wanted By: | Not Wanted After: 08/27/2014 | Site: | Shipping Options: | Doc Type: Book

OCLC Information

ILL Number: 108118205 | OCLC Number: 1991095 | Lending String: \*COV,COV | Lender: COV | System ID: OCLC | OCLC Status: Record not found

Invoice

Invoice Number: 8462315 | Invoice Date: 2/25/2019 | Item Amount: \$25.00 | Other Fees: \$0.00 | Entry Date: 3/12/2019

Accept Alternate Edition | Accept Non English | Allow Copies? | Copyright Already Paid? | Allow Renewals? | Library Use Only? | Replacement Pages? | Priority Shipping | Ariel

Item Information

Call Number | Location | Due Date | Reason For Cancellation | Item Num/Ref Num | ISxN | Special Instructions | Max Cost/Pieces

Article Exchange URL | Article Exchange Password | Citation Information | Cited In | Title | Date

Checked Out to Customer | Borrowing

- Record Fees in User Record
- Invoice Tab
- Use for Reference for External Billing Process

ILLiad Billing Foundations

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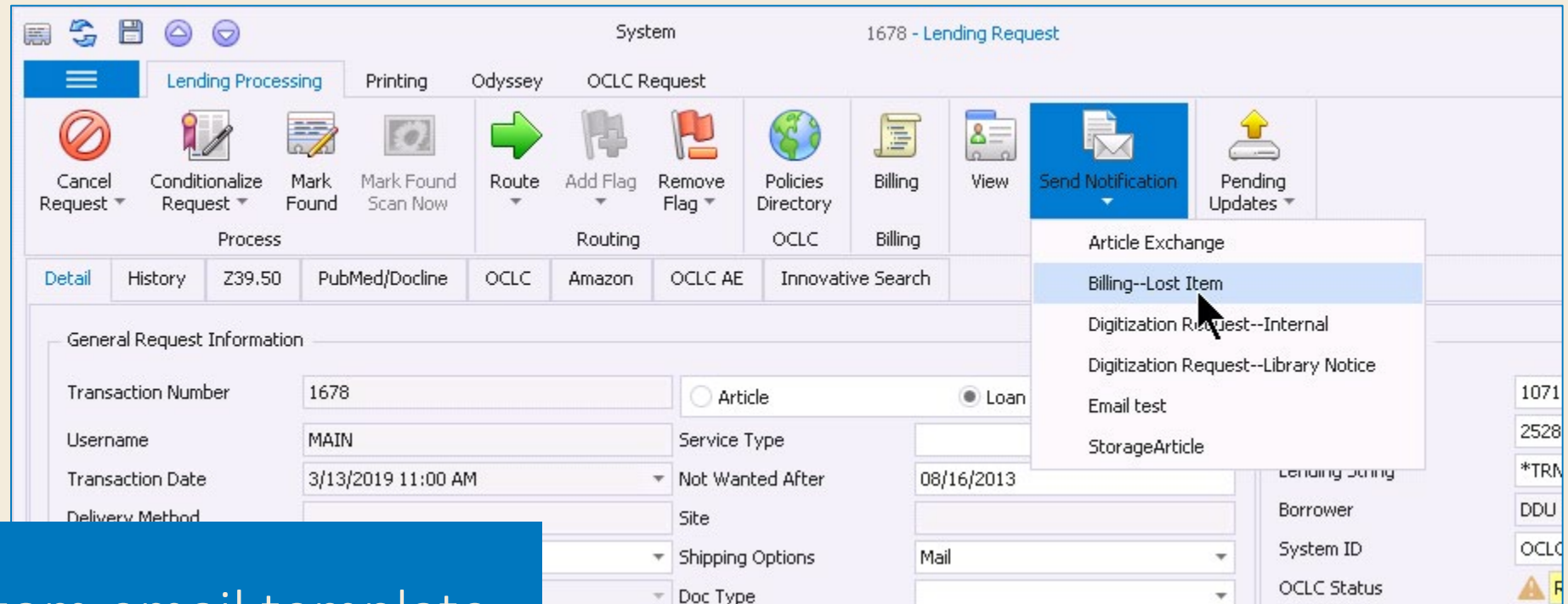
# BILLING WORKAROUNDS

# Billing Workarounds

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- Email Lost Item Invoices
- Print Lost Item Invoices

# Email Lost Item Invoice



Create custom email template  
with Email Routing

<https://support.atlas-sys.com/hc/en-us/articles/360011808034-Email-Routing>

# Email Lost Item Invoice

1678 - Lending Request    System    Notification

Lending Processing    Printing    Odyssey    OCLC Request    Notification

Send    Change Status on Send

Process

Detail    History    Z39.50    PubMed/Docline    OCLC    Amazon    OCLC AE    Innovative Search    Edit Notification Form x

E-mail

To:

CC:

BCC:

Subject: Lost Item Invoice: ILL #107132384

Mount Holyoke College Library  
Interlibrary Loan Department  
50 College Street  
South Hadley, MA 01075

=====

INVOICE # 1678

=====

3/13/2019 11:00:58 AM

UDC Learning Resources  
4200 Connecticut Ave.NW  
Washington District Of Columbia 20008

	\$85.00
	\$ 5.00
<hr/>	
TOTAL:	\$90.00

\*\*\*\*Please make checks payable to "Mount Holyoke College Library."\*\*\*\*\*

Billed Item    Lending

Default template can be edited to add fees before sending

Will not be tracked in Billing Manager

# Print Lost Item Invoice

The screenshot displays the ILLiad system interface. The top navigation bar includes 'Lending Processing' and 'Printing' (highlighted with a red box). Below this, there are icons for 'Print Request', 'Add to Print Queue', and 'Print and Empty Queue'. A mouse cursor is pointing at the 'Print Request' icon. The main content area shows 'General Request Information' with fields for Transaction Number (1678), Username (MAIN), Transaction Date (3/13/2019 11:00 AM), Delivery Method, and Service Level (Regular). A 'Print' button is visible in the top left of the main area. Overlaid on the right is the 'ILLiad Printer Settings (LendingLostItemInvoice.doc)' dialog box (title bar highlighted with a red box). The dialog has a checked option 'View merged document before printing.' and a list of printer options: 'Send To OneNote 2016 (redirected 2)', 'Fax (redirected 2)', 'Xerox Phaser 6180DN P5' (highlighted in blue), 'Send To OneNote 2016', and 'Microsoft XPS Document Writer'. At the bottom of the dialog are 'Sort Columns', 'Filter String', and 'Always prompt for this template.' (checked) options, along with 'Print' and 'Cancel' buttons.

Create custom Print template  
with Print Customization

<https://support.atlas-sys.com/hc/en-us/sections/360002504414-Printing>



# Print Lost Item Invoice

**Western State  
University**

**Invoice**

Invoice No. 1678

<b>Customer Information</b>
UDC Learning Resources 4200 Connecticut Ave.NW Washington District Of Columbia 20008

<b>Date</b>	March 13, 2019
<b>ILL Number</b>	107132384
<b>System ID</b>	OCLC

Description	Unit Price	Quantity	Total
Lincoln at Gettysburg ; the words that remade America / Wills, Garry, 1934-	Replacement Fee		\$10
	Processing Fee	1	\$1
<b>TOTAL</b>			<b>\$ 115.00</b>

Make Checks Payable to: Western State University
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Default template can be edited to add fees before sending

Will not be tracked in Billing Manager