

AspenCat – Pay a Fine

1. Login to the staff module.
2. Search for the patron, using the patron barcode or name.

The screenshot shows the AspenCat staff interface with several search options. The 'Patrons' search box is highlighted with a red rectangle. Other options include 'Circulation', 'Cataloging', 'Reports', 'Tools', 'About Koha', 'Search', and 'Lists'.

3. Click on the patron name in the result list.

Results 1 to 3 of 3 found for 'clie'

Add Selected Borrowers To Cart

<input type="checkbox"/>	Card	Name	Cat	Library	Expires on	OD/Issues	Fines	Circ note		
<input type="checkbox"/>	27777777777777	clie 80112	Library Staff (S)	CLIC	12/17/2014	0/0	0.00		Add to Cart	Edit
<input type="checkbox"/>	00000000134567	clie.test 81507	Library Staff (S)	CLIC	04/23/2017	0/0	17.00		Add to Cart	Edit
<input type="checkbox"/>	243660000ptfs8	PTFS, CLIC Adult Test 00000	Adult (A)	CLIC	02/03/2016	0/0	0.00		Add to Cart	Edit

4. Click on the “Fines” tab on the left side of the patron record.

The screenshot shows the AspenCat patron record for 'test clic (00000000134567)'. The 'Fines' tab is selected and highlighted with a red arrow. The record shows no address, city, phone, or email stored. The category is 'Library Staff (LIBSTAFF)' and the home library is 'CLIC Library (C000)'. The record also shows a 'Check Out' button, 'Details' tab, 'Lost Items' tab, 'Circulation History' tab, 'Hold History' tab, 'Messaging' tab, and 'Course Reserves' tab. The 'Fines' tab is currently selected.

5. The patron's fine information will be displayed. Complete fine history is accessed from the Account history tab. To add a manual fine or fee, click on the Add invoice tab. You can pay from the Account tab (shown below), or you can click on the Add payment or credit.

Balance: \$17.00

Accruing overdues: \$0.00
Outstanding charges: \$17.00

Account Account history Add invoice Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outstanding	
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	4	08/14/2014	test manual fee	CLIC	Account Management Fee	\$5.00	\$5.00	
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	2	09/06/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] CHARACTER SET TEST RECORD: DIACRITICS.		Lost Item	\$12.00	\$12.00	
Total accruing						[\$0.00]		
<input type="button" value="Pay All"/>	Total currently outstanding							\$17.00
<input type="button" value="Waive All"/>	Total due							\$17.00

6. If a patron wants to pay all, click on the "Pay All" button.
 - a. The tab for "Add payment or credit" opens with the amount due filled in.

Balance: \$17.00

Accruing overdues: \$0.00
Outstanding charges: \$17.00

Account Account history Add invoice Add payment or credit

Manual Credit

NOTE: Description and Amount fields required

Credit Type:

Apply to:

Description:

Amount:

- b. To pay total due, add a description (e.g. fine payment) and then click on the Add button.

Balance: \$17.00

Accruing overdues: \$0.00
Outstanding charges: \$17.00

Account Account history Add invoice Add payment or credit

Manual Credit

NOTE: Description and Amount fields required

Credit Type:

Apply to:

Description:

Amount:

7. To pay just one fine
 - a. Click on the Pay button on the fine line

Balance: \$14.70

Accruing overdues: \$0.00
 Outstanding charges: \$14.70

Account | Account history | Add invoice | Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outstanding
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	3	09/02/2012	Lost Item, checkin as lost 09/02/2012 by staff (-cron)		Lost Item	\$14.40	\$14.40
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	2	09/02/2012	Garfield takes his licks / due on 07/18/2012, paid at no.2 08/30/2012, checkin as lost 09/02/2012		Overdue Fine	\$3.30	\$0.30
Total accruing						[\$0.00]	
<input type="checkbox"/> Pay All <input type="checkbox"/> Waive All	Total currently outstanding						\$14.70
Total due							\$14.70

- b. A window will pop-up with everything filled in – just click submit.

Pay fine ✕

Fee Summary: Garfield takes his licks / due on 07/18/2012, paid at no.2 08/30/2012, checkin as lost 09/02/2012

Amount Owed: \$0.30

NOTE: Description and Amount fields required

Description:

Amount:

- c. You would follow the same procedure to waive just one fine, except you would click on the waive button rather than the pay button.

8. If the patron wants to pay less than the full amount – that is pay more than one fine, but less than all, check the box next to the one (or ones) that they wish to pay.,.

Balance: \$14.00

Accruing overdues: \$0.00
Outstanding charges: \$14.00

Account Account history Add invoice Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outstanding
<input type="checkbox"/> Pay Waive	2	09/05/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] CHARACTER SET TEST RECORD DIACRITICS		Lost Item	\$12.00	\$12.00
<input checked="" type="checkbox"/> Pay Waive	1	06/28/2013	(Manual invoice) New Card, N		New Card Issued	\$2.00	\$2.00
Total accruing						[\$0.00]	
Pay Selected						Total currently outstanding	\$14.00
Waive Selected						Total due	\$14.00

The buttons at the bottom change from “Pay All” and “Waive All” to “Pay Selected”, and “Waive Selected”.

9. The tab for “Add payment or credit” opens with the amount due, and the fine selected filled in. **Add a description** (required) and click the Add button.

Balance: \$14.00

Accruing overdues: \$0.00
Outstanding charges: \$14.00

Account Account history Add invoice Add payment or credit

Manual Credit

NOTE: Description and Amount fields required

Credit Type:

Apply to:

Choose fee(s):

- 09/05/2013: 12.00/12.00 Lost Item, checkin as lost 09/06/2013 by staff (-cron)
- 06/28/2013: 2.00/2.00 (Manual invoice) New Card, N

Tip: Hold Ctl or Command to select multiple entries.
Tip: if credit amount exceeds fee amounts chosen, remaining credit will be distributed over other fees, oldest first.

Description:

Amount:

10. This will remove the paid items from the “Outstanding and Accruing Fees” list and return you to the “Account” tab with the paid fine removed.

Balance: \$12.00

Accruing overdues: \$0.00
Outstanding charges: \$12.00

Account Account history Add invoice Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outstanding	
<input type="checkbox"/> Pay Waive	2	09/05/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] CHARACTER SET TEST RECORD: DIACRITICS.		Lost Item	\$12.00	\$12.00	
Total accruing						[\$0.00]		
<input type="button" value="Pay All"/>	Total currently outstanding							\$12.00
<input type="button" value="Waive All"/>	Total due							\$12.00

11. If you click on the “Account tab” it will show the transaction.


Balance: \$12.00

Accruing overdues: \$0.00
Outstanding charges: \$12.00

Account Account history Add invoice Add payment or credit

Fees & payments [Show credit details](#)

No.	Date	Description	Library	Fee type	Amount	Payment	Outstanding
3	08/14/2014	Payment for New Card	CLIC	Payment	\$-2.00	<input type="button" value="Reverse"/>	
2	09/05/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] : CHARACTER SET TEST RECORD: DIACRITICS.		Lost Item	\$12.00		\$12.00
1	06/28/2013	(Manual invoice) New Card, N +		New Card Issued	\$2.00	\$-2.00 Payment (08/14/2014)	\$0.00

12. You can see the credit details by either clicking on the link “Show credit details” or the  symbol on a particular line.

Balance: \$12.00

Accruing overdues: \$0.00
Outstanding charges: \$12.00

Account Account history Add invoice Add payment or credit

Fees & payments [Show credit details](#)

No.	Date	Description	Library	Fee type	Amount	Payment	Outstanding
3	08/14/2014	Payment for New Card	CLIC	Payment	\$-2.00	<input type="button" value="Reverse"/>	
2	09/05/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] : CHARACTER SET TEST RECORD: DIACRITICS.		Lost Item	\$12.00		\$12.00
1	06/28/2013	(Manual invoice) New Card, N +		New Card Issued	\$2.00	\$-2.00 Payment (08/14/2014)	\$0.00

13. The following screen will appear, with the credit details.

No. ↕	Date ↕	Description ↕			
3	08/14/2014	Payment for New Card	CLIC		
2	09/05/2013	Lost Item, checkin as lost 09/06/2013 by staff (-cron) [barcode: 37777000001782] : CHARACTER SET TEST RECORD: DIACRITICS.			
1	06/28/2013	(Manual invoice) New Card, N ⊕			
		Date	Description	Type	Amount
		08/14/2014	Payment for New Card	Payment	-2.00

To hide details, either click on the “Hide Credit Details” (if you originally clicked on the “Show Credit Details, or again on the ⊕ symbol if that is what you originally did)

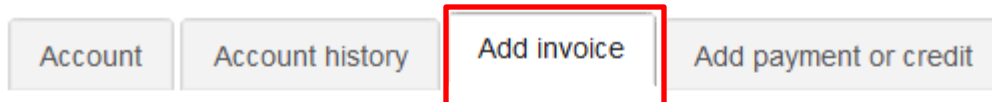
14. You can also either Waive All, or Waive Selected. Go through the same procedure as Pay All, or Pay Selected.

Account Pay Fines Create Manual Invoice Create Manual Credit

Fines & Charges ↕	No. ↕	Date ↕	Description ↕	Title ↕	Account Type ↕	Notify id ↕	Level ↕	Amount ↕	Amount Outstanding ↕
<input type="button" value="Pay"/> <input type="button" value="Writeoff"/>	3	08/29/2013	Payment for no.2 (Manual invoice) Account Management Fee, A, Thanks (-clctest) (Reversed) (Reversed) (Reversed)		Pay	0	0	-5.00	5.00
<input type="button" value="Pay"/> <input type="button" value="Writeoff"/>	1	06/16/2013	Lost Item, checkin as lost 06/16/2013 by staff (-cron)	Test record, title : 37777000000999	L	0	0	40.00	40.00
Total Due									45.00

[Cancel](#)

15. To create a manual invoice – click on the Add invoice Tab



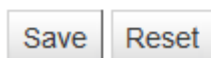
Manual Invoice

Type: Sundry

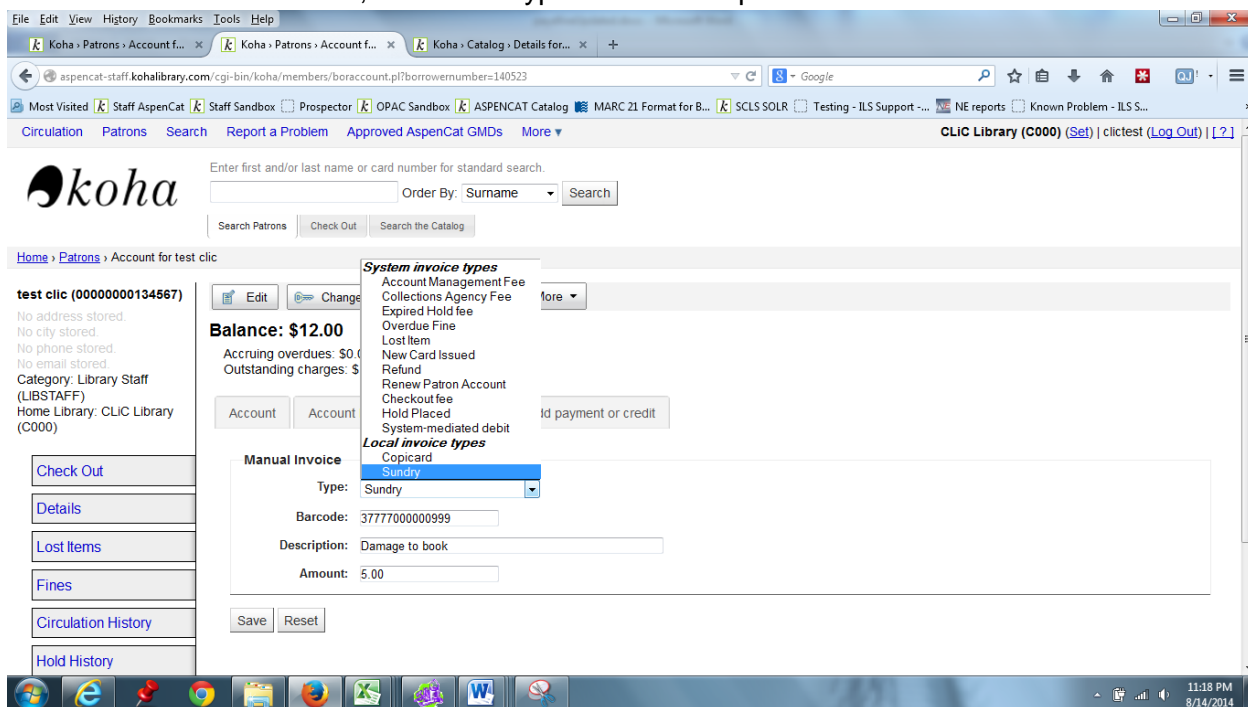
Barcode: 3777700000999

Description: Damage to book

Amount: 5.00



a. To create a manual invoice, first select type from the drop down menu:



- b. Select a type from the drop down menu. Enter barcode (if charge is associated with an item), description, and amount, then click the "Save" button. (Note: If item is lost, do not use manual invoice to charge for item. (Assuming it is currently checked out to the patron, go to the item edit form and adjust status there. Marking an item Lost via the edit item page will automatically put a fine on the patron's record for the replacement cost of the item.)

Account Account history Add invoice Add payment or credit

Manual Invoice

Type: Sundry

Barcode: 37777000000999

Description: Damage to book

Amount: 5.00

Save Reset

- c. This will show up in the Account tab.

Balance: \$17.00

Accruing overdues: \$0.00
Outstanding charges: \$17.00

Account Account history Add invoice Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outstanding
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	3	08/14/2014	Damage to book [barcode: 37777000000999] Test record title	CLIC	Sundry	\$5.00	\$5.00

- d. This will also show in Account History tab.

Account Account history Add invoice Add payment or credit

Fees & payments [Show credit details](#)

No.	Date	Description	Library	Fee type	Amount	Payment	Outstanding
4	08/14/2014	Payment for New Card	CLIC	Payment	-\$2.00	Reverse	
3	08/14/2014	Damage to book [barcode: 37777000000999] : Test record title	CLIC	Sundry	\$5.00		\$5.00

16. Note – you cannot pay or waive Accruing Fine (notice that there is no box to check)

Account Account history Add invoice Add payment or credit

Outstanding and Accruing Fees

Action	No.	Date	Description of charges	Library	Fee type	Original amt	Outsta
	16	08/14/2014	Accruing overdue charge for The boy in the striped pajamas : (due 01/07/2014) [barcode: 34359000050081] The boy in the striped pajamas.	WELD	Estimated fee	[\$8.60]	
	15	08/14/2014	Accruing overdue charge for The diary of a young girl / (due 01/07/2014) [barcode: 34359000052042] The diary of a young girl /	WELD	Estimated fee	[\$8.60]	
	14	08/14/2014	Accruing overdue charge for Get well soon / (due 01/07/2014) [barcode: 38204000007443] Get well soon /	WELD	Estimated fee	[\$10.00]	
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	13	12/05/2013	Don't stop now from PPL due on 12/03/2013, returned 12/05/2013		Overdue Fine	\$0.20	\$0.20
<input type="checkbox"/> Pay <input type="checkbox"/> Waive	12	12/05/2013	Stay with me / due on 12/03/2013, renewed 12/05/2013 [barcode: 34359000050880] Stay with me /		Overdue Fine	\$0.20	\$0.20