# **Charges / Payments Reports**

# Operations

# Reports

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#### Alexandria



Charges and Overdue Fines

Extbook Tracker: Textbook Charges and Overdue Fines - Complete

Generates a list of which patrons owe money, including charges and overdue fines

### Use(s)

Librarians and teachers can run this report to get a list of students in a particular group or class who have unpaid charges. They can then remind their students to pay those charges. They can also create a Saved Report that automatically sends emails to staff with this information periodically.

Overdue Fines Only refers to fines being accrued for items that are still checked out. Unpaid overdue fines for items that have been
returned are included with the All Charges, Fees, and Fines and Other Charges/Fees options.

Selections				Op	otions
Selections         Options           See which patrons owe money, including charges and overdue fines. Include records for:					Selections Options
Patrons at Site	AMS – Adams Middle School		1	Include OAll Charges, Fees, and Fines	
Patrons with a Status of	Active			<ul> <li>Overdue Fines Only</li> <li>Other Charges/Fees</li> </ul>	
Fine or Charge Balance	.01	99999.00			
Transaction Date	From MM/DD/YYYY 3	Through MM/DD/YYYY 13			
Patrons with a Policy of	Any Policy				
Patrons from	Location <b>V</b> From	C Through	Q,		
Patrons in Grade	From	Through			
Patrons with Last Name					
Patrons in Barcode Range	From	Through			
Patrons with Barcodes					
Title					
Show Additional	Selections	Create	Saved Report Run		

### **Example Reports**

NOTE: Textbook Tracker offers the All Charges, Fees, and Fines format of this report.

Classic Classi	.e	
Charges and OverFines Report.pdf	Charges and Overerdue Fines).pdf	Charges and Over
All Charges, Fees, and Fines	Overdue Fines Only	Other Charges

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# Patron Financials Brief Patron Financials Brief

Textbook Tracker: Textbook Patron Financials Brief

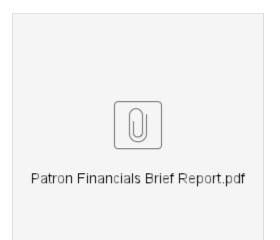
Generates a list of patrons and their balances

Credits are shared between Alexandria Librarian and Textbook Tracker. But depending on which report you run, the calculated balance will be based on Alexandria Librarian *or* Textbook Tracker fines.

## Use(s)

Librarians and teachers can run this report to get a list of balances for all students in a particular group or class. They can then let students know if they have any charges or credits. Consider creating Saved Reports that automatically send emails to staff with this information periodically.

Selections	Options
Selections Options	Selections Options
See available credit and balance owed for:	Sort by Last Name
Patrons at Site AMS – Adams Middle School	
Patrons with a Status of Active	
Patrons with Balance of .01 99999.00	
Transaction Date From MM/DD/YYYY 🔞 Through MM/D	
Credit Balance .00 99999.00	
Patrons with a Policy of Any Policy	
Patrons from Homeroom From 🔍	Through Q
Patrons in Grade From Through	
Patrons with Last Name	
Patrons in Barcode Range From Through	
Patrons with Barcodes	
Show Additional Selections	Create Saved Report Run



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