SEKnFIND

PATRONS

Paying Fines

1. Click 'Payment'

Edit | Add child | Change password | Duplicate | Print ▾
Search to hold | More ▾

Checking out to Bonnie DaDog (31415926535897)

Cannot check out!

› **Overdues:** Patron has **ITEMS OVERDUE**. See highlighted items below
› **Fees & Charges:** Patron has Outstanding fees & charges of 9001.00. Checkouts are **BLOCKED** because fine balance is **OVER THE LIMIT**. Make Payment

Notes:
test patron

Messages:

2a. To make payment against *total* fines, click "Pay Amount"

| | | Account | Pay fines | Create manual invoice | Create manual credit |

Fines & charges	Sel	Description	Account type	Notify id	Level	Amount	Amount outstanding
Pay / Write off	☑	F Fine 243742 (How to hold a crocodile /)	F	1	0	9001.00	9001.00
					Sub total:		9001.00
					Total Due:		9001.00

Pay amount | Write off all | Pay selected | Cancel

2b. To make payment against *one item,* click "Pay" next to the item

| | | Account | Pay fines | Create manual invoice | Create manual credit |

Fines & charges	Sel	Description	Account type	Notify id	Level	Amount	Amount outstanding
Pay / Write off	☑	F Fine 243742 (How to hold a crocodile /)	F	1	0	9001.00	9001.00
					Sub total:		9001.00
					Total Due:		9001.00

Pay amount | Write off all | Pay selected | Cancel

2c. To make payment against *selected items,* check the boxes in the "Sel" column and click "Pay selected"

| | | Account | Pay fines | Create manual invoice | Create manual credit |

Fines & charges	Sel	Description	Account type	Notify id	Level	Amount	Amount outstanding
Pay / Write off	☑	3742 (How to hold a crocodile /)	F	1	0	9001.00	9001.00
					Sub total:		9001.00
					Total Due:		9001.00

Pay amount | Write off all | Pay selected | Cancel

3. Enter amount towards fines

a.

Pay an amount toward all fines

Total amount outstanding:	9001.00
Collect from patron:	9001.00

Confirm   Cancel

b.

Pay an individual fine

Description	Account type	Notify id	Level	Amount	Amount outstanding
F Fine 243742	F	1	0	9001.00	9001.00
Total amount payable:					9001.00

Collect from patron:	9001.00

Confirm   Cancel

c.

Pay an amount toward selected fines

Total amount outstanding:	9001.00
Collect from patron:	9001.00

Confirm   Cancel

Enter the payment amount in the "Collect from patron:" box and "Confirm"

4. You'll see your payment in green

Account	Pay fines	Create manual invoice	Create manual credit

Date	Description of charges	Note	Amount	Outstanding		Print
07/03/2013	F Fine 243742 View item How to hold a crocodile /		9001.00	1.00		Print
07/03/2013	Payment,thanks		-9000.00	0.00	Reverse	Print
05/09/2012	Writeoff		12.00	0.00		Print
05/09/2012	test fines Sundry		12.00	0.00		Print
Total due				**1.00**		

Remember

- Fines $10.00 and over block the account

- *Any* patron can pay *Any* fines at *Any* member library. Fines over $10.00 should be forwarded to the library they're owed, fines below $10.00 may be sent or kept at the discretion of the transacting library

- Fines can be paid in full, partially paid, or written off