Circulation Charges and Payments Reports

Operations

Reports

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Tools > Reports > Circulation > Charges and Payments

Forgiven Charges

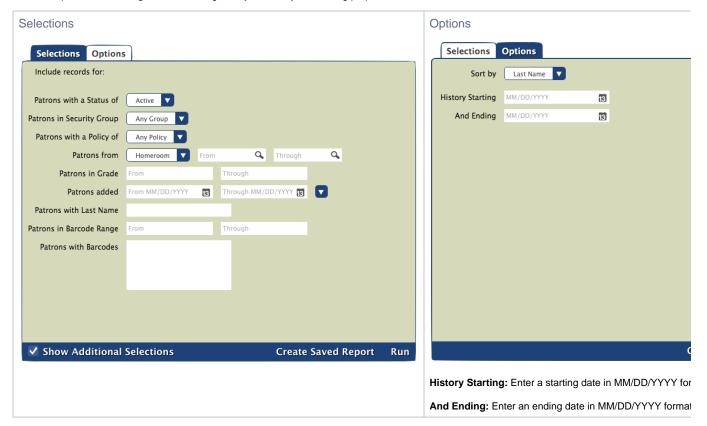
Patron Payment History

Refunded Payments

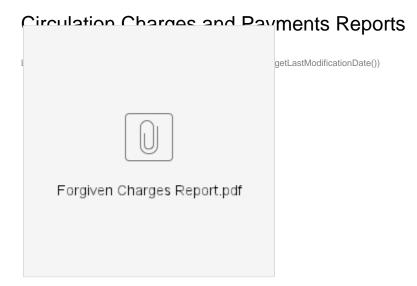
Forgiven Charges Forgiven Charges

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.



Example Report



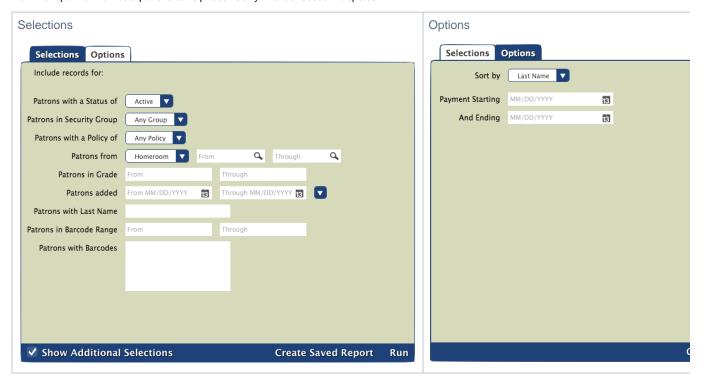
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Textbook Tracker: Textbook Patron Payment History

Patron Payment History Patron Payment History

Generates a list of past patron payments and credits from a specified time period $\label{eq:Use} Use(s)$

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



Example Report



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Textbook Tracker

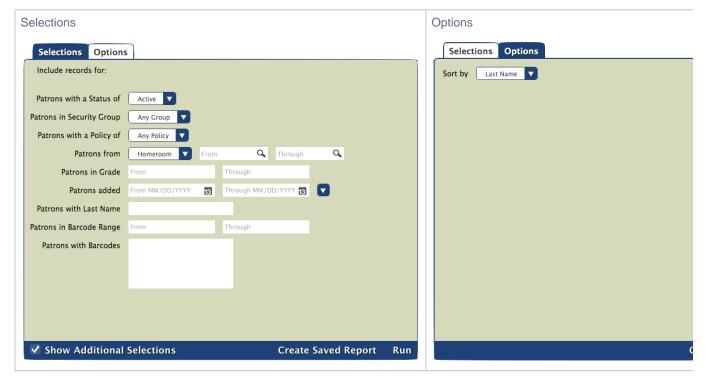
Refunded Payments Refunded Payments

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.



Example Report



Refunded Payments Report.pdf

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