Circulation Reports

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