

Extra \$\$? Add Credits

Tip for: 02.06.17

Last week we followed Mark's adventures with overdue fines, and you became a financial expert in Alexandria, right? Well, we all know things don't always go so perfectly easy, so let's start some 'What if' scenarios. What if Mark brought a \$1 bill to pay the 50¢ fine and you don't have change?

An easy way to deal with this is to add the money as a credit first, and use his credit to pay the fine.

How to add a credit:

- In Circulation, bring up Mark as the Current Patron.
- Go to the Charges tab, and the **History** subtab (v7) or the Credits subtab (v6 Web Librarian only).
- Click **Add Credit** or **+** at the bottom.
- In the dialog window, enter a **Credit Amount** of 1.
- Click **Process** or **OK**.

How to pay from credit:

- In the **Charges** subtab, select the overdue fine.
- Click **Make Payment**.
- Enter .5 in the **Pay from Credit** field.
- Click Process.

That way 50¢ pays the fine, and the other 50¢ is available as credit on his account for next time.