

# Circulation Reports

Report Name	What does the report generate?
<b>Information</b>	
<a href="#">Loaned Items Information</a>	List of loaned and temporary items along with their due dates
<a href="#">Overdue Items or Unpaid Charges Information</a>	List of both overdue items and unpaid charges along with due dates and charge amounts
<a href="#">Overdue Items Information</a>	List of items that are overdue
<a href="#">Temporary Items Information</a>	List of temporary items currently checked out to patrons
<b>Charges and Payments</b>	
<a href="#">Forgiven Charges</a>	List of charges that have been forgiven within a certain date range
<a href="#">Patron Payment History</a>	List of past patron payments and credits from a specified time period
<a href="#">Refunded Payments</a>	List of refunds, including methods, amounts, and reasons
<b>Notices</b>	
<a href="#">Coming Due Items Notice</a>	Notices for patrons letting them know that their items are due soon
<a href="#">Damaged Items Notice</a>	Notices and/or mailing labels for parents of patrons with damaged item fees
<a href="#">In-Stock Hold Notice</a>	Notices for patrons letting them know that an in-stock hold is ready for them to pick up
<a href="#">Loaned Items Notice</a>	Notices to inform patrons of items they currently have checked out.
<a href="#">Needed for Reservation Notice</a>	List of patrons with items due in the near future that are needed for reservations
<a href="#">Overdue Items or Unpaid Charges Notice</a>	Notices for patrons with overdue items and/or unpaid charges
<a href="#">Overdue Items Notice</a>	Notices for patrons with items that are overdue
<a href="#">Unpaid Charges Notice</a>	Notices for patrons with charges, fines, and/or fees that haven't been paid yet
<b>Reservations</b>	
<a href="#">Reservation Labels</a>	Labels for items and equipment with reservations
<a href="#">Reservation Packing List</a>	List of upcoming reservations so you can prepare them to go to their proper patron/location
<a href="#">Reservation Picking List</a>	List of upcoming reservations for pulling and delivering items
<a href="#">Reservations List</a>	List of future reservations, including the patron name, title, date range, and more
<a href="#">Reserved Items List</a>	List of items that have been placed on reserve