

Not secure | folio-q4.aws.indexdata.com/users/view/28hd7205-251f-4dc3-ac69-0f6c15352178?filters=pg.undergrad&layer=open-accounts&sort=Name

Users Inventory Check out Check in Requests Codex Search ERM Data Import eHoldings eUsage Finance Apps

Fees/Fines - Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 6.75

Open Closed All

Open fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 6.75 Selected: 6.75

New Pay Waive Refund Transfer

<input checked="" 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	3.01	Paid Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	3.01	Paid Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.73	Paid Partially	Main Admin Office	-	-	-	-	...

STEP 3: Select all fees/fines

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

STEP 1: Create several open fees/fines (or use the 3 from Example1.pdf)

STEP 4: Press Pay button to pay the 3 fees/fines

Open fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 6.75 Selected: 6.75

<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	3.01	Paid Partially	Main C Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	3.01	Paid Partially	Main C Desk
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.73	Paid Partially	Main A Office

Pay Fee/Fine

Partially paying 3 fees/fines for a total amount of 1.00

Total owed amount:	6.75	Payment type*	Cash	Transaction information
Selected amount:	6.75			Enter check #, etc.
Payment amount*:	1.00			
Remaining amount:	5.75			

Additional information

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

☒ Notify patron

Cancel Pay

STEP 5: Pay a small amount on the fees/fines (so that they are still available for further testing)

STEP 6: Press the Pay button (and Confirm the payment)

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STEP 7: Note that the 3 fees/fines are still checked and that the remaining amounts have been updated--everything worked as it should

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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)

Outstanding Balance: 5.75

Open

Closed

All

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

Outstanding Balance: 5.75 Selected: 5.75

New

Pay

Waive

Refund

Transfer

<input checked="" 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	2.68	Paid Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	2.68	Paid Partially	Main Circ Desk	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.39	Paid Partially	Main Admin Office	-	-	-	-	...

Users - FOLIO

Log in - FOLIO

Users - FOLIO

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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)

Outstanding Balance: 5.75

6

Select columns

Open

Closed

All

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

Outstanding Balance: 5.75

Selected: 5.75

New

Pay

Waive

Refund

Transfer

<input checked="" 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	2.68	Paid Partially	Main Circ Desk	-	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Purchase USB Drive	15.00	2.68	Paid Partially	Main Circ Desk	-	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.39	Paid Partially	Main Admin 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 Admin Office	-	-	-	-	-	...
<input checked="" type="checkbox"/>	1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main Circ Desk	-	-	-	-	-	...

STEP 8: Now go to the All tab of Fees/Fines History (where there should be closed fees/fines listed)

STEP 9: Select all fees/fines listed

STEP 10: Press the Pay button. Nothing will happen.

STEP 11: Uncheck all
of the fee/fine boxes

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Fees/Fines - Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 5.75

All

New Pay Waive Refund Transfer

All fees/fines for Hammes, Wilfred Augustine (Undergrad)
Outstanding Balance: 5.75

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	2.68	Paid Partially	Main C Desk
1/14/2019	1/14/2019	Purchase USB Drive	15.00	2.68	Paid Partially	Main C Desk
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.39	Paid Partially	Main A Office
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main C Desk
1/14/2019	1/14/2019	Weekly Bus Pass	7.75	0.00	Paid Fully	Main A Office
1/14/2019	1/14/2019	Rent Carrel	25.25	0.00	Paid Fully	Main C Desk

Pay Fee/Fine

Paying 0 fees/fines for a total amount of 0.00

Total owed amount: 5.75

Selected amount: 0.00

Payment amount*: 0.00

Remaining amount: 5.75

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 12: The Pay
Fee/Fine modal pops
up indicating that you
are paying 0
fees/fines for a total
of 0.00