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Custom Longoverdue Report (CLR) Processing

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The Custom Longoverdue Report (CLR) performs the following actions:

- Removes the LOST and PROCESFEE bills from the patron's record
- Creates LONGOVRDUE and PROCESFEEX bills on the patron's record
- Removes the item from the patron's record
- Removes the item from the system

We have processed all RB/ILL items due before April 8, 2017 with the CLR. These items have been reimbursed via previous Quarterly Billings.

We are now processing all items due between April 8 and December 30, 2017. The RB/ILL items will be included in the January Quarterly Billing. This process began yesterday and will be completed on Sunday, December 30. The CLR is also processing local transactions (your items, checked out to your patrons, at your library). If you have not yet contacted us to begin the CLR process, please open a ticket to start the cleanup of local transactions.

You will find lists of [items due April 8 - December 30, 2017](#) on the SWAN Support Site. There are 2 separate reports with the same items; 1 is sorted by Item Library, the other by Patron Library. These are the items that will be removed from the system as they have been long overdue for at least 1 year and can no longer be returned, based on Circulation Policy.

Thank you for your patience as we bring this process up to date.

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