

Fines Management User Guide



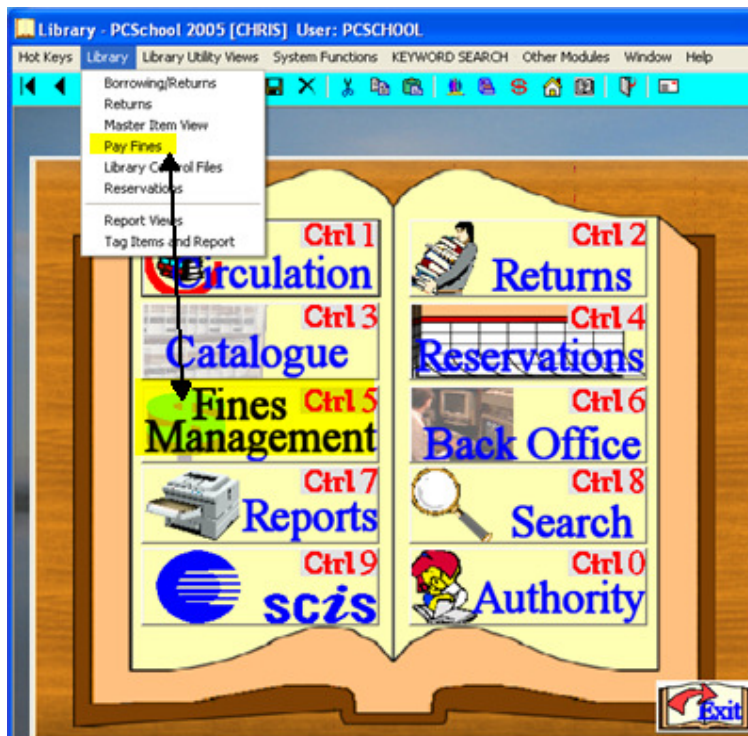
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Fines Management

Path: Library → Fines Management

The Fines for Patrons view can be accessed via the main Library menu or Pay Fines from the Toolbar.



Fines have several steps;

- Fine Rate
- Generate Fines.
- Fines Owing
- Fines Management
- Fines Received

Fine Rate

Path Authority → Loan Types

In order for Fines to be implemented the value needs to be added to the Loan Type.

Library Setup Views

Patrons | Publishers | Suppliers | Subjects | Classifications | Keyword Discard | See/See Also | **Loan Types** | Series | Authors

Loan Code: Description:

Loan Period: **Fine Rate:**

Grace Period:

Loan Periods Based on Year Level:

| | | |
|--|--|--|
| Year Level Option 1: <input type="text"/> | Year Level Option 3: <input type="text"/> | Year Level Option 5: <input type="text"/> |
| Loan Period Option 1: <input type="text" value="0"/> | Loan Period Option 3: <input type="text" value="0"/> | Loan Period Option 5: <input type="text" value="0"/> |
| Year Level Option 2: <input type="text"/> | Year Level Option 4: <input type="text"/> | Teacher Loan Period: <input type="text" value="0"/> |
| Loan Period Option 2: <input type="text" value="0"/> | Loan Period Option 4: <input type="text" value="0"/> | |

Generate Fines

Path: Back Office → Generate Fines

It is recommended that you generate fines every morning when you open the Library. That way it is always kept up to date.

Select a date range to exclude (School Camp, Public Holiday, etc.) the system automatically excludes weekends. Click Generate Fines.



Fines Owning

Path: Reports → Fines Owning

Print a Fines Report to find out what fines are owed.

The screenshot shows the 'Library Report Views' window with the 'Library Fines Owning' form. The 'Fines Owning' tab is selected. The form includes the following elements:

- Single Patron:** A text input field with a dropdown arrow, highlighted with a yellow box and a '2'.
- Form Teacher:** A text input field with a dropdown arrow.
- Year Level:** A dropdown menu set to 'C'.
- Exclude items prior to:** A date input field set to '1 Jan, 2009'.
- Select Option:** A group box containing two radio buttons: 'Fines file' (highlighted with a yellow box and a '1') and 'Patron File'.
- Report Style:** A dropdown menu set to 'List of Fines Owning - by Teacher'.
- Report Alias:** A text input field containing 'LIBFINT.RPT'.
- Output destination:** A group box with four radio buttons: 'Print to Window' (selected), 'Export to File', 'Print to Printer', and 'Export to Mail'.
- Export File Settings:** A group box with 'File Name' (set to 'Custlist.doc'), 'File Type' (set to 'Word for Windows'), and a checked 'Apply combo extension' checkbox.
- Buttons:** 'Print' and 'Exit' buttons are located at the bottom right, with a yellow box and '3' highlighting the 'Print' button.

Report with the Selected Option of Fines File.

| Fines Owning Listing As At 12/11/2009 | | | | | | |
|---------------------------------------|--------------|------|---------------|---------|--|--------|
| Patron Number | Name | Days | Teacher Accno | Year | Class | Fine |
| 503 | | | EDSTEIN M | Year: 8 | Class: A | \$4.00 |
| | | 5 | 1.00 00010 | | BUDGERGIARS | |
| | | 5 | 1.00 19745 | | SKELETON MAN The | |
| | | 5 | 1.00 15756 | | MARTIN LUTHER | |
| | | 5 | 1.00 21534 | | EXPLORING MATHS PROBLEMS WITH THE CASIO FX-7400G | |
| 73 | Bird, Martha | | EDSTEIN M | Year: 8 | Class: A | \$2.80 |
| | | 24 | 2.80 00035 | | BIG IDEAS | |

Report with the Selected Option of Patron File.

| Fines Owning Listing As At 12/11/2009 | | | | | | |
|---------------------------------------|--------------|------|---------------|---------|-----------|--------|
| Patron Number | Name | Days | Teacher Accno | Year | Class | Fine |
| 73 | Bird, Martha | | EDSTEIN M | Year: 8 | Class: A | \$2.80 |
| | | 24 | 2.80 00035 | | BIG IDEAS | |

Fines Management

The Fines Management screen is where the payments are entered.

Patron Number: **1** 73 ... Patron Key: BIRD M

Surname: Bird Given Name: Martha

Known As: Martha

| Accession Num... | Title | Days late | Fine Rate | Balance |
|------------------|-----------|-----------|-----------|---------|
| 2 00035 | BIG IDEAS | 24 | 0.20 | 2.80 |
| | | | 3 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Total Amount Due: **4** 2.80 Amount Paid: **7** 0.00 **8** Pay Amount

Apply Payment to which Accession? **5** 99 ... Change: **9** 0.00

Fine Options: Pay Fine **6** Disregard Fine

Exit Esc

- | | |
|-----------|---|
| 1. | Scan, enter the Patrons number or search for the Patron to select. |
| 2. | View the Accession number of the overdue Items. |
| 3. | View the Fine details of the Individual Items. |
| 4. | View the Total Amount Due for all the Items. |
| 5. | If fines are due for more than one accession number you can select to pay the fine for the individual Item. |
| 6. | Select an option to Pay Fines or Disregard Fines. |
| 7. | Enter the Amount to be Paid or Disregarded. |
| 8. | Click Pay Amount. |
| 9. | The amount of Change will be calculated once Pay Amount has been clicked. |

Fines Received

A point of note here is that each time a fine is paid, there is an entry made in the fines receipts file. At the end of the day the operator would be able to print out a listing of the monies received and thereby account for monies received during the day.

Select the dates From and To the click Print.

Fines Owning Listing As At 12/11/2009

| Patron Number | Name | Days | Teacher Accno | Year | Class | Fine |
|---------------|--------------|------|------------------------|------|-----------|--------|
| 73 | Bird, Martha | 24 | EDSTEIN M 280 00035 | 8 | A | \$2.00 |
| | | | | | BIG IDEAS | |