PATRONS

Creating Manual Invoices

1. Click 'Fines' tab

Home library: Iola Public Library

Check out

Details

Fines

...ation history

...fication log

...es

...stics

Due date	Title
07/02/2013 23:59	Gertrude, the bulldog detective /, by Christelow,
07/02/2013 23:59	Grumpy Gloria /, by Dewdney, Anna. 35300000115
07/02/2013 23:59	I had brain surgery, what's your excuse? :, by E
07/09/2013 23:59	Bulldog won't budge /, by Sutherland, Tui, 35303
07/17/2013 23:59	How to hold a crocodile /, by 34316000088931

Override renewal limit: ☐ Renew or Return checked items | Renew a...

2. Click create manual invoice

218 E. Madison
Iola, KS 66749
555-867-5309
bdadog@sekls.net
Category: Adult In (ADIN)
Home library: Iola Public Library

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

Manual Invoice

Type: Lost item
Barcode:
Description:
Note:
Amount: Example: 5.00

Save   Cancel

3. Fill in information

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

Manual Invoice

Type: Fine
Barcode: 35324000053289
Description: F
Note:
Amount: 7.11   Example: 5.00

Save   Cancel

Adding a barcode will link the invoice to an item in the catalog.

4. Charges show on the 'Account' tab

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

Date	Description of charges	Note	Amount	Outstanding	Print
07/08/2013	743234 View item A Fine Balance		-7.00	-7.00	Print
07/08/2013	F Fine 743234 View item A Fine Balance		7.11	7.11	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				0.11	

Important: Please **do not use** manual *credits*, they cause problems with fine calculations by creating permanent negative balances.