

Add Credit to a Patron's Account

Tip for: 10.20.14

Do you charge fines at your library? Would you like a way to accept a payment greater than the fine amount and add the rest as credit to a patron's account? You can, using Web Librarian.



Unknown macro: 'multiexcerpt-include-macro'

To add credit:

- In **Web Librarian**, make the patron current.
- Go to the **Charges Tab**.
- Click on the Credit subtab.
- Click the add (+) icon at the bottom left.
- Enter the credit amount, choose a Payment Method, and make a note.
- Press **Okay**.

To make a payment from credit:

- In **Web Librarian**, make the patron current.
- Go to the **Charges Tab**.
- Click on the **Charges** subtab.
- **Select** the charge.
- Click on **Make Payment**.
- Set the Payment field to 0, and enter the **Charge Amount** in the **Pay From Credit** field.
- Press **OK**.