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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 17.75

Open

Closed

All

STEP 2: Go to the ALL tab of Fees/Fines History

All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 17.75

New

Pay

Waive

Refund

Transfer

Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner	Instance (Item Type)	Barcode	Call Number	Due Date	Returned Date	
1/14/2019	1/14/2019	Purchase SD Card	12.00	6.67	Paid Partially	Main Circ Desk	-	-	-	-	-	...
1/14/2019	1/14/2019	Purchase USB Drive	15.00	6.67	Paid Partially	Main Circ Desk	-	-	-	-	-	...
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	4.41	Paid Partially	Main Admin Office	-	-	-	-	-	...
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	-	...
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main Admin Office	-	-	-	-	-	...
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	-	...

STEP 1: Set up a test patron with some open and some closed fees/fines

STEP 3: Select all fees/fines

All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 17.75 Selected: 17.75

<input checked="" type="checkbox"/>	Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase SD Card	12.00	6.67	Partially Paid	Main Circ Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	6.67	Partially Paid	Main Circ Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	4.41	Partially Paid	Main Circ Office
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main Circ Office
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk

STEP 5:
Deselect 3
paid fees/fines
to Continue

Waive fees/fines

6 items selected. 3 items cannot be waived because they are already closed

<input checked="" type="checkbox"/>	Alert details	Fee/Fine type	Remaining	Payment Status	Item
<input checked="" type="checkbox"/>	Deselect to continue	Rent Carrel	0.00	Paid Fully	
<input checked="" type="checkbox"/>	Deselect to continue	Weekly Bus Pass	0.00	Paid Fully	
<input checked="" type="checkbox"/>	Deselect to continue	Rent Carrel	0.00	Paid Fully	
<input checked="" type="checkbox"/>		Weekly Bus Pass	4.41	Paid Partially	
<input checked="" type="checkbox"/>		Purchase SD Card	6.67	Paid Partially	
<input checked="" type="checkbox"/>		Purchase USB Drive	6.67	Paid Partially	

Cancel Continue

STEP 6: Press
Continue button

New Pay Waive Refund Transfer

STEP 4: Press
Waive button

Users

InventoryCheck outCheck inRequestsCodex SearchERMData ImportheHoldingseUsageFinanceApps

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 17.75

All

NewPayWaiveRefundTransfer

All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 17.75 Selected: 17.75

	Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase SD Card	12.00	6.67	Paid Partially	Main C Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	6.67	Paid Partially	Main C Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	4.41	Paid Partially	Main A Office
<input type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main C Desk
<input type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main A Office
<input type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main C Desk

Waive Fee/Fine

Partially waive 3 fees/fines for a total amount of 10.00

Total owed amount: 17.75

Selected amount: 17.75

Waive amount*: 10.00

Remaining amount: 7.75

Waive reason*

Special Circumstances

Additional information*

Decided to give the patron a discount.

☒ Notify patron

Cancel

Waive

STEP 7: Enter in a small partial waive amount (so that none of the fees/fines are fully waived)

STEP 8: Press the Waive button (and confirmation)

← → ↺

Not secure | folio-q4.aws.indexdata.com/users/view/28bd7205-251f-4dc3-ac69-0f6c15352178?filters=pg.undergrad&layer=all-accounts&sort=Name

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👤 Users

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STEP 9: Note that the 3 fees/fines are checked and have had the correct amount partially waived--nothing is wrong at this point

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)

Open Closed All

New Pay Waive Refund Transfer

All fees/fines for Hammes, Wilfred Augustine (Undergrad)

Outstanding Balance: 7.75 Selected: 7.75

<input type="checkbox"/>	Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner	Instance (Item Type)	Barcode	Call Number	Due Date	Returned Date
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase SD Card	12.00	3.34	Waived Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	3.34	Waived Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	1.07	Waived Partially	Main Admin Office	-	-	-	-	...
<input type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	...
<input type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main Admin Office	-	-	-	-	...
<input type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	...

← → ↺

Not secure | folio-q4.aws.indexdata.com/users/view/28bd7205-251f-4dc3-ac69-0f6c15352178?filters=pg.undergrad&layer=all-accounts&sort=Name

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Select columns

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 7.75

Open

Closed

All

New

Pay

Waive

Refund

Transfer

👤 All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 7.75 Selected: 7.75

☑	Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner	Instance (Item Type)	Barcode	Call Number	Due Date	Returned Date
☑	1/14/2019	1/14/2019	Purchase SD Card 🟡	12.00	3.34	Waived Partially	Main Circ Desk	-	-	-	-	...
☑	1/14/2019	1/14/2019	Purchase USB Drive 🟡	15.00	3.34	Waived Partially	Main Circ Desk	-	-	-	-	...
☑	1/14/2019	1/14/2019	Weekly Bus Pass 🟡	7.75	1.07	Waived Partially	Main Admin Office	-	-	-	-	...
☑	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	...
☑	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main Admin Office	-	-	-	-	...
☑	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	...

STEP 10: Immediately re-check all of the boxes again

STEP 11: Then press the Pay button--you will note that nothing happens

STEP 12: Uncheck the boxes

Q

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Select columns

All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 7.75

Date Created	Date Updated	Fee/Fine Type	Billed	Remaining	Payment Status	Fee/Fine Owner
1/14/2019	1/14/2019	Purchase SD Card	12.00	3.34	Waived Partially	Main Desk
1/14/2019	1/14/2019	Purchase USB Drive	15.00	3.34	Waived Partially	Main Desk
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	1.07	Waived Partially	Main Office
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Desk
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main Office
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Desk

Pay Fee/Fine

Paying 0 fees/fines for a total amount of 0.00

Total owed amount:7.75

Selected amount:0.00

Payment amount*:

Remaining amount:7.75

Payment type*

Select type

Transaction information

Enter check #, etc.

Additional information

Enter more information about the fee/fine payment (optional)

☒ Notify patron

Cancel

Pay

STEP 13: After you uncheck the boxes, the Pay Fee/Fine modal opens up with a Pay Amount of 0.00 (given nothing has been selected)