Circulation Charges and Payments Reports

Operations

Reports

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Unknown macro: 'rate'

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Tools > Reports > Circulation > Charges and Payments

- Forgiven Charges
- Patron Payment History
- Refunded Payments

Forgiven Charges
Forgiven Charges

Generates a list of charges that have been forgiven within a certain date range

Use(s)

Run this report to show charges and fines forgiven by the library for auditing purposes.

Selections

Options

History Starting: Enter a starting date in MM/DD/YYYY for

And Ending: Enter an ending date in MM/DD/YYYY format

Example Report

Last modified by $getLastModificationDate()

Forgiven Charges Report.pdf

Patron Payment History

Patron Payment History

Textbook Tracker: *Textbook Patron Payment History*

Generates a list of past patron payments and credits from a specified time period

Use(s)

Run this report for individual patrons to help resolve any financial account disputes.

Selections	Options

Example Report

Patron Payment History Report.pdf

Refunded Payments

Refunded Payments

Textbook Tracker

Generates a list of refunds, including methods, amounts, and reasons

Refunds can be given for returned books that were lost or mistakes made while charging.

Use(s)

- Run this report for individual patrons to help resolve any financial account disputes.

- Run this report to show payments refunded by the library for auditing purposes.

Selections

Options

Example Report

Refunded Payments Report.pdf